

Florida South (Area 10)

POLICY, PROCEDURE & GUIDELINE PROCESS

"This event requires adherence to state and local laws and the Area 10 Alateen Safety & Behavioral Requirements Policy."

1. Area Chairperson appoints a Policy & Procedure Committee Chair at the beginning of Panel to review Policies, Procedures, and Guidelines [aka Document(s)], as necessary.
2. When needed, Committee Chair asks 4-6 members to be on Committee.
3. Committee reviews existing Documents and creates new Documents, as necessary.
 - If any changes are suggested, they are indicated on an existing Document as follows:
 - ✓ deleted text has a line through words (strike-through)
 - ✓ new text is in bold, italic and underline format
 - If the Document contains a process that affects Alateen, the
 - ✓ Following statement must be included in that document. *"This Event/ Policy/ Procedure/ Guideline requires adherence to state and local laws and the Area 10 Alateen Safety and Behavioral Requirements Policy."*
 - ✓ Committee Chair will send the Document to the Alateen Coordinator and the AAPP for review.
 - The Alateen Coordinator and AAPP will determine if document needs to go to WSO for approval.
4. Committee Chair presents new and existing Document(s) with changes to the AWSC for approval.
 - If approved by a motion at AWSC, the document is presented to the Florida South (Area 10) ASSEMBLY for approval.
 - If not approved at AWSC, feedback received from members at AWSC will be conveyed to the Committee for further review.
5. Committee Chair presents the approved Document from AWSC to the Florida South (Area 10) ASSEMBLY for approval.
 - If approved at ASSEMBLY,
 - ✓ The Policy & Procedure Committee Chair will:
 - a) update the Document to reflect all the changes made by removing editing marks.
 - b) put a notation in the footer section of the Document indicating it was approved at the Spring or Fall Assembly, the date, and the Motion #.
 - c) send final version to members of the Committee to review changes to ensure the document was edited correctly.
 - d) send a digital copy of the Document (in pdf format) to the Web Coordinator for posting on the Area 10 website with password protection.
 - e) send a digital copy of the Document (in pdf format) to the AAPP, who will send it to the WSO, IF it contains a process that affects Alateen.
 - f) send Document (in text and pdf format) to the Area Secretary.
 - ✓ The Area Secretary will:
 - a) save a copy of the Document (in both text & pdf formats) onto the Secretary flash drive.
 - b) print the Document and put it in the "Area Policy Book" held by the Area Secretary.
 - c) send a digital copy of the Document (in pdf format) to the Panel.
 - If not approved at ASSEMBLY,
 - ✓ The Document is brought back to the Policy & Procedure Committee for further review.

Policy & Procedure Committee

Traditional – "Policy, Procedure & Guideline Process"

Created 01/25/22 AWSC Approved 03/05/22 Motion #9 Assembly Approved 5/14/22 Motion #7 WSO Approved N/A
Revised 02/14/23 AWSC Approved 02/26/23 Motion #11 Assembly Approved 6/2/23 Motion #9 WSO Approved N/A