

Manual of Instruction

Section Name: Structure & Organization

Section Number: 3.07d

Title: State Meetings: Special

Description: A special meeting is a meeting held between the Annual Conferences for a specific, time-sensitive purpose.

Approval and Notification of the Special Meeting

A special meeting of members may be called by the President if deemed necessary by the executive committee with approval by a majority vote of the Board of Directors (Article XVII Section 2).

Approval of the Board of Director may be obtained by the Executive Committee at a regularly scheduled Board meeting or via an electronic meeting and vote.

A Call to Meeting shall be sent by the President at least 30 days in advance of the meeting.

1. The Call shall state: date, starting time, place and purpose of the special meeting.
2. The Call shall be sent, by electronic or printed means, e.g., NIKE and the Communicator, to all members in good standing
3. The Purpose of the meeting shall be made clear in the Call to Meeting and only that business may have action except if voted to be Emergency Business (see Agenda/requirements for Emergency Business).

Agenda of the Special Meeting

1. The Agenda for the Special Meeting shall be prepared by the President and distributed to the members prior to the start of the Special Meeting.
2. The business considered at the Special Meeting shall be the business stated in the Call to Meeting.
3. Business that does not meet the 30 day advance notice shall be considered Emergency Business and can be taken up for discussion and action with *the unanimous approval of the members in attendance* and should be considered under New Business.
 - Emergency Business is defined as an issue that cannot be handled by the duties as defined in the bylaws and cannot wait until the next general membership meeting due to the timing of the action needed.
4. Other business, not included in the Call to Meeting and not approved as Emergency Business, shall not be considered.
5. Hearings involving Bylaws or other Policy Action shall be held within the Special Meeting Agenda to eliminate redundancy in presentations and discussions.

Manual of Instruction

Voting at the Special Meeting

- a. The voting body at the special meeting shall be any member in good standing who has paid a full meeting registration fee (Article XVII Section 3)
- b. The Registration Chair will present a separate Credentials Report indicating the number of members in good standing.
- c. This report shall list the total number of members present who are eligible to vote (not listed by office) and the number of chapters represented
- d. The Credential Report will stand as the Roll Call for members attending and shall be attached to the official detailed Registration Report and the meeting's minutes. (Note: as this is a 'member' meeting, no one is required to check in with the Recording Secretary.)
- e. Voting members from at least one-third of the local chapters shall constitute a quorum (Article XVII Section 6).
- f. No member shall have more than one vote and no voting by proxy shall be allowed (Article XVII Section 5).
- g. At the written request of the President, a vote of the members may be taken by mail or electronic/technical means. A majority vote shall have the force and effect of a vote taken at a conference or special meeting (Article XVII Section 4).

Financial Implications

Refer to the NYS Women, Inc. annual budget for any approved funds for special meetings.

Included in Toolkit

For more information go to:

TK 3.07d Sample Call to Special Meeting

TK 3.07d Rules for Special Meeting

Date of Board Approval: 03/04/12

Effective Date: 03/04/12

BYLAWS:

see **ARTICLE XVII: STATE CONFERENCE** and **ARTICLE XIII: DUTIES OF OFFICERS**

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws\