

## **OCLA AGM October 6, 2020**

### **Bylaws & Policies/Procedures amendments (Helen Heerema, Past Chair)**

#### **Bylaw Amendments for approval**

MOTION: that the following amendments be accepted:

Article 5 (b) additional statement

*“The Chair may assign special projects to any member of the executive”*

Article 5 (e) additional statement

*“and providing an updated directory to the Member-at-Large”*

Article 5 (f) reworded duties of the Member-at-Large

*“The member-at-large shall be the contact person for law associations’ staff changes, retirements, notices, donations and shall ensure the executive and membership are notified. The Member-at-Large shall be responsible for distributing the membership directory to the membership.”*

#### **Policies & Procedures amendments for approval**

MOTION: that the following amendments be accepted:

Executive functions re: duties as assigned by the chair in 2.3, 3.8, 4.8, 5.4, 6.6

Section 8.0 Standing Committees -added to procedures to provide more info on them

Section 9.2 Record Retention – reword statement to place archives procedures in hands of committee

Section 10.1 Bylaw review – reword to include OCLA executive specifically

Appendices – added to Policies & Procedures to provide written guidelines outlining purpose & process for committees