

BYLAWS AMENDMENT PROPOSAL

Section 5.6. Special Projects Committee [new name]

Committees shall be made up of active members representative of the various institution types (i.e., academic, hospital/clinic/other) and the state's geographic regions.

The Special Projects Committee (SPROC) shall be:

- 5.6.1. A standing committee,
- 5.6.2. Chaired by the Immediate Past President or designee,
- 5.6.3. [Updated] Comprised of sufficient members, appointed by the chair, to support the activities of the committee.
- 5.6.4. [Updated] Responsible for identifying and addressing the Association's current priorities and emerging needs through timely projects and initiatives. The Committee shall develop and implement targeted projects aligned with these priorities and keep the Executive Board informed of all initiatives undertaken.

[New]

Section 5.7.4 An ad-hoc Strategic Planning Committee shall be appointed by the President to review and revise the Association Strategic Plan every three (3) years. A Strategic Planning Chair shall be appointed by the President and given guidelines for making recommendations. A Proposed Strategic Plan will be reviewed by the Executive Board who will allow for membership discussion(s) prior to voting.

CURRENT BYLAWS LANGUAGE

Section 5.6. Strategic Planning Committee

Committees shall be made up of active members representative of the various institution types (i.e., academic, hospital/clinic/other) and the state's geographic regions.

The Strategic Planning Committee (SPC) shall be:

- 5.6.1. A standing committee,
- 5.6.2. Chaired by the Immediate Past President or designee,
- 5.6.3. Comprised of three (3) voting members: the chair and two (2) members appointed for one (1) year, and
- 5.6.4. May also include three (3) additional non-voting ex-officio members (President, Vice President, previous SPC Chair), and
- 5.6.5. Responsible for reviewing and evaluating the Association's Strategic Plan yearly in accordance with the Association's mission, and submit recommendations to the Executive Board for approval by the membership, and
- 5.6.6. Responsible for addressing long-term, mid-term, and short-term objectives for the Association based on current trends and submit recommendations to the Executive Board for approval by the membership.

Section 5.7. Other Committees

Committees shall be made up of active members representative of the various institution types (i.e., academic, hospital/clinic/other) and the state's geographic regions.

- 5.7.1. Standing and special committees shall be established by the Executive Board for the purpose of delegating such powers and functions for carrying out the objectives of the Association.
- 5.7.2. These committees shall be responsible to the Executive Board and shall submit reports and recommendations as requested by the Board or the President.
- 5.7.3. All committee chairs shall be appointed by the President, and these chairs shall appoint their committee members.

PROCEDURE DOCUMENT UPDATES TO ACCOMPANY THE BYLAWS CHANGE:

SPECIAL PROJECT COMMITTEE (SPROC)

The charge of the Special Projects Committee is to identify any emergent projects needing to be initiated or completed in order to meet FHSLA goals and objectives. This committee also maintains the Association's Operating Procedures Guide by reviewing them annually.

The Special Project Committee Chair serves on the Executive Board as an ex-officio voting member. Commitment is for one year of service. The Special Project Committee is a standing committee chaired by the Immediate Past President or designee. This committee should be composed of two (2) members plus the chair and may also include three additional non-voting ex-officio members (President, Vice President, previous SPROC Chair).

OBJECTIVES

1. Review and modify the Operating Procedures Guide each term:
 - a. Review, update or revise committee and officer positions, descriptions and responsibilities as needed.
 - a. Verify the accuracy and relevance of existing policies
 - b. Check for consistency and alignment with FHSLA Bylaws
- b. Identify, prioritize, and develop a work plan for special projects that support and advance the goals and objectives of FHSLA.
 - a. If no emergent projects are identified, the Executive Board or President should be consulted for advisement

DUTIES

1. SPROC Chair identifies or requests input for the special project from the Executive Committee, Committee Chairs and SPROC committee members.
2. Review the Operating Procedures Guide for accuracy and make changes as needed.
3. The SPROC Chair should establish a calendar of events for the Committee's work and project progress. This calendar should include scheduled meetings as needed to meet with the committee and plan activities for the term that include an Operating Procedures Guide review and any other activities identified by the Chair.
4. If changes were made to the Operating Procedures Guide, present the updated manual to the Executive Board for review. The Executive Board should provide input and vote to approve the updated document.
5. Provide an Annual Report to the Executive Board. The SPROC Annual Report should be presented at the Annual Meeting. This report should include any changes made to the Operating Procedures Guide and details about any projects completed by the SPROC.
6. SPROC documents should be stored on the FHSLA Google Drive for access by the incoming chair and committee members.

STRATEGIC PLANNING COMMITTEE (SPC)

The charge of the Strategic Planning Committee is to maintain and develop the Association's Strategic Plan (SP), making necessary changes and proposing changes that align with the mission and goals of FHSLA every three years.

A chair will be appointed by the President and serve during the duration of the committee activities. The SPC Chair shall appoint sufficient members, to support the activities of the committee. This is an ad hoc committee.

OBJECTIVES

The Strategic Plan provides a clear roadmap for the Association by defining its mission, long-term goals, and key priorities. It outlines the actions, resources, and timelines needed to move those goals forward, and helps guide consistent, thoughtful decision-making. By looking at where the Association is today and where it wants to be in the future, the SP identifies opportunities and sets measurable objectives to support continued growth and success. The SP should be dynamic and forward-looking with the various goals and objectives.

DUTIES

1. According to guidelines given by the president for making recommendations, the Strategic Planning Committee assumes the responsibility of reviewing the latest Strategic Plan draft; proposing suggestions; and removing, adding, or editing unclear language.
2. SPC Chair requests input for Strategic Plan revisions from the Executive Board, Committee Chairs and SPC committee members.
3. The SPC Chair should establish a calendar of events for the committee's progress.
4. If a SP is not available, one must be created by the SPC. Subsequent committees should review the plan and update it based on the current goals of the Association.
5. Changes should be tracked and recorded for future reporting.
6. After the review is final and an updated draft is present, the Strategic Planning Committee sends it to the FHSLA president and Executive Board for completeness and alignment with the mission and goals of FHSLA. After the draft is reviewed by the Executive Board, the SPC is responsible for incorporating any agreed upon suggestions made by the Board.
7. The Committee should prepare a summary of changes and present the updated Strategic Plan during the Annual Business Meeting to the general membership.
8. The SP will be sent to membership to provide feedback on the final draft.
9. Any feedback provided by members will be considered and discussed with the SPC and accepted or rejected with reasoning provided to the member.
10. Electronic voting will take place following the final membership feedback period. Membership shall have two (2) weeks to cast their vote.
11. The SPC then notifies membership whether amendments shall be adopted or not based on the eligible votes cast.

12. All document for the SPC should be stored in the FHSLA Google Drive Strategic Planning Committee folder