

**NDLA Constitution, Policy and Bylaws  
Quarterly Report, March 9, 2007  
Kirsten Baesler, Chair**

Sent the newly approved SLAYS Policies Handbook to the webmaster for publication on our website, to our new SLAYS chair, Kathy Berg, and placed a hard copy in the NDLA Policy Handbook.

E-mailed the Health Science Information Section Policies Handbook and the former handbook with new edits and revisions clearly marked that I received from Karen Chobot, HSIS Secretary to the Executive Board. This revision had been approved by the HSIS Section at the 2006 Annual Meeting. The Board took final action approving the revised handbook via the listserve.

Sent the newly approved HSIS Policies Handbook to the webmaster for publication on our website, and placed a hard copy in the NDLA Policy Handbook.

Sent an e-mail to the Executive Board reminding them that they had decided at the December 2006 meeting that each section would update and include language in their policy handbooks that specifies:

1. Who is responsible for sending information/updates to the NDLA webmaster
2. Exactly when those updates will be sent throughout the year

I also informed all section chairs and executive board members of the timeline that will be followed:

- Section chairs and committee chairs are asked to meet with a committee from their section/committee (via e-mail works, too) to develop this language and submit their revised policy handbook to me for review by April 1<sup>st</sup>.
- I will be reviewing all section and committee policy handbooks in April
- I will present the revised handbooks to the Executive Board at our June meeting and report their decision back to you by July 1<sup>st</sup>.

Respectfully submitted,

Kirsten Baesler  
Constitution, Bylaws and Policies Committee  
Chairperson