

El Paso ASQ Section 1401
El Paso Texas
Policies & Procedures: Policy No. ?-??

Comments/Instructions shown in Italics

Title	<i>Name of committee or function</i>
Owner	<i>Group or person who originated and keeps up-to-date</i>
Approval Required	Section [<i>All P&Ps have to be approved by the Section at a Section Meeting</i>]
Revision Level	A [<i>A will be the initial P&P, but will change as revisions are made</i>]
Revision Date	<i>Mon Date Year</i>

1. SCOPE [**NOTE:** *The following is an example. The **SCOPE** should be clear*]
 - 1.1 The Leadership Committee shall act on behalf of the Section to approve proposed new or revised Policies and Procedures.

2. POLICY [**NOTE:** *The following is an example. The **POLICY** should be clear*]
 - 2.1 The Leadership Committee is responsible to:
 - 2.1.1 Ensure that a proposed new or revised Policy and Procedure shall not conflict with the Section Operating Agreement, the ASQ Bylaws, or applicable law.
 - 2.1.2 If improvements are needed in the new or revised Policy and Procedure, the committee will work with the originator until approval can be recommended or until the originator withdraws the request.

3. DEFINITIONS [**NOTE:** *The following is an example. The **DEFINITIONS** should be clear*]
 - 3.1 Policies and Procedures will be indexed as follows: **A** for Activities, **F** for Financial, **G** for General, **P** for Personnel, and **Y** for Position Guides.
 - 3.2 An example is Policy and Procedure **G-1**.

4. PROCEDURE [**NOTE:** *The following is an example. The **PROCEDURE** should be clear*]
 - 4.1 The *ABCDE* Committee is elected annually by the Section after being nominated by Nominating Committee
 - 4.1.1 The Committee will have *X* members.
 - 4.1.2 The Committee will have an initial meeting within a month of being elected and elect a Chairman.
 - 4.1.3 The Committee will meet as often as needed.
 - 4.1.4 *Function of committee*
 - 4.1.5 *Repos of committee*
 - 4.1.5 etc
 - 4.2 Revision History
 - 4.2.1 Revision Level: A [*A will be the initial P&P, but will change as revisions are made*]
 - 4.2.2 Revision Date: *MM/DD/YY*
 - 4.2.3 Revision Comments: New [*Appropriate comments when revisions are made*]

APPROVALS

Approved by the Section at a regular meeting on *MM/DD/YY*.
Latest Revision Approved by the Section at a regular meeting on *MM/DD/YY*.