

LOCAL SECTION BYLAW REVIEW AND AMENDMENT PROCESS

The following is an excerpt from “The Preparation and Amendment of Local Section Bylaws,” dated August 31, 2005, which gives steps needed to amend Local Section bylaws.

1. Obtain an electronic version of the certified Local Section’s bylaws from the Staff Liaison, Committee on Constitution and Bylaws (C&B), in the ACS Secretary’s office.
2. Review the Local Section bylaws and identify desired/proposed change(s). Consider forming a Local Section bylaws committee. The changes are normally discussed at an Executive Committee meeting and/or a Local Section meeting. Ensure that the changes are compatible with the Local Section’s Articles of Incorporation, if applicable.
3. Review the SOCIETY’s Charter, Constitution, and Bylaws and ensure that the Local Section’s proposed changes are compatible with the SOCIETY documents.
4. The Local Section’s Executive Committee should give approval of the proposed changes before the document is submitted to C&B.
5. Follow C&B format for submitting changes to the Local Section bylaws and submit the proposed amendment(s) to C&B for a preliminary review. The convention for identifying changes is to use **bold underline** for additions and ~~strike through~~ for deletions. Local Sections are not required to seek preliminary review for proposed bylaw changes **but are strongly encouraged to do so**. Both the existing and proposed language should be identified, as well as an explanation of the proposed change(s).
6. A C&B subcommittee is assigned to review the amendment(s) to ensure compatibility with the SOCIETY’s Charter, Constitution, and Bylaws, and to consider ramifications to the proposed change(s) on the Local Section bylaws. The bylaws are also checked for consistency of format, correct use of terminology, clarity, and sufficiency for conducting Local Section business. Modifications of the amendment(s) and/or changes in the bylaws may be required or suggested by C&B.
7. The C&B Preliminary Report is sent to the Local Section; it includes required and/or suggested changes to the bylaws.
8. Local Section members must vote on the proposed changes.
9. The Local Section Secretary or Chair then submits the adopted change(s) for final approval by C&B. The following information is required:
 - a. a copy of the information supplied to the members
 - b. the dates of announcement and balloting
 - c. the final vote tabulation
 - d. certification by the Local Section Chair or Secretary that all bylaw requirements for voting on amendments have been followed.

If the Local Section did not submit it’s proposed bylaw changes to C&B for a preliminary review, a C&B Subcommittee might be assigned at this point to review the proposed bylaw changes. If there are any required changes, the proposed, revised bylaws might need to go back to the Local Section membership for re-vote.

10. ACS staff will then take the final steps necessary to officially “certify” the bylaws and notify the Local Section that the certification is complete.

Amendments to Local Section bylaws do not take effect until they have been given final approval by the Committee on Constitution and Bylaws, acting for the Council.