

Public Education Commission

Governing Body By-Laws Amendment

Purpose

The *Governing Body By-Laws Notification* is used to notify the Public Education Commission of a change in the school'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.

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 28 days prior to the meeting or at the subsequent meeting if the complete request was not received at least 28 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.

PEC Consideration

All performance data (academic, organizational, and financial) for the last three years including any outstanding compliance or investigations will be provided to the PEC for consideration of the amendment request.

Amendment Checklist

An administratively complete amendment request includes the following:

- Fully Completed Form
 - Approved Board Minutes or Certification of the Vote taken by the Board
 - Attached Revised By-laws
-

GB By-Laws Change Amendment Request FORM

If you have questions about completing the form or uploading documents, contact charter.schools@state.nm.us.

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [], hereafter "The School", effective [] of [], []. The school was approved for a [] Charter Contract.

The School requests the Public Education Commission approve the changes to the Governing Body ByLaws as follows:

EFFECTIVE DATE OF CHANGE:

DESCRIPTION/OUTLINE/SUMMARY OF CHANGES:

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Governing Body By-Laws Amendment is hereby submitted by [] on [], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted to the PEC within 30 days of the change being communicated or implemented; and
- The school's governing board is in compliance with all reporting requirements and approved the change.

Charter School Representative Signature

Date

The School's Governing Body By-Laws Amendment was:

- Approved Denied

Chair, Public Education Commission

Date

ITEMS MOVED OR REMOVED

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
 - Comply with Open Meeting Act
 - Board membership aligns with what is currently on file with PEC
- Revised By-laws