



Bylaws and Policies: Process to Amend, Establish, or Repeal

Step 1

- A school board member, a committee, or the Executive Director identifies an issue or problem needing resolution by the Board of Directors and submits it to the FSBA Office.*

Step 2

- The Policy Committee discusses any issues or problems to determine the ramifications of each proposal and prepares recommendations on each issue or problem for presentation to the Board of Directors.

Step 3

- The Policy Committee Chair presents recommendations to the Board of Directors who determine the necessity of establishing, amending, or repealing a bylaw or policy.

Step 4

- The Board of Directors (BOD) discuss and accept/reject each bylaw or policy recommendation. A motion must be made and passed by a majority vote of the BOD to present a bylaw or policy recommendation to the general membership.

Step 5

- Each bylaw and/or policy recommendation that is approved by the Board of Directors is sent electronically thirty (30) days prior to a general membership meeting. A two-thirds vote is required to change the Bylaws and a majority vote is required to change a policy.

Step 6

- The Executive Director takes the necessary action** to implement any adopted bylaw(s) and policy(ies) and incorporates them into the *FSBA Bylaws* or the *FSBA Policy Manual*.

Step 7

- The amended *FSBA Bylaws* and/or *FSBA Policy Manual* is posted on all electronic platforms for member access.

*The Policy Committee Chair may also send a memorandum to all board members to request submission of a proposal(s) for any bylaw or policy change. All proposals are collected for review at Committee Meetings or the Annual Joint Conference in November/December.

**The action may require conferences with the affected individuals, directions to staff members, consultation with a committee, correspondence with the general membership, etc. The action to be taken depends on the issue problem.