

B Lazy M Ranch Owners Association Policy

Adoption and Amendment of Policies

No: BLMROA-05-001
Date: July 17, 2018
Revision: 1.0

Title: Adoption and Amendment of Policies

1. **Status**

1.1 New Policy

2. **Purpose**

2.1 This Policy establishes the policy/rule for the adoption and amendment of BLM ROA policies/rules.

3. **Applicability**

3.1 This policy applies to all future ROA policy changes - new, revisions, and deletions.

4. **Policy**

4.1 A new policy (or recommended deletion of an existing policy) may be recommended by any B Lazy M ROA member. This recommendation will be made and sent to any Board member either electronically or hardcopy. A synopsis of the recommended new policy, or reason for deleting a current policy, will be sent to all members prior to the next regularly scheduled Board of Directors meeting. The members will be given 30 days to respond with comments relative to adopting the new policy, or deleting a current policy. If after receiving member comments the Board decides to accept the request, then the Policy/Rule will be adopted by the Board as an "interim" Policy/Rule or the requested deletion will occur. The Interim Policy/Rule will be operable until the next regularly scheduled "Members Meeting" whether regular or special, when the members at large will vote on any and all Policy changes.

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- 4.2 If the request for a Policy/Rule change is denied by the Board, the member/applicant shall have 30 days to appeal the decision of the Board.
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- 4.3 All new Policies/Rules will use the B Lazy M Policy Template (as shown on this Policy/Rule). All new policies will be given a unique reference number of the form BLMROA-nnn, a version number of "1.0", and the date that the policy was completed. If the change is considered a minor change, increment by one the minor version (the number to the right of the decimal point). If it is considered a major change, increment by one the major version number (the number to the left of the decimal point).

- 4.4 All Policies/Rules will be considered ROA records.

5. Responsibility

- 5.1 B Lazy M ROA members can make recommendations for policy changes at any time and will also have the opportunity to support the process of making and commenting on the updates to policies.
- 5.2 The B Lazy M ROA Board shall be responsible to manage and give interim approval on all Policy/Rule changes, as well as ensuring that any member who generates/updates a policy is encouraged to communicate with all members on his/her reasoning for the proposed changes.
- 5.3 All Policies/Rules shall be considered adopted by the Board and shall be considered "Interim", until such time as the next

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regularly scheduled “Membership” meeting is scheduled and the Members can formally vote on them.