**Public Education Commission**

Governing Body By-Laws Amendment Instructions

**Purpose:**

This amendment is used to notify the Charter Schools Division (CSD) and the Public Education Commission (PEC) of a change in a member of the school’s governing body by-laws, which become part of the charter contract as an addendum. Changes to the governing body by-laws do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

**Submission Deadline:**

The amendmentmust besubmitted in time to appear on the PEC’s agenda prior to the change being communicated or utilized. The 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. The amendmentmay be placed on the consent agenda of a regular PEC meeting for possible action by the PEC. 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:**

□ Fully completed form

□ Approved board minutes or certification of the vote taken by the board

□ Description of and rationale for the change

Contact [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us%20)  if you have questions about completing or submitting documents.

Governing Body By-Laws Change Amendment Request FORM

Submit this form and all supporting documents to[**charter.schools@state.nm.us**](mailto:charter.schools@state.nm.us)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Click or tap here to enter text.  **(name of charter school)**, hereafter "the School," effective on Click or tap to enter a date.

Current section & language in by-laws which will be changed or replaced:

Click or tap here to enter text.

New section & language to change or replace what is provided above:

Click or tap here to enter text.

Please describe and provide a rationale for the change:

Click or tap here to enter text.

The School's Governing Body By-Laws amendment is hereby submitted by:

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| ***Charter School Representative*** | ***Date*** |

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

☐ Approved ☐ Denied

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| ***Public Education Commission*** | ***Date*** |

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For PEC/CSD use only ☐ *Consent Agenda* ☐ *Regular Agenda*