

## Procedures for Changing a Congregation Bylaws

Summary of steps to update congregation bylaws to be in conformity with Churchwide Requirements per \*C17.02 through \*C17.04.

1. Any voting member may propose additions and amendments to congregation bylaws. The request must be made in writing.
2. Following submission of a written proposal a minimum of sixty days is required for the process.
3. At least thirty days before the date set for a congregation meeting, the congregation council shall notify the congregation members of the proposal with the congregation council's recommendation.
4. The congregation meeting is held.
5. Adoption requires a two-thirds vote of those voting members present and voting.
6. If adopted, the adopted or amended bylaws are sent to the synod by the congregation secretary. The congregation secretary forwards the newly amended congregation governing documents to the synod office.
7. The synod reviews the congregation's governing documents.
8. The synod council votes, and the synod notifies the congregation.

### Chart of Steps to Change a Congregation's Bylaws

	<b>To Amend or adopt new bylaws</b>
Written Proposal	Completed by a voting member
Action by Congregation Council?	Yes. Majority Vote. Calls for a congregation meeting at least sixty days from the date the proposal is received.
Coordination with Synod	Please work with the synod staff to determine an appropriate timeline for the approval process
Congregation notified	The Congregation Council communicates its recommendation to the congregation and makes the provisions available for review by members at least 30 days prior to the congregational meeting.
Congregation Meeting	At the duly called congregation meeting, adoption requires a two-thirds vote of those voting members present and voting.
Copy to Synod for review	The congregation secretary forwards the newly amended congregation governing documents to the synod office.
Effective Date	Upon approval by the synod council.
Congregation Notified	The synod notifies the congregation of the result following the synod council meeting.