

Policy No: A-1

Subject: Policy Formulation and/or Revision

Number of pages: 2

Effective Date: January 31, 2015

Revision Date(s): November 17, 2022

Review Date(s):

Review Responsibility: AASL Bylaws and Organization Committee, AASL Board of Directors

Policy Statement:

AASL will establish policies describing the operations necessary to further the Association's mission and activities.

Focus:

AASL Board of Directors, Committee/Task Force Chairs, AASL Staff

Purpose:

To describe the process for formation and revision of AASL policies.

Procedure:

1. The AASL Bylaws and Organization Committee in consultation with any Board member, Committee/Task Force Chair, or Staff member will write or revise an AASL policy or procedure.
2. The proposed policy will be written in plain language. Plain language is clear communication that the public can easily understand and use. (*Plain Writing Act of 2010*)
3. The proposed policy or revision will include the following components:
 - a. Policy No: Letter-number
 - b. Subject: Title of the policy
 - c. Number of pages:
 - d. Effective Date:
 - e. Revision Date(s):
 - f. Review Date(s):
 - g. Review Responsibility: Person and/or groups responsible for review, AASL Bylaws and Organization Committee, AASL Board of Directors
 - h. Policy Statement: WHAT is the intent of the policy? Generally phrased as a declarative statement describing the position or intention of the Association
 - i. Focus: WHO will be using and/or is primarily affected by the policy
 - j. Purpose: WHY this policy is needed; amplification of the subject
 - k. Supportive Documentation: WHAT additional information is needed to clarify terms in the policy (e.g. definitions). A policy does not require supportive documentation
 - l. Procedure: HOW this policy will be implemented. A policy does not require an accompanying procedure
4. The proposed policy or revision will consist of the following format:



- a. Font type: Arial
 - b. Font size: Policy Number and Subject (18 pt font) and remainder of the components (12 pt font)
 - c. Font style: Bold face titles and sections
5. The AASL Bylaws and Organization Committee will submit draft policies or revisions to the AASL Board of Directors for approval.
 6. The approved policy will be posted on the AASL website and filed.
 7. The AASL Bylaws and Organization Committee will review policies on a rotational basis.
 - a. The AASL Board of Directors or Executive Director can request a review of a specific policy or policies based upon need