

# Procedures for Proposing Changes to ADP Bylaws

The ADP Bylaws are the foundation of our governance. Improvements are ongoing to maintain a document that not only serves the needs of our organization, but also reflects our principles and values.

***We intend to conduct a complete review and revision of our bylaws in 2019.*** We welcome input from all State Committee members as we undertake this important and daunting task.

If you have general or specific comments, concerns, or ideas about our bylaws and the procedures they delineate, please contact the Rules Committee at [bylaws@azdem.org](mailto:bylaws@azdem.org). You may correspond in writing or arrange a telephone meeting to submit your ideas.

If you submit a formal proposal, follow the instructions and template provided below. The Rules Committee Chair, or another Committee member, will communicate with you as your proposal is considered. When possible, they will work collaboratively with you to ensure compliance with regulations, consistency with DNC bylaws, and to ensure uniformity and integration with other sections of the bylaws. Please understand that formal consideration of your proposal may be delayed or (more likely) be integrated into the comprehensive revision process that will be in progress. We appreciate your understanding and patience.

Are you willing to help? We'll need interested, hard-working volunteers to serve on *ad hoc* committees to invite and compile opinions, and to draft possible bylaws revisions in specific areas. Examples of focus areas include:

- Ethical conduct and conflicts of interest
- Leadership structure and composition
- State Committee election process
- Committees

**With your suggestions, concerns, and willingness to help, please email:**  
[bylaws@azdem.org](mailto:bylaws@azdem.org)

# Template for Proposed Bylaw Amendment

Please submit your proposed bylaw amendment in the format described here.

**Your Name:**

**Your LD and/or county:**

**Your Email:**

**Your phone:**

**Amendment Title:** (create a concise, descriptive title for your amendment)

**Define the purpose to be achieved and the supporting rationale for the change you propose:**

## TEXT OF PROPOSAL -

**Article:**

**Section:**

**Sub Section:**

**Language to be considered:**

Current Language should appear like this. – No formatting.

~~Text to be stricken should appear like this.~~ – Strikethrough.

*Text to be added appears like this.* – Italicized.

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Per ADP Bylaws Article XII, Section 2C, proposed amendments must be received at least thirty (30) days prior to potential consideration at a meeting. Follow these steps to ensure compliance:

- When completed, save your WORD document as: Bylaw Amendment\_YOUR NAME.
- Submit by email to both [bylaws@azdem.org](mailto:bylaws@azdem.org) and [secretary@azdem.org](mailto:secretary@azdem.org).
- Alternatively, you may deliver a written document to ADP Headquarters.