



<b>Title: Committee: Bylaws, Policy &amp; Procedure</b>	<b>Number:</b>
<b>Cross Reference:</b> Ad hoc Committee	
<b>Approved by:</b> Texas State Council Board of Directors	<b>Origination Date:</b> 04/01/2021
<b>Revised by:</b> Bylaws, Policy & Procedure Committee	<b>Approval Date:</b> 10/09/2021
	<b>Revision Date:</b>

**I. PURPOSE:**

The purpose of the Bylaws, Policy & Procedure Committee is to review, on an ongoing basis, the Bylaws, Policies & Procedures of the Texas State Council and draft changes at the request of the Board of Directors or as necessary.

Policies and procedures demonstrate that the organization is being operated in an efficient and businesslike manner, raise stability, and ensure consistency in decision-making and operations.

**II. BACKGROUND/DEFINITIONS:**

**Bylaws** are the most important legal document of any organization whether it is a corporation, association, or partnership. Bylaws outline in writing the day-to-day rules for the organization and provide comprehensive guidelines to keep things running smoothly.

Policies and procedures are designed to influence and determine all major decisions, actions and all activities that take place within the boundaries set by them.

**Procedures** are the specific methods employed to express **policies** in action day-to-day operations of the organization.

**1. Membership:** Current active ENA members

**2. Qualifications of Chairperson/Vice-Chair:**

- a. Have attended at least two (2) Texas State Council General Assembly meetings in the previous year.
- b. Experience in writing policies, procedures and/or bylaws recommended.

**Terms of Office: 3 years**

- a. Year 1 – Vice-Chair
- b. Year 2 – Chair
- c. Year 3 – Chair with Vice-Chair

**3. Composition:** The Bylaws, Policy & Procedure Committee shall consist of the following who shall be appointed by the Texas State Council President and approved by the Texas State Council Board of Directors (BOD)

- a. Chair

- b. Vice Chair
- c. Committee members
- d. State Council BOD Liaison

**4. Vacancies**

- a. Chair – Filled by the current Vice-Chair
- b. Vice-Chair – Appointed by the Texas State Council President and approved by the Texas State Council BOD.

**III. PROTOCOL/PROCEDURE:**

The Bylaws, Policy and Procedure Committee will:

- 1. Develop, and monitor an annual committee budget.
- 2. Review current bylaws, policies, and procedures on a regular basis for compliance with National ENA requirements and Texas State Council current practice.
- 3. Present to the Texas ENA Board of Directors and Texas General Assembly suggested or required changes in the Bylaws, Policies or Procedures.
- 4. Design and institute an ongoing plan for reviewing and revising the Texas State Council Bylaws, Policies and Procedures.
  - a. Bylaws will be reviewed in even numbered years and as necessary.
  - b. Policies and operating procedures will be reviewed in odd numbered years and as necessary.

The **Bylaws, Policy & Procedure Chair** has the following responsibilities:

- 1. Develop and distribute meeting agendas and reports from committee meetings
- 2. Conduct and chair Committee meetings quarterly and as needed to complete identified tasks.
- 3. Deliver a quarterly written and oral report on behalf of the committee at State General Assembly meetings. Written reports must be entered into Google Drive or other state specified means.
- 4. Submit for approval to the Texas ENA Treasurer the committee budget.
- 5. Serve as mentor to Vice-Chair

The **Vice Chair** has the following responsibilities:

1. Assist the Chair as requested with the above duties.
2. After serving as Vice-Chair, be willing to seek appointment as Chair the following year at the discretion of the Texas State Council BOD.

The Committee **Members** have the following responsibility:

1. Assist the chairperson in meeting the committee's purpose and charges.

**References:**