

## By-Law Change Request

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All motions to amend By-Laws shall first be submitted to the By-Laws committee 2 weeks prior to the first meeting of the year. **Please complete all information to the best of your ability and submit to the Parliamentarian.** For help completing the form contact your Regional Executive or the NCCC Parliamentarian.

**Please complete the following information regarding the By-Law(s) you are submitting for change:**

Article Number:		Article Title:	
Section Number:		Section Title:	
Sub-Section Letter:		Sub-Section Title:	
Additional Title within Sub-Section (If applicable):			

1. In the space below, please **write the entire By-Law(s) as it currently appears in the NCCC By-Laws.** Please **use red highlight** to indicate the verbiage you would like to change:

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2. In the space below please **re-write the entire By-Law as it would appear if the change is approved.** Please **use green highlight** to indicate where the proposed new verbiage would appear:

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3. Please **state in detail**, why you think this By-Law should be changed:

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4. If this By-Law change is approved, **how will it impact the organization?**

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5. If this By-Law change is approved, will it be necessary to **design any new forms, revise any currently used forms, or additional paperwork** to put this change into place? If so, **have you attached a sample?** Do you have any suggestions for the By-Laws Committee?

**6. Other comments:**

**7. Change Request Author Information:**

<b>Author:</b>		<b>Phone #:</b>	
<b>Email Address:</b>		<b>NCCC #</b>	
<b>Co-Author (If applicable):</b>		<b>NCCC#</b>	
<b>Region:</b>		<b>Date Submitted:</b>	

**Thank you for completing the above information.** Your request will be reviewed at the next By-laws Committee meeting. A confirmation will be sent to you by the Parliamentarian upon receipt of your Change Request Form.

**By-Laws Committee Review Process (To be completed by Parliamentarian, RE and / or By-Laws Committee)**

<b>Date Request Received for Review:</b>		<b>By-Law Change Request Number issued:</b>	
<b>Date Request Reviewed by By-Laws Committee:</b>		<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Rejected</b> <input type="checkbox"/> <b>Further Action Required</b>	<b>If further action required, date Change Request returned to Author:</b>
<b>Comments:</b>			