**RECOMMENDED REVISIONS TO GUIDELINES - HIGHLIGHTS**

*GUIDELINES REVIEW AD HOC COMMITTEE:*

*Chair - Dianne Nuñez; Committee Members - Danette Scudder, Claudia Powell*

Presented to EC: 5/29/2019 7/7/2019 7/14/2019

* Revisions of sections including:
* Conference Recognition – additional details for award clarification
* Member Publications Committee – changes made to reflect reduction in number of publications annually
* Members-at-Large Committee – deleted - all duties are the responsibility of MAL Board Rep, which has been added to the chapter officers duties section under IB representative responsibilities
* Chapter Achievement Award - added Categories 4 & 5
* Establishing a New Chapter - added sample language for letter of application
* Energy Affairs Committee – changed name to “Utility Affairs” and updated to reflect actual practices
* Professional Development Committee revisions inserted
* Reworked reinstatement fees and did away with the late fee – only issuing one $10 reinstatement fee instead of ta late fee AND reinstatement fee.
* Board of Directors section – Added information regarding who to inform when proxy is selected to represent member in a meeting.
* Awards – submittal requirements/scoresheets updated (POWER and OAK)
* Relocation/combining sections or partial sections for better flow including:
* Moved order of international committees to be in alphabetical order
* Created judging committee sections for POWER, OAK & HLM and Chapter Achievement & Newsletter Awards judging – content was moved from WiNUP International Awards section to new section for awards judging (no new content)
* Speakers Bureau Committee deleted. Responsibilities added to Professional Development Committee.
* Moved nominating committee judging duties from Election of International Officers section to Nominating Committee.
* Moved Miscellaneous Chapter Information location to Chapter Information following Transfer of Membership information.
* Will move forms/applications to appendix, create hyperlink in their place, and make them fillable.
* Added Executive Committee section following Board of Directors in International Guidelines – including information on how to handle situation of immediate past president resignation.
* Additions of duties to international officers / ED Operations Guides to be consistent with other sections of Guidelines. Reviewed & updated activity timelines to be consistent.
* Updated duties of officers & committees to agree with actual practice.
* Added Website & Social Medial Committee section
* Added New Member Development Committee section
* Revisions for consistency of terms for capitalization & abbreviation including Executive Director, chair, executive committee, international president, etc.
* Made recommendation membership years changes to eligibility of WiNUP international committee positions