

Section 4: Policies and Procedures for Amendment of the Document

The policies and procedures developed by the BMSE may be amended from time to time in accordance with the following procedure:

4.1 Amendments proposed by the BMSE

- (a) If the BMSE wishes to amend the policies and procedures, it shall:
 - (i) Give notice of its intention to amend the policies and procedures to all persons holding credentials with CABC by regular mail or email. This notice shall include the actual amendment sought and notice of when the amendment will be considered by the Board which shall be at least sixty days after the date of the notice; and
 - (ii) Mail notice of the intended change to the policies and procedures to all churches in the CABC.
- (b) Any person wishing to comment on the intended change to the policies and procedures may do so in writing to the Chair of the BMSE or may attend and speak to the proposed amendment at the BMSE Meeting identified in the notice.
- (c) After hearing from all persons, if any, who wish to speak to the proposed amendment and after considering all written submissions, if any, the BMSE shall reach a decision concerning the proposed amendment and shall give notice of its decision:
 - (i) by mail or email to all persons who hold credentials with the CABC and
 - (ii) by mail to all CABC churches.
- (d) Any person wishing to appeal the BMSE decision to amend its policies and procedures pursuant to this subsection may do so by giving a written notice to the Chair of the BMSE within sixty days of the notice of the amendment in the policies and procedures being sent to the Churches of the CABC. If no such written appeal is received by the Chair of the BMSE, the amendment shall be considered final and binding.
- (e) If a notice of appeal is received by the Chair of the BMSE within sixty days of the notice being sent to the Churches of the CABC:
 - (i) The Chair of the BMSE shall pass the notice of appeal on to the President of the CABC for consideration by the Council of the CABC at its next scheduled meeting. The President of the CABC shall, upon receipt of a notice of appeal, request a written response from the Chair of the BMSE, which response shall be copied to the person filing the notice of appeal.
 - (ii) The Council shall consider the notice of appeal at its next scheduled meeting and shall permit both the person seeking to

appeal the BMSE's decision and the Chair of the BMSE or designate to present oral submissions to Council.

- (iii) If the Council elects not to disturb the decision of the BMSE to amend its policies and procedures it shall advise the person who submitted the notice of appeal in writing but no further notice is required and the decision of the Council is final and binding.
- (iv) If the Council elects to vary or rescind the decision of the BMSE to amend its policies and procedures the decision of Council is also final and binding. Notice of this decision of the Council shall be given as follows:
 - (a) by mail or email to all persons who hold credentials with the CABC and
 - (b) by mail to all CABC churches.

4.2 Amendments proposed by members of CABC churches or persons who hold or who have held credentials with the CABC

- (a) Any person who holds or who has held credentials with the CABC or any member of a CABC church may request that the BMSE amend its policies and procedures by submitting a written notice of the requested amendment, together with the reasons for the requested amendment, to the Chair of the BMSE.
- (b) Upon receipt of the requested amendment the Chair of the BMSE shall notify the person requesting the amendment that the requested amendment shall be considered at the next scheduled meeting of the BMSE and invite the person seeking the proposed amendment to attend that meeting to provide oral submissions to the BMSE regarding the proposed amendment.
- (c) After hearing from the person requesting the amendment, if that person wishes to address the BMSE, and after considering the written request for the amendment, the BMSE shall reach a decision concerning the requested amendment.
- (d) If the BMSE elects not to amend its policies and procedures it shall notify in writing the person seeking amendment and shall give reasons as to why it chose not to amend its policies and procedures.
- (e) If the BMSE elects to amend its policies and procedures as a result of the request for an amendment it shall give notice of its decision to amend;
 - (i) by mail or email to all persons who hold credentials with the CABC and
 - (ii) by mail to all CABC churches.
- (f) Any person wishing to appeal the BMSE's decision to amend its policies

and procedures pursuant to this subsection may do so by giving a written notice to the Chair of the BMSE within sixty days of the notice being sent to the churches of the CABC. If no such written appeal is received by the Chair of the BMSE within sixty days of the notice being sent to the churches, the change shall be considered final and binding.

- (g) If a notice of appeal is received by the Chair of the BMSE within sixty days of the decision to amend its policies and procedures being sent to the churches of the CABC;
 - (i) The Chair of the BMSE shall pass the notice of appeal on to the President of the CABC for consideration by the Council of the CABC at its next scheduled meeting. The President of the CABC shall, upon receipt of a notice of appeal, request a written response from the Chair of the BMSE which response shall be copied to the person filing the notice of appeal.
 - (ii) The Council shall consider the notice of appeal at its next scheduled meeting and shall permit both the person seeking to appeal the BMSE's decision and the Chair of the BMSE or designate to present oral submissions to Council.
 - (iii) If the Council elects not to disturb the decision of the BMSE to amend its policies and procedures it shall advise the person who submitted the notice of appeal in writing but no further notice is required and the decision of the Council is final and binding.
 - (iv) If the Council elects to vary or rescind the decision of the BMSE to amend its policies and procedures the decision of the Council is also final and binding. Notice of this decision of the Council shall be given as follows;
 - (a) by mail or email to all persons who hold credentials with the CABC and
 - (b) by mail to all CABC churches.

4.3 Regular Review of the Document: A committee appointed by the BMSE shall review and propose revisions to the policies and procedures every three (3) years or as necessary.