
The Process of Writing and Approving Bylaws

The process for writing and approving bylaws approval is:

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(s). The Bylaws Committee selects its Chair and Secretary.
2. The Bylaws Committee advises the District Superintendent (DS) that the process of drafting new bylaws or amending existing bylaws is beginning and identifies the contact person for the Bylaws Committee, and the District Office provides the Guide to Writing Church Bylaws to the Bylaws Committee. The DS notifies the District Bylaw Coach (DBC), Ken Daly.
3. The Bylaws Committee drafts the new bylaws or proposes amendments to existing bylaws. Much discussion and debate may take place during this step, and the expertise of the DBC may be consulted. The Local Church Constitution (LCC) of The Christian and Missionary Alliance in Canada (C&MA) and the Guide to Writing Church Bylaws should be used in conjunction with the Bylaws Worksheet.
4. The first draft is sent to the DBC for a preliminary review. There may be suggested modifications to comply with DEXCOM requirements and/or legal or practical considerations. The Bylaws Committee and the DBC interact with one another in refining the bylaws until the DBC believes they will be approved by DEXCOM.
5. The draft bylaws go to the local church Board for approval and further refinement may be needed. When the Board approves (not adopts) the bylaws, the Bylaw Committee has completed its work.
6. The Board-approved draft bylaws are sent to the DS with a copy to the DBC. The DBC confirms to the DS that the proposed bylaws are suitable for DEXCOM consideration or advises that there are problems. **Note:** A minimum of four (4) weeks is required for DEXCOM approval of bylaws.
7. The DS decides whether to send the proposed bylaws to DEXCOM or back to the church.
 - 7.1 If there are problems, the process reverts to step 5.

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8. If the draft bylaws are suitable, they will be reviewed by the DEXCOM Associate Governance Officer and may be reviewed by other DEXCOM members.
 9. Once the DEXCOM review process is complete and any additional edits are made by the church, the draft bylaws go to DEXCOM with a recommendation that they be approved. The Board is informed that the bylaws will come before DEXCOM as soon as it is possible. DEXCOM considers the recommendation of the DS and either approves the draft bylaws or requests specific changes be made.
 - 8.1 If DEXCOM requests changes to the draft bylaws, the church is advised with an explanation and the process reverts to step 5.
 - 8.2 If DEXCOM approves the draft bylaws, the DS advises the church and the DBC.
 - 9 The proposed bylaws are presented to the membership of the church for consideration at a duly called meeting with a Board recommendation that they be adopted.
 - 9.1 If the members do not adopt the proposed bylaws or propose amendments, the process reverts to step 5.
 - 9.2 If the bylaws are adopted, the Board Secretary files the adopted bylaws along with a copy of the meeting minute (signed by the Secretary) with the DS. Note that only the particular minute is required, not the minutes of the entire meeting. At this point the bylaws become the official version and the process is complete. The DS advises the DBC of the adoption.
- Note:** To adopt the bylaws initially, that is 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, is required. Bylaws are not to be taken lightly.