

Process for By-Law Amendments Branch, Zone or LA

Suggestion to review by-laws should come from the branch C&L or Executive committee in written format as an amendment.

The committee chair makes a "Notice of Motion" at a General Meeting stating that an amendment to the By-Law(s) will be put forward for consideration at the next General Meeting. The Notice of Motion must contain in full, the amendment(s) to be considered.

The motion is presented at the next branch General Meeting and if seconded, the President/Chairman will open debate. The motion is either defeated or approved. If the amendment is approved...

The branch C&L chair or executive writes to BC/Yukon Command stating the membership has approved amendments to their By-Laws.

The request must include the following:

- General Meeting minutes showing the Notice of Motion
- General Meeting minutes approving the amendment(s)
- A copy of the desired amendments for review, incorporated into the current by-laws.

This can be received by mail or email. The format must include the by-law number and exact wording of the current by-law and the number and exact wording of the amendment.

Amendments to Ladies Auxiliary by-law must have the added requirement that the amendments must be ratified by their home branch at a duly constituted general meeting prior to being sent to BC/Yukon Command for approval.

Staff at BC/Yukon Command receive the package and confirm it is complete, then it is forwarded to the Command C&L committee for review and approval. Staff will contact Branch/Zone/LA with any missing requirements or clarifications on proposed amendments.

Command C&L committee receives the package to be reviewed. By-Laws are either:

- Approved
- Approved in part
- Sent back with comments and suggestions
- Denied with written reasons

Once Command C&L chair confirms approval, the amendments are changed in the master by-laws. The new master by-laws are emailed to the Branch, LA, or Zone. A master copy is sent to the Zone Commander in the email so they have an updated copy.

Staff at BC/Yukon Command provide the Branch/Zone/LA with recommendations from the Command C&L committee on the next steps to take if amendments are not approved.

****In the case of Zones, this implies Zone Regulations not By-Laws****