**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**GUIDELINE COMMITTEE**

The Guideline Committee shall review the Officer Guidelines for the Colorado State Council (CSC) ensuring they are current with the CSC Constitution, By-Laws and Standing Rules and incorporate new policies from International Council or ESA Headquarters.

The President-Elect shall serve as Chairman of the Committee. Other members, at a minimum, shall be the Vice President, Parliamentarian, Senior Past President, and the Lamplighter serving on the By-Law Committee. The Committee members shall be appointed every even year and serve a one (1) year term commencing fall 2018.

At a minimum, the committee shall review the guidelines every other year, annotating the date of revision, provide copies to the presiding President-Elect to update the Officer's notebook, provide the revision to the current officer, and provide the update to the CSC Web Team to post on the ESA Colorado Website.

Any time a change is made to the By-Laws or Standing Rules, the Guideline Committee Chair should contact the Committee to make any necessary revisions to the guidelines. When a new Committee is appointed, they should compare the By-Laws and Standing Rules with the officer guidelines and make appropriate changes.

Process:

1. Download the Guidelines from the Colorado website for the most recent version.
2. Utilize someone familiar with Word to make the changes; the Guidelines should not be retyped as formatting then changes. To make changes in Word:
	1. Click on Review, activate Track Changes. It’s easier for those reviewing to see what the changes are in red rather than to read the new and old and determine the changes.
	2. Update the Footer to reflect the revised date.
	3. After the committee reviews the changes and comes to an agreement, click on “Accept all Changes and Stop Tracking”. All the changes should be updated.
3. Email the word documents to the Webmaster to upload on the CO website.