



## ILMEA Policy Change Procedure

This policy was adopted by the ILMEA Board of Directors as a mechanism for change to ILMEA policies and procedures. The Board has final authority on all step-wise motion throughout this process.

1. Formal written proposal made by ILMEA Member
  - a. Member should have written, structured idea
  - b. Information and rationale are crucial as discussion points
2. Proposal is given to Board Member
3. Proposal Brought to the Executive Committee of the Board for vetting/edits
  - a. Proposal returned to originator to be edited (to step #1) OR
  - b. Proposal can be passed on for discussion (to Step #4) OR
  - c. Proposal can be brought to full ILMEA board for vote (to Step #8) OR
  - d. Proposal can be terminated
4. Proposal given to full ILMEA Board for discussion
5. Proposal Presented to Divisions
  - a. Discussion
  - b. Data accumulation (fall meetings and/or electronic response)
  - c. Recommendation made on proposal as presented
6. Discussions with the division reps or councils
  - a. Presentation of recommendations of districts/areas
7. Proposal brought back to Executive Committee
  - a. Edits need to be made by originator to reflect data received and recommendations of division representatives (Return to step #4) OR
  - b. Proposal goes to Full Board
8. Fully Vetted proposal brought to full ILMEA Board for final discussion
9. Proposal approved or voted down by Board of Directors