

COMMITTEE ON BYLAWS

ENTITY TYPE	Committee
TOTAL NUMBER OF MEMBERS	Seven (7) plus a minimum of two (2) Alternates
APPOINTED	Seven (7) and at least two (2) Alternates
COMPOSITION	Seven (7) C/SNA or IMD members and at least two (2) Alternates
AUTHORITY ESTABLISHED BY	ANA Bylaws
ACCOUNTABLE TO	ANA Membership Assembly
REPORTS TO	Submits reports to the ANA Board of Directors and Membership Assembly
RESPONSIBILITIES	<ul style="list-style-type: none"> a. Interpret the ANA Bylaws b. Receive and prepare proposed amendments to the bylaws or articles of incorporation; report them to the ANA Board of Directors and submit them to the ANA Membership Assembly c. Review the articles of incorporation and bylaws of an association that applies to ANA for membership status in order to determine conformity with qualifications of C/SNAs and the IMD in the bylaws and report its findings to the ANA Board of Directors d. Review proposed amendments to C/SNA and the IMD bylaws along with their current bylaws to determine continuing harmony with the ANA Bylaws and report its findings to the ANA Board of Directors e. Determine a regular schedule to review bylaws of C/SNAs and the IMD to determine continuing harmony with the ANA bylaws and report its findings to the ANA Board of Directors
TERM OF OFFICE	Member: Two (2) years or until a successor is appointed Alternate: One (1) year or until a successor is appointed
TERM LIMIT	Member: Two (2) consecutive two-year (2-yr.) terms Alternate: One (1) one-year (1-yr) term
TIME COMMITMENT	<ul style="list-style-type: none"> a. At a minimum, two to four conference calls of one to two hours each to provide interpretations of the ANA Bylaws or other emergent needs b. Average of four to six hours a month reading informational materials and reviewing & providing a written analysis of C/SNA bylaws and proposed amendments

	<ul style="list-style-type: none"> c. Four to eight conference calls of approximately 90 minutes each, to address proposed amendments to ANA Bylaws, usually just in odd numbered years d. Three to four days at the ANA Membership Assembly, with the majority of time being spent in COB meeting analyzing COB hearing results and preparing COB reports for the ANA Bylaws session(s) at the ANA Membership Assembly e. Travel time to the ANA Membership Assembly and return home, usually just in the odd numbered years
<p>QUALIFICATIONS</p>	<p>Members must have knowledge of and/or have an interest in:</p> <ul style="list-style-type: none"> a. Governance b. ANA and/or C/SNA governance policies and practices c. Organizational management d. ANA, C/SNA or IMD or other organizational bylaws experience preferred e. Members must have ability to work on projects electronically, including e-mail and other platforms that are provided