

November 2023

## **CONDENSED AID ON HOW TO CHANGE BRANCH BYLAWS.**

### **1. For Branches requesting help with their Bylaws.**

a.) **Before bringing anything to a vote at a meeting**, finalize all the wording to the Individual changes or the New By-Laws, that you want to propose and send it to the Provincial Executive Director. Enclose a note stating you are looking for guidance. The Provincial C.L.L. Committee will work with the Branch until any necessary changes are complete.

b.) **The Branch can then proceed with the steps for all Branches.**

c.) **The number of votes cast, For and Against each item, must be recorded.**

### **2. For all Branches.**

a.) Take the Proposed material to General Meeting #1 of the Branch and present a **Notice of Motion**, that at the **next Meeting**, (Meeting #2), a Motion to adopt a “**New set of By-Laws**”, or “**individual changes**”, will be put to the members for amendment and/or vote. This Notice is not debatable, not seconded and not voted on. The Notice, as worded, **Must be recorded in the minutes.**

b.) **The Notice** and the **proposed individual amendments, or new set of By-Laws, must be posted**, giving time for review by the members, before the next meeting, (Meeting #2).

c.) At the next General Meeting, Meeting #2, the **Motion to adopt a New set of Branch By-Laws, or Individual amendments to existing By-Laws**, may be made by any member and normal rules governing motions now apply.

### **3. For a New set of Bylaws or a full rewrite.**

a.) Each item must be reviewed separately.

**For example**, By-Law#1 and its subsections, if any.

Then By-Law#2, and its subsections if any. Continue the sequence to the final one.

b.) Each one is debatable, and amendments can be made to any of them. Amendments only require a simple majority to pass, at this time. Amendments must be shown, word for word in the minutes.

c.) After they've all been done, the Motion on the **New By-Laws, or**, if any amendments were made, the **New Bylaws as amended**, is then voted on and **requires a 2/3rds affirmative majority of the voting members present, to pass.**

**4. For individual amendments to existing Bylaws.**

a) Each change is handled separately.

b.) Each one is debatable, and amendments can be made to them.  
Before proceeding to the next one, each change, in its final wording, is voted on and **requires an affirmative majority of 2/3rds of the voting members present to pass.**

**5. The Branch must then send to Provincial Command.**

a) The minutes from Meeting #1 showing a Notice of Motion was presented.

b) The minutes of Meeting #2 showing:

i) The Motion(s), **and the number of voting members attending the meeting.**

ii) The final wording of any amendments that are made.

iii) The number of votes in favour of the motion to **accept the New By-Laws,**  
**or:** The number of votes in favour of each of the **Amendments to existing By-Laws**  
that were accepted.

c) i) A copy of the old By-Laws **and** a copy of the New By-laws.

ii) **For individual changes to existing By-Laws, also supply** a separate sheet(s) showing the old numbering and wording, followed by the new numbering and wording for each individual change, in order.

6. If any concerns are found, the By-Laws **may** be returned to the Branch for remedy or further clarification. When concerns have been addressed, Provincial concurrence will be sent to the Branch.

7. a) Once the Branch gets concurrence, they will send 2 clean copies of their New Branch By-Laws back to the Provincial Executive Director. These copies must be signed by the Branch President and Secretary and may contain other signatures if the Branch wishes. (For example; the Chairman and/or the C.L.L. Committee.)

b) The Provincial Executive Director will obtain the appropriate Provincial signatures and send 1 completed copy of the **approved** Branch By-Laws back to the Branch for their records and 1 copy will be kept on file by Provincial Command.

\* Please be sure to inform Provincial Command whether your proposal is for guidance or a submission for approval.

Manitoba and Northwestern Ontario Command,  
Royal Canadian Legion.  
C.L.L. Committee.