



Procedures for Adopting Amended Local Partnership Bylaws

1. At least seven (7) calendar days and no more than ten (10) business days prior to the board meeting at which you will adopt the amended bylaws, mail the attached "Notice" and a copy of the amended bylaws to all current local partnership board members. Notice is effective five (5) days after being put in the mail, so we recommend that you mail this notice no later than twelve (12) calendar days prior to the scheduled meeting.
2. Follow all Freedom of Information Act procedures for public notice of the board meeting at which you will vote on the amended bylaws. This notice must state that the purpose of the meeting is to consider proposed amendments to the bylaws and must contain or be accompanied by a summary of the amendments. The public meeting notice must include the date, time, and place of the scheduled meeting. Both the notice and the meeting agenda must be posted in a publicly accessible place at the office and on your website, if you have one, at least twenty-four (24) hours prior to the scheduled meeting.
3. At the board meeting, a board member must make the motion as worded on the attached Resolution. A majority of your board members must be present for this motion and vote. The motion must be seconded, and then passed by majority vote of all current directors. The vote should be clearly recorded in the minutes. Please note that the Secretary's Certificate [attached] requires inclusion of both attendance and the final, actual vote count.
4. After the motion passes, the Chairman and the Secretary of the local partnership board must complete, sign, and date the Secretary's Certificate. A copy of the amended bylaws with the completed Certificate must be sent to Kaitlyn Richards, Government Affairs Liaison at South Carolina First Steps. Please keep the original bylaws in your corporate files.
5. All board members should be given a copy of the certified, amended bylaws for their records.

Attachments:

- *Notice of Special Meeting*
- *Resolution for Adopting Amended Bylaws*
- *Secretary's Certificate*
- *Summary of Amended Bylaws*
- *Amended Bylaws*
- *Basic Guidance on Robert's Rules of Order*