TMS

DOCUMENT IDENTIFICATION AND REVIEW POLICY

PURPOSE:

A process in which to review documents comprising the TMS Administrative and Policy Manual, and any other documents deemed important, and provide periodic opportunities to amend or revise those documents, as necessary, and for historical purposes; To establish a means in which to track amendments and/or revisions of TMS policies and procedures.

PROCEDURE:

1. Each document comprising the TMS Administrative and Policy Manual, or any other document deemed important, must be identified in the following manner by a member of the Executive Office, primarily by the Executive and Board Administrator or person holding a similar position:

    i.   In the bottom left-hand corner of each document, a "history" of the document will be kept by identifying the most recent date of approval by the Board of Directors or other governing body. If the document was reviewed and no revisions or amendments were made, the document history should be identified by the most recent date of review.

    ii. In the bottom left-hand corner of each document, an "address" of the document will be kept by identifying the electronic location of the document as T:ExecutiveOffice/Executive/Governance/Document Name.

2. To determine if documents are current, applicable and appropriate, an annual review of committee related documents comprising the TMS Administrative and Policy Manual will be conducted by the relevant Committee Chair and Staff Liaison. Review of non-committee related documents are to be conducted by a member of the Executive Office, primarily the Executive Director and/or Deputy Executive Director. If revisions are deemed necessary, documents will be submitted for approval as follows:

    i.   Revisions to documents relating to Board-of Directors-Appointed/standing committees or Division Councils will be submitted for approval to the Board of Directors.

    ii. Revisions to documents relating to technical committees/all Other Committees will be submitted for approval to their respective governing Committee or Division Council. Board approval is not required.

3. The most current TMS Administrative and Policy Manual will be maintained electronically within the TMS Exchange folder at T: Executive Office/Executive/Governance and made available on the TMS website. For reference, out-dated policies shall be permanently maintained, in an organized manner, within the same TMS Executive Office folder as mentioned above.

Revised and Approved by BOD October 8, 2017
Revised and Approved by BOD October 27, 2013
Reviewed by Staff March, 2012
Reviewed by Staff February 14, 2012
Revised and Approved by BOD September 23, 2010
Approved by BOD October 5, 2008