

Legislation Submission Guidelines

Grand Chapter of Colorado, Order of the Eastern Star

Proposed amendments shall be filed with the Grand Secretary not later than May 1st prior to any annual session of this Grand Chapter. It is your responsibility to make sure that the proposed amendment is received in the Grand Chapter Office by the cut-off date. You should send it early and call the Grand Chapter Office to confirm receipt. If it is not received before the cut-off date, it will not be considered for the current year.

The Jurisprudence Committee will review the amendment to ensure that the intent is readily understood, that it is in proper form and not in conflict with other Laws, Rules, and Regulations. If there is a concern with the proposed amendment, a member of the Committee will contact the proposer to provide corrective recommendations. The proposer will then be allowed 21 days to resubmit the proposal. It is very helpful to submit proposals as early as possible so that the Jurisprudence Committee will have time to review and request any clarifications prior to the deadline.

The following format should be used to submit proposed amendments in proper form. This format is intended to facilitate understanding of the proposed change.

1. Proposed legislation will begin with a heading that identifies the Articles/Chapters/Sections/Paragraphs of the Constitution of Grand Chapter, Bylaws of Grand Chapter, or Bylaws Subordinate Chapters addressed by the proposal. **Multiple Articles and Chapters related to the same topic should be addressed in a single proposal.**
2. "Currently Reads" and "Amend to Read" portions shall be in 2 columns with the text aligned to facilitate understanding of the proposed change.
3. The "Currently Reads" section will quote each Section being addressed as it is currently written.
 - a. If a change within the paragraph or subdivision changes or deletes text from the existing text, the text to be changed will be indicated by bolding and underlining the change.
4. The "Amend to Read" portion will quote each Section being addressed as it would be changed to read.
 - a. If there will be no changes to a paragraph or subdivision, the text of that paragraph or subdivision will NOT be written out. Instead, the number of the paragraph or subdivision will be listed and the notation, "No change to this paragraph", or other appropriate notation.
 - b. If a change within the paragraph or subdivision changes or adds text to the existing text, the change will be indicated by bolding and underlining the change.
5. Proposed amendment changes will then list the Reason or Rationale for the proposed change to facilitate understanding of the proposed change. This rationale does not become part of the law. The Rationale should include:
 - a. Describe the intent of the change
 - b. General explanation of current status and why change is necessary
6. The proposal must be signed by the submitter(s).

If you have any questions regarding the process, please contact Russell Mason, Jurisprudence or any member of the Jurisprudence Committee.