



Policy	14-001 “Roots Guidelines for WSFMA Member Markets” Review Procedure
Approved By	WSFMA Board of Directors
Approval Date	February 2014
Effective Date	February 2014
Revision Date	None
Purpose of the Policy	The WSFMA’s Roots Guidelines establishes standards and definitions for WSFMA member farmers markets. The purpose of this policy is to establish process for proposing and approving changes to the Roots Guidelines.
Policy Procedures	The “Roots Guidelines for WSFMA Member Markets” will be reviewed annually by the WSFMA Board of Directors and staff. WSFMA member markets, board members or staff may submit proposed changes to the Roots Guidelines by completing the Proposed Roots Guideline Changes form. The form may be submitted electronically, via mail or in person to the WSFMA office no later than October 1, to be considered for the following market season. Proposed changes will be reviewed by the Executive Committee and coordinated by the WSFMA Secretary. Proposed changes vetted by the WSFMA Executive Committee and reviewed and amended as necessary by the WSFMA Board of Directors and staff. They will then be posted to the WSFMA website and sent to all WSFMA members so that all members will have an opportunity to comment on the proposed changes up to and including during the annual WSFMA Membership Meeting. A summary of the proposed changes and comments will be presented at the annual WSFMA Membership Meeting where membership comments will be heard and discussed. Changes will again be reviewed and amended as necessary by the WSFMA Board of Directors and staff at the early season board retreat, voted on at the following regular board meeting and, if adopted, will be included in the annual membership packet mailed each spring.
Definitions	None
Periodic Review	None scheduled
References or Further Information	https://wafarmersmarkets.org/wsfma-rootsmemberguidelines/