



Procedures for Amending NCAA Division III Legislation

Amendments to NCAA legislation affecting Division III may be submitted by **20 or more** active member Division III institutions or **two or more** active Division III member conferences on behalf of their members in accordance with the provisions of NCAA Division III Bylaw 9.3.

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

1. To access LSDBi, go to www.ncaa.org.
2. Click on "My Apps" in the upper right-hand corner of the screen. 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:

1. **Sponsorship Deadlines.** The deadline for submitting legislative amendments for consideration at the 2024 NCAA Convention is **not later than 5 p.m. Eastern time July 15**. At least one of the **conferences** of a conference-sponsored amendment or at least 10 of the 20 individual institutional sponsors must meet the July 15 deadline. The co-sponsor (i.e., either an additional conference or 10 individual institutions) must meet the deadline of **5 p.m. Eastern time, September 1** or the amendment will be automatically withdrawn.
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. It is not necessary to amend the legislative provisions, the Academic and Membership staff will work with the sponsor to add the appropriate legislation and amend it as needed by on the sponsors 's intent.
4. **Institutional Sponsorship.** The minimum number of member institutions required to sponsor a legislative amendment is **20**. The amendment must be submitted in the name of each institution's chancellor or president or the chancellor or president's designated representative.

[Note: The chancellor or president must provide written notification **prior** to the submission deadline to the NCAA national office of any other individual designated to assert sponsorship of a legislative proposal on behalf of the institution.]

5. **Conference Sponsorship.** At least two chief-elected or executive officers (e.g., conference commissioners) of **two** member conferences with voting privileges may submit an amendment on behalf of their active conference members. **The amendment also must be approved by the chancellor or president who chairs the conference's administrative group or at least two chancellors or presidents of the conference's member institutions if the conference has no presidential administrative group. When a proposal is properly submitted to LSDBi each chief elected or executive officer of the sponsoring 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 20 or more 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 NCAA Convention (i.e., August 1, 2024). **However, a voting delegate may propose an immediate or alternative effective date to a proposal. Any legislation that has an effective date other than August 1, 2024, must include a statement of rationale for having such an effective date. 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 that contact person's address and telephone number. The designated contact person does not have to be from among the amendment'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 September 15.
9. **Resolutions.** The deadline for the submission of a resolution is November 1. Resolutions must be sponsored by a minimum of 20 member institutions or two or more member conferences on behalf of their active members. 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. **Budget Impact Statement.** The sponsors of each proposed amendment or resolution must include a written budget impact statement regarding the potential financial impact (e.g., additional costs, cost savings) of the proposed legislation as it applies to the NCAA, conferences, institutions, student-athletes or prospective student-athletes.
11. **Committee Review.** Before they can be included on the agenda for the 2024 NCAA Convention, all legislative amendments sponsored by institutions or conferences will be evaluated by the appropriate NCAA committee or Division III committee, as designated by the NCAA Division III Management Council or Presidents Council. 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 III 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 proposals by the September 15 sponsor-modification deadline.

The legislative amendments in the Official Notice for the 2023 NCAA Convention provide members with examples of the desired format for amendments. To assist in the legislative process, the NCAA Division III Interpretations and Legislation Committee and staff may edit legislative amendments. The legislative sponsors will be notified of edits, as necessary. Amendments properly submitted by July 15 will appear in the 2024 NCAA Convention Division III Initial Publication of Proposed Legislation. Further, amendments properly sponsored by September 1 will appear in the 2024 NCAA Convention Division III Second Publication of Proposed Legislation.

Any questions regarding legislative procedures should be referred to Tiffany Alford (talford@ncaa.org) or Jeff Myers (jmyers@ncaa.org).