

BYLAWS AND PROCEDURES

The five-member Committee, including its Chair(s), shall be appointed by the Vice President/President-Elect by June 1st prior to his/her taking office as President. Members of the Committee, particularly the Chair, should have some familiarity with parliamentary procedure as well as a good knowledge of the Association and its operation.

Duties:

- To update the *Bylaws* of the Association upon recommendation from the membership, the Board of Directors, or upon requirement of the American Library Association or Southeastern Library Association.
- Report to the Executive Committee and Board of Directors any recommended revision of the *Bylaws* for approval and presentation to the membership for final approval vote, according to the *Bylaws* of the Association.
- To update the *TLA Manual of Procedures* to insure that it reflects the *Bylaws* and the current work of the Association.
- The Chair(s) shall"
 - Submit, via the TLA website, quarterly reports on activities;
 - Attend TLA Advisory Council meetings when called;
 - Attend TLA Executive Board meetings, when required, to present action items.