

# Minnesota Government Records and Information Network

## BYLAWS

### Article 1: Name and Mission

The name of this organization shall be the Minnesota Government Records and Information Network (MN GRIN).

Mission: To provide a forum for the exchange of information among individuals and agencies interested in government records and information management.

### Article 2: Objectives

- To provide a forum for the discussion of matters of common concern.
- To foster and promote a better public understanding of the functions and purpose of government records management.
- To foster and promote a better understanding of Minnesota statutes and regulations.
- To cooperate with local, state, regional, national, and international records management associations.
- To encourage the continuous exchange of information among government archives and records management agencies to improve programs and services.
- To promote education and training in records and information management.
- To promote the effective and efficient use of new technologies to manage information.

### Article 3: Membership

Membership in MN GRIN is open to any government employee with an interest in records management.

### Article 4: Officers

The officers of MN GRIN are a Chair, a Vice Chair, a Minutes Officer, and a Membership Officer. Term of office is one year.

Responsibilities:

Chair

- Facilitates MN GRIN meetings.
- Represents MN GRIN at meetings of other organizations and associations.

Vice Chair

- Performs the above duties in the absence of the Chair.
- Assumes the Chair position for the subsequent year.

Minutes Officer

- Record minutes at general membership and Executive Board meetings.
- Maintain records of the organization's activities.

Membership Officer

- Maintain the official membership list.
- Develop and maintain a system for communicating with the membership.

## **Article 5: Executive Board**

The Executive Board will be comprised of the four officers and two Board Members at Large. The Executive Board plans agendas for meetings and acts for the organization between meetings.

## **Article 6: Nominations and Elections**

The Executive Board will appoint a nominating committee of not less than two members each year. The Nominating Committee offers a slate of nominees prior to voting in November.

Officers and Board members are elected by a simple majority vote by members present at the November meeting. Ballots will be used when there is more than one nominee for an office.

New officers and Board members assume their duties in January. The Executive Board can make temporary appointments to fill vacancies that occur during the year.

## **Article 7: Meetings**

MN GRIN can meet monthly or on any other schedule upon notice and approval by the Board. The organization operates on a calendar year; January 1 to December 31. Chairpersons will conduct the meetings. Robert's Rules of Order will be used for motions, resolutions, debates, and voting. A simple majority of members present at a meeting may approve procedural items.

Special meetings, workshops, seminars, or training sessions may be called by the Chair, Board, or by request of members.

## **Article 8: Committees**

Committees and work groups are created as needed. They will be responsible for specific objectives and may be dissolved once those objectives are met.

## **Article 9: Amendments of Bylaws**

Any member may petition or propose changes to these bylaws. Proposed changes will be discussed at one meeting and voted upon at a subsequent meeting. An amendment becomes effective upon approval by two-thirds of members in attendance at the second meeting.

Created by ad hoc steering committee 10 March 1999.

Approved by the membership 24 March 1999.

Revised 17 December 2002.

Approved by the membership 18 December 2002.