

## **Petition Process – to amend ACS’s Constitution and Bylaws**

1. Guidelines for preparing petitions are in the ACS Governing Documents: [www.acs.org/govdocs](http://www.acs.org/govdocs). These sections are in the guidelines: Preliminary Work, Preparing the Petition, Obtaining Signatures (no fewer than 10 voting Councilors or not fewer than 25 members of the Society), and Submitting the petition.
2. You will need to write an Explanation for the petition. For examples of other petitions that were submitted, go to the above link and click on PETITIONS.
3. Search the ACS Governing Documents to see all Constitution Articles, Bylaws, Regulations, or Supplementary Information that might be affected by your proposed changes.
4. The PETITION DEADLINES are 16 weeks before each Council meeting. Petition deadlines are available at the above link; click on PETITIONS. See the opening paragraph or scroll to the bottom of the page.
5. Amendments to the Constitution are in Article XVIII.
6. Amendments to the Bylaws are in Bylaw XIV. NOTE that Sec. 1 refers to the same procedure that is specified in Article XVIII, Secs. 1-2, a-e.
7. Amendments to the Board Regulations need to be approved by the Board of Directors.
8. BEFORE you get signatures, send your draft petition to [bylaws@acs.org](mailto:bylaws@acs.org) for a preliminary review. The Committee on Constitution and Bylaws (C&B) urges petitioners to send the draft petition to C&B for a preliminary review, preferably one or two months before the petition deadline. In the guidelines section on Preliminary Work, the petitioners or committee that is proposing changes should consult with appropriate committees or staff to ensure that other areas of the Society or the Constitution or Bylaws are not affected by your proposed changes.
9. Contact C&B if you would like a blank signatures page for getting signatures on the petition, or you can get this from [www.acs.org/govdocs](http://www.acs.org/govdocs) and click on PETITIONS.
10. Questions? Contact C&B at [bylaws@acs.org](mailto:bylaws@acs.org) or call 202-872-4071 to reach Barbara Polansky, Staff Liaison to C&B.

NOTE: the Petition to Streamline the ACS Governing Documents was passed by Council at the spring 2019 meeting in Orlando and confirmed by the Board of Directors April 19, 2019. If ACS members approve the Constitution changes, which will be on the fall ballot, the ACS Governing Documents will be updated. The petition process will not change for the Constitution and Bylaws, although the citations above will change and there will be an additional process for the Standing Rules. You can access the petition at [www.acs.org/govdocs](http://www.acs.org/govdocs) and click on PETITIONS or contact C&B at [bylaws@acs.org](mailto:bylaws@acs.org).