

Charter Change Request Form

[Committee name]

Use this form to document and submit proposed changes to the charter. All changes shall be reviewed and approved according to the committee governance procedures.

Basic information

Date submitted:

Submitted by (Name/Role):

Committee:

**Type of change (Purpose,
Authority, Scope, Membership,
Decision authority, Other):**

Description of change – *Provide a detailed summary of the proposed change, including background, context, and what specifically is being modified.*

Reason for change – *Why is the change being proposed? What factors or conditions promoted this request? What factors contributed to this request? What are the potential impacts of this change?*

Approvals – *Shall be approved by the oversight body and the Superintendent or designee.*

Approver	Role/Title	Signature/Date

Implementation notes – *To be completed after approval. Include the date of the Superintendent's signature and the responsible owner.*

Effective date of change:

Responsible owner (Name/Role):

- ☐ PDF copy of new charter sent to Committee Coordinator
- ☐ PDF copy of new charter uploaded to OWL and former charter deleted
- ☐ New charter uploaded to the Teams site, and former charter moved to the archive
- ☐ Charter change request form uploaded to the Teams site
- ☐ Members notified of change
- ☐ Charter revision included in next report to oversight body
- ☐ Other actions: