



# Form for Submitting Proposed By-law Changes to NALC National Committee of Laws

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Branch No. 709 Date of First Reading/Notification: 7/13/2010

Date of Branch Vote: \_\_\_\_\_

Article and Section No. of Proposed Change: ARTICLE 2 SECTION 1

## CURRENT LANGUAGE

The regular meetings of this branch shall be held on the second Tuesday of the month at 7:00 P.M., except when the prior Monday is a holiday, it will then be held on the third Tuesday.

## PROPOSED NEW LANGUAGE

The regular meetings of this branch shall be held on the first Wednesday of the month at 7:00 P.M., except when the Holiday falls on the first Wednesday, the meeting will be rescheduled at the digression of the Eboard.

Branch Officer Title: \_\_\_\_\_ Signature \_\_\_\_\_

Branch Contact Person & Phone No. \_\_\_\_\_

**BRANCHES:**  
Please submit a separate form for each change in article, section or subsection. Enclose two complete copies of your current by-laws.

Mail completed form and two copies of current by-laws to:  
Assistant Secretary-Treasurer  
National Association of Letter Carriers  
100 Indiana Avenue, NW  
Washington, DC 20001-2144

## **Instructions for Submitting Branch or State By-law Changes to the NALC National Committee of Laws**

1. Use this form to submit a by-law change—a change already approved by your NALC branch or state association—to the NALC National Committee of Laws, for its approval or disapproval.
2. Article 15 of the NALC National Constitution sets forth rules that branches and state associations must follow to approve a change in their by-laws. Branch or state association by-laws may contain additional guidelines.
3. To change its by-laws a branch must have read the proposed changes at a regular monthly meeting without debating the proposed changes. At least ten (10) days prior to the next meeting the proposed changes must be listed in a notice to all members in either a newsletter or a separate letter to all members, both active and retired. Posting on a bulletin board has been ruled to be improper because a posting will not be seen by all active and retired members. At the second meeting the debate and vote will take place. (Note: Additional branch rules may apply depending on your current by-laws.)
4. After the by-laws have been approved, complete all parts of this form, including the date of the first reading or notification, the date of the vote, and the signature of a branch officer. Make sure to include a contact phone number in case the Committee of Laws needs more information.
5. The prior language must be included along with the new language. If the prior language has been deleted, write "Deleted" in the new language box.
6. Submit the form along with two copies of the current by-laws.
7. Mail to: Assistant Secretary-Treasurer, National Association of Letter Carriers, 100 Indiana Avenue NW, Washington, DC 20001-2144.