APPENDIX K: Proposed Amendment Form for Operational Guidelines

Instructions: Submit ONE proposal per form.
All items on the form must be completed and saved as a (.doc).
Deadline: Submit this form by electronic mail (preferred) and postmarked no later than May 15.

To: Chair of United States Forum Steering Committee
Name: Pat Bennett-Forman
Street Address:: 20840 Gala Way NE Poulsbo, WA 98370
Email: p.bennettformandkgwa@gmail.com

[X] Proposal to Amend the O*perational Guidelines - Article, number, letter:* **New Section**

[1] **~~Which~~ now reads:**	[2] **Be amended by striking (~~strike through~~) and inserting changes.**	[3] **If adopted, would read:**
No current language	**NEW SECTION** **The U.S. Forum Steering Committee, with approval of the members attending the annual U.S. Forum meeting at international convention or conference, and in coordination with the DKG International Executive Board, shall implement a consensus-building process. This process will enable members to discuss issues, develop, and adopt unified statements that reflect the collective voice of the membership. These statements may then be used for advocacy. The process shall ensure opportunities for participation from both state and chapter levels.**	The U.S. Forum Steering Committee, with approval of the members attending the annual U.S. Forum meeting at international convention or conference, and in coordination with the DKG International Executive Board, shall implement a consensus-building process. This process will enable members to discuss issues, develop, and adopt unified statements that reflect the collective voice of the membership. These statements may then be used for advocacy. The process shall ensure opportunities for participation from both state and chapter levels.

Rationale: (Suggested maximum limit 100 words)
A process for building consensus around issues and positions that are critical to our members, while retaining the neutrality requirements of our 501(c)6 status, is essential so that the US Forum can harness the power of its membership to address Congress and take a stand for educators across the country. This is within our mission and purposes but cannot be done without a consensus process.

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE, Poulsbo, WA 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	(360) 697-4849 (land) or (360) 265-8010 (cell)	State Organization	
Date	April 11, 2025		

APPENDIX K: Proposed Amendment Form for Operational Guidelines

Instructions: Submit ONE proposal per form.
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Deadline: Submit this form by electronic mail (preferred) and postmarked no later than 6-1-25

To: Chair of United States Forum Steering Committee
Name: Pat Bennett-Forman
Mailing Address: 20840 Gala Way NE, Poulsbo, WA 98370
Email: p.bennettformandkgwa@gmail.com

[X] Proposal to Amend the O*perational Guidelines - Article, number, letter: NEW SECTION*
New section

[1] **Which now reads:**	**[2] Be amended by striking ~~(strike through)~~ and inserting changes.**	**[3] If adopted, would read:**
No existing language NEW SECTION	**New Section:** **Resolutions may be submitted to the U.S. Forum for adoption at the next scheduled international convention or conference meeting by any DKG member, chapter, or state organization, or by the Steering Committee of the U.S. Forum or any sub-committee of the Forum. (1) Resolutions must meet the criteria for neutrality required of the DKG 501(c)6 status. (2) Resolutions shall be submitted according to procedures established by the U.S. Forum Steering Committee. (3) Resolutions approved by the majority of the U.S. Forum members present at the international convention or conference meeting will then follow the U.S. Forum consensus process for adoption and, if adopted, will be enacted upon as specified by the resolution.**	New Section: Resolutions may be submitted to the U.S. Forum for adoption at the next scheduled international convention or conference meeting by any DKG member, chapter, or state organization, or by the Steering Committee of the U.S> Forum or any sub-committee of the Forum. (1) Resolutions must meet the criteria for neutrality required of the DKG 501(c)6 status. (2) Resolutions shall be submitted according to procedures established by the U.S. Forum Steering Committee. (3) Resolutions approved by the majority of the U.S. Forum members present at the international convention or conference meeting will then follow the U.S. Forum consensus process for adoption and, if adopted, will be enacted upon as specified by the resolution.

Rationale: (Suggested maximum limit 100 words) There needs to be a process for members of the US Forum to bring forth issues and concerns that they believe need the attention/advocacy of all members. Such proposals need to be responded to in a timely manner. The Steering Committee needs to adopt forms and procedures so that all members and state organizations have access to the voice of the Forum.
Fiscal Impact Statement: Minimal – just procedure drafts and approval and development of a form to go on line.

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, WA 98370	Committee	
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	360- 265-8010	State Organization	x
Date	6-25-24		

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To: Chair of United States Forum Steering Committee
Name: Pat Bennett-Forman
Mailing Address: 20840 Gala Way NE Poulsbo, WA 98370
Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the *Operational Guidelines - Article, number, letter:* **II.2.b**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
II.2.b Participating U.S. Forum members identify the issues at the U.S. Forum at international conferences, the international convention, and the National Legislative Seminar (NLS).	Participating U.S. Forum members identify ~~the~~ **key** issues **through discussions held** at ~~the~~ U.S. Forum **meetings** at international conferences, the international convention, ~~and~~ the National Legislative Seminar (NLS), **via member surveys administered by the U.S. Forum Steering Committee or workshops hosted by the U.S. Forum Steering Committee.**	Participating U.S. Forum members identify key issues through discussions held at U.S. Forum meetings at international conferences, the international convention, the National Legislative Seminar (NLS), via member surveys administered by the U.S. Forum Steering Committee or workshops hosted by the U.S. Forum Steering Committee.

Rationale: (Suggested maximum limit 100 words)
This change is consistent with language in Article VI.B.2.j and reflects the desire to increase DKG member participation in identifying issues per the U.S. Forum mission and purposes.

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	360-265-8010	State Organization	
Date	April 16, 2025		

APPENDIX K: Proposed Amendment Form for Operational Guidelines

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To: Chair of United States Forum Steering Committee
Name: Pat Bennett-Forman
Mailing Address: 20840 Gala Way NE Poulsbo, WA 98370
Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the *Operational Guidelines - Article, number, letter:* **IV.4**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
IV.4 Additional monies may be generated from registration fees and sale items for the National Legislative Seminar (NLS).	Additional ~~monies~~ **funds** may be generated ~~from~~ **through** registration fees and ~~sale items for~~ **merchandise sales at** the National Legislative Seminar (NLS), **as well as through fundraisers and sales held at international and state conventions, conferences or other DKG sponsored events.**	Additional funds may be generated through registration fees and merchandise sales at the National Legislative Seminar (NLS), as well as through fundraisers and sales held at international and state conventions, conferences or other DKG sponsored events.

Rationale: (Suggested maximum limit 100 words)
In an effort to increase general DKG member knowledge of the US Forum and its activities, having sale items or fund raisers at events in addition to NLS (such as Forum post cards) may increase our visibility and member participation.

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
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Date	April 16, 2025		

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Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the O*perational Guidelines - Article, number, letter:* **VI.B.2.h**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
VI.B.2.h Plan and facilitate a U.S. Forum meeting at their respective international conference.	Plan and facilitate a U.S. Forum meeting at ~~their respective~~ **DKG** ~~international~~ conference**s and conventions.**	Plan and facilitate a U.S. Forum meeting at DKG international conferences and conventions.

Rationale: (Suggested maximum limit 100 words)
International has eliminated regional conferences in recent years. This alternative language reflects the current practice and allows flexibility for future engagement.

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	360-265-8010	State Organization	
Date	April 16, 2025		

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Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the *Operational Guidelines - Article, number, letter:* **VI.C.3.n**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
No current language	**NEW VI.C.3.n.** **Submit annual financial statement to the U.S. Forum Steering Committee chair by March 20 of each year.**	Submit annual financial statement to the U.S. Forum Steering Committee chair by March 20 of each year.

Rationale: (Suggested maximum limit 100 words)
The chair is required to submit an annual financial statement to the International President and DKG finance director by April 1. Previous Guidelines made no mention of the treasurer's responsibility for this report. The March 20th annual deadline gives the Chair ample opportunity to clarify and revise if needed with the treasurer before submitting it as required on April 1 each year.

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	360-265-8010	State Organization	
Date	April 16, 2025		

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To: Chair of United States Forum Steering Committee
Name: Pat Bennett-Forman
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Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the *Operational Guidelines - Article, number, letter:* **VI.D.1.c**

[1] **Which now reads:**	[2] **Be amended by striking (~~strike through~~) and inserting changes (bold).**	[3] **If adopted, would read:**
No current language	**New VI.D.1.c** **The U.S. Forum Steering Committee Chair may serve in the office no more than two (2) terms in succession. The newly elected chair shall take office immediately at the close of the DKG international convention following election.**	The U.S. Forum Steering Committee Chair may serve in the office no more than two (2) terms in succession. The newly elected chair shall take office immediately at the close of the DKG international convention following election.

Rationale: (Suggested maximum limit 100 words)
This is consistent with the International Constitution and ensures a continuous turn-over of qualified individuals in leadership roles.

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	360-265-8010	State Organization	
Date	April 16, 2025		

APPENDIX K: Proposed Amendment Form for Operational Guidelines

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To: Chair of United States Forum Steering Committee
Name: Pat Bennett-Forman
Mailing Address: 20840 Gala Way NE Poulsbo, WA 98370
Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the O*perational Guidelines - Article, number, letter:* **VI.D.2.c**

[1] **Which now reads:**	[2] **Be amended by striking (~~strike through~~) and inserting changes (bold).**	[3] **If adopted, would read:**
No current language	**New VI.D.2.c** **No U.S. Forum Regional Representative may serve in the office longer than two (2) terms in succession. Newly elected representatives shall take office immediately at the close of the international convention following election.**	No U.S. Forum Regional Representative may serve in the office longer than two (2) terms in succession. Newly elected representatives shall take office immediately at the close of the international convention following election.

Rationale: (Suggested maximum limit 100 words)
This is consistent with the International Constitution and ensures a continuous turn-over of qualified individuals in leadership roles.

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	360-265-8010	State Organization	
Date	April 16, 2025		

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Mailing Address: 20840 Gala Way NE Poulsbo, WA 98370
Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the O*perational Guidelines - Article, number, letter:* **VII.A.5 Elections**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
VII.A.5 5. During the international conference, the Elections Committee shall do the following: a. Use granted time to inform attendees of the election process for the U.S. Forum Steering Committee. b. Confirm that the election process is on the U.S. Forum agenda. c. Provide *Candidate Registration Forms* for all potential candidates. d. Be prepared to answer any question related to the election process. e. Reference the U.S. Forum Website as a source for detailed and up-to-date information concerning the election process.	VII.A.5 5. ~~During~~ **At** the international ~~conference~~ **convention and prior to the U.S. Forum meeting**, the Elections Committee shall do the following: a. Use granted time to inform attendees of the election process for the U.S. Forum Steering Committee. b. Confirm that the election process is on the U.S. Forum agenda. c. Provide *Candidate Registration Forms* for all potential candidates. d. Be prepared to answer any question related to the election process. e. Reference the U.S. Forum Website as a source for detailed and up-to-date information concerning the election process.	VII.A.5 5. At the international convention and prior to the U.S. Forum meeting, the Elections Committee shall do the following: a. Use granted time to inform attendees of the election process for the U.S. Forum Steering Committee. b. Confirm that the election process is on the U.S. Forum agenda. c. Provide *Candidate Registration Forms* for all potential candidates. d. Be prepared to answer any question related to the election process. e. Reference the U.S. Forum Website as a source for detailed and up-to-date information concerning the election process.

Rationale: (Suggested maximum limit 100 words) Clarifies the timing of each activity as PRIOR, DURING, or FOLLOWING the election proceedings. Elections only take place at convention, not conferences.
Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	360-265-8010	State Organization	
Date	April 16, 2025		

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Mailing Address: 20840 Gala Way NE Poulsbo, WA 98370
Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the O*perational Guidelines - Article, number, letter:* **VII.A.6.c Elections**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
VII.A.6.c c. Create and print all ballots and election forms: 1) The four (4) ballots needed for the election, coded by region and candidate(s) for chair on each ballot, with instructions, to vote for one candidate for each position, 2) Report of the (Year) Elections Results and tally.	**VII.A.6.b** ~~c.~~**b**. Create and print all ballots and election forms: 1) The four (4) ballots needed for the election, coded by region and candidate(s) for chair on each ballot, with instructions, to vote for one candidate for each position, ~~2) Report of the (Year) Elections Results and tally.~~ 2.) **Assure that all write-in candidate information is available to members so they may add write-in candidate names on their ballots prior to the vote.**	6**.** b. Create and print all ballots and election forms: 1) The four (4) ballots needed for the election, coded by region and candidate(s) for chair on each ballot, with instructions, to vote for one candidate for each position, 2.) Assure that all write-in candidate information is available to members so they may add write-in candidate names on their ballots prior to the vote.

Rationale: (Suggested maximum limit 100 words)
Clarifies the timing of each activity as PRIOR, DURING, or FOLLOWING the election proceedings. Also allows for proper addition of write-in candidate information prior to the vote.

Re-numbered to correspond to actual document

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of:** (check one)	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	360-265-8010	State Organization	
Date	April 16, 2025		

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To: Chair of United States Forum Steering Committee
Name: Pat Bennett-Forman
Mailing Address: 20840 Gala Way NE Poulsbo, WA 98370
Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the *Operational Guidelines - Article, number, letter:* **VII.A.6.c Elections**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
VII.A.6.d d. At the international convention, before the scheduled U.S. Forum, the Elections Committee Chair shall do the following: 1) Arrange to pick up all materials needed for the election as instructed by the U.S. Forum Chair. 2) Request from the U.S. Forum Chair the names of two members selected from the U.S. Forum membership who will assist in validating the vote count. The selected members shall not be from the same region as the candidate. 3) Assign each committee member to a region different from her own, 4) Supply each committee member with signage and sufficient ballots for *her assigned region*. A committee member shall not distribute or collect the ballots, nor count or verify the vote count for her own region. 5) Check that the room and signage is set up for seating by region.	VII.A.6.~~d~~ **c** ~~d.~~ **c.** At the international convention, ~~before~~ **prior to** the scheduled U.S. Forum **meeting**, the Elections Committee Chair shall do the following: 1) Arrange to pick up all materials needed for the election as instructed by the U.S. Forum Chair. 2) Request from the U.S. Forum Chair the names of two members selected from the U.S. Forum membership who will assist in validating the vote count. The selected members shall not be from the same region as the candidate. 3) Assign each committee member to a region different from her own, 4) Supply each committee member with signage and sufficient ballots for *her assigned region*. A committee member shall not distribute or collect the ballots, nor count or verify the vote count for her own region. 5) Check that the room and signage is set up for seating by region.	c. At the international convention, prior to the scheduled U.S. Forum meeting, the Elections Committee Chair shall do the following: 1) Arrange to pick up all materials needed for the election as instructed by the U.S. Forum Chair. 2) Request from the U.S. Forum Chair the names of two members selected from the U.S. Forum membership who will assist in validating the vote count. The selected members shall not be from the same region as the candidate. 3) Assign each committee member to a region different from her own, 4) Supply each committee member with signage and sufficient ballots for *her assigned region*. A committee member shall not distribute or collect the ballots, nor count or verify the vote count for her own region. 5) Check that the room and signage is set up for seating by region.

Rationale: (Suggested maximum limit 100 words) corrects numbering error Clarifies the timing of each activity as PRIOR, DURING, or FOLLOWING the election proceedings. Renumbered to correspond to actual document.
Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	360-265-8010	State Organization	
Date	April 16, 2025		

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Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the *Operational Guidelines - Article, number, letter:* **VIII.A.2**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
VIII.A.2 The Steering Committee may meet electronically.	VIII.A.2 The **U.S. Forum** Steering Committee may meet ~~electronically~~ **virtually.**	The U.S. Forum Steering Committee may meet virtually.

Rationale: (Suggested maximum limit 100 words)

Proper nomenclature

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
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Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the O*perational Guidelines - Article, number, letter:* **VIII.B.3**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
VIII.B.3 All U.S. Forum meetings may be face-to-face, through electronic communications, or as a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.	VIII.B.3 All U.S. Forum meetings may be face-to-face, through ~~electronic~~ **virtual** communications, or as a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.	All U.S. Forum meetings may be face-to-face, through virtual communications, or as a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.

Rationale: (Suggested maximum limit 100 words)

Proper nomenclature

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
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Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the O*perational Guidelines - Article, number, letter:* **VIII.C.4**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
VIII.C.4 All U.S. Forum meetings may be face-to-face, through electronic communications, or as a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.	VIII.C.4 All U.S. Forum meetings may be face-to-face, through ~~electronic~~ **virtual** communications, or as a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.	All U.S. Forum meetings may be face-to-face, through virtual communications, or as a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.

Rationale: (Suggested maximum limit 100 words)

Proper nomenclature

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, Washington 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
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Name: Pat Bennett-Forman
Mailing Address: 20840 Gala Way NE Poulsbo, WA 98370
Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the *Operational Guidelines - Article, number, letter:* **VIII.D.1**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
A National Legislative Seminar (NLS) is held in the Washington, D.C. area in even-numbered years.	A National Legislative Seminar (NLS) is held ~~in the Washington, D.C. area in even-numbered years.~~ **during each biennium.**	A National Legislative Seminar (NLS) is held during each biennium.

Rationale: (Suggested maximum limit 100 words)
The US Forum Steering Committee will have flexibility and options in planning and presenting a National Legislative Seminar (NLS).

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Darlene Cook	Member	
Address	11803 NE 124th Ave, Apt C22 Vancouver, Washington 98682	Committee 2022-2024	X
E-Mail	Dcook.dkg@gmail.com	Chapter	
Phone #	541-331-3282	State Organization	
Date	May 21, 2024		

APPENDIX K: Proposed Amendment Form for Operational Guidelines

Instructions: Submit ONE proposal per form.
All items on the form must be completed and saved as a (.doc).
Deadline: Submit this form by electronic mail (preferred) and postmarked no later than May 15.

To: Chair of United States Forum Steering Committee
Name: Pat Bennett-Forman
Mailing Address: 20840 Gala Way NE Poulsbo, WA 98370
Email: p.bennettformandkgwa@gmail.com

☐ Proposal to Amend the O*perational Guidelines - Article, number, letter:* **VIII.D.1**

[1] **Which now reads:**	[2] **Be amended by striking ~~(strike through)~~ and inserting changes (bold).**	[3] **If adopted, would read:**
VIII.D.1 A National Legislative Seminar (NLS) is held in the Washington, D.C. area in even-numbered years.	VIII.D.1 A National Legislative Seminar (NLS) **shall be held once each biennium** in the Washington D.C **Metropolitan** area **(DMV)** ~~in even-numbered years.~~	A National Legislative Seminar (NLS) shall be held once each biennium in the Washington D.C Metropolitan area (DMV).

Rationale: (Suggested maximum limit 100 words)
The US Forum Steering Committee believes the National Legislative Seminar (NLS) must occur within the greater D.C metropolitan area (known at the DMV or "inside the beltway," but that timing can be more flexible. This would also allow the opportunity to align with the timing of Forums in Canada, Latin America and Europe.

Fiscal Impact Statement: none

Approximate Annual Cost:	$ 0

Submitted by: (complete below)		**On behalf of: (check one)**	
Name	Pat Bennett-Forman	Member	
Address	20840 Gala Way NE Poulsbo, WA 98370	Committee	X
E-Mail	p.bennettformandkgwa@gmail.com	Chapter	
Phone #	360-265-8010	State Organization	
Date	May 18, 2025		