

Making an Amendment in Parliamentary Procedure

Bylaws and other regulatory documents are important to our organization because they govern how we run. From the Key Club International Board to clubs, we all have our own set of bylaws. Clubs must follow their own bylaws in addition to their district's bylaws and those found in the Key Club Guidebook. Districts must follow their own bylaws and those in the Key Club Guidebook. Members of the Key Club International Board must follow their own guidebook as well as make rules for districts and clubs to follow.

How to Present an Amendment

All parts of our organization have different rules and regulations on presenting amendments, but here is a general overview:

1. Check for the deadline on when amendments must be submitted to the committee that oversees amendments.
2. Review the bylaws and note any changes that you believe the documents need.
3. Write the amendment(s) that you believe will make your desired changes. Ask your peers to review your work to ensure that it clearly communicates what you intend.
4. Submit your finalized amendment(s) to the committee that oversees amendments. After this, you might receive some revisions, which you can accept or deny.
5. Prepare your best case to explain why the House of Delegates should accept your amendment.
6. At House of Delegates, you will be given the first chance to debate your amendment. Present the case that you prepared, providing facts about why the amendment should pass.

Best of luck on your amendment! If you need help on parliamentary procedure, please visit [this document](#).