

POLICIES & PROCEDURES UPDATING

Iowa Swimming

Updating Procedure

- a. Upon approval of an addition or alteration to the Policies & Procedures by the House of Delegates or the Board of Directors, the approved legislation shall be updated into the Policies & Procedures by the IASI Secretary within two weeks following the meeting, all in accordance with the formatting guidelines (*below*).
- b. Once updated, the IASI Secretary shall upload the updated Policies & Procedures to the Iowa Swimming shared Google Drive, following the Storage Strategy (*below*). Additionally, the IASI Secretary should forward a link or direction to the updated sections and the approved legislation to the IASI Governance Committee.
- c. Upon receipt from the IASI Secretary, the IASI Governance Committee shall review the updated Policies & Procedures to ensure complete, accurate, and correctly formatted updates have been done. The IASI Governance Committee shall certify the Policies & Procedures have been accurately updated by email to the IASI Staff of the updated sections and confirming the upload to the Shared Drive within two weeks.
- d. Once confirmed and received by the IASI Staff, the updates shall be uploaded and reflected on the Iowa Swimming website within two weeks, accessible to all members and displayed publicly.

Formatting Guidelines

- a. **Parenthetical Date Notation.** To indicate the adopted, effective, or revised dates associated with a paragraph of the Policies & Procedures, the most recent associated dates will be displayed in parenthesis following the paragraph. Additionally, the governing body approving the legislation will be noted prior to the date.
 1. **Adopted Date.** Upon initial adoption of legislation for new language in the Policies & Procedures, the approving governing body and date of the meeting in which the legislation was adopted will be indicated following the paragraph. For example:

(Adopted: BOD 4/24/2021)

2. **Revised Date.** When existing language is revised or modified, the governing body by which the revision was made and the date of the meeting upon which the differing language was approved will be indicated following the paragraph. For example:

(Revised: HOD 4/24/2021)

3. **Effective Date.** In addition to the adopted or revised date, the date upon which the approved legislation and language became effective, should that date differ, will be indicated following the adopted or revised date. For example:

(Adopted: 4/24/2021 effective 9/1/2021)

- b. **Highlighting.** In order to clearly indicate additions or alterations to the Policies & Procedures, updated versions shall represent additions and alterations with grey highlighting from the first word through the listed effective date in parenthesis. Even where a change does not alter an entire paragraph, the entire paragraph should be highlighted. Highlighted paragraphs will remain highlighted for one-year plus the time until the next House of Delegates meeting after the addition or alteration was adopted.

Formatting Guidelines Example:

1. When circumstances become incapable of safely holding an in-person house of delegates meeting, such as during a global pandemic, the House of Delegates may conduct an online meeting. *(Adopted: BOD 10/12/18)*
2. For meeting conducted virtually, before a delegate may speak openly on the floor, the delegate must indicate their name and club for the meeting record. *(Adopted: HOD 10/27/20 effective 1/1/21)*
3. During a virtual meeting, the chat function shall be recorded to maintain an accurate account of discussion during the meeting. *(Revised 10/21/19)*

Storage Strategy

- a. **Shared Google Drive.** Within the Iowa Swimming shared Google Drive, a folder dedicated to the IASI Policies & Procedures will serve as the permanent location for all current and prior versions of the Policies & Procedures. Specifically, a subfolder will be dedicated to each section of the Policies & Procedures, with each subfolder including an additional folder for prior versions of the section, labeled 'Prior Version' and the section name. Each file name should include the updated date in parenthesis following the section name. The most current version will remain in the section subfolder. The IASI Staff will upload the most current version to the website that is accessible publicly.
- b. **Member Management.** Immediately following any board, committee, or staff position changes, the IASI Staff or IASI Secretary will update the member privileges list by clicking the 'Manage Members' menu and selecting the appropriate privileges for each member. All Board of Directors and Governance Committee members will have 'Commenter' privileges, unless otherwise noted. The General Chair, Secretary, and IASI Staff will have 'Manager' privileges, giving the ability to manage members and shared drive settings.

Retroactive Updating & Dating

Due to various approved legislation failing to be updated into the Policies & Procedures, along with the lack of dates present in the Policies & Procedures prior to this procedure, the task of searching through past legislation and meeting minutes to find missing language and identify dates for current language. This will be undertaken until all possible prior information has been exhausted, at which point the unaltered paragraphs will remain.