

2007

NEOPA Committee Guidelines 2007

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"NEOPA Committee Guidelines 2007" (2007). *NEOPA Documents and Publications*. 88.
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NEOPA Bylaws Committee Guidelines
(2006-2007)

Duties of the Committee as stated in the NEOPA Standing Rules:

“The Bylaws Committee shall review the Bylaws and Standing Rules each year before the Annual Meeting and present their recommendations to the Executive Board.”

The Director is appointed by the newly installed State President and the term begins July 1, the beginning of the Association fiscal year. As stated in the Standing Rules/Duties of Committees it is recommended the committee consist of two state members and the Director.

Revision dates of the Bylaws, Standing Rules, and Duties of Committees is listed at the end of each set of rules.

- Attend Executive Board meetings as called by the President.
- Prepare a report to present at Executive Board meetings and have copies for the President and other officers as well as the directors of the committees. (Apprx 20)
- Provide an article for the NEON as requested by the editor. Usually 4 times during a term.
- Request from state members, the Executive Board for suggestions, concerns of need for changes to the NEOPA Bylaws and Standing Rules. Share these with the Executive Board. Motions may be made and approved for a proposed change at the board meetings. Use this wording, if at all possible, in developing the ballot of proposed changes.
- Have the current Bylaws and Standing Rules including Duties of the Committees on disk to be passed on and kept to the NEOPA Secretary.
- Submit reimbursement request with original receipts and the official reimbursement form to the NEOPA Treasurer. Keep a record of expenses – supplies, printing, postage, etc.

Time Line:

Summer and Fall: Request for concerns and needs for changes (at Executive Board meetings and the Fall General Meeting). Present and discuss these at Executive Board meetings.

January Executive Board Meeting: If possible, present proposed changes. Upon approval of the board, create a ballot for approval by this board. **This can be done via email if necessary.**

February/March: Mail ballot of proposed Bylaw changes. Members must be notified 30 days before a general meeting. Generally, this is the Spring General Meeting in March/April. Work with the Nominating Committee and send ballot of proposed changes with the slate of officers to all state members in the same mailing in the Spring.

Report results of Bylaw votes to the President. Present ballot of proposed Standing Rule changes to members at NEOPA general meetings for vote. The committee will tally votes and report results at the general meeting. If approved, ballot can be voted by red/green card.

May: Final report of the fiscal year activities to be presented to the President with the Bylaws Committee notebook. List names of active committee members as well as the Director of the committee. The director of the committee signs and dates the report. Give the President a total of four (4) copies of the final report.

Reimbursement of expenses: Complete the “Request for Reimbursement” form for expenses incurred and present to the NEOPA Treasurer for payment. This may be for supplies, printing, postage, etc.

Included in the Bylaws Committee Notebook:

- Current set of Bylaws and Standing Rules/Duties of Committees as well as the previous term.
- The NEOPA Secretary keeps the disk of the current Bylaws and Standing Rules. This committee does the update when proposed changes have been approved by the membership. (Suggest keeping a 2nd disk of current bylaws to pass on to new director so they have a copy to work with when needed.)
- Documentation of the process in developing the most current change of Bylaws and Standing Rules. (i.e. concerns, minutes with motions of wording for changes, proposed changes approved by the Executive Board, and proposed changes ballots and results of the voting.)
- Copy of submitted reports to the President throughout the term. The final report will be the record to go into the Archives of that year.
- One year of the articles submitted for the NEON issues during the term.
- Copy of the "Request for Reimbursement" form.

Important: The NEOPA Bylaws related to this committee:

Article X – Amendments

Section 1.

Amendments to the Bylaws shall be submitted in writing to the Director of the Bylaws Committee. A report on proposed amendments shall be presented to the Executive Board for review and approval prior to presentation to the membership for vote.

Section 2.

Proposals of the Bylaws Committee shall be provided to the voting membership no later than thirty days prior to the scheduled voting.

Section 3.

Two-thirds written vote in favor of proposed amendments shall be required for adoption.

- ❖ Bylaws require state members be notified 30 days in advance of a vote and be approved by 2/3 of the members who vote.
- ❖ The Standing Rules can be presented and voted upon at General Meetings without a 30 day notice which is required prior to a vote on a change of the Bylaws. A Standing Rules change requires the approval of the majority of state members who vote.
- ❖ The Duties of Committees can be changed by the approval of the Executive Board.