

## Local Bylaws Procedures

The local bylaws can be reviewed at any time. The bylaws committee must meet for the following purpose: The three-year review or changes that are needed before reviewed deadline.

A committee must meet chaired by the Parliamentarian with an uneven number of members.

Example: The parliamentarian and 3, 5 or etc. members. The President does not chair this meeting.

The Bylaws Committee shall discuss the recommendation(s) from the members at a meeting or suggestions from the committee. The Parliamentarian gives a report of the recommendations to the members at a meeting and the next meeting the recommendations are read again with a vote for approval.

### ***The process of the local bylaws:***

#### **Local Members**

The bylaws must be read at one meeting and read again and voted on at the next meeting



The bylaws are copied into (3) sets. The President and Parliamentarian must date and sign all copies. (Don't forget to leave a space for the Department President and Parliamentarian to sign and date)  
(1) copy of the minutes which includes all the recommendations and approval of the bylaws must be sent with copies of the bylaws.



Mail to the Department Parliamentarian (Please do not request signature when mailing bylaws)



Once the Parliamentarian receives the bylaws she shall review the documents. Afterwards, she will date and sign the bylaws and mail to the Department President for her approval.



The Department President will review and sign the bylaws and mail (1) copy of the bylaws to local auxiliary contact person and (1) copy to the Department Parliamentarian.

**Please note that the bylaws are not approved until you received from the Department President with both signatures of the Department President and Department Parliamentarian.**

**Standing Rules can be changed at any meeting but cannot conflict with your bylaws.**

**Please do not send copies of your Standing Rules to Department.**