



Pennsylvania School Librarians Association

Administrative Policies

AMENDING THE CONSTITUTION & BYLAWS

- I. The Board or Operations Committee shall receive proposal for amendment in compliance with prescribed methods as stated in the Constitution, Article VIII, or Bylaws, Article XI.
- II. If the proposal is submitted by petition, confirmation of the eligibility of petitioners as active members shall be verified by the Association Secretary.
- III. The Board shall officially acknowledge receipt of the suggested amendment within six months
 - A. If the proposal has been properly submitted, the acknowledgment shall notify the proponent /petitioners that the proposal shall be properly considered by the Board and the Operations Committee.
 - B. If the method of proposal is not in compliance, the acknowledgment shall notify the proponent/petitioners of that with reference to the Constitution, Article VIII, or Bylaws, Article XI.
- IV. If the proposed amendment will go forward, it shall be discussed by the Board and referred to the Operations Committee for recommendation.
 - A. The proposed amendment shall be considered as presented, with no change of wording. The Board may request that the proponent/petitioners change wording before presentation of the amendment to the membership for voting. If the proponent/petitioners choose(s) not to change the wording, it shall be presented to the membership as received.
 - B. The Board or the Operations Committee may request input from interested parties such as affected committees, prior to making a final recommendation for the disposition of the amendment.
 - C. The Operations Committee shall make a determination on the constitutionality of the amendment and refer it back to the Board.
- V. After discussion and considering the opinion of the Operations Committee, the Board shall conduct an internal vote.
- VI. As a result of the Board vote, the President will prepare a "statement of purpose" which will accompany the amendment.
 - A. If the Board votes to support the amendment, the statement may read: "The following amendment(s) has been approved by the Board for referral to the Membership for ratification in accordance with the PSLA Constitution (or Bylaws), Article____....." The statement shall include a short explanation of why the change is necessary.
 - B. If the Board votes not to approve the amendment the statement may read: "The following amendment is referred to the Membership for ratification in accordance with the PSLA Constitution (or Bylaws), Article____." this Constitution/Bylaws change has been requested by _____. The Board does not approve ratification of this amendment because_____.

- VII. The amendment is referred to the Operations Committee for preparation for a membership vote.
- A. The Operations Committee shall prepare the member notification and conduct the vote.
 - B. Member notification of proposed amendment(s) must be communicated to the memberships at least 30 days in advance of the official vote.
 - C. 2/3 majority rule applies to vote on each amendment. If the vote is conducted at a regular meeting the quorum issue shall be resolved prior to the vote. If an electronic vote is issued, an official tally shall be kept by the Operations and returned to the Association Secretary for the Minutes.
- VIII. If the amendment is affirmed, it is the responsibility of the Operations Committee to make the necessary changes in the Constitution/Bylaws in a timely manner, and provide the amended documents to the Board and the appropriate publications.
- IX. Any member eligible to vote may call for a recount of the vote, following the proper procedure according to *Robert's Rules of Order*, within two weeks of the announcement of the results of the vote.

(Adopted, Board of Directors Meeting, September 25, 1999)
(Amended, Board of Directors, January 14, 2017)