**Proposed adjustment to existing By-laws regarding Membership of the Association, the constitution of the Executive Advisory Board and general operating practices.**

1. Background
   1. The current Articles of Statement were originally established on 3 April 2008 with subsequent minor amendments being restated on 21 April 2011 and 5 June 2018. These articles provide that details of By-laws can be amended by a vote of the membership following agreement by the Executive.
   2. The most recent amendment to the Bylaws concerned the addition of Affiliate Membership and these were accepted on 5 June 2018 following an electronic ballot.
2. Discussion
   1. Members of the Executive will be aware that the Executive Advisory Board (EAB) has been functioning for several years in support of the Executive and takes on key roles in conference planning and leading reviews. The position of The EAB has never been formally ratified in the By-Laws.
   2. The description of ‘members’ in the By-Laws has also caused some confused in terms of eligibility for voting rights given the number of levels of membership now available.
   3. Provision exists to make amendments to the Bylaws under existing Article XV and the procedure is set out under Section 1 (Procedure):

* *The Bylaws of the Association shall only be amended by vote of a two-thirds majority of Members and Associate Members of the Association. All proposed amendments to the Bylaws shall be submitted in writing to the Officers of the Association who will conclude whether proposal has merit to progress to full Association vote. Any subsequent discussion of a proposed amendment of the Bylaws may be conducted electronically and votes may be submitted in person at the annual Association reconvention meeting or electronically by a pre-determined date prior to the annual meeting.*

\*The previous changes to membership levels also make the wording of this procedure out of date.

1. Proposal
   1. The By-Laws are amended to reflect:

* The constitution and role of the Executive Advisory Board to be set out under its own Article (Appendix A)
* The membership levels are defined more clearly in Article II and now refer to:
  + Full Members
  + Associate Members
  + Affiliate Members

The voting rights are also clarified.

* The By-Laws are reviewed and refined to reflect the current operating practices of the Association including the use of electronic ballots.
* If agreed by the Executive, in accordance with current Article XV, Section 1 of the existing Bylaws, the proposal should be put to vote by the voting membership with return in 28 days (to be conducted electronically by e-mail)

Amendment Paper prepared by:

**John D Parkinson**

LinCT-AA

Associate Executive Director

1 March 2021

Appendix A

ARTICLE VI

EXECUTIVE ADVISORY BOARD

Section 1: Terms of Office

The Past Presidents of the Association that are Full Members or Associate Members of the Association will constitute the Executive Advisory Board. The President, on behalf of the Executive, may also appoint a Full Member or Associate Member who has served in a position on the Executive to serve on the Executive Advisory Board.

Section 2: Role of The Executive Advisory Board

The Executive Advisory Board shall support the work of the Executive and this normally includes taking leadership roles on committees or other workstreams at the direction of the President.

Section 3: Immediate Past President

The immediate Past President shall de-facto be the Chair of the Executive Advisory Board and coordinate activities of the Board and its members on behalf of the President.