



Governance Task Force

I. Purpose

The Governance Task Force is responsible for 1) assessing CRL's overall governance structure to provide recommendations for new, best practices going forward, and 2) stewarding a thorough review and revision of the CRL bylaws.

II. Composition

The task force shall comprise at least four Board members, with the President and Director of Board and Member Relations serving *ex officio*. The task force is charged for an eighteen-month period beginning in July 2023, with a final report and recommendations for the Board due no later than March 2025.

III. Reporting Procedures

The task force shall prepare a written status report for each Board meeting. Final proposed revisions to the CRL bylaws must be submitted to the Board by March 2025, for CRL member approval at the 2025 Council of Voting Members meeting.

IV. Duties and Responsibilities

The task force shall be responsible for:

- Establishing a governance manual for all component group descriptions/charges, CRL policies and procedures, and any other relevant documentation.
- Reviewing Board nomination and orientation process as well as the component group appointment processes.
- Determining appropriate connection between the CRL Board and committee leaders (i.e., Board liaison to group, *ex officio* seat on Board, etc.).
- Conducting a thorough review and revision of the CRL bylaws to align with current and best practices, to include seeking broad input from members and stakeholders, and preparing final proposed revisions for member approval at the 2025 CRL Annual Meeting.
- Recommending a standard cadence for regular bylaws review.
- Determining whether a standing body should be established to oversee ongoing governance needs.
- Advising on any concerns related to bylaws that may arise before revisions are approved in 2025.

V. Meetings

The task force shall convene via virtual meeting as frequently as necessary to conduct their work.

Approved by the CRL Board of Directors, July 2023.