

POAC Rule Change Proposal Form

1. Proposed Change (select only one):

_____ Add new rule

_____ Delete existing rule Reference Rule as it appears in the Current Official Handbook & Subsequent Supplements: Rule # _____ Page# _____

_____ Change existing rule Reference Rule as it appears in the Current Official Handbook & Subsequent Supplements: Rule # _____ Page# _____

2. Proposed Effective Date: _____ January 1, 20____ Other: _____

3. Is this proposal changing a rule that was implemented within the last two years: Y N

4. Explain why this rule change is needed: (Use attachments if needed)

5. Contact Information of person submitting/proposing change:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

E-Mail: _____

Signature: _____ Date: _____

6. Writing proposed rule changes:

- a. Define the problem and develop as many possible solutions as you can by asking others for input.
- b. Choose one possible solution that appears to be the most appropriate and that fits the mission and goals of POAC.
- c. Determine if any other rules would be affected if your proposal were to be adopted, and specify the rule numbers.
- d. Submit proper wording for a proposed rule change by typing or neatly printing the exact wording being proposed. If you propose changes to existing language, strike-through the words you propose to delete. Type in bold and italics the words you propose to add.
- e. Meritorious proposed rule changes submitted with sufficient documentation and specific explanations detailing reasons for the change will be assigned to the respective committee(s). Rule changes submitted without sufficient documentation and specific explanations detailing reasons for the change will not be assigned to a committee

Return completed form to: POAC/Stacey Stewart/Office Manager – 3828 S. Emerson Avenue – Indianapolis IN 46203.