

NASIG Bylaws Committee Manual

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Bylaws Committee

I. Committee Structure and Composition

The Bylaws Committee is a standing committee. The Committee shall be composed of two Co-chairs and three other NASIG members-in-good-standing appointed by the Executive Board as per *Bylaws Article VI. Committees Section 2. Standing Committees*. The size of the Committee may change depending on its needs. An Executive Board member-at-large shall serve as a liaison between the Board and the Committee, hereafter referred to as the Board Liaison. The President of NASIG shall serve as an ex-officio member.

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 Committee for a change to the Bylaws.

III. Basic Functions

A. Communications and Meetings

The Committee meets four times per conference year (July to June), or more frequently as needed. If needed, Co-chairs can contact the NASIG secretary for use of a NASIG Zoom account to set committee meetings. Two of these meetings should be scheduled as “open sessions” and advertised broadly in advance to NASIG membership. During these open sessions, any NASIG members can attend to ask questions about the committee or the amendment process.

The Committee may choose to meet during the Annual Conference; this may be particularly helpful for years when there are amendments in progress. However this meeting is not required.

The public email address for the Bylaws Committee is bylaws@nasig.org.

The internal email address is bylaws-internal@nasig.org. The Committee Co-chairs should make every effort to use the internal email address when communicating with committee members, as these messages can easily be reviewed at the end of each year via Simplelists <https://nasig.simplelists.com/bylaws-internal/>.

Additional tasks can be viewed on the [Bylaws Committee Working Calendar](#).

B. Reports to the Board

Reports are due mid-year (fall) and prior to the annual conference (spring).

C. Budget and Finance

The Bylaws Committee does not typically require a budget, however, if needed for the purpose of fulfilling the duties of the committee, one can be requested.

IV. Miscellaneous

A. Committee Guidelines Revision

The Committee is authorized to establish and adopt its own procedures and guidelines. Revisions to the procedures, Committee guidelines, Working Calendar, and Committee Manual need not be approved by the NASIG Board. However, the Board Liaison and Secretary should be updated when changes are made so that the changes can be updated on the aggregated working calendar for all NASIG committees.

NASIG Bylaws

I. Methodology

There are two avenues for the general membership and/or Executive Board to commence possible revision and/or amendment of the Bylaws, as specified in *Article XII* 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. The Bylaws Committee hosts two open sessions per year; NASIG members may attend with questions about the Bylaws or request assistance with writing amendments during these sessions. 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 or other designate 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 Co-chairs of either meeting. Discussion may also be limited by the President or Co-chairs.

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 Co-chairs, the Co-chairs shall be notified within 15 working days of such receipt by that member.

II. Revision/Amendment Processing

1. Once received by the Co-chairs, 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 draft of the amendment and must solicit approval of such from the sponsor.
3. The Co-chairs shall then notify in writing the President and 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 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 calendar 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, when there are multiple proposed amendments or revisions.

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 and associated voting data will be retained for a period of 6 months.

5. Within 15 working days of the close of voting, the Bylaws Committee Co-chairs shall notify the President, Secretary, and Bylaws Committee members after tabulating the ballots. A notice of the voting results shall be posted on the NASIG-L discussion list.

III. Rejection

If the amendment is rejected, the Co-chairs shall notify the sponsor of the rejection of the proposed revision/amendment in writing within 15 days after tabulating the ballots.

IV. Acceptance

If the amendment is accepted, the Co-chairs shall notify the sponsor of the acceptance of the proposed revision/amendment in writing within 15 days after tabulating the ballots. 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.

V. Revised Bylaws

The latest updated version of the Bylaws, bearing the latest date of revision, shall be made available on the NASIG website following the adoption of any revisions or amendments. This is done by the Bylaws Co-chairs contacting the Communications Committee. A summary outlining the latest revisions should also be sent to the Communications Committee for addition to the "Recent NASIG Bylaws Changes" document hosted on the Bylaws Committee website.

Appendix:

Procedures for NASIG Bylaws Committee Balloting

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 Board Liaison have approved the format of the proposed revision/amendment, a Bylaws 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 Committees. 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; the Co-chairs will be responsible for tabulating the results. Email web@nasig.org for access to the survey portion of the website as well as any assistance.

Procedures for Publicizing Proposed/Accepted Bylaws Changes

In addition to sending out the email blast outlined above, an announcement of the proposed Bylaws changes should be posted to NASIG News & Events on the NASIG website by emailing web@nasig.org with the appropriate information. Another update should be posted when the ballot has been created and sent to the active members. If a 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 President, amendment sponsor, and the Bylaws Committee. A notice of the voting results shall also be posted to the general membership via an email blast, and to the NASIG News & Events section of the NASIG website.