

CNPS POLICY TEMPLATE

Template adopted 6 March 2004 by CNPS Chapter Council

Below is a template to be used for all proposed policy statements. The purpose of this template is to develop and maintain consistency in how CNPS policies are presented, and to ensure each policy contains important elements. Policy elements include:

POLICY TITLE

The title should be short and simple, but clear enough so that all understand what the policy is about.

Adoption/Revision Date

Include the date the policy was formally adopted by CNPS and any dates it was revised (the date the revision was adopted/accepted).

POLICY STATEMENT

This is where the body of the policy statement is to go. It should be a succinct statement on the position CNPS takes on the issue.

BACKGROUND

Provide any necessary background information, concisely, that states the reason for the policy, a summary of the problem necessitating a CNPS policy.

GOAL/PURPOSE

Provide a sentence stating the desired outcome resulting from successful implementation of the policy.

GUIDELINES/RECOMMENDATIONS

This is where specifics can be presented to the readers on how to implement the policy. The guidance/guidelines/recommendations, to be most effective, should be very direct and clear.

STANDARDS

Provide statements of minimum standards that should be met to be consistent with the policy. These will be used to “test” specific actions by an entity as to their success/failure in following CNPS policy. Use standards that are clear and measurable.

REFERENCES CITED

Include full citations for all references cited in the CNPS policy statement and/or guidelines and standards. Include, whenever possible, code sections of relevant ordinances, policies, laws, and regulations by appropriate governments. Example:

Ferren, W.R., Jr., D.L. Magney, and T.A. Sholars. 1995. The Future of California Floristics and Systematics: Collecting Guidelines and Documentation Techniques. *Madroño* 42(2):197-210.

SUPPORTING REFERENCES

Include other relevant references that further support the policy. Include, whenever possible, code sections of relevant ordinances, policies, laws, and regulations by appropriate jurisdictions/governments.