

County of Monterey Board Policy Manual Revision Request

Frequently Asked Questions (FAQ):

1. When would a Policy Revision be requested?
 - a. The Board Policy Manual does not have a workflow system. Policies will be reviewed every 5 years. A manual process to notify the Board Policy Manual Department Contact will be sent; OR
 - b. The Board of Supervisors, Department Head or the Board Policy Manual Executive Team may request a policy revision.
2. What if the Department Head or Department Head Administrative Secretary request changes?
 - a. The Workflow system will be reviewed bi-annually to ensure the system is accurately updated.
3. How long does the department have to review, make revisions, if necessary, gain Board approval and return revised policy to the Board Policy Manual Work Team?
 - a. Revised policies must be reviewed, revisions made, if necessary, and returned within 60 days.
4. How do I contact the Board Policy Manual Work Team?
 - a. Send correspondence to CAO-IGLA staff person.

Procedure:

1. Complete the top section of the Board Policy Revision Form.
2. Submit original and revised Policy with this form to CAO-IGLA staff person.
3. Follow the standard Board Report and approval process.
4. Enter the Review Date and Board Action information on the revised Policy.

V. Review Date

a. This Policy will be reviewed for continuance by [date].

VI. Board Action

a. [Legistar File Number:], [date]

5. Submit the Board Minute Order to CAO-IGLA staff person.
6. You will be notified that the revised Policy has been added to the Board Policy Manual.

Policy Name:	Policy Number	Page(s)
Policy Category:		
Please state what is being revised:		
<i>To be completed by Board Policy Work Team Group</i>		
Work Team Member:	Board Policy Manual Update Completion Date:	
Executive Committee Member Approver:	Date:	
Department Head:	Revision #:	Revision Date:
Revisions drafted by:	Contact #:	Date: