TMS

DOCUMENT IDENTIFICATION AND REVIEW POLICY

PURPOSE:

To outline the review process for the TMS Administrative and Policy Manual, a collection of documents that articulate TMS policies, bylaws, and other key governance documents, as well as the method for tracking revisions for historical purposes.

PROCEDURE:

1. Annual Review

   Committee chairs and staff liaisons will review documents annually for accuracy. Administrative documents that are not assigned to a committee (e.g., Record Retention and Destruction Policy, Anti-Harassment Policy) will be conducted by the Executive Director or their designee.

2. Approval of Revisions

   - Documents related to Board-appointed committees and division councils must be approved by the governing committee/division council and the Board of Directors. Prior to advancement to the Board, the Executive Committee will review the documents to advise the Board as to consistency with TMS policies and bylaws.

   - Except for Honors and Professional Recognition award subcommittees, documents pertaining to technical committees and subcommittees of technical and functional committees require only the approval of their respective governing committee or division council.

3. Non-Material Changes

   - Non-material changes to documents, such as formatting adjustments, corrections of typographical errors, incorporation of gender-neutral language, for conformity with the TMS Style Guide, and to reflect Board-approved position title changes and other terminology updates within policies or committee bylaws that have no substantive importance, may be made without undergoing the review and approval process.

   - Non-material changes must be documented in the TMS electronic filing system.

   - Documents that are updated exclusively for non-material changes will only be updated once per year, following that year's TMS Annual Meeting & Exhibition. A summary document that bundles all such changes will be provided to the Board for transparency purposes via the Information Calendar of the next Board meeting.

4. Document Maintenance

   - The latest TMS Administrative and Policy Manual documents will be stored in the TMS electronic filing system and made accessible on the TMS website. The date of the latest revision will be included in the document footer.

   - For historical reference, previous versions of Administrative and Policy Manual governance documents will be permanently archived by year, in the TMS electronic filing system.