



## **Tips for Developing Bylaws**

Bylaws are the internal rules and regulations that guide a board's activity and answer important procedural questions. They provide a road map for how the board operates. In addition to having them reviewed from a legal perspective, bylaws should reflect how the board wants to conduct its affairs. Equally important is that the board abides by its bylaws.

As you write or review your bylaws, keep the information streamlined. Don't overload the details.

The Bylaws should reflect **your** answers to these questions:

- How are board members elected? How many board members may we have?
- How are they nominated?
- What are their terms? Are there term limits?
- How can board members be removed?
- How are officers elected? What are their responsibilities?
- What are the standing committees?
- How are new committees created?
- How are committee chairs and committee members selected?
- How are board meetings scheduled? What constitutes a quorum?
- How many board meetings a year?
- How is an emergency meeting called?
- How can the board vote?
- Is there indemnification for board members?
- What board policies have been established (conflict of interest, nondiscrimination, conference calls, electronic meetings, whistle blower, etc.)?