NASIG Bylaws Committee Manual
Revised February 11, 2020

I. Vestment

Article VI. Committees Section 2. Standing Committees. The Bylaws Committee currently exists as a standing committee.

The Committee shall be comprised of a chairperson, a co-chairperson, and other NASIG members-in-good-standing appointed by the Executive Board as per Article VI. Committees Section 2. Standing Committees. The size of the Committee shall be determined by its needs. An Executive Board member-at-large shall serve as a liaison between the Board and the Committee.

II. Charge

The Bylaws Committee is charged to receive, review, notify and educate the membership about proposed revisions, amendments, or ballots required by the Bylaws; to draft wording for the ballot(s); and to announce results of a vote. Any NASIG member may submit a proposal to the Bylaws Committee for a change to the Bylaws.

III. Methodology

Proposed revisions/amendments will be received by any Committee member only as specified in Article XII.

There are two avenues for the general membership/Executive Board to commence the possible revision/amendment of the Bylaws.

A. Floor
Any member-in-good-standing may at a designated time within a Business Meeting or at any open session of the Bylaws Committee propose a revision/amendment. If no other time is so designated the "Other Business" portion of a Business Meeting shall be automatically designated as the time within which such proposals can be made.

The Secretary shall record the exact wording of the proposed revision/amendment, and may ask for the revision/amendment's sponsor to acknowledge the correct wording by reading the text aloud and requesting confirmation. Discussion for clarification of the proposed revision/amendment may be called for by the President or Chair of either meeting. Discussion may also be limited by President or Chair.

B. Writing
A proposed revision/amendment may be submitted in writing to any member of the Bylaws Committee. If such a proposal is submitted to any other member but the Bylaws Committee Chair, the Chair shall be notified within 15 days of such receipt by that member.

IV. Revision/Amendment Processing

1. Once received by the Chair, all Committee members will be given the opportunity to review/comment upon the proposed revision/amendment. If no rationale accompanies the proposal, one shall be solicited from the sponsor.

2. The Bylaws Committee shall be responsible for the final edit/draft of the amendment and must solicit approval of such from the sponsor.

3. The Chair shall then notify in writing the President and Executive Board Liaison of the receipt of the proposed revision/amendment, solicit their approval regarding the format of the revision/amendment proposal as well as accompany that notification with a planned date for dissemination to the general membership. After the President and Executive Board Liaison have approved the format of the proposed revision/amendment, a written notification of the pending ballot shall be sent to the general membership. A written ballot requesting approval or rejection shall be distributed to the general membership 30 days after such dissemination. Voting shall close 10 working days after dissemination of the ballot. Whenever possible, the Bylaws Committee shall endeavor to "batch" amendment balloting.
4. Tabulation of all ballots received will be finalized by the Bylaws Committee co-chairs. To pass, votes or ballots require a two-thirds majority of those participating in the vote. Ballots will be retained for a period of 6 months.

5. Notification of voting results shall be forwarded in writing to the Committee Chair within 15 days of the close of the voting; the Chair shall also so notify the President, the NASIG Newsletter Editor, and all Committee members within 15 days after receiving the results. A notice of the voting results shall be posted on the NASIG-L discussion list.

V. Rejection

If the amendment is rejected, the Chair shall notify the sponsor of the rejection of the proposed revision/amendment in writing within 15 days after receiving the results.

VI. Acceptance

If the amendment is accepted, the Chair shall notify the sponsor of the acceptance of the proposed revision/amendment in writing within 15 days after receiving the results. All accepted revisions/amendments shall become effective immediately as of the date of their adoption (considered to be the closing date of voting) unless otherwise specified within the revision/amendment.

VII. Revised Bylaws

The Bylaws bearing the latest date of revision shall be made available to any and all members at the convenience of the Committee Chair or at the next Annual Meeting following any revision/amendment’s adoption. Language of revisions to the Bylaws shall be sent to the chairs of the Membership Services Committee and the Communications Committee so that directory and electronic versions of the Bylaws may be updated.

VIII. Committee Guidelines Revision

The Committee is authorized to establish and adopt its own procedures and committee guidelines. Revisions to the procedures or committee guidelines need not be approved by the NASIG Board.

Appendix:

Procedures for NASIG Bylaws Committee Balloting

Introduction: The Bylaws Committee's charge is “to receive, review, notify and educate the membership about proposed revisions, amendments, or ballots required by the Bylaws; to draft wording for the ballot(s); and to announce results of a vote. Any NASIG member may submit a proposal to the Bylaws Committee for a change to the Bylaws.” This section outlines the procedure for disseminating the written notification of the pending ballot to the general membership and subsequent balloting.

Once the President and Executive Board Liaison have approved the format of the proposed revision/amendment, a committee co-chair will send the proposal along with its rationale in a message to the NASIG membership following the instructions in the Communications Committee Manual Wiki, selecting Active Individuals (active members who have paid their membership).

The Bylaws Committee will work with the Communications Committee to create the online ballot, testing it on members of the committee. The ballot will be sent to Active Individuals only. The Communications Committee will grant the co-chairs access to the survey portion of the NASIG website and so the co-chairs will be responsible for tabulating the results.

Procedures for Publicizing Proposed/Accepted Bylaws Changes

In addition to sending out the blast email outlined above, an announcement of the proposed bylaws change should be posted to NASIG News & Events on the NASIG website. Instructions for posting to NASIG News & Events is on the Communications Committee Manual Wiki and Communications can provide technical assistance. Once the ballot has been created and sent to the active members, that information should also be posted. If a Discussion Forum (listserv) thread has been established on the topic, information should be posted under the thread for both actions as well as the outcome of the vote. As noted in the Bylaws, information on the outcome of the vote shall be forwarded in writing...
to the NASIG Newsletter Editor and a notice of the voting results shall be posted to the membership via an email blast. An announcement shall also be posted to the NASIG News & Events section of the NASIG website.