

	District 27 B2 Policy		Number 15 Page 1 of 1 Revision 1 Revised By: District Cabinet
	Prepared by PDG Jim Noll	Original Issue Date 05/04/2024	
	Revisions to District Policies		Latest Revision Date 05/04/2024

Purpose: To set an approval procedure for any new District policies or revisions to existing policies.

- A. Any proposed District 27 B2 Policy additions, changes or updates must be submitted electronically to the District Constitution & Bylaws (C&BL) chairperson and the District Governor (DG) no later than 45 days prior to the next scheduled District Cabinet meeting.
- B. The District C&BL Chairperson will work with the DG to ensure that the proposed policy submissions are not in conflict with either the LCI, MD27, or District 27 B2 C&BL.
- C. No later than 14 days prior to the Cabinet meeting, the C&BL Chairperson will send the proposed Policy to the Cabinet Secretary who will in turn will forward it to all the Cabinet members and the usual invitees for all Cabinet meetings.
- D. The proposed policy will be presented at the Cabinet meeting for approval by the Cabinet members. Revisions will be allowed to the proposed policy if the Cabinet so desires.
- E. A simple majority of the Cabinet members in attendance will be required to approve the policy. If there were any revisions to the presented proposed policy, approval will be pending a review by the District C&BL Chairperson.
- F. Housekeeping Changes:
 - a. All housekeeping changes (e.g. spelling, grammar, punctuation, spacing, lettering/numbering) must be approved by the District C&BL Chairperson. Housekeeping changes may be made at any time to the master policy.