

GUIDELINES FOR CHANGING CONGREGATIONAL DOCUMENTS

TYPE OF AMENDMENT	WHO PROPOSES	ADVANCE NOTICE	WHEN VOTED ON	REQUIRED TO PASS	FURTHER ACTION NEEDED	WHEN IT BECOMES EFFECTIVE
CONSTITUTION (from Churchwide Assembly)	Churchwide Assembly changes Model Constitution	30 days notice to congregation	Any congregational meeting	Majority of those present and voting	Secretary sends copy to Synod for approval	120 days after sent to Synod, unless notified earlier of approval or disapproval
CONSTITUTION (from within congregation)	10% of voting members (in writing), or Council	60 days notice to Council; 30 days to congregation	Any congregational meeting	Majority of those present and voting; 2/3 vote to ratify (without change) at next annual meeting	Must be ratified without change at next annual meeting; then send to Synod for approval	120 days after sent to Synod, unless notified earlier of approval or disapproval
BYLAWS	Any voting member	60 days notice to Council; 30 days to congregation	Any congregational meeting	Majority of those present and voting	Secretary sends copy to Synod	At close of meeting where passed
CONTINUING RESOLUTIONS	Any Council member	None	At any meeting of the Council	2/3 of all voting members	None	Immediately after passage

The numbering system identifies the parts of the documents:

- Constitutional provisions have two sets of numbers. For example, a constitutional provision related to membership would be coded as C8.02. Constitutional provisions that are required by the Model Constitution are preceded by an asterisk (*). Required provisions may not be amended.
- Bylaws have three sets of numbers. A bylaw related to membership would be coded as C8.02.01.
- Continuing Resolutions also have three sets of numbers, but the third set is preceded by a letter. The third set represents the last two digits of the year when the resolution was adopted (example: C8.02.A99).