

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel  
**SUBJECT:** Policy Suggestion  
**EFFECTIVE DATE:** May 1987

**POLICY NO:** 03-029  
**PAGE(S):** 1 of 1

**Policy:**

Any employee of Cottonwood, Inc. may make suggestions to the Policy Committee for new policies or revisions to established policies.

**Procedures:**

1. Meetings of the Policy committee will be held on a regular basis in order to review and consider the addition of policies and revisions of established policies.
2. Policy meeting times will be noted in the previous meeting minutes. If an employee has any suggestions regarding a policy which is being considered, he/she should contact the department representative on the committee or the committee chairperson prior to the meeting. The suggestion will be noted and discussed at the next scheduled Policy Committee meeting.
3. Members of the Policy Committee are encouraged to inform co-workers of actions taken at policy meetings either informally using memos or bulletin boards, or lead discussions at departmental staff meetings.
4. Names of the members of the Policy Committee from each department are available from any Coordinator or Director.