

GLAAM Board of Directors
Agenda - Annual Installation Meeting
May 5, 2018 -- 10:30am
Pilgrim Towers, 440 N. Madison Av., Pasadena CA

- I. Opening
 - A. Call to Order
 - B. Approval of Previous Minutes

- II. Closing Reports
 - A. Executive Officers
 - B. Area Reports
 - C. Members-at-Large
 - D. Committees and Coordinators

- III. Special Orders
 - A. Requirements of Bylaws Section XIII-B
 - 1. Installation of the new Board by the Election Chairman or designee, followed by resolution of any tied Board elections.
 - 2. Election of the Chairman by the members of the newly seated Board of Directors, under the supervision of the Election Chairman or designee.
 - 3. Election of the other Executive Officers by the members of the newly seated Board of Directors, under the supervision of the Election Chairman or designee.
 - 4. Installation of the new Chairman of the Board.
 - 5. Filling of any vacancies on the new Board, in accordance with procedures.
 - 6. Appointment of committee chairmen and other appointees in accordance with procedures.
 - 7. Approval of the remaining agenda by the new Board.

- IV. New Business
 - A. Guidelines Update (J Elliott)

The GLAAM Bylaws Committee solicited suggestions for an omnibus update to the Officer Guidelines during the 2016-17 Board term. Not all sections were updated, and there are a few newer positions which never had any written Guidelines at all, but several sections were completed at that time which should provide very useful guidance for both new and veteran incumbents in the respective positions.

To my individual knowledge, no additional sections were drafted during the 2017-18 Board term.

While it might be ideal on a certain level to continue waiting to approve the Guidelines document until all sections have been drafted, my individual feel as a Board Member-at-Large is that enough time has passed, and that we should get the completed sections approved by the Board and into the hands of the officers before we commence the 2018-19 Board term, during which at least two key positions that we know about will be filled by different incumbents.

A theoretical alternative is to approve at this time only those individual sections which have already been updated, and then to amend the Guidelines with additional sections as they get created. However, I am recommending as an individual Board member that we consider and approve the entire document as it currently stands, and then add sections later as applicable. Reason is that the listing of Actions Still In Effect (only a very small portion of which

is included in the Board Members Handbook) contains an extensive and detailed index of all the amendments which have ever been made to the original Motion #1991-021 which established the original Guidelines: If we merely approve some section updates now and some later, then those updates would constitute additional amendments to the original Motion #1991-021, and we would need to keep updating that amendment index for the ASIE listing in perpetuity. Conversely, if we approve an entire omnibus rewrite to completely replace the previous Guidelines, then the original Motion #1991-021 would no longer remain in effect at all, we could remove it from the listing of Actions Still In Effect, and we would not need to update that amendment index any further. We can start fresh with a new set of Guidelines, and begin a new index of amendments if and when the time comes.

The sections in the previous Guidelines were arranged according to type of position, with the Executive Officers coming first, and then other groups of officers coming after in some order, but over time the document became rather jumbled, and it was not always easy to locate the Guidelines pertaining to a particular officer position. In the hope of making things easier for everyone, the sections in the present draft are arranged in simple alpha order.

In particular, the Guidelines for the position of Treasurer have been completely reconstructed, according to when and how often certain things need to happen, so hopefully that will be much more useful to new incumbents than the previous version.

Thanks to the members of the 2017-18 Board for your consideration of this proposal, and thanks also to all those past and present officers who offered suggestions for the updated Guidelines.

- V. Closing
 - A. Good of the Order
 - B. Adjournment