



Oregon Association of Municipal Recorders

Bylaws Committee Work Description

PURPOSE: The purpose of the Bylaws Committee is to review, make recommendations for amendments, and enforce the Bylaws set by the Oregon Association of Municipal Recorders membership.

RESPONSIBILITIES:

- A. Review the Bylaws and guarantee they are being executed properly.
 - 1. The Committee Chair will provide a copy of the current bylaws to each member of the Committee for review. This will be completed within one month of the newly appointed committee (October).
 - 2. Bylaws Committee members will become familiar with the Bylaws and report to the Chair any suggestions for amendments.
 - 3. The Chair may be asked to provide clarification or interpretations of the Bylaws upon request by OAMR Board members or the general membership
- B. Review the Bylaws and make recommendations for change to the OAMR Board members at an annual board meeting for approval.
 - 1. Proposed amendments may be made by the Bylaws Committee, the OAMR Board, or by the general membership, through a petition process that was developed and approved in 2004 (attached).
 - a. Petitions by the general membership must be submitted to the Bylaws Committee Chair not less than 120 days prior to the annual business meeting.
 - b. Bylaws Committee recommendations must be presented to the OAMR Board, along with a recommendation, not less than 90 days prior to the annual business meeting
 - 2. Proposed bylaws amendments are drafted by the Bylaws Committee and presented to the Board for their consideration.
- C. Prepare new Bylaws amendments and present to the OAMR members at the annual business meeting for approval.
 - 1. Notice of proposed bylaws amendments must be given by mail at least 20 days prior to the annual business meeting.
 - 2. The Bylaws Committee Chair is responsible for publishing proposed amendments in the summer newsletter, to meet the 20 day requirement.
 - 3. The Bylaws Committee Chair is responsible for presenting the proposed amendments to the membership at the annual business meeting.

4. Prepare approved amendments to Bylaws and Provide to OAMR membership.
 5. The Committee Chair is responsible for making approved changes to the bylaws after an annual business meeting (October).
 6. The Committee Chair is responsible to provide updated Bylaws to the OAMR President, who will distribute copies to the Board; submit to the Internet Committee Chair for placement on the website; and submit to Newsletter Chair to be included in the winter newsletter for the membership.
- D. The President shall appoint at least one Past President in good standing with OAMR and a current Executive Board member to serve on the Bylaws Committee.

OREGON ASSOCIATION OF MUNICIPAL RECORDERS

Policy No. XX-2004

BYLAWS AMENDMENT PETITIONS

I. PROPOSED BYLAWS AMENDMENTS

Bylaws amendments may be proposed by the OAMR Board, the Bylaws Committee, or by petition of the general membership. The policy below outlines the procedure for the general membership to submit bylaws amendments for consideration.

II. PETITION REQUIREMENTS

- A. The petition will be submitted on a form that will be available on the OAMR website.
- B. The petition will be signed by a minimum of 10% of the active or associate members of OAMR, in good standing. The number will be determined by the Treasurer and provided to any member upon request.
- C. The petition will include the type of amendment, new language, amended language, or deleted language.
- D. The petition will include the Article and Section proposed to be amended.
- E. The petition will include the proposed language.

III. PETITION SUBMITTAL

- A. A petition will be filed with the Chair of the Bylaws Committee not less than 120 days prior to the annual business meeting.
- B. The Bylaws Committee will review the proposed amendment(s) and forward a recommendation to the OAMR Board not less than 90 days prior to the annual business meeting.
- C. The proposal will be published in the summer edition of the OAMR newsletter, along with any other proposed amendments.

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
PETITION FOR BYLAWS AMENDMENT

Petitioner Information

Name _____

Municipality _____

Mailing Address _____

Number of Signatures Required (determined by Treasurer): _____

Amendment Information

Type of Amendment

New Language _____

Amended Language _____

Deleted Language _____

Article Section to be Amended:

Proposed Language

Signatures: (Must only contain signatures of active and/or associate members of OAMR, in good standing.)

_____	_____
_____	_____
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Current Committee Members

 [Back to Committee list](#)