

BYLAWS AND PROCEDURES

The five-member Committee, including its Chair(s), shall be appointed by the Vice President/President-Elect by June 1st prior to his/her taking office as President. Members of the Committee, particularly the Chair, should have some familiarity with parliamentary procedure as well as a good knowledge of the Association and its operation.

Duties:

- To update the *Bylaws* of the Association upon recommendation from the membership, the Board of Directors, or upon requirement of the American Library Association or Southeastern Library Association.
- Report to the Executive Committee and Board of Directors any recommended revision of the *Bylaws* for approval and presentation to the membership for final approval vote, according to the *Bylaws* of the Association.
- To update the *TLA Manual of Procedures* to insure that it reflects the *Bylaws* and the current work of the Association.
- The Chair(s) shall attend all TLA Board of Directors meetings and shall submit quarterly reports on activities and an annual evaluative written report to the membership at the final Board of Directors meeting for the fiscal year.