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.4 Amendments

- **.4.1 Resolution**

This Book of Administrative Policies and Procedures or any part hereof, may be amended from time to time by the Board of Supervisors by resolution.

- **.4.2 Review**

The ex-officio Clerk of the Board Office shall arrange to meet with the appropriate department head to review certain titles of the Administrative Manual that may pertain to a particular department. Upon review, the ex-officio Clerk of the Board Office and/or Department Head shall bring recommended changes before the Board of Supervisors for approval during a regular Board meeting. This review process shall be on an annual basis.

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