

## **Policy Committee**

1. The Policy manual will be reviewed every year as outlined in the guidelines.
2. The chair of the Committee shall be a member of the PSNA Board of Directors.
3. The Committee shall review the suggestions, consult appropriate staff and the appropriate Committee as needed, formulate language and present such to the Board of Directors.

### **Guidelines:**

1. The Policy Committee will review sections 1, 2 and 3 of the Policy Manual in odd years and Sections 4, 5 and 6 in the even years.
2. Appointed/elected members shall review the policies related to their position prior to their first unit/body meeting.
3. Department heads and functional units shall review the policies applicable to their department/unit as designated in January/February or at the first meeting of the calendar year for consistency with current PSNA bylaws, goals and practices. Suggested changes will be forwarded to the Policy Committee for consideration.
4. The Committee will meet no more than twice a year.
5. PSNA Membership is required.