



The following is a general timetable of the actions necessary to change a KHSAA bylaw if done through the Annual Meeting. The process is similar, but perhaps a bit shorter, for proposals passed via referendum. This process is a “best case” scenario. At any point in time, the process could be delayed due to action by one or more levels of regulatory approval.

May and July Regular KHSAA Board of Control meetings. Special meetings utilized if necessary.	KHSAA Board of Control review all KHSAA rules as mandated by 702 KAR 7:065 in order to remain as the designated agency.
Labor Day or near as possible	Handbook posted on the KHSAA website.
May 1	Deadline for submission of Proposals by Membership.
Through June 1	KHSAA staff works with proposal author to ensure consistent wording and develop final strike-through underline version of document.
August 1	Proposed changes electronically mailed to Principals, Athletic Directors and Superintendents and posted on KHSAA web site. Additional hard copies sent by US mail to Principals, Superintendent, Athletic Director with October Commissioner’s Notes. Mailed to delegates upon receipt of designation for meeting.
September	Annual Business Meeting considers changes to KHSAA Constitution and Bylaws.
Subsequent Board of Control meeting(s)	Board of Control acts on approved changes. Board is required by Kentucky Board of Education to evaluate each proposal and to recommend one of the following options on each item: <ol style="list-style-type: none"> 1) Adoption by KBE 2) Rejection by KBE 3) Amendment by KBE 4) Reconsideration by membership in alternative forum (future Annual Meeting, Referendum, etc.) Board is to recommend action on all proposals, including those that do not achieve the necessary majority. Board has Constitutional authority to reject any change not deemed to be in the best interest of the Association.
November/December (approximate)	KBE staff accepts first documentation concerning the proposed change. The change must be submitted with Staff Note detailing each change, and three different versions of the rules, 1) changed pages only, 2) strike-through, underline version and 3) final version. These are all contingent on KBE final approval.
December (approximate earliest, but could be February)	First available opportunity for consideration by Kentucky Board of Education of the changes requested. Coupled with the changes is the annual designation of the Association as the agent to manage athletics and each change must be defended through support documentation. In addition, the Department of Education must file intent to amend existing regulation to incorporate the changes, which is required by statute to be considered at two different meetings.
February (approximate earliest, but could be April/May)	Second available opportunity for consideration by Kentucky Board of Education of the changes requested. Coupled with the changes is the annual designation of the Association as the agent to manage athletics and each change must be defended through support documentation. In addition, the Department of Education must file final documents to amend existing regulation to incorporate the changes. If approved by the Board of Education, the changes go to the Legislative Research Commission for Consideration, a process that usually takes four to six weeks.
May (approximate earliest), but could be July	Legislative Research Commission approves rules, pending sixty day waiting period for public comments and hearings. Absent any negative substantive response, amendments are approved through Regulation Review and Approval Process through the General Assembly.
July/August (if all follows course and no delays are encountered)	Amendments actually take effect by being properly approved through complete LRC regulatory review process (Administrative Regulations Review Subcommittee via KRS Chapter 13A).