

**GUIDE FOR THE LOCAL CHAPTER TO IMPLEMENT AMENDMENTS ADOPTED
AT THE 2021 CONVENTION OF INTERNATIONAL CHAPTER**

*(Identification of the International amendment as printed in the
July/August 2021 issue of The P.E.O. Record is in parenthesis.)*

Examples below are from various local chapter bylaws and may not be the wording used in your bylaws. They are for reference only.

In the examples, words in black font are current wording in bylaws of a local chapter; words with a ~~strikethrough~~ are being removed; and words in red font are new wording.

1. (B-1) The word “*chairman*” or “*chairmen*” will be replaced by the word “*chair*” or “*chairs*” throughout the bylaws and standing rules of the local chapter.

Example:

The number of members and the ~~chairman~~ **chair** of each committee shall be appointed by the president of the chapter.

NO VOTE IS REQUIRED BY THE CHAPTER to change “chairman” to “chair”.

2. (D-4) The meetings of a local chapter shall be *twelve* in number each year.

Example 1:

The number of chapter meetings shall be ~~fifteen~~ **twelve** each year.

NO VOTE IS REQUIRED BY THE CHAPTER to change the number of meetings from fifteen to twelve.

Example 2:

Regular meetings of Chapter __ shall be held on the second Thursday of September through July (~~except December~~), and on the fourth Thursday ~~during the months~~ of February, ~~June,~~ ~~July~~ and October.

A VOTE IS REQUIRED BY THE CHAPTER to specify **when** the twelve meetings will be held.

3. (D-4) All meetings of a local chapter shall be regular meetings. Remove “*business*” when referring to meetings of a local chapter; and remove all references to “*regular social meetings*”.

Example:

~~Fifteen~~ **Twelve** regular meetings will be held each year. ~~twelve will be regular business meetings and three may be regular business or regular social meetings.~~

NO VOTE IS REQUIRED BY THE CHAPTER to remove the wording “twelve will be regular business meetings and three may be regular business or regular social meetings”.

4. (K-1) Local chapters are allowed to conduct meetings in alternate formats.

Example:

Meetings may be held in-person, virtually through the use of an Internet meeting service, or hybrid (a combination of both). In-person and hybrid meetings ~~Meetings~~ shall be held at the homes of members, unless otherwise arranged by the Program Committee.

NO VOTE IS REQUIRED BY THE CHAPTER to allow for a virtual or hybrid meeting.

5. (C-2) In the event of a virtual or hybrid meeting, an anonymous vote conducted through the designated Internet meeting service shall fulfill any requirement that a vote be conducted by ballot.

Example:

Article IV – Nomination and Election

Section 4. Election shall be by written or electronic ballot. In the event of a virtual or hybrid meeting of the chapter, an anonymous vote conducted through the designated Internet meeting service shall fulfill any requirement that a vote be conducted by ballot. If the committee has made but one nomination for each office, and there are no further nominations for each office called in sequence, by general consent the ballot may be dispensed with and a non-counted vote taken for the ticket.

NO VOTE IS REQUIRED BY THE CHAPTER.