

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 4 <i>Policy Format</i>

Relevant Information: The purpose of this policy is to provide guidelines for the formatting and approval of Board Policies. The intent is to establish a consistent format to simplify reader usability. The general layout of policies may vary depending on the nature of the material included. Generally, Board Policies will contain the following sections:

Relevant Information: Provides background and factual information necessary for a clear understanding of reason for the Board Policy.

Policy Statement: The exact wording of the Board Policy as adopted by the Board of Directors.

Policy Statement: It is the policy of the Board that the Board approves all new and/or revised Board Policies and that all Board Policies are formatted as described above.