

Amendment Procedure

The attached sample forms are to assist any member who wishes to submit a Bylaw or Administrative Procedure Amendment to be considered at the MCLA National Convention. It is not required that you use these forms. They are offered for your convenience and as a learning tool. These forms have space for all the information that is required, as well as space for information that will assist the voting members to understand what the intended amendment is, why the amendment is being submitted and what the change will entail. It is hoped that no one will become confused nor will an amendment pass that does not truly reflect the wishes of the majority of the membership.

Bylaw and Administrative Procedure Amendments require a majority vote, as per National MCLA Bylaws, Article Eight, Section 800. If a roll call vote of Unit Strength is desired, a motion stating such must be made (by ten Delegates, as per National MCLA Bylaws, Article One, Section 110(c)) prior to the vote being taken on the specific amendment. If not requested by ten Delegates, then the vote will be by the regular process in compliance with the Rules of Convention.

Before drafting an amendment, please read the attached copies of the MCLA National Bylaws, Article Eight, Section 800 and the MCLA National Administrative Procedures, Chapter Ten, Section 1015 and 1020. If this is done first, it will be easier to understand the information requested on the sample forms.

Reproduce as many of the forms as you need locally. Remember that there is only to be ONE amendment on each form and that the information that is added to the sample form must be TYPEWRITTEN and sent in triplicate. If a particularly long amendment is being proposed, the required information may be continued on the back of the form or on additional pages, always being sure to note that it is "Page 1 of 2" or Page 2 of 2", etc.

Please remember that Robert's Rules states, "In order to give the organization the greatest freedom to act within its objective, bylaws should be made no more restrictive nor more detailed in specification than necessary." Be careful not to make a suggestion that is so restrictive that it may harm the future good of the organization. And, try never to propose a change to the National Bylaws and/or Administrative Procedures simply because of a personality conflict arising from the actions of one or two individuals.

It is hoped that this packet of information will prove helpful. It is not meant to answer every question or list every step in the Amendment process. Please review with your members and discuss further at your Department and Division Meetings, if possible. We all become more valuable members of this Auxiliary by being challenged to learn new things. Please do not hesitate to use the chain of command if you need additional assistance. Those members you have elected to serve you are extremely important "links" in our chain.

In the spirit of further assistance, the following is offered regarding amendments for the *National Bylaws*:

DATE	Must be at National HQ 90 days before the start of the National Convention
TO	National HQ
FROM	Name of Member, Unit, Department - Helpful to have title, phone number and/or email
SUBJECT	Fill in applicable Article #, Section # and Sub-Section # Adhere to requirement of <u>all</u> information being typewritten with three (3) copies sent
CURRENTLY READS	Fill in exact wording, as it presently reads in current, up-to-date copy
AMEND TO READ	Fill in exact wording you would like to have delegates vote upon
BRIEF	EXAMPLE "Change third word in second sentence of first paragraph."
RATIONALE	Reason you feel amendment should be adopted
EFFECTIVE DATE	The statement at the bottom of the page as shown

Also, in the spirit of assistance, the following is offered regarding amendments for the *National Administrative Procedures*:

DATE	May be submitted prior to Convention so members can discuss with Delegates, <i>but may also be presented at Convention</i>
TO	National Board of Trustees
FROM	Name of Member, Unit, Department - Helpful to have title, phone number and/or email
SUBJECT	Fill in applicable Chapter #, Section # and Sub-Section # Adhere to requirement of <u>all</u> information being typewritten with three (3) copies sent
CURRENTLY READS	Fill in exact wording, as it presently reads in current, up-to-date copy
AMEND TO READ	Fill in exact wording you would like to have delegates vote upon
BRIEF	EXAMPLE "Change third word in second sentence of first paragraph."
RATIONALE	Reason you feel amendment should be adopted
EFFECTIVE DATE	The statement at the bottom of the page is as required by Chapter Ten, Section 1020.

DATE: (No later than 90 days before Monday session of Convention)

TO: National Headquarters, Marine Corps League Auxiliary
P.O. BOX 3038, Stafford, VA 22555-3038
MCLAHQ@naionalmcla.org (571) 477-2780

FROM:

SUBJECT: In compliance with Article Eight, Section 800 of the **National Bylaws**, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

ARTICLE
SECTION
SUB-SECTION

CURRENTLY READS:

AMEND TO READ:

BRIEF:

RATIONALE:

This amendment, if approved by the voting delegates in _____, _____ will become effective upon the approval of the National Marine Corps League Judge Advocate but no later than 01 January, 20____.

DATE:

TO: National Board of Trustees, Marine Corps League Auxiliary
3619 Jefferson Davis Highway, Suite 115, Stafford, VA 22554-7771
MCLAHQ@nationalmcla.org (571) 477-2780

FROM:

SUBJECT: In compliance with Chapter Ten, Section 1015 and 1020 of the **National Administrative Procedures**, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

CHAPTER
SECTION
SUB-SECTION

CURRENTLY READS:

AMEND TO READ:

BRIEF:

RATIONALE:

This amendment, if approved by the voting delegates in _____, _____ will become effective upon the approval of the National Marine Corps League Judge Advocate but no later than 01 January, 20____.