
Bylaws Amendment Procedure

Purpose

To present a written procedure for preparation, review, presentation, adoption, and implementation of amendments to the bylaws of Aversboro Road Baptist Church.

Procedure

A church member, church organization, or church staff member originates a proposal for amendment, alteration, or repeal of portions of the bylaws of Aversboro Road Baptist Church.

The proposal is assigned to the Policy, Procedure and Bylaws Committee for study and action. The committee reviews the proposal, and if appropriate, structures the proposal in accordance with the church's prescribed bylaws format.

Following agreement by the originator, the Policy, Procedure and Bylaws Committee presents the proposal to affected church councils, committees, teams, or ministries and the pastoral staff for review. When the reviews are completed and any suggested changes made, the Policy, Procedure and Bylaws Committee presents the proposed amendment/s to the Diaconate for review.

Following review by the Diaconate the following sequence of events occur:

- The Policy, Procedure and Bylaws Committee submits the proposed bylaws amendment/s in final written format to the Church Clerk and to the church office requesting presentation to the church membership.
- The church office submits the proposed bylaws amendment/s to the church membership at least 30 days prior to the Church Conference during which the amendment/s will be presented for vote.
- The Church Moderator places the proposed bylaws amendment/s on the Church Conference agenda and notifies the Chair of the Policy, Procedure and Bylaws Committee.
- The Policy, Procedure and Bylaws Committee presents the bylaws amendment/s to the Church Conference where a majority vote in favor by the members present and voting carries the issue.

Following the adoption of bylaws amendments, the following actions are required:

- The Church Clerk is responsible for seeing that the official bylaws of the church are updated and maintained.
- The church office is responsible for revising the bylaws in the prescribed format and protecting the church bylaws, latest edition.
- The Policy, Procedure and Bylaws Committee is responsible for distributing revised copies of the bylaws to holders of the Policies and Procedures Manual and to the church webmaster for on-line update.
- The Policy, Procedure and Bylaws Committee ensures that appropriate revisions are made to the Policies and Procedures Manual following adoption of bylaws amendments.
- The appropriate council, committee, ministry, or other church organization ensures that actions required by a bylaws amendment are carried out.
- Deacon and staff liaisons ascertain that required actions are initiated.