



## New Mexico Public Education Commission (PEC)

### Governing Body By-Laws Change Notification [and Assurance form](#) Instructions

**Purpose:** To notify the Public Education Commission (PEC) of a change in the school's Governing Body By-Laws.

**Submission Deadline:** Changes to the Governing Body By-Laws do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

#### The school must provide:

- ☐ Fully completed form
- ☐ ~~Approved board minutes or certification of the board's vote approving the new By Laws~~
- ☐ Description of and rationale for the change
- ☐ Ensure the Bylaws include a provision for appointing new board members when fewer than three board members are seated and if there are no board members
- ☐ A red-lined copy of the By-Laws
- ☐ A clean copy of the new By-Laws

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) with questions about completing or submitting documents.

**Governing Body By-Laws Change Notification and Assurance Form**

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and** Click or tap here to enter text., hereafter "the school," effective on Click or tap to enter a date..

**Current section & language in school's Governing Body By-Laws which will be changed or replaced** (can refer to red-line copy provided): Click or tap here to enter text.

**New section & language to change or replace what is provided above** (can refer to red-line copy provided): Click or tap here to enter text.

**Board Approval Date:** [Click or tap to enter a date.](#)

**Effective Date:** Click or tap to enter a date.

[The representatives below provide an assurance that the information in this document is true and correct.](#)

**Signature of School Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Governing Board Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For PEC/CSD use only**

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**PEC Meeting Date:**

**Agenda:** ☐ Consent (typical) ☐ Regular (unusual circumstance)

**The school's notification was:** ☐ Accepted ☐ Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_