

**Ottawa County Human Services Coordinating Council  
Operating Guidelines Manual**

**Title:** Adoption and Amendment of Policies  
**Guideline #:** CM - 101  
**Effective:** August 23, 2006  
**Revised:** None

**Purpose:** To provide a mechanism for adopting new policies and amending current policies with the intent to keep up with changing needs and provide for necessary flexibility.

**Applicability:** Staff, Board, and Executive Committee

**Definitions:** None

**Guideline:** Operating guidelines are written in the OCHSCC Operating Guidelines Manual with the intended benefit of maintaining consistency in the actions of the staff, executive committee and board members and to provide guidelines when making decisions. It is crucial that the Operating Guidelines Manual retain fluidity that the may be amended as deem necessary by the membership. The OCHSCC will review all proposed changes to the manual and will regularly review current policies.

**Procedure:** Any member may propose a new guideline or a guideline amendment. Such a proposal may be provided in any form to the executive committee. The executive committee will review the proposal and determine the suitability to proceeding with guideline adoption and amendment procedures. The executive committee may also propose new guidelines and amendments.

Following the executive committee, the Board, at the next regularly scheduled meeting, will review the proposed guideline or guideline amendment. Adoption or amendment of the guideline or rejection of the proposal will be determined by consensus. If consensus cannot be reached, a majority vote will prevail.

Once a new board guideline is adopted, a copy of the guideline will be signed by the current chair of the council and filed in the OCHSCC Operating Guidelines Manual. Amendments to a guideline will be noted on the current guideline.