

## **Delta Township Compiled Policy Manual**

<b>Title:</b>	<b>Compiled Policy Manual</b>
<b>Adoption Date:</b>	<b>June 19, 1989</b>
<b>Revision Date:</b>	<b>February 2, 2009</b>

**General Purpose:** To insure that a manual containing all policies established and adopted by the Township Board is properly assembled and maintained.

**Summary Statement of Policy:** A manual containing all policies established and adopted by the Township Board shall be maintained, bound, and distributed to department heads and members of the Township Board in January of each year.

**Actual Policy as written:**

**Whereas,** the Township Board of the Charter Township of Delta recognizes the need for policies which govern all activities relating to the operation of its municipality.

**Whereas,** a procedure is required to insure that a manual containing all policies established and adopted by this Township Board is properly assembled and maintained, and providing for the accessibility of this manual to all Township employees and taxpayers.

**Therefore, Be It Resolved,** that the Township Board of the Charter Township of Delta establish the following procedures for the compiling of a manual of policies:

1. The Township Clerk shall upon adoption of a Policy by the Township Board prepare a Resolution of Adoption. This resolution shall contain:
  - a. The date of adoption of the policy.
  - b. The appropriate title of policy, to allow for easy identification and retention of the policy in the Compiled Policy Manual.
  - c. The complete text of the policy as adopted by the Township Board.
  - d. The signature of the Township Clerk, as required on any resolution adopted by the Township Board.
  
2. This Resolution of Adoption shall be filed in the Compiled Policy Manual, which shall be divided by various categories based on the content of the directive by the Township Board.

Anyone using the Compiled Policy Manual for the Charter Township of Delta shall be advised that other policies adopted by the Township Board may be contained within Ordinances, resolutions and prior resolutions, which have also been adopted by the Township Board.

