



National Association of Elected Fire Officials

Procedure for Amending Bylaws

Category: ADMINISTRATIVE

Policy Number 2

Approved: February 14, 2009

Revised: December 12, 2015

REFERENCE

SCOPE

This policy applies to all persons directly associated with the National Association of Elected Fire Officials.

PURPOSE

Specifies the procedure for proposing By Law amendments at the annual General Membership meeting by voting members in good standing or by the Board of Directors

POLICY

2.10 AMENDMENT PROPOSAL BY VOTING MEMBER

A voting member in good standing of the Association may propose an amendment to the Association Bylaws as follows:

- (a) The proposed amendment must be submitted to the Secretary of the Association not less than 90 days before the annual meeting.
- (b) The proposed amendment must be submitted in writing and in the proper form.

2.11 ACTION BY THE SECRETARY

The Secretary of the Association shall provide a copy of the proposed bylaw amendment to the Bylaws Committee of the Association if such committee exists.

- (a) The Bylaws Committee shall review the proposed amendment and provide a recommendation to either approve, oppose or amend the amendment and provide that information to the Board of Directors not less than 60 days before the annual meeting.

2.12 ACTION BY THE BOARD OF DIRECTORS

The Board of Directors may recommend to the membership approval, denial or modification of the proposed amendment not less than 30 days before the annual meeting.

- (a) The Secretary of the Association shall insure that a summary of the proposed bylaw amendment and the action, if any, of the Board of Directors shall be published in the regular means of member communication to the general membership not less than 30 days before the annual conference.

- (b) A copy of the proposed bylaw amendment, along with any recommendation of the Board of Directors shall be made available to the membership at the beginning of the regular business meeting at the annual meeting.

(c) The proposed amendment shall be placed on the agenda of the business meeting at the proper time.

(d) In the event a bylaw amendment or repeal is brought forward inside the thirty (30) day notice period, the Board of Directors will determine if the bylaw amendment or repeal will be brought before the body at the annual meeting. If the Board of Directors chooses to bring the bylaw amendment or repeal forward, the body can vote whether or not to waive the thirty (30) notice so the bylaw amendment or repeal can be submitted.

2.13 AMENDMENT PROPOSAL BY BOARD OF DIRECTORS

The Board of Directors may propose a bylaw amendment for approval by the membership at the annual meeting.

(a) The Board of Directors may refer a proposed bylaw amendment to the Bylaws Committee, if one exists, for a recommendation. In no event shall the Bylaw Committee submit a proposed bylaw amendment to the membership without the approval of the Board of Directors.

(b) A proposed bylaw amendment by the Board of Directors shall be published in the regular means of members' communication to the general membership not less than 15 days before the annual meeting.

(c) A copy of the proposed bylaw amendment shall be made available to the membership at the beginning of the regular business meeting at the annual meeting.

(d) The proposed amendment shall be placed on the agenda of the business meeting at the proper time.

*Annual meeting shall mean the annual general membership meeting.

ATTACHMENTS