

JAPANESE AMERICAN CITIZENS LEAGUE
53rd JAACL National Convention
National Council Session
Los Angeles, CA
July 20, 2023

CONSTITUTION & BYLAWS
COMMITTEE PROCEDURES

1. **PROPOSALS TO AMEND.** Proposals to amend the Constitution or the Bylaws of the Japanese American Citizens League may originate, pursuant to the Constitution, Article XII, Section 1, only upon motion of the National Board, a District Council, or the National Youth/Student Council.

2. **FILING REQUIREMENTS** for proposals to amend the Constitution or Bylaws:
 - (a) All proposals must comply with the following requirements:
 - (1) Submitted in the format specified by the Constitution and Bylaws Committee (“Committee”);
 - (2) Drafted in language that is clear, brief, and precise; and
 - (3) Restricted to a single issue or closely related set of issues although it may seek to amend more than one article of the Constitution and Bylaws.

 - (b) **Authorized filing methods.** Whenever a filing is described in this document, the following contact information must be used:
 - (1) JAACL: c/o Michael Tanaka
 - (A) E-mail: mtanaka@jacl.org.
 - (B) Mail or package delivery: 1629 K Street NW, Suite 400, Washington, DC 20006
 - (2) Committee Co-chairs: Tiffany Ikeda, tiffanyikeda@gmail.com and Paul Uyehara, puyehara@gmail.com.

 - (c) **Preliminary Review.** Proposed amendments may be submitted to the Committee for optional, non-binding review subject to the following requirements:
 - (1) Comply with Section 2(a) above;
 - (2) Signed by a Chapter President, District Governor, member of the National Youth/Student Council, or a member of the National Board; and
 - (3) Filed by **April 20, 2023**, by *one* of the following methods:
 - (A) Electronic mail to JAACL *and* to the Committee Co-Chairs; *or*
 - (B) U.S. mail to JAACL to the address in Section 2(b)(1)(B), postmarked by the deadline; *or*
 - (C) Expedited delivery (by non-Postal Service carrier) to JAACL to the address in Section 2(b)(1)(B), shipped by the deadline.

 - (d) **Formal Review.** All proposals must be submitted for review to the Committee subject to the following requirements:
 - (1) The proposal must comply with Section 2(a) above;

- (2) Approvals. Each proposal must be approved by its Proponent and signed as follows:
 - (A) If approved by the National Board, then signed by a National officer;
 - (B) If approved by a District Council, then signed by the Governor or designee of the Governor; or
 - (C) If approved by the National Youth/Student Council, then signed by the National Youth/Student Chair or Representative.
 - (D) Any proposal which originates from a Chapter or a Chapter Youth/Student Chairperson *may* be signed by the Chapter President or Youth representative *in addition to* the National Board, District Council representative or NY/SC representative.
- (3) Unless indicated in the proposal that there is no fiscal impact, the proposal must be accompanied by a properly completed Fiscal Impact Statement in the format provided by the Committee;
- (4) All proponents are strongly encouraged to file proposals as soon as possible to allow time for committee review and suggested changes. All proposals *must* be filed by **May 21, 2023** (pursuant to the Constitution, Article XII, Section 2), by one of the following methods:
 - (A) Electronic. Email the proposal in Word format to JACL *and* to the Committee Co-Chairs provided that, if the Word version does not include the required signatures:
 - (i) An original signed copy is sent by U.S. mail or expedited delivery by a non-Postal Service carrier to JACL to the address in Section 2(b)(1)(B) and postmarked or shipped by the deadline; *or*
 - (ii) A PDF or other image is attached to the email showing the proposal with authorized signatures.
 - (B) Non-electronic. Send the original, signed proposal to JACL to the address in Section 2(b)(1)(B) together with a copy in Word format on a flash drive by U.S. mail or expedited delivery by a non-Postal Service carrier postmarked or shipped by the deadline.

3. COMMITTEE REVIEW OF PROPOSALS.

(a) Preliminary Review.

- (1) The Committee must promptly review all proposals timely filed for preliminary review.
- (2) The Committee must advise the Proponent of:
 - (A) The extent to which the proposal effectively accomplishes its intended purpose;
 - (B) The existence of possible conflicts with the Constitution and Bylaws not addressed by the proposal;
 - (C) Any other concerns regarding the appropriateness of the proposal, including but not limited to the requirements of Section 2(a);
 - (D) Any suggestions for alternate language, approach, or other disposition of the proposal, including the need to consolidate the

proposal with another proposal with similar content, or to split the proposal into two or more parts restricted to a single issue or set of issues.

- (3) The Committee must communicate its response to the Proponent by **May 6, 2023**.
- (4) The preliminary review of the Committee is advisory only and does not bind the Committee or the Proponent.
- (5) Proposals filed for *preliminary* review will not be *formally* reviewed unless: the Proponent has requested such review in writing or by email after the preliminary review; and the filing has complied with all Section 2(d) requirements.

(b) **Formal Review.**

- (1) The Committee must review all proposals timely filed to determine:
 - (A) Compliance with submission requirements of Section 2(d) above; and
 - (B) Whether changes may be required or recommended on the grounds set forth in Section 3(a)(2).
- (2) The Committee must reject any proposal not filed by the mandatory deadline specified in Section 2(d)(4).
- (3) The Committee will advise the Proponent of any concerns and recommendations by **June 3, 2023**.
- (4) In its discretion, the Committee may reject, amend, or consolidate with another proposal any proposal which overlaps with another proposal in its content or purpose.

4. DISTRIBUTION OF PROPOSALS. The Executive Director must distribute to every Chapter by **June 20, 2023** copies of all proposed amendments timely submitted for formal review, including proposals rejected by the Committee (Constitution, Article XII, Section 2).

5. COMMITTEE REPORT.

- (a) The Committee must submit a report to the National Director for distribution to the National Council as soon as is practicable after completing review of all proposals timely filed for formal review.
- (b) The report must include:
 - (1) The decision of the Committee to accept or reject each proposal filed for formal review;
 - (2) Any Committee proposals resulting from the amendment, rejection, or consolidation of a proposal; and
 - (3) Any analysis or recommendations of the Committee to the National Council or to the Proponent in connection with the consideration of any proposal.

6. BYLAW AMENDMENTS WITHOUT NOTICE.

- (a) Proposals to amend the *Bylaws*¹ not filed or distributed as required by Article XII, Section 2 of the Constitution may be considered by National Council for approval upon submission of a written proposal endorsed by at least five credentialed Chapters and in compliance with the requirements of Section 2(d)(1)-(3). (Constitution, Article XII, Section 5).
- (b) Any such proposal must be filed by email to JACL and the Committee Co-Chairs by 9 p.m. PT, July 18, 2023, with the required signatures included in the Word version or in a pdf or like image of the proposal.

7. MEETING OF THE NATIONAL COUNCIL.

- (a) **Consideration of Proposals.** Upon motion of the National Board, a District Council, or the National Youth/Student Council, the National Council must consider proposals to amend the Constitution or Bylaws that have been:
 - (1) Accepted by the Committee; or
 - (2) Rejected by the Committee and reconsidered by the National Council.
- (b) **Reconsideration.** Any proposal which has been rejected by the Committee may be placed by motion on the floor for reconsideration by vote of the Council provided that:
 - (1) The proposal was filed within the deadline set by Article XII, Section 2 of the Constitution;
 - (2) The Committee has determined the proposal complied with the submission requirements of Section 2(d) above;
 - (3) For Constitutional amendments, the Council votes to reconsider by a 2/3 majority; and
 - (4) For Bylaw amendments, the Council votes to reconsider by a simple majority.
- (c) **Ratification.**
 - (1) The Committee must oversee a ratification vote by the National Council on all proposed amendments set forth in Section 7(a), and must use its discretion to organize the ratification process.
 - (2) An amendment to the Constitution must be ratified by a 3/4 majority of the Chapters present at the National Council meeting (Constitution, Article XII, Section 3).
 - (3) An amendment to the Bylaws must be ratified by a 2/3 majority of the Chapters present at the National Council meeting (Constitution, Article XII, Section 4), provided the proposal was submitted with notice.
 - (4) Proposals to amend the Bylaws without notice shall become effective only after ratification:
 - (A) By a 2/3 majority of the Chapters present at the National Council;
and

¹ Constitutional amendments cannot be proposed without notice.

(B) By a 2/3 majority of *all* Chapters in a mail vote conducted in accordance with Constitution, Article XII, Section 5.

4/14/11; revised 3/28/12; updated 4/8/13; updated 4/3/14; revised 4/23/19; updated 3/14/20; updated and revised 4/14/21; updated 5/6/2022; updated 4/5/23.