



Interagency Committee of State Employed Women (ICSEW) Policy

Policy: 100

Policy Name: Committee Policies

PURPOSE

This policy assures timely and systematic review of proposed and revised administrative policies by outlining the procedures to be followed for their initiation and review.

SCOPE

This policy applies to all new committee policies and procedures and to the periodic review of existing committee policies and procedures, updates for legislative enactments, or executive orders.

POLICY

Committee policies and procedures shall meet the following criteria:

- Policies and procedures that address the same issue shall be combined into one document.
- The description of the policy shall be general.
- Policies and procedures shall address recurring issues.
- Mandating authorities shall be cited and summarized as appropriate.
- Policies and procedures shall be formatted consistent with this document.
- Policies and procedures shall exist, and be accessible to all staff, both in print and electronic format.

RELEVANT LAWS/RESOURCES

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

Policy #: 100

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