

UFMCC BYLAW AMENDMENT PROPOSAL PROCESS - GC2016

	Requirement	Point of Contact	Action
BEFORE PROPOSAL IS SUBMITTED TO MCC			
1. Governing Board –Bylaw Team posts needed items on website	Forms, process, due dates, etc. are posted on the Bylaw Team website	Governing Board/Bylaw Team Chair	
2. Governing Board communicates process and forms are available via various media	GB communicates via MCC Headline Newsletter, GB webinar, GB updates, Network Newsletters, etc.	Governing Board/Bylaw Team Chair	
3. GB/Chair encourages the Network Facilitators & Leaders to support bylaw sponsors	Network Facilitators & Leaders become a resource for local churches to inquire about potential sponsors/supporters		
4. GB sends out bylaw amendment process to local churches	GB ensures local churches receive information on the process	GB/Chair	
5. Sponsor fills out Part A - Bylaw proposal form	Sponsor must meet one of the categories on the form	Sponsor(s)	Now must solicit support from two (2) other churches
6. Sponsor retrieves two (2) Part B – Bylaw proposal forms	Sponsor required to retrieve two (2) Part B forms from supporters and submit to Moderator prior to deadline	Sponsor(s)	Sponsor sets the due date for the Part B supporters; and makes sure they return the completed part B to them to submit with part A, in a timely manner.
SUBMIT THE PROPOSAL TO THE MODERATOR			
7. Sponsor submits form to Moderator	<ul style="list-style-type: none"> • Sponsor prepares proposal. • Must have support of at least two (2) other churches from two (2) other 	Moderator’s designate, Director of Operations	

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	<p>countries.</p> <ul style="list-style-type: none"> No later than six (6) months prior to the next GC. 		
MODERATOR OFFICE SENDS FORM TO THE BYLAW TEAM			
8. Moderator sends amendment proposal to Governing Board	Send to Bylaw team with five (5) business days after received.	Governing Board Bylaw Chair	Part A and two (2) Part B forms submitted to Bylaw Chair.
BYLAW TEAM MANAGES THE BYLAW PROPOSAL PROCESS in Addendum 1			
9. Bylaw team logs in the proposal	All bylaw forms are logged and assigned a tracking number	Bylaw team repository lead logs in form	Distributes to the Bylaw team
10. Bylaw Team verifies Part A and B are completed properly.	<p>GB/Bylaw team verifies that the necessary information has been completed on the forms received:</p> <ul style="list-style-type: none"> Part A – verify sponsor name and signatures Part B – confirm two (2) supporters with signatures 	Governing Board Bylaw Team Chair/Bylaw Team	
11. Bylaw Team reviews proposal compatibility	Is this compatible with MCC’s mission, vision & values?	Bylaw team confirms	Preliminary compatibility check includes mission, vision, values and financial assessment.
12. Bylaw Team reviews proposal for clarity	Can we understand the intent and purpose of this bylaw change?	Bylaw team	If yes, proceed. If not, consult author.
13. Bylaw team reviews proposal	Bylaw team will discuss further the merits of the proposed bylaw proposal.	Chair/Bylaw Team	Depending on the number of proposals, Bylaw Team will pair off and update the rest of the team in a timely manner.
14. Periodic	<ul style="list-style-type: none"> No later than five 	Bylaw	Individual entities submit

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compatible bylaw proposals are submitted for review and comment	(5) months prior to next GC. <ul style="list-style-type: none"> Send to: The Governing Board, and The Council of Elders 	Team/Chair/Repository lead	their comments to the Bylaw Team via the Chair
15. Confirm that all comments received from above step 13.	<ul style="list-style-type: none"> Must be received by the date indicated by the Bylaw Team No later three (3) months prior to the next GC 	Bylaw Chair/Bylaw Team	Will provide at least one reminder of deadline
16. Bylaw Team will share any comments received from reviewers in step 13 with the proposal sponsor.	Bylaw team will share comments received with sponsor. Sponsor can choose to GC: <ul style="list-style-type: none"> Withdraw or Modify per comments or Submit the original proposal. 	Chair/Bylaw team member(s)	Options: <ul style="list-style-type: none"> If sponsor of proposal chooses modify the proposal, the modified proposal can be re-submitted to the Bylaw Team , Bylaw Team may choose to resubmit modified proposal to all members of <ul style="list-style-type: none"> Lay House and Clergy House; Governing board; and Council of Elders.
17. Governing Board/ Finance Team will assess financial impact of each proposal	Determine if financially viable given whatever is the current budgetary constraints.	Governing board	If not, financially feasible, when report to the Bylaw Team. <ul style="list-style-type: none"> Bylaw Team will communicate to the sponsor that the proposal is not financially viable and will not submit for consideration at GC.
18. Bylaw Team will re-check viability of proposals for GC consideration.	Double check that no proposals that are: <ol style="list-style-type: none"> Deemed inconsistent with MCC vision, 	Chair/Bylaw Team	

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	<p>mission, and values; and/or</p> <p>b. Not financially viable</p> <p>Will NOT be submitted to GC in the business package.</p>		
19. Bylaw Team affirms the bylaw proposal package for GC.	<p>Bylaw amendment proposals must contain:</p> <ul style="list-style-type: none"> • Name of sponsor (part A) and two (2) supporters (part B) • Citation of the current Article to be amended • Current language of the Article to be amended • Proposed language • Impact statements provided by Governing Board and Council of Elders. <p>Both Lay House and Clergy House must receive no later than thirty (30) calendars prior to the next GC.</p>	Chair/Bylaw Team	<p>All Bylaw Amendment Proposals that will be considered at the next GC are made available on the website.</p> <p>All Bylaw amendments that are not being considered due to incompatibility of mission/vision/values and/or financials will be provided in separate items with the rationale for their exclusion for consideration.</p>
POST BYLAW APPROVAL STEPS			
20. Governing Board makes sure the bylaw proposals are posted in the next GC business	No later than thirty (30) days prior to the next GC, all proposals will be made available to all Lay House and Clergy House.	Chair	

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packet.	<ul style="list-style-type: none">• Post on website.• Communicate via all media available that the bylaw proposals are available.• Notify Network facilitators & Leaders that bylaw proposals are available.		