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## The Process of Writing and Approving Bylaws

1. The Board appoints an ad-hoc committee of approximately three (3) Active Members who are interested in this kind of work – perhaps a pastor, Board member, and church member.
2. The Bylaws Committee advises Erin Knott, Assistant District Superintendent of Executive Administration and Governance (ADS) that the process of drafting new bylaws or amending existing bylaws is beginning and identifies the contact person for the church's Bylaws Committee.
3. The Bylaws Committee is provided with the current *Model Church Bylaws* and the *Guide to Writing Church Bylaws*.
4. The Bylaws Committee drafts the new bylaws or proposes amendments to the existing bylaws using the *Model Church Bylaws* in conjunction with the *Local Church Constitution of The Christian and Missionary Alliance in Canada (C&MA)* and the *Guide to Writing Church Bylaws*. Much discussion may take place during this step, and the ADS may be consulted regarding any questions regarding the draft bylaws.
5. The draft bylaws go to the Board of Elders for approval and further refinement may be needed.
6. The Board-approved draft bylaws are sent to the ADS, who facilitates a review by the District Bylaws Committee. Feedback is provided to the church once the review is complete, including whether any revisions are encouraged, recommended, or required.
7. The church then completes another revision of the draft bylaws, and the process reverts to step 4.
8. Once the review process is complete and the District Bylaws Committee has signed off on the draft bylaws, they are sent to the District Executive Committee (DEXCOM) for approval at the next opportunity.
9. DEXCOM considers the recommendation of the District Bylaws Committee and may approve the draft bylaws or request specific changes be made.
  - 9.1 If DEXCOM requests changes to the draft bylaws, the ADS will advise the church with an explanation and the process may revert to step 4.
10. If DEXCOM approves the draft bylaws, the ADS advises the church of the approval. The draft bylaws are then presented along with a Board recommendation for adoption by the members of the church at a duly called meeting.



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- 10.1 If the members do not adopt the proposed bylaws or propose amendments, the process reverts to step 4.
  - 10.2 If the bylaws are adopted, the Board Secretary forwards a copy of the dated adopted bylaws along with a copy of the minutes showing the adoption to the ADS. The bylaws come into effect once they are adopted.

**Note:** To adopt the bylaws initially (a new church's first bylaws), a simple majority vote of the members eligible to vote is required. To amend bylaws on any subsequent occasion, a special resolution (which requires a 2/3 majority of members eligible to vote or higher according to the bylaws), is required.

