

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
POLICY 8(A)  
REFERENDUM VOTING POLICY & PROCEDURES**

**I. AUTHOR.** This policy is authorized under the provisions of the California State Federation of Chapters (CSFC) Bylaws, Article VII, Section 1.

**II. PURPOSE.** This policy is formulated to allow the CSFC to change its Constitution and Bylaws (C&BL) at times other than at a convention, see CSFC C&BL Article VI.

**III. SUBMISSION OF REFERENDUM RESOLUTIONS.**

- A. Referendum resolutions seeking to change or amend the CSFC C&BL's must be submitted on the appropriate form, CSFC Form 18 (REF) 2017, which may be obtained from the federation secretary or downloaded from the CSFC web site. This form must be completed in its entirety in accordance with the instructions furnished with the form. Failure to follow the instructions may cause rejection of the resolution. The form provides the referendum author with the opportunity to explain why this resolution should be considered outside of the convention process.
- B. Referendum resolutions may be submitted by a CSFC member chapter, the CSFC Executive Board, or any appointed CSFC Committee within the purview of its activity.
- C. Referendum resolutions are to be submitted to the CSFC Secretary who will record the receipt of the resolution, number the resolution [sequentially by year received], retain the original resolution, and send copies of the resolution to each of the members of the CSFC C&BL committee. The federation secretary may gather all referendum resolutions received during a month and submit them to the C&BL committee on the last day of that month rather than individually as received.

**IV. PROCESSING REFERENDUM RESOLUTIONS.**

- A. The C&BL committee will review each resolution received from the federation secretary to determine the following:
  - 1. Does the resolution, as written, conflict with the current NARFE National Bylaws?
  - 2. Does the resolution, as written, cover a subject germane to the objectives and mission of NARFE as expressed in the current national bylaws and the current federation constitution and bylaws?
  - 3. Does the resolution, as written, contain enough information, with supporting data, for a reasonable person to be able to understand what the resolution author means to accomplish and is it clearly presented?
  - 4. Does the resolution, as written, contain the specific wording change desired by the author? [Only the exact wording contained in Section (XXX) of CSFC Form 18 (REF) 2017 will be added, substituted in place of, or modify existing wording in the indicated article, section, and paragraph of the bylaw being considered. Any wording change must relate specifically to the information contained in Section (XXX) and (XXX) of CSFC Form 18 (REF) 2017.]
  - 5. Does the resolution, as written, conflict with or modify any other section or part of the CSFC Constitution and Bylaws? And if so, are those sections specifically enumerated in the resolution?

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6. Has the author of the resolution articulated sufficient reason for submitting the resolution to the Referendum process rather than to the convention process articulated in Article VII, Amendments, of the current CSFC Bylaws?
- B. The C&BL committee will forward its analysis and recommendations to accept or reject the resolution (s) for referendum to the CSFC Executive Board. The C&BL committee recommendations will also enumerate any changes needed in other C&BL articles, sections, and paragraphs that will be necessary if the resolution (s) is adopted including, if known, the effect of those changes on the entirety of the C&BL's. The C&BL committee recommendations will not consider the subject of the resolutions, except as noted above. The author (s) of proposed Referendum resolution (s) will be copied with the committee's report and recommendations.
- C. The CSFC Executive Board will review the C&BL committee's recommendations and vote [approval requires a majority of voting members] whether to send the subject resolution (s) to the member chapters as a referendum. [The Executive Board may, but shall not be required, delay its vote pending comment from the resolutions' authors.]
- D. The CSFC Secretary will send, electronically, a copy of the proposed resolution (s) approved for referendum, including the author's reasons for submission, to all CSFC member chapters [presidents and secretaries, or if either are not email compliant, to another chapter officer with email capability]. Member chapters will have 30 days (additional time may be granted by the CSFC Executive Board) to review and send comments to the federation secretary. Unless otherwise directed by the CSFC Executive Board, the federation secretary will, within ten days after the time limit for comment has expired, consolidate the chapter comments and transmit the comments and the Referendum voting ballot to the member chapters and notify each chapter of the number of votes they may cast and the deadline for the return of the chapter's voting ballot. [Note: The number of votes per chapter will be the number of voting members of the chapter as determined by the NARFE OAM count on the official date of transmittal of the ballot.]
- E. The federation secretary will receive the completed ballots, as specified below, tabulate them, and notify the federation president of the results [this process amends the C&BL's therefore adoption must be by a 2/3's majority of the votes cast by member chapters with a minimum of 10% of member chapters responding]. The federation president, with the concurrence of the CSFC Executive Board, will notify the member chapters of the results (adoption or non-adoption) and send the adopted resolution (s) to the C&BL committee chair for incorporation in the current CSFC Constitution and Bylaws.

**V. Chapter Voting Process.**

- A. CSFC member chapters will have 30 days from the date the ballot was sent to the responsible chapter officer (s) to review the comments and vote on the Referendum resolutions.
- B. Each chapter will have the number of votes as determined by the federation secretary and noted on the ballot transmittal.

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- C. Each chapter shall determine how their votes are to be cast. Chapter votes may be split (whole numbers only, no fractions) or voted as a block.
- D. The completed chapter voting ballot must be received electronically, or postmarked, if sent by US Postal Service, on or before the deadline date set by the federation secretary. Ballots not received/postmarked by the deadline date will not be counted when determining adoption or non-adoption of the subject resolutions.

**VI. Incorporation of Adopted Referendum Resolutions in the CSFC Constitution and Bylaws.**

- A. Upon receipt of the certified adopted resolution (s), the C&BL committee will incorporate the newly adopted resolution (s) into the current C&BL's, including any changes in related Articles, Sections, or Paragraphs as needed.
- B. Upon completion, the newly amended C&BL's will be sent to the federation president and secretary for transmittal to the NARFE Secretary/Treasurer for approval as required by the NARFE National Bylaws.
- C. Within ten (10) days of receipt of the national approval, the C&BL's will be placed on the CSFC web site for use of the federation membership.