

Operations Worksheet 25 – Parliamentary Committee
(New Committee – Created March 2013)

The Parliamentary Committee encompasses Bylaws, Policy Book and Operations Workbook and the Chairman is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The Parliamentary shall be responsible for:

1. Periodic review of the Bylaws to determine if any revisions are necessary. There is no specified cycle or required time for revising Bylaws. Following is the process for revision:
 - a. By-laws may be altered, amended, or changed, or new By-laws may be adopted by the members at any Membership Meeting, provided that notice of the specific alteration, amendment, or change, or if new By-laws are contemplated, a complete set thereof, be sent to each member in the call for the meeting at which the proposed action is to be submitted, with request for the member's vote for or against such proposed amendment (s).
 - b. In all questions of amendments or changes in By-laws, members may register their vote in writing for or against such amendment or change by filing such vote with the Secretary at least twenty-four hours prior to the hour of the meeting, and such vote shall be counted the same as though such member were present in person.
2. Periodic review of the Policy Book to determine if any revisions are necessary. The Policy Book is to provide a ready reference for the officers and members of the Chapter on the current policies under which Chapter business is conducted. The following guidelines will be followed:
 - a. The Chair of the Parliamentary Committee will maintain the Master Copy of the Policy Book. Copies will be provided to the elected officers and to any other person who requires a copy to perform assigned Chapter duties. In addition, a copy will be posted on the Chapter's Web site. Review and updating will be as often as the President decides is necessary to efficiently conduct Chapter business.
 - b. The Policy Book requires annual approval by the Board of Directors and the Executive Committee each year after the annual installation of new officers. This normally occurs in February.
3. Maintaining and Annual Review of the Operations Workbook. The Operations Workbook is a compilation of desktop procedures and turnover files for use by members in leadership positions and for use by Chapter leaders in understanding how the Chapter functions.
 - a. With approval of the Executive Committee, update the Operations Workbook by coordinating with committee chairman who change their operating procedures.

- b. Provide incoming officers and Executive Committee members a current copy of the Operations Workbook, and provide incoming committee chairmen and committee members a current copy of the Operations Worksheet for their positions.
- c. Coordinate meetings of outgoing and incoming committee chairmen, preferably in connection with an Executive Committee Meeting, to discuss turnover of their positions.
- d. Ensure that incoming committee chairmen are aware of their responsibility to participate in Executive Committee meetings during which the chairmen should report on activities relevant to their position.
- e. Individual worksheets may be proposed for revision by the officer or committee chair affected in coordination with the Workbook Committee Chair at any time deemed necessary.
- f. The Operations Workbook will be reviewed and updated as necessary biennially by October 31st.