

Constitution and Bylaws Committee

Members Present: Jenny Scott, Melanie Neumann-Cherney, Zeb Blanton, Michelle Danyluk, Kathleen Glass, and Steve Murphy.

Board/Staff Members Present: Roger Cook (Board Liaison) and David Tharp.

Visitors/Guests: Adria Bryan, Anne Gerardi, and William Huntley.

Number of Attendees: 11.

Meeting Called to Order: 11:06 a.m., Sunday, July 9, 2017.

Minutes Recording Secretary: Melanie Neumann-Cherney.

Jenny Scott discussed the Antitrust Guidelines and the requirements thereof.

Approval of 2016 Minutes. A motion to approve the 2016 minutes was made by Michelle Danyluk, seconded by Steve Murphy and Unanimously approved.

Old Business: Recommendations to the Board from the 2016 meeting of the Constitution & Bylaws Committee:

- This Committee recommended that a refresher on Robert's Rules of Order be provided to the chair/vice chair meeting at this year's 2017 meeting last year. This was agreed to by the Board. David Tharp informed this Committee that this refresher training was not provided; the expectation was that the Constitution & Bylaws Committee would provide this. William Huntley volunteered to join the Constitution & Bylaws Committee and deliver the training next year.
- The Committee also recommended when there is a constitution and bylaws proposed change that a rationale for such change and the person/group proposing the change should be provided. The Board also agreed to this.
- The Committee also proposed Melanie as the Vice Chair and the Board agreed. Melanie will take over as chair at next meeting in Salt Lake City in 2018.

New Business: A new Vice Chair for 2018 is needed. The Committee suggested that since industry and government were currently serving as Chair and Vice Chair, it would be appropriate to have someone from academia. Michelle Danyluk volunteered to become the new Vice Chair. A motion for a vote for Michelle Danyluk was made and unanimously approved.

The Committee questioned whether a quorum was needed to do business. A review of the Bylaws did not address the issue for committees, but it was addressed for Board meetings.

Recommendations to the Executive Board:

1. Consider whether to add a statement to the Bylaws about a quorum for Standing and Special Committees. In case a quorum is not present to transact necessary business, the Special and Standing Committees should be authorized to act in the best interests of IAFP.
2. The Board should contact members of the Constitution and Bylaws Committee whose two-year renewable terms are ending to inquire whether they want to continue for another two-year renewable term. This ensures active involvement and the ability to invite/welcome replacement members for those who are no longer active.
3. Extend an invitation to the Past Chair of the Student PDG to serve on the Constitution and Bylaws Committee as a career building opportunity on a one year renewable term.
4. Renewed recommendation for the Constitution and Bylaws Committee to provide a refresher on the basics of Roberts Rules of Order in the meeting of Chairs and Vice Chairs at the 2018 meeting.

Final Comments: Roger Cook, Board Liaison, spoke to the group and welcomed us to IAFP 2017. He encouraged this Committee to speak up, ask questions, engage international and younger members, and welcomes Board recommendations.

Next Meeting Date: July 8, 2018, Salt Lake City, UT.

Meeting Adjourned: 11:54 a.m. Motion to adjourn was made by Zeb Blanton and seconded by Steve Murphy.

Chairperson: Jenny Scott.