In accordance with NASSGAP ByLaws (see below), and with the agreement of the NASSGAP Executive Committee, a special meeting of the full Association has been scheduled for Thursday, May 3, 2012, at 2:30 p.m. Central time via telephone conference call. An agenda for the meeting is attached.

The purpose of the meeting is to discuss proposed changes to the NASSGAP ByLaws. No action will be taken during the meeting. However, voting members will be asked to vote on the changes to the language in the ByLaws by electronic ballot during the week following the meeting.

Please let me know if you have any questions.

Julie Leeper

NASSGAP President

Julie.leeper@iowa.gov

(515) 725-3420

Excerpts from ByLaws: (A full copy of the ByLaws may be viewed at: <http://nassgap.org/bylaws.aspx>)

**Article V: Meetings
Section 1.** The Association shall hold a meeting (the annual meeting) at least once a year in the fall of the year at a time and place to be chosen by the Executive Committee.

Section 2. The President shall have the power to call special meetings of the Association upon the occurrence of events which, in the President's judgment, warrant the consideration and attention of the Association. The agenda for such special meetings shall be confined to the principal business for which such special meeting was called. A quorum of the Voting Membership, as prescribed by the parliamentary authority of Article VIII, shall be required for any action taken at such special meetings.

**Article VIII: Rules of Order**Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all applicable cases not inconsistent with the Constitution and Bylaws and any special rules which may from time to time be adopted by the Association.

**Section 2.** The President-Elect will serve as a Parliamentarian whose duties shall be to advise the President on matters of orderly procedure as provided in Section 1 of this Article. The Parliamentarian may be a permanent or temporary appointee for the term of any duly called meeting as provided in Article V at the discretion of the President.

**Section 3**. Forty percent of the voting membership or designated representatives of voting members shall constitute a quorum. If the absence of a quorum prevents a meeting of the Membership from acting on an item of business, the Executive Committee may submit the matter for the vote of the membership by mail ballot.

Section 4. The financial affairs of the Association shall be conducted on a fiscal year, beginning July 1 and ending June 30.

Section 5. Mail ballots may be accepted via U.S. Mail, fax, web interactive sites, or electronic mail.