

To: LRID Members

From: PPM Committee

Lynne Owens Gomez and Leslie Knowles, Co-Chairs

Michelle Simoneaux, Marlana Kienlen

Cc: LRID BOD

This serves as notice that a motion will be made regarding proposed changes/additions to LRID's Policy and Procedures Manual at the November 5, 2022 General Business Meeting. This document is, and will continue to be, a working document available to the membership via the LRID website.

The following are a few points about the process and updates:

PPM

Policy

- Changes and/or additions must be approved by a two-thirds ($\frac{2}{3}$) majority of the membership
- Proposed changes and/or additions must be sent to the membership at least 45 days prior to a vote by the membership
- Proposed changes/additions will be brought to the membership at the November 5, 2022 GBM via a motion. See attached table for a summary.
- Approved policy is in italics in the PPM
- LRID approved Policies put forth at the General Business Meeting (GBM) on 4/2/22 are already in italics

Procedures

- Procedures shall be approved/changed by the membership or Board of Directors (BOD) via a motion
- Initial proposed Procedures must be approved by the membership (set for November 5, 2022)

Appendices

- Appendices serve as templates and must adhere to all Policies and Procedures
- PPM committee will continue to work on all Appendices after the November 5 GBM

Open Forum/Vote on PPM Proposals

- LRID will host an **open forum** to discuss the changes/additions to the Policy (see attached table) and all Procedures on **Wednesday, November 2, 6-8 PM, via Zoom**.
- The purpose of the forum is to allow sufficient time for open discussion on the document, thereby reducing the time needed for discussion during the General Business Meeting (GBM) on Saturday, November 5, 2022. Discussion time will be limited during the GBM.
- Please read through the document on the website prior to the Open Forum

The PPM Committee has been hard at work drafting policy and procedures for membership approval and use. The PPM is currently 55+ pages and indicates the thought and thoroughness provided by the committee.

We look forward to seeing you at the Open Forum on November 2 and the General Business Meeting on November 5. As always, please let us know if you have any questions.