



**National Active and Retired  
Federal Employees Association**  
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Alexandria, Virginia 22314-1914  
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# Proposed Bylaw/Standing Rule Amendment

Please follow instructions on reverse side of this form.

Date: \_\_\_\_\_

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1. Title:

2. Bylaw Article and Section affected (or Standing Rule number):

3. State the specific change proposed:

4. Provide a comparison of what is in the bylaws (or standing rules) now, with the adjustments proposed, and how it will look if adopted:

4a. Current Bylaws (or standing rules):

4b. If Adopted:

5. Reason the change should be adopted (Limit to no more than three paragraphs):

6. Estimated cost:

7. Method of proposal:

- a. Chapter # \_\_\_\_\_ direct to National Headquarters
- b. Chapter via a Federation - Chapter # \_\_\_\_\_ Date adopted by Federation:
- c. Federation Executive Board direct to National Headquarters - Date adopted:
- d. Federation Executive Board via Federation Convention - Date adopted:
- e. Federation Convention to National Headquarters - Date adopted:
- f. The NEB - Date of meeting where adopted:



## **Instructions for Proposed Bylaw Amendment (or Standing Rule) Amendment Form**

### **Please read before completing reverse side!**

- 1. Title:** In 10 words or less describe what this amendment proposes to DO, such as “Raise member dues,” “Change residence requirement for National Officers” and “Increase number of meetings of National Executive Board.”
- 2. Bylaw Article and Section affected:** It would be helpful to provide the descriptive words as well as the number. For example: Article III, The National Executive Board, Section 3, Meetings paragraph B.
- 3. State the specific change proposed:** This should be in the form of a motion to amend, indicate the words (or sections) to be inserted, struck out, or replaced (strike out and insert/substitute). For example: strike out “two (2)” and insert “three (3).”
- 4. Provide a comparison of what is in the bylaws now, with the adjustments proposed, and how it will look if adopted.** While section 3 of this form provides the words of the motion, section 4 helps the members understand what exactly happens if that motion is adopted.
- 5. Reason the change should be adopted:** Try to be as brief as the subject allows but fully support the proposed amendment.
- 6. Estimated cost:** Many changes to the bylaws result in administrative cost only; however, some can involve significant cost. The membership cannot evaluate the proposed amendment without having some estimate of the cost involved if the amendment is adopted. Refer to the National Treasurer for assistance.
- 7. Method of proposal:** The ones listed are the only six options provided in the bylaws for the initiation of a bylaw amendment.

### ***Submitting Resolutions***

Resolutions should be forwarded to federation secretaries as soon as written using the interactive form F-3C from the NARFE Web site, [www.narfe.org](http://www.narfe.org).

Federation secretaries:

1. Submit resolutions as soon as received to Headquarters via [www.narfe.org](http://www.narfe.org).
2. Report federation action immediately after the federation convention, to Headquarters via [www.narfe.org](http://www.narfe.org).

### **Assignment of Resolutions**

The National Secretary will assign properly completed resolutions to the appropriate convention committees.

### ***National Convention Procedures***

For each Bylaw/Standing Rule Amendment referred, the Bylaws Committee may amend, combine with similar resolutions, or prepare a substitute, then recommend adoption, adoption as amended, or rejection.

**NOTE:** The National Secretary will return any Bylaw/Standing Rule Amendment not complying with these instructions to the originating federation or chapter with an explanation of the reason for not accepting the Amendment. The chapters are encouraged to submit Bylaw/Standing Rule Amendments through their federations.