

## Submitting a 2% Bylaws Amendment Petition

Per Section 15.2 of ASHA's Bylaws, ASHA members (representing at least 2% of the members of ASHA) may petition the Board of Directors of ASHA to amend the ASHA Bylaws (a "2% BAP"). As used herein, "member" means an individual who meets the eligibility criteria of Section 3.1.1 of the ASHA Bylaws.

Below are the procedures for submission of a 2% BAP and a template for submitting a 2% BAP. Failure to follow these procedures may result in the rejection of a 2% BAP by ASHA or the Board.

### Procedures for Submission of a 2% BAP

- (a) Members may access the [2% BAP procedures and template](#) on asha.org.
- (b) A 2% BAP must identify one lead petitioner ("Lead Petitioner") who will serve as ASHA's primary point of contact with contact information and must be an ASHA member in good standing. The petitioners must provide the Lead Petitioner's information including ASHA account number, email address and phone number.
- (c) A 2% BAP must be signed by at least 2% of the members of ASHA, based on the last annual count of ASHA membership. The petitioners must include the ASHA account number, first name, last name, and email address of each ASHA member that signed the petition. This information must be submitted in a comma-separated values (CSV) file or another electronic format that allows for direct data extraction and comparison, as approved by ASHA.
- (d) A 2% BAP must describe the procedures used to (a) verify each signatory's willingness to participate and support the 2% BAP and (b) confirm that each signatory is an ASHA member.
- (e) A 2% BAP must reference the [current bylaws section\(s\)](#) that the petitioning Members propose to amend and the proposed amendment(s).
- (f) The Lead Petitioner and members submitting the 2% BAP are encouraged to provide the rationale for the proposed amendment(s).
- (g) The petitioners must submit the 2% BAP and any other required/requested information electronically to [governance@asha.org](mailto:governance@asha.org).
- (h) All 2% BAPs must meet the requirements for a 2% BAP outlined in the [Bylaws](#). 2% BAPs may not be inconsistent with the ASHA Articles of Incorporation, current bylaws or applicable law.

Following ASHA's review of the 2% BAP and confirmation that it satisfies the requirements of Section 15.2 of the Bylaws, ASHA will submit the 2% BAP to the Board for its consideration consistent with Section 15.2 of the Bylaws. Due to limited resources, ASHA staff are unable to assist members with drafting petitions or answering questions about petitions.

Please see the next page for procedures and template form to complete and submit along with other required information to [governance@asha.org](mailto:governance@asha.org).

# American Speech-Language-Hearing Association

## 2% Bylaws Amendment Petition (2% BAP)

### Lead Petitioner Information

The Lead Petitioner will be ASHA's primary point of contact.

Name: \_\_\_\_\_

Member Account Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Lead Petitioner must complete the attached 2% BAP form and submit this completed form to [governance@asha.org](mailto:governance@asha.org).

### Checklist to Submit a Successful Bylaws Amendment Petition

Indicate completion with a checkmark (✓) for each requirement below before submitting a 2% BAP to ASHA.

### Signatories Requirements

I, the undersigned Lead Petitioner, certify that:

1. \_\_\_ I have provided the first name, last name, email address of at least 2% of ASHA members as signatories.
2. \_\_\_ All signatory information in #1 has been presented in a comma-separated values (CSV) file or another electronic format that allows for direct data extraction and comparison, as approved by ASHA. Each field noted in #1 is in its own unique cell in a CSV format.

Example:

ASHA Account No.	First Name	Last Name	Email Address
12345678	Jane	Doe	Jdoe@abc.com

4. \_\_\_ To the best of my knowledge, all signatories are ASHA members in good standing.
5. \_\_\_ The process outlined in the 2% BAP was used to verify signatories and, to the best of my knowledge, the confirmed signatories are eligible to sign the 2% BAP.

Lead Petitioner:

Signature: \_\_\_\_\_

**American Speech-Language-Hearing Association**

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**ASHA 2% Bylaws Amendment Petition (2% BAP) Form**

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**A. Abstract:**

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**B. Proposed Amendment:**

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**C. Rationale:**

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**D. Signatory Verification Procedures:**

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# American Speech-Language-Hearing Association

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## ASHA 2% Bylaws Amendment Petition (2% BAP) Form Information

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The information below provides guidance on completing an ASHA 2% Bylaws Amendment Petition (2% BAP) Form.

### A. Abstract:

- Brief sentence or two about the 2% BAP.

### B. Proposed Amendment

- Include the Bylaws section(s) proposed to be amended.
- Include or attach a marked copy of the bylaws section(s) being amended that shows the proposed changes. For example, underline or use blue font for proposed additions and strikethrough or use red font for proposed deletions.

### C. Rationale

- Statement explaining why this 2% BAP was prepared. Indicate issue(s) of concern. Include reference to related policy(ies). If applicable, explain how the 2% BAP aligns with ASHA's overall strategy and [ASHA's Strategic Pathway](#).

### D. Verify/Confirm Signatories

- Describe the process used to verify and confirm signatories are eligible to sign this petition.