

CO-2

Bylaws and Procedures Subcommittee
May, 2007

Suggestions have been made by the Professional Grants Committee to make the application process more clear. They have submitted to Dan Chaney better paths to the forms on the Web, as well as text explaining the application and evaluation procedures for the Individual Grants. They will be making similar changes for State Pre/Post grants in the future.

As a result, Appendix E in Section 6 of the Manual or Procedure will have these changes:

1. Information and forms related to Individual Grants will come before State Grants.
2. The Application and Evaluation forms currently in the Appendix will be in electronic format, as on the Web.
3. Text on the application processes will indicate that forms will be submitted electronically instead of by mail. There will be a hot link to the forms.
4. Text relating to the evaluative reports will indicate that the forms are submitted electronically. There will be a hot link to the forms.

At the Administration Committee meeting held April 23rd, the following additions were made to the Manual of Procedure Section 3, Elected Officers:

3.5 - Conference Duties and Activities

The President will:

5. Give the annual report to membership at the annual membership meeting.

3.10 – Conference Duties and Activities

The Recording Secretary will:

2. Read the minutes from the previous year's membership meeting at the annual conference membership meeting.

Submitted by
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Chair Bylaws and Procedures Sub-Committee