



Procedures for Amending NCAA Division II Legislation

Amendments to NCAA legislation affecting Division II may be submitted by **15 or more** active Division II institutions or **two** active Division II conferences on behalf of 15 or more of their member institutions in accordance with the provisions of NCAA Bylaw 9.3.

Amendments must be submitted electronically through the Legislative Services Database for the Internet (LSDBi).

1. To access LSDBi, go to www.ncaa.org.
2. Hover over "Membership" in the upper right-hand corner of the screen and then click on "My Apps". Login to the membership side of www.ncaa.org using your previously established username and password. If you do not already have a username and password, click on "register" and follow the on-screen instructions. If you have forgotten your previously established password, click "Forgot your password?"
3. Click on "LSDBi" in the "My Applications" tab.
4. Hover over the "Legislative Process" tab.
5. Click on "My Proposals" and then "Add a Proposal."

The following procedures should be observed by the sponsors of an amendment:

1. **Sponsorship Deadline.** The deadline for submitting legislative amendments by the membership is **not later than 5 p.m. Eastern time July 15.**
2. **Intent Statement.** A clear and concise statement of intent must be provided stating what the proposed amendment is designed to accomplish. The intent statement is not to be used to argue the merits of the amendment.
3. **Amended Legislation.** The submission should identify the specific legislative provision(s) to be amended based on current legislation in LSDBi.
4. **Institutional Sponsorship.** The minimum number of active institutions required to sponsor a legislative amendment is **15**. The amendment must be submitted in the name of the institution by the chancellor or president or the chancellor or president's designated representative. Only the first 20 sponsors from whom verification is received at the national office will be listed in the 2025 NCAA Convention Division II Official Notice.
5. **Conference Sponsorship.** At least **two** chief-elected or executive officers (e.g., conference commissioners) of member conferences with voting privileges may submit legislation on behalf of 15 or more active conference member institutions, provided the amendment specifies the members that are sponsoring the amendment. When a proposal is properly submitted to LSDBi, each chief-elected or executive officer of the sponsoring institution or conference will receive a notification via email confirming the submission.

[Note: A proposal is not sponsored properly by only one conference, even if the conference has 15 or more active members.]

6. **Effective Date.** The standard effective date for all amendments is not earlier than the first

day of August following adoption of the amendment at the 2025 NCAA Convention (August 1, 2025). However, a voting delegate may propose an immediate or alternate effective date to a proposal. This immediate or alternate effective date must be approved at the Convention by a two-thirds majority of all delegates present and eligible to vote on the proposal. Those amendments specified as effective immediately become effective after adjournment of the Convention.

7. **Primary Contact Person.** All amendments sponsored by the membership must designate a primary contact person and include the contact person's address and telephone number. The designated contact person does not have to be among the proposal's sponsors.
8. **Rationale Statement.** All amendments (except for resolutions) shall include a separate statement of rationale, not to exceed 200 words in length. The rationale statement may be used to argue the merits of the amendment. The sponsors shall make any changes in the rationale statement by the September 15 deadline for the sponsor-modification process. **If an immediate or alternate effective date is proposed, the rationale statement must include a statement on why such an effective date is necessary.**
9. **Resolutions.** The deadline for the submission of a resolution sponsored by the membership is **not later than 5 p.m. Eastern time November 1**. Resolutions must be sponsored by a minimum of 15 institutions or two conferences. It is not necessary to submit effective dates and statements of intent and rationale with resolutions; rather, such information should be reflected within the body of the resolution itself.
10. **Financial Impact Statement.** The sponsors of each proposed amendment or resolution that, if adopted, would result in significant expenditures from either the Association's budget or the divisional budget and/or by member institutions/conferences may be required by the NCAA Board of Governors or the NCAA Division II Executive Board to provide written documentation of the estimated costs to the Association and/or the members.

Committee Review. Before they can be included on the agenda for the 2025 Convention, all legislative proposals sponsored by member institutions or conferences will be evaluated by an appropriate NCAA committee or Division II committee, as designated by the Executive Board. Such evaluation may involve a position of support or opposition and/or a suggestion of an alternative amendment by the committee. Each appropriate NCAA committee or Division II committee has an obligation to review all amendments presented to it and to report the results of its review to the sponsors prior to October 7; however, committees will attempt to complete the review process in time for the sponsors to alter the amendments by the September 15 "sponsor-modification" deadline. The position of the appropriate committee shall appear with the relevant amendment in the 2025 NCAA Convention Division II Official Notice. The committee position, if any, will not prevent the membership from voting on the amendment at the 2025 Convention, provided all submission deadlines have been met.

The legislative amendments in the Official Notice for the 2024 Convention provide members with examples of the desired format for amendments. To assist in the legislative process, the NCAA Division II Legislation Committee and staff may edit legislative amendments. The legislative sponsors will be notified of edits as necessary. Properly submitted amendments, as edited, will appear in the published educational materials, which are published not later than September 23.

Please contact Chelsea Hooks (chooks@ncaa.org) or Rachel Denton (rdenton@ncaa.org) at the NCAA national office with questions regarding legislative procedures.