

SECTION 1-4. MEETINGS OF THE GSATS POLICY COMMITTEE

A. Regular Meetings. Regular meeting of the Policy Committee shall be held when determined necessary by the Chairman or by a quorum of the voting membership. In any event, meetings will be held at least quarterly.

B. Special Meetings. Special meetings may be held at the call of the Chairman or acting Chairman, or by agreement by a quorum of the voting membership, provided that notice of such meeting shall be given to all members at least twenty-four (24) hours before the hour for which the meeting is called. Business transacted at all special meetings shall conform to the objectives and business to be transacted as stated in the notice.

C. Notice of Regular Meetings. Written notice of all regular meetings shall be mailed to each member of the general membership at least five (5) days prior to the meeting. Such notice shall state the time, place, and purpose of such meetings.

D. Quorum. More than fifty percent of the number of voting members of the Policy Committee shall constitute a quorum.

To Amend:

Any member who does not attend two consecutive GSATS Policy Committee meetings will not be included as part of the membership needed to obtain a quorum after the second meeting; however, membership is immediately reinstated by the presence of the most recently appointed member (or his/her alternate) at any future meeting.

When a quorum is present at any meeting, the vote of the majority of the voting member present shall decide on any question brought before such a meeting except questions involving amendments to the bylaws.

Whenever a quorum is not at a regular or special meeting, those present may postpone the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda or introduced by members. No action taken at such a meeting shall be official unless and until ratified and confirmed in a subsequent meeting of the committee at which a quorum is present, by approval of the minutes of that meeting at which a quorum was not present.

E. Voting. Voting shall be by voice and shall not be recorded by roll call unless such a record is requested.

F. Conflict of Interest. No member shall vote, or participate in discussion, on any issue in which he has a conflict of interest.

G. Proxy. When a member is unable to attend a meeting or must leave a meeting before a vote is taken, his proxy shall be accepted and used for voting as he directs, but only under the following circumstances:

1. The proxy shall state the name of the committee member being represented.
2. The proxy shall indicate in writing on a sign-in roster the voting member being represented.
3. Minutes shall include names of proxy and member represented.

H. Parliamentary Procedure. Procedure in all meetings of the committee shall be governed by Robert's Rules of Order except when such rules of order are in conflict with these bylaws.

I. Public Access. All regular and special meetings of this Committee shall be open to the public and the Freedom of Information Act requirements shall be followed.