

Proposed Bylaws Amendment Instructions Guidelines

Proposed bylaws amendments are to be submitted on the **Proposed Bylaws Amendments Worksheet** by no later than 4pm on January 9, 2017. Electronic and paper submissions will be accepted. Submissions are to be emailed to bylaws@mdpta.org or mailed to

Maryland PTA
Bylaws Committee
5 Central Ave
Glen Burnie, MD 21061

The following information is required for the committee to review amendments:

- ✓ Your name, local unit name, county, email address and/or phone #
 - *Your contact information is needed if there are questions concerning your submission.*
- ✓ Specify which 2016 Bylaws article and section (number and title) you wish to amend.
 - *Important note: please use only ONE form for each amendment proposal.*
- ✓ Current Language - Insert the 2016 Bylaws section that you wish to amend – that is, insert the current text of the section as it is exactly worded.
- ✓ Proposed Amendment - Write your proposed bylaws amendment (clear, straightforward, and specific focus), explaining what you wish to add, strike, or insert. Make sure the proposal can easily be understood and replied to with a vote of, “Yes, I am in favor of this amendment,” or, “No, I am opposed to this amendment.”
- ✓ Rationale - Clearly explain the rationale for your proposed amendment – that is, briefly state the reason why you believe your proposal is worth considering. For instance, why is your proposal of organizational significance? How will it impact or improve the MD PTA infrastructure including its governance system?

Let’s follow the three C’s for successful bylaws amendment writing: Make sure your proposal is **clear, concise, and complete!**

Sample Proposed Amendment

Article XI Duties of Officers, Section 2

Current Language - The secretary shall submit to the board of directors, within fifteen (15) days after approved minutes, a report of all actions taken of the executive committee meetings;

Proposed Amendment - Amend by striking “after approval of minutes, a report of all actions taken” and inserting “a copy of the entire draft minutes and a copy of the entire approval minutes from all”

Rationale - The Board of directors needs to be informed of what is going on in the executive committee meetings in a timelier manner since the board is the group responsible for the day to day decisions and has all authority over the affairs of MDPTA between conventions. The executive committee should only be handling those duties referred to it by the board and business that is of an emergency nature. The board is the group responsible legally for actions of MDPTA.

