

## **POLICY ON MAKING CHANGES TO BCHC BYLAWS**

1. Any unit or Executive Committee (EC) member may submit a proposal to change a Bylaw. The suggested change is to be submitted to the Executive Committee in writing with the reason(s) for the change.
2. The EC shall determine if the suggested change is valid and is needed.
3. If the change is needed, the EC shall assign the change proposal to the Bylaws Committee.
4. The Bylaws Committee shall develop the wording to initiate the change, using colored fonts, lining out words, etc. so the change in language is easily identifiable.
5. The change will then be submitted to the EC for its approval and inclusion on the next Board of Directors (BOD) meeting agenda.
6. A 2/3 affirmative vote is required for the BOD to approve the change. If approved, the process is complete, and the changed Bylaw(s) will be published.
7. If, during the BOD, a discussion or a modification to the change is proposed and passed, this change shall be sent to the Bylaws Committee for determination of scope.
  - a. If the modification is within scope, then the Bylaws Committee shall recommend the EC conduct an email vote of the BOD for final approval.
  - b. If the change is out of scope, then the process starts over with the Bylaws Committee editing the proposed Bylaws-change and submitting the edit to the EC for its approval.
8. Once approved by the EC, the Bylaw change shall be placed on the next BOD meeting agenda for a second reading.

*Definition of Scope: Example of way to look at scope: –BCHC would like to add to its Bylaws a requirement that all units annually donate two weekends in July and August to trail clearing. During-BOD discussion of the suggested change directors determine that it should only be one weekend a year. That change is within scope! However, if the directors add that units will also donate \$50 per month to the USFS to support this effort, that proposal is out of scope!*