

# WESTERN UNDERGROUND GUIDELINE DEVELOPMENT

1. Any member may propose a guideline topic at a subcommittee meeting
  - a. That member must join the subcommittee working group developing the guideline
2. Guideline topic reviewed by executive board
  - a. Executive board approves guideline topic and sends notice to appropriate subcommittee
  - b. Executive board denies guideline topic and sends notice with reasons to appropriate subcommittee
  - c. Subcommittee may resubmit guideline topic to executive board addressing reasons for reconsideration
3. Subcommittee forms working group
4. Working group develops draft guideline
  - a. Working group shall present a progress review during future scheduled subcommittee meetings
  - b. The current draft of the guideline shall be published in meeting minutes
5. Draft guideline reviewed with other W.U.C. subcommittees
6. Subcommittee recommends motion to advance final draft guideline to the general committee
  - a. The meeting agenda will announce intent on recommending motion of final draft
7. During the ending general session a motion to request publication of the guideline shall be made
8. Guideline published and distributed to all members
9. Existing guidelines shall be reviewed every 5 years

- a. Re-affirmed
- b. Revoked
- c. Revised / Updated

## **WESTERN UNDERGROUND GUIDELINE FORM**

1. Title
  - a. Number
  - b. Date
  - c. Listing of working group members
2. Scope
3. Referenced Standards
4. Requirements
5. Documentation
6. Labeling
7. Packaging

Units of measure shall be English