



## RULE CHANGE SUBMISSION FORM

<b>CHANGE REQUEST PROCEDURE</b>	
1. Fill out this form with your suggestions for rule changes, <b>sections 1, 2 and 3.</b> 2. Be sure to list the existing rule wording and the reason the change is being requested, and how the change would be of benefit. 3. Note which individuals or groups would be affected by the change. 4. Send completed form to the Rules Committee Chairperson listed on the NAPHA website. 5. Rule change requests will be reviewed by the Rules Committee, worded, and determined if beneficial for recommendation to the Board of Directors to be incorporated into the NAPHA Rules. 6. Rule changes recommended by the Rules Committee will be considered by the BOD and changes made will be published by October 1 <sup>st</sup> of the year, as proposed changes to be effective in the following calendar year. 7. Members have the opportunity to provide feedback to the NAPHA Rules Committee during the comment period to further ensure the proposed changes have merit for the organization as a whole.	

<b>SECTION 1</b>		<b>PLEASE COMPLETE THE FOLLOWING</b>	
<i>(Place cursor in the small grey box and type )</i>			
Date:	Name of Member or NAPHA Committee Proposing:		
Rule # Affected:	Name of Rule Section:		
Is there a petition regarding this proposed change? (If YES, attach copy)	Yes	Number of Member Signatures	
No- No petition was made			

<b>SECTION 2</b>	<b>STATE RULE AS CURRENTLY WORDED</b>
	<b>STATE RULE AS PROPOSED</b>
	<b>STATE REASON CHANGE IS PROPOSED</b>

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**SECTION 3 ANALYSIS OF PROPOSED CHANGE**

WHICH GROUPS OF MEMBERS / EXHIBITORS WILL BE AFFECTED POSITIVELY AND HOW?

WILL ANY GROUPS / MEMBERS / EXHIBITORS BE AFFECTED NEGATIVELY?	YES	NO:
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STATE SIGNIFICANT POSSIBLE NEGATIVES:

**SECTION 4 RULES COMMITTEE RECOMMENDATION**

IS THIS CHANGE RECOMMENDED?	YES	NO:
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RULES COMMITTEE COMMENTS:

**SECTION 5 BOARD OF DIRECTORS REVIEW**

Reviewed by Email	Reviewed at Meeting	Date:
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BOD COMMENTS OR DESIRED CHANGES:

Board of Director Section Completed By:	Date:
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**SECTION 6 FINAL DISPOSITION**

Approved by BOD vote in Minutes	Yes	No	Date:	
Published on website to begin comment period			Date:	
Incorporated into Rule Book	Yes	No	Date:	

**Note:**

Sections 1, 2 & 3 to be filled out by member proposing change. Then send to Rules Committee.

Section 4 to be filled out by Rules Committee. Then send form to BOD.

Section 5 to be filled out by BOD member who is Rules Committee liaison. Then send back to Rules Comm.

Proposed changes to be published on web / newsletter for comment period until next rule book update.

Section 6 to be filled out by Rules Committee and kept as electronic record of the change request disposition.