

Part Seven - Revising Policy and Procedures Manual

Article 701 – Jurisdiction

701.1 Changes to Parts 1, 2, or 3 may be proposed by any Non-athlete member or any member of the Athlete's Committee of Metro and shall be submitted to either the Board of Directors or the Technical Planning Committee in advance of the House of Delegates meeting whenever possible.

701.2 Changes to Parts 4 or 7 may be proposed by any member of the House of Delegates and shall be submitted to the Board of Directors.

701.3 Changes to Part 5 may be proposed by any member of the House of Delegates and shall be submitted to the Finance Committee.

701.4 Changes to Part 6 may be proposed by any member of the Board of Review or the Board of Directors and shall be submitted to the Board of Review.

Article 702 – Method of Submission

702.1 Proposed changes shall be in such form as to show the entire section as it will read if adopted, with any changes in language underlined if new and lined out if deleted. The *Proposal to Amend Policy and Procedures Manual* form shall be used.

Article 703 – Adoption

703.1 Proposed changes to Parts 1, 2, or 3 may be amended, adopted, or rejected by the House of Delegates by a majority vote, except as provided in Article 706.2.

703.2 Proposed changes to Parts 4, 5, or 7 may be amended, adopted, or rejected by the Board of Directors by a majority vote. Changes adopted by the Board of Directors are subject to further amendment or rejection by the House of Delegates by a majority vote.

703.3 Proposed changes to Parts 6 may be amended, adopted, or rejected only by the Board of Review by a majority vote.

Article 704 – Suspension 1339

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704.1 The House of Delegates may temporarily suspend, by a two-thirds majority, any policy or 1341 procedure when deemed in the best interest of Metro and the sport of swimming 1342

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Article 705 – Effective Date 1344

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705.1 Unless otherwise specified, all changes approved as prescribed shall become effective at the 1346 conclusion of the meeting of their adoption. 1347

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Article 706 – Conformity 1349

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706.1 All policies and procedure must conform to the Metro Bylaws and USA Swimming Rules and 1351 Regulations. 1352

706.2 Any change to the Metro Bylaws or USA Swimming Rules and Regulations that causes a policy 1353 or procedure not to conform shall supersede that policy or procedure. When this non-conformity 1354 occurs or is discovered between meetings of the House of Delegates, the Board of Directors or the 1355 Executive Committee may amend the policy or procedure to Parts 1, 2, 3, 4, 5, or 7 by a majority vote.