

U- REQUESTS FOR A SPECIAL MEETING OF THE MEMBERSHIP

Pursuant to Article IV of the SOA Bylaws, a meeting of the membership shall be called by the SOA President upon the written request of not less than 5% of the Fellows of the SOA.

Recognizing that this contemplates a “grass roots”, member-initiated approach to requesting a meeting on special issues, this policy is intended to describe how those Fellows who desire to have the special meeting may gather and submit the required number of written requests from SOA Fellows.

Written Request Form

A member-initiated request for a meeting of the membership must be supported by the written request of at least 5% of the Fellows. Because the matters to be considered at the meeting must be described in notice of the meeting, it must be clear that all the requests support consideration of *the same* matters.

The most effective way to ensure the required level of support exists for a meeting to consider the specific matters of interest is to allow proponents to gather support for the request “petition style”. The SOA will make available a Request Form for these purposes. (A sample Request Form is attached.) Proponents need not use the specific Request Form provided by the SOA, but may develop their own form, as long as the form captures and conveys all the information required, as described below.

Proponents of the meeting may use the Request Form to identify and describe the specific matters to be considered at a Special Meeting. The Request Form will also contain spaces for the identification of Fellows who support the request and who wish to add their signatures to the petition. Each Fellow signing such a form will be deemed to have made a “written request” for the Special Meeting, as required in the Bylaws.

Valid requests by Fellows

A written request from a Fellow must contain the Fellow’s name, SOA member number, signature, and the date on which the Fellow signed the request. The Fellow’s name and member number must be legible enough to allow SOA Staff to verify the person signing the form as a Fellow. A “signature” is the name of the person written by hand; an electronically-stored or transmitted copy of a signature is acceptable.

A signed request from a Fellow must be dated not more than one year prior to the date as of which the required number of requests has been received. The SOA cannot presume that a request more than one year old still reflects the current intentions and desires of the Fellow who may have supported the request at one time. In addition, a valid request must not have been subsequently revoked by the Fellow.

Revoked requests

Any Fellow who has made a written request supporting a meeting of the membership may thereafter revoke his/her request. The revocation of a previously made request must be submitted to the SOA in writing, legibly identifying the Fellow by name and member number, must be signed and dated, and must identify at least one of the matters that are to be considered at the meeting for which the support is being revoked.

Gathering the required number of requests

Those Fellows requesting a meeting should gather the required level of support from at least 5% of the Fellows before submitting the written requests to the SOA.

- It is not necessary to have an individual written Request Form from each Fellow supporting the meeting. As indicated by the attached sample form, more than one name/signature can be obtained on each copy of the Request Form.
- Multiple copies of the same Request Form may be used to gather the required signatures, and then submitted together. (Each copy of the Request Form must describe the same matters for consideration.)

For purposes of determining whether the number of written requests from Fellows satisfies the 5% threshold, the SOA will use the number of Fellows on the rolls as of January 1st of the year in which the required number of requests is actually received.

How and where requests should be submitted

Requests supporting a meeting should be submitted to the SOA's Executive Director:

Society of Actuaries
Attn: Executive Director
475 N. Martingale Road, Suite 600
Schaumburg, IL 60173

The proponents of the meeting may submit physical, hard copies of the Request Forms, or may scan them and submit them electronically. Scanned copies may be submitted to governance@soa.org.

Verification of written requests by Fellows

SOA Staff will verify whether written requests for the special meeting have been received from the required number of Fellows.

- Staff must be able to verify that the name and member ID number associated with a particular signature is that of a Fellow.
- The request of each individual Fellow must be dated, and the date signed must not be more than one year prior to the date as of which the required number of requests has been received.
- Staff must be reasonably satisfied that the signature and date signed appear to be authentic.

If SOA Staff has reason to question the validity of any written request submitted, Staff will use reasonable efforts to verify the request directly with the Fellow. If a questionable written request cannot be verified, it will not be counted toward the required number.

If the required number of written requests from Fellows is not received, the SOA will notify those submitting the requests that the requirements of the Bylaws have not been satisfied and the special meeting will not be called by the SOA President.

Action on verified requests

If the SOA Staff verifies that a special meeting has been requested by the required number of Fellows, the proponents will be so notified and the SOA President will be notified that a special meeting must be called. At least 20 days notice for such a meeting is required by Article IV.

REQUEST FORM

Individuals signing this request must be Fellows of the Society of Actuaries (SOA). By signing this form, the undersigned Fellows wish to request that the President of the SOA call a meeting of the membership to consider and act upon the matters described below.

Matter 1:

Matter 2:

[Describe additional matters for consideration as needed]

Name	Member ID	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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