### COMMITTEE ON BYLAWS

<table>
<thead>
<tr>
<th><strong>ENTITY TYPE</strong></th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL NUMBER OF MEMBERS</strong></td>
<td>7</td>
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<td><strong>APPOINTED</strong></td>
<td>7</td>
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<td><strong>COMPOSITION</strong></td>
<td>Seven (7) C/SNA or IMD members</td>
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<tr>
<td><strong>AUTHORITY ESTABLISHED BY</strong></td>
<td>ANA Bylaws</td>
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<tr>
<td><strong>ACCOUNTABLE TO</strong></td>
<td>ANA Membership Assembly</td>
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<tr>
<td><strong>REPORTS TO</strong></td>
<td>Submits reports to the ANA Board of Directors and Membership Assembly</td>
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#### RESPONSIBILITIES

- a. Interpret the ANA Bylaws
- b. Receive and prepare proposed amendments to the bylaws or articles of incorporation; report them to the 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 Board of Directors
- d. Determine a regular schedule to review bylaws of C/SNAs and the IMD and review their bylaws upon changes in qualifications or responsibilities of C/SNAs and the IMD in the bylaws to determine continuing conformity with the bylaws and report its findings to the Board of Directors

#### TERM OF OFFICE

Two (2) years or until a successor is appointed

#### TERM LIMIT

Two (2) consecutive two-year (2-yr.) terms

#### TIME COMMITMENT

- 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 two to three hours a month reading informational materials and reviewing C/SNA bylaws
- c. Two meetings which may be one to two days and may be conducted by conference call, to address proposed amendments to ANA Bylaws
- d. Five to six days at the ANA Membership Assembly, during which one or two additional brief committee meetings may be held
- e. Air travel time to the ANA Membership Assembly

#### QUALIFICATIONS

Members must have knowledge of and/or have an interest in:

- a. Governance
- b. ANA and/or C/SNA governance policies and practices
- c. Organizational management

Members must have ability to work on projects electronically, including e-mail and other platforms that are provided