



## Bylaw amendment request form instructions

From time to time and when necessary, the CFPC, through amendments to its bylaws, may make certain changes, including to the way it operates, makes decisions, and conducts its business, among other things. For many reasons, including consistency and coherence, regulatory compliance, and understanding of the operational functioning of the organization, the CFPC itself is best positioned to propose such amendments. Where non-administrative bylaw amendments are contemplated that may have an impact on the membership (e.g., changes to the membership structure, voting classes, etc.), the CFPC will engage with members to confirm support before the amendments would be presented at an annual meeting of members (AMM). Despite the foregoing, if any voting members would like to propose an amendment to the bylaws, they are encouraged to contact us at [amm@cfpc.ca](mailto:amm@cfpc.ca) before completing this [form](#).

**Member-requested bylaw amendments must be made in writing and should be submitted using the CFPC's submission form by Wednesday, June 12, 2024, to be considered for the 2024 AMM agenda.**

Please note:

- The [CFPC bylaws](#) state:
  - Any ten (10) or more voting Members in good standing may propose, in writing, an amendment to the By-laws by submitting the same to the Executive Director at least sixty (60) days prior to the meeting of the Members at which the amendment is to be considered.
  - Every proposal to amend the By-laws, shall be referred to the By-laws Committee which, in consultation with the proposer, shall amend any such proposal to the extent necessary to satisfy legal requirements and to ensure that any proposed amendment is not inconsistent with any other provision of the By-laws not intended to be amended.
  - Any amendment originating by way of these By-laws shall be referred to the Board for its consideration, which may, in consultation with the By-laws Committee, make such revisions to the proposed amendment as it thinks advisable.
- Notice of an amendment that has been considered and approved by the Board for inclusion on the AMM agenda shall be communicated to all members, together with the time and place of the meeting, at least 21 days before the meeting at which the proposed amendment is to be considered.
- If the change you are proposing does not affect the bylaws, do not use this form. Instead, please contact us at [amm@cfpc.ca](mailto:amm@cfpc.ca) for the member-proposed motion process.
- This submission form is to be used for only one request. Each request must be submitted using a separate form.
- To be valid, proposals must be signed by 10 CFPC members entitled to vote at the meeting to demonstrate their support of the request being considered at the AMM. Separate forms can be submitted to reflect the 10 signatures.

## Bylaw amendment request form – 2024 Annual Meeting of Members (AMM)

<b>Amendment text:</b>		
(reflects the amendment to the bylaws to be considered; text should be succinct and clear, avoiding “whereas” clauses; include a concise preamble if needed that provides factual information about the reason for the amendment, and the resulting amendment to be considered)		
<b>Rationale behind the amendment:</b>		
(please include any information that should be considered by the Bylaw Committee and Board when reviewing the requested amendment)		
<b>Primary contact for the amendment:</b>		
(used to confirm membership status and communicate about the requested amendment; your name will be announced at the AMM as the individual moving the motion, along with one member from the list below who will be introduced as the seconder)		
Full legal name: Telephone: Address:  Email: Will be present at the AMM: Y / N		
<b>Support provided by 10 members entitled to vote at the meeting:</b>		
(separate forms can be submitted to reflect the 10 signatures)		
<b>Full legal name (used to verify member status)</b>	<b>Date</b>	<b>Signature</b>

Contact us at [amm@cfpc.ca](mailto:amm@cfpc.ca) with any questions about this process, and to submit this completed form **before Wednesday, June 12, 2024.**