

October 3, 2016
MW16-010

To: MW Council Members
From: MW Governing Documents Committee
Subject: Revision of MW Policy Section I Subsection A – Manual Maintenance

Background

Currently, the SPEEA Midwest Policy Manual is no longer distributed as a paper copy but available on the SPEEA website. The master copy is stored at SPEEA headquarters.

With this motion, the policy will be updated to the current standards of the document handling.

Motion

It is moved that: **THE MIDWEST COUNCIL APPROVE THE REVISION OF SECTION I SUBSECTION A OF THE MIDWEST POLICY MANUAL**

5. ~~Distribution of new/updated Manual sections/subsections shall include the matching updated Table of Contents page(s). Within two weeks of the verification date, copies shall be made available and distribution shall be made within one month as follows:~~
 - a. ~~To all Midwest Council Members.~~
 - b. ~~To Midwest Tellers and Judicial Review Committee members.~~
 - c. ~~To Midwest Area Representatives, if requested.~~
 - d. ~~To all Midwest Committee members not otherwise covered in a, b or c above.~~
 - e. ~~To SPEEA Governing Document Committee members~~
 - f. ~~To all Staff holders of a Manual copy.~~
 - g. ~~To the Webmaster~~
6. ~~Copies of manuals available for distribution (e.g. Council Representative and Area Representative) shall be updated so that the recipient will receive the current Manual, not a release with updates.~~
7. The master copy of the Midwest Regional Policy Manual shall be stored at **the Midwest SPEEA office headquarters.**
 - a. ~~Current pages and files shall be maintained, ready for providing additional copies of the up-to-date Manual as needed.~~
 - b. ~~An historical file of each section/subsection shall be maintained and shall include obsolete annotated master pages..~~