

## Working with the TLA Bylaws & Resolutions Committee

### When, Where, How

#### Questions You Were Afraid to Ask

At times, working with unit operating procedures or other items that need to come before the TLA Council may seem like overwhelming tasks. This handout is designed to answer basic questions about the processes involved.

#### When

When do items need to come to the TLA Bylaws & Resolutions Committee?

- Whenever a TLA unit amends (amendments are changes to existing operating procedures) or revises (revisions are complete re-writes of operating procedures) its operating procedures, those amendments or revisions should be filed with the TLA Bylaws & Resolutions Committee prior to their adoption to ensure compliance with TLA Bylaws and procedures.
- Whenever a TLA unit or member wants the TLA Council to take action on something. Any resolution requiring a vote by the TLA Council must come to the TLA Bylaws & Resolutions Committee. Any motion with implications for the TLA Bylaws and Standing Rules must come to the TLA Bylaws & Resolutions Committee.

#### Where

Where does the Bylaws & Resolutions Committee meet?

- The TLA Bylaws & Resolutions Committee meets at both the TLA Annual Conference and the TLA Annual Assembly. Items may be brought to the committee during these formal meetings or sent to the Chair(s) of the TLA Bylaws & Resolutions Committee throughout the year at [sla@txla.org](mailto:sla@txla.org)

#### How

Please follow these steps when submitting an item to the TLA Bylaws & Resolutions Committee:

- Provide an electronic copy either via e-mail ([sla@txla.org](mailto:sla@txla.org))

- Provide a contact person who could give the committee background information and answer questions (if submitting items during the TLA Conference or TLA Annual Assembly, please send someone to the TLA Bylaws & Resolutions Committee meeting).
- Provide needed forms or additional information as listed below for resolutions, motions, or operating procedures.

## Resolutions

- All resolutions must have a [Resolution Transmittal Form](#).

## Motions

- All motions must have a [Motion and Amendment Form](#).
- All motions must be moved and seconded with the signatures of these individuals on the form.

## Unit Operating Procedures

- All operating procedures revisions must be made following the process outlined by the operating procedures in place for the unit. If timelines are involved for voting, it is the responsibility of the unit to ensure enough time is built into the schedule to allow the TLA Bylaws & Resolutions Committee to review the changes for compliance. The individual submitting the amendments or revisions should provide the Chair(s) of the TLA Bylaws & Resolutions Committee with a schedule for when the unit needs to have the amendments or revisions returned.
- Once operating procedures amendments or revisions have been filed with the TLA Bylaws & Resolutions Committee, it is the responsibility of the unit to:
  - A. Make any changes recommended by the TLA Bylaws & Resolutions Committee.
  - B. Follow the procedures outlined in the unit's operating procedures to adopt the amendments or revisions.
  - C. Submit two (2) copies to the TLA Office and one (1) copy to the Chair(s) of the TLA Bylaws & Resolutions Committee of the amended or revised operating procedures once the unit formally adopts them.

## Remember:

If you need more information or assistance with the processes involved for resolutions, motions, or operating procedures, please contact the Chair(s) of the TLA Bylaws & Resolutions Committee at: [tl@txla.org](mailto:tl@txla.org)

## 2023-2024 Bylaws & Resolutions Committee Chairs:

- Janna Hogle (janna.hogle@hcpl.net)
- Heather Torres (heathert@plano.gov)