

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**GUIDELINE COMMITTEE**

The Guideline Committee shall review the Officer Guidelines for the Colorado State Council (CSC) ensuring they are current with the CSC Bylaws and Standing Rules and incorporate new policies from International Council or ESA Headquarters.

The Parliamentarian shall serve as Chairman of the Committee. Other members, at a minimum, shall be the President, President-Elect/Membership Coordinator, Past President/Awards Chairman, and the Lamplighter Advisor to the Parliamentarian serving on the Bylaw Committee. The Committee members shall be appointed annually.

The committee shall review the guidelines any time a change is made to the Bylaws or Standing Rules. The Committee Chair will:

1. Contact the Committee members to make any necessary changes.
2. Provide copies to the:
3. Presiding President-Elect/Awards Chairman to update the Officer's notebook.
4. Current officer affected by the change.
5. Provide the update to the CSC Web Team to post on the CSC web site.

Process:

1. Download the Guidelines from the Colorado website for the most recent version.
2. Utilize someone familiar with Word to make the changes; the Guidelines should not be retyped as formatting then changes.
3. To make changes in Word:
	1. Click on Review, activate Track Changes. It’s easier for those reviewing to see what the changes are in red rather than to read the new and old to determine the changes.
	2. Update the date in the footer to reflect the revised date.
	3. After the committee reviews the changes and comes to an agreement, click on “Accept all Changes and Stop Tracking”. All the changes will update.
4. Email the word documents to the Webmaster to upload on the CO web site.