

-The school system liaison has been changed to the conference liaison and the description of the role has been updated accordingly.

-Past President has been added next to president elect to clearly delineate their place in the org structure as a voting member of the executive committee

-The OTA Liaison position has been renamed to the OTA representative due to the position's location within the org chart. The OTA liaison is a voting member whose responsibilities neither match chairpersons (they don't have a committee) nor liaison (Liaisons don't vote). Thus the position was best captured with a title of its own. Anywhere that chairpersons and liaisons were referenced, the term representative was added to reflect that this description also applied to the OTA position.

-The current bylaws list a finance and audit committee, of which the treasurer is a part of but not the chairperson for (the treasurer is an executive committee member not a chairperson). Therefore for consistency with other committees, a chairperson role has been created as the head of a committee would be in a voting role.

The bylaws lacked consistency in language and location describing filling of vacant positions and responsibilities of the board of directors. There were discrepancies within the organization chart and the nomenclature within the bylaws. There was redundancy in information located in multiple places for some positions and absent for others. Therefore the following shifts and repositioning of information is proposed:

-Article V Board of directors was repositioned to article IV to precede the detailed description of board member roles with an overview of the organizational structure and members that matches the organizational chart. Information about terms of office was relocated to the section specific to the roles being described within article V and VI.

-Section 1 of article V and VI was amended to include an overview of each role that is positioned within that category, including how they obtain their role on the board, whose discretion they serve at, and how many positions they may hold (1).

-From article VI section D2 a statement regarding "The specific duties of each Organizational Liaison, in addition to those listed herein, will be described in the Association's Standard Operating Procedures" was removed and relocated to article IV section 2 as this language is applicable to all board of director positions.

-Information within Article VII was shifted to the respective board of directors positions the information was relevant to within article V (eligibility, nominations, and elections) and VI (eligibility, applications, and appointments).

-Article VII section 2 title was amended because applications and appointments were being used interchangeably when they are actually two separate processes. Applications refers to the process of submitting your name for consideration whereas appointments is the voting for selection of the candidate. The process described in section 2 is the process of submitting the name.

-Within Article VI of the new document a section 6 was added to provide consistency with article V in explicitly describing procedures followed for filling positions

-In the original bylaws censure was only described for executive committee officers. A section 7 is now included for both article V and VI in order to provide consistency between executive committee and chairpersons, liaisons, and representatives.

-Modified language: **Section 7. Removal, Censure, Appeal**

A. Any officer may be removed for illness, misconduct, including unethical or illegal conduct (e.g. violation of the AOTA Code of Ethics),, or neglect of duty by a two-thirds vote of the Board

Original language: **Section 4. Removal, Censure, Appeal**

A. Any officer may be removed for illness, misconduct, including unethical or illegal conduct, or neglect of duty ~~(see specific duties for each office in Article IV, section 2 as well as AOTA Code of Ethics)~~ by a two-thirds vote of the Board.

This language was modified because it was viewed as redundant as duties are clearly outlined for each position within the bylaws.

-Instead of article VI committees and liaisons In the original bylaws, where chairpersons' procedures and responsibilities were only outlined through their committees, the new bylaws creates a separate article for chairpersons, liaisons and representatives with categories and information that matches that provided for the executive committee. It was determined that chairpersons, liaisons and representatives shared processes for how positions were filled, terms, etc. Committees are now described in their own separate article. This provides clarity that chairpersons and committees are related, but distinct entities.

-Ad hoc committees and special committees were being used interchangeably in Article VI section 1 (now article VII). We have eliminated the word special and are using ad hoc throughout.

-Article VI section 4a, has removed to promote consistency in describing duties only in this section. Ad hoc committees were added to the list in article VI section 1 as the language matches that which was removed.

-Article VI section 4 BEF (with organizational liaisons removed) are now its own article VIII within the new document to clearly delineate communities of practice and organizational advisors as a separate entity with distinct characteristics from those described in other articles.

Article VI section 2 CDE (within committees) were relocated to duties within Article VI section 2 (chairpersons, liaisons and representatives). Article VI section 2C President was changed to board to more accurately reflect it as a board decision that is then extended by the president.

-Article 6 Section 4D (formerly committees- **Ad Hoc Committees, Communities of practice, Liaisons, and Organizational Advisors** is now a separate section within VI **(Chairpersons, Representatives and Liaisons) I-M**