Report of the Policy and Procedures Manual (PPM) Committee for 11/13-14/2026 GBM

The PPM Committee is proposing 33 specific changes to the LRID Policy and Procedures Manual, and 1 generic allowance regarding Appendices for the November 13-14, 2026 General Business Meeting, as follows:

Proposed Changes (11/14/26)

LRID Policy and Procedures Manual (PPM)

	Section	Current	*Proposed*	Rationale
1	II OBJECTIVE Procedures Pg. 6	RID Procedure *An announcement, along with the Google Form link, will be sent out to remind Affiliate Chapter Presidents about the Annual Report	Delete entire section	LRID does not set procedures for RID
2	II OBJECTIVE Procedures Pg. 6	*LRID President provides the Google Form link to the appropriate officers for the completion and submission of all required documents *LRID officers complete and submit all required documents	*LRID President receives request for RID Annual Report *LRID President requests required documents from appropriate Officers * LRID officers complete required documents and submit to President	Reflects actual practice

		via the form and report to the BOD once complete		
3	III. MEMBERSHIP Procedures Online Payment Pg. 8	automatically be transitioned to	*Replace with:* be provided a link to	Reflects actual practice
4	III. MEMBERSHIP Procedures Jean Boles Award Procedures Pg. 9	Letter of Nomination Appendix	~~Appendix~~	Letter should be heartfelt and original, rather than following a standardized template

5	IV BOARD OF DIRECTORS Policy Transition of Records/Board Pg. 11		Add: *Outgoing Board members must transfer multi-factor authentication (MFA) access to incoming members within 30 days of leaving office*	Adds additional step to expedite access to incoming Board members
6	IV BOARD OF DIRECTORS Policy Budget (3 items) Pg. 12	*Prepare a biennial budget.* *Send proposed budget to membership…* *BOD to present to the membership at the GBM during odd numbered years.*	*Prepare a ~~Biennial~~ budget (July 1 - June 30)* *Send ~~proposed~~ budget to membership…* *BOD to present to the membership annually at the GBM ~~during odd numbered years~~*	Removes restriction for a two-year budget BOD generally approves the budget and reports to the membership Annual budget follows fiscal year
7	IV BOARD OF DIRECTORS Procedures General Pg. 13	This entry does not exist in the current PPM	Add: Create and maintain an annual calendar with all due dates (e.g. CEU audit report, SOS report, RID Affiliate Chapter report, standing committee chair selections, etc.)	Assist with organization of due dates to avoid oversight

8	IV BOARD OF DIRECTORS President Procedures RID AC Annual Report Pg. 16 (et al.)	IRS-990 EZ	IRS 990N	Replaces the IRS form title we actually file Replaces incorrect title throughout the PPM
9	IV BOARD OF DIRECTORS Vice President Policy Pg. 17	This entry does not exist in the current PPM	Add: *Continuing Education Units* *Complete and submit all necessary RID documentation and make available to the LRID CMP Coordinator within the required time frame*	Reflects actual practice
10	IV BOARD OF DIRECTORS Secretary Policy Professional Development CEUs Pg. 19	*Complete and submit all necessary RID documentation to the LRID CMP Coordinator within the required time frame*	*Complete ~~and submit~~ all necessary RID documentation and make available to the LRID CMP Coordinator within the required time frame*	Reflects actual practice

11	IV BOARD OF DIRECTORS Treasurer Procedures General Ledger Pg. 30	Post all disbursements	~~Post all disbursements~~	Duplicate entry
12	IV BOARD OF DIRECTORS Treasurer Procedures Petty Cash Pg. 30	Petty Cash *Manage the Petty Cash Ledger *Withdraw cash from the bank *Complete an Expense Form for each withdrawal from the bank *List each item paid from this Petty Cash withdrawal *Any funds remaining from this withdrawal should be re-deposited with the amount noted on the Expense Form *Attach receipts for expenditures and, if applicable, the deposit form	~~Petty Cash~~ ~~*Manage the Petty Cash Ledger~~ ~~*Withdraw cash from the bank~~ ~~*Complete an Expense Form for each withdrawal from the bank~~ ~~*List each item paid from this Petty Cash withdrawal~~ ~~*Any funds remaining from this withdrawal should be re-deposited with the amount noted on the Expense Form~~ ~~*Attach receipts for expenditures and, if applicable, the deposit form~~	No longer use petty cash

13	IV BOARD OF DIRECTORS Treasurer Procedures RID Affiliate Chapter Compliance Pg. 31	Upload required documents by September 15th RID sends instructions in August Work in conjunction with the President and Secretary Provide two (of the five) required documents:	Submit required documents to the President by September 15th ~~RID sends instructions in August~~ ~~Work in conjunction with the President and Secretary~~ ~~Provide two (of the five) required documents:~~	Reflects actual practice No longer a consistent date Independently prepares documents to submit to the President Prepares documents as listed
14	V COMMITTEES Policy Pg. 33	*Name, office, date of meeting, and signature*	*Include name of committee, date of meeting, persons in attendance, findings and/or recommendations, and signature(s)*	Provides clarifying language and list of needed information
15	V COMMITTEES Audit Procedures Pg. 34	Petty cash ledger is reconciled with receipts and disbursement sheets, etc.	~~Petty cash ledger is reconciled with receipts and disbursement sheets, etc.~~	No longer use petty cash

16	V COMMITTEES CMP Coordinator Procedures Academic Studies, PINRA, and Independent Studies Pg. 36	This entry does not exist in the current PPM This entry does not exist in the current PPM	Add: CMP Coordinator determines maximum number of CEU requests for individuals to be processed each month Add: Requests from outside organizations *CMP Coordinator forwards requests to the BOD for approval and determination of fees	Allows CMP Coordinator to determine maximum number of requests based on their availability Allows for BOD oversight on approval of requests (based on number of requests received/merits of request), and initiating billing for services provided
17	V COMMITTEES Motions Policy Valid Motions Pg. 37	This entry does not exist in the current PPM	Add to list: *Rationale:*	Reflects actual practice
18	V COMMITTEES Policy and Procedures Manual Procedures Pg. 43	This entry does not exist in the current PPM	Add: Poll BOD members annually by July 1 for any needed policy or procedure changes, additions or deletions recommended for their particular office	PPM is a living document that should match changes to actual practice and needed adjustments (based on bylaws changes, industry trends, requests received, etc.)

19	V COMMITTEES Policy and Procedures Manual Procedures Pg. 43	This entry does not exist in the current PPM	Add: Recommendation(s) are disseminated at least 30 days prior to the scheduled meeting to vote on changes	Provides a timeline
20	VI MEETINGS OF MEMBERS Procedures Interpreters Pg. 45	Issue call for/recruit interpreters Engage standing reciprocal agreements with RID ACs	~~Issue call for/r~~Recruit interpreters ~~Engage standing reciprocal agreements with RID ACs~~	Removes requirement to issue a call/interpreters are usually sought out individually LRID currently has no standing reciprocal agreements with other RID ACs and has not for several years
21	VII PROFESSIONAL DEVELOPMENT Procedures Budget Pg. 47	This entry does not exist in the current PPM	Out-of-state members may be offered in-state registration rates on a case-by-case basis	Number of out-of-state members is growing and consideration should be given to this idea any time conference registration is being discussed
22	VII PROFESSIONAL DEVELOPMENT Procedures Dates and Times Pg. 48	Conferences (usually 2-2 ½ days) in September or October	Conferences (usually 2-2 ½ days) ~~in September or October~~	Removes restrictions on months of the year conferences are held and reflects actual practice

23	VII PROFESSIONAL DEVELOPMENT Procedures Presenters Prior to Event Pg. 50	Send Call for Presenters/Recruit	~~Send Call for Presenters/r~~Recruit Presenters	Removes requirement to issue a call and allows presenters to be recruited by any method
24	VII PROFESSIONAL DEVELOPMENT Procedures CEUs At least 30 days or more prior to the event Pg. 51	CMP Coordinator enters all required documentation into RID system CMP Coordinator informs Vice President/Secretary when CEUs have	~~CMP Coordinator~~ enters all required documentation into RID system ~~CMP Coordinator~~ informs Vice President/Secretary when CEUs have	Reduces wordiness/becomes part of the list of like items
25	VII PROFESSIONAL DEVELOPMENT CEUs Procedures Pg. 52	Request Board of Evaluation of Interpreters (BEI) CEUs (entire section)	~~Request Board of Evaluation of Interpreters (BEI) CEUs (entire section)~~	Removes entire section as a requirement Feedback from interpreters securing BEI CEUs is that it is easier for them to handle it individually rather than LRID pursue

26	VII PROFESSIONAL DEVELOPMENT CEUs Procedures Verification of CEUs for Participants Prior to Event Pg. 52	Attendance: RID only Sign-In (See Appendix) Evaluations: RID created, or LRID created Create a Google Certificate of Attendance	~~RID only Sign-In (See Appendix)~~ ~~RID created, or LRID created~~ Create a Google Certificate of Attendance Add: (See Appendice)	No longer actual practice Redundant with the subsequent entry Template is needed
27	VII PROFESSIONAL DEVELOPMENT CEUs Procedures During Event In-Person Pg. 53	All Sign-In and RID only Sign-In forms (set out and collect) Evaluation form (provide link to participants)	~~All Sign-In and RID only Sign-In Forms (set out and collect)~~ Change to: All Sign-In Form Evaluation form (provide ~~link~~ QR code to participants)	Reflects actual practice of one sign-in form Reflects actual practice
28	VII PROFESSIONAL DEVELOPMENT Procedures CEUs Post Event Pg. 54	Summary of comments and tallies for every professional development session (See Appendix___) Upload summary into the Google Drive	Tally and summarize comments of evaluations for every professional development event and upload in the Google Drive Add: Notify BOD upload is complete	Moves duties to the correct section and corrects the format Further clarifies duties

29	VII PROFESSIONAL DEVELOPMENT Procedures Registration Pg. 56	Create an online registration form, link to PayPal (See Appendix ___) Maintain a registration list (See Appendix ___)	Create an online Google registration form, link to online payment platform (See Appendix ___) Maintain a registration list ~~(See Appendix ___)~~	Reflects actual practice Template not needed
30	VII PROFESSIONAL DEVELOPMENT Post Events Final Reports Procedures Pg. 59	Summary Article for the newsletter by the Vice President or Chair Financial Summary Disseminate via newsletter within 45 days of the conclusion of event	Summary Article ~~for the newsletter~~ by the Vice President or Chair ~~Financial Summary~~ Add: Profit/Loss Statement Disseminate ~~via newsletter~~ within 45 days of the conclusion of event	Removes restriction of method Reflects actual name of the document (report) Removes restriction of method
31	X FEES AND ASSESSMENTS Procedures Pg. 60	CMP Coordinator approves or denies requests No content (COPY WORDING FROM ABOVE)	CMP Coordinator approves or denies individual requests Add: BOD approves or denies requests from outside organizations	Further delineates duties of CMP Coordinator and the BOD Allows for BOD oversight on approval of requests (based on number of requests received/merits of request), and initiating billing for services provided

32	Appendices		Authorize PPM Committee to remove, edit or add Appendices as needed Examples: Certificate of Attendance: added “See Appendix” Registration - maintain a registration list: deleted “See Appendix”	PPM is a living document that should match changes to actual practice and perceived needs for templates Reduces need for BOD or membership to vote on templates

Page numbers are approximate