



**National Active and Retired
Federal Employees Association**
606 North Washington Street
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Proposed Bylaw/Standing Rule Amendment

Submit to resbylaws@narfe.org

Due by December 15, 2017

Please follow instructions on reverse side of this form.

Date: _____

1. Title: _____

2. Bylaw Article and Section affected (or Standing Rule number): _____

3. State the specific change proposed:

4. Provide a comparison of what is in the Bylaws (or Standing Rules) now, with the adjustments proposed, and how it will look if adopted:

4a. Current Bylaw (or Standing Rule):

4b. If Adopted:

5. Reason the change should be adopted (Limit to no more than three paragraphs):

6. Estimated cost: \$

7. Method of proposal:

- a. Member direct to National Headquarters
- b. Chapter # _____ direct to National Headquarters
- c. Chapter via a Federation: Chapter # _____, Federation _____
Date adopted by Federation _____
- d. Federation Executive Board direct to National Headquarters: Federation _____
- e. Federation Executive Board via Federation Voting: Federation _____
Date adopted _____
- f. Federation Voting to National Headquarters: Federation _____
Date adopted _____
- g. The NEB - Date of meeting when adopted _____
- h. Special Committee designated by the NEB: Committee _____

Please use a Word Document if additional space is needed.

Instructions for Proposed Bylaw Amendment (or Standing Rule) Amendment Form

Please read before completing reverse side!

Due by December 15, 2017

- 1. Title:** In 10 words or less, describe what this amendment proposes to DO, such as "Raise member dues," "Change residence requirement for National Officers" or "Increase number of meetings of National Executive Board."
- 2. Bylaw Article and Section affected:** It would be helpful to provide the descriptive words as well as the number. For example: Article III, The National Executive Board; Section 3, Meetings; paragraph B.
- 3. State the specific change proposed:** This should be in the form of a motion to amend; indicate the words (or sections) to be inserted, struck out or replaced (strike out and insert/substitute). For example: strike out "two (2)" and insert "three (3)."
- 4. Provide a comparison of what is in the bylaws now, with the adjustments proposed, and how it will look if adopted.** While section 3 of this form provides the words of the motion, section 4 helps the members understand what exactly happens if that motion is adopted.
- 5. Reason the change should be adopted:** Try to be as brief as the subject allows, but fully support the proposed amendment.
- 6. Estimated cost:** Many changes result in administrative cost only; however, some can involve significant cost. The membership cannot evaluate the proposed amendment without having some estimate of the cost involved if the amendment is adopted. Refer to the National Secretary/Treasurer for assistance.
- 7. Method of proposal:** The ones listed are the only eight options provided in the bylaws for the initiation of a bylaw amendment.

Submitting Bylaw/Standing Rule Amendments

- Bylaw/Standing Rule Amendments should be forwarded to federation secretaries as soon as written, using the interactive form F-3C from the NARFE website, www.narfe.org.
- Federation secretaries:
 - Submit Bylaw/Standing Rule Amendments as soon as received to Headquarters at resbylaws@narfe.org.
 - Report federation action immediately after the federation voting to Headquarters at resbylaws@narfe.org.
- Assignment of Bylaw/Standing Rule Amendments
The National Secretary/Treasurer will assign properly completed Bylaw/Standing Rule Amendments to the appropriate convention committees.
- The National Secretary/Treasurer will return any Bylaw/Standing Rule Amendment not complying with these instructions to the originating federation or chapter with an explanation of the reason for not accepting the Amendment.

NOTE: Entities or parties are encouraged to submit Bylaw/Standing Rule Amendments through their federations. Whether the Bylaw/Standing Rule Amendment is being proposed by a chapter or individual member, submitting it through the federation would increase credibility for the Bylaws Committee.

National Committee Procedures

For each Bylaw/Standing Rule Amendment referred, the Bylaws Committee may amend, combine with similar resolutions or prepare a substitute, then recommend adoption, adoption as amended or rejection.