

Procedure to Change a Media Guideline

Guidelines changes may be proposed by any state-juried member or by the Standards Committee. The process begins once one or more written suggestions for change, signed by at least three state-juried members, are submitted to the Standards Committee.

The Standards Committee will review the proposal and determine whether it merits further consideration or dismissal. At any time the Standards Committee can end the revision process, and the original written guideline will stand. Any members who have submitted written suggestions for change will be notified if the proposal is dismissed.

If the Standards Committee decides to move the proposal forward, it will proceed as follows:

1. If the suggested change is minor, the Standards Committee members will revise the guideline and submit the revision to the Board of Trustees for approval. Examples include but are not limited to grammatical changes, website references, wording changes to improve clarity, and phrasing changes to enhance consistency and parallelism among media.
2. For all other changes, the Standards Committee will exercise due diligence in obtaining all necessary information to evaluate the possible implications of implementation of the proposed guidelines change. This may include solicitation of input from juried members through surveys, email, in-person discussions, or informational meetings or research through LNHC or outside sources and individuals.

The Standards Committee will then present the revised media guideline along with the original text to the Board of Trustees for approval. The proposal becomes final upon board approval, effective immediately. The Standards Committee will inform the membership of the change by posting the revised guideline on the LNHC website and sending written copies to juried members of all appropriate media categories.