

	FMCA POLICIES AND PROCEDURES	INDEX NO. 1024	APPROVAL LEVEL GB
	SUBJECT Policy and Procedure Amendments	EFFECTIVE 07/2021	SUPERSEDES 8/19
	SPECIAL DISTRIBUTION Policy and Procedure Committee		

POLICY

There is a designated approval level for each policy and procedure -- Governing Board (GB), Executive Board (EB), Board of Directors (BD) or Chief Executive Officer (CEO). Proposals to amend these policies and procedures and to create new ones are to be adopted by the applicable approval level.

PROCEDURE

Submitting Proposed Changes

1. Proposals to amend these policies and procedures and to create new ones shall be adopted by the applicable approval level.
2. A proposal to amend these policies and procedures, either by making changes or creating new ones, may be initiated by the Governing Board, the Executive Board, any FMCA committee, the CEO, or a petition signed by twenty memberships.
3. Proposals with rationale shall be clearly set forth in writing and sent to the Policy and Procedure Committee Chairman, with a copy to the National President, through Chapter Services.
4. Proposals concerning a policy and procedure with a Governing Board approval level shall be received in writing no later than May 1 preceding the Governing Board Meeting at which it is to be discussed.
5. Proposals concerning a policy and procedure with an Executive Board approval level shall be received in writing sixty days prior to the Executive Board meeting at which it is to be discussed.

Consideration

1. The text of any proposal with a Governing Board approval level shall be reviewed by the Policy and Procedure Committee and forwarded with a recommendation to the Executive Board for its review, discussion, and comment at the next meeting. The proposal shall be forwarded to the Governing Board to be discussed and voted on at the next meeting.
2. The text of any proposal with an Executive Board approval level shall be reviewed by the Policy and Procedure Committee and forwarded to the Executive Board no later than three (3) days prior to the Executive Board meeting.

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3. The text of any proposal with an CEO approval level shall be reviewed by the CEO and after approval shall be forwarded to the National President and the Policy and Procedure Committee for their review.

4. Corrections to the policies and procedures for the sole purpose of eliminating or correcting clerical or typographical errors may be made at any time.