

## **APP STANDARD – Approved 2/13/2023**

- In General – to minimize confusion:
  - Use clear, strong verbs (do not hide verbs, e.g., “this committee makes decisions” is clearer as “this committee decides”)
  - Avoid redundancy (e.g., “The Department of Redundancy Department,” and make a statement once; don’t repeat it)
  - Use as little prose as possible (e.g., “due to the fact that” can be “because”)
  - Use concise adverbs (e.g., “on a monthly basis” can be “monthly”)
  - Avoid preposition pile-ups (e.g., “in order to” can be “to”)
- Place verbiage into three sections – Objective, Policies, and Procedure(s).
  - Objective section – what the Board has delegated to the committee
  - Policy section – all the many policies a committee may have
  - Procedure section – all the steps for each procedure a committee may have. Procedures should have a beginning and an ending step and describe “who” performs those steps.
- Name all documents APPs (Administrative Policies and Procedures) - NOT Articles.
- Keep the board’s approval date at the top of all documents.
- Add a Table of Contents (TOC), at document beginning, to APPs longer than 2 pages or those with many topics. Include page numbers and links to the topic.
- Add footer to end of each page denoting file’s name and page numbers (“Page # of #”). Use date of draft document release if the APP is in the review/revision phase.
- Use 12-point Calibri font.
- USE Heading Style “HEADING 1” for section titles.
- Use left paragraph justification.
- Use 1 space after periods.
- Use bulleting instead of numbering paragraphs.
- Do not indent first sentence of a paragraph.
- Use double space between paragraphs.
- Use parallel structure in lists or sentence structure.
- Use a period at end of bulleted sentence / phrase.
- Use apostrophes for possessive terms NOT in plurals.
- Use comma before conjunction in a series of three or more items.
- Capitalize titles.
- Capitalize “Committee” when referencing a specific committee.
- Capitalize specific building names.
- Capitalize names of meetings or specific documents.
- Do not use the word “shall” in APP documents. This word is an old term that is not used in everyday language. It should be used in our governing documents, but our policies and procedures should use current tense...what and how a committee performs the activities delegated to them.