

## **Summary of Changes to NCD Bylaws, Rules and Procedural Manual**

The NCD officers and several volunteer members have completed a routine, periodic review of the NCD Bylaws and Procedural Manual, which were last updated in 2005. Due to the number of changes made to the Bylaws and addition of Rules, amendments are presented to the membership for consideration as a complete revision as described below.

Amendments to the Bylaws and Procedural Manual are being provided to the membership for a 30 day review period. After that point, the amended bylaws will be distributed electronically and/or posted to our web page for a 30 day electronic voting period, as required in the current NCD Bylaws.

To facilitate the review process by members, we are providing an outline of the significant revisions:

### Bylaws

- Numerous grammatical changes were made to clarify meaning.
- Standard numbering format was used throughout the bylaws to facilitate citation.
- Article I.1-3 was modified to match standard AFS unit language.
- Article II.3 only active members of the parent society may vote on division affairs, hold office or chair a committee, as required by AFS Constitution.
- Article III.3 officers are elected by a majority of ballots cast and election methods are determined by the Executive Committee.
- Article III.5 changes were made to specify that the position of Secretary/Treasurer is for two years as opposed to one. These changes reflect current NCD practice.
- Article III.9 specified that if a valid election was not held, current officers continue to serve.
- Article IV was revised to reflect duties required by the parent society.
- Article V.1 clarified voting privileges according to current practice.
- Article V.4 sets a quorum and designated proxies according to current practice.
- Article V.5 establishes one vote per member and decision by the president in case of a tie according to standard parliamentary procedure.
- Article VI.1-3 describes the timing, decision-making authority, and sets a quorum for annual business meetings according to current practice.
- Article VII.3.a specifies reporting requirements for standing committee chairs.
- Article VII.3(c) removes references to the Publications Committee and adds a description of the Communications Committee, reflecting current practice.
- Article VII.4 adds language to address inactive Technical Committees and describe the function of all current committees.
- Article VII.5 describes the appointment and term for special committees according to current practice.
- Article VIII.1 removed the requirement for the parent society to approve fees set by the Division Governing Board (for example, registration fees for continuing education programs or other division-level events).
- Article IX provides for electronic approval of bylaws, establishes the process for changing bylaws, rules and procedures to match standard practice of the Society, including removal of the requirement for parent society Governing Board approval of Division Procedures. All amendments require a 30-day review period followed by a 14-day voting period, if entertained by electronic vote.

## Rules

- Rules were added to specify the order of business at the annual meeting and to clarify the process for entertaining resolutions, according to standard Society and Division practice.

## Procedural Manual

- Changes were made throughout the document to allow for electronic review of materials and voting. These changes reflect current NCD practice.
- Changes were made to specify that the position of Secretary/Treasurer is for two years as opposed to one. These changes reflect current practice.
- Minor changes were made to the descriptions of officers to more accurately reflect AFS Procedures and current practice.
- Minor changes were made to the descriptions of Standing Committees to more accurately reflect AFS Procedures and current practice.
  - We added the Most Active Student Subunit, Best Communications, Fisheries Excellence Award, and Janice Lee Fenske Memorial Award to the description of awards found under the Awards Committee
  - References to the newsletter were removed from the Communications Committee description since these duties are covered by the existing Newsletter Committee.
- Minor changes were made to the descriptions of Technical Committees to more accurately reflect AFS Procedures and current practice.
- Minor changes were made to the descriptions of Special Committees to more accurately reflect AFS Procedures and current practice.

## Appendix A- Awards Committee

- Changes were made to incorporate Student Subunits and modify nomination material to accurately reflect current NCD practice.
- The Endowment Strategy for the Joan Duffy Student Travel Award, approved by the members in 2009, was added to the Appendix.

## Appendix B- Best Paper and Poster Award Scoring

- Minor changes were made to reflect current NCD practice.

## Appendix C- Resolutions Committee Guidelines

- Appendix deleted. Referral to the current AFS Resolutions Committee Guidelines has been redirected to online version to reflect current AFS Procedures and NCD practice.