

LEHIGH VALLEY HEALTH INFORMATION MANAGEMENT ASSOCIATION

BYLAWS COMMITTEE

PROCEDURE

CHAIRMAN: The chairman is an active member of the LVHIMA and is appointed annually by the President. The chairman is the only member of the committee.

TERM OF OFFICE: The term of office shall be the fiscal year, i.e. July 1 through June 30.

EX-OFFICIO MEMBER: The President is an ex-officio member of this committee.

QUORUM: A majority of the members.

VACANCY: A vacancy occurring in the chairmanship will be filled by the President with Executive Board approval.

DUTIES:

Receive all proposed amendments to the Bylaws. Prepares and submits amendments to the Bylaws to Executive Board.

Following approval of the Executive Board, prepares proposed amendments for submission to the membership.

Incorporates approved amendments into the existing Bylaws.

The Chairman makes copies of the Bylaws available to members at Association meetings and upon request via E-mail or web-site.

The Chairman shall complete the expense vouchers process of all financial transactions when conducting business of the LVHIMA.

REPORTS: Reports are made to the President and the membership at the business meetings. Submission of a final report is to be sent to the President one week prior to the annual meeting.

QUALIFICATIONS: Only active dues paying members shall be eligible to hold office.

RESIGNATION OR REMOVAL: Any Committee Person may at any time resign by giving written notice of such action to the Executive Board, indicating the date on which the resignation will be effective.

SUBMISSION PROCEDURE: A proposal for the alteration, amendment or repeal of Bylaws or adoption of new Bylaws may be initiated by the Executive Board, the Bylaws Committee or any active member.

The Bylaws Committee submits the proposed Bylaws amendments and supporting documentation to the LVHIMA Executive Board for review and clearance.

The proposed Bylaws and supporting documentation shall be submitted to the membership thirty (30) days prior to the meeting at which the proposed Bylaws will be voted on by the membership.

Supporting documentation shall include the text of any Bylaw which is to be altered, amended or repealed reflecting the proposed alteration of amendment, the text of any proposed new Bylaw and the comments and recommendations of the LVHIMA Executive Board.

In order to alter, amend or repeal a Bylaw or to adopt a new Bylaw, the power shall be vested solely in the active membership of the Association.

December, 2006