

BYLAWS COMMITTEE JOB DESCRIPTION

Purpose: To recommend Bylaw changes to the Board of Trustees and MSSA Membership. Note Article II, Article XIV, Article XV, and Article XVI of the Assembly Bylaws.

Interactions: Board of Trustees, President, General Manager, MSSA Membership, Legal Counsel

Responsibilities:

1. Annually review the Bylaws and Code of Regulations to identify updates or clarifications that need to be made.
2. Address suggestions from the Board of Trustees identifying areas for consideration. Suggestions can come from committees, caucuses, or from passage of a Board of Trustees' motion.
3. Strengthen sections of the Bylaws, as needed.
4. Consider timeless wording in recommended changes.
5. Function and make recommendations within the Assembly's tax exempt status as delineated in the Bylaws, Article XIV.
6. Notify the MSSA membership of changes and amendments to be brought to the annual membership meeting using the methods listed in Article XV.
7. Meetings will be scheduled by the chair, and deliberations may take place conference call. Voting should take place in person at meetings, and every effort should be made to reach consensus of the entire committee.
8. A quorum is the majority of the committee, and matters will be decided by majority vote.
9. Consider using *Mountain Voices* to disseminate information.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.