**Governing Body By-Laws Amendment Policy**

# Purpose

The *Governing Body By-Laws Notification* is used to notify the Public Education Commission of a change in theschool’s governing body by-laws, *which become part of the charter contract as an addendum.*

**Submission Deadline**

A *Governing Body By-Laws Amendment* must be submitted within 30 days of any changes.

# PEC Consideration

An administratively complete *Governing Body By-Laws Amendment* may be placed on the agenda of the next regular PEC meeting if the complete request was received at least 14 days prior to the meeting or at the subsequent meeting if the complete request was not received at least 14 days prior to the next regularly scheduled meeting.

A *Governing Body By-Laws Amendment* may be placed on the consent agenda of a regular PEC meeting for possible action by the Commission. Any amendment request may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission.

# Instructions for the Request

**If you have questions about completing the form or uploading documents, contact charter.schools@state.nm.us.** Complete all required fields and attachments (denoted by "\*").

## Form Fields

|  |  |
| --- | --- |
| **Field** | **Instructions** |
| **Date of Change \*** | Identify the effective date of the change and the vote to implement the change. |

## Attachments

**Approved Board Minutes** **or Certification of the Vote taken by the Board \***

Attach evidence that the change has been approved by the Charter School Board; certification must be signed by an authorized member of the board.

**Both redline markup and revised versions of the Bylaws\***

Attach both redline markup and revised versions of the Bylaws.

**Brief Summary or Outline of the Changes\***

Provide a brief summary of the changes made to the Bylaws.

# Administrative Completeness Review

An administratively complete amendment request includes the following:

□ Fully Completed Form

□ Approved Board Minutes or Certification of the Vote taken by the Board

o Comply with Open Meeting Act

o Board membership aligns with what is currently on file with PEC

□ Revised By-laws