

## Dorothy Hull Library – Windsor Township

### Policy and Bylaw Review Policy

#### Purpose

*The purpose of this policy is to outline the policy and bylaw review process and schedule.*

Library policies and bylaws will be reviewed every two years. A schedule shall be maintained with the most recent review date, the date when the Board shall begin the review process, and the date the final document approval is required.

When a current policy is scheduled to be reviewed, or a new policy needs to be written, it is the responsibility of the Board President to assign the task to one or more Trustee. The Trustee(s) will identify the owning committee and in collaboration with the committee will edit or write the policy.

When the bylaws are reviewed, the Board President will lead the Trustees in the process.

Upon final board approval, the word documents will be forwarded to the Director for posting and distribution.

<b>Version</b>	<b>Adopted</b>	<b>Amended</b>	<b>Update Information</b>
1	09/20/2007		
2		09/21/2017	
3		06/20/2024	Clarified the process
Procedure			