

Bylaws and Procedures Sub-Committee

General

The Chair and at least three additional committee members are appointed by the President. Committee members are appointed for two year terms and appointments are staggered to provide continuity. New members are appointed by the President within two months following the annual meeting.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

Post-Conference Duties and Activities

1. Review the Bylaws and the *Manual of Procedure*, noting inconsistencies and additions or deletions required. Attempt to make the Manual a more usable document through revision wherever necessary.
2. Review the minutes of every Executive Board meeting to make recommendations on changes that should be incorporated in the Bylaws and *Manual of Procedure*.

Pre-Conference Duties and Activities

1. Having noted required and suggested changes, solicit opinion from officers and other committee chairs as required. Meet with committee members or provide contemplated changes by email.
2. Submit proposed changes to the Bylaws and *Manual of Procedure* to the Administration Committee for approval.
3. Provide proposed Bylaws changes to Executive Secretary to include in "Call to Conference" package. This may consist of notice of proposed changes (to be posted to the website at least 30 days prior to first date of the annual conference)

Conference Duties and Activities

1. Present and move adoption of proposed changes to Bylaws.
2. Provide annual report in conformance with Reports section of this Manual as appropriate.

3. Transfer pertinent committee records and documents to the incoming committee chair when appointed.
4. Supply the Webmaster with an updated copy of the *Manual of Procedure* in the current appropriate electronic format for posting to the Association website.