

ASPRS Division Operating Procedures

26 October 2003

Version 1.0

In accordance with Article IV, Section 4-d of its Bylaws, ASPRS Divisions shall maintain a set of operating procedures to be filed with ASPRS Headquarters. The following represents a common set of procedures by which Divisions should conduct business, however, these can be modified to accommodate the requirements of individual Divisions. Whenever conflicts or questions about policy and protocol described in this document arise, the Society's Bylaws shall prevail.

1. Meetings

- a. Meetings of ASPRS Divisions must occur at least once, preferably twice annually. The principal division meeting will typically be held during the Spring annual convention, with the second division meeting being held during the Fall ASPRS conference.
- b. As outlined in Article IX, Section 25 of the bylaws, a Division Directors Committee will be maintained. There will be a meeting of the Division Directors Committee at spring and fall conferences, prior to the meetings of the individual Divisions. Division Directors, or their designee, are required to attend. Assistant Division Directors are strongly encouraged to attend. A second optional Division Directors Committee meeting can be scheduled after Divisions have met if it is deemed that further discussion is warranted.
- c. Division committee meetings should be scheduled in conjunction with Division meetings whenever possible and practical.
- d. Attendance of Division meetings will be open to all ASPRS members and invited guests.
- e. Division meeting agendas should be made available, either on the ASPRS Division website or via direct e-mail, to members at least two weeks in advance of the scheduled meeting.
- f. Joint meetings of individual Divisions should be held in order to address matters of mutual interest.
- g. Division meetings shall be presided over by the Division Director, or in his or her absence, the Assistant Director.
- h. Division meeting content should consist of, but will not be limited to, the following: attendee roster, division activity report, individual committee reports, review of the strategic plan (accomplishments and new objectives), general discussion relating to the division and its operation.

2. Strategic Planning

- a. Article IV, Section 4-a of the bylaws charges the Division Director with development and maintenance of a strategic plan for the division. Therefore,
- b. Each Division must maintain and regularly update its on-going and planned activities relative to the Goals and Objectives of the Society's Strategic Plan
- c. Updates should be provided at least semi-annually both to the Society's Executive Director and to the Chair of the Division Directors Committee

3. Committees

- a. Divisions have the authority and responsibility to develop technical committees to address special issues relative to the Division's activities
- b. Committees should have a Charter
- c. Committees should have a Chairperson (two-year term) and a Deputy Chairperson (two-year term)
- d. The Deputy Chairperson will ascend to the Chair upon the completion of the Chair's term
- e. The manner by which Committees are formed and operate by which and their leadership is chosen is at the discretion of the Division
- f. Committees should report directly to both the Division Director and Assistant Director
- g. Divisions should evaluate Committees periodically to assess their value and need. If a Committee is deemed as inactive and is perceived as no longer needed, then the Division should take measures to close the Committee.
- h. Committee Chairs should submit reports regarding the activity of their respective committee to the Division Director at least semi-annually, preferably during or immediately prior to the annual and fall conferences

4. Nominations

- a. The Divisions, by way of an appointed nominations committee, shall make recommendations to the Nominations Committee for Assistant Director at least two months before elections.
- b. Assistant Director nominees should rotate among the three 'sectors' of the Society – government, academic, and private – thereby ensuring equitable representation of the Society's membership over time.

5. Succession

- a. Normally, the Assistant Director will ascend to the position of Director after the completion of his or her two-year term.
- b. In the event the Division Director is unable to complete a full-two year term, the Assistant Director will immediately ascend to the position of Director.
- c. According to the Society's Bylaws, any vacancy left by an ascending Assistant Director shall be filled by the following means:
 1. appointment of the candidate not elected as Assistant Director in the most recent election, if the candidate chooses not to accept, then
 2. solicitation by the Division Director for expressions of interest to serve as Assistant Director from the general ASPRS membership, (or)
 3. election of a *protem* Assistant Director by the ASPRS Board of Directors. This position will be termed, "*Acting Assistant Division Director*"
- d. The Acting Assistant Division Director (from item 5.c.3.) will only serve the remainder of the vacated term. At the end of the vacated term, the Acting Assistant Division Director may choose to have his/her name included in the nominations for Assistant Division Director for the next full term

6. Report to the Division Directors Chair
 - a. Agendas for individual Division meetings should be made available to the Chair of the Division Directors Committee prior to such meetings
 1. Likely the first of the two scheduled meetings of the Division Directors at national meetings
 - b. Division reports should be made available to the Chair of the Division Directors Committee as soon as possible after such meetings and before submission to the Board of Directors
 1. Likely the second of the two scheduled meetings of the Division Directors at national meetings

7. Report to the Board of Directors
 - a. Formal reports from each Division and its Committees should be made to the Board of Directors at both the Spring annual convention and the Fall conference
 1. Oral reports should be given at the Board of Directors meetings by the Division Directors, or their designees
 2. Electronic copies of each Division's reports should be posted on the Division's ASPRS web page
 - b. If a Division does not hold a meeting in conjunction with either the ASPRS spring or fall conventions, a written report, summarizing significant activities or accomplishments, should be submitted, by the Director, Assistant Director, or a designee, to the Board of Directors for its review

8. Membership
 - a. Each Division should maintain a list of Society members active in the Division's activities
 1. This list should be posted on the respective Division's web page
 - b. This list should be made available to ASPRS Headquarters
 1. A link should be made on the Division Directors Committee page of the Society's Committees web page
 - c. Each Division should adopt a strategy to increase active participation of the membership in its activities and those of its Committees
 1. E-mail describing the Division, its mission, and its activities
 2. Appearance at beginning of technical session relevant to respective Divisions announcing and inviting members to attend upcoming Business Meetings

9. Distribution of Minutes and Reports

- a. Divisions should formulate a set of minutes from their respective meetings at every occurrence of such meetings.
- b. Minutes of Division business meetings should be made available to the ASPRS members via the Division website or via direct e-mail.
- c. These minutes can take the form of official reports made to the Board of Directors
- d. Division Committee reports should be made available to the ASPRS members via the Division website or via direct e-mail.

10. Participation in Technical Meetings

- a. Divisions should take an active role in helping develop the content of both the Spring annual and Fall technical programs through:
 1. recommendation and/or development of workshops
 2. sponsored sessions of technical presentations/papers
 3. sponsored panel discussions of relevant topics

11. Income and Expenses

- a. Any Division activity in which the generation of revenues is expected must be approved by the ASPRS governance. Income produced from such activities should be deposited in an ASPRS bank account for the respective Division's use.
- b. Any Division-related activity requiring ASPRS financial support should be submitted for consideration via a completed *Special Project Funding Request Form*, submitted to ASPRS Headquarters for consideration.

12. Revisions

- a. These ASPRS Division Operating Procedures should be reviewed periodically by the Division Directors and amended and updated as appropriate
- b. Revisions should be filed with ASPRS Headquarters