

## POLICY & BYLAWS COMMITTEE

### **OVERSIGHT**

ADMINISTRATIVE COUNCIL

### **COMPOSITION**

The Policy & Bylaws Committee shall be composed of the President-Elect, the Immediate Past President, the Secretary, the ADHA 3-Year Delegate, and the Trustee at Large. Additional members (Alternate Delegates) of this committee may be appointed by the Chair. The President-Elect shall serve as the Chair of this committee.

### **DUTIES**

1. Maintain a current copy of the Bylaws.
2. Direct Central Office to post a current Policy Manual and Bylaws on the website by January 1 of each year.
3. Review IDHA policy statements annually and determine whether policy statements should be updated/rescinded. If changes are recommended, prepare resolutions to present to the GA for approval.
4. Review the Bylaws annually and propose revisions as necessary to the Board of Directors and Members of the General Assembly.
5. Propose revisions to IDHA Bylaws/resolutions based on ADHA Bylaws and resolution changes at the annual ADHA House of Delegates Meeting.
6. Consult with the Parliamentarian on Bylaws processes.
7. Request proposed resolutions and bylaws from members of the General Assembly by August 1 of each year; allow members at least 30 days to submit proposals.
8. Review proposed bylaws changes to assure that they are in the proper legislative form before being sent to the BOD or General Assembly for any action.
9. Share all proposed resolutions and bylaws with the BOD to approve prior to sharing with the IDHA members.
10. Share all proposed resolutions and bylaws for consideration by IDHA members at least 30 days in advance of the annual General Assembly meeting.
11. Provide District V Trustee with current IDHA Bylaws each year.
12. Determine as a committee if there is a need to have a Parliamentarian present at each General Assembly Business Meeting.