

	<p><u>policies and procedures</u> ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	APPROVED	NUMBER 1-1
			ISSUE 4
	DATE September 30, 2003	PAGE 1 OF 2	
<p>SUBJECT Preparation and Approval of EBMA Policy and Procedure Documents</p>			

PURPOSE

To establish the process for preparing and obtaining approval of the EBMA policy and procedure documents.

AREA'S AFFECTED

All

DEFINITIONS

None

GENERAL

Policy and Procedures are formalized documents for assuring that EBMA programs and management responsibilities are carried out within the established guidelines of the Constitution, Bylaws, and decisions of the Board of Directors. The Book of Decisions' entries shall be made as appropriate.

PROCEDURE

1. Board of Directors - Identify the need for issuing or revising a formal statement of the policy and/or procedure to the Chairperson of the EBMA Board of Directors' Policy Committee.
2. Policy Committee - Review the need for the policy/procedure documentation and prepare a draft copy for the Board of Directors' approval as required. Forward a draft of the policy/procedure to each member of the Board of Directors at least one week prior to the next regularly scheduled meeting for review.

policies and procedures	DATE	PAGE	ISSUE	NUMBER
	Sept 30, 2003	2 OF 2	4	1-1

PROCEDURE (CON'T)

3. Board of Directors - Review and discuss the policy and procedure documents forwarded by the Policy Committee and table approval until the next scheduled meeting. Each Board member will indicate changes recommended on the draft document and forward a copy to the Policy Committee Chairperson within one (1) week after the Board meeting when the document was first reviewed. Board members, who have not commented within this time period, will be considered by the Policy Committee Chairperson to have no comments.
4. Policy Committee - Review comments received and modify draft document as necessary. Resubmit in revised draft form to the Board at the next meeting for final approval.
5. Board of Directors - Indicate approval by majority vote.
6. Policy Committee - Have approved documents prepared in final form. Forward master copy to the Chairperson of the Board of Directors for signature.
7. Board of Directors' Chairperson - Sign approved document and return it to the Policy Committee Chairperson.
8. Policy Committee - Reproduce and distribute approved policy and procedure documents to the holders of the EBMA Policy and Procedure Manuals. The EBMA office secretary shall maintain a file of in-process and approved policy and procedure documents.
9. The Book of Decisions – Shall contain documented decisions for actions taken on special circumstances as agreed to and voted upon by a majority of the Board of Directors. The Book of Decisions shall be maintained by the EBMA office secretary.
10. Deviations to Policy and Procedures – May be requested by any EBMA member to the Chairperson of the Board of Directors. The Chairperson will forward the request to the Policy Committee and Board of Directors for review. The deviation may be accepted by an agreement and majority vote of the Board of Directors. All deviations are to be documented in the Book of Decisions.