



DOG OBEDIENCE CLUBS OF FLORIDA



DOCOF

Standard Operating Procedure

Title	Rules Change Procedure				
Number	18002	Date Approved	9/19/18	Date Active	
Rescinds		Review Date	9/19/18	Pages	2
Purpose To provide a clear understanding of the means by which the DOCOF Rules may be changed.					
Policy Rule changes are to be seriously considered. Changes in the process by which DOCOF conducts its events can have long lasting effect. When proposing rule changes, delegates and Board members are encouraged to consider the intended and unintended consequences of the proposed change. Otherwise future delegates will be force to deal with those consequences.					
Practice 1.0 Based upon past practice Rule Changes follow the same amendment methodology as the By-Laws reading as follows: Amendments to the By-Laws may be proposed by the Organization or by written petition addressed to the Secretary and signed by twenty percent (20%) of the membership in good standing. Amendments proposed by such petition shall be promptly considered by DOCOF and must be submitted to the members by the Secretary with recommendations of the Organization for a vote at the next regularly scheduled meeting. The By-Laws may be amended by a two-third (2/3) majority vote of the Organization's members present and voting at any regular or special meeting called for that purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member Club at least fifteen (15) days prior to the date of the meeting. 2.0 Rules will be amended utilizing the same process. 2.1 A Club or Organization Delegate may propose a rule change. 2.2 The delegate will write the rule change clearly and concisely so that if approved it is ready to be entered into the rules. 2.3 Ideally the delegate will discuss the rules change with the members of his or her organization and ensure that they are in agreement.					

- 2.4** The delegate will write a brief explanation for the change and send both the explanation and the change language to the Board of Trustees by mail or electronically.
- 2.5** The Board will respond indicating that they have received the proposed rule change and the President will ensure that it is entered on the next meeting agenda.
- 2.6** The Board must receive the proposed change prior to the notice announcing the next Delegate Meeting. The annual meeting is announced in the Doings.
 - 2.6.1** Delegates introducing rule changes are encouraged to notify the Board prior to the publication of Doings so that the change can be included in the Doings Newsletter.

3.0 Rules can be amended prior to the Annual meeting utilizing an alternate method as follows:

- 3.1** A Club or Organization Delegate may propose a rule change.
- 3.2** The delegate will write the rule change clearly and concisely so that if approved it is ready to be entered into the rules.
- 3.3** Ideally the delegate will discuss the rules change with the members of his or her organization and ensure that they are in agreement.
- 3.4** The delegate will write a brief explanation for the change and send or deliver it with the change language and a petition in favor to the Secretary. The petition must be signed by twenty percent (20%) of the membership delegates each of who are in good standing. (See Attachment A for a suggested form)
- 3.5** It is recommended though not required that the delegate proposing the rule change provide the delegates with a written copy of the proposed change.

4.0 At the next meeting, the President will present the rule changes under the heading of New Business.

- 4.1** After discussion the rules may be amended by a two-third (2/3) majority vote of the Organization's delegates present and voting at any regular or special meeting called for that purpose.
- 4.2** The rule change will take effect for the next Annual Tournament.

To Complete the Form have the supporting Delegates sign the form below.

#	Delegate Name (Print)	Club Representing	Signature
1			
2			
3			
4			
5			
6			
7			

To Complete the Form have the supporting Delegates sign the form below.

#	Delegate Name (Print)	Club Representing	Signature
8			
9			
10			
11			
12			
13			
14			
15			

Upon Satisfying the requirements for 20%, send or deliver the petition to the DOCOF Secretary.