

PLEASE TYPE
OR PRINT IN INK

SEE BACK FOR
INSTRUCTIONS

SEANC POLICY PLATFORM FORM

District:

Issue or concern:

Language for proposed objective:

Need for proposed change:

ACTION:	<u>Favorable</u>	<u>Unfavorable</u>	
District Policy Platform Committee	_____	_____	_____
District meeting	_____	_____	(originator/date)
State Policy Platform Committee	_____	_____	_____
Annual Convention	_____	_____	_____
Comments: _____	_____	_____	(District Policy Platform Chair/date)
_____	_____	_____	_____
_____	_____	_____	(District Chair/date)

-----SEANC USE ONLY-----		
<i>Policy Statement</i> ___ <i>Objective</i> ___ / <i>Category</i> _____ <i>Amend</i> ___ <i>Delete</i> ___ <i>Add</i> ___		
Estimated cost: _____	Source of estimate: _____	
Source of funding: _____	Number of employees affected: _____	
Agency responsible for implementation: _____		

IMPORTANT: One (1) completed copy must be mailed or brought to the SEANC Central Office within five (5) working days following the district's adoption. Mail to: SEANC Policy Platform, P.O. Drawer 27727, Raleigh NC 27611-7727. Contact SEANC for more information at 919-833-6436 locally or 1-800-222-2758.

Instructions for SEANC POLICY PLATFORM FORM

DISTRICT

- District #:** Fill in district number.
- Issue or concern:** Use short descriptive title of the subject being addressed.
- Language for proposed objective:** State the policy or objective as you would have it written in the Policy Platform.
- Need for proposed change:** Describe the present situation and why change is needed.
- Originator:** The name is helpful for future reference. This is not required.
- Signatures:** Signatures of both the District Chair and the District Policy Platform Chairs are required.
- Action:** Indicate the action taken at the district meeting(s).
- Mail:** Mail or bring one copy to the SEANC central office within 5 days after the action.

SEANC

- Policy statement, objective:** Indicate by checking whether the proposed change deals with a policy statement or objective.
- Category:** Use one of the categories listed below; refer to the Policy Platform.
- Amend, Delete or Add:** Indicate by checking whether the proposed change will amend or delete an existing statement or objective, or will add a new statement or objective.
- Estimated cost:** Efforts should be made to estimate the cost, if any, of the requested action.
- Source of estimate:** Indicate where estimate was obtained.
- Source of funding:** Indicate where the funds should come from; for example, agency receipts, appropriation, employee.
- Number of employees affected:** Estimate the number of employees involved.
- Agency responsible for implementation:** Indicate who has the authority to effect proposed change.

POLICY PLATFORM CATEGORIES

- Salary:** Across-the- board increases, merit, longevity, disability salary continuation
- Personnel:** Classifications, employee relations, promotional policies, staff levels, leave policies
- Retirement:** Formula, equality of benefits, death benefit, survivors' alternate benefit
- Health Care:** Coverage, dental insurance, quality of service
- External/Other:** Travel expenses, physical facilities
- Internal issues:** Operating policies and procedures, SEANC studies, membership benefits.