

**NDLA Constitution, Policy and Bylaws
Quarterly Report, December 2008
Kirsten Baesler, Chair**

- Nominations and Elections Committee Policies handbook submitted to Exec Board for approval after vote of general membership approved other means of voting
- Constitution, Bylaws, and Policies policies handbook submitted to Exec Board for approval after vote of general membership approves other means of voting
- Placed the revised Association Constitution and Bylaws in the NDLA Handbook, and the revised Bylaws into each Section and Roundtable's bylaws.
- Sent a digital copy of the revised Association Constitution and Bylaws in the NDLA Handbook, and the revised Bylaws for each section and roundtable's Bylaws to the web editor for posting on the website.
- Contacted Archivist/Historian for assistance in organizing Constitution, Bylaws and Policies documentation.
- Placed a revised Nominations and Elections Committee Policies Handbook in the NDLA Policies Handbook.
- Sent a digital copy of the revised Nominations and Elections Policies Handbook in the NDLA Policies Handbook.
- Placed a revised Constitution, Bylaws, and Policy Policies Handbook in the NDLA Policies Handbook.
- Sent a digital copy of the revised Constitution, Bylaws, and Policy Policies Handbook in the NDLA Policies Handbook.
- Advised President Bratton on parliamentary voting procedures
- Sent all Executive Board members an e-mail message providing them the link for their specific policy handbook and section or roundtable bylaws.
- Sent reminder e-mail to all Executive Board members requesting they review their section/officer position/roundtable bylaws and policies handbooks then informing me of any necessary changes.
- Prepared Constitution, Bylaws and Policies Committee report for December 2008 meeting.