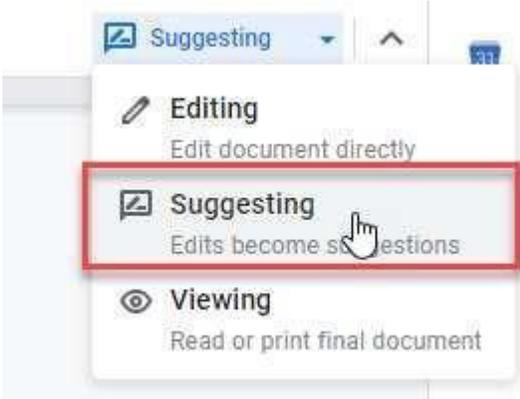# Instructions: Procedure to Amend Policies and Procedures

Note:	• The most recently approved Policies and Procedures (P&Ps) documents are posted on the AAUW California website HERE. An editable version is stored on Google Docs. This can be used to suggest amendments, following the steps below. • All suggested changes will be reviewed by Governance as described below. • Suggestions for changes may be made up to two weeks before a board meeting. • A final, approved version will be posted on the AAUW California website following each quarterly board meeting, if any amendments were approved at that meeting.
Step 1	Access the editable version of the P&Ps HERE (or go to aauw-ca.org>CA Business>AAUW California Leadership Team Support Tools>Request Updates to Policies and Procedures). This document has restricted access for AAUW leaders to suggest amendments. • If prompted for a password, contact the AAUW California office. • Open the document "State Policies and Procedures - editable version." Allow time for it to load. • In the blue "Editing" menu box on the top right, click "Suggesting" as shown here. • Highlight the text to be modified and enter the changes (delete, add, type over, etc.) The suggestions will be displayed, but will not permanently change the document. • It is also possible to enter "comments" (Insert>Comment) to further clarify or explain the proposed changes.
Step 2	**Advise Governance when the proposed changes are complete (governance@aauw-ca.org).**

Step 3	Governance will review the suggested changes to determine whether they adhere to the bylaws and existing policies as well as whether they are minor or substantive.
	
	• Governance will enter any questions or comments in the document itself and the submitter will receive an email alert.
	• If the changes are minor, Governance will approve the suggestions forthwith and the document will be officially modified after the next board meeting.
	  ○ Governance has editorial license to rewrite text for form,mechanics and semantics.
	• If the changes are substantive, they must also be approved by the board of directors at Its next regularly scheduled meeting.
	  ○ The submitter will be notified with instructions on how to prepare a motion for approval.
	  ○ Once approved by the board of directors, Governance will update the document with the changes.

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