

## **Appendix D:**

### **Changes to Policy Voted on and Passed at the Suncoast ASC**

---

**Motion Number – 12-01**

**Made (Month and Year):** December 2013

**Made by:** Policy Subcommittee, seconded by Solutions in the Steps

**Voted On (Month and Year):** January 2014

**Motion:** Create an appendix to record and maintain all policy changes without having to revise the ASC Guidelines document. The ASC Policy Chair will be responsible for updating the Policy document with all policy changes at the end of their term.

**Intent:** Concept 8 and prevent confusion and unnecessary printing of the ASC Guidelines document just to keep up with minor changes throughout the year.

**Exact change to policy:** (page 15, chapter VIII, item G) add the following to responsibilities section of Policy Chairperson; “To record and maintain all policy changes voted on and passed at monthly ASC meeting in an appendix. The policy document shall be updated once at the end of term from updates in the appendix.”

---

**Motion Number – 2-01**

**Made (Month and Year):** February 2014

**Made by:** FDC Subcommittee, seconded by Wharf Rats

**Voted On (Month and Year):** March 2014

**Motion:** To change clean time requirement in FDC guidelines for the following Co-coordinator positions to one year: PR, Phone Line, Rack and IT.

**Intent:** To be consistent and follow the 4<sup>th</sup> concept.

**Exact change to policy:** Section 7 FDC Guidelines trusted servants, 7.11, 7.13, 7.15, 7.17, 3<sup>rd</sup> bullet point; “Clean time requirements of one year”

---