

REVISION PROCEDURE AND SCHEDULE FOR OPERATIONS MANUAL,
WASHINGTON SECTION, AIEE

- April Meeting of
the Executive
Committee
- Chairman of the Section requests holders of manual (of which he should have a list) to revise and bring up-to-date their specific parts of manual by penciled notes or additional sheets, and invites them to make suggested changes in other parts of manual if they wish.
- May Meeting
- All manuals with proposed changes brought to Executive Committee Meeting and turned over to Advisory Board. All proposed changes and corrections edited and consolidated into a single master marked copy by Advisory Board. Master marked copy turned over to Executive Committee at final meeting for review, and then passed to new Advisory Board.
- By July 1
- Revised manual is prepared and reproduced in adequate quantity and turned over to incoming Chairman of the Section for distribution. Chairman must keep record of recipients.
- By Sept. 1
- List of Officers, Executive Committee Members, and Committee Chairmen for the current year, with addresses and telephone numbers, reproduced and sent to each holder of manual.