

## HOW TO WRITE A PROPOSED AGENDA ITEM

The purpose of an Agenda Item is to modify our Rules and/or the way our competitions are handled. That can be accomplished via removal and/or replacement of existing language. It can be a clarification of existing language or a complete addition or removal of existing language. The most important condition is that the membership needs to understand the intent and logic behind the proposed Agenda Item.

Step #1: In a letter form please explain what you are trying to accomplish or purpose of the proposed Agenda Item.

Step #2: Look into the existing Rule Book and find what area applies to your proposed Agenda Item and identify what Section, Paragraph and lines are to be modified according to the needs of the proposed Agenda Item. Example: Remove lines 1128, 1129 and 1130.

Step #3: Write the language that will replace or modify the existing language and identify where it will go in the existing Rule Book. Example: Replace lines 1128, 1129 and 1130 with the following language. The writer of the proposed Agenda Item will then be required to supply the new rule in a form that can be either removed or inserted into the Rule Book.

Step #4: Provide a place for the 25 required signatures and dates of the signatures on the proposed Agenda Item. Use the remaining space, back side of the proposed Agenda Item or an attached sheet of paper for the signatures. All signatures must be current IBS members.

Step #5: Send either the original or copy of the proposed Agenda Item with signatures to the appropriate IBS committee for their consideration and approval. You will also need to send an electronic copy to the entire executive board or a picture of all pages as well. If the proposed Agenda Item is deemed to have possible merit it will then be sent to the executive committee for review and a probable vote by the membership at the Winter meeting. Please keep in mind the time frames required as set out in our existing by-laws. If voted in there will be a one year trial period and then a final vote from the IBS general membership will come on the paper ballot. If the general IBS membership votes in favor of the Agenda Item it will then become part of the appropriate IBS disciplines rules.