



REQUEST FOR BOARD ACTION

PROPOSED AMENDMENT
TO GOVERNING DOCUMENTS

*Please print clearly and complete a separate form for each proposal. *Sponsor should be a chapter, committee, task group or member of the Board of Directors. By submitting this form, you certify that you are authorized to do so, and directed to do so, by those you represent (chapter, committee, task group).*

Title: _____ **Date Submitted:** _____

Contact Name: _____ ***Sponsor:** _____

Phone: _____ **Email:** _____

Amendment to: Bylaws B Organizational Policies Graphic Standards Manual Other
OR Request for Action by the Board of Directors that does not affect bylaws or policies:

Reference:

Specific Action Requested:

Supporting Discussion/Documentation:

Resources required:

Estimated cost/savings:

Estimated Home Office staff hours:

Estimated volunteer hours:

INSTRUCTIONS: Please complete a separate form for each proposal.

If an individual member wishes to make a change in how the organization is run, they must first take their idea to their chapter for approval. If the chapter agrees with the suggestion of their member, the chapter officer must download the RFA form from the PTG Website (www.ptg.org), found in the Forms & Documents Section under PTG Members.

Proposed amendments to Bylaws must be submitted to the Bylaws Committee (bylaws@ptg.org) in writing no later than 75 days before the meeting at which they are to be considered. Deadline dates will be posted in the Journal and online. The preferred format for submission is via e-mail attachment as a MS WORD document.

You may modify this template to suit the requirements of your proposal, but you must provide all the relevant information requested in the template.

Please follow the guidelines below when submitting proposals:

- Basic mandates, powers, limitations of powers, exclusions and definitions belong in Bylaws. (the “what”)
- Basic processes and procedures as well as other details of actions mandated in the Bylaws belong in Policies. (the “how”)
- Detailed protocols do not belong in either Bylaws or Policies – they should be developed by the Board or the appropriate committee, and recorded in other Board documents, such as manuals, etc.
- For the Reference, indicate current or proposed location of text. Include article/section/paragraph subparagraph number or letter, as appropriate.
- Proposals should be submitted in the following format:
 - 1) Strike through current text that is to be deleted (example: ~~strikethrough~~).
 - 2) Proposed new text should be underlined and follow the existing outline and paragraph format.
 - 3) Explanatory remarks within the text should be italicized.
 - 4) If there are large chunks of unchanged text between proposed changes, you may leave them out by quoting the article/section/paragraph/subparagraph number or letter followed by the italicized remark “remains unchanged.”
- When estimating resources needed, you may state the expenditure of cash or use of staff/volunteer hours as per year, per month, per week etc., as appropriate for your proposal. Or use the term “one time” for non-recurring expenditures of cash or labor.

Please do not hesitate to ask for help from the Bylaws Committee (for bylaws proposals) or your RVP (for policy proposals) in formulating and formatting your proposal. If you need help in preparing your proposal, please submit your proposal early enough to allow sufficient time for the Bylaws Committee to help you refine your proposal for a successful presentation to the Board.