



Amending the Constitution and Bylaws

- I. The Board or Operations Committee shall receive proposal for amendment in compliance with prescribed methods as stated in the Constitution, Article VIII, or Bylaws, Article XI.
- II. If the proposal is submitted by petition, confirmation of the eligibility of petitioners as active members shall be verified by the Association Secretary.
- III. The Board shall officially acknowledge receipt of the suggested amendment within six months.
 - A. If the proposal has been properly submitted, the acknowledgment shall notify the proponent/petitioners that the proposal shall be properly considered by the Board and the Operations Committee.
 - B. If the method of proposal is not in compliance, the acknowledgment shall notify the proponent/petitions of that with reference to the Constitution, Article VII, or Bylaws, Article XI.
- IV. If the proposed amendment will go forward, it shall be discussed by the Board and referred to the Operations Committee for recommendation.
 - A. The proposed amendment shall be considered as presented, with no change of wording. The Board may request that the proponent(s)/petitioners(s) change(s) wording before presentation of the amendment to the membership membership for voting. If the proponent(s)/petitioners(s) choose(s) not to change the wording, the amendment shall be presented to the membership as received.
 - B. The Board or the Operations Committee may request input from interested parties such as affected committees, prior to making a final recommendation for the disposition of the amendment.
 - C. The Operations Committee shall make a determination on the constitutionality of the amendment and refer it back to the Board.
- V. After discussion and considering the opinion of the Operations Committee, the Board shall conduct an internal vote.
- VI. As a result of the Board vote, the President will prepare a “statement of purpose” which will accompany the amendment.
 - A. If the Board votes to support the amendment, the statement may read: “The following amendment(s) has been approved by the Board for referral to the Membership for ratification in accordance with the PSLA Constitution (or Bylaws), Article ____.” The statement shall include a short explanation of why the change is necessary.
 - B. If the Board votes not to approve the amendment, the statement may read: “The following amendment is referred to the Membership for ratification in accordance with the PSLA Constitution (or Bylaws), Article _____. This

Constitution/Bylaws change has been requested by _____. The Board does not approve ratification of this amendment because_____.”

- VII. The amendment is referred to the Operations Committee for preparation for a membership vote.
 - A. The Operations Committee shall prepare the member notification and conduct the vote.
 - B. Member notification of proposed amendment(s) must be communicated to the membership at least 30 days in advance of the official vote.
 - C. A 2/3 majority vote is required to affirm each proposed amendment.
- VIII. Any member eligible to vote may call for a recount of the vote, following the proper procedure according to *Robert’s Rules of Order*, within two weeks of the announcement of the results of the vote.

Adopted, Board of Directors, September 25, 1999
Amended, January 14, 2017; June 15, 2020