

## REVISING LEAGUE BYLAWS

### **JOB DESCRIPTION: BYLAWS COMMITTEE CHAIR**

**OBJECTIVES:** To review local League bylaws and recommend changes for annual meeting approval. To review state and national League bylaws and recommend changes.

### **RESPONSIBILITIES:**

1. Chair the bylaws committee. Arrange for meetings of the committee.
2. Provide opportunities for League members to suggest possible bylaw changes.
3. With other members of the committee, review bylaws and proposed suggestions. Present recommendations to board for approval.
4. Send to the liaison or membership vice president the recommended bylaws changes that have been approved by the board.
5. Report proposed changes to the members, meeting the deadlines imposed by the bylaws.
6. Present proposed changes to the annual meeting. Following the meeting, send a copy of the revised bylaws state League office and membership vice president.

\*\*\*\*\*

Local Leagues should review their bylaws from time to time. Procedures for amending bylaws are set forth in the bylaws. Since bylaws must be submitted to the membership in advance of the annual meeting, a local League wishing to make changes must begin well in advance of the annual meeting.

The local League board appoints a committee to review the bylaws and to propose any changes. The Committee should:

- review the League's bylaws to be sure that the first three articles conform to the first three articles of the national League bylaws and that the remaining articles provide for democratic procedures;
- should solicit suggested changes from the board and from the membership at large; and
- recommend any proposed amendments to the board for approval.

Any recommended bylaws changes should be mailed to the membership ahead of the annual meeting and should be considered for action at the annual meeting, as provided in the bylaws.

In presenting the proposed changes to the membership:

- the entire section being revised should be quoted;
- use parentheses to indicate deletions;
- underline new wording, new punctuation; and
- give an explanation of the proposed changes.

The chair of the committee presents the proposed amendments at the annual meeting. Adoption at the annual meeting usually requires 2/3 vote (as spelled out in your bylaws).

The original adoption date as well as the dates of all revisions should appear on the front page of your bylaws.

The bylaws chair or a board member should send the proposed changes to the membership vice president prior to submission to the membership and should also notify her when the changes are adopted. The membership vice president should be consulted if a local League has any question about the bylaw change.

## RESOURCES

- *League Basics (In League)* (LWVUS) *League Basics (In League)* (LWVUS): An essential tool for League leaders.  
<http://www.lwv.org/AM/Template.cfm>
- *Updating Bylaws 2006 Memo*  
<http://www.lwv.org/AM/Template.cfm>
- *Membership Chair*  
<http://www.lwv.org/AM/Template.cfm>