

HOW TO SUBMIT PROPOSALS TO AMEND BYLAWS

Article XX - Amendment of Bylaws

Section 1. Requirements

These bylaws may be amended by a two-thirds (2/3) vote of those present and voting at any annual convention provided the following requirements have been complied with:

- a. The proposed amendment with rationale shall be submitted in writing to the rules and procedures committee through the state office by May 15 for study and recommendation.
- b. The report of the bylaws committee on proposed bylaw amendments shall be given to the members of the board of directors at least fifteen (15) days prior to summer board meeting.
- c. After approval by the board of directors, a copy of the proposed amendments shall be mailed with the call to convention.
- d. A complete bylaws revision may be brought to annual convention by a committee authorized by the board of directors.

All proposed changes to the bylaws may be submitted by e-mail to bylaws@mdpta.org or by mail to : Bylaws Committee c/o MDPTA 5 Central Avenue Glen Burnie, Maryland 21061.

Submittals may be made at any time, however to be considered for the November 2009 MDPTA State Convention, they must be received no later than May 15, 2009. Any submissions received after that date will be held for the following year's convention.

Proposed changes may be submitted by individuals, locals or by councils. When submitting, the following must be included:

- Current wording of Article or Section to be amended
- Proposed wording for the amendment
- Rationale for the change
- The name of the person or group submitting the proposal to include phone number and email address of a contact person in case the bylaws committee has any questions.
- **No proposals will be considered without the above.**

All submittals are considered by the bylaws committee. The committee presents a recommendation with each proposal. They do not, however, have the ability to decide that any proposal does not go before the board of directors if they are legally sound.

All proposals are sent to the Board of Directors. The Board of Directors will then vote on which proposals to bring to the body during convention.

Below is an example of what a submittal should include:

Amendment #1

Article XII State Board of Directors Section 3 Quorum

Amend by adding “, including a majority of officers,”

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
Section 3. Quorum At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.	Section 3. Quorum At all meetings of the board, a majority of the members of the board, <u>including a majority of officers,</u> shall constitute a quorum for the transaction of business.	Section 3. Quorum At all meetings of the board, a majority of the members of the board, including a majority of officers, shall constitute a quorum for the transaction of business.

Proposed by: member John Smith ABC PTA/123 Council, jsmith@me.net 410-555-5555

Rationale: Some local PTA's have poor attendance by officers at Board of Directors meetings. This would make it clear that the presence of officers at Board meetings is essential for the functioning of their PTA and might decrease the tendency of PTAs to elect people not willing to fully commit to their duties. The effect at the State and Council level would likely be negligible as the officers of these organizations take their responsibilities seriously.