

BY-LAWS Change Request

2020-1

All motions to amend Standard Operating Procedures shall first be to the SOP/By-Laws committee.. **SPlease complete all information to the best of your ability and submit to Standard Operating/By-Laws committee..**

Please complete the following information regarding the Standard Operating Procedure(s) you are submitting for change:

Article Number:		Article Title:	
Section Number:		Section Title:	
Sub-Section Letter:		Sub-Section Title:	
Additional Title within Sub-Section (If applicable):			

1. In the space below, please write the SOP **as it currently appears in the** in the Operating Procedure if it is currently there. **use red highlight to indicate the verbiage you would like to change or add:**

2. In the space below please **re-write the entire SOP as it would appear if the change is approved.** **use green highlight to indicate where the proposed new verbiage would appear:** NOT NECESSARY IF STATED ABOVE

3. Please **state in detail**, why you think this SOP should be changed:

4. If this SOP change is approved, **how will it impact the organization?**

5. If this change is approved, will it be necessary to **design any new forms, revise any currently used forms, or additional paperwork** to put this change into place? If so, **have you attached a sample?** Do you have any suggestions for the SOP Committee?

--

6. Other comments:

--

7. Change Request Author Information:

Author:		Phone #:	
Email Address:		NCCC #	
Co-Author (If applicable):		NCCC#	
Region:		Date Submitted:	

Thank you for completing the above information. Your request will be reviewed at the next By-laws Committee meeting. A confirmation will be sent to you by the Parliamentarian upon receipt of your Change Request Form.

SOP Committee Review Process (By-Laws Committee)

Date Request Received for Review:		By-Law Change Request Number issued:	
Date Request Reviewed by By-Laws Committee:		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Further Action Required	If further action required, date Change Request returned to Author:
Comments:			