

Congratulations on New Bylaws, FREA!

A “big thanks” to the Bylaws Committee composed of Ellen James, Charlotte Schipman, Marie Grein, Nancy Hosie and Fay Murphy. Pam Schwartz, FREA President is Ex-officio on each committee.

Thank you to our unit delegates for passing the new FREA bylaws at Convention. We will have Standing Rules at the next Convention from the same committee.

Please have your Bylaws chair look at your local Unit Bylaws and update according to the changes made at Convention. Since these were passed at Convention, Units will automatically comply with the state bylaws.

Your bylaws should have basic Articles. Following is a sample of articles in your bylaws. If you have more, or do not have all of these, for more guidance go to RONR page 565.

- Article I Name
- Article II Object / Governance
- Article III Affiliation
- Article IV Members
- Article V Financing and Budgeting
- Article VI Officers
- Article VII Board of Directors
- Article VIII Executive Committee
- Article IX Nominations, Elections, Terms of Office
- Article X Meetings
- Article XI Delegates
- Article XII Committees
- Article XIII District Directors
- Article XIV Standing Rules Procedures
- Article XV Amendments / Dissolution /Parliamentary Authority

After you update your bylaws please send them to me to review faymurph@aol.com.

Thanks for all you do for our organization!

Fay Murphy

Fay Murphy, FREA Bylaws Chair/ Parliamentarian

FREA Unit Bylaws Review Guidelines

The updated FREA Bylaws were adopted at the FREA Convention in May 2019. Revision of the FREA Standing Rules is underway.

We ask that each FREA Unit review their Bylaws to attain agreement with the FREA Bylaws.

1. Each Unit, utilizing a Bylaws Committee, or their Executive Board, should work to determine that their Unit Bylaws document follows FREA Bylaws. Why? One of the benefits of reviewing and updating bylaws is the ability to streamline procedures and create new processes to reflect progress. E.g. technology.
2. When your Bylaws review is complete, please submit a copy to Fay Murphy, Chair of the FREA Bylaws Committee. The deadline for updates is April 1, 2020. As FREA State Parliamentarian, Fay will review your bylaws to ensure they are in alignment with FREA Bylaws. (This process and review are not a pass/fail test. FREA Bylaws were updated to improve FREA procedures, and by extension, updating your local unit bylaws will improve your local unit procedures.)

Setting the conditions for amending your bylaws

In amending a previously adopted bylaw, make sure that the rights of all members continue to be protected. The surest way to provide this protection is to prevent bylaws from being changed without first giving every

member an opportunity to weigh in on a change. And bylaws should never be changed as long as a minority greater than one-third disagrees with the proposal.

Giving notice of bylaw amendments

Amending bylaws essentially changes the contract you've made with your fellow members about how your organization operates, so you need to be really technical and precise. The proper notice for a bylaw amendment contains three fundamental components:

- The proposed amendment, precisely worded
- The current bylaw
- The bylaw as it will read if the amendment is adopted
- According to Robert's Rules, you should, at the very least, require a two-thirds vote and previous notice to make any change at all in your bylaws.
- Additionally, the notice should include the proposers' names and their rationale for offering the amendment. It may also include other information such as whether a committee or board endorses or opposes the amendment.
- Always specify in your bylaws the exact requirements for their amendment.

Tackling a full revision of your bylaws

A *revision* to bylaws is an extensive rewrite that often makes fundamental changes in the structure of the organization. By considering a revision of your bylaws, you're proposing to substitute a new set of bylaws for the existing ones. Therefore, the rules regarding scope of notice that limit primary and secondary amendments don't apply. Your group is free to amend anything in the proposed revision before it's adopted, as if the bylaws were being considered and adopted for the first time.

Recording the results of the vote

Bylaw amendments (requiring a two-thirds vote) are handled as a rising vote* unless the amendments are adopted by unanimous consent. However, because of the importance of bylaws and the impact of their amendment, unless the vote is practically unanimous, the best and fairest procedure is to count the vote and record the result in the minutes.

What is the difference between Bylaws and Standing Rules?

"Sometimes there are administrative details that are not important enough to be put in the Bylaws and that do not relate to the conduct of business at meetings. For example, there might be a rule that the names of guests should be entered in a special guest register, and that they should be seated in a particular part of the meeting room. This sort of administrative detail is put 'Standing Rules'."

Standing Rules require only a majority vote to adopt, to amend them takes either a majority vote with previous notice or, without notice, a two-thirds vote, or a vote of a majority of the entire membership of the voting body."

(Roberts Rules of Order, 10th Ed., p. 18)

Mail or email bylaws to:

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Questions regarding this process? Please call: (941) 758-5140

*a vote in which the voters on each side rise in turn to be counted