

**[PROCEDURE TO AMEND PSCOA CONSTITUTION
UNDER ARTICLE XVII, SECTION 2]**

A Motion by a Local Union that seeks to utilize the alternate procedure for amendment to the PSCOA Constitution shall be submitted, and processed, in accordance with the following rules and policies:

- (1) A Motion to adopt an amendment to the PSCOA Constitution may be approved by a Local Union membership at a regular or special meeting. However, due to the importance of a Motion that will involve a potential change in the governing document that applies to all PSCOA members, the Local Union must, prior to submitting the issue to a vote by its membership, mail a notice to all Local Union members advising them that a proposed amendment to the PSCOA Constitution will be considered at a regular or special meeting at least two (2) weeks in advance of the meeting during which the vote will be taken and provide a copy of the Motion to the members. A copy of the notice must also be forwarded simultaneously to the Secretary Treasurer of the PSCOA.
- (2) The Motion to adopt a proposed amendment to the PSCOA Constitution must be clearly stated, in writing, so that it may be considered and understood by the Local Union membership.
- (3) The voting process for approval or rejection of the Motion proposing an amendment must be in strict conformity with the provisions set forth in the Constitution and Local Union Bylaws, including *Roberts Rules of Order*, where applicable.
- (4) Prior to conducting a vote to approve a Resolution to “second” a Motion adopted by another Local Union, the Local Union that is considering a Resolution to “second” shall inform its members, in writing, at least two weeks prior to conducting a vote on a Resolution to “second,” of the date, time and place that the Local meeting will occur at which the vote will be taken. A copy of the proposed Resolution shall be provided to the members. A copy of this notice to the membership shall be simultaneously forwarded to the Secretary Treasurer of the PSCOA. Local Unions that consider Resolutions to “second” a Motion to Amend the PSCOA Constitution adopted by another (“the initiating”) Local Union shall also comply with the following procedure:
 - (a) Before any consideration may be given to “seconding” a Motion to Amend by an initiating Local Union, the initiating Local Union must provide a written copy of the Motion to the Executive Board of the Local Union from which it seeks a “second.”

- (b) The Local Union Executive Board must review the proposed amendment and report to its membership its recommendation for acceptance or rejection.
 - (c) If, after receiving a report from its Executive Board, a Local Union wishes to consider a Resolution to “second” the Motion to Amend by the initiating Local Union, a Motion to adopt a Resolution to “second” may be made and seconded at a regular or special meeting of the Local Union. No vote on the Resolution shall occur at that meeting.
 - (d) A vote to approve or reject a Resolution to “second” in relation to a Motion by another Local Union to amend the PSCOA Constitution may occur at the next regular or special meeting provided the members have received the requisite written Notice and provided the Resolution is adopted in strict conformity with the Bylaws of the Local Union, including *Roberts Rules of Order*, where applicable.
- (5) Upon the adoption of a Local Union’s Motion to amend the PSCOA Constitution, the Recording Secretary of that Local Union shall promptly forward a certification to the Secretary Treasurer of the PSCOA stating the date, time and place of the Local Union’s meeting at which the Motion was adopted and provide a certification of the vote of the membership for and against the Motion. A copy of the Minutes of the Local Union meeting and the sign-in sheets shall be appended to the certification. The Recording Secretary of a Local Union that has adopted a Resolution for a “second” of the Motion by an initiating Local Union shall promptly, following the vote on the Resolution to “second” the Motion, submit a certification to the Secretary Treasurer of the PSCOA that the Resolution was adopted together with a statement of the vote totals and provide copies of the Local Union Minutes and sign-in sheets.
- (6) A Motion to Amend the PSCOA Constitution submitted by a Local Union under this procedure shall be considered stale and of no effect following the passage of six (6) months from the date of its adoption by the Local Union body if it has not received at least five (5) duly adopted “seconds” by other Local Unions within that time frame.
- (7) Each Motion (and each “second”) submitted under this procedure shall involve only a single proposed amendment to the PSCOA Constitution. No Motion (or second) may involve changes to more that one provision of the PSCOA Constitution. Motions to Amend multiple provisions in the PSCOA Constitution, on their face, shall be deemed null and void.

This Policy is adopted by the PSCOA Executive Board on February 1, 2006.

Samuel T. Brezler, Secretary/Treasurer

