



NARFE

National Active and Retired Federal Employees Association

Proposed Bylaw Amendment / Convention Resolution

Please follow instructions on reverse side of this form Page 2

Date:

1 **Subject:** (Current bylaws *MUST* be cited as your subject by article, section, and subject.)

2 **Adopted by Chapter:**

Chapter Number

Chapter Name

State

Attest:

Chapter President

Chapter Secretary

3 **Federation Action** **Adopted** **Adopted as Amended** **Rejected**

State

Attest:

Federation President

Federation Secretary

4 **WHEREAS:**

(The Bylaws now read:[quote applicable portions of current bylaws]: include rationale for the change)
(If more space is needed, please continue on a separate page identified as : No.4 continued)

5 **BE IT RESOLVED:**

(Proposed NEW words, by article, section and subsection.)
(If more space is needed, please continue on a separate page identified as: No. 5 continued)

6 **Estimated Annual Cost:**

Instructions for Bylaw Amendment/Convention Resolutions

Please read before completing reverse side!

This form is used for National conventions. It may also be used for Federation Conventions under the Federation Bylaws and Convention Rules.

For National Conventions

All resolutions **MUST** be typewritten or computer-generated. Complete Parts 1 through 5 of the form for all resolutions and Part 6 if the resolution will result in additional cost to NARFE.

The WHEREAS section must define the current Bylaws and include rationale for the change.

Bylaws Amendment Resolutions may have only one BE IT RESOLVED clause. Clearly identify the current Bylaws Article, Section and Sub-section to be changed, and insert the precise language of the proposed change. Resolutions failing to meet this requirement will not be considered by Headquarters or the National Convention.

The Federation President and Secretary must show the action taken by the Federation.

Submitting Resolutions

NARFE requests that resolutions be forwarded to Federation Secretaries as soon as written using the interactive form F-3A from the NARFE Web-Site, < www.narfe.org > . Chapters and Federations without internet access should submit resolutions to the Federation Secretary no later than May 21.

Federation Secretaries:

1. Submit resolutions as soon as received to Headquarters at < NSF3a@narfe.org >.
2. Report Federation action no later than May 21 (each year), to Headquarters at < NSF3a@narfe.org >.

Assignment of Resolution

The National Secretary will assign properly completed resolutions to the appropriate convention committee.

National Convention Procedures

For each resolution referred to it, a national convention committee may amend, combine with similar resolution, or prepare a substitute, then recommend adoption, adoption as amended, or rejection.

Note: The National Secretary will return any resolution not complying with these instructions to the originating Chapter or Federation with an explanation of the reason for not accepting the resolution.

We encourage chapters to submit resolutions through their federations.