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|  | FMCA POLICIES AND PROCEDURES | INDEX NO. 1001 | APPROVAL LEVEL GB |
| | SUBJECT Constitution Amendments | EFFECTIVE 7/18 | SUPERSEDES 7/03 |
| | SPECIAL DISTRIBUTION Constitution and Bylaws Committee | | |

POLICY

To adopt any change in the Constitution, an affirmative vote of at least a majority of the votes returned by the membership is required. Amendments adopted take effect immediately, and are to be published in the FMCA publication.

PROCEDURE

Submitting Proposals

1. A proposal to amend the Constitution may be initiated by the Governing Board, the Constitution and Bylaws Committee, the Executive Board, or by a petition signed by twenty memberships.
2. Proposed amendments with rationale shall be clearly set forth in writing.
3. Proposals shall be sent to the Secretary and a duplicate to the President.

Preliminary Consideration

The text of any proposed amendment to the Constitution shall be referred to the Constitution and Bylaws Committee for its review. The Committee shall present proposed Constitution amendments to the Executive Board for its review, discussion and comment. The proposal, along with any recommendations, shall then be forwarded to the Governing Board.

Submission to the Membership

1. If approved by the Governing Board, the text of a proposed amendment shall be submitted to the membership of FMCA by publication of its text in the FMCA publication, along with an appropriate ballot.
2. Ballots shall be mailed to FMCA’s certified public accountant in an envelope on which the voting member has signed his or her name and FMCA membership number indicating that the envelope contains a ballot from a voting member.
3. If approved the text of a proposed amendment shall be submitted to the membership of FMCA by publication of its text in the FMCA publication and by communication to members by electronic means. The submission shall include the rationale, Executive Board and Governing Board recommendations on the proposed amendment, and a description of the voting process.



SUBJECT

Constitution Amendments

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4. Action on Referenda

Ninety (90) days from the, date submitted to the membership, the votes completed manually and the votes completed by electronic means shall be validated, counted, and the results announced.

Special Actions

The Constitution and Bylaws Committee may make corrections to the Constitution for the sole purpose of eliminating or correcting clerical or typographical errors without prior notice.