**January 7, 2017 Leadership Team Reports**

**Name**: Ann Hefenieder

**Position / Committee**: Bylaws/Parliamentarian

**Goals:**

Bylaws and Resolutions Chair:

1. As prescribed by the ZI 2016 Convention, present any necessary revisions to District 12 governing documents at January 2017 District Leadership team meeting.

2. As prescribed by the ZI 2016 Convention, assist clubs as needed in any necessary revisions to club governing documents. Deadline is June, 2017.

3. As needed, provided information to clubs regarding upcoming changes in governing documents at September, 2016 Governor’s Seminar.

Parliamentarian:

1. Conduct delegate training at 2017 District Conference.

2. Attend 2017 District Conference and all board meetings during the biennium to provide expertise regarding Roberts Rules of Order.

**Accomplishments (to date) & plans for next 6 months.**

Bylaws and Resolutions Chair:

1. Prepared draft of D-12 P & P amendments.

2. I have not identified any changes necessary to club documents except, perhaps, to add leadership development to the list of club standing committees. I am uncertain whether or not there is room for this at the club level.

Parliamentarian:

2. Attended 2016 Governor’s Seminar and leadership team meeting.

