

# Northwest Notes

Newsletter of the

Pacific Northwest Chapter of the Medical Library Association

Volume 11, Number 4

July-August 1990



## MESSAGE FROM THE CHAIR

by Kathy Murray

Bylaws

This issue of the newsletter is devoted to documents that will be discussed at the annual meeting in September.

The chapter's MAP has been revised during three torturous Executive Board meetings and is now ready for the improvements that you can bring to it. Remember, the MAP is the living document that details our chapter's mission, goals, and strategies.

Please read the Draft carefully and come to the meeting prepared to offer your ideas for specific strategies and measurement indicators. Minor changes in wording or suggestions about grammar and style may be made to me in writing or E-mail (PMC).

Please concentrate your efforts on:

WHERE SHOULD THIS CHAPTER BE GOING?      WHAT SHOULD WE BE DOING?

The second document contains the recommended changes to our Bylaws. Jan Schueller has done a magnificent job of incorporating the mandatory changes required by MLA with the changes suggested at the 1989 PNC annual meeting. A major change is to move procedural items from the Bylaws to the Responsibility Manual.

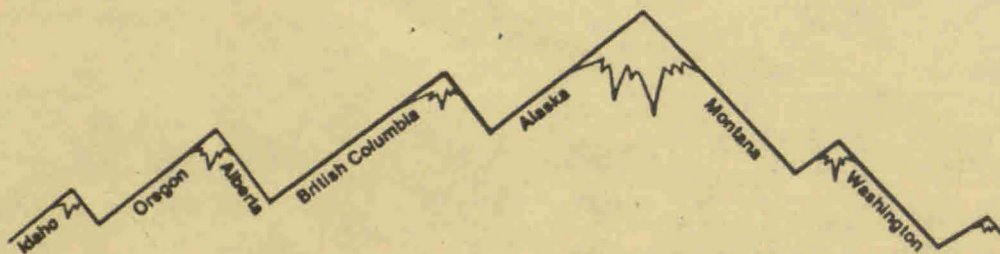
Please read these proposed changes before the meeting.

At the annual meeting, we will vote on the MAP and the Bylaws. PLEASE BRING THIS COPY TO THE MEETING. We will not cut down trees in order to provide more copies, but we do plan to use overhead projection of the documents at the meeting.

If you haven't made your hotel reservations yet, please consider staying at the convention hotel, the Seattle Sheraton. We must sell a certain number of "room nights" each night or we will have to pay \$1600 per meeting room per day. This enormous amount of money is giving the program committee nightmares! I'd suggest sharing a room at the Sheraton or staying there for one or two nights only. Other than this, the show is ready to start!

I look forward to seeing all of you in Seattle next month!





## Pacific Northwest Chapter of the Medical Library Association

### PNC/MLA Map

August 1990

Revised edition

DRAFT

### MISSION

The Pacific Northwest Chapter/Medical Library Association promotes excellence and leadership of health information professionals through education, research and communication; fosters the utilization of information systems and services in support of informed health care decision making; promotes cooperation among library/information services; and represents chapter members' interests to MLA and other groups and agencies.



## FOREWORD

Pacific Northwest Chapter/Medical Library Association (PNC/MLA) is affiliated with the Medical Library Association and is open to all interested health sciences library staff and information specialists. The chapter includes the states of Alaska, Idaho, Montana, Oregon and Washington, United States of America and the provinces of Alberta and British Columbia, Canada.

In March 1988, in response to a call from the Medical Library Association, the PNC/MLA Executive Board began to draft a chapter plan that would map the chapter's future. The plan was approved by the membership at the Chapter business meeting on 7 October 1988.

Built on past accomplishments, goals, activities and concerns of the membership, this document is intended to be dynamic, changing as the chapter's goals and objectives change.

### Executive Board, 1990

Kathleen Murray, Chair  
Jeri van den Top, Chair-Elect  
Edean Berglund, Past Chair  
Patrice O'Donovan, Treasurer  
Jim Henderson, Secretary  
Leilani, St. Anna, Membership Secretary  
Mary Campbell, Chapter Council Representative  
Sylvia MacWilliams, Chapter Council Alternate



## GOAL 1

### PNC/MLA promotes the position of its members in the healthcare environment

---

#### Objective 1.A

To facilitate adequate salaries for health sciences library staff, and a safe working environment which includes adequate space, staffing and equipment.

#### Strategies

- 1.A.1 Teach promotion methods/opportunities to highlight staff strengths and library services.
- 1.A.2 Teach cost-benefit analysis methods for library services.
- 1.A.3 Increase the appreciation of the teaching role of librarians.
- 1.A.4 Promote the teaching role of librarians in patrons use of CD-ROM systems and other user-friendly searching systems.
- 1.A.5 Develop mentoring program.
- 1.A.6 Increase awareness of leadership potential of librarians. Promote library inservices, departmental presentations, presentations to health professional groups.
- 1.A.7 Develop Recognition Award (similar to Hospital Library Section).
- 1.A.8 Identify experienced speakers willing to assist members in developing presentation skills.
- 1.A.9 Identify publications for members to submit brief communications and articles.

#### Measurement Indicators

By 1991, purchase and publicize the Medical Library Association's DOC-Kits as part of lending library.

By 1992, develop a mentoring program.

By 1992, collect and package a sample set of current job descriptions.

By 1992, develop slide set for use in enhancing image of librarian, promotion of library services, explaining leadership potential.

By 1993, develop criteria for the PNC Recognition Award and publicize them in *Northwest Notes*.

By 1993, conduct a regional salary survey and create a database of its results.

By 1994, make cost-benefit analysis packet on standard library services available .



## GOAL 2

### PNC/MLA promotes excellence and leadership of its members through education

---

#### Objective 2.A

To present a variety of stimulating courses and programs to the membership.

##### Strategies

- 2.A.1 Focus the Annual Meeting on timely and relevant topics.
- 2.A.2 Inform membership of upcoming educational opportunities.
- 2.A.3 Assess the educational needs of members, including MLA's Academy of Health Information Professionals.
- 2.A.4 Co-sponsor educational programs with other groups.
- 2.A.5 Continue development and promotion of the PNC/MLA Lending Library.
- 2.A.6 Develop educational courses.
- 2.A.7 Offer educational courses throughout the chapter.
- 2.A.8 Identify educational opportunities for members to improve writing and presentation skills.

##### Measurement Indicators

- Offer at least two educational courses at each Annual Meeting.
- Publish a calendar of education opportunities in each issue of *Northwest Notes*.
- Survey members each year for educational needs and publish results in *Northwest Notes*.
- Co-sponsor at least one educational program a year with another group(s).
- Annually review the use by members of items in the PNC/MLA Lending Library.
- By 1991, offer an educational program on leadership skills.
- By 1991, offer at least one PNC sponsored course at locations throughout the chapter.
- By 1992, develop a continuing education course.
- By 1992, offer an educational program on presentation, writing and educational skills.
- By 1993, develop alternate methods of delivering educational programs throughout the chapter.

#### Objective 2.B

To establish links with Continuing Education Committees of MLA, other MLA chapters and other groups.

##### Strategies

- 2.B.1 Establish a formal link with the MLA Continuing Education Committee Chapter/Section Support Subcommittee.
- 2.B.2 Facilitate early exchange of information for educational programming among local, state, provincial and other CE committees.

##### Measurement Indicators

- Ensure regular ongoing communication between PNC/MLA and MLA Education Committees.
- Ensure ongoing exchange of educational programming by health-related and appropriate groups in the Pacific Northwest.
- Ensure regular ongoing communication of MLA and other MLA chapters education activities to members.



### GOAL 3

#### PNC/MLA promotes excellence and leadership of its members through research

---

##### Objective 3.A

To support research in health information.

###### Strategies

- 3.A.1 Identify regional resource people who are engaged in or have conducted research in health information.
- 3.A.2 Establish links with other Chapters and Sections to support research in health information.
- 3.A.3 Develop guidelines for co-sponsorship of research projects.
- 3.A.4 Identify and disseminate information on sources of funding for research projects

###### Measurement Indicators

- By 1990, a PNC/MLA Research Committee will be added as a standing committee to the bylaws.
- By 1990, a course will be offered on research methods.
- By 1991, develop guidelines on PNC co-sponsored research projects.
- By 1992, at least 1% of PNC membership will have applied for research funding from any source.
- By 1993, 10% of PNC/MLA members will have engaged in research in health information.

##### Objective 3.B

To support the dissemination of research results.

###### Strategies

- 3.B.1 Encourage communication of research results.
- 3.B.2 Recognize individuals who have engaged in or are conducting research in health information.

###### Measurement Indicators

- Publish at least one research column per year in *Northwest Notes*, highlighting research being conducted in our region.
- By 1992, solicit research papers for the annual meeting contributed/invited papers section.
- By 1993, the membership will be surveyed to establish percentage of membership who have engaged in research.
- By 1993, at least 5% of PNC members will have submitted research projects for publication by a reputable journal.



## GOAL 4

### PNC/MLA fosters the utilization of information systems and services in support of informed healthcare decision-making.

---

#### Objective 4.A

To support the dissemination of information on library innovation, trends and services.

##### Strategies

- 3.B.1 Identify experienced writers willing to assist members in manuscript preparation and revision.
- 3.B.2 Foster member participation in dissemination of information on library innovation and trends.

##### Measurement Indicators

Continue the Invited/Contributed Papers component of the Annual Meetings.

By 1991, compile a list of experienced writers and speakers willing to coach other members.

By 1991, compile a list of potential journal titles to which members could submit manuscripts.

By 1991, offer a course on education skills.

By 1992, offer a course on presentation or writing skills.

#### Objective 4.B

To advocate the utilization of new methods of health information delivery

##### Strategies

- 4.A.1 Encourage formal or informal sessions on technological topics at the Annual Meeting.
- 4.A.2 Continue to solicit articles on library technology for *Northwest Notes*

##### Measurement Indicators

By 1993, courses on value to libraries of IAIMS type projects and local area networks will be offered at the annual meeting.

By 1994, articles on how to lobby to hospital administration for a library LAN will be published in *Northwest Notes* and local hospital administration journals.

By 1995, 5% of PNC members will have installed LANS.



## GENERIC STRATEGIES

---

### A. Governance

To strengthen PNC/MLA by defining roles and responsibilities of officers and committees.

#### Strategies

- A.1 Regularly review guidelines for identifying candidates for office.
- A.2 Regularly review the PNC/MLA Responsibility Manual.
- A.3 Define current objectives of officers and committees.
- A.4 Orient new officers and committee members.
- A.5 Review Chapter leadership regularly.

#### Measurement Indicators

Annually review guidelines for identifying candidates for office.  
Annually review the PNC/MLA Responsibility Manual.  
Annually establish objectives for officers and committees.  
Annually hold an orientation session for new officers and members interested in serving on committees at the annual meeting.  
Annually hold a review meeting for Chapter leadership.  
Chapter Council Representative and Alternate communicate Chapter Council activities to members regularly.  
Review and revise the PNC/MLA MAP biennially. [or annually]

### B. Communication

To foster excellence and leadership through communication and promotion.

#### Strategies

- B.1 Continue to publish a bi-monthly newsletter.
- B.2 Publish a membership list each year in *Northwest Notes*.
- B.3 Encourage members to communicate via easily accessible electronic means.
- B.4 Encourage members to provide ideas for the Annual Meetings.
- B.5 Share meeting plans with other chapters and groups
- B.6 Arrange for joint meetings or programs with other chapters or associations
- B.7 Chair will join CHLA, and the provincial health library associations of British Columbia and Alberta.

#### Measurement Indicators

Publish an annual membership list with electronic addresses in *Northwest Notes* each Spring.  
Solicit ideas for Annual Meeting in *Northwest Notes* each Spring.  
Send preliminary information about the PNC/MLA Annual Meeting(s) to *MLA News*, other chapter newsletters and other relevant groups each spring.  
Encourage and financially support Chair and Chair-elect attendance at up to 3 state/provincial meetings to promote value of PNC.



### C. Membership

To promote and increase membership of MLA members in local chapter.

#### Strategies

- C.1 Maintain a Membership Committee with representatives from each state and province and when possible, the MLA Membership Committee to be chaired by the Membership Secretary.
- C.4 Develop a first time attendee buddy system for the Annual Meeting.
- C.6 Recruit new members annually, including Library & Information Science students.
- C.7 Acknowledge new members in *Northwest Notes*.
- C.9 Recognize and publicize achievements of members in *Northwest Notes*.

#### Measurement Indicators

Annually review the chapter membership brochure.

By 1991, distribute the new member welcome packet.

By 1991, develop a first time attendee buddy system for PNC/MLA Annual Meetings.

Actively encourage MLA members to join PNC.

Award honorary memberships as appropriate.

### D. Legislation

To strengthen PNC/MLA by providing for the communication of information on legislative issues.

#### Strategies

- D.1 Maintain a formal link with MLA Governmental Relations Committee.
- D.2 Alert membership to relevant legislative issues.

#### Measurement Indicators

Renew subscription annually to the *ALA Washington Newsletter* for Governmental Relations Committee.

Publish a column on legislative issues at least twice a year in *Northwest Notes*.



# Pacific Northwest Chapter of the Medical Library Association

## PNC Executive Board 1990

Kathy Murray, Chair  
Providence Medical Center  
Horton Health Sciences Library  
PO Box C-34008  
Seattle, WA 98124  
206/320-2423  
OnTyme: PMC  
(fax) 206/324-5871

Jeri van den Top, Chair-Elect  
Alaska Health Sciences Library  
3211 Providence Drive  
Anchorage, AK 99508  
907/786-1870  
OnTyme: AHSL  
(fax) 907/786-1608

Edean Berglund, Past-Chair  
St. Peter Hospital  
Library Services  
413 N. Lilly Road  
Olympia, WA 98506  
206/456-7222  
OnTyme: SPH  
(fax) 206/456-7924

Patrice O'Donovan, Treasurer  
Oregon Health Sciences University  
Health Sciences Library/Serials Dept.  
PO Box 573  
Portland, OR 97207  
503/494-8031  
OnTyme: OHSUPOD  
(fax) 503/494-5241

Jim Henderson, Recording Secretary  
UBC Woodward Library  
Vancouver, BC, Canada V6T 1W5  
604/228-6638  
OnTyme: UBC1  
(fax) 604/228-5596

Mary Campbell, Chapter Council  
Representative  
King County Library Service  
Medical Librarian  
300 8th Avenue N.  
Seattle, WA 98109  
206/684-6648  
OnTyme: KCLS  
(fax) 206/464-7481

Sylvia MacWilliams, Chapter Council  
Alternate  
Southwest Washington Medical Center  
Hospital Library  
PO Box 1600  
Vancouver, WA 98668  
206/256-2045  
OnTyme: SWWVMH  
(fax) 206/256-6466

Lellani St. Anna, Membership Secretary  
University of Washington  
Health Science Library, SB-55  
Seattle, WA 98195  
206/685-3125 or 206/543-3395  
OnTyme: UWSL/GEN  
(fax) 206/543-8066

Tamara Turner, Publications Chair  
Children's Hospital and Medical Center  
Library  
PO Box C-5371  
Seattle, WA 98105  
206/526-2118  
OnTyme: COHMC  
(fax) 206/527-3838

## COMMITTEE CHAIRS FOR 1990

Archives:  
Bylaws:  
Education:  
Governmental Relations:  
Library Automation/Technology:  
Membership:  
Program 1990  
Publications:  
Research:  
Nominating and Elections:

Janet Schnall, WA  
Jan Schueller, WA  
Peggy Burt, WA  
Leslie Wykoff, OR  
Susan Way, WA  
Leilani St. Anna, WA  
Jackie Gagne, WA  
Tamara Turner, WA  
Robin Braun, WA  
Edean Berglund, WA



# Proposed PNC Bylaws Changes

To: PNC/MLA Members  
From: Bylaws Committee  
Re: Proposed PNC Bylaws Changes

The focus of the Committee's effort became two-fold. The primary intention was to incorporate and present the changes proposed in late 1989. However, the MLA Bylaws Committee issued revised Model Bylaws in March of 1990. Thus a second purpose developed: to review the PNC Bylaws as to agreement with this "model". The "model" is just that: standard suggestions. There are three instances of mandated language: Article I. Section 1, Article III. Section. 4, Article VI. Section 4. as indicated below. The general intent has been to simplify the Bylaws and establish them as the basic rules of the organization, removing procedural matters to the Manual of Responsibility or the discretion of the Executive Board. Recognition is also made of our perhaps unique geographic diversity, allowing some business to be dealt with by mail. Note: At the Midwinter MLA Board of Director's Meeting, the Board approved elimination of sexist language in all MLA publications. Thus "Chair" replaces "Chairman" in the Bylaws. Also, to make the Bylaws more manageable, descriptive headings will be added to the section titles in the final revision.

## Proposed Revisions

### Article I. Name

#### As written:

The name of this organization shall be the Pacific Northwest Chapter of the Medical Library Association (PNC/MLA).

#### As proposed:

Article I. Name and Boundaries. Section 1. Name.  
The name of this organization shall be the Pacific Northwest Chapter (PNC/MLA), a Chapter of the Medical Library Association, Inc.

Rationale: This brings PNC into compliance with the language mandated by the Model Bylaws.

### Article I. Section 2. Boundaries.

#### Proposed:

The boundaries of this Chapter shall be the states of Alaska, Idaho, Montana, Oregon, and Washington, and the provinces of British Columbia and Alberta.

Rationale: The inclusion of this section at this location is in line with the MLA Model and clearly states the Chapter realm, which was previously only implied in Article III, Membership.

### Article II. Purpose

#### As written:

Section 1. The purpose of this organization shall be to promote interest in health sciences libraries and information services, to provide for continuing education in health sciences librarianship, to promote cooperation among libraries, to conduct an annual Chapter meeting, and to represent Chapter members' interests to MLA and other groups and agencies.

#### As proposed:

The Pacific Northwest Chapter/Medical Library Association promotes excellence and leadership of health information professionals through education, research and communications; fosters the utilization of information systems and services in support of informed health care decision making; promotes cooperation among library/information services; and represents Chapter members' interests to MLA and other groups and agencies.

Rationale: This integrates the wording of the mission statement from the PNC MAP while maintaining the previous intention.



Article III Membership. Section 1. Members.

As written:

Any individual in British Columbia, Alberta, Alaska, Washington, Oregon, Idaho, or Montana who is interested in health science libraries and who pays annual dues of \$5.00 (U.S.) shall be a Chapter member.

As proposed:

Both members and non-members of the Medical Library Association may belong to this Chapter.

Rationale: This wording is more accurate in terms of eligibility and consolidation of dues information in Section 4. is appropriate.

Article III. Membership. Section 3. Enrollment.

As written:

An annual membership enrollment mailing shall be made before the end of the calendar year, for membership in the following year...

As proposed:

An annual...end of the calendar year, January - December, for membership...

Rationale: To clarify the term "calendar year".

Article III. Membership. Section 4. Dues.

As written:

Chapter dues may not exceed MLA dues for Regular Members.

As proposed:

Organization dues may not exceed MLA membership dues for Regular Members. Dues shall be determined by majority vote of the members of the Chapter.

Rationale: "Organization" is language mandated in Model; use does not change intent. The second sentence establishes a mechanism for setting dues. Bylaws do not usually specify the amount of dues.

Article IV. Elective Officers. Section 4.

Alternate Chapter Representative.

As written:

The runner-up in the election of the Chapter Representative shall be designated Alternate Chapter Representative and shall assume the office of Chapter Representative if the elected Chapter Representative is unable to complete the term of office or becomes Chair of the Chapter Council, and, in such case, a new Alternate shall be appointed by the Executive Board. The Alternate Chapter Representative shall serve as a non-voting member of the Chapter Council, except that when the Chapter Representative is not present at Council meetings, the Alternate may vote in the Representative's place.

Proposed:

Delete this section, incorporating necessary language in following section, thus Section 4. Vacancies.

Rationale: This level of detail is unnecessary as a separate section.



#### Article IV. Section 5. Vacancies.

##### As written:

In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the office, to serve the remainder of the vacated term plus the regular term as Chair. A vacancy occurring in the offices of Chair-Elect, Recording Secretary, Membership Secretary, Treasurer, MLA Nominating Committee candidate, or Alternate Chapter Representative shall be filled by appointment by the Executive Board. A member appointed to fill a vacancy shall serve the remainder of the term for that office, except that a member appointed to fill a vacancy in the position of Chair-Elect shall have the title of Vice Chair and shall not automatically succeed to the office of Chair, and a special election shall be held for the succeeding Chair. A vacancy occurring in the office of Immediate Past Chair shall not be filled. Vacancies not covered by these bylaws shall be filled in a manner determined by the Executive Board.

##### As proposed:

#### Article IV. Section 4. Vacancies.

In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the office, to serve the remainder of the vacated term plus the regular term as Chair. A vacancy occurring in the offices of Chair-Elect, Recording Secretary, Membership Secretary, Treasurer, MLA Nominating Committee candidate, or Alternate Chapter Representative shall be filled by appointment by the Executive Board. If the Chapter Representative is unable to complete the term of office or becomes Chairman of the Chapter Council, the Chapter Alternate will serve the remainder of the Representative's term. A new Alternate shall be appointed by the Executive Board...

Rationale: This level of specificity is appropriate.

#### Article IV. Sections 7-12. Chair - Treasurer.

##### Proposed:

These sections shall be deleted and the new Section 7. Responsibility Manual shall be added: The Responsibility Manual shall delineate the responsibilities of the Executive Board, the Newsletter Editor, the Archivist and Committee Chairs. The Executive Board is responsible for updating this manual.

Rationale: Bylaws should not be concerned with procedural detail. The Responsibility Manual, already maintained by the Chapter, is the appropriate vehicle.

#### Article V. Executive Board. Section 1. Members.

##### As written:

The Chapter Chair...and Alternative Chapter Representative shall constitute the Executive Board.

##### As proposed:

...and Alternative Chapter Representative, and the Newsletter Editor, Ex-Officio, shall...

Rationale: For purposes of information sharing and dissemination, the inclusion is appropriate and not unusual.

#### Article V. Section 2. Duties.

##### As written:

The Executive Board shall conduct... and appoint members to fill any vacancies that may occur in the positions of Chair-Elect, .

Proposed: Delete section.



Rationale: Vacancies are adequately dealt with in Article IV. Section 4. Vacancies. This section is redundant.

Article VI. MLA Nominating Committee Candidate. Section 4. Restrictions.

As written:

No person shall consent to being Chapter candidate for the MLA Nominating Committee who has already agreed to be a candidate representing some other unit of MLA or who has served on the MLA Nominating Committee as a voting member during the previous five years, and no candidate for the Nominating Committee shall also be a candidate for an elective office of MLA, or vice versa.

As proposed:

No person shall consent to being Chapter candidate for the MLA Nominating Committee who has already agreed to be a candidate representing some other unit of MLA; no candidate for the Nominating Committee shall also be a candidate for an elective office of MLA, or vice versa. No one shall serve on the Nominating Committee as a voting member more than one term during a period of five years.

Rationale: The Model requires the five year restriction be stated as amended.

Article VII. Elections And Voting. Section 3. Slate of Candidates

As written:

The Nominating and Elections Committee shall name a slate of at least two candidates for each position to be filled and shall mail notice of its nominations to Chapter members no later than August 1. All candidates placed in nomination must have submitted, to the Chair of the Nominating and Elections Committee, a written statement of their willingness to serve if elected.

As proposed:

The Nominating and Elections Committee shall name a slate of at least one candidate, two if possible, for each position to be filled and shall ...

Rationale: While the preferred goal is two candidates, it is not always possible.

Article VII. Elections and Voting. Section 5. Method of Voting.

As written:

Ballots shall be counted by the Nominating and Elections Committee before the business portion of the Chapter annual meeting. If fewer...

As proposed:

Ballots shall be counted by the Nominating and Elections Committee chair two weeks before the Chapter annual meeting.. Ballot count will be verified by the Nominating and Elections Committee before the business portion of the Chapter annual meeting.

Rationale: This reflects the reality of the Chapter's geographic situation and allows candidates to be advised of outcome in time to be in attendance for the joint board meeting. Verification will reduce likelihood of error.



Article VIII. Committees and Appointed Positions. Section 2. Standing Committees.

As written:

Standing Committees shall be the Education Committee, Governmental Relations Committee, Regional Medical Library Liaison Committee, and Bylaws Committee.

As proposed:

Standing Committees shall be the Education Committee, Governmental Relations Committee, Bylaws Committee, Research Committee, Automation/Technology Committee, and Publications Committee.

Rationale: These Committees reflect current priorities and actualities.

Article VIII. Section 6. Newsletter Editor and Archivist.

As written:

Newsletter Editor and a Chapter Archivist may be appointed by the Executive Board, to serve at the pleasure and under the direction of the Executive Board.

Proposed:

A Newsletter Editor and a Chapter Archivist shall be appointed by the Executive Board.

Rationale: This reflects the importance of these positions to the Chapter. The phrase "to serve at the pleasure of ..." is unnecessary.

Article VIII. Section 7. Parliamentarian.

As written:

The Chair may appoint a member to be Parliamentarian, who shall serve at the pleasure of the Chair and may be re-appointed by the succeeding Chair.

As proposed:

The Chair may appoint a member to be Parliamentarian.

Rationale: The phrase "to serve at the pleasure of..." is unnecessary.

Article X. Annual Meeting.

As written:

Section 1. Time and Place. The Chapter annual meeting shall ordinarily be held in the fall. On assuming the office, the Chair-Elect shall canvass the membership for invitations to host the annual meeting to be held in the year he or she will serve as Chair. Invitations should identify the member or members who would be willing to be Program Chair or Co-Chairs and state the general nature of the program to be presented, the dates to be considered, and the facilities that would be available.

Section 2. Site Selection. In selecting the annual meeting site, the Executive Board shall attempt to rotate the meeting sites, year-by-year, in a way that is equitable and reasonable with regard to members' convenience and expenses in attending. Before the close of the annual meeting, the site, dates, and Program Chair or Co-Chairs for the next annual meeting shall be announced.

As proposed:

Section 1. Time. The Chapter annual meeting shall ordinarily be held in the fall.

Section 2. Place. The Executive Board shall canvass the membership for invitations to host the annual meeting. Invitations should identify the member or members who would be willing to be Program Chair or Co-Chairs and state the general nature of the program to be presented, the dates to be considered, and the facilities that would be available. The Executive Board shall attempt to rotate the meeting sites, year-by-year, in a way that is equitable and reasonable with regard to members' convenience and expenses in attending. Before the close of the annual meeting, the site, dates, and Program Chair or Co-Chairs for the next annual meeting shall be announced.



Add Section 5. Joint Meetings.

The Executive Board shall establish a policy for joint meetings, detailing frequency and expectations for fiscal and organizational responsibility.

Rationale: This arrangement consolidates concerns about place and allows the Executive Board flexibility to plan sites in advance as needed in view of increased competition for appropriate venues. The new section gives the Board a mechanism for dealing with joint meetings - frequently proposed - as appropriate.

Article XII. Amendment of Bylaws.

As written:

These bylaws may be amended at the annual meeting by a two-thirds vote (i.e., at least two thirds of those voting), provided that the text of any proposed amendment has been approved by the Bylaws Committee and the Recording Secretary has mailed the text of the proposed amendment to the members at least one month before the annual meeting.

As Proposed:

These bylaws may be amended by mail by a two-thirds vote of those voting, provided that the text of any proposed amendment has been reviewed for clarity by the Bylaws Committee and the Recording Secretary has mailed the text of the proposed amendment to the members at least one month before the vote is taken.

Rationale: All members should have the opportunity to vote on the Bylaws. The only way to accomplish this is to have a mail ballot.