

SALTY SISTERS' BYLAWS COMMITTEE CHAIR JOB DESCRIPTION

The purpose of the Bylaws Committee is to ensure that the Bylaws and Standing Rules under which the Salty Sisters organization operate are current. When needed, the Committee suggests changes, additions, or corrections to these rules. In addition, the Committee may be consulted on whether Bylaws may affect other changes in club policies and procedures.

Proposals to change the Bylaws or the Standing Rules may come from the Board of Directors, the Bylaws Committee, or by a Salty Sisters member or group of members. The Bylaws Chair presents the proposal(s) to the Board at the Board of Directors meeting or delegates a committee member to present the proposal in her stead. The Board votes on all proposed amendments. Amendments to the Bylaws approved by the Board must be voted on by the general membership.

The Bylaws Chair prepares, publishes, and presents the proposed amendments to the general membership as outlined in Article XII, Amendments, Sections 1 and 2. She may, if requested, work with the Captain or her designate in developing materials explaining the proposed changes or she may develop the materials independently. The Bylaws Chair must ensure that notice requirements are known by advising the Captain and the Board of the notice requirements.

Fourteen days' notice of any amendment must be given to the general membership by posting notice of the amendment on the Salty Sisters bulletin board and sending a notice by email to the membership. The Bylaws Chair collaborates with the Captain to develop the script to be used in proposing and discussing the amendments at the annual meeting and reads each proposed change.

The Bylaws Chair will rise and state "All procedures have been followed" and then reads the first change

1. The first proposed amendment, as precisely worded
2. The current Bylaw in the Handbook
3. The Bylaw as it will read if the amendment is adopted.
4. States "So moved" (*this is because this has been discussed, proposed, seconded, and adopted by the Board.*)
5. The Captain then asks for discussion.
6. If there is none, the Captain calls for a vote either by either raising hands or raising cards (at the discretion of the Captain).
7. If there is discussion, the Captain states the number of people who may speak and how many minutes they may have to speak.
8. The Captain then calls on the Bylaws Chair to speak as to why this change should be made.
9. The Captain then calls on the person(s) who want(s) to vote against the Bylaw change.

This is followed for however many Salty Sisters the Captain has stated may speak or until there is no further discussion for and against. There must be an equal number to speak on each side. Following this, discussion is closed.

The Captain asks the Secretary to read the amendment and calls for a vote. This process is repeated for each of the proposed Bylaw's changes.

Standing Rules may be amended by a vote of the Board only. Proposed changes to the Standing Rules may be proposed by the Board, by the Bylaws Committee, or by members of Salty Sisters. The Bylaws Chair, or her designate, brings proposed changes to Board meetings. If the Board agrees the change is warranted, Directors propose and second those changes. The Captain will publish Notice of changes to the Standing Rules via email to the Salty Sisters and posting on the bulletin board following Board approval.

The Bylaws Chair selects the members of the Bylaws Committee. Currently the Committee is composed of six women but there is no required number. Salty Sisters with knowledge of Roberts Rules of Order and the law as well as those members with Board experience, past Captains, and others who actively contribute to Salty Sisters are recommended candidates for this Committee and should be encouraged to participate. There are no standing meetings for this Committee; it meets as the need arises. Meetings can also occur by email. It is customary for the Bylaws Chairman to attend Board of Directors meetings but not required.