

<b>TITLE</b>	<b>BYLAW AND POLICY CHANGES</b>
<b>POLICY #</b>	Administration - 3.1
<b>APPROVED DATE</b>	April 25, 2024
<b>REVISED DATE</b>	
<b>OWNED BY</b>	Executive Committee

**1.0 OVERVIEW**

This policy will outline how Bylaws and Policy changes occur.

**2.0 POLICY**

Bylaw changes can only be done by Special Resolution at the Annual General Meeting or at the written request from one third of the Members, to call a special meeting.

Notice of any such meeting will be given in writing to all membership at least 21 days in advance of the meeting.

Changes will be presented to the membership at the time of notice of meeting to ensure there is time to review the proposed changes.

**2.2 Policies/Procedures**

Policies and/or procedures can be changed at any time. The policy/procedure owner may make suggested updates and/or edits at regular Executive Committee meetings.

**2.2.1** The proposed changes will be added to the meeting agenda and provided prior to the regular meeting for the Executive Committee to have an opportunity to pre-read and understand the proposed changes.

**2.2.2** The Executive Committee is the only body who can approve policy/procedure changes, by majority vote.

**2.2.3** The Secretary of the Executive Committee will record all approved changes to the policies and procedures indicating the revision date.