**FORMATTING PROPOSED BYLAWS AMENDMENTS**

Proposing amendments to your bylaws? Below are two formats that can be used. The first one is found at the end of the LWML publication *Parliamentary Basics for Everyone*.

### Sample Format 1: “Parallel Form” for Submitting Amendments

<table>
<thead>
<tr>
<th>District LWML Bylaws</th>
<th>Proposed Date of Approval</th>
</tr>
</thead>
</table>

**Proposed Amendment**

**Rationale:** To extend the term of office from two (2) years to four (4) years.

**Existing bylaws read:**

*Section 2*

The elected officers shall be elected by ballot to serve for a term of two (2) years or until their successors shall be elected, and shall not be eligible for reelection to the same office.

**If adopted, will read:**

*Section 2*

The elected officers shall be elected by ballot to serve for a term of four (4) years or until their successors shall be elected and shall not be eligible for reelection to the same office.

### Sample Format 2: Another Form for Submitting Amendments

<table>
<thead>
<tr>
<th>District LWML Bylaws</th>
<th>Proposed Date of Approval</th>
</tr>
</thead>
</table>

**Proposed Amendment**

**Article ____
Section ____**

Rationale: to extend the term of office from two (2) years to four (4) years.

**PROPOSED AMENDMENT:**

Strike “two (2)” and insert “four (4)”

**IF ADOPTED WILL READ:**

The elected officers shall be elected by ballot to serve for a term of four (4) years or until their successors shall be elected and shall not be eligible for reelection to the same office.