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## ***Procedures for Making Changes to the GLA Handbook***

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These procedures apply to all sections of the GLA Handbook. Changes to the Constitution and Bylaws will be managed primarily by the Constitution and Bylaws Committee and communicated with the Handbook Committee.

At their discretion, the Handbook Committee can make minor grammar and punctuation changes to the Handbook and update appendices with referenced information (such as the Past Officers section). Otherwise, changes must be proposed to and voted on by the Executive Board either in-person or virtually. The following are general procedures for proposing a change or addition to the Handbook to be addressed at Executive Board meetings:

1. The committee/interest group chair or other person who requests a change sends the Handbook Chair an e-mail with the change they want made with the exact wording and where it should go in the Handbook. The Chair and the requester discuss the proposal as needed and the Chair addresses questions that may arise about what's currently in the Handbook. Only items that have been written up will be considered for a vote.
2. The Handbook Chair collects these items for the next Executive Board meeting and sends them to the President to be added to the agenda. When possible, the written proposed changes are e-mailed to the Board 2 weeks before the meeting. Printed copies of the proposed changes will be provided at the meeting.
3. Proposals are introduced at the Executive Board during the Handbook Committee update and discussed and voted on during New Business. The Chair addresses each committee/group that proposed the change or addition, gives them the opportunity to explain it, and then opens the floor for discussion.
4. After each committee/group speaks about their proposal, the proposal is voted on. If approved, it will be added to the Handbook. If changes to the requester's wording are voted on and approved during the meeting, the requester will send the updated phrasing to the Handbook Chair.
5. Also at the Executive Board meeting, after the current business is handled, the Handbook Chair asks if there are any questions about the Handbook to be addressed. If there are minor requests that can be handled at that time (i.e., they are basic enough that they don't need to be written up ahead of time), they can be voted on. The Chair will also remind people to email them any changes/additions requests for the next meeting.
6. The Chair updates the Handbook with the approved changes then sends it to the GLA Webmaster to be uploaded to the website.

Primarily, voting for changes to the Handbook will be handled at the Executive Board meeting. Should a change or addition need to be made before the next Executive Board meeting, the Executive Board can vote on it via e-mail.