



Template Policy

POLICY ADVISORY COMMITTEE

Town of Boxborough, MA

Intent and Purpose

To provide a template and instructions for creating new policy, as well as updating existing policies to fit the format. To create a new policy, use the information on page 3 of this document as a starting point. Delete the first two pages of this document (instructions) when complete.

Contents

Your policy should include a section at the top stating the Intent and Purpose, and, for longer documents, a list of all sections in the document.

After Intent and Purpose paragraph, either create a Table of Contents or add a bulleted list of section headings or general information about what is included in the policy. If this is not needed, delete the Table of Contents from the template.

- To create a Table of Contents, click the References tab, click the Table of Contents button, then click the Automatic Table 1 option. The Table of Contents will be generated based on the Heading 2 section headers.
- To update a Table of Contents, right-click it, click the option to Update Field, then choose Update entire table in the dialog box.

A pre-formatted Table of Contents is in the Template, which you can update after you complete your policy.

Policy Heading

Policy headings (at the top of page 1) should include the following:

- Descriptive title
- Board/Committee name that originated/owns the policy
- Town Seal
- Town of Boxborough, MA
- Contact information if desired (email, name, phone, website, etc.)

To add the policy template heading to an existing document, copy the information at the top of the first page of page 3 of this document (including the Intent and Purpose paragraph), and paste it at the top of your existing document. Fill out the information in your document.

Definitions

If applicable, include a section at the beginning of the policy document defining all relevant terms in the policy for clarity.

Document Footer

Double-click bottom of page to activate to either copy and paste the footer information from this document into your existing document, or to edit if you are using this as a template. Include the following:

- Descriptive name for the policy.
- Board/Committee name that originated/owns the policy and the revision/approval date(s).
- If other boards approve (such as Select Board), include their approval dates.
- If Town Counsel reviewed it, include that information and date.
- Must include page numbers [page 1 of x] in the format included in the template.

Filename

Save your document (existing or new) with the following format:

- Acronym/name/abbreviation of Board/Committee that originated/owns policy (ConsComm, FinComm, BSB, etc.). Choose one to be consistent with all of your board/committee's policies. Be sure to distinguish your Board/Committee from others (such as Planning Board and Personnel Board, both of which might use PB).
- Description of content, using CamelCasing (begin each word with an uppercase, no spaces between them) to separate words.
- Revision date and status (include "draft" or "approved" or "revised").
- Separate these three parts with underscores.
- Example: **PAC_PolicyTemplate_draft_7-10-19**

Formatting Documents

- Use Heading 2 style for section headings. (Styles appear on the Word ribbon in the Styles group).
- Use Calibri Body, 11 point for body text.

"Revoke and Replace"

All new and updated policies should include a concluding paragraph that reads as follows:

This policy revokes and replaces all previous policies on this topic including the policy titled XX approved on xx/xx/yyyy.

Include the names and dates of all known policies on the topic.

Submitting Documents

- All documents must be submitted to [XX] as a Word document.
- Once the file has been approved, it will be saved as PDF, and posted to the location(s) on the Town's website requested by the submitting board/committee, as well as to a central file location.



[Full, Descriptive Title]

[Board/Committee Name]

[Contact Information if desired – email, name, phone, website]

Town of Boxborough, MA

Intent and Purpose

[include the intent, purpose, and audience of the policy]. 1-2 sentences.

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Definitions

Appropriate definitions, with terms in ***bold italic***.

Document Section Heading

Section content

Document Section Heading

Section content

This policy revokes and replaces all previous policies on this topic including the policy titled XX approved on xx/xx/yyyy.

Policy title/description

Board/Committee Name [originator of policy], Revised and/or approval date (or NEW for new policies). Other boards/committees involved (Select Board, etc.) and/or Town Counsel approval