**MCCC Policy and Procedures for Bylaw and Standing Rules Amendments**

Governing the Committee on Bylaws and Rules and

Processing Proposed Amendments to the Bylaws and Standing Rules

In accordance with its responsibility under Article VII, Section 6 and Article X of the MCCC Bylaws, the Committee on Bylaws and Rules shall be the responsible for assuring that all timely and properly submitted proposed bylaw and standing rule amendments submitted by any eligible member/entity within the MCCC are presented to the MCCC Board of Directors and the membership. The submitters of proposed bylaw amendments must assure that their proposals are in a form that, if adopted, would maintain the quality and integrity of the bylaws, and that the construction, meaning, and interpretation of the proposed language is clear and consistent with the entire Bylaw document.

**Date and Distribution of the Call for Proposed Amendments**: A call for proposed amendments to MCCC Bylaws and to the Standing Rules is sent out by January 15 of the year of the MCCC Delegate Assembly at which amendments will be considered. The call for proposals shall be printed in the MCCC News, published on the MCCC website and sent to Chapter Presidents for distribution to chapter members.

**Contents of the Call for Proposed Amendments:** The Call for Proposed Amendments shall include:

* the timeline for processing proposed amendments to the bylaw and standing rules, including both the Preliminary Submission Deadline and the Final Submission Deadline and notification dates on receipt and assessment of good order.
* the contact(s) and email address(es) for submitting proposed bylaw and standing rules amendments.
* an overview of the administrative process on proposed amendments.
* instructions on receiving submission forms and the MCCC Policies and Procedures on Amending the Bylaws and Standing Rules.

**Required Contents of Proposed Amendments**: The Committee shall be responsible for assuring that, in order to go forward, all proposed amendments are submitted in the proper form, which shall require the following:

* the name of the maker(s) and complete contact information including mailing address, telephone numbers; email address; and, the preferred form of contact;
* the exact article(s) and section(s) that are being amended, which shall include all articles and sections throughout the bylaws and standing rules affected by the proposal.
* the exact current language of the affected sections.
* the exact current language of the proposed language, showing the exact language being deleted and the exact language that is being added.
* A rationale that may assist the Committee in understanding the intent of the proposed amendment may also be included.

**Committee Assistance:**

* The Committee will ensure that all proposed amendments to the bylaws and standing rules that are submitted for consideration by the Delegate Assembly are in a form that, if adopted, would maintain the quality and integrity of the bylaws or standing rules, and that the construction, grammar, punctuation, spelling, meaning, and interpretation of the proposed language is clear and consistent with the entire Bylaw document.
* If a proposed amendment received by the Preliminary Submission Deadline is deemed to be Out of Order, the Committee shall forward by email to the President within forty-eight (48) hours, the rationale on the Out of Order status of the proposed amendment.
* If a proposed amendment received by the Preliminary Submission Deadline is deemed to be Out of Order, the Committee shall forward by email to the Submitter within forty-eight (48) hours, the rationale on the Out of Order status of the proposed amendment. The Submitter shall be provided with an opportunity to amend the proposal to achieve compliance. The amended version must be returned to the Committee for receipt no later than the Final Submission Deadline. If not returned and received by the Final Submission Deadline, or if returned but not amended to bring the proposal into compliance, the amendment shall remain “out of order” and shall not go forward as a proposed amendment. If a proposed amendment that is not in order was the basis for calling a special meeting, the special meeting shall not be called or shall be cancelled if a call was published.
* The Committee shall make a reasonable effort to provide assistance to the authors of all proposed bylaw amendments which have been submitted by the Preliminary Submission Deadline to assure that the proposed amendments are in order.
* Proposed amendments submitted after the Preliminary Submission Deadline will be reviewed by the Committee, which shall refer proposed amendments which may not be in order to the MCCC President for a decision on whether they meet the criteria to be in order.
* No changes to proposed amendments after the Final Submission Deadline may increase the scope of the initial proposal. The Committee is authorized to recommend perfecting additions, deletions, or changes that do not increase the scope of the amendment up to the point of presentation to the MCCC Board of Directors, and up to formal distribution of the amended Bylaws.

**Additional Amendment Procedures**:

* The Committee shall communicate with the President to affirm that proposed amendments are in order for presentation to the membership for consideration and voting.
* A copy of this Policy and Procedure and confirmation of receipt of the proposal(s) shall be provided, by e-mail, to each member who submits a proposed bylaw amendment(s) within three days of receipt of the proposed amendment. Notwithstanding the Committee’s obligation to provide notification of receipt, it shall be the responsibility of the submitter to verify receipt of proposed amendment(s) in a timely fashion after submission.
* Proposed amendments will be published and considered for adoption in the chronological order of the initial Article and Section impacted by the proposal. If multiple Articles and Sections are included in one proposal, they will be presented as one proposal.
* If multiple proposed amendments are on the same subject, they will be presented and considered in the order in which they were verified as received and in order by the Committee.
* Proposed amendments will be published with a chronological amendment number as its title, followed by the Articles and Sections it includes. (Example: Proposed Bylaw Amendment #1 – Article IV, Section 7 and Article V, Section 1.)
* It shall be the responsibility of the Bylaws Committee to append to each properly submitted proposed amendment an unbiased “impact statement” that will convey the objective impact on the MCCC and its members in the event the amendment is adopted. No submitter shall have the right to append any statement to the proposal.
* Each proposed amendment properly submitted and in order shall include the vote “To Recommend” or “Not to Recommend” of the Committee on Bylaws and Rules, and of the MCCC Board of Directors.

**Additional Committee Responsibilities**:

* Recommend to the Board of Directors for adoption or amendment, the Policies, procedures, and timeline for submission of proposed amendments to the Bylaws or to the Standing Rules.
* Receive or initiate proposed amendments to the Bylaws of the MCCC.
* Review all MCCC Policies for congruency with existing and amended Bylaws.

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**Process and Timeline on Administering Proposed Amendments to the Bylaws**

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| Function | Date |
| Committee review of Policy and, if necessary, make recommendations for amendment to the MCCC Board of Directors. | November, year preceding D.A. |
| Review the previous Call and Update the Call for proposed amendments for the upcoming D.A. | December, year preceding D.A. |
| Publish the Call for proposed amendments | January 15 |
| Respond to all requests for Policy and Submission Form | In process |
| Preliminary Submission Deadline | February 1 |
| Acknowledge, by return email, receipt of all proposed amendments with dates for feedback on whether proposal is in order. | Within 72 hours of receipt |
| Committee Review of all proposals; consultation with President, and parliamentarian if warranted,  On whether proposals are in order and if any perfecting recommendations should be made. | tba |
| Follow-up email to Submitters confirming proposals are in order or provide recommendations for changes to bring to order, with a deadline for response/action well in advance of Final Submission Deadline | tba |
| Final Bylaw Amendment Submission Deadline | February 16 |
| Acknowledge, by return email, receipt of all Final Deadline proposed amendments and a date for review and confirmation of whether they are in order. | Within 72 hours of receipt |
| Have all proposed amendments transferred to standard format for publication to Board of Directors and D.A., including Current Language, legend for amendments (Red strikeout type and Blue Bold type) Proposed Language with additions and deletions in accordance with the type legend; the Submitter(s); the Committee’s vote to Recommend or Not Recommend; and the Board’s vote to Recommend or Not Recommend. | April 8 |
| Develop Impact Statements for each proposed amendment. | March 5 |
| Committee Votes to Recommend or Not Recommend. Include on Master Document | March 1 |
| Forward to MCCC President and Board of Directors for their vote to Recommend or Not Recommend. Include on Master Document. | March 8 |
| Arrange to have the Proposed Bylaw Amendments sent with the Call to the Delegate Assembly | April 8 |
| Deadline to receive emailed proposed Standing Rules amendments for consideration by the D.A. | 48 hours prior to the opening of the D.A. |
| Distribute proposed Standing Rule amendments to the full Committee, and to the MCCC President | Within six hours of the submission deadline. |
| Acknowledge receipt to the Submitter(s) of proposed Standing Rule amendments. | Within six hours of the submission deadline. If deemed Out of Order by the President, notify the Submitter and suggest any changes that would bring it into Order without increasing the scope of what was submitted. Only if brought into Order, will the proposal go to the D.A. for consideration |
| Presentation of Standing Rules and Bylaw amendments at the D.A. | Prepare to present Proposed Bylaw Amendments at the Delegate Assembly. The Committee Chair will be recognized by the President/Chair to introduce each amendment for debate; the President will retain control of the meeting after the presentation and action on each amendment. |