



OHIOERC BY-LAWS SUBCOMMITTEE MEETING MINUTES

<http://www.ohiohistory.org/ohiojunction/erc/>

DATE: 11 OCTOBER 2011

ATTENDEES: Pari Swift, Darren Shulman, Angie Crandall, Janice Schulz

The By-Laws Subcommittee met on October 11, 2011 via GoToMeeting® hosted by Angie Crandall. A review of the by-laws was performed and revisions were proposed.

1. Develop Membership Commitment Requirements and Require Annual Reporting

As we are a volunteer organization, member time is valuable. The subcommittee discussed current participation and attendance requirements and agreed that they need to be tightened up in order to distribute our work fairly and evenly across the membership. Those requirements should become part of our guiding by-laws. The following requirements were proposed:

- Each member should be on at least one standing or ad hoc subcommittee at all times.
- Annually, members should report to the Executive Committee their contributions to the OhioERC, including meetings attended, work on subcommittees, service as an officer or subcommittee chair, participation at OhioERC sponsored seminars, and any other work performed for the OhioERC. In the absence of term limits (discussed below) this report will serve to justify continued membership. The annual reports will also allow us to demonstrate to prospective sponsors the validity and effectiveness of the OhioERC.
- In order to effectively perform work for the committee, it is important for members to attend all possible OhioERC meetings or to be represented at them. Meetings are held no more than four times a year and are scheduled well in advance in order to maximize member participation. Members are allowed one unexcused absence in a calendar year. An unexcused absence will be recorded if the member is not represented by a proxy or has not participated via a web/teleconference provided by the OhioERC. Excused absences will be given in the case of emergencies.

These member expectations should be outlined on the OhioERC membership application form and potential members should agree to be held to them. The subcommittee also agreed that prospective members should be required to list a proxy on their application.

Affects: III-4; IV-2-B

2. Change the Word “Designee” to “Proxy”

To be consistent with the terminology normally used in the course of meetings, all instances of the word “designee” will be changed to the word “proxy.”

Affects: IV-1-B-3; IV-2-B

3. Add Immediate Past Chair as an Officer

In order to maintain continuity on the OhioERC, the Immediate Past Chair should be considered an officer.

Affects: V-1; V-2; VI-1

4. Make Vice Chair Automatically Chair in Next Term



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In order to maintain continuity on the OhioERC, the Vice Chair should be elected with the understanding that he/she will move into the Chair position upon expiration of the term.

Affects: V-1

5. Remove Term Expirations for Members

Limiting members to a specific number of terms has the potential of unnecessarily removing knowledgeable and devoted people from the OhioERC. Term limits should not be imposed, but continued membership should be granted based on the member's annual contribution report as described above.

Affects: III-3; VI-2

6. Remove Meeting Notice Requirement for Subcommittee Chairs

The requirement that a subcommittee chair must give ten days notice to the members of the subcommittee before a meeting is impractical and should be eliminated. Instead the following will be added: "Subcommittees shall connect as often as is necessary to conduct business."

Affects: VI-3-D

7. Add "Committee Work" section

In order for subcommittees to perform their work in an efficient and effective way, procedures have been developed for how the work should be managed. While the procedures are in a separate document, the by-laws should refer to the procedure document and recognize that members should agree to work in accordance with these procedures.

Affects: VI-3