
The Process of Writing and Approving Bylaws

1. The Board appoints an ad-hoc Bylaws Committee of approximately three (3) Active Members who are interested in this kind of work – perhaps a pastor, and Board member, and an Active Member. The Bylaws Committee selects its Chair and Secretary.
2. The Bylaws Committee advises the Assistant District Superintendent of Executive Administration and Governance (ADS-EAG) 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 ADS-EAG provides the *Model Church Bylaws* and the *Guide to Writing Church Bylaws* to the Bylaws Committee.
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 and debate may take place during this step, and the ADS-EAG may be consulted.
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-EAG to facilitate a review by the District Bylaws Committee. If revisions are required or recommended, the draft bylaws return to the church Bylaws Committee for further work (the process reverts to step 4).
7. Once the review process is complete and any additional edits are made by the church, the draft bylaws go to the District Executive Committee (DEXCOM) for approval with a recommendation that they be approved. The Board is informed that the bylaws will come before DEXCOM at the next opportunity.
8. DEXCOM considers the recommendation of the Bylaws Committee and either approves the draft bylaws or requests specific changes be made. **Note:** A minimum of four (4) weeks is required for DEXCOM approval of bylaws.
 - 8.1 If DEXCOM requests changes to the draft bylaws, the ADS-EAG advises the church with an explanation and the process may revert to step 4.
 - 8.2 If DEXCOM approves the draft bylaws, the ADS-EAG advises the church of the approval.

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9. The proposed bylaws are presented for consideration with a Board recommendation that they be adopted to the members of the church at a duly called meeting.
 - 9.1 If the members do not adopt the proposed bylaws or propose amendments, the process reverts to step 4.
 - 9.2 If the bylaws are adopted, the Board Secretary forwards a copy of the dated adopted bylaws along with a copy of the minutes to the ADS-EAG. At this point, the bylaws come into effect and the process is complete.

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.