



Form for Submitting Proposed By-law Changes to NALC National Committee of Laws

Branch No. _____ Date of First Reading/Notification: _____

Date of Branch Vote: _____

Article and Section No. of Proposed Change: _____

CURRENT LANGUAGE

PROPOSED NEW LANGUAGE

Branch Officer Title: _____ Signature _____

Branch Contact Person & Phone No. _____

BRANCHES:

**Please submit a separate form for each
change in article, section or subsection.
Enclose two complete copies of your
current by-laws.**

**Mail completed form and two copies
of current by-laws to:
Assistant Secretary-Treasurer
National Association of Letter Carriers
100 Indiana Avenue, NW
Washington, DC 20001-2144**

Instructions for Submitting Branch or State By-law Changes to the NALC National Committee of Laws

1. Use this form to submit a by-law change—a change already approved by your NALC branch or state association—to the NALC National Committee of Laws, for its approval or disapproval.
2. Article 15 of the NALC National Constitution sets forth rules that branches and state associations must follow to approve a change in their by-laws. Branch or state association by-laws may contain additional guidelines.
3. To change its by-laws a branch must have read the proposed changes at a regular monthly meeting without debating the proposed changes. At least ten (10) days prior to the next meeting the proposed changes must be listed in a notice to all members in either a newsletter or a separate letter to all members, both active and retired. Posting on a bulletin board has been ruled to be improper because a posting will not be seen by all active and retired members. At the second meeting the debate and vote will take place. (Note: Additional branch rules may apply depending on your current by-laws.)
4. After the by-laws have been approved, complete all parts of this form, including the date of the first reading or notification, the date of the vote, and the signature of a branch officer. Make sure to include a contact phone number in case the Committee of Laws needs more information.
5. The prior language must be included along with the new language. If the prior language has been deleted, write "Deleted" in the new language box.
6. Submit the form along with two copies of the current by-laws.
7. Mail to: Assistant Secretary-Treasurer, National Association of Letter Carriers, 100 Indiana Avenue NW, Washington, DC 20001-2144.