

JAPANESE AMERICAN CITIZENS LEAGUE

46th JAACL National Convention

National Council Meeting

Las Vegas, NV

July 14, 2015

CONSTITUTION & BYLAWS **COMMITTEE PROCEDURES**

1. **PROPOSALS TO AMEND.** Proposals to amend the Constitution or the Bylaws of the Japanese American Citizens League may originate, pursuant to the Constitution, Article XII, Section 1, only upon motion of the National Board, a District Council, or the National Youth/Student Council.
2. **FILING REQUIREMENTS** for proposals to amend the Constitution or Bylaws:
 - (a) All proposals must comply with the following requirements:
 - (1) Submitted in the format specified by the Constitution and Bylaws Committee (“Committee”);
 - (2) Drafted in language that is clear, brief, and precise; and
 - (3) A proposal may seek to amend more than one article of the Constitution and Bylaws, but must be restricted to a single issue or closely related set of issues.
 - (b) **Authorized filing methods.** Whenever a filing is described in this document, the following contact information must be used:
 - (1) JAACL: c/o Stephanie Nitahara, Pacific Southwest Regional Director
 - (A) E-mail: snitahara@jacl.org
 - (B) Fax: (213) 626-4282
 - (C) Mail: 250 E. 1st Street, Suite 303, Los Angeles, CA 90012
 - (2) Committee Chair: Dale Ikeda, daleikeda@att.net.
 - (c) **Preliminary Review.** Proposed amendments may be submitted to the Committee for optional, *non-binding* review subject to the following requirements:
 - (1) Comply with Section 2(a) above;
 - (2) Signed by a Chapter President, District Governor, member of the National Youth/Student Council, or a member of the National Board; and
 - (3) Filed no later than **April 15, 2015** by *one* of the following methods:
 - (A) Electronic mail to JAACL *and* to the Committee Chair;
 - (B) Fax to JAACL and time stamped by the deadline; *or*
 - (C) U.S. mail to JAACL, postmarked by the deadline.
 - (d) **Formal Review.** All proposals must be submitted for review to the Committee subject to the following requirements:
 - (1) The proposal must comply with Section 2(a) above;

- (2) Approvals. Each proposal must be approved by its Proponent and signed as follows:
 - (A) If approved by the National Board, then signed by a National officer;
 - (B) If approved by a District Council, then signed by the Governor or designee of the Governor; or
 - (C) If approved by the National Youth/Student Council, then signed by the Chair or the National Youth/Student Representative.
 - (D) Any proposal which originates from a Chapter or a Chapter Youth/Student Chairperson *may* be signed by the Chapter President or Youth representative *in addition to* the National Board, District Council representative or NY/SC representative.
- (3) Unless indicated in the proposal that there is no fiscal impact, the proposal must be accompanied by a properly completed Fiscal Impact Statement in the format provided by the Committee;
- (4) All proponents are strongly encouraged to file proposals no later than **April 15, 2015** to allow time for committee review and changes. All proposals *must* be filed no later than **May 15, 2015** (pursuant to the Constitution, Article XII, Section 2), by one of the following methods:
 - (A) Electronic. Email the proposal in Word format to JACL *and* to the Committee Chair provided that:
 - (i) An original signed copy is sent by U.S. mail to JACL and postmarked no later than **May 15, 2015**; *or*
 - (ii) A PDF is attached to the email showing an image of the proposal with authorized signatures; or
 - (B) Non-electronic. Send the signed proposal as follows:
 - (i) Fax to JACL, time stamped by the deadline; *or* send by U.S. mail, addressed to JACL, postmarked by the deadline; and
 - (ii) Save the proposal in Word to a CD or flash drive and send by U.S. mail to JACL by **May 15, 2015**.

3. COMMITTEE REVIEW OF PROPOSALS.

(a) Preliminary Review.

- (1) The Committee must promptly review all proposals timely filed for preliminary review.
- (2) The Committee must advise the Proponent of:
 - (A) The extent to which the proposal effectively accomplishes its intended purpose;
 - (B) The existence of possible conflicts with the Constitution and Bylaws not addressed by the proposal;
 - (C) Any other concerns regarding the appropriateness of the proposal;
 - (D) Any suggestions for alternate language, approach or other disposition of the proposal, including the need to consolidate the proposal with another proposal with similar content, or to split the

proposal into two or more parts restricted to a single issue or set of issues.

- (3) The Committee must communicate its response to the Proponent no later than **May 1, 2015**.
- (4) The preliminary review of the Committee is advisory only and does not bind the Committee or the Proponent.
- (5) Proposals filed for *preliminary* review will not be *formally* reviewed unless: the Proponent has requested such review in writing or by email after the preliminary review; and the filing has complied with all Section 2(d) requirements.

(b) Formal Review.

- (1) The Committee must review all proposals timely filed to determine:
 - (A) Compliance with submission requirements of Section 2(d) above;
 - (B) The effectiveness of the proposed amendment in fulfilling its stated purpose;
 - (C) The need to consolidate the proposal with any other proposal(s) with a related content or purpose or to split the proposal into two or more parts restricted to a single issue or set of issues; and
 - (D) The extent to which the proposal is in conflict with provisions of the Constitution and Bylaws which are not addressed by the proposal.
- (2) The Committee must reject any proposal not filed by the mandatory deadline specified in Section 2(d)(4).
- (3) In its discretion, the Committee may reject, amend or consolidate with another proposal any proposal which overlaps with another proposal in its content or purpose.

4. DISTRIBUTION OF PROPOSALS. The Executive Director must distribute to every Chapter no later than **June 14, 2015** copies of all proposed amendments timely submitted for formal review, including proposals rejected by the Committee. (Constitution, Article XII, Section 2.)

5. COMMITTEE REPORT.

- (a) The Committee must submit a concise report to the National Director for distribution to the National Council or directly to the National Council as soon as is practicable after completing review of all proposals timely filed for formal review.
- (b) The report must include:
 - (1) The decision of the Committee to accept or reject each proposal filed for formal review;
 - (2) Any Committee proposals resulting from the amendment, rejection, or consolidation of a proposal; and
 - (3) Any analysis or recommendations of the Committee to the National Council or to the Proponent in connection with the consideration of any proposal.

6. MEETING OF THE NATIONAL COUNCIL.

- (a) **Consideration of Proposals.** Upon motion of the National Board, a District Council or the National Youth/Student Council, the National Council must consider proposals to amend the Constitution or Bylaws as set forth herein.
- (b) **Submission and amendment of proposals.**
- (1) Upon motion by a proponent, the National Council may by majority vote amend and submit for ratification each proposal
 - (A) Accepted by the Committee;
 - (B) Rejected by the Committee and reconsidered by the National Council; and
 - (C) Any proposals to amend the Bylaws duly submitted without notice.
 - (2) **Reconsideration.** Any proposal which has been rejected by the Committee may be placed by motion on the floor for reconsideration by vote of the Council provided that:
 - (A) The proposal was filed within the deadline set by Article XII, Section 2 of the Constitution;
 - (B) The Committee has determined the proposal complied with the submission requirements of Section 2(d) above;
 - (C) For Constitutional amendments, the Council votes to reconsider by a 2/3 majority; and
 - (D) For Bylaw amendments, the Council votes to reconsider by a simple majority.
 - (3) **Bylaw Amendments without Notice.** Proposals to amend the *Bylaws*¹ not filed or distributed as required by Article XII, Section 2 of the Constitution may be considered by National Council for approval upon submission of a written proposal endorsed by at least five credentialed Chapters and accompanied by a properly completed Fiscal Impact Statement. (Constitution, Article XII, Section 5). Any such proposal must be filed as follows:
 - (A) On or before **July 13, 2015**, by email to JACL and the Committee Chair, including the proposal in Word and a PDF of the proposal with the required signatures;
 - (B) After **July 13, 2015**, by:
 - (i) Email as set forth in the preceding paragraph; *and*
 - (ii) Hand delivery of a hard copy to the Committee Chair or his designee; *and*
 - (iii) Hand delivery of a CD or flash drive containing copies of the proposal and Fiscal Impact Statement to the Committee Chair or his designee.
 - (4) Motions to amend proposals which include textual changes exceeding five words must be submitted to the Committee Chair in writing with a duplicate copy, or by CD or flash drive.

¹ Constitutional amendments cannot be proposed without notice.

(c) Ratification.

- (1) The Committee must oversee a ratification vote on all proposed amendments set forth in Section 6(b)(1) as amended and submitted for ratification by the National Council and must use its discretion to organize the ratification process.
- (2) The Constitution must be amended upon ratification by 3/4 of the Chapters present at the National Council meeting. (Constitution, Article XII, Section 3)
- (3) The Bylaws must be amended upon ratification by 2/3 of the Chapters present at the National Council meeting (Constitution, Article XII, Section 4), provided the proposal was submitted with notice.
- (4) Proposals to amend the Bylaws without notice must become effective only after ratification:
 - (A) By a 2/3 majority of the Chapters present at the National Council;
and
 - (B) By a 2/3 majority of *all* Chapters in a mail vote conducted in accordance with Constitution, Article XII, Section 5.

4/14/11; revised 3/28/12; updated 4/8/13; updated 4/3/14; revised 03/16/15