Procedure for Revisions to the Manual of Policies

[*Owner: Chief Operations Officer*]

1. Each policy is designated a proper owner, indicated on the policy itself, as above.
    1.1. Any newly created policy shall be designated an owner by the one who creates the policy.
    1.2. For the sake of continuity across transitions, owners shall be positions or offices. Owners shall never be individual persons.[1]

2. The owner is responsible for the implementation of said policy and for any changes thereto.
    2.1. Should someone other than the owner of the policy desire a change, he or she shall make a request for the change to the owner.
    2.2. Any changes proposed by the owner, however, only come into effect after receiving requisite approvals, which are facilitated by the office of the Chief Operations Officer.

3. Upon drafting a policy change, the owner of the policy shall submit the updated draft to the Chief Operations Officer who will ensure that all requisite consultations are made and all requisite approvals gained.[2]

4. Once all requisite approvals are obtained, the office of the Chief Operations Officer will collaborate with the Office of Communications to ensure that the new policy is promulgated.

[1] e.g. "The Bishop of Houma-Thibodaux" is an acceptable policy owner. "Shelton Fabre" is never an acceptable policy owner.

[2] In many cases, it will be beneficial for the policy owner to obtain certain approvals in advance and inform the Chief Operations Officer of the approval when submitting the draft, while copying the one who approved the proposed change in that communication.

4.1. This promulgation shall include an update to the appropriate electronic document, the appropriate webpages, and an e-mail to those directly affected by the policy change as indicated by Human Resources.

5. All revisions to the policy manual require the final approval of the Bishop.