

Guidelines and Processes for Board and Committee Membership Renewal AMS Scientific and Technological Activities Commission

Purpose: This document provides guidelines and processes for the STAC Boards and Committees annual membership renewal, which must be completed by the 15th of October at the very latest.

Guidelines

1. On a yearly basis, all STAC Board and Committee Chairs shall review their membership rosters to determine which members:
 - a) are eligible to continue as members into the next calendar year;
 - b) cannot be reappointed because of term limits (members can only serve two 3-year terms or six years total) and must rotate off the Board or Committee;
 - c) require reappointment because their first 3-year term is expiring and they are eligible for another term; and
 - d) should be considered for terminated due to non-participation, or other reasons.

2. Terms of appointments will be followed as outlined in the AMS Organizational Procedures, Section 4, Scientific and Technological Activities Commission.
<http://www2.ametsoc.org/ams/index.cfm/about-ams/ams-organization-and-administration/organizational-procedures/>

3. Each Board and Committee shall consist of a Chair, a minimum of one student member, and regular members. It is expected that most Boards and Committees will consist of approximately 10-15 members. Boards and Committees can also designate a vice-chair if they so choose.

4. Chairs and their Boards and Committees should give careful consideration to the makeup. This includes both from a diversity standpoint (see <http://www.ametsoc.org/aboutams/amsorganizationadm.html#diversity>), a broad cross section of interest within the Board/Committee's discipline, as well as proper representation from the three primary sectors of the Society – private, government, and academic.

5. Yearly nominations of new members in this process are approved by the STAC Commissioner, with final ex post facto approval by Council at the January Annual AMS Meeting.

6. Boards and Committees should actively seek new members and consider those with on-going interest in participating in Board and Committee activities including conference and symposium program planning, short courses, and outreach activities.

7. Appointments run from February 1 – January 31, in line with the Annual Meeting.

8. Members do not have to be members of AMS, however, it is encouraged.

Processes

1. Once a year, the STAC Commissioner will send an email to the Chairs and ask them to review their membership rosters posted on the STAC web site. This e-mail will be sent on or about 15 July. The Commissioner will request a status update by ~31 August, in order to ensure Committees and Boards complete their updates by 15 October.

2. Chairs will review the membership roster, and discuss appropriate actions with existing Board and Committee members if:

- a) a new Chair needs to be appointed;
- b) a new student member is to be nominated;
- c) new members are to be nominated;
- d) a member's appointment should be prematurely terminated for non-participation, professional misconduct, or other reason.

3. The Chair will solicit input or nominations from the Board or Committee members if actions in (2) are needed, or if current members would like to be or should be renewed. In addition, the Chair may receive volunteers from either the Commissioner, or from the AMS volunteer program. Chairs should seriously consider any volunteer.

Once nominees are identified, the Chair should share the Member Position Description with nominees: <http://www2.ametsoc.org/stac/index.cfm/chair-member-information/membership/> .

4. The Chair will discuss the actions, especially of new nominations, with the Committee or Board, to arrive at a consensus on any nominations, renewals, or removals.

5. The Chairs will work with the STAC Commissioner on any issues or concerns during the process of renewing membership and recommending actions.

6. The Commissioner has the right, under special circumstances, to

- a) remove a Chair or member; and
- b) appoint a member to a Committee or Board.

7. Once the recommendations from the Board or Committee have been finalized, the Chair will submit to the Commissioner:

- a) a STAC nomination form for each new nomination (see <http://www2.ametsoc.org/stac/index.cfm/chair-member-information/membership/>);
- b) a short CV of each nominee;
- c) an email with other actions, including information on proposed membership renewals, the rotation of a member off the Board or Committee, or new Chair.

Note: It is important to inform nominees that the proposed nomination is final only after Council approval. Again, the deadline for submission of actions is 15 October.

8. The STAC Commissioner will acknowledge all membership update information from the Boards and Committees and notify Chairs of any incomplete information. Once the AMS Council approves the STAC membership roster, the Commissioner will notify the Chairs of this approval and the Chairs can inform nominees they are formally members of the Board or Committee.

9. The STAC Commissioner will submit the STAC membership roster to the Council no later than 1 December.

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