

## **Bylaws Development Process for a Functional Committee**

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**Problem:** Opportunities exist to improve the process for meeting committee attendance and member participation. Bylaws serve as guidelines for what is expected behavior in organizations, such as to define the boundaries of operation, the role of the officers and of the members (Heimlich & Dresbach, 2007). The current practices in a Functional Committee at the Michael E. DeBakey VAMC, allows for long periods of absences and a lack of participation in monthly meetings. Moreover, progress is halted when there is not an established or met quorum that allows for committee decision making.

**Purpose/Objectives:** To introduce and develop bylaws that addresses the functioning of the committee, the officers, the terms of office and attendance parameters.

### **Methodology:**

Develop an action plan for introducing the proposal to the committee members.  
Request that committee members contribute with the development of the bylaws.  
Implement the bylaws once reviewed and approved by the committee members and leadership.

### **Findings/Results**

Pending the results of this project, the committee members plan to:  
Assess for improvement in attendance and participation in the monthly meetings.  
Observe for, document and address, as appropriate, circumstances such as failures or deficiencies in planning and implementation.  
Probe to understand failures to demonstrate improvements.

### **Recommendations**

Study the results to learn if the introduction of bylaws in a committee setting has produced the predicted improvement of committee structure, attendance and participation.  
Anchor the benefits.  
Develop wide spread communication and training.  
Establish mechanisms for ongoing monitoring of the new process.