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## Policy Type: Governance

# Policy Title: Bylaw Amendment Proposal Policy

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### **Bylaw Amendment Proposal Policy**

#### **1. Purpose**

This Policy establishes a clear, transparent, and consistent process for the submission, review, and communication of proposed amendments to the Bylaws of the Association of New Brunswick Massage Therapists (ANBMT).

#### **2. Scope**

This Policy applies to all Voting Members of the ANBMT and the Board of Directors.

#### **3. Proposal of Amendments**

3.1 In accordance with Article 8.7.1, a written proposal to amend the Bylaws may be submitted by at least twenty-five (25) Voting Members in good standing.

3.2 Proposals must include:

- The exact wording of the proposed amendment; and
- A brief rationale for the proposed change.

#### **4. Submission Process**

4.1 Proposals shall be submitted in writing to the Board of Directors (or designated officer).

4.2 To be considered at a General Meeting, proposals must be received by the Board at least fifteen (15) days prior to the meeting, in accordance with Article 2.1.20.

#### **5. Review of Proposals**

5.1 The Board shall review all submitted proposals for completeness and alignment with the Bylaws and applicable policies.

5.2 The Board may obtain legal or governance advice.

5.3 The Board may provide recommendations to the Membership but shall not prevent a duly submitted proposal from being presented to Voting Members.

## **6. Notice to Members**

6.1 Proposed amendments shall be communicated to Voting Members in accordance with Article 8.7.2 and Article 2.1.20.

6.2 Notice shall be provided at least forty-five (45) days prior to the General Meeting at which the amendment will be considered.

6.3 The notice shall include:

- The full text of the proposed amendment; and
- Any supporting rationale and/or Board recommendations.

## **7. Consideration and Approval**

7.1 Proposed amendments shall be considered at a duly called General Meeting of the Membership.

7.2 Approval requires a Special Resolution as defined in Article 2.1.20 (not less than two-thirds (2/3) of votes cast by Voting Members present at the time of voting).

## **8. Effective Date**

8.1 Amendments take effect immediately upon adoption unless otherwise specified in the resolution.

## **9. Record of Amendments**

9.1 All approved amendments shall be recorded in the official minutes, incorporated into the Bylaws, and communicated to Members in a timely manner.

## **Amendment**

The *Bylaw Amendment Proposal Policy* shall be reviewed annually by the Board Governance Advisory Committee (BGAC) and recommended changes will be presented to the Board for approval.

Approved by Board of Directors:

Reviewed by Board of Directors: