

Bylaws and Policies Committee Annual Report September 2022

The Bylaws and Policy Committee Members for the 2021-2022 NDLA term were: Virginia Bjorness & Kristen Borysewicz, Co-Chairs, Megan Richardson, and Liz Mason.

The major task of this Committee is the oversight of NDLA foundational documents, adherence to them and suggesting changes when needed.

This year was the first year where our committee hosted an onboarding session for incoming, present, and past officers and chairs. It was held via zoom and covered the bylaws and policy manual, where NDLA leadership can find information about their sections and/or committees, and the basics of parliamentary procedure. This was well received and there are plans to continue to host a version of this training on an annual basis moving forward.

As has become usual practice, the committee made policy manual edits at the suggestion of section and committee chairs. A section was added to the policy manual on guidance for conducting votes, including how to handle the receipt of factual reports such as financial reports, minutes, and annual reports. Progress was also made on crafting a new Communications Policy, formerly known as the Electronic Discussion Lists Policy or Listserv Policy. This will be reviewed and sent to the Executive Board for approval in the next term.

There are multiple other ongoing projects that will continue into next year. The Policy Manual needs updating to codify succession plans in the event of a Past-President Vacancy. Now that there is a new chair of the Membership committee, the Bylaws and Policy Committee will work on creating wording that allows the membership chair to transfer or update membership information related to individual memberships paid for by institutions. The committee is also investigating the size of committees as classified in the Policy Manual, specifically the composition of the Good Stuff Committee, Nominations Elections and Voting Committee, and the Bylaws and Policy committee.

All current members will continue to serve on this committee in the current arrangement.