To: Operating Staff
From: Bylaws Proposal
RE: Bylaws Proposal

Presented at the ____________ OS Meeting
Voted and approved at the ____________ OS Meeting

Proposal:

Rationale:

New or Current Wording:

Function:

Composition:

Proposed Change:

Function:

Composition:

NOTE:
Procedure: Motions to update/change an OS Bylaw are initiated by the standing committee members. This form along with a completed sample can be found on the OS Blog and can be used as guide. They are also on the operating staff reference material webpage. Motions are presented to the OS by the committee putting forth the change. Most motions are presented and voted on at the same meeting. If the motion is complex, it is presented at one OS meeting and then voted on at the following one. This allows time for any concerns to be addressed before the change is made to the document. At the September 28, 2011 Special OS Bylaw Meeting it was voted that the bylaws committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.