

## Special Meeting Request Process

Should a major issue needing discussion arise, three (3) members in good standing may **request** a Special Meeting of the membership.

The request must be made, in writing, to the Secretary, or other member of the Board of Trustees (the Board) **to one of the official PAVA email accounts** ([PAVA.Secretary@gmail.com](mailto:PAVA.Secretary@gmail.com), [PAVAExhibit@gmail.com](mailto:PAVAExhibit@gmail.com)), and must include sufficient details for the Board to assess the situation.

The Secretary will obtain the approval of the Board to proceed with a **membership** vote on the Request for a Special Meeting.

The Secretary, or other member of the Board, will email the Request **proposal** to the current active members mailing list. All official, associated emails will come from the Secretary and/or the Board by way of one of the official PAVA email accounts: ([PAVA.Secretary@gmail.com](mailto:PAVA.Secretary@gmail.com), [PAVAExhibit@gmail.com](mailto:PAVAExhibit@gmail.com)) .

For the purposes of requesting a Special Meeting, at least 33% of the membership must cast votes agreeing to hold the Special Meeting.

### The Board will

- **Determine a location within five miles of the PAVA legal address filed with the State of Florida,**
- Chair the meeting, and
- Keep to the agreed upon agenda. No new business will be added to the published agenda or heard **at a Special Meeting.**

For the purposes of a Special Meeting,

- Meeting notice must be transmitted - by an official PAVA email account - no later than three (3) days prior to the meeting, per the By-Laws, Article V, Section 3.
- **All members will be given the opportunity to vote on agenda topics by email, by assigning proxy to be administered by the Board, or via a form on the PAVA website (if available).**
- **Email, proxy, and web votes will count toward the calculations for quorum.**
- **Any and all email, proxy or web votes must be received by the stated deadline in order to be valid. The deadline may be seven to ten days before the Special Meeting to allow for counting and management of the votes.**
- **It is recommended that members attend Special Meetings to gain a complete understanding of the topic(s) in question and to assure their vote is cast in the manner intended.**
- **For voting, quorum will be defined as 60% of the active membership.**
- **If quorum is obtained, votes taken at the Special Meeting will be official and binding.**
- **A simple majority (50%, plus one) will be sufficient to pass a measure.**
- If quorum is not met, the Board may choose to continue with discussion of agenda item(s), but **no binding votes will be taken on any motions.**
- All decisions of the Board of Trustees are final. There is no appeal process.
- No more than one special meeting on a given topic may be granted in a span of twelve months.
- **No more than two Special Meetings will take place in a calendar year.**