**18a. ADMENDMENT OF BOARD POLICY PROCESS**

Updated July 24, 2017

Procedures to add or amend board policies and procedures:

1. Board and/or staff recommends a specific board policy be developed or amended.
2. Appropriate USSEC staff will determine if USB or FAS already has a related policy in place.
3. If a similar policy exists, the USSEC policy will be developed or amended with consideration to the USB and/or FAS policy.
4. If a similar policy does not exist, the USSEC board policy will be drafted based on the board and/or staff recommendations.
5. Any procedures discussed will be determined if they are to be included in the policy or be separate. Only specific board procedures related to the board policy will be approved by the board.
6. Any specific internal procedures to support and implement the policy will be determined by staff with oversight by the CEO or senior staff or a specific committee.
7. All board policies and procedures will be reviewed every two years to ensure compliance by the board.
8. Board policies and procedures can be added or amended at any time.