

## **LLPOA Policy and Procedure Documents Approved at Board Meetings**

### PROCEDURE:

- A document submitted for the Board approval should be in the Board Packet sent to the Board a week before the scheduled meeting.
- Once the Board has reviewed and approved the document including any amendments:
  1. The LLPOA Office Manager will update (if needed) the document after the meeting.
  2. The updated document will be filed in the appropriate folder on the LLPOA computer.
  3. The updated document will be published as part of the minutes and verified with the approval of the minutes at the next Board Meeting.