

Procedure Change Procedure

Each committee chairperson is responsible for the writing and periodic review/update of the procedure of his/her respective committee. When the chairperson initially writes the procedure or updates the procedure, the following process is performed by the procedure chairperson.

1. The procedure chairperson receives a new or revised procedure from the respective committee chairperson, the procedure chairperson will then add the new or revised procedure on the agenda for review at the next scheduled MERA board meeting.
2. The MERA board will review the new/revised procedure to insure it accurately reflects the duties of the respective committee and does not conflict with the duties of another committee(s).
3. If the MERA board provides suggested changes to the procedure, the procedure chairperson shall coordinate with the respective committee chairperson to resolve the changes requested by the MERA board. After the suggested changes are resolved, the procedure chairperson will again present the new/revised procedure to the MERA board.
4. When the MERA board approves the new or revised procedure, the procedure chairperson will save the procedure as the official document for the respective committee.
5. The procedure chairperson will also forward the procedure to the web site chairperson to post it in the procedures folder on the MERA web site.

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