**Date: July 7, 2017**

**To: SWAN Member Libraries
From: SWAN Board**

**Re: Proposed SWAN Bylaws Change**

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As noted in the June 1st Quarterly meeting, the SWAN Board has been working on modifications to the current SWAN Bylaws. The Bylaws Committee, chaired by board members Tiffany Verzani and Stacy Wittmann, completed their work and presented their suggestions to the SWAN Board for review during the month of July. These changes are provided to you in a red-lined copy of the Bylaws document included with this memo, and will be voted upon by the SWAN membership at the September 7th Quarterly meeting.

As noted by the Bylaws Committee, the key changes proposed are as follows:

* Removal of references to the initial establishment of SWAN and initial terms to be served
* Updates to address and facility-related changes for our move
* Updates to include new Assistant Director role in administration functions
* Utilization of more standardized terminology and spelling throughout the document
* Clarification in voting sections to spell out types of voting and usage of electronic voting vs. in-person voting
* Clarification of current processes, procedures, and roles for the Board, Membership, and SWAN staff in any nebulous areas
* Removal of unnecessary or redundant information, and moving information to areas where it makes better sense
* Movement of the Payments and Financial Arrearages sections to the Member Responsibilities area of the document
* Adjustment of the 45-day review period for membership on bylaw amendments to 30 days, and addition of a requirement for bylaws to be reviewed and updated as needed every 2 years.