

## **Bylaws and Standing Orders Committee Meeting Minutes**

2016 ASLCS Spring Business Meeting

Alexandria, Virginia

Saturday, April 23, 2016

### **Call to Order**

The meeting of the Bylaws and Standing Orders Committee was called to order by Patsy Spaw (TX) on behalf of Chair Claire Clift (NV) who was unable to attend.

### **Attendance**

The following members of the committee were present:

Patsy Spaw (TX) acting Chair, Lori Brocker (OR), Paul Campos (WA), Susan Furlong (NV) ASLCS President, Janice Gadd (UT), Maryann Horch (VA), Tara Perkinson (VA), Susan Schaar (VA), Butch Speer (LA), Sandy Tenney (UT).

### **Approval of Minutes**

Upon a motion by Lori Brocker (OR) and seconded by Janice Gadd (UT), the minutes of the last meeting held during the 2015 ASLCS Professional Development Seminar in Raleigh, NC, were approved.

### **Old Business**

Patsy Spaw (TX) began the discussion of the various recommendations received from committee members in response to Bylaws and Standing Orders Committee Chair Claire Clift's (NV) request. Claire Clift had sent each committee member a list of the charges assigned by ASLCS President Susan Furlong (NV) and a preliminary working draft. The version which incorporated all suggested changes was laid out as the working document for the committee. Each charge was addressed individually and accepted, amended, or consideration postponed, as follows:

1. Paul Smith (NH) and Bill McGill (VT) made an onsite visit to Massachusetts to meet with Steve James (MA), ASLCS Archivist, to discuss the contents of Society archives and receive recommendations and suggestions and to view the archives. The committee received a list of the archived items by email and will receive a report on their visit at the next meeting.
2. The committee reviewed the recommended wording for the Society's archivist position. It was recommended that the wording be added to the Standing Orders (and not the Bylaws). The position will be referred to as the Society's archivist.

The term of office for the archivist was discussed. Butch Speer (LA) recommended that the term continue until resignation or a successor is appointed. The committee approved the suggested language: "The Society's archivist shall continue in office

until resignation or the appointment of a successor in the same manner as the initial appointment.”

It was also recommended that NCSL retain copies as requested in coordination of the Executive Committee and the Society’s archivist.

The committee discussed the position of Society photo archivist, which had recently been approved by the Executive Committee and determined that the newly approved position needed to be added in the appropriate section to the Standing Orders and should have the same term parameters as the Society's archivist. Maryann Horch (VA) will draft and prepare language for the committee to review at the Legislative Summit in Chicago, IL.

3. The language to include the President-elect and the Associate Vice President as ex-officio members of the Membership and Communications Committee was approved. (They are already ex-officio members of the Professional Journal.)
4. The committee reviewed the proposed language for the standing committee on Canadian-American Relations to develop, review, and publish a host state manual for the Joint Canadian-American Meeting and the language for the standing committee on Site Selection to develop, review, and publish a host state manual that outlines expectations and costs to states that host a PDS. The committee approved the proposed language as amended.
5. The Committee approved the removal of Bylaws text from the Standing Orders.
6. The Committee reviewed the proposed language to add a \$500 donation upon the death of a sitting principal who served as President of the Society. Butch Speer (LA) recommended language be added to include a \$250 donation upon the death of a sitting Associate who has served as Associate Vice President. The committee approved the proposed language as amended.
7. Susan Schaar (VA) reported that Paul Smith (NH) and Paul Nardo (VA) are scheduled to meet to review the past PDS Business meeting minutes to verify the accuracy of the citations in the Bylaws and, if necessary, to propose additions or corrections after their review.

Patsy Spaw (TX) will incorporate the committee's amendments to the committee working document for committee review prior to the NCSL Legislative Summit in Chicago.

### **Adjournment**

There being no further business, the meeting was adjourned.

Respectfully submitted,

Patsy Spaw (TX), Acting Chair