

VI. PROCEDURES FOR ADOPTION AND AMENDMENT OF POLICIES, PROCEDURES AND RULES

1. The **Board** may adopt or amend policies, procedures and rules to govern or manage **SPOA** or **SPOA** property at a special or regular meeting in open session.
2. Prior to formal action, the **Board** shall give notice of the proposed policy(ies), procedure(s) or rule(s) in a regular quarterly Newsletter, but in any event, not less than 30 days prior to action. The Notice in the Newsletter may be a general summary of the proposal if the full text of the proposed policy procedure or rule is posted on the **SPOA** website at least 30 days before the action.
3. Any **Member** may submit a comment orally or in writing regarding the proposal before or at the meeting at which the action is taken.
4. Once a policy, procedure or rule has been adopted or amended, it shall be posted on the **SPOA** website within 20 days of the action.