ARE YOUR GOVERNING DOCUMENTS GOVERNING YOUR ORGANIZATION?

HOW TO AMEND YOUR BYLAWS: A HANDY FLOW CHART

STEP 1: REVIEW
Is this how the organization ACTUALLY works?
  Yes
  No

STEP 2: COMPARE
What do we really do?
  Yes
  Something very different
  Something slightly different

Does this rise to the level of truly needing a change in the Bylaws?
  Yes
  No

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  Yes
  No

STEP 3: WRITE
How should it work?
  Yes
  No

Write a draft of the Bylaws change
  Make sure the idea agrees with NEA/State/Local sensibilities
  Get several people to proofread it
  Run it past legal counsel (especially if there are questions of implications)

Submit to the appropriate person/group
  Follow the directions in the bylaws for amending the bylaws

STEP 4: SUBMIT
Debate & Vote!
  Follow the typical rules of procedure your organization uses for debate and voting.
  Bylaws will usually give a threshold required for voting on and passing amendments to the bylaws

Did it pass?
  Yes
  No

Discuss the issue with those on both sides and see if you can come to a compromise.
  Go back to Step 1.