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|  | <b>FMCA POLICIES AND PROCEDURES</b>                              | INDEX NO.<br><b>1000</b> | APPROVAL LEVEL<br><b>GB</b> |
|   | SUBJECT<br><br><b>Bylaws Amendments</b>                          | EFFECTIVE<br><b>8/10</b> | SUPERSEDES<br><b>11/04</b>  |
|   | SPECIAL DISTRIBUTION<br><b>Constitution and Bylaws Committee</b> |                          |                             |

**POLICY**

Proposals to amend the Bylaws of FMCA are to be adopted by a 65% affirmative vote of all votes cast by the Governing Board. FMCA’s Member Code of Ethics is to be deemed a part of these Bylaws, and is to be subjected to the same policies and procedures regarding amendments to the Bylaws.

**PROCEDURE**

Submitting Proposed Changes

1. A proposal to amend the Bylaws may be initiated by the Governing Board, the Constitution and Bylaws Committee, the Executive Board, or by a petition signed by twenty memberships filed with the Secretary with a copy for the President.
  
2. Proposed amendments to the Bylaws with rationale shall be received in writing no later than January 1 preceding the Governing Board Meeting at which they are to be discussed. All proposed changes, additions, revisions, or amendments shall be voted on immediately following the presentation and discussion during the Governing Board Meeting by those Governing Board members in attendance. Governing Board members shall receive proposed Bylaws amendments no less than 120 days prior to the Governing Board Meeting.

Preliminary Consideration

Each proposal for a Bylaws change will be referred to the Constitution and Bylaws Committee for review prior to submission to the Governing Board. After reviewing the text, the committee presents proposed Bylaws amendments to the National President and to the Executive Board for their review, discussion, and comment. The committee will return the original text, along with the proponent's rationale and the committee's recommendations, to the Secretary for duplication and distribution to the members of the Governing Board, for discussion at its next meeting.

Requirements for Adoption

Amendments to the Bylaws take effect immediately after their adoption. They shall be published on FMCA’s Web site within 30 days.

Special Actions

The Constitution and Bylaws Committee may make corrections to the Bylaws for the sole purpose of eliminating or correcting clerical or typographical errors without prior notice.