

APPENDIX III

BHASCNA POLICY LOG

APPROVED AMENDMENTS – REFERENCE MATERIAL

[COMMENT: The contents of Appendix III are included as required by the Policy Committee for reference and use pending inclusion of the Approved Amendments contained in Appendix III into the *next* Version of the BHASCNA Policy Manual. Appendix III is maintained and published separately from the BHASCNA Policy Manual, in a document/file titled “*BHASCNA Policy Manual - Policy Log*”. *The policies set forth therein are to be considered BHASCNA Policy and supersede BHASCNA Policies contained in the main body of this Version of the BHASCNA Policy Manual, regardless if the file/document containing Appendix III is separate from the file/document containing said current Version of the BHASCNA Policy Manual.*

Appendix III contains copies of the motions related to each of the individual amendments to BHASCNA Policy approved by the BHASCNA, along with commentary on said amendments by the Policy Committee. The contents of this Appendix are included in aging order (newest – oldest) that the amendment(s) which they pertain to were approved by the BHASCNA, noted in the “[Month Year]” format which is the standard Date of Change notation used in this Version of the BHASCNA Policy Manual (Item 1.1 “Definition and Use of Comments”).

Once an Amendment is appropriately updated in the body of the BHASCNA Policy Manual and a newer version of the BHASCNA Policy Manual is published, all reference material, for said Amendment, contained in Appendix III is to be removed and added in appropriate order to Appendix II “BHASCNA Policy Manual - Policy Archive”.

LOG RECORD FORMAT:

Each Amendment to BHASCNA Policy should be recorded herein this Appendix using the following format:

[DATE] - the Month – Year amendment approved by BHASCNA

TOPIC: - general topic of amendment

NOTES: - any remarks by Policy Committee for clarification purposes

Insert/Modify: - where the Amendment can be found in the BHASCNA Policy Manual

IMAGE OF ACTUAL MOTION WHERE AVAILABLE

Example:

[JULY 2016]

TOPIC: RCM / ALT-RCM MARLCNA EXPENSE PRUDENT RESERVE

Passed: July 2016: 8-2-2

Note: Note: Some Item and Page numbers may change over different Versions due to updating of the BHASCNA Policy Manual.

Insert: as Item 3.4.1.2.7. under 3.4 "FINANCIAL ADMINISTRATION", Page 3-6, BHASCNA Policy Manual – V 2016-AUG.

Beehive Area Motion Form

Date: 6/19/2016

Motioned by: _____

Motion:

Establish a Prudent Reserve Account to help defray the expenses incurred by the RCM & Alt-RCM in attending and participating in the MARLCNA Convenfrencce, on the behalf of the Beehive Area of NA.

Said Prudent Reserve account not to exceed a total balance of \$200.00 (\$100.00 per RCM/Alt-RCM).

Intent:

Allow for timely financial planning and preparation for future expense.

Change(s) to policy:

Requires a new Policy Statement " RCM / ALT-RCM MARLCNA Expense Prudent Reserve (not to exceed \$200.00)" to be added:

1. under the Heading " Prudent Reserve Breakdown" - (Item 3.1.5.11.12 in BHASCNA Policy Manual - V 2014).
2. following "H&I / PR Prudent Reserve" under the Heading "Order of Desbursement / Payment" - (Item 3.1.5.12.1.3 in Policy Manual - V 2014)

Financial Impact:

Addition of \$200.00 to Prudent Reserves.

Disposition of Motion:

Yes

No

Abstain

Carried

Failed

Abstain

Tabled

Sent Back to Groups

✗

]

[Sept 2016]

TOPIC: RCM / ALT-RCM TERM OF SERVICE

Passed: Sept 2016: 8-2-2

Intent: to set RCM/Alt-RCM term of service at 2 years and to have RCM elected on odd years and Alt-RCM elected on even years.

In the publication: "BHASCNA POLICY MANUAL – V2016-AUG"

On Page: 2-5

Change Item: 2.1.4.3.5.1.3.

From: "1-year term elected in August of each year."

To: "2-year term elected in August of odd years."

Change Item: 2.1.4.3.5.2.3.

From: "1-year term elected in August of each year."

To: "2-year term elected in August of even years."

Beehive Area Motion Form

Date: 8/21/16

Motioned by: Policy

Motion: TO CHANGE Policy # 2.1.4.3.5.1.2 FROM: "1-YEAR TERM ELECTED IN AUGUST OF EACH YEAR" TO: "2-YEAR TERM ELECTED IN AUGUST OF ODD YEARS"

ALSO Intent: TO CHANGE Policy # 2.1.4.3.5.2.3 FROM: "1-YEAR TERM ELECTED IN AUGUST OF EACH YEAR" TO: "2-YEAR TERM ELECTED IN AUGUST OF EVEN YEARS"

Change(s) to policy: BHASCNA POLICYS 2.1.4.3.5.2.3 & 2.1.4.3.5.1.2

INTENT: REVISE RCM/ALT-RCM POSITIONS FROM 1 YEAR TO 2-YEAR TERMS.

Financial Impact: NONE

- Disposition of Motion: Yes, No, Abstain, Carried, Failed, Abstain, Tabled, Sent Back to Groups

[Nov 2016]

TOPIC: Notification of Literature Price Change

Passed: Nov 2016

Motion/Intent: For better transparency, create a new BHASC Policy to require the Literature Chair to notify the BHASC prior to updating the BEEHIVE AREA LITERATURE ORDER FORM .

In the publication: "BHASCNA POLICY MANUAL – V2016-AUG"

On Page: 2-7

Add Item: 2.1.4.4.2.2.1

To read: "Prior to publishing an updated BEEHIVE AREA LITERATURE ORDER FORM, the Literature Chair will notify the BHASCNA at its regular monthly meeting of the reason(s) for updating said order form."

Copy Of Motion As Approved At November, 2016 BHASC Meeting

Beehive Area Motion Form

Date: Sept 27, 2016 for submission on Oct 16, 2016

Motioned by: [REDACTED]

Motion:
Notification of Price Change.
A new Policy as follows:
"Prior to publishing an updated BEEHIVE AREA LITERATURE ORDER FORM, the Literature Chair will notify the BHASCNA at its regular monthly meeting of the reason(s) for updating said order form."

Intent:
Transparency.

Change(s) to policy:
Add a policy statement under the heading "LITERATURE PRICING" (see BHASCNA Policy Manual – V 2016-AUG, line item: 2.1.4.4.2.2.1, pg 2-7) as quoted above.

Financial Impact:
None.

Disposition of Motion:

Yes

No

Abstain

Carried

[Nov 2016]

TOPIC: Round Literature Prices Up

Passed: Nov 2016

Motion/Intent: For better transparency and consistence in pricing, change existing BHASCNA Policy to have the prices reflected on the BEEHIVE AREA LITERATURE ORDER FORM be rounded up to the nearest full cent.

In the publication: "BHASCNA POLICY MANUAL – V2016-AUG"

Under "LITERATURE PRICING", on Page: 2-7

Change Item: 2.1.4.4.2.2.1.1

From reading: "Literature prices will be based upon the current cost from supplier, plus shipping."

To read: "Literature prices will be based upon the current cost from supplier, plus shipping, and will be rounded up to the nearest full cent."

Copy of Motion as Approved at November, 2016 BHASC Meeting

Beehive Area Motion Form

Date: Sept 27, 2016 for submission on Oct 25, 2016.

Motioned by: [REDACTED]

Motion:
ROUND PRICES UP
Change existing Policy from reading:
"Literature prices will be based upon the current cost from the supplier, plus shipping."
to read:
"Literature prices on the BEEHIVE AREA LITERATURE ORDER FORM will be based upon the current cost from the supplier, plus shipping, and will be rounded up to the nearest full cent."

Intent:
Transparency and consistency in pricing.

Change(s) to policy:
Change a policy statement under the heading: "LITERATURE PRICING" (see BHASCNA Policy Manual - V 2016-AUG, line item: 2.1.4.4.2.2.1.1., pg 2-7) as quoted above.

Financial Impact:
None.

Disposition of Motion:

Yes
No
Abstain

Carried

[Nov 2016]

TOPIC: Relocation of Literature Sales in Policy Manual

Passed: Nov 2016

Motion/Intent: For better organization of the BHASCNA Policy Manual, re-locate "LITERATURE SALES" under Policies Specific to the Literature Sub-Committee.

In the publication: "BHASCNA POLICY MANUAL – V2016-AUG"

On Page: 3-5.

Move Heading: 3.2 "LITERATURE SALES" and all sub-items under said Heading and insert as Heading

2.1.4.4.2.2.4 "LITERATURE SALES" and sub-items on Page 2-7.

Copy of Motion as Approved at November, 2016 BHASC Meeting

Beehive Area Motion Form

Date: Sept 27, 2016 for submission on Oct 25, 2016.

Motioned by: [REDACTED]

Motion:
Re-org Lit Sales
Reorganize "BHASCNA Policy Manual - V 2016-AUG" as follows:
Move "LITERATURE SALES" and its sub-content under "LITERATURE SUB-COMMITTEE"; "BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE"

Intent:
Centralization and better organization of BHASCNA policies regarding the Literature Sub-committee.

Change(s) to policy:
Move Heading "LITERATURE SALES" and all sub-items under it (see BHASCNA POLICY MANUAL - V 2016-AUG, policy Heading 3.2, pg 3-5, and all sub-items)
And add as a sub-heading "LITERATURE SALES", under "LITERATURE SUB-COMMITTEE"; "BHASCNA POLICIES SPECIFIC TO THIS SUB-COMMITTEE" (see BHASCNA Policy Manual - V 2016-AUG, item 2.1.4.4.2.2, pg 2-7.

Financial Impact:
None.

Disposition of Motion:

Yes

No

Abstain

Carried