

JAPANESE AMERICAN CITIZENS LEAGUE

49th National Convention

National Council Meeting

Philadelphia, PA

July 19, 2018

CONSTITUTION & BYLAWS COMMITTEE PROCEDURES

1. **PROPOSALS TO AMEND.** Proposals to amend the Constitution or the Bylaws of the Japanese American Citizens League may originate, pursuant to the Constitution, Article XII, Section 1, only upon motion of the National Board, a District Council, or the National Youth/Student Council.

2. **FILING REQUIREMENTS** for proposals to amend the Constitution or Bylaws:
 - (a) All proposals must comply with the following requirements:
 - (1) Submitted in the format specified by the Constitution and Bylaws Committee (“Committee”);
 - (2) Drafted in language that is clear, brief, and precise; and
 - (3) A proposal may seek to amend more than one article of the Constitution and Bylaws, but must be restricted to a single issue or closely related set of issues.

 - (b) **Authorized filing methods.** Whenever a filing is described in this document, the following contact information must be used:
 - (1) JAACL E-mail: policy@jacl.org

 - (2) Mail: 1629 K St. NW, Suite 400, Washington, DC 20006

 - (c) **Formal Review.** All proposals must be submitted for review to the Committee subject to the following requirements:
 - (1) The proposal must comply with Section 2(a) above;
 - (2) Approvals. Each proposal must be approved by its Proponent and signed as follows:
 - (A) If approved by the National Board, then signed by a National officer;
 - (B) If approved by a District Council, then signed by the Governor or designee of the Governor; or
 - (C) If approved by the National Youth/Student Council, then signed by the Chair or the National Youth/Student Representative.
 - (D) Any proposal which originates from a Chapter or a Chapter Youth/Student Chairperson *may* be signed by the Chapter President or Youth representative *in addition to* the National Board, District Council representative or NY/SC representative.

- (3) Unless indicated in the proposal that there is no fiscal impact, the proposal must be accompanied by a properly completed Fiscal Impact Statement in the format provided by the Committee;
- (4) All proponents are strongly encouraged to file proposals as soon as possible to allow time for committee review and changes. All proposals *must* be filed no later than **May 20, 2018** (pursuant to the Constitution, Article XII, Section 2), by one of the following methods:
 - (A) **Electronic**. Email the proposal in Word format to JACL, provided that:
 - (i) An original signed copy is sent by U.S. mail to JACL and postmarked no later than **May 20, 2018**; *or*
 - (ii) A PDF is attached to the email showing an image of the proposal with authorized signatures; *or*
 - (B) **Non-electronic**. Send the signed proposal as follows:
 - (i) Send by U.S. mail, addressed to JACL, postmarked by the deadline; and
 - (ii) Save the proposal in Word to a CD or flash drive and send by U.S. mail to JACL by **May 20, 2018**.

3. **COMMITTEE REVIEW OF PROPOSALS.**

(a) **Formal Review.**

- (1) The Committee must review all proposals timely filed to determine:
 - (A) Compliance with submission requirements of Section 2(d) above;
 - (B) The effectiveness of the proposed amendment in fulfilling its stated purpose;
 - (C) The need to consolidate the proposal with any other proposal(s) with a related content or purpose or to split the proposal into two or more parts restricted to a single issue or set of issues; and
 - (D) The extent to which the proposal is in conflict with provisions of the Constitution and Bylaws which are not addressed by the proposal.
- (2) The Committee must reject any proposal not filed by the mandatory deadline specified in Section 2(d)(4).
- (3) In its discretion, the Committee may reject, amend or consolidate with another proposal any proposal which overlaps with another proposal in its content or purpose.

4. **DISTRIBUTION OF PROPOSALS.** The Executive Director must distribute to every Chapter no later than **June 19, 2018** copies of all proposed amendments timely submitted for formal review, including proposals rejected by the Committee. (Constitution, Article XII, Section 2.)

5. **COMMITTEE REPORT.**

- (a) The Committee must submit a concise report to the National Director for distribution to the National Council or directly to the National Council as soon as is practicable after completing review of all proposals timely filed for formal review.
- (b) The report must include:
 - (1) The decision of the Committee to accept or reject each proposal filed for formal review;
 - (2) Any Committee proposals resulting from the amendment, rejection, or consolidation of a proposal; and
 - (3) Any analysis or recommendations of the Committee to the National Council or to the Proponent in connection with the consideration of any proposal.

6. **MEETING OF THE NATIONAL COUNCIL.**

- (a) **Consideration of Proposals.** Upon motion of the National Board, a District Council or the National Youth/Student Council, the National Council must consider proposals to amend the Constitution or Bylaws as set forth herein.
- (b) **Submission and amendment of proposals.**
 - (1) Upon motion by a proponent, the National Council may by majority vote amend and submit for ratification each proposal
 - (A) Accepted by the Committee;
 - (B) Rejected by the Committee and reconsidered by the National Council; and
 - (C) Any proposals to amend the Bylaws duly submitted without notice.
 - (2) **Reconsideration.** Any proposal which has been rejected by the Committee may be placed by motion on the floor for reconsideration by vote of the Council provided that:
 - (A) The proposal was filed within the deadline set by Article XII, Section 2 of the Constitution;
 - (B) The Committee has determined the proposal complied with the submission requirements of Section 2(d) above;
 - (C) For Constitutional amendments, the Council votes to reconsider by a 2/3 majority; and
 - (D) For Bylaw amendments, the Council votes to reconsider by a simple majority.
 - (3) **Bylaw Amendments without Notice.** Proposals to amend the *Bylaws*¹ not filed or distributed as required by Article XII, Section 2 of the Constitution may be considered by National Council for approval upon submission of a written proposal endorsed by at least five credentialed Chapters and accompanied by a properly completed Fiscal Impact Statement. (Constitution, Article XII, Section 5). Any such proposal must be filed as follows:

¹ Constitutional amendments cannot be proposed without notice.

- (A) On or before **July 18, 2018**, by email to JACL and the Committee Chair, including the proposal in Word and a PDF of the proposal with the required signatures;
 - (B) After **July 18, 2018**, by:
 - (i) Email to JACL as set forth in the preceding paragraph; *and*
 - (ii) Hand delivery of a hard copy to the Committee Chair or his designee; *and*
 - (iii) Hand delivery of a CD or flash drive containing copies of the proposal and Fiscal Impact Statement, if required, to the Committee Chair or his designee.
 - (4) Motions to amend proposals which include textual changes exceeding five words must be submitted to the Committee in writing with a duplicate copy, or by CD or flash drive.
- (c) **Ratification.**
- (1) The Committee must oversee a ratification vote on all proposed amendments set forth in Section 6(b)(1) as amended and submitted for ratification by the National Council and must use its discretion to organize the ratification process.
 - (2) The Constitution must be amended upon ratification by 3/4 of the Chapters present at the National Council meeting. (Constitution, Article XII, Section 3)
 - (3) The Bylaws must be amended upon ratification by 2/3 of the Chapters present at the National Council meeting (Constitution, Article XII, Section 4), provided the proposal was submitted with notice.
 - (4) Proposals to amend the Bylaws without notice must become effective only after ratification:
 - (A) By a 2/3 majority of the Chapters present at the National Council; *and*
 - (B) By a 2/3 majority of *all* Chapters in a mail vote conducted in accordance with Constitution, Article XII, Section 5.

4/14/11; revised 3/28/12; updated 4/8/13; updated 4/3/14; revised 03/16/15; revised 03/13/16; revised 03/24/17, updated 5/15/18