



## Procedure for Motions to Amend “Policies and Procedures”

Note: A full review of the AAUW California Policies and Procedures takes place every two years. This procedure is to be used for action between reviews for items that are “urgent” in nature. Recommendations can be made directly to the AAUW California Governance Chair at any time for consideration in the biennial review and update.

1. Whenever possible, motions to amend P&Ps must **first be submitted to the Governance Committee** at [governcomm@aauw-ca.org](mailto:governcomm@aauw-ca.org).
  - a. Submit four weeks prior to a board meeting or voting deadline.
  - b. Use the email subject “AAUW California P&P AMENDMENT.”
  - c. Cite the section by number and title.
  - d. State the concept of what the addition/correction should be. The committee has editorial license to write it in the correct format and semantics.
2. The Governance Committee will advise the submitter if the proposed motion is acceptable and share any revisions.
3. The motion can be submitted for board approval in three ways:
  - a. Through the quarterly committee report that is submitted in advance of a Board of Directors’ meeting.
  - b. Indicate that the motion is for a P&P amendment.
  - c. Indicate that it has been approved by Governance with the date by a director during a board meeting.
  - d. Indicate that the motion is for a P&P amendment on the two-part carbon form “AAUW California Motion Form.” by a director in between board meetings.
  - e. Follow the instructions on the form “Motion Form for Actions Between Meetings.”

NOTE: If a motion not previously approved by Governance is introduced and approved by the board, it is **the board secretary’s responsibility** to forward it to [governcomm@aauw-ca.org](mailto:governcomm@aauw-ca.org) for final review after the fact. If the motion is not compliant, Governance will return it to the board to be reconsidered.

4. It is the **board secretary’s responsibility to maintain a log** of all motions submitted to the board and track their status using the form “Log Sheet – AAUW California Motions.” P&P amendments must be specifically flagged and tracked in the log.
5. Once approved by both Governance and the board, the **board secretary will forward the P&P amendment** to the AAUW California office and to the AAUW California Governance Chair to incorporate in the next version of the document