

Ad Hoc Committee Procedures
for
Submitting Changes to Reference Manual

1. Committees will submit all proposed reference manual changes to the president.
2. The president will present the proposed changes to the Executive Committee for approval by the spring (March/ April) meeting.
3. The president will notify the Reference Manual committee and the chair of committee submitting the change of the Executive Committee's approval.
4. The approved reference manual changes should be e-mailed to the Reference Manual Co-Chairs by May 1.