Chapter 9: Bylaws and Organization Coordinator

I. Role

The Bylaws and Organization Coordinator (hereafter known as Bylaws Coordinator) has primary responsibility of maintaining both the GODORT Bylaws and the Policies and Procedures Manual (PPM).

The Bylaws Coordinator works with the GODORT Secretary in identifying policies and procedures that have been revised or adopted during GODORT meetings.

The Bylaws Coordinator is a voting member of the Executive Committee and the Steering Committee.

The appointment begins at the start of new business at the Steering Committee meeting of the Annual Conference, in accordance with the GODORT Bylaws (Article IV, Section 1).

The Bylaws Coordinator attends the GODORT Membership meeting and Steering Committee meetings at Midwinter Meeting and Annual Conference and all Steering Committee meetings held between conferences.

II. Major Responsibilities

A. The Bylaws Coordinator is responsible for maintenance of GODORT’s Bylaws and the timely updating of the Policies and Procedures Manual (PPM) to reflect current practice.

B. It is not the responsibility of the Bylaws Coordinator to initiate Bylaws amendments or draft revisions to the PPM, but rather to receive these from GODORT membership, or appropriate GODORT units.

C. The Bylaws Coordinator performs any necessary administrative and editorial tasks to ensure the accuracy of the unit’s working governance.

III. Specific Functions

A. Revision of the GODORT Bylaws

The Coordinator will revise the Bylaws as necessary or upon the request of membership.

1. Timeline (in accordance with Article XI of the Bylaws)

   a. Proposed changes to the Bylaws will be submitted for approval at the Steering Committee meeting of the Annual Conference or Midwinter Meeting.

   b. If the proposed changes are approved by the Steering Committee to go forward for a vote by the membership, the Bylaws Coordinator will:
• Submit the proposed changes to the Technology Committee for posting on the GODORT website.
• Post a notice, including a description of and a link to the proposed changes, to ALA Connect and for publication in *DttP*.
• Post a reminder message to ALA Connect approximately 30 days before the ballot election or conference.

2. Format of Proposed Bylaws
   Bylaws changes should be presented in the following format:
   - Proposed language
   - Additional sections affected by the changes
   - Rationale for the changes

3. Procedures for Updating Corrected Bylaws
   A copy of any Bylaws revision approved by the membership shall be submitted to the Technology Committee for posting to the GODORT website within 10 days of approval.

B. Revision of the *Policies and Procedures Manual (PPM)*
   The *PPM* contains the operating policies and procedures of GODORT and its subunits. The Coordinator will compile and update the *PPM* and review it for editorial consistency.

1. Versions and Updates
   a. The *PPM* will be maintained in one format on the GODORT website.
   b. GODORT Officers and Committee Chairs must submit proposed changes to the Bylaws Coordinator.
   c. Policy changes need to be approved by GODORT Steering Committee and shall be submitted for approval at the Steering Committee Meeting of the Midwinter Meeting or Annual Conference.
   d. The Coordinator may edit these updates for grammatical clarity before having them posted on the website.
   e. The Coordinator will also ascertain whether a *PPM* change in one chapter necessitates a change in another part of the *PPM* and must notify the appropriate committee of these instances.

C. The Bylaws Coordinator will conduct a periodic organizational review of GODORT and its units.

D. Communication Tools
   1. Uses the current communication tool(s) employed by the Steering Committee.
   2. Submits all content changes for the GODORT website to the Technology Committee for posting, upon the direction of the Steering Committee.

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