

Ottawa County Human Services Coordinating Council Operating Guidelines Manual

Title: Format for Operating Guidelines
Guideline #: CM - 100
Effective: August 23, 2006
Revised: None

Purpose: The OCHSCC Operating Guidelines Manual will adhere to format standards to establish uniformity and maintain consistency.

Applicability: Staff and board members who are drafting guidelines

Definitions: None

Guideline: Each operating guideline will begin with a page heading. The page heading will include the following:

1. The identification of the Ottawa County Human Services Coordinating Council
2. The words Operating Guidelines Manual
3. The title of the operating guideline
4. The assigned number, which includes an alpha code of the manual section and a numeric code assigned, based on the order created
5. The effective date
6. The date(s) of any revisions

Each operating guideline will be organized as using the following headings:

1. Purpose – Why the guideline exists
2. Applicability – To whom the guideline applies and exceptions to the guideline
3. Definitions – Any relevant definitions and explanation of abbreviations
4. Guideline – The actual wording of the guideline
5. Procedure – The steps to implement the guideline and information about guideline violations

Each operating guideline will be assigned to one of the following sections: Council Management (CM), Fiscal Management (FM), Public Relations (PR), Strategic Planning (SP), Human Resources (HR), Membership (MM), Community Development (CD) and others as developed.

Procedure: Staff will format accepted operating guidelines according to the standards for inclusion in the manual.