



Cochrane Minor Hockey Association (CMHA)

Policy Title: Bylaw and Policy Change Procedure

Effective Date: September 15, 2024

Website: www.cochraneminorhockey.com

1.0 Overview

This policy outlines the process by which bylaws and organizational policies may be changed within the Cochrane Minor Hockey Association (CMHA).

2.0 Policy

2.1 Bylaw changes may only be made through a **Special Resolution** at the Annual General Meeting (AGM), or through a **written request by one-third of the Members** to call a special meeting.

2.2 Notice of any such meeting must be provided in writing to the full membership **at least 21 days in advance**.

2.3 Proposed bylaw changes must be included in the notice to allow members sufficient time to review and consider the changes.

3.0 Policy and Procedure Changes

3.1 CMHA **policies and procedures** may be updated or edited at any time. The owner of the policy/procedure may propose changes at regular Executive Committee meetings.

3.1.1 Proposed changes must be **added to the meeting agenda** in advance and provided to all committee members for review before the meeting.

3.1.2 The **Executive Committee** is the only governing body authorized to approve changes to policies and procedures. Approval requires a **majority vote**.

3.1.3 The **Secretary** of the Executive Committee will record all approved changes, including the **revision date**, in the official policy documentation.