



TIME LINE FOR HANDLING PROPOSALS OF AMENDMENTS, RESOLUTIONS,
AND NEW BUSINESS ITEMS FOR THE 2017 CONVENTION

April 18, 2016 to January 13, 2017	Work on amendments, resolutions, and new business items in the field. Give amendments, resolutions, and new business items to HSTA Governance Office.
January 13, 2017	ON TIME DEADLINE for submittal of completed proposed amendments to HSTA Governance Office: Postmarked by January 13, 2017. Incomplete proposals will not be considered on time and will be returned to the maker. (75 days prior to Convention)
January 13, 2017	ON TIME DEADLINE for submittal of completed proposed resolutions and new business items to HSTA Governance Office: Postmarked by January 13, 2017. Incomplete proposals will not be considered on time and will be returned to the maker. (75 days prior to Convention)
January 21, 2017	CBR consideration of on time proposed amendments, resolutions, and new business items.
February 11, 2017	CBR consideration of on time proposed amendments, resolutions and new business items that had been returned to makers.
February 24, 2017	All amendments, resolutions, and new business items that have been reviewed to be forwarded to all Board members.
March 2017	Chapter caucuses regarding proposed amendments, resolutions, and new business items.
March 31, 2017	Board of Directors Meeting to review items. CBR Pre Convention Meeting.
April 1-2, 2017	Convention
April 3, 2017	CBR Post Convention Meeting

- (1) Amendments to the Articles of Incorporation shall be submitted by a member to the CBR Committee at least seventy-five (75) days prior to Convention. The CBR Committee may edit, consolidate, and place them in proper form and present them to the Board of Directors at the time it convenes, with a recommended action and with sufficient copies for all directors. Only board approved amendments will be presented at Convention. (Article XVI).
- (2) Amendments to the HSTA Bylaws shall be submitted by a member to the CBR Committee at least seventy-five (75) days prior to Convention. The CBR Committee may edit, consolidate, and place them in proper form and present them to the HSTA Board of Directors at the time it convenes, with a recommended action and with sufficient copies for all Directors. Only board approved amendments will be presented at Convention (Article XVII).
- (3) Late proposed Bylaws amendments will NOT be accepted.
- (4) All amendments to the Articles of Incorporation or Bylaws shall be effective as of the beginning of the fiscal year following the Convention, unless otherwise provided in the amendments or required by law.
- (5) In the period between Conventions, any Active Member, Officer or Director may submit a proposed emergency amendment to the Bylaws for the purpose of ensuring compliance with applicable federal and state law by making such submittal in writing to the Board of Directors at least seventy-five (75) days prior to a scheduled meeting of the Board of Directors.
- (6) All emergency Bylaws approved by the Board of Directors shall be submitted to the annual convention for ratification by the delegates in accordance with Article XVII, Section 2.
- (7) Late resolutions and late new business items must be submitted to the CBR Committee by 12 noon on the first day of Convention. All late resolutions and late new business items shall require a majority vote of the Convention before they are accepted for consideration.