Interagency Committee of State Employed Women (ICSEW)

Procedure No.: 100.1

Procedure Name: Committee Procedure

PROCEDURE

New policies and procedures and/or proposed revisions shall be reviewed and adopted as follows:

1. Proposed and/or revised policy(s) and procedure(s) may be drafted by any committee member.
2. Policy and/or procedure revisions will be presented with a current policy and/or procedure marked for proposed revisions for easy identification of proposed changes.
3. The ICSEW chair via electronic mail will introduce proposed new or revised policy(s) and/or procedure(s) to the ICSEW executive board.
4. The executive board will have seven days to review the proposed draft and provide comments to the ICSEW chair.
    a. If the ICSEW executive board comments (or lack thereof) indicate a consensus agreement with the proposed policy and/or procedure, the ICSEW chair will go to the next step to present to the ICSEW membership.
    b. If the ICSEW executive board comments indicate a minor change is needed to make the proposed policy and/or procedure appropriate, the ICSEW chair may make the suggested change and resubmit to the ICSEW board for comment with a new seven-day deadline.
    c. If there is a major concern or comment regarding the proposed policy and/or procedure it will be placed on the next executive board meeting agenda for discussion and vote.
5. The ICSEW chair will present board approved policies and procedures to the ICSEW membership via electronic mail.
6. The ICSEW membership will have seven days to review the proposed draft and provide comments back to the ICSEW chair.
    a. If the ICSEW membership comments (or lack thereof) indicate a consensus agreement with the proposed policy and procedure, the ICSEW chair will adopt and publish the policy(s) and procedure(s).
    b. If there is a major concern or comment regarding the proposed policy and procedure it will be placed on the next general membership meeting agenda for discussion and vote.

The ICSEW chair may assign any ICSEW member to draft a policy and/or procedure. The assignment should include a clear definition of the specific policy and/or procedure to address and have a 30-day due date.

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RELEVANT LAWS/RESOURCES
[none]

Revised Date: 11/01/2016 Board Approved: 2017 ICSEW Approved: 2017
Reviewed no change needed by chair/vice chair 9/1/2024
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