

## Guidelines for Division Name Changes

If a division wishes to change its name, agreement must be obtained from the Council Committee on Divisional Activities (DAC) that will then take the proposal to the members of Council for approval.

Prior to seeking approval from Council, DAC will likely solicit input from other divisions of the Society. Upon discussion and advice from those divisions, DAC may choose to bring the proposal before Council or return it to the division with recommendations.

The procedure for obtaining the necessary approvals is as follows:

1. The Executive Committee of the division, with appropriate input from members, selects the name.
2. The name is approved by vote of the members of the division. An electronic vote is acceptable.
3. The Executive Committee submits the new name to DAC, along with sufficient explanation and rationale for the change.
4. Members of DAC discuss the name change request via the appropriate subcommittee and by presentation to the committee as a whole.
5. If approved by DAC, the name is sent to all divisions for discussion, comments, and recommendations.
6. Each division must send its recommendation to DAC in writing within the specified time period. Reasons for the recommendation should be included. Electronic communications will be acceptable.
7. DAC will serve as the facilitator of discussions that result if divisions express concerns about the new name. The division requesting the name change will be kept fully informed and be a partner in all such discussions.
8. If DAC judges that consensus has been reached regarding the name change, DAC will present the proposed name to Council.
9. If consensus is not reached, the division can choose to amend the name and seek approval or abandon efforts to change.
10. The name will become official upon approval by Council.