

Constitution and Bylaws Committee

Members Present: Melanie Neumann-Cherney (Chairperson), Michelle Danyluk, Zeb Blanton, Kathy Glass, William Huntley, Bobby Krishna, Steve Murphy, Jennifer Quinlan, Jenny Scott, and Caroline Smith DeWaal.

Board/Staff Members Present: Ruth Petran and David Tharp.

Visitors/Guests Present: Tracy Fink.

Number of Attendees: 13.

Meeting Called to Order: 11:05 a.m., Sunday, July 8, 2018.

Minutes Recording Secretary: Michelle Danyluk.

Old Business: The Minutes from the 2017 meeting were reviewed. A motion to approve was made by Zeb Blanton, seconded by Jenny Scott and approved.

Development of a Roberts Rules of Order Overview Presentation for the PDG Chairs and Vice Chairs: On Sunday Afternoon, Bill Huntley presented an overview of Roberts Rules of Order at the PDG Chair and Vice Chair meeting. The presentation was handed out to all members of the Constitution and Bylaws Committee and reviewed. The presentation, while quick, was also well received by the attendees, many recorded some notes, and feedback was positive. There is still confusion from PDG Chairs and Vice Chairs about what parts of a PDG meeting are covered by Roberts Rules of Order.

A discussion of how to proceed with a review of Roberts Rules of Order for Chairs and past Chairs was tabled until new business.

Quorum Language in the Bylaws. In 2017, the Constitution and Bylaws Committee asked the Board if a statement related to a quorum needed to be added to the Bylaws for Standing and Special Committees. Discussions continued around whether we need language, how a quorum is defined, if a recommendation for a Bylaw change is needed, and what, if anything, should that change look like. If less than 50% of a Standing or Special Committee is present while a recommendation to the Board is being made, should that be indicated to the Board. Discussion followed about whether knowing if more than 50% of the Committee was present would make a difference to the Board. The consensus was no – knowing this would not make a difference to the Board in their response to recommendations as it is assumed that the Committees and the Board are working in the best interests of IAFP. Recommendation to the Board: The Committee recommends that language be included in the Chair and Vice Chair Handbook to clarify no quorum is needed for PDGs, Standing, or Special Committees. No recommendation to change the Bylaws. Motion – Caroline; Second – Kathy; All in Favor.

Student Liaison for Constitution and Bylaws Committee. As of this meeting, no one from the Constitution and Bylaws Committee had reached out to the Student PDG to obtain a Student Liaison. A discussion surrounded the preference for a student with IAFP experience, and a willingness to serve a multi-year term, due to the nature of this Committee. Michelle volunteered to reach out to the Outgoing Student PDG Chair to determine if an outgoing Student PDG Board Member would be willing to serve in this capacity. Should a student be identified, they will be included in the 2019 meeting.

New Business:

Tabled Discussion of Roberts Rules of Order. Discussions continued around the reoccurring need to inform PDG and Committee Chairs and Vice Chairs of Roberts Rules of Order, and how these rules apply to their meetings at IAFP. Much of this information can be obtained from Bill Huntley's presentation, and Bill, Michelle, and Melanie will draft a one-pager for review by the whole Committee. Recommendation to the Board: The Committee recommends that language be included in the Chair and Vice Chair Handbook to overview the key points of Roberts Rules of Order and their applicability to PDG, Standing, and Special Committee Meetings, and that an annual presentation on Roberts Rules of Order be included in the PDG Chair and Vice Chair's Saturday Meeting. Motion was made by Caroline Smith-DeWaal, seconded by Jenny Scott and approved.

Current List of Awards in Bylaws. Discussion surrounded the current list of Award Committees, and the names of Awards included in the Bylaws as to whether they are current. How are awards handled through other associations; included or not? If the Bylaws are not up to date, should the language be simplified to remove the names of specific Awards Committees? If the IAFP staff can review the Awards Committee language in the Bylaws for consistency with current awards and practices, and provide this information to the Constitution and Bylaws Committee, the Committee will provide draft language of potential changes to the Executive Board for their February Meeting. Recommendation to the Board: The list of Award Committees in the Bylaws should be reviewed for consistency with current practices. Should changes be required, the IAFP Staff can report back to the Constitutions and Bylaws Committee. Motion was made by Steve Murphy, second by Jenny Scot and approved.

Potential New Members. Potential new members were discussed. The Committee believes Andrew Clarke would be a good addition to the Committee.

Recommendations to Executive Board:

1. The Committee recommends that language be included in the Chair and Vice Chair Handbook to clarify no quorum is needed for PDGs, Standing, or Special Committees.
2. The Committee recommends that language be included in the Chair and Vice Chair Handbook to overview the key points of Roberts Rules of Order and their applicability to PDG, Standing, and Special Committee meetings, and that an annual presentation on Roberts Rules of Order be included in the Committee/PDG Chair and Vice Chairs Saturday Meeting.
3. The list of Award Committees in the Bylaws be reviewed for consistency with current practices. Should changes be required the IAFP Staff should report back to the Constitution and Bylaws Committee.

Next Meeting Date: July 21–24, Louisville, KY.

Meeting Adjourned: 12:01 p.m. with a motion by Jenny Scott; seconded by Kathy Glass and approved.

Chairperson: Melanie Neumann-Cherney.