GENERAL INFORMATION


Task Force Structure: Chair, appointed by the President with Board approval. Members appointed by the Chair.

Term of Office: For length of assignment, not greater than 1 administrative year

Reports: As defined in the Standing Rules

Members: The Task Force shall consist of up to three members.

POLICIES

Purpose, Composition, and Duties

The Bylaws Task Force is charged with reviewing proposed amendments to the Bylaws.

The Task Force shall receive and review for appropriateness all proposed amendments to the Bylaws, and is responsible for distributing proposed amendments to the membership at least 30 days prior to being voted upon. The Task Force will also receive specific charges from the President, act on proposed amendments, and distribute Bylaws to the membership.

PROCEDURES

These procedures are designed to help implement and accomplish the amendment process. They also provide the documentation necessary to transition the Bylaws Task Force members on an annual basis in accordance with NCRA policies.

Receive Specific Charges from the President

Maintain contact with the Board Representative appointed to the Bylaws Task Force.

Inform Task Force members of charges and arrange committee functions to accomplish goals.

Obtain approval to contact the Parliamentarian

Act on Proposed Amendments

Receive proposed Bylaws amendments. Proposed amendments to the Bylaws must:

- Be sent in writing to the Bylaws Task Force Chair
- Reference the article and section number to which the proposed amendment applies
- Propose a rewrite of the appropriate article and section
Outline the rationale for the proposed amendment

When the amendment originates with a voting member, the following additional requirements must be met prior to consideration by the Bylaws Task Force. The written proposal must contain:

- Signatures and membership numbers of six voting members
- One member’s phone number and email address to be used in the event there are questions regarding the proposed amendment

**Process Proposed Amendments**

Following receipt of proposed amendment(s), the Bylaws Task Force will:

- Send a copy of the proposal(s) to all Task Force members and the Parliamentarian
- Arrange for a Task Force conference call to discuss the proposed amendment(s)
- Chair the conference call
- Assign Task Force responsibilities
- Prepare and distribute meeting minutes
- Follow the recommendations of the Task Force regarding the proposals discussed

**Other Responsibilities**

Review proposed Bylaws amendments for appropriateness.

Forward recommendations on disposition of all proposed amendments to the Board of Directors.

Assure distribution of all proposed Bylaws amendments to the membership at least 30 days prior to the Annual Conference. An article in *The Connection* or the *Journal of Registry Management* may be used as an efficient means for distribution. The notification of proposed Bylaws amendments to the membership should follow the approved format:

- The current Bylaws wording for the section being amended should be listed and labeled as “Current Bylaw Section”
- Following the “Current Bylaws Section” the current Bylaws wording should be used to indicate all changes and labeled as “Proposed Bylaws Amendment,” deleted words will be indicated with a strike-through, added words will be underlined
- This will be followed by the “Rationale”
- When appropriate, statements can be added regarding the sponsorship of the amendment, i.e.; “This amendment is recommended by the Bylaws Task Force” or “the Board of Directors”; “This amendment is not supported by - - - -”

Assure distribution of revised Bylaws to the membership.

Amendments adopted by the membership at the annual business meeting will be published on the Web site.
EXAMPLE OF PROPOSED BYLAWS AMENDMENT NOTIFICATION

Current Bylaw

ARTICLE III Committees; SECTION II. Nominating Committee

A. The Nominating Committee shall consist of five members and two alternates. The President shall appoint the Chairman. Four members and two alternates shall be elected in conjunction with the elections of the NCRA officers. The Committee shall be responsible for preparing and mailing the ballots.

Proposed Bylaws Amendment

ARTICLE III Committees; SECTION II. Nominating Committee

A. The Nominating Committee shall consist of seven members. Six members shall be elected from each of the three regions for a two year term and the Chair of the Committee shall be appointed by the president to serve a one year term. The Committee shall be responsible for preparing and mailing the ballots.

Rationale

Each region would be assured representation on the Nominating Committee. There would be no reason for having alternate members in the absence of any one member; there would still be a sufficient number of people to make an informed decision. The proposed amendment provides for a full working committee with representation from all areas. The addition of two members would offer greater input into the Committee’s workload and candidate recruitment.

This amendment is supported by both the Bylaws Task Force and the Board of Directors.