

CO-2

Bylaws and Procedures Committee Report

October, 2004

The year went by quickly. In July, Sections 2 and 5 were presented to the Board for approval. Much of the discussion centered around an update of the Archives on Section 2.10. Proposed revisions regarding responsibility for sending items to the Archives were made and discussed. Additional changes needed to be made, such as a checklist of what is to be sent to the archives, by whom, and how long they should be kept. A decision was made to keep electronic items for a five-year period. Section 5 had minor changes to be made. Recommended changes were sent back to the committee for revision.

At the beginning of October, revisions to all sections were made. They were posted to the website under the Bylaws & Procedures link. They were also linked to the MPLA Manuals of Procedure page. Once the entire document is approved by the Board, it will be placed on the MPLA website in Adobe format.

A special thanks to Pam Bohmfalk for her excellent suggestions and input on our recent revisions. I will not be attending the Denver conference due to recent surgery, but Pam willingly agreed to be note taker and suggestion recipient in my stead.

Submitted by Betty Dance, Chair