

Annual Report 2004/05
Constitution/Bylaws Committee

The Constitution and By-Laws Committee had a modest level of activities this year. The Committee had a new chair, as president Barbara Greever appointed Sandra Shropshire to complete the term of the former chair, who had resigned the position. This term will be completed by the time of the 2005 Annual Conference. As has been the practice for this committee, membership is comprised of the chair, only.

The Committee administered a review of the ILA's Policies and Procedures with the assistance of the members of the Executive Board, each of whom reviewed the sections of the document related to their respective positions and compared these to actual practice. Suggested changes were sent to Shropshire, who sent a draft revision of the document to Board members in advance of the April 2005 Board meeting. Most of the changes were approved in principle at that meeting, and the final version of the Policies and Procedures document was sent to Barbara Greever in July 2005.

The substantive changes to the document primarily reflect the role that the ILA web page has grown to assume in relaying the details of ILA business to its members. Although the web page assumed this role some time ago, the Policies and Procedures document, itself, had not been changed to reflect that. A group of changes that was suggested, but not incorporated into the document dealt with a clarification of the conference-related duties of the Conference Chair. These changes were set aside for inclusion into the Conference Manual, which is in the process of revision.

The review of the Policies and Procedures document is compliant with the ILA Strategic Plan. *Goal 6: Model best practices for the ILA Executive Board. Item 3. Conduct an internal review on a continuing basis. Subcategory b. Review ILA policies/procedures during 2004/05 to ensure that documentation has kept pace with practice. Makes changes to the policies/procedures (need Board approval), and present a draft for approval at the April 2005 Board meeting.*

Respectfully submitted,

Sandra Shropshire, Chair, ILA Constitution/Bylaws Committee
8-30-05