



## TEXAS COURT CLERKS ASSOCIATION Bylaws Committee

The Bylaws Committee is responsible for reviewing the Bylaws of the Association as to their practicality and application and to review the needs for amending or adding to the Bylaws.

The Chairperson of the Bylaws Committee is appointed by the President at or immediately after the Annual Meeting and will serve until the next Annual Meeting, or until their respective successor is appointed.

The Chairperson of the Bylaws Committee will present a report to the board with any proposed changes or amendments. The Chairperson works very closely with the Board to insure that the membership is kept informed of any proposed changes to the Bylaws.

Recommendations for bylaw amendments must be presented to the Board for consideration. The Committee may receive recommendations from any member in good standing. All proposed bylaw amendments shall be referred to the committee for review and recommendation. Those amendments are presented to the membership for review and vote via the TCCA website.

The Chairperson should make the approved amendments or additions to the Bylaws following the Annual Meeting and submit them to the Board President and Secretary for confirmation before forwarding to each Board Member. Updated bylaws will be posted on the TCCA website.

As a Board Member, there are three Board Meetings and one Annual Business meeting per year. The Pre-Conference Board Meeting, Annual Business Meeting and Post Conference Board Meeting are usually held in October. The Spring Board Meeting is usually held in the Spring. Failure to attend three of these four meetings beginning at the Post Conference Board Meeting for a twelve-month period shall constitute good cause for removal from office, unless good cause is shown and approved by the Board of Directors. Expenses to attend the Spring Board Meeting are paid by TCCA. Expenses for all other meetings are not reimbursable by TCCA. Budget restraints do not constitute "good cause" for absence from a TCCA Board Meeting. Committee Chairpersons who are not serving as an elected board member or chapter president will not be required to attend all meetings. The Executive Board will review the agenda for the scheduled meeting and determine which committee chairs will be required to attend the meeting.

As a Committee Chair, you will be required to submit a report to the Board of Directors during the Spring Meetings and Pre-Conference Board Meeting. The report should include committee membership information, information regarding committee meetings and financial information (if applicable). The report submitted during the Pre-Conference Board Meeting will also be submitted to the general membership during the Annual Business Meeting. A copy of your reports must be sent to the Secretary via email for permanent electronic storage. Committee Chairs excused from attendance shall provide a written report to the board for review. If the board has questions about that report it will be relayed to the Committee Chair by the President as soon as possible following the meeting and any information provided by the Committee Chair will be shared with the TCCA Board.

The Bylaws require that reports be submitted to the Secretary by the deadline given to be included in electronic storage means or other means approved by the President. If you are unable to submit your report to the Secretary as requested, it then becomes your responsibility to provide the necessary copies to be supplied during the meeting.

Correspondence between Board Members and Committee Chairs may be done via email as long as the current listing of Board Members and Committee Chairs includes an email address. It is recommended that any correspondence sent using email require a return receipt.

Board members will be asked to sign a Code of Ethics during the Post Conference Board meeting. The signed copy will be maintained by the Secretary. If the signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by board members each year.

Job Descriptions will be distributed to all Board Members during the Post Conference Board meeting. Board members should notify the Secretary of any changes. Sample forms and letters should be copied to a flash drive and given to the Secretary for safekeeping.

It is the responsibility of the Committee Chair to follow the Records Retention Schedule for any records maintained while serving as Committee Chair.

Should a new appointment be made to serve as Committee Chair, it is the responsibility of the immediate past chairperson to deliver all records regarding the committee to the newly appointed chairperson as soon as possible following the appointment.