

“How to Guide”

The Constitution and Bylaws Committee is a Special Committee convened by the President of the Board either when an area within the Constitution or Bylaws has been identified that needs to be revised to accommodate changes to CHS operating procedures brought on by either new technology or a shift in demographics, or when they want a thorough independent review of the Constitution or Bylaws completed.

Generally, the Vice-President will serve as the Board Liaison and will ask CHS Members to volunteer to serve on the Committee and identify a Chair. The Board Liaison will provide the committee with the specific areas that the Board would like reviewed for changes. However, the committee may independently review the entire Constitution and Bylaws to identify any and all areas they feel need or do not need to be changed.

Committee Chair

The Committee Chair schedules committee meetings to review the specific Board identified areas of change and brainstorm ideas as to making appropriate changes to these areas and any others the Committee has identified as necessary. An Agenda is prepared and given to the members at the meeting.

A committee member must be identified who is willing to take minutes of the meeting and email them to the full committee, including the board liaison, requesting their comments, additions or corrections. Once finalized, a copy of the minutes is to be sent to the Vice President.

The primary focus of the Constitution and Bylaws Committee is to either create changes to the Constitution and/or Bylaws that will be accepted by the Board of Directors to be put before the membership for their vote, or recommend no changes be made.

Should the committee identify changes that they feel should be made to either the Constitution or Bylaws, the proposed changes will be posted to the “CHS Member Forum” under a separate category for a 30 day

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comment period. An announcement that the proposed changes are posted for comment will be sent to the members.

After the 30 day comment period the committee will meet to discuss and evaluate all comments received. They will make a final decision on the proposed changes to present to the Board of Directors for approval to go before the membership for a vote.

The Committee Chair communicates with the Board Liaison prior to each monthly Board Meeting in order to determine what, if anything needs to be brought up or reported to the Board at their meeting.