

Guidelines for Amending Subordinate Court Rules & Regulations

All Courts are governed by The Uniform Code of Bylaws of The Grand Council (i.e., Red Book). Additionally, Subordinate Courts must adhere to their own Rules & Regulations (R&R). R&R are submitted on a three (3) stage schedule.

- At the stated meeting in April, the High Priestess will appoint a Committee of Rules and Regulations (R&R) composed of at least three (3) members of the Court.

Stage One

- Proposed changes will be given to the R&R Committee.
- First Reading: The Committee will present any changes to the members of the Court at a stated meeting at which time there will be no discussion.
- Following such reading, the membership shall be given written notice of any proposed alteration, twenty-five (25) days prior to the second reading and voting upon them. There will be no discussion at this time.
- Second Reading: The proposed changes will be read again, discussed and voted upon.
- Amendments are made by the following:
 - Adding
 - Inserting
 - Striking out (deletion)
 - Striking out and inserting
 - Substituting
 - Rewriting
- All amendments proposed to the R&Rs shall be in writing.
- After voting on these Rules and Regulations, the Recorder will send to the Grand Chair of Jurisprudence & Law:
 - Two (2) copies of the complete set of Rules and Regulations, which include the approved changes.
 - A stamped, self-addresses envelope.
- The said Rules and Regulations will not be in effect until returned by the Grand Chairman. (Standing Rules will not be permitted).
- Proposed changes must include:
 - The date of the first reading of the changes and/or additions.
 - The date of the second reading when the Court approved the submission.
 - Motion to accept the changes and send to Grand Chair of J&L for approval.
 - Original signatures of the High Priestess, Recorder, and members of the Rules and Regulations Committee.
 - Affixed with the Seal of the Court.

Stage Two

Two years following the R&R being approved. The Court R&R Committee will review the current rules. If there are no changes to be proposed a note will be written on the current R&R stating that no changes were necessary – signed and dated by the R&R Committee. If changes are needed, go back to Stage One.

Stage Three

In the third year, whether or not, changes are needed a new R&R document including any approved changes shall be created following Stage One instructions.