

## **CVPA Policy 25-01**

### **PROCESS FOR AMENDING AND ADOPTING POLICIES AND BYLAWS**

All newly proposed Coachella Valley Power Agency (CVPA) policies and bylaws and or amendments to existing policies and bylaws shall be developed and reviewed by CVPA staff pursuant to the request and direction of the CVPA Board. Such newly developed and or amended policies shall be reviewed by General Counsel and subsequently be presented to the Board for approval by motion.

A current copy of CVPA policies and bylaws shall be posted on the CVPA website. On an annual basis CVPA policies and bylaws shall be reviewed by staff and CVPA's Executive Director. Any ministerial updates shall be approved by Executive Director and General Counsel with an informational notice by staff report and or email conveyed to Board Members and any applicable CVPA Committees. Any material updates to any policies or the bylaws recommended by the Executive Director shall be presented to the Board for approval by motion.