**NOTICE FROM**

**POLICIES AND PROCEDURES COMMITTEE**

**Recommendations for Changes in Policies and Procedures**

**and Rules of Order**

**Austin Alumnae Chapter members are invited to submit recommendations for change regarding the Chapter’s Policies and Procedures. The below timeline reflects the open and closing period for recommendations as well as the review, submission, and approval of the recommendations for changes:**

* **October – November**
	+ **October 1, 2023: The period to submit recommendations for changes in the Chapter’s Policies and Procedures/Rules of Order using the Recommendatio996566goon for Change Form opens.**
	+ Email recommendations to dstatxpolicies@gmail.com using the Recommendation for Change Form located in the AAC member portal.
	+ **November 30, 2023: The period to submit recommendations for changes in the Chapter’s Policies and Procedures/Rules of Order using the Recommendation for Change Form ends.**
	+ Email recommendations to dstatxpolicies@gmail.com using the Recommendation for Change Form located in the AAC member portal.
* **December - January**
	+ Policies and Procedures Committee meets to review and evaluate all proposed recommendations.
	+ **January 30th**: Policies and Procedures Committee provides committee’s decision on proposed recommendations at the Executive Board meeting.
* **February - March**
	+ **February 3, 2024**: Policies and Procedures Committee review and discusses proposed amendments at chapter meeting.
	+ **February 20, 2024:** Chapter is given written prior notice for review, and then approves by a two-thirds (2/3) vote at the next chapter meeting.
	+ **February 27, 2024:** Policies and Procedures Committee report presented at executive board meeting.
	+ **March 2, 2024:** Austin Alumnae members vote on the proposed recommendations at the chapter meeting.
* **April - May**
	+ President and/or Policies and Procedures Committee submits the Rules of Order Form; and
	+ President and/or Policies and Procedures Committee submits Policies and Procedures, if changed.