



Motion Submission: Responsibilities of the VIG Secretary in the OAFSVIG P&P

TO AMEND: The listed responsibilities of the Secretary

<p><u>CURRENT:</u> Secretary</p> <ol style="list-style-type: none"> 1. During the Business Meetings the secretary shall: <ol style="list-style-type: none"> 1. Admit people from the waiting room, if necessary; 2. Rename people, if necessary; 3. Take minutes. 2. Following Business Meetings: <ol style="list-style-type: none"> 1. A copy of the approved minutes shall be posted on the VIG website within ten (10) days of the Business Meetings. 	<p><u>PROPOSED:</u> Secretary</p> <ol style="list-style-type: none"> 1. During the Business Meetings the secretary shall: <ol style="list-style-type: none"> 1. Admit people from the waiting room, if necessary; 2. Rename people, if necessary; 3. Take minutes. 2. Following Business Meetings: <ol style="list-style-type: none"> 1. A copy of the approved minutes shall be posted on the VIG website within ten (10) days of the Business Meetings. 2. <u>Should a vote to amend the Bylaws or Policy and Procedure manual be passed, the secretary shall forward a copy of the minutes to bylaws@oafosteps.com</u>
<p><u>PRIMARY PURPOSE:</u> To ensure VIG approved changes are made to the Bylaws and Policy and Procedure Manual</p>	
<p><u>INTENT:</u> Ensure approved changes to the P&P and Bylaws are updated in a timely fashion</p>	
<p><u>RATIONALE:</u> It has happened recently that no members of the bylaws committee were able to attend a VIG meeting and approved changes were not updated in a timely fashion.</p>	
<p><u>IMPLEMENTATION:</u> The Bylaws Committee would update the P&P and the Secretary would begin forwarding minutes after business meetings when appropriate.</p>	
<p><u>COST:</u> None</p>	<p><u>TIME FRAME:</u> Motion would be posted to the website and voted upon at the September business meeting</p>
<p><u>SUBMITTED BY:</u> Bylaws committee bylaws@oafosteps.com</p>	<p><u>DATE:</u> July 27, 20201</p>