

A.1 PROCEDURES FOR TRACKING CHANGES IN GOVERNING DOCUMENTS

1. A motion to support a change in the Governing Documents is presented to Pacific Swimming Board of Directors
2. The motion shall be passed by Board of Directors and House of Delegates (if required)
3. Wording Changes:
 - a. If wording in Motion can be incorporated verbatim into Governing Documents, no further editing is needed
 - b. If language in Motion needs to be reworded (for clarity, grammar or other non-substantive changes), rewording will be performed by Pacific Swimming Office Staff.
 - (1) A Reworded statement shall be approved by Governance Committee.
4. Document Change shall be tracked using the Track Document Changes Procedure and the Document Change Form.