

## BCNU BYLAWS COMMITTEE TERMS OF REFERENCE

Revision Date:

Effective Date: April 2012

Date Approved: April 2012

Date Council Approved: April 3, 2012

### Purpose

This standing committee objectively investigates, considers and makes recommendations with respect to proposed bylaw amendments submitted by the membership, BCNU committees or by Council.

### Composition

- **Chairperson:** Member of Council elected by Council yearly in the September council meeting.
- **Two (2) Members:** Appointed by Chair with consideration to having representation from both urban and
  - rural where possible.

The committee is assisted by the parliamentarian, legal counsel, and clerical support as required.

### Term of Membership

To be reviewed.

### Duties:

**Bylaws Chair** shall:

- Ensure that the call for amendments is submitted in a timely fashion.
- Set the meetings of the committee at least three (3) days per year.
- Prepare and present a committee report to Convention.
- Bring the proposed amendments for Convention to the Council.
- Prepare a budget proposal for this Committee to include two (2) members of the committee to attend the Convention as fully funded observers, and two meetings per year.
- Ensure that a meeting with the parliamentarian, Vice President and the Resolutions Chair occurs prior to the commencement of the Convention to review the amendments.

**Bylaws Committee** shall:

- a) Meet at least twice a year
  - Once prior to the Convention to review the proposed amendments and prepare them for mail out to the members according to the timelines as set out in the Constitution and Bylaws Article 23.01
  - Once after convention to incorporate the approved amendments into the existing Constitution and Bylaws
  - At the call of the Chair

- b) Be responsible for making sure that the general membership is informed of the impact of the proposed amendment on:
- The whole of the bylaws
  - The budget
  - The general membership
  - Any other area that is identified at the time, by preparing the proposed amendment for publication prior to the Convention
- c) Have the ability:
- To discuss the advisability of initiating a revision procedure
  - To discuss the amendment with the mover(s)
  - To provide the mover(s) with necessary assistance as required
- d) Review the Terms of Reference annually at the first meeting post convention

#### Committee Members as delegates to Convention:

- Should a Bylaws Committee member wish to seek regional delegate status to Convention they shall refrain from speaking to the bylaw amendments other than to give a point of information.
- Bylaws Committee members shall declare “conflict of interest” issues to the Chair of the Bylaws Committee for disposition.

#### Related Policies/Bylaws

Policy 4.3.2 Other Committees

Policy 4.4.4 (2) Committees: Bylaws **[Pending]**

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