

MIDDLE RIO GRANDE WATER ASSEMBLY

POLICIES AND PROCEDURES SYSTEM

POLICY NUMBER: EC001 DATE: 08.10.01

TITLE: Institute Policies and Procedures System

1. Although motions passed and consensus actions taken at Action Committee and Executive Committee meetings are recorded in the minutes, there is a need for a system to collect policies and procedures adopted by virtue of those motions and consensus actions in a manner that permits relatively easy access to - and awareness of - the various policies and procedures.
2. The Policies and Procedures system will provide for the orderly collection and recording of policies and procedures adopted by the Action Committee and the Executive Committee of the Middle Rio Grande Water Assembly.
3. Motions passed or consensus actions taken at Action Committee and Executive Committee meetings identified as official Policies or Procedures will be collected in a notebook; will be numbered and dated; and will be entered into a Register. The numbering sequence ACnnn will be used to identify policies and procedures established by the Action Committee and the numbering sequence ECnnn will be used to identify policies and procedures established by the Executive Committee.
4. Each policy and procedure will remain current and in force until subsequently modified, amended or rescinded.

This Policy has been established by action of the Executive Committee on _____.
Date

Signed _____
Secretary