Policy Proposal Development Process Flow

The Community, Governing Board (GB), and Policy Committee (PC) participate in development of changes to the Common Manual. The process flow is as follows:

1. Community or PC member submits idea for change to PC.

   - If idea is not advanced, submitting entity is notified in writing. Suggested change is moved to PC considered log.
   - Idea considered by PC.
   - If idea is under community development, or ED guidance is expected, the suggested change is moved to PC radar log.

2. • Approved idea is added to PC work log and assigned a proponent who researches the topic, develops and refines draft proposal and summary.
   • Draft proposal is reviewed and approved by PC. Significant changes discussed with submitting entity.
   • A batch of approved proposals is generally distributed to community for review/comment the 3rd week of each month. The comment period is 21 days.

   - Community members review proposals and send suggestions for changes/rationale to PC.

3. • PC may vote to decline proposal for advancement.
   • PC reviews/considers community comments. Proponent prepares comment responses to suggestions (excluding wordsmithing).
   • PC may vote to defer proposal for further research/development.

4. • Approved proposals are revised with applicable community suggestions and edited.
   • A batch of proposals are sent to GB members for review/consideration 7 days prior to GB meeting held every 3rd Thursday of each month.

   - GB may defer the proposal for further research and development.
   - GB approve proposal as written, or with minor changes.
   - GB members publish summary of policy changes.
   - The new policy is added to the manual annually and integrated monthly into the online Integrated Common Manual.

   - GB may decline approval/further advancement of proposal.