

MOTION FORM INSTRUCTIONS

1. Motions to amend the Bylaws or Standing Rules

- Proposals for amendments must be completed using the “Proposed Amendment Forms” found on the state website under “Rules and Bylaws.”
- Proposals must be submitted to the Chairman of the Rules Committee by the November 15 deadline so they may be published before the convention.
- Unpublished motions may be heard upon approval of nine-tenths of the Executive Board. You may then use the “Motion Form for Amendments” found on the state website under “State Convention” to prepare these motions for the convention. Be sure to print four copies (two pages) of the motion.
- Bylaws may only be amended at the state conventions of even-numbered years.
- Standing Rules may be amended at any state convention.
- Motions that are not from a committee require a second.

2. Other Motions

- If your motion does NOT amend the Bylaws or Standing Rules, use the “Motion Form for General Motions” found on the state website under “State Conventions”.
- Print four copies of the motion (two pages) to present at the state convention.
- Forward an electronic copy of the motion to the Recording Secretary as soon as completed.
- Motions that are not from a committee require a second.

Forms for handwriting your motion will still be available at the convention.