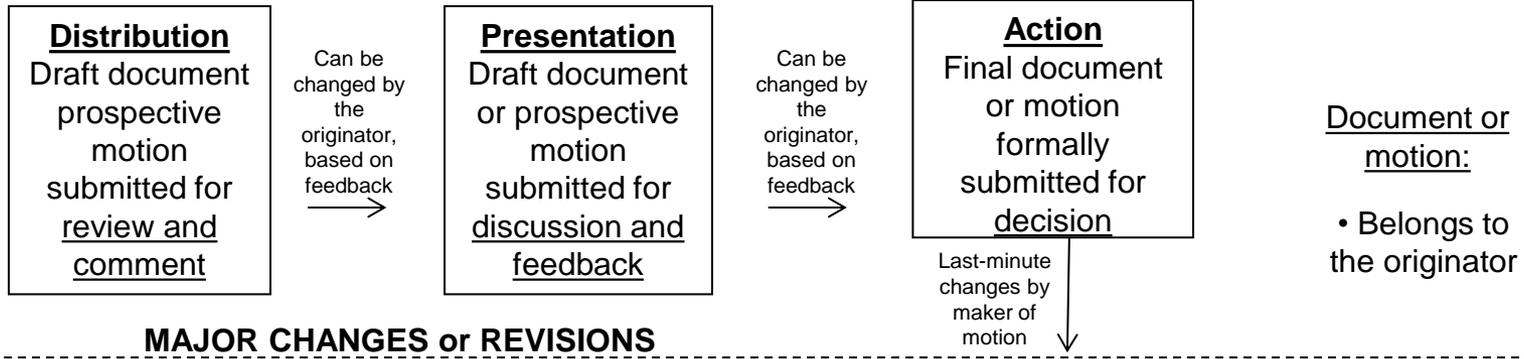


Preparing & Revising Draft Documents



Amending Finished Documents

4 FORMS OF AMENDMENT

***FINAL, INCREMENTAL (USUALLY SMALL) CHANGES OR IMPROVEMENTS**

- Any number of separate amendments can be made, but only one at a time

1
Striking words

2
Inserting and/or adding words at end

3
Striking and inserting words (in the same place)

4
Substituting a paragraph (for part or all of the motion)

Motion read back by chair

- Belongs to the assembly can now be changed only by formal amendment

- An amendment can be amended, but only once, and only by the same form.

- After each proposed amendment has been voted, and either adopted or defeated...the
- Previous question is called on the main motion as amended....

*If substantial changes are needed, document should go back to committee

Vote to adopt the motion as amended

Motion carries or fails as amended