



## Exhibit C

### WRDA – BYLAWS – DUTIES OF ADVISORY COMMITTEE

1. The Advisory Committee shall make known to membership by March 30th any vacancies that will be occurring on the Executive Committee at Summer Conference.
2. Any active member of the association, who desires to be on the ballot, should contact a member of the Advisory Committee by April 30th.
3. If no one contacts the Advisory Committee by April 30th, committee shall seek out members to fill any vacancies.
4. If there is more than one candidate for a vacancy, the Advisory Committee chairperson shall prepare a ballot for the election to be held the last day of Summer Conference.
5. The Advisory Committee Chairperson or member of the Advisory Committee shall present the slate of candidates for any vacancies on the Executive Committee on the last day of Summer Conference and according to Roberts Rules of Order call for any nominations from the floor.
6. Welcome new registers into our association, and offer assistance and support on behalf of WRDA.
7. Plan and present an orientation session for new WRDA members on the statutory duties of the office of the register of deeds, the goals and objectives of the WRDA, an overview of the WRDA Handbook, and a question and answer session for new registers.
8. Make certain the new registers have the information normally provided by the WRDA such as the Handbook and the WRDA book of registers, list of officers, and name tags.
9. Maintain, update and post to website, the WRDA Directory and to all members.
10. Maintain, update and post to website, the WRDA District Map and to all members.
11. Contact members as needed to obtain information and photographs for the directory.
12. Periodically prepare major revisions and/or a new directory with the approval of the WRDA Board.



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13. Maintain and distribute a complete roster of all members in good standing together with their address, phone numbers (private and public) and email address.
14. The Advisory Committee shall accept any resolution from any individual Register of Deeds, District, or any committee of the Association, for consideration at the spring, summer and fall conference. Each resolution shall be signed by the author, District or the committee sponsoring, and be presented to the chairperson, at least thirty (30) days prior to the spring, summer and fall conferences.
15. The Advisory Committee shall have a list of resolutions available to be read on the first day of the spring, summer and fall conference. The second reading of that resolution will be at the following conference. All resolutions will be duly noted as to first or second reading at each aforementioned conference. Certain situations may occur where a motion can be made to suspend the rules to allow the second reading of a particular resolution at the same conference if the need should arise.
16. The Advisory Committee sends copies of resolutions to Legislators, Governor, etc. as directed by adopted resolution.
17. Organize helpful information regarding hosting a conference and offer the information to each of the host county registers for each conference, and offer advice and assistance to the host county registers.
18. Prepare survey and distribute at conference or electronically for conference attendees and/or vendors. Provide results to board within 60 days of conference.
19. Works with Operations Committee Chair to collect and maintain Retiree List.
20. The Current Conference Host(s) shall get the approval of the WRDA President and/or Executive Board for conference expenses exceeding the anticipated conference budget, such as, speaker costs, additional hospitality meals/snacks, and/or any special events.
21. A member of the Conference & Program Committee shall act as a back-up for the Historian when the Historian is unavailable to attend a WRDA conference or other WRDA related function.