



## **RESOLUTION AND AMENDMENT SUBMISSION FORM INSTRUCTIONS**

The following guidelines govern the manner in which the proposed bylaw amendments and resolutions are to be structured, written, and submitted. Any submissions that do not conform to these guidelines will not be accepted.

### **Proposal**

Proposed amendments or resolutions must be made in writing, and must include the following information:

- a. Reason why the amendment or resolution is being submitted; and
- b. Anticipated impact the amendment or resolution could have on the organization if adopted.

Proposed amendments must also include the following:

1. The current language of the Bylaws juxtaposed against the proposed Bylaw language in a clear, concise and easy to read format.
2. Any word or phrase of the proposed amendment that is inserted or added to the current provision of the Bylaws must be underlined; any word or phrase that is removed from the current provision of the Bylaws must be ~~struck out~~.

### **Submission**

All proposed amendments and resolutions must be submitted to the ALA President or the Secretary via email at \_\_\_\_\_.

Submissions will be accepted until \_\_\_\_\_.

**LATE SUBMISSIONS WILL NOT BE REVIEWED**

**RESOLUTION AND AMENDMENT SUBMISSION FORM**

Name: \_\_\_\_\_

District: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Please check one:

Bylaws Amendment \_\_\_\_\_

Resolution \_\_\_\_\_

**Current Bylaws** (include article and section number if applicable):

**Proposed Amendment or Resolution:**

**Rationale:**