



POLICY STATEMENT

Number: 12-001

Title: Policy Statement Development Procedure

Date Approved: July 17, 2012

Related to By-Laws/Policy Statement number: None

Superseded by Policy Statement number: None

Purpose of this Policy Statement:

This Policy Statement identifies the purpose and use of CAC Policy Statements and the procedures used to create and modify CAC Policy Statements.

Detailed Policy:

California Association of Criminalists (CAC) Policy Statements are formal documents outlining the ways in which the CAC conducts its business and acts in specific circumstances.

Uses of CAC Policy Statements include but are not limited to:

- Clarify how the Board of Directors interprets By-Laws provisions
- Identify the processes used to implement By-Laws provisions
- Identify the processes used by the CAC to conduct business

Note: Policy statements do not replace, overrule, or supersede the Bylaws.

Attributes of a Good Policy Statement

- Written in clear, concise, simple language.
- Readily available to all CAC members, at a minimum.
- As a body, represent a consistent, logical framework for CAC activities and actions.

Policy Statement Development Process

- Identify issue(s) requiring clarification.

Note: It is the responsibility of the President to identify Board of Director (BoD) motions which should be documented as a Policy Statement

- Assign responsible party/author.
- Check for existing policy or By-Laws provisions effected by issue.
- Distribute draft to BoD for review and comment
- Review and incorporate (as appropriate) input and suggestions
- Submit final draft to BoD for approval (majority approval required). Email vote is sufficient for approval.
- Place approved and finalized Policy Statement on web site.
- If a new Policy Statement supersedes an existing Policy Statement, the superseded Policy Statement will be updated to indicate the number of the superseding Policy Statement.

Policy statements will be numbered indicating both the year it was adopted and the sequential order for that year. For example: the second Policy Statement adopted in 2012 will be numbered “12-002”. The first policy adopted in 2013 will be numbered “13-001”.

Amendment Process

- Policy Statements are not revised.
- Changes to existing Policy Statements are reflected in a new Policy Statement
- Superseded Policy Statements will remain published so the Board of Directors and Membership can see what has been changed.

Review requirements

- The President, Immediate Past President and the Recording Secretary will review all Policy Statements annually to identify antiquated or revised statements.

Definitions:

Author: Greg Matheson

Board of Directors at Approval

President:	Todd Weller
Immediate Past President:	Kevin Andera
President-Elect:	Eric Halsing
Recording Secretary:	Kirsten Fraser
Treasurer:	Laura Silva
Editorial Secretary:	Greg Matheson
Membership Secretary:	Michelle Halsing
Regional Director North:	Meghan Mannion Gray
Regional Director South:	Mey Tann