

## **PROCEDURE FOR CONSTITUTION & BYLAWS AMENDMENT PROPOSALS 2026**

To be more fiscally responsible and to try to make the *Constitution & Bylaws* (C&B) instructed vote easier for all levels, a new process is being tried this year. With your participation and cooperation, this new trial will allow the national executive/board to evaluate how to proceed in future years.

There will not be any paper triplicate forms sent to councils. Councils are still responsible for following the instructed vote process as usual (*National Manual of Policy and Procedure*, Section 6 and Section 11) (National P&P). However, **the reporting of results** will be different.

### **Procedure**

#### **Parish Level**

1. At parish level, set a time on the agenda for the vote on the proposed C&B amendments, at a meeting at least 30 days prior to the diocesan annual meeting of members or for councils with no diocesan council, 60 days prior to the provincial annual meeting of members. (National P&P, Section 11)
2. Record the number of members in attendance.
3. Calculate the number of members who must vote “In favour” of an amendment for a “Yes” vote.  
\*See below for how to calculate this number. Enter this number on the enclosed *Constitution & Bylaws* Amendment Vote Record Form.
4. At the meeting, consider each amendment one-by-one.
5. Read each proposed amendment to the assembly and allow for discussion.
6. Hold a vote on each amendment separately.
7. Every parish member present may vote.
8. List the results for both “In Favour” and “Against” votes on each amendment’s Proposed *Constitution & Bylaws* Amendment Form and on the *Constitution & Bylaws* Proposed Amendment Vote Record Form.
9. If two-thirds (2/3) or more vote “In Favour,” the instructed vote that the council president will take with her to the next level’s annual meeting of members is “YES.”
10. If fewer than two-thirds (2/3) vote “In Favour” of the proposed amendment, the instructed vote to be taken by the council president to the next level’s annual meeting of members, is “NO.”
11. The council president and secretary must sign each Proposed *Constitution & Bylaws* Amendment Form to certify the vote results. These forms are kept by the council and attached to the meeting’s minutes.
12. The council’s secretary records each vote result on the *Constitution & Bylaws* Proposed Amendment Vote Record Form.
  - a. A copy of this form is kept and attached to the council meeting minutes.
  - b. A copy is kept by the voting delegate (president or her designate) to take with her to the diocesan annual meeting of members or provincial if there is no diocesan council.
  - c. A copy is sent to the diocesan and provincial presidents.
  - d. A copy is sent to national office at [cwlexecutivesecretary@gmail.com](mailto:cwlexecutivesecretary@gmail.com).
13. At the next level’s annual meeting of members, the voting delegate (president or her designate) will vote on each amendment as decided upon by her council using the list of her instructed votes.

### Diocesan and Provincial Levels

1. At diocesan level, set a time on the agenda for the vote on the proposed C&B amendments, at a meeting at least 30 days prior to the provincial annual meeting of members. (National P&P, Section 11)
2. Follow Steps 2–4 from Parish Level list above.
5. Read each proposed amendment to the assembly. No discussion follows.
6. Hold a vote on each amendment separately.
7. Only voting delegates (parish presidents or their designates) present may vote.
8. Follow steps 8–11 from Parish Level listed above.
9. The council’s secretary records each vote result on the *Constitution & Bylaws Proposed Amendment Vote Record Form*.
  - a. A copy of this form is kept and attached to the council meeting minutes.
  - b. A copy is kept by the voting delegate (president or her designate) to take with her to the next level’s annual meeting of members.
  - c. Diocesan council forwards a copy to both provincial council and national office ([cwlexecutivesecretary@gmail.com](mailto:cwlexecutivesecretary@gmail.com)).
  - d. Provincial sends a copy to national office at [cwlexecutivesecretary@gmail.com](mailto:cwlexecutivesecretary@gmail.com).
10. At the next level’s annual meeting of members, the voting delegate (president or her designate) will vote on each amendment as decided upon by her council using the list of her instructed votes.

**The national board asks that all councils that can use email, submit their *Constitution & Bylaws Proposed Amendment Vote Record Form*, do so.** The League is trying to *Care for Our Common Home* by reducing its environmental footprint, which includes using less paper. Also, Canadians have been living through rotating Canada Post strikes making regular mail delivery unpredictable for the foreseeable future. And lastly, the League is trying to reduce costs. Mailing such a large package to councils across the country is very costly for the national treasury. If you have received this package by regular mail, it means there is no registered email for your council. Please send an email address for your council to national office.

The national board counts on your support in this new method of reporting the vote results on *Constitution & Bylaws* amendments.

Thank you for your participation and cooperation in this year’s process.

#### **\*How to Calculate Two-Thirds (2/3) of Voting Members:**

##### Parish Level:

Number of members in attendance x 2/3 *or*  
Number of members in attendance x .667 *or*  
Number of members in attendance x 66.7%

##### Diocesan and Provincial Levels:

Number of voting delegates present for the votes x 2/3 *or*  
Number of voting delegates present for the votes x .667 *or*  
Number of voting delegates present for the votes x 66.7%

If the result is not a whole number, round up to the nearest whole number.