



MEMO

TO: LSA COMMITTEE CHAIRS
FROM: KATHA KISSMAN, INTERIM EXECUTIVE DIRECTOR
RE: COMMITTEE PROCESS
DATE: 2/8/08

There seems to be much confusion about not only who is on what committee for 2008 but also regarding the general policies and process of LSA Committee composition. I trust that the following will help to provide clarification.

At the May 2007 Executive Committee meeting, the process of committee appointments was thoroughly discussed and clarified. Each committee has a charter of purpose and a set number of designated members. Following the May meeting, this information was posted on the website. To view your committee's information, please see the appropriate website page:

<http://www.lsadc.org/info/lsa-comm.cfm>

Committee meetings are to be open to the membership unless otherwise specified. While the number of members is set for each committee, the Executive Committee encourages each committee to invite outside participation and input.

2. The Executive Committee also instructed the Secretary-Treasurer to create a template for Committee Minutes. This template follows this memo. All meeting minutes should now use this template. Minutes will be requested approximately six months prior to the May and the January Executive Committee meetings. Any meetings held prior to those meetings should have minutes and should be provided to the Secretariat by the stated deadlines.
3. During the course of the year, should your committee experience a vacancy, the committee may submit a replacement nominee. The Executive Committee, or the Secretary-Treasurer as its designee, will approve the replacement or

provide an explanation should it not be approved. However, it is hoped that this is the exception to the process rather than the norm.

3. While self- or third-party committee nominations are welcomed throughout the course of the year (see <http://www.lsadc.org/info/lsa-comm-newnom.cfm>), they will not be considered in the current year. Rather, in March of each year, the Secretariat will put out a formal Call for Nominations to the LSA membership. Any nominations received by the Secretariat will be provided to the committee chair for each committee's review and consideration.

After this consideration, it is most desirable that each committee discuss and recommend a preferred list of nominees for the upcoming vacancies on their committee as listed on the Committee Roster. It is also most desirable for the committee to recommend the preferred Chair or Co-Chair(s) to that committee. This information must be received by the Secretariat by mid-April for inclusion in the Executive Committee meeting materials.

It is highly recommended that the committee chair ascertain whether or not a suggested nominee wishes to serve. This will save everyone a great deal of time and effort if these individuals are approached in advance of sending a slate to the Executive Committee.

Also, please note that it is LSA's policy that all committee members are members in good standing with LSA for the years that they serve on the committee. Should they be selected to serve, it is requested that each committee member timely renew their memberships no later than January 30 of that year.

4. Prior to the Executive Committee meeting, the Committee on Committees and Delegate Appointments will meet to provide the Executive Committee with a final list of nominees for each Committee.

5. The Executive Committee will then review and approve these nominations at its May meeting for the next calendar year. While in the majority of cases, the Executive Committee will accept the recommendations of each committee, they reserve the right to make modifications.

6. Approved nominees will be notified by the Secretariat following the May Executive Committee meeting.

7. Once approved nominees have officially accepted, a Committee Roster will be prepared by the Secretariat. This roster will then be sent to Committee Chairs so that they can contact their new committee members. Note, however, that the new committee composition does not commence until the Sunday of the Annual Meeting following the May Executive Committee meeting; in other words, these nominations take effect in the next calendar year following the May Executive Committee meeting.

8. Following the Annual Meeting, the LSA website will be updated with the new

committee rosters by the Committee on Membership Services and Information Technology.

9. Committee Chairs and members are reminded of the following policy:

Members who accept committee appointments occasionally neither contribute to nor participate in committee activities. If a committee includes such members, the Committee Chair is empowered to ask those members to resign and the Committee Chair is asked to suggest replacements. If the Committee Chair has difficulty recommending a replacement, please contact the Secretariat. The Secretariat will maintain a database of members nominated to serve. Committee Chairs are asked to send the names of any inactive members who resign (or fail to respond to your request that they resign) along with the names of suggested replacements to the Secretariat which will in turn send this information to the Committee on Committee and Delegate Appointments for review. The recommendation will then be sent to the President for appointment.

Attached please find the 2008 Committee Roster. The names on this roster were the approved nominees of the Executive Committee. If you believe there are any committee members missing from the roster, please let the Secretariat know. However, be forewarned that it may be that they were not considered or approved by the Executive Committee.

Linguistic Society of America
Committee Report

Date:

Committee name:

Committee charge: (Please cut and paste from LSA Website)

Committee chair:

Committee members:

Executive Summary:

Accomplishments in 2007:

Goals for 2007:

Action Items (including specific requests for endorsements or approvals by the Executive Committee at its January meeting)