

POLICY: *Amending Duties, Procedures and Requirements*

Applies to: The Council, Teams, Volunteers and Paid Staff

Introduction: To amend Our Congregation's Duties, Procedures and Requirements the following requirements need to be met.

General: Anyone may propose amending the Council, Team, Volunteer, or Paid Staff Duties, Procedures and Requirements. Teams may amend those which pertain to them. Volunteers and Paid Staff may recommend amendments to their overseeing Team or Council member who will vote on the issue. The Council may amend their own Duties, Procedures and Requirements as well as all those of the various Teams and Volunteers.

When and Where: Amendments to the Duties, Procedures and Requirements may be adopted at any Regular or Special meeting of the Council or Team.

Required Vote:

- A) A simple majority of those voting is required for an amendment(s) to be adopted by the group to which it applies.
- B) A two-thirds or more majority vote of the Council is required to adopt amendment(s) to the Duties, Procedures and Requirements pertaining to Teams or Volunteers.

Notice:

The group adopting an amendment shall notify the Council of the change so that it may be added properly to the computer record.