

Methow Recycles Board of Directors Policy Approval Procedure

Proposed policies shall be submitted to the executive committee for review. Policies shall be amended or created in a three step process as follows:

First Reading: At a regularly scheduled board meeting, the old policy and the proposed modification shall be presented to the board in writing, and shall be read aloud by the board chairman or designee, with a brief explanation as to the purpose of the policy change.

Second Reading: At the next regularly scheduled board meeting, the policy shall be read again, followed by full board discussion and editing of the proposed changes. The revised version shall be emailed to board members.

Final Reading: At the next regularly scheduled board meeting, the modified policy shall be read a final time, followed by a vote of the board approving or disapproving the modification. Approved policies shall be distributed electronically and added to the policy manual.