



## INSTRUCTIONS FOR SUBMITTING AMENDMENTS AND RESOLUTIONS

“Amendments” propose changes to the NFFE National Bylaws and are specifically addressed in Article XV of the National Bylaws. “Resolutions” do not change the National Bylaws. Instead, resolutions set policy or direct NFFE to act in ways not otherwise covered by the National Bylaws. Resolutions are addressed in Articles I and II of the Standing Rules Governing the NFFE Convention.

1. Submissions for amendments to the NFFE National Bylaws are on forms separate from submission of resolutions. Please use the proper form for each submission.
2. Proposed amendments to the NFFE National Bylaws must identify the Article and Section for which change is proposed.
3. Proposed resolutions must clearly state the resolution and include any appropriate “Whereas” provisions.
4. Amendments and resolutions must be submitted by Locals. Amendments and resolutions *must have been* adopted by the introducing Local, and this information must be entered on the amendment or resolution form.
5. The introducing Local or Council must submit an original of the amendment and/or resolution. Faxes and emails will not be accepted.

Deadline for submitting amendments: August 1, 2012

Deadline for submitting resolutions: August 1, 2012

6. Amendments and resolutions will be reviewed by the Bylaws Committee appointed by the National President. Resolutions of sufficient similarity will be combined into one resolution and all Locals contributing to the resolution will be listed.
7. Consistent with Article II.19 of the Standing Rules of the National Convention, the use of Robert’s Rules of Order will govern the process of adopting amendments and resolutions.