

# **CALIFORNIA STATE FEDERATION**

## **Proposed Bylaw Amendment and Convention Resolution Form**

**(Instructions for completion on page 3.)**

**Date Received by CSFC Secretary:** \_\_\_\_\_ **Resolution Number** \_\_\_\_\_

**1. Title:**

**2. Bylaw article affected or the intent of general resolution:**

**3. Specific change/action proposed:**

**4. Comparison of current situation to desired situation:**

**4a. Current bylaw wording/situation:**

**4b. Bylaw wording/situation if resolution is adopted:**

**5. Reason the resolution should be adopted.**

**6. Estimated cost:**

**(If additional space needed continue on page 2 or separate sheet of paper.)**

(Continued, identify the form item number. Use separate sheet if needed.)

**ACTION**

Submitted by:

☐ Affiliated Member. Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

☐ Chapter (chapter name & number) \_\_\_\_\_

Approved by Chapter President/Secretary: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

☐ CSF Executive Board

Date assigned to Bylaws Committee: \_\_\_\_\_

☐ Committee Recommendation

☐ Approved. ☐ Approved as amended. ☐ Disapproved.

☐ Convention Action.

☐ Approved. ☐ Approved as amended. ☐ Disapproved

☐ Adoption Date if approved by convention: \_\_\_\_\_

Attest: CSF President or Secretary Signature:

Date:

## FORM COMPLETION INSTRUCTIONS

|                                                                                 |                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Title                                                                        | In as few words as possible, describe what you are proposing, such as “Amend CSF Bylaws”. NOTE: Each resolution will be restricted to a single subject and                                                                                                                     |
| 2. Bylaw Article or Intent of Resolution                                        | If proposing a bylaw change, provide descriptive words as well as the bylaw reference. For example: “Art I, Sect 1a (Federation officer’s term of office.)” or for general resolution “Suggest holding CSF convention in Reno.”                                                |
| 3. Specific change/ action proposed                                             | Describe the specific action you are proposing, in terms of a motion. For example: “In sentence 2 delete the words ‘July or the first day’ and ‘whichever comes later’ or ‘Request Executive Board consider Reno for 2025 Convention’”.                                        |
| 4A. Current situation.                                                          | Describe the current situation. For example “A newly elected federation officer must wait several months following the convention before taking office.” or “Current convention site too difficult to get to.”                                                                 |
| 4B. Exact Bylaw wording/ situation wording if resolution adopted by convention. | For example: “Newly elected Executive Board officers would take office on the first of the month immediately following the convention”. Or, “The CSF Executive Board is directed to consider Reno, NV as the site of the 2025 CSF Convention.”                                 |
| 5. Reason the proposed resolution should be adapted.                            | Be as brief as possible, but fully support the proposed action. Use the space provided on page 2 of the form or a second sheet of paper as necessary.                                                                                                                          |
| 6. Estimated Cost.                                                              | Many actions are administrative only, but some have costs associated with them. Try to estimate the cost and provide an idea of how the action would be paid for. If you cannot determine the cost, consult with the Federation Treasurer.                                     |
| 7. Submitted by.                                                                | In the Action item, the person (s) or entity submitting the proposed resolution must be identified. The submitter/certifying entity must be CSF affiliated and furnish a current email address and phone number so the Bylaw Committee can communicate with him/her as needed. |

A single copy of the resolution form must be received by the Federation Secretary no later than 60 days prior to the opening date of the Federation Convention, as specified in the convention call letter. All bylaw resolutions and general resolutions will be numbered and assigned to the Federation Bylaw/Resolution Committee for review and certification for presentation to the CSF Convention. The Committee will determine if the resolution meets the submission requirements set by the CSF Executive Board. A proposed resolution that does not meet these requirements will be returned to the submitter with an explanation of the reason (s) for non-acceptance. The committee may amend the proposed resolution, combine it with similar resolutions, or prepare a substitute without changing the intent of the original proposed resolution. The committee then recommends an action to the convention members or to the CSF Executive Board if considered for a referendum .