



National Active &
Retired Federal
Employees Association
TX FEDERATION

Proposed Federation Bylaws/Standing Rule Amendment

Submit to fran.hiner@att.net

Due by September 1, 2018

Please follow instructions on reverse side of this form.

Date: _____

1. Title: _____

2. Bylaws 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 Bylaws (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 to Federation Secretary.
Member name: _____ Member# _____
- b. Chapter # _____ direct to Executive Board
- c. Chapter to Federation Secretary: Chapter # _____
Date adopted by Chapter _____
- d. Federation Secretary to Bylaws & Resolutions Committee (date): _____
- e. Federation Bylaws & Resolutions Committee Recommendation:
 Adopt Adopt as amended Reject
- f. Federation Executive Board Voting, Date: _____ Adopt Adopt as amended Reject
- g. Membership Vote by Ballot: Adopted Rejected
- h. Date action is taken by Executive Board, if adopted: _____

Instructions for Proposed Federation Bylaws Amendment (or Standing Rule) Form **Please read before completing reverse side!**

Due by September 1, 2018

- 1. Title:** In 10 words or less, describe what this amendment proposes to DO, such as "Raise member dues," "Change residence requirement for Federation Officers" or "Increase number of meetings of Federation Executive Board."
- 2. Bylaws Article and Section affected:** It would be helpful to provide the descriptive words as well as the number. For example: Article III, The Federation 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 Federation Treasurer for assistance.
- 7. Method of proposal:** The ones listed are the only eight options provided in the bylaws for the initiation of a bylaws amendment.

Submitting Federation Bylaws/Standing Rule Amendments

1. Federation Bylaws/Standing Rule Amendments should be forwarded to chapter secretary as soon as written, using the form TF-3C from the TX NARFE website library at www.narfe.org/site/TX
2. Chapter secretary:
Submit Federation Bylaws/Standing Rule Amendments, as soon as received, to Federation Secretary at fran.hiner@att.net.
3. Assignment of Federation Bylaws/Standing Rule Amendments
The Secretary will compile properly completed Federation Bylaws/Standing Rule Amendments to the Federation Bylaws & Resolutions Committee.
4. The Secretary will return any Federation Bylaws/Standing Rule Amendment not complying with these instructions to the originating chapter an explanation of the reason for not accepting the Amendment.

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

Federation Committee Procedures

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