



THE
"MAGIC"
BEHIND THE
A&R PROCESS

A Workshop for Kansas P.E.O. Chapters

TRICKS OF THE TRADE

- ✓ Constitution, Bylaws and Standing Rules of the P.E.O. Sisterhood
- ✓ Kansas State Chapter Bylaws and Standing Rules
- ✓ Your Local Chapter Bylaws and Standing Rules



Presto, Change-o . . .

Amend **Local Chapter** Bylaws

Any member of the chapter may propose a change

- ✓ Submit proposed amendment *in writing* under New Business
- ✓ Vote under Unfinished Business at NEXT meeting
- ✓ Requires a 2/3 affirmative vote to pass



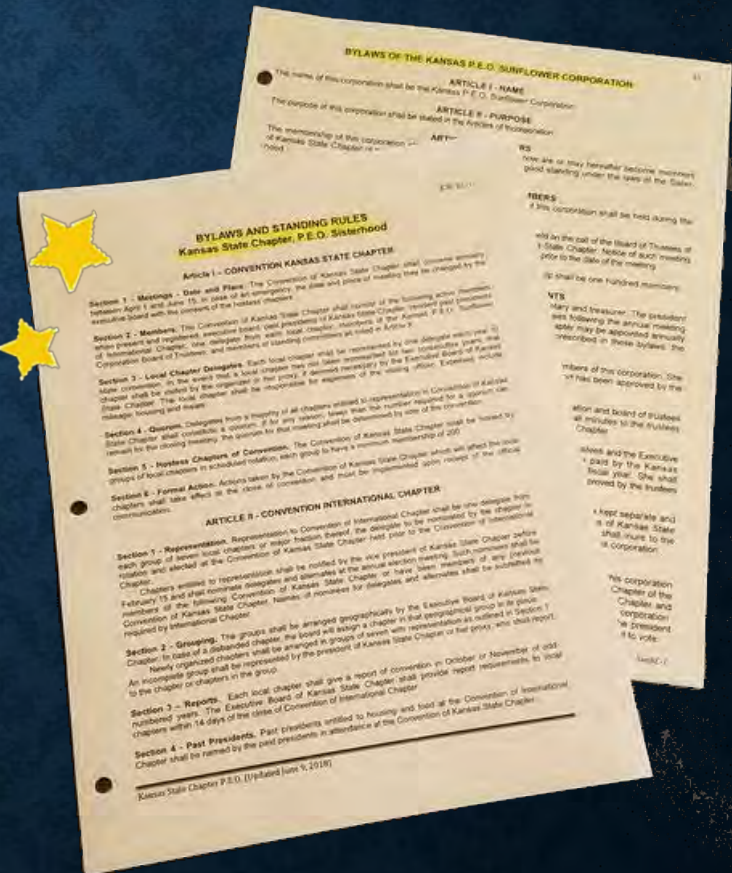
Not So Presto, Change-o . . .

Amend **Kansas** Documents

- ✓ Kansas State Chapter Bylaws and Standing Rules
- ✓ Kansas P.E.O. Sunflower Corporation Bylaws



Kansas Documents



Who Can Work the Magic?

Who May Submit an Amendment?

- ✓ The KSC Executive Board
- ✓ KSC Standing Committees, including state chairmen of International projects
- ✓ Board of Trustees of Sunflower Corporation
- ✓ Local Chapters



Individual members may NOT propose amendments without local chapter approval!

Abacadabra . . .

Submit proposed amendment(s) in writing to A&R, and

Submit **WRITTEN ANSWERS** to the following

1. What is the desired result?
2. Why do you want the change?
3. What, if any, will be the financial impact?

Timing is Everything!

Proposed amendments are due **February 1**



Not So Presto, Change-o . . .

Amend **International** Documents

- ✓ Constitution, Bylaws & Standing Rules
- ✓ Procedure for P.E.O. Chapter Meeting, including
 - Opening Ode
 - Objects & Aims
 - Ceremony Of Initiation
 - Ceremony of Installation



Timing is Everything!

Proposed amendments to International Documents are due **January 15**

Just like before:

- ✓ Submit proposed amendment(s) in writing to A&R, and
- ✓ Submit **WRITTEN ANSWERS** to the following
 1. What is the desired result?
 2. Why do you want the change?
 3. What, if any, will be the financial impact?



Who Can Work the Magic?

- ✓ International Executive Board
- ✓ International Boards of Trustees and Standing Committees
- ✓ State/Provincial/District Chapters
 - ✓ S/P/D Executive Boards, Boards of Trustees and Standing Committees
 - ✓ Local Chapters



**Individual members may NOT propose amendments without local chapter approval!
All amendments proposed by Kansas entities must be approved at a KSC convention.**

Hocus Pocus #1 . . .

Chapter Polling



Sent to all local chapters

- ✓ Written ballot
- ✓ Purpose: “To determine if at least 2/3 of local chapters are in favor of bringing the proposed amendment to the floor of convention for discussion and debate”
- ✓ You’re voting on whether the proposed amendment should be **CONSIDERED** at convention, **NOT** whether you want it to pass or fail

Return form with ballot outcome within 60 days

Hocus Pocus #2 . . .

For a Vote At Convention

- ✓ Chapter polling results of $\geq 2/3$ in affirmative
- ✓ Vote is by counted ballot, either standing or written
- ✓ Must receive 2/3 in the affirmative to move forward
 - ✓ Becomes a Kansas amendment, no matter who initially proposed it



Shazam . . .

Who May Vote At Convention?

Per KSC Bylaws, Members of Convention include

- ✓ Local Chapter Delegates
- ✓ KSC Executive Board
- ✓ KSC past presidents
- ✓ Members of the Kansas P.E.O. Sunflower Board of Trustees
- ✓ Members of KSC Standing Committees, including state chairmen of International projects



A Little Magic Dust . . .

To Make Convention Go Smoothly

Follow the **RULES OF CONVENTION**

- ✓ Gives the process for SPEAKING to proposed amendments
- ✓ Gives the TIME allotted for debate on each amendment
- ✓ If a local chapter proposed the amendment, that chapter's delegate is entitled to speak FIRST
- ✓ Whenever possible, debate continues alternating con and pro viewpoints as time allows.



A Little Magic Dust . . .

To Make Convention Go Smoothly

If You Want to **ASK A QUESTION** about an Amendment

- ✓ Say “I Rise to a Point of Information”
- ✓ When recognized by the President, ask your question
 - ✓ Keep it simple and straight-forward
 - ✓ Don’t use it for speaking pro/con



A Little Magic Dust . . .

To Make Convention Go Smoothly

If You Want to **AMEND** an Amendment

- ✓ You must be prepared to do so quickly
- ✓ It must be within SCOPE, as defined by the Parliamentarian
- ✓ Please get with your A&R Committee to ensure proper formatting of your amendment



REACHING INTO YOUR *BAG OF TRICKS*

KSC A&R Committee

- ✓ Listed on KSC website > Leadership
- ✓ Utilizes expertise of International Study & Research Adviser

Roberts Rules of Order, Newly Revised

- ✓ In your Chapter President's supplies
- ✓ At convention, the A&R Committee has a copy available

A&R Manual

- ✓ Available on the International website > Resource Library
> Local Chapter Members, page 20



YOU *CAN* IMPACT P.E.O.'s NEXT 150 YEARS

- ✓ Magic lies in challenging what seems impossible. *Carol Moseley Braun*
- ✓ Magic is believing in yourself, if you can do that, you can make anything happen.

Johann Wolfgang von Goethe



Pooof!