



OPERATIONAL GUIDELINES

LISTING OF REGULAR EXECUTIVE BOARD ACTIVITIES

VERSION II

APPROVED BY EXECUTIVE BOARD

October 24, 2018

Table of Contents

Introduction	2
Executive Board Code of Conduct	3
General Duties of Executive Board	4
Board Officers	5
President	5-6
Vice President	7-8
Secretary	9
Treasurer	10
Immediate Past President	11
Historian	12
Member-At-Large	13
Committee Roles	14-18
<i>Membership/We Care</i>	<i>14-15</i>
<i>Newsletter Editor</i>	<i>16-17</i>
<i>Webmaster</i>	<i>18</i>
Standing	19-23
<i>Awards</i>	<i>19</i>
<i>Audit</i>	<i>20</i>
<i>Scholarship</i>	<i>21</i>
<i>Nominating</i>	<i>22-23</i>
Ad Hoc	24-25
<i>Constitution & By-Laws</i>	<i>24-25</i>
Appendices (by position)	separately on flashdrive

Introduction

PURPOSE OF DOCUMENT

The purpose of this Operational Guidelines document is to provide guidance and continuity for the members of the board so that they may meet the Vision and Mission of the Virginia Association of Government Archives and Records Administrators.

VISION

To be Virginia's premier resource for education and best practices in the management of public records.

MISSION

To promote education, best practices, and professional networking in support of the professions responsible for the administration of public records.

VAGARA BOARD POSITIONS

President	Vice President
Secretary	Treasurer
Historian	Member-At-Large (4)
Immediate Past-President	

Executive Board Officer Tasks and Duties

EXECUTIVE BOARD CODE OF CONDUCT

The following list is to be used as a guide when conducting business on behalf of the VAGARA organization as part of the Executive Board:

1. Each board member will allow their colleagues to speak freely and uninterrupted when they have the floor. The exception is when the board may be brainstorming or a positive, lively discussion is taking place.
2. Sidebar conversations are discouraged. Please have board related discussions out in the open.
3. Each board member is entitled to an opinion about what items are on the agenda for discussion and board members will show respect for each other at all times and allow each person to openly agree or disagree with the subject matter being discussed. Everyone can benefit from hearing different points of view and need to consider each equally.
4. The Executive Board will follow Robert's Rules of Order for business as the By-laws dictate.
5. Politicking behind the scenes during and between meetings is discouraged. Each person is to vote how they feel, without interference, and majority will rule.
6. If anyone has an issue with another board member, the issue should be discussed and resolved privately.
7. Remember that each of us represent the Association and therefore issues brought to the board should benefit the organization, not the individual.
8. Be prepared for each meeting. If you are responsible for a task, make sure that item is on the next agenda under unfinished business as follow up.
9. While each of us needs to be respectful of board members' responsibilities to their own organizations, as well as travel time, every item on each agenda will be acknowledged and addressed and not skipped or cut short in favor of adjourning the meetings by noon.
10. Attendance is expected. If you find you cannot attend a majority of the meetings, please ask to be excused from committee work or if necessary, step down from the board.

GENERAL DUTIES OF ALL EXECUTIVE BOARD MEMBERS

1. Serve a term of office that is two years.
2. Always act in accordance with the *Constitution and By-Laws*, to abide by the guidelines as stated in the *Board Member Code of Conduct* and to achieve the Association's mission through prudent and ethical action.
3. Participate in, and be knowledgeable about public policy issues on any legislative and government agenda which affects records management.
4. Attend a minimum of **three** board meetings per year and actively participate in the board's decision making process.
5. Approve and support the financial and program goals of the annual budget to assure the Association's financial stability.
6. Participate in establishing strategic plans and act as a spokesperson to support and disseminate the plan's goals and objectives at the national, regional, state, and local levels.
7. In addition to the above duties, Board Members-at-Large are charged with communicating the ideals and goals of the Association, as well as pertinent information to members and non-members.
8. All essential documents associated with organizational activities should be compiled and supplied to the Historian on a quarterly basis.
9. All board members will pass appropriate materials at the end of their term to their respective replacements.
10. Follow the appropriate record retention guidelines for the position occupied.

PRESIDENT

The President is the Chief Executive Officer of the Association and may serve as an ex-officio member of all committees, with the possible exception of the Nominating Committee.

TASKS

1. Preside at regular and special meetings of the Association.
2. Issue calls for meetings of the Executive Board.
3. Conduct meetings of the Executive Board.
4. Consult with Executive Board on matters of policy and the development of annual goals and objectives.
5. Create and appoint committee chairmen, including the Nominating Committee, Scholarship Committee, Audit Committee, and others as needed. Furnish each committee with objective and job descriptions.
6. Communicate with committees and assist in special projects.
7. Receive reports from committees. Forward reports to the Historian for association records.
8. Represent VAGARA in relation to other professional, business and service organizations.
9. Acknowledge letters and correspondence addressed to VAGARA and route to the appropriate officer or committee chairperson for proper handling. May prepare letters of gratitude and of congratulations, notes of condolence, expressions of regret to resigning members, letters of appreciation, as well as other official communications of the organization.
10. Has authority to negotiate, amend and sign any agreement or contract for events involving VAGARA and another entity. Contract shall be submitted to the Executive Board for signatory consent.
11. Issue awards to members in good standing at his/her discretion, when said members have contributed to VAGARA goals and objectives.
12. The President shall determine, with the committee chairpersons, a timeline for each activity.

PROCESS

MEETINGS:

- o Prepare meeting agenda prior to board meeting to allow time for additions/changes to the agenda.
- o Follow up with Committee Chairs prior to meetings to determine if they are ready to report activities to the board.
- o Sign meeting minutes once they have been approved by the Executive Board.

VICE PRESIDENT

The Vice President is the second officer for the Association and serves as President during any absence of the presiding President. In addition, the Vice President is the committee chair for the Member/Vendor Awards Committee.

TASKS

1. The Vice President, in the absence of the President shall preside at all meetings of the Association and perform all the duties of the President. In addition, other powers or duties may be delegated to the Vice President by the Executive Board. In all ways, this position assists the President in the executive direction of VAGARA affairs.
2. The Vice President may be assigned specific duties, as assigned by the President or Executive Board.
3. The Vice President shall act as an advisor on parliamentary procedures for the organization, serving as a resource on the governing documents, consultant to manage meetings and mentor for members on parliamentary procedures, while retaining voting rights as a member of the board.
4. The Vice President will act as the Awards Committee Chairperson for the Annual Conference.
5. The Vice President selects and purchases the gift for the outgoing President and presents it at the annual conference.

PROCESS

AWARDS:

- Publicizes the criteria for the Outstanding Member and Vendor awards.
- Selects two past recipients to serve on the committee.
- Provides committee with copies of criteria and any nominations or recommendations received for consideration along with supporting

documentation.

- Addresses all disputes or complaints regarding award recipients.
- Vice President must build a timeline based on the conference date to have the plaque and letter to award recipients finalized for presentation at the annual conference.
- Pass all materials related to the awards process, including the timeline to the incoming Vice President.

SECRETARY

The Secretary is the recording officer of the Association. This position has recordkeeping responsibilities and acts as a liaison between Association members and the Executive Board.

TASKS

1. Attends all board meetings and the Annual Business Meeting.
2. Prepares all Executive Board meeting minutes and distributes them to the Executive Board prior to the next scheduled meeting. Obtains all necessary signatures on the original approved minutes; prepares and submits all approved documents to the historian for retention.
3. Files all attachments, including agendas, from the Executive Board meetings, the Annual Business Meeting, and any Special Called meetings with the minutes.
4. Acknowledges and prepares letters and other written communications, as required, on behalf of the organization.
5. Provides Historian with all originals of Board minutes and agendas to be archived as described in the retention schedule.
6. Ensures the approved agenda and minutes are uploaded to the website

PROCESS

ORGANIZATIONAL COMMUNICATIONS:

- Annual Business Meeting, Executive Board, Special Called Meetings
 - Date, time and location of meeting.
 - List of present and absent.
 - List of items discussed.
 - List of reports presented.
 - Text of motions presented and text description of disposition of motions.
 - All approved minutes must have signatures from the President and Secretary.

TREASURER

The Treasurer is the financial officer of the Association. This position is responsible to the President and the Executive Board for the receipt and deposit of all funds of the Association and for the disbursement of funds that have proper vouchers and approved expenditures.

TASKS

1. Deposit all receipts, membership dues, fees from meetings, etc. to the business checking account. Record receipts in a journal and in a checkbook register with the following information: date, from who received, items covered, and the amount. Deposit receipts are kept for record.
2. Prepares the Association's budget for approval by the Executive Board.
 - a. Request line items for budget preparation from each board member. After receipt, a budget for board approval can be prepared.
 - b. Direct the board's attention to expenses which are running over budget appropriation.
3. Pay all approved bills of the organization.
4. Reconcile monthly bank statements. Print required documents, such as cancelled checks, from online banking and verify receipts in record book. Maintain a book of accounts showing receipts and expenditures, which are open at all times for inspection by the Executive Board and membership.
5. Furnish all financial records for the annual audit of the organization's accounts by the Audit Committee within 90 days of close of fiscal year. As long as gross receipts are less than \$50,000 over a three year period, e-file 990 postcard by May 15 following close of fiscal year.
6. May serve as budget chairperson for the annual conference.

PROCESS

FOLLOW THE TREASURER'S GUIDE.

IMMEDIATE PAST PRESIDENT

The Immediate Past President is a non-voting member of the Executive Board. The term of office is two years beginning January 1, immediately after the year(s) served as the President. May serve an additional term if current President serves two terms.

TASKS

1. Assist the Executive Board in the maintenance of continuity from one administration to the next.
2. Chair Board meeting(s) in the event the President and Vice President are not able to attend.
3. Present nominations for honorary membership (if any) to the board for consideration.

HISTORIAN

The historian is responsible for maintaining the historical context of the organization.

TASKS

1. Collect and secure all records as described in the Records Retention and Disposition Schedule including materials needed to update history of association activities.
2. Update the association history bi-annually by appending the history template and furnish to the President before the end of the board term. This may include pertinent information with a list of board members, committees, etc.; awards, conference sites and information that provides a picture of the activities of the association during the Historian's term of office. The Historian shall coordinate with the Webmaster to update history on the website.
3. At end of each board term (2 years) check all original minutes submitted for signatures.
4. Purge documents based on the VAGARA Retention Schedule. Review with President to ensure all documents have been submitted.
5. Maintain a yearbook of the association activities, some of which could be electronic. Migration control should be considered. Some of the activities may include:
 - a) Newsletters
 - b) Programs/seminar literature
 - c) Photographs
 - d) Local media coverage
 - e) Social media
6. Maintain a list of all boxes and contents stored in any contracted commercial records center. The Historian should update the index with the materials collected during each term.

MEMBERS – AT – LARGE

Four Executive Board members who perform duties as required by the President or assigned by the Executive Board.

TASKS

1. Provide leadership to clarify and sustain the mission of the Association.
2. Provide information, ideas, and suggestions from the membership to the board.
3. Participate actively in the deliberations on the Association's agenda of issues relevant to the entire records management field.
4. Represent and promote the Association to the profession by maintaining a working knowledge of the Association's operations and services.
5. Represent the Association by identification as an Association Board member and act as spokesperson for the work of the Association when attending regional, state, local and other meetings. Attend meetings and conferences where Association representation is desirable.
6. Assist the Association in resource development activities that broadly benefit the membership, which may include being a committee chairperson.
7. Actively recruit and promote membership for the Association.

COMMITTEES

ROLES

There are three ongoing functions consisting of the Membership Coordinator, Newsletter Editor, and the Webmaster. These three positions have an ongoing responsibility to the board. **The individuals that serve in these roles are appointed by the President and do not have voting privileges unless they hold a board position. They do not need Executive Board approval.**

MEMBERSHIP COORDINATOR

The duties of the Membership Coordinator include but are not limited to:

1. Promote the growth of membership and the recruitment of new members.
 2. Maintaining a current membership roster on the website that is available to Board members at all times.
 3. Assist members in updating information on website.
 4. Assist in resolving account issues, including overpayments, W-9 requests, etc.
 5. Purge the membership roll. See Timeline of duties below.
 6. Work with Webmaster to set up auto generated emails to members for dues reminders, invoices, payments due, etc.
 7. Submit notice to Newsletter Editor for publication
 8. Present a membership report at all board meetings.
-

TASKS

TIMELINE OF DUTIES:

- December/January:
 - Review reminder email prior to automatic distribution to members and make necessary updates.
 - Verify current W-9 is on the website. If not, notify Webmaster.
 - Verify payment address is correct for Treasurer or designee receiving payments on the website, and if not, notify Webmaster.
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- February/March:
 - Review updated emails to unpaid members prior to distribution. Send at least one email in February and a second in March. Remind unpaid members of April 1st purge.
- April:
 - Purge unpaid members in the website database. Purging members does not delete them but sets the member data to “suspended”.
- Summer:
 - Work with Webmaster and Conference Chair to review conference notification emails for distribution to members.
- Fall:
 - Work with Webmaster and Conference Chair to update conference attendees of any necessary reservation, confirmation, and notification emails.

Membership Outreach - We Care

This task was created in 2014 to engage members and let them know that VAGARA is honored to have them as members and to stay in touch during the various events of members’ lives. Currently, the We Care contact is assigned to the Membership Coordinator and duties include:

- Send cards to members when notified of life events. These can include sympathy, congratulations, best wishes, thinking of you, retirement, etc.
- Notify Treasurer when funds are needed for purchasing cards and stamps.
- Report the number of We Care activities at Board meetings.

NEWSLETTER EDITOR

The Newsletter Editor is responsible for publishing the quarterly newsletter. The position plans and budgets for the newsletter each year to present to the board for approval. The Editor attends board (if not on board) meetings when possible to gather relevant information for newsletter publication.

TASKS

The Editors responsibilities include:

1. Creating, soliciting, and editing newsletter content.
2. Design the layout or recruiting someone to assist with the layout.
3. Recruiting new people to contribute to the newsletter.
4. Updating the calendar of events; coordinating with webmaster to post to website.
5. Contacting the Membership Chair to find out which of the advertisers is current and which ones are not (Note: All paid advertisers have a slot in the newsletter.)
6. Maintain a current membership list provided by the Membership Chair.
7. Gains approval for the newsletter from the president prior to publication.

SUGGESTED OUTLINE:

- **FRONT PAGE** - *Letter from the President*, picture or seasonally appropriate image, check to see if any of the information for the right hand column has changed.
- **2ND PAGE** - Remainder of President's letter, the rest of the space is filled by an advertisement, or textual content.
- **3RD PAGE**- (This page can change) *Get to Know You* section with picture of member that filled out the questionnaire, any blank space is devoted to advertisement or reminder.
- **4TH PAGE** - Article #1, picture(s), possible advertisement.
- **5TH PAGE** - Article #1 continued or start of calendar of events.

- **CALENDAR OF EVENTS** is usually a page and a half with the rest devoted to an announcements section. The announcements section usually lists retirements, birthdays, etc.
- **ADDITIONAL INFO** - The rest of the newsletter covers additional articles and the rest of the advertisers.

WEBMASTER

The Webmaster shall serve as the administrator for all technical aspects of the VAGARA website. In addition, the webmaster is responsible for maintaining hosting and domain accounts.

TASKS

1. Acquire, maintain, and renew Association domain address.
2. Maintain the hosting service for Association website pages and templates.
3. Operate interfaces between the Association website and any external applications.
4. Ensure periodic backup of all website materials and accompanying information.
5. Authorize individuals to access materials, information, interfaces, or data as provided through the Association website.
6. Appropriate monitoring of website traffic.
7. Report and receive authorization from President for content to be placed on the web page not already approved by the President or Board.
8. Provide a web traffic report for the Board meetings.
9. Attend Committee and/or Board meetings that require information, changes, access, interfaces, etc. to the website.
10. Update the website with conference or other event schedules, conference registration forms, hotel information, and other resources as needed.

STANDING COMMITTEES

There are several committees that are formed to carry out various functions for the Executive Board. They are the Awards Committee, the Audit Committee, the Scholarship Committee, and on election year, the Nominating Committee.

AWARDS COMMITTEE

The Awards Committee chairperson is chaired by the organization's Vice President. In turn, the Vice President selects two past award recipients to review nominations and select not more than two outstanding member awards and one outstanding vendor award. The By-Laws do not indicate that an award must be given each year if there are no nominations received. All members and current vendors are eligible to be nominated, with the exception of current officers with voting rights.

AWARDS COMMITTEE DUTIES:

- Vice President must build a timeline by June 1st based on the conference date.
- The nominating member(s) should understand they must follow the awards criteria to describe why the member or vendor is being recommended.
- Require that all applications have a due date in order to give the committee time to select the recipients in time for the annual conference.
- When possible, notify individuals who are affiliated with the nominee and may wish to attend the ceremony. Make them aware the award is not announced until the time of presentation.
- Vice President shall maintain an awards package containing the information needed on the plaque, including verbiage, nomination letters and current vendor used to create plaques for all awards.
- Vice President addresses all disputes or complaints regarding award recipients.
- Honorary Membership requires the vote of the Executive Board and should be presented to them in advance.
- The Honorary Membership award shall be a token of appreciation as determined by the Board.

- **Example wording:** *Honorary Membership
Awarded To
(Member Name)*

*For Services Rendered During Your
Active Membership with VAGARA
(Dates of Membership)*

AUDIT COMMITTEE

The Executive Board will appoint an Audit Committee, consisting of two or more members, to perform an annual audit of the association's fiscal year records within four months following the end of the fiscal year (December 31). The Committee shall render a prompt report of its findings to the Executive Board.

AUDIT COMMITTEE DUTIES:

- The audit should be held at current Treasurer's location, if available.
- The auditors should ensure Treasurer has gathered appropriate documents for the review process.
- Review preceding year's audit report.
- Review books and records of the Treasurer:
 - Copies of audit report that are on file with the Treasurer;
 - General ledger;
 - Check stubs;
 - Bank statements for audit year;
 - Disbursement requests and receipts;
 - Credit card statements/receipts;
 - Monthly financial reports;
 - Investments Reports - money market, CD's, etc.
- Audit cash receipts using deposit slips and checkbook as well as auditing cash disbursements using invoices attached to bank statements and check stubs.
- Reconcile cash in bank with general ledger and checkbook, per bank statement.
- Apply general overall tests and checks to satisfaction that the records represent fairly the financial position of the Association.
- Marshal all evidence and data reviewed and then prepare the Audit Committee's opinion with accompanying exhibits.
- Prepare Audit Report and findings (if any) for:
 - President
 - Executive Board
 - Treasurer

SCHOLARSHIP COMMITTEE

The **Connis O. Brown Scholarship** fund was established in February 1989, in order to recognize and support those individuals who desire to advance their knowledge of the records management profession and the principles of the Association. The Scholarship Committee will be appointed at the beginning of the President's term and serve concurrently with that term and shall consist of three persons, all appointed by the President from the general membership, one of whom shall be designated as Chairperson. The committee shall select and present proper candidates from the membership for scholarship awards to the Executive Board for approval.

DUTIES:

- The VAGARA Executive Board will designate to the Scholarship Committee, the amount of money that can be awarded based on amount budgeted. The amount of the scholarship award will be determined annually by the Executive Board. The number of scholarships will be recommended annually by the Scholarship Committee.
- Application and Scholarship information will be distributed in the newsletter and on the web page.
- Application response due dates will be on the application and posted on the web page and newsletter.
- Indicate that the recipient must notify the board within seven days of offer, if accepted.
- The Scholarship Committee will meet and make their selections during the dates designated by the Executive Board each year based on the Conference date.
- The award recipient should receive a notice of congratulations outlining the benefits and limitations of the award. Copies of the notice should to be sent to the President, Treasurer and Conference Registration Chairperson. The Scholarship Chair will also complete the Scholarship Disbursement form and submit it to the Treasurer to show how funds were allocated and awarded.

NOMINATING COMMITTEE

The Nominating Committee Chairperson is appointed by the President and must be a member of the Executive Board. The remainder of the Nominating Committee shall consist of four members in good standing of the Association, appointed by the Chairperson and approved by the Executive Board.

The Committee shall prepare a list of recommended candidate(s) to the board no less than 90 days prior to any scheduled election. The slate is determined by the committee and approved by the Executive Board.

NOMINATION COMMITTEE DUTIES:

- The nominating chair shall prepare and present a timeline to the board.
- The committee explores potential candidates for the new board. It may secure advice from any source it desires.
- In the event there is more than one nominee for a particular position, the committee then determines whether to put both candidates forward.
- Prepare a list of prospective nominees and obtain their permission to be nominated.
- Make recommendation to the executive board 90 days prior to election.
- Contact those who have been approved by the Executive Board to confirm they agree to be on the slate for election by the membership at the annual conference.
- Inform the Secretary of the individual nominees for presentation to the membership.
- Notify the Newsletter Editor of the slate of nominees for publication in the newsletter.
- The Committee Chair presents the slate of candidates at the annual conference to be voted upon.
- The Committee remains in office until the end of the calendar year.
- All files, supporting documentation, and information are to be turned over to the Historian.

COMMITTEE TIMELINE:

- Five months prior to conference - the President appoints a Chairperson. The Chairperson then appoints four other members in good standing, to be on the Committee, then has the committee approved by the Board.
- Four to five months prior to conference - the Committee prepares a list of prospective nominees for office and presents them to the Board for input.
- Four months prior to the conference - the nominees are contacted and asked if

they may be placed on the slate for the election in November.

- Four months prior to the conference - the Chairperson informs the Secretary as well as the Newsletter Editor of the nominees. The nominees are listed in the Summer Newsletter that is sent to all members.
- One month prior to the conference - the listing is sent to the membership for review. This may be done via email or on the website.
- At Conference Time - the Nominating Committee Chairperson will present the slate for a vote of approval at the Annual Conference business meeting. Open nominations from the floor, ask any of those members present if they have anyone else they wish to nominate for any position. Confirm the nominator and nominee are members in good standing. If there are no nominations, proceed with a vote of the entire slate.

Note: It is not necessary to obtain approval for each position one at a time. You may elect the entire slate by first asking the question, "Are you ready for the question?" After a moment's pause, if no one rises, the nominating committee chairperson should put the question to the membership, in this case, the slate of new board members to vote. If there are questions raised, the chair should wait until the debate has apparently ceased, when the chairperson should again inquire, "Are you ready for the question?" After allowing ample time for anyone to rise and claim the floor, and if no one does so, the chair should again call for the vote on the slate of new board members and announce the result.

If there is a nomination from the floor, there must be a vote to select which nominee will be selected to be on the new board. This vote will be on each position where there is multiple candidates to select from. You may choose to vote by asking for a "show of hands," or by "raising the right hand" as it is also called. The other methods of voting are by rising; by ballot; by "yeas and nays," as it is called; by general consent; and by mail. By mail isn't used for electing the new board, however is still an acceptable method for other issues needing membership approval. To properly conduct voting by any of the first three methods, the affirmative answer *aye*, or raise the right hand, or rise, as the case may be is asked first: then the negative answer *no*, or raise the right hand, or rise is asked second. If the chair is certain of the outcome, they may declare the "ayes have it" and announce the name of the winner. If the chair is uncertain, they may call for a second vote and ask members to rise or show their hands while they are counted. The chair informs the secretary of each result.

AD HOC COMMITTEES

The President may create Special Committees on an as needed basis to carry out the objectives set forward by the President and the Executive Board. Such committees may be chaired by either a current member of the Executive Board or from the general membership. The committee shall exist as long as the task is ongoing. The President sits on each committee as an ex-officio if they so wish. Ad Hoc or Special Committees are created to serve specific functions include: website content committee, website redesign committee, brochure update committee, history update committee, conference site selection committee, conference committee, operations guide committee, the retention schedule committee, and the constitution and By-Laws committee.

CONSTITUTION AND BY-LAWS COMMITTEE

This Committee is formed when the Board votes for an update to the Constitution, By- Laws or Standing Rules. Since VAGARA is incorporated, the Constitution is seldom altered unless there is a significant change in the association; verbiage clarification or the need for changes in grammar (spelling, punctuation, etc.). The By-Laws and Standing Rules need to be consistent when referring back to the Constitution or each other.

COMMITTEE MAKEUP:

The Committee consists of:

- A Past President as Chairperson (selected by the current President).
- The current President.
- One board member or member in good standing to vote with the committee and act as Scribe for all changes.

COMMITTEE RESPONSIBILITIES:

The Responsibilities of the Committee:

- The Chairperson is to collect and provide the committee with all available Constitutions and By-Laws or Standing Rules from past years to use for discussion and past historical need.
- The committee will meet for discussion; determine all changes; clarify all changes, additions/deletions made on the draft document(s).

- The committee will vote by consensus. If a consensus cannot be reached, a majority vote of the committee is necessary to bring a draft copy of all changes to the Board. Any dissenting committee member(s) shall abide by the majority decision.
- Provide the draft document(s) to the Board in a timely manner (two months prior to the Annual Conference) for review, updating and approval.
- The Scribe will maintain all copies of drafts and points of discussion by the committee.
- The final copy of the Constitution and By-Laws will be given to the Secretary for distribution at the Annual Conference for a vote by membership at the business meeting and historical purposes.
- The Chairperson will present all changes before the general membership for a final vote at the Annual Business Meeting.
- The Committee Chairperson will turn over all documents at the end of the Board term to the Historian for archival purposes.
- The Chairperson will ensure that the most current approved version is posted to the organization's website.