

Guidelines for submitting changes to the Staff Congress By-Laws

1. Complete the “Amendment to Staff Congress Bylaws” submission document
 - a. At least two members of staff congress (not limited to the specific committee submitting the change) must put forth proposed changes
 - b. Include the Article, Section, and header information for each proposed change (e.g., Article III, Section 1 – Officers)
 - c. Insert original text with verbiage to be removed and new text with proposed changes
2. Send completed document to chair or co-chair of the Constitution & Bylaws Committee for feedback and approval
3. After the Constitution & Bylaws Committee offers approval, the committee proposing changes should take the document to Staff Congress for a first reading
4. If Staff Congress suggests revisions, document should be revised and brought back to the next meeting for another first reading. This process will repeat until Staff Congress does not suggest additional revisions. Upon approval without revisions, the document can be brought to the next meeting for a second reading and vote
5. If Staff Congress votes to approve the changes, the final document should be signed by the Staff Congress president and sent to the Constitution & Bylaws Committee to officially revise the bylaws