

## **Procedural Guidelines to Change an Existing HSA-WI Unit Policy or Practice:**

In the event a member feels they want to recommend a change to one of our Unit's policies/practices they must follow the proper procedure. Individual members cannot singlehandedly affect change of a Board approved policy or practice and must follow these guidelines:

- 1) Member talks directly to the Unit Chair or the appropriate Committee Chair about the idea. If the Unit Chair is presented with the idea, she will pass it on to the appropriate Committee Chair, who will act on it.
- 2) The Committee Chair will then discuss the idea with the committee members who will then make their recommendation to the Board members. The Board members can make a Motion to make the change, if it is determined to be appropriate.
- 3) The Board then brings the recommendation to the members at a Unit meeting. Members can discuss the recommendation and then vote on the recommendation at the meeting.

Additional notes:

Not all ideas presented to the Board and discussed at the Board meetings will come to the Unit meeting level for a vote. Board members determine if the suggested change is appropriate for Membership's awareness. Some motions approved by the Board do not require a Membership vote and are shared for informational purposes. Some examples of typical Board approved motions are:

- The Board voted to approve placing an advertisement in The Herbarist Magazine.
- The Board approved a contract for the rental of The Woman's Club for our Symposium.

These Guidelines were approved at the June 4, 2019 Board Meeting. The bylaws give the Board the authority to make decisions for the Unit.

### **How a bylaw is changed:**

Article VI, Section A: If during the year, other than at the Annual Meeting, a change to the bylaws is deemed necessary, the Board with a majority vote has the authority to propose a change to the bylaws for Unit membership approval. The proposed change needs a ten-day notice to members. Vote for approval will take place at the following Unit meeting.