

1999 Annual Business Meeting

1999 Rules for the Annual Business Meeting and Association Elections

The following rules proposed by the Association's Rules Committee were approved by the Council at its April 16 meeting.

1. Annual Business Meeting: Attendance and Participation

The right "to attend and to participate in the Annual Business Meeting of the Association" is constitutionally accorded "all members, upon payment of such registration fees as the Council may approve." (Art. III, sec. 7).

1.1. Attendance at the Annual Business Meeting shall be restricted to members of the Association who have paid the approved registration fee and to registered representatives of the media. Participation in the Annual Business Meeting shall be restricted to members of the Association who have paid the approved registration fee.

1.2. Members upon registration shall be issued nontransferable badges readily distinguishable from badges issued non-member registrants and representatives of the media.

1.3. The Registration Desk shall be open (in addition to the normal registration hours) at least during the first hour of the Annual Business Meeting or, if the Meeting is held in separate time periods, during the first hour of each such meeting.

1.4. A prospective candidate for elective office of the Association must become a dues-paying member upon filing for office.

1.5. One hundred members are necessary for a quorum (as required by Article VII, Section 1 of the Constitution).

2. Conduct of the Annual Business Meeting

2.1. The agenda of each Annual Business Meeting will be: nomination and election of officers, Constitutional amendments, resolutions, and other business.

2.2. The Council shall prepare and publish a full agenda for each Annual Business Meeting, including the texts of

all proposed amendments and resolutions, with statements of the Council's recommendations on each, such full agenda to be made available to members at the beginning of the Annual Business Meeting.

2.3. On any proposed constitutional amendment or resolution, the first signer of a proposed amendment or resolution (or signer's designee) shall be recognized as the first speaker on that amendment or resolution and shall be allotted a maximum of five minutes.

2.4. In accordance with the Council's constitutional authority to make recommendations on all proposed amendments and resolutions (Art. VIII; Art. IX, sec. 1), the second speaker on any proposed constitutional amendment or resolution not sponsored by the Council shall be a member designated by the Council to present its views. That member shall also be allotted a maximum of five minutes.

2.5. Each speaker after the first two speakers specified in Rules 2.3 and 2.4 shall be allotted a maximum of three minutes. The President shall recognize alternately proponents and opponents of the proposed amendment or resolution being considered, so long as members of each group seek recognition, subject to the previous question being ordered.

2.6. The proposer of any amendment offered from the floor to a proposed amendment or resolution shall be recognized as the first speaker on that floor amendment, and shall be allotted a maximum of three minutes. Any amendment offered from the floor to a proposed amendment or resolution shall require a second. Each subsequent speaker on that floor amendment shall be allotted a maximum of three minutes. The President shall recognize alternately proponents and opponents of the floor amendment being considered, so long as members of each group seek recognition, subject to the previous question being ordered.

2.7. Debate on any proposed amendment or resolution or amendment from the floor shall close and a vote be taken when a member moves the previous question and a majority supports the motion.

2.8. Any amendment that fails to gain support of 40 percent of those members present and voting shall be defeated; any amendment supported by at least 40 percent of those members present and voting shall be referred to the full membership by mail ballot. (Art. IX, sec. 2). Whenever one-third or more of those present and voting at the Annual Business Meeting vote in support of any resolution, the question shall be submitted

to the entire membership in a mailed secret ballot under conditions prescribed by the Council and shall be determined by a majority of those voting by mail on the question. (Art. VIII).

2.9. In accordance with the mail ballot requirements specified in Sec. 2.8, a motion to table, postpone, or defer an amendment must be supported by at least 60 percent of the members present and voting to pass. A motion to table, postpone, or defer a resolution must be supported by at least two-thirds of the members present and voting to pass. If an amendment has been tabled, it may be lifted from the table if at least one-third of the members present and voting cast votes to do so.

2.10. If the total of the minority vote and abstentions shall equal or exceed the plurality vote but the minority vote shall fall below the percentage required for a mail ballot, a motion shall be entertained to present the issue to the membership on a mail ballot. No debate shall be permitted on such a motion which shall be decided by a simple majority of the votes actually cast.

2.11. In order that the members may have the materials available to study prior to the Annual Meeting, reports of officers and committees of the Association shall be published and distributed to members prior to the Annual Meeting. Copies of such reports shall be received by the Executive Director no later than May 28.

2.12. Normally no oral reports of officers and committees of the Association shall be presented at the Annual Business Meeting, except for the report of the Chairman of the Nominating Committee, a Budget summary by the Treasurer, and the certification of candidates by the Elections Committee. However, an opportunity for members to question and discuss the written reports shall be provided.

2.13. Except as otherwise provided in the Constitution, By-Laws, and these Rules of Procedure, the Annual Business Meeting shall be governed by the rules set forth in the most recent edition of Sarah Corbin Roberts (ed.), *Robert's Rules of Order* (Glenview, Ill.: Scott, Foresman and Co.).

3. Proposal of Resolutions and Constitutional Amendments

The present Constitution provides, "Amendments to the Constitution may be proposed by the Council or by fifty (50) members of the Association. The

Council shall transmit all proposed amendments to the next Annual Business Meeting and may make recommendations on those amendments originating outside the Council.” (Art. IX, sec. 1).

“The Council shall have any proposed amendment printed in an official publication of the Association prior to the next Annual Business Meeting. The Council shall then place the proposed amendment on the agenda of the Business Meeting. The Business Meeting may accept or reject the proposed amendment with or without further amendments to it. Within thirty (30) days the Executive Director shall submit amendments supported by at least forty percent (40%) of those members present and voting at the Annual Business Meeting to the entire membership for vote by mail ballot. Ballots must be returned within thirty (30) days to be counted. A proposed amendment will be ratified if approved by a majority of those voting. An amendment shall take effect immediately upon ratification unless the amendment itself provides otherwise.” (Art. IX, sec. 2).

A resolution may be proposed by the Council under its general responsibilities and constitutional mandate to “give its recommendations upon all questions (except the election of officers) to be presented to the Annual Business Meeting.” (Art. VII, sec. 2). The Constitution contemplates the initiation of resolutions by others than the Council but is silent upon the specifics of such initiation. (Art. VIII). Accordingly, a resolution may be proposed by a single member of the Association.

The Constitution requires that every resolution and proposed constitutional amendment (unless initiated by the Council itself) shall be referred to the Council for consideration and recommendation before submission to the Association at its Annual Business Meeting, and that every thus-referred resolution and proposed amendment, regardless of Council recommendation on it, shall be submitted by the Council to the Association for action at its Annual Business Meeting. (Arts. VIII and IX)

To implement these Constitutional requirements, the Rules Committee proposes the following rules:

3.1. No resolution or proposed constitutional amendment shall be considered by the Council or transmitted to the Annual Business Meeting unless it bears the personal signatures of the fifty proposers in the case of a constitutional amendment or at least one proposer in the case of a resolution. In the former case any of the proposers may authorize their identification as proposers by a signed communication to the Executive

Director specifically indicating the proposed amendment they support.

3.2. In publishing a proposed constitutional amendment, only the constitutionally required number of signatures in the sequence originally presented will normally be listed.

3.3. The Constitution stipulates that “the Council shall have any proposed [constitutional] amendment printed in an official publication of the Association prior to the next Annual Business Meeting.” (Art. IX, sec. 2). To implement this requirement, all proposed amendments to the Constitution shall be published in the September issue of *PS*. The texts and the signatures or authorizations of the sponsors of any such amendment shall therefore be received by the Executive Director no later than May 28.

3.4. The Constitution stipulates that “all resolutions shall be referred to the Council for its recommendations before submission of the vote of the Association at its Annual Business Meeting.” (Art. VIII). The By-Laws require that all material to be considered by the Council must be in the hands of the Council members fourteen days prior to the Council meeting. To implement these provisions, all resolutions (except those proposed by the Council) shall be received by the Executive Director no later than July 30. However, to encourage full discussion and consideration by the membership as well as the Council, proposers of resolutions are urged to deliver them to the Executive Director by May 28 so that they may be published in the September issue of *PS*.

4. Nominations and Elections of Officers

To implement the procedures for making nominations for elected officers and for conducting contested elections by mail ballot for the entire membership (Art. V), the following rules shall be followed:

4.1. Each notification of proposed additional nominations (whether for a slate of nominees for all offices, for a set of nominees for certain offices, or for a nominee for one office) shall be valid only if it carries the personal signatures of at least ten members on the official forms which shall be made available by the Association. There shall also be available candidate consent forms as provided below. Such documents shall also include a signed assent to the candidacy by the proposed nominee or an attestation by the election agent that the nominee has agreed to the candidacy. In the event of attestation by the agent, the candidacy shall be deemed valid only upon receipt of a letter mailed to the

Chairperson of the Elections Committee in care of the Association headquarters and postmarked within 7 days of the close of the Annual Meeting.

4.2. The Chairperson of the Elections Committee shall receive at the Association’s Washington offices by Friday, August 27, 1999, or after Tuesday, August 31, 1999 at the Association’s Annual Meeting office in the headquarters hotel, all nominations and any individual certifications by members of authority for the inclusion of their names on the original nominating document. In accordance with Article V, section 2 of the Constitution, all such nominations and certifications must be received at least 24 hours before the session of the Annual Business Meeting at which the nomination and election of officers is scheduled to take place.

4.3. The official nominating document shall identify the individual who will act as Election Agent for the candidate or candidates. The Agent shall be responsible for the requirements for valid nomination and the responsibilities listed in section 4.1.

4.4. Well in advance of the Annual Business Meeting the President shall appoint three members of the Council to serve as the Committee on Elections, and shall designate one member as Chairperson. Notification to the Chairperson of the Committee on Elections shall be deemed to be the notification to the Secretary as required by Article V of the Constitution. The Committee on Elections shall implement the Constitution’s requirements and the Council’s rules in the preparation and mailing of the ballots and the information supplements to be mailed with the ballots both for election of officers, and for referenda on proposed amendments to the Constitution, or resolutions. In so doing, it acts as Agent of the Council which retains primary responsibility for conduct of elections.

4.5. At the session of the Annual Business Meeting at which nominations are made, the Chairperson of the Elections Committee shall certify the candidates properly qualified. The Chairperson of the Elections Committee shall also separately list candidates qualified pending receipt of written consent. The Chairperson of the Elections Committee shall also announce the names of the designated Election Agents. A complete list of such certifications shall also be given or sent to each Election Agent and candidate and posted at the official Association Meeting office in the headquarters hotel.

4.6. A request to withdraw from nomination previously assented to by the candidate must be made by the candidate by registered mail postmarked within 7 days of the end of the Annual Meeting and sent to the Chairperson of the Elec-

tions Committee in care of the Association.

The election agent may inform the Chairperson of the Elections Committee in care of the Association if a substitution has been agreed to by six or more members of the nominating group. If such notification is received within 14 days of the close of the Business Meeting, the substitute nomination shall appear upon the ballot. Official assent by the candidate must be received within 15 days of the close of the Business Meeting. In the case of withdrawals of persons named by the Association's Nominating Committee, a substitute nomination will be accepted within a like period if made with a consent of a majority of Committee members.

The Chairperson of the Association's nominating Committee shall be the Election Agent for its nominees.

The Chairperson of the Elections Committee shall mail promptly to all candidates and agents notice of any withdrawals and substitutions of candidates.

4.7. In the event of death, a nominating group shall be permitted to substitute candidates until the time of the printing of the ballot subject to requirements above.

4.8. If two or more persons are nominated for any Association office and a mail ballot is thereby necessitated, each candidate shall be permitted a statement of no more than 100 words for the description of the candidate's professional career and accomplishments and 300 words for a statement of views. Sponsoring groups shall also be permitted a statement of position of no more than 500 words filed by the agent. Candidates and agents should be encouraged to file such materials with the original nomination petition. Statements will also be accepted if postmarked within 14 days of the close of the Annual Meeting, as will modifications of statements filed earlier. Printer's copy of the ballots shall be circulated by registered mail, return receipt requested, to each candidate and to each election agent. Author changes shall not be made in biographical statements and statements of view of candidates other than correction of typographical errors except at the expense of the author. Changes must be filed by telephone or telegram immediately upon receipt.

4.9. In preparing the ballots, the Committee on Elections shall make sure that:

- 1) Each office or set of offices is listed on the ballot separately, in an "office-group" ballot form.
- 2) The candidates in each office group are listed in alphabetical order of their surnames.

3) Under each candidate's name appears:

- a) His or her current institutional affiliation; and
- b) The names of the persons, group, or groups nominating the candidate.

4.10. The Committee on Elections shall, within the time limits stipulated by the Constitution (Art. V, sec. 1), fix the date on which the ballots will be mailed out and the date by which they must be returned.

4.11. The ballots will be mailed to all members of the Association in good standing as of the close of business on the last working day prior to the mailing date. All ballots to members residing overseas shall be sent by first class mail. An official notice from the national headquarters shall be sent by August 21 to all whose membership would lapse in the quarter prior to the election giving warning of the last date at which dues can be received guaranteeing eligibility to vote.

In counting the preferential ballots, all the first choices will first be tallied and a winner determined if any nominee has at least fifty (50) percent of the valid votes cast for that office. If no nominee is thus elected, the next step is to eliminate the nominee with the fewest first-preference votes, adding these second preferences to the first-preference votes cast for each of the other nominees. If any of these other nominees thus receives a total vote (original first preferences plus second preferences from the eliminated nominee's ballots) which is at least fifty (50) percent of the valid votes cast, that nominee shall be elected. If a winner is not then determined (as might be the case when there are more than three nominees), the next step is to eliminate the nominee with the second fewest votes (from original first preferences and any already added second preferences from the first-preference ballots of the previously eliminated nominee) and to count the second preferences marked on this nominee's first-preference ballots and also to count the third preferences marked on those first-preference ballots cast for the nominee first eliminated and which had subsequently been assigned to the now-eliminated nominee on the basis of their second-preference designations; the votes thus counted are to be added to the first-preference votes cast for the remaining nominees. If any of these nominees now has a total vote of at least fifty (50) percent of the valid votes cast, that nominee shall be elected. If a winner is not yet determined as a result of this second additional count (as might be the case when there are more than four nominees), a similar procedure shall be

followed with respect to the ballots cast for the nominee with the third fewest votes, and, if necessary, with respect to ballots cast for the nominee with the fourth fewest votes and, if necessary, successively with respect to ballots cast for any other nominee ranking as the lowest remaining below the first two. Any questions that might arise about the count, including how to handle ties, shall be resolved according to the procedures followed in elections (as of 1975 and 1977) for the Australian House of Representatives.

Voters are not required to list more than one preference in order to have their vote counted.

In calculating the total number of valid votes cast, valid votes are all of those that have an operative preference on a given count. Those excluded are ballots on which the only preferences listed are for candidates who have already been eliminated.

4.12. The Committee on Elections shall also implement the Council's rules in preparing the mail ballot on referenda and constitutional amendments. The Committee on Elections shall make sure that:

- 1) The referendum ballot contains, or is accompanied by
 - a) The complete text of any amendments or constitution, as the case may be, on which the membership is being asked to vote by mail ballot.
 - b) The complete text of any resolution on which the membership is being asked to vote by mail ballot.
- 2) The referendum ballot or ballots is accompanied by a statement of views including:
 - a) A statement giving the position of the Council on each proposed amendment or resolution;
 - b) A statement supporting each proposed amendment or resolution by the principal proposer or his designee; and
 - c) In those cases where there is manifest opposition to an amendment or resolution, a critical statement by a leading opponent or his designee.

4.13. The Association shall prepare a pamphlet or leaflet which shall include constitutional provisions and rules with respect to elections. It shall make these available to anyone requesting petitions and to groups who nominated candidates the previous year. The Elections Committee may publish a brief statement on election rules in the September issue of *PS* covering major elements of election practices in the Association. The Elections Committee may schedule a meeting early in each convention to

acquaint members with election procedures.

4.14. Mailing address labels of the APSA may be purchased at cost from the Association by any nominating group.

4.15. Notice of challenges shall be sent to all election agents and candidates.

4.16. Election Agents shall immediately bring any charges of irregularity in the conduct of the election to the Elections Committee which shall investigate such charges. The Committee shall communicate any rulings it may make as a result of such charges, or on other matters affecting the conduct of elections, to all agents and to those movers of resolutions and amendments who may be concerned and to the Council.

4.17. Release of election results shall be the duty of the Elections Committee. It shall promptly inform the Executive Director of the Association, who shall inform all candidates, agents, sponsors, proponents and opponents of issues and may use other appropriate means to inform the membership. In addition, it shall certify results to the President and the Executive Director, and report on such results to the Council. In addition, it shall report on any new rulings that may have been applied.

4.18. Recounts shall be held at the discretion of the Elections Committee or upon reasonable request of a candidate, agent, proponent or opponent of a resolution or amendment submitted to the Chairperson of the Elections Committee within 30 legal working days after the mailing of the election results. Candidates and Agents involved shall be notified in advance of the time and place of the recount and shall be entitled to be present. Requests for recounts which are denied by the Committee may be appealed to the Council.

4.19. If recounting shall not resolve a tie, the decision shall be made by secret ballot of the certified officers and Council members.

5. Council Meeting: Observers

5.1 Meeting of the Council shall be open to attendance by members of the Association.

5.2 Members attending Council meetings under Rule 5.1 are entitled to observe, but not participate in the Council's discussion.

6. Calendar of Deadlines

Constitutional Amendments Friday, May 28, 5:00 p.m.

All proposed constitutional amendments together with the required fifty

signatures shall be filed with the Executive Director.

Officers and Committee Reports Friday, May 28, 5:00 p.m.

Reports of officers and committees must be filed with the Executive Director.

Resolutions

If proposers of resolutions file them with the Executive Director by Friday, May 28, they will be published in the September *PS*.

Thursday, July 29, 5:00 p.m.

All proposed resolutions must be filed with the Executive Director.

Membership Notice

By August 21, an official notice will be sent by the national office to all individuals whose membership will expire in the quarter prior to the election.

Nominations

If nominations are submitted prior to the Annual Meeting, they should be filed together with the required ten signatures with the Chairperson of the Elections Committee in care of the Association no less than seven days prior to the Annual Meeting. If nominations are filed at the Annual Meeting, they must be filed with the Chairperson of the Elections Committee, at the APSA Office at the convention hotel, according to the Constitution, by at least twenty-four hours prior to the Annual Business Meeting.

7. 1999 Annual Business Meeting

Saturday, September 4, 5:30 p.m.* Business Meeting Order of Business

- I. Nominations of Officers
- II. Constitutional Amendments
- III. Resolutions
- IV. Certification of Nominees by the Election Committee
- V. Report of the Treasurer

* If necessary, a second Business Meeting will be held at 9:30 a.m. on Sunday, September 5.

An open forum with candidates for APSA offices will be held at 12:15 p.m., Thursday, September 2.

Sponsors of candidates, resolutions, amendments, and other matters to be attended to at the business meeting are encouraged, but not required, to meet with the presiding officer in the meeting room one-half hour ahead of time to facilitate the flow of business.

By-Laws

The American Political Science Association

Editor's Note: The By-Laws of the American Political Science Association reprinted below were approved by the Council on September 2, 1981. Council member Naomi Lynn directed the revision of the By-Laws.

Chapter I: The Council

1. Composition (Constitution, Article IV, section 2)

1.1. 23 elected officers: the President, President-Elect, 3 Vice-Presidents, Secretary, Treasurer, 16 elected Council members.

1.2. 3 appointed officers: Executive Director, Manager Editor of the *APSR*, and the Chair of the Program Committee.

1.3. "The Council may fill any interim vacancy in its elective membership until the end of the next Annual Meeting." (Constitution, V, 3)

2. Beginning and End of Officers' Terms

2.1. "The terms of elective officers, except members of the Council and the Treasurer, shall extend for one year measured from the end of the program of the Annual Meeting, except that an officer's term shall in no event expire until his or her successor assumes office. The terms of members of the Council shall extend for two years, similarly calculated, and one-half shall expire each year. The term of the Treasurer shall also extend for two years, similarly calculated." (Constitution, V, 1).

2.2. The President

(a) The President's term shall begin and he or she shall assume office at the end of the program of the Annual Meeting in the calendar year following his or her election as President-Elect, or immediately upon notification by the Executive Director of his or her succession to the Presidency under one of the conditions in 2.2(b).

(b) In case of death, resignation or inability of the President to perform

the duties of his or her office, the President-Elect shall immediately succeed him or her and shall be President for the remainder of the term unless that is less than four months, in which case he or she shall serve out the unexpired term and one additional year." (Constitution, V, 3).

2.3. The President-Elect

(a) The President-Elect's term shall begin and he or she shall assume office when the Election Committee has certified his or her election to the Executive Director.

(b) The President-Elect's term shall end when he or she becomes President as specified in Chapter I, Section 2.2.

2.4. The Vice Presidents, Secretary and Treasurer

(a) The terms of the three Vice Presidents, the Secretary, and the Treasurer shall begin and they shall assume office when the Election Committee has certified their election to the Executive Director.

(b) The terms of the three Vice Presidents, the Secretary, and the Treasurer shall end when the Election Committee has certified the election of their successors to the Executive Director.

2.5. Members of the Council

(a) The terms of new members of the Council shall begin and they shall assume office when the Election Committee certifies their election and the terms for which they have been elected to the Executive Director.

(b) The terms of outgoing Council members shall end when the Election Committee certifies the election of their successors to the Executive Director.

3. Powers (Constitution, VII, 2-3)

3.1. Subject to limitations specified in the Constitution (VII, 1) "The Council shall be the governing body of the Association with general charge and supervision of its business and interests in accordance with this Constitution."

3.2. Receives reports of all officers and committees.

3.3. Adopts and periodically reviews the budget.

3.4. Appropriates Association funds.

3.5. Gives recommendations upon all questions (except the election of officers) to the Annual Business Meeting.

3.6. Receives an annual audit of Association accounts.

3.7. Gives directions to officers and committees.

3.8. Adopts rules for the regulation of the Association's business.

3.9. In the event of an emergency which prevents the holding of the Annual Business Meeting, may exercise all the powers of the Association including the election of officers.

3.10. Creates other committees for stated periods and stipulated assignments.

3.11. Proposes amendments to the Constitution.

3.12. Prescribes rules for the conduct of contested elections by mail ballot (V, 1).

3.13. Sets the dues for the various categories of Association membership.

3.14. Prescribes conditions for the conduct of mail ballot referenda on policy questions receiving one-third or more votes at the Annual Business Meeting.

3.15. Fixes the terms and advises and consents to the appointment of the Executive Director, Managing Editor of the *APSR*, and chairpersons and members of all other Council and Association committees, except such ad hoc advisory committees as may be established under Chapter IV, section 1.2(h).

3.16. Fills interim vacancies in elective offices until the end of the next Annual Meeting (V, 2).

4. Meetings

4.1. "The Council shall meet once a year before the Annual Business Meeting, and oftener at its discretion or on call of the President." (VII, 2) The Council shall normally meet two times a year: (1) during the spring, and (2) immediately prior to the Annual Business Meeting.

4.2. Committee and Council meetings, if held elsewhere than at the Association's offices in Washington, D.C., where facilities, records, and staff exist, shall be held at reasonable, convenient locations which will minimize the travel expenses of members (Council action, September 7-8, 1970).

5. Quorum

"Nine members shall constitute a quorum." (VII, 2).

6. Presiding Officer

6.1. "The President shall preside at business meetings of the . . . Council." (VII, 4)

6.2. In the President's absence, a temporary presiding officer shall be chosen by the Council.

7. Voting

7.1. "A majority vote of the members in attendance shall control (the Council's) decisions." (VII, 2).

7.2. At the direction of the presiding officer, votes shall be taken by voice vote, by show of hands, or by roll call; except that a roll call must be taken if requested by any Council member.

8. Agenda

8.1. The agenda for each Council meeting shall be established by the Administrative Committee and shall be mailed at least 14 days in advance to the Council members together with any supporting materials necessary to inform the members of the business to be discussed. In order to prepare for the first meeting of the new Council, the Administrative Committee shall be consulted in the preparation of an agenda prior to the approval of that Administrative Committee by the Council.

8.2. The agenda shall be designed to focus discussion on major policy issues, with business of lesser importance delegated to the Administrative Committee.

8.3. The Administrative Committee shall report to the Council all decisions it has made since the previous Council meeting, and its decisions shall be regarded as official Association action unless specifically disapproved by the Council.

9. Minutes

9.1. The Secretary shall keep the minutes of all Council meetings, including the wording of each motion, the names of the members making each motion, a brief summary of the arguments made and the members making them on each motion, and a record of the action on each motion, including each member's vote on each roll call.

9.2. The Secretary shall, through the National Office, deliver a copy of each Council meeting's minutes to all Council members at least 14 days prior to the next meeting.

9.3. Approval of the most recent meeting's minutes shall be the first order of business at each Council meeting.

9.4. The approved minutes of each Council meeting shall be published in an official journal of the Association.

10. Enactment of Annual Budget

The Council shall enact an annual budget and propose annual dues in such a manner as to (a) state fully all sources of income, including income for restricted purposes; (b) state the approximate costs of each of the Association's

major programs; and (c) preserve a balance between projected income and expenditure, including an appropriate amount for contingencies.

11. Appropriation of Funds

11.1. The allocation of funds in the annual budget shall constitute the Council's appropriation of funds.

11.2. The Executive Director shall be responsible for disbursing funds within the terms set by the Council.

11.3. The Administration Committee is authorized to make internal adjustments in the annual budget and special appropriations from the contingency fund authorized in the annual budget. It shall report on such adjustments and appropriations to the next Council meeting. The Executive Director shall be responsible for disbursing funds within the terms set by the Administrative Committee.

11.4. For the forthcoming fiscal year (July 1 to June 30) Committee budget authorizations are established by the Council at its spring meeting. Committees are invited by letter from the Executive Director in February to submit budget proposals. Committees are informed prior to the beginning of the fiscal year of their budget authorization and receive quarterly reports on expenditures. Disbursements above budgeted levels by Committees will not be made unless approved by the Administrative Committee or the Council.

12. Reimbursement of Expenses Incurred in Association Business

12.1. Reimbursement of the travel and living expenses incurred in the conduct of official Association business shall be only for actual out-of-pocket expenses.

12.2. Out-of-pocket expenses shall, except by special authorization by the Council or Administrative Committee, include:

- (a) Tourist or economy air fare (where available), train fare, or mileage and related costs for travel in private automobiles.
- (b) Hotel room charges.
- (c) Restaurant charges.
- (d) Taxi fares.
- (e) Tips.

13. Consideration of Proposed New Programs

13.1. Any proposal to the Council for a new Association program shall, except as the Council provides otherwise, include:

(a) A brief statement of the policy issues involved.

(b) A proposed budget presenting the estimated costs of the proposed program.

(c) Suggested sources of funds to support the program.

13.2. The person or persons proposing the new program shall consult the Executive Director prior to the Council meeting at which the program is considered.

13.3. Proposals for new programs shall, unless the Council decides otherwise, be referred to an appropriate Association committee for review and consideration.

14. Other Procedural Rules

Except as ordered otherwise by the Association's Constitution and By-Laws, the Council's procedures shall be governed by the rules set forth in the most recent edition of Sarah Corbin Robert (Ed.), *Robert's Rules of Order* (Glenview, Ill.: Scott, Foresman and Company).

Chapter II: Appointive Association Officers and Representatives

1. The Executive Director

1.1. Selection and Tenure

(a) "The Executive Director of the Association . . . shall be appointed by the Council, after it hears the recommendations of the President. (The Executive Director) shall have (a term) . . . fixed by the Council and . . . shall be eligible for reappointment." (VI, 1)

(b) The Council shall appoint the Executive Director for a term of up to five years.

(c) The salary and other terms of the appointment shall be stipulated in a contract proposed jointly by the President and the person recommended for appointment as Executive Director. The contract shall be presented to the Council and shall become operative when approved by the Council and signed by the President and the person appointed as Executive Director.

(d) At least once every two years, the president, president-elect and treasurer, after gathering comparable data, shall review the salary of the executive director and, if they deem it advisable, recommend to the Administrative Committee an increase above the cost-of-living adjustment approved by the Council. The same procedure will be followed in those special circumstances when it is inappropriate for the executive director to set the salary of an employee.

1.2. If a vacancy occurs during the Executive Director's term, the President shall, with the advice and consent of the Council, appoint an acting Director to serve until the office is filled.

1.3. Status and Duties

(a) The Executive Director shall be the chief administrative officer of the Association.

(b) The Executive Director shall:

(1) have charge of the National Administrative Office;

(2) assist the President and the Administrative Committee in preparing the annual budget;

(3) have custody of the Association's funds, discharge its financial obligations, and arrange for an annual independent audit of the Association's accounts;

(4) formulate plans and policies for the Association and submit them to the Administrative Committee for its consideration;

(5) provide information and assistance to the President, the Administrative Committee, the Council, and to the members of the Association.

(6) prepare an annual report on the activities of the Association for presentation to the Annual Meeting of members;

(7) arrange for the editing and publishing of *PS: Political Science & Politics*, *The Political Science Teacher*, and other publications authorized by the Council; and

(8) perform such other duties as the President, the Administrative Committee, or the Council may direct.

2. The Managing Editor of the American Political Science Review

2.1. Selection and Tenure

(a) ". . . the Managing Editor of the *American Political Science Review* shall be appointed by the Council, after it hears the recommendation of the President. (The Managing Editor of the *APSR*) shall have (a term) fixed . . . by the Council; and . . . be eligible for reappointment." (VI, 1)

(b) The President, in consultation with an ad hoc search committee selected by the procedures stipulated in Chapter IV, 1.2(h), shall review candidates for the post of Managing Editor of the *APSR* and shall recommend one to the Council for appointment.

(c) It shall be Council policy to appoint a Managing Editor for a total of not more than six years. The Council shall stipulate the salary and other conditions of the Managing Editor's appointment at the time of appointment.

(d) If a vacancy occurs during the Managing Editor's term, the President

shall, with the advice and consent of the Council, appoint an acting Managing Editor until the office is filled.

2.2. Status and Duties

(a) The Managing Editor of the *APSR* shall have the final responsibility for the *APSR*'s editorial content.

(b) The Managing Editor shall be responsible for deciding how manuscripts for articles, research notes, book reviews, book notes, and communications shall be reviewed; for deciding which manuscripts will be published; for determining the journal's format; for keeping the journal's editorial costs within the limits authorized by the Council; and for reporting annually to the Association's members on the journal's affairs.

3. Chairperson and Chairperson-Designate of the Program Committee

3.1. Selection and Tenure

(a) The President-Elect shall appoint a Chairperson-Designate of the Program Committee for the Annual Meeting to be held during the President-Elect's term as President, to take office on appointment.

(b) The Chairperson-Designate shall become Chairperson of the Program Committee, including membership on the Council, on the first day after the close of the Annual Meeting whose program was organized by his or her predecessor, and terminate at the end of the last day of the Annual Meeting whose program he or she organized.

3.2. Powers and Duties

The Chairperson and Chairperson-Designate of the Program Committee shall, within the rules and guidelines made by the Council, be responsible for the organization of all aspects of their respective Annual Meetings except the Annual Business Meetings.

4. American Political Science Association Representatives to Other Organizations

When the Association is invited to name an Association representative or representatives to other organizations, such as the International Political Science Association, Social Science Research Council, American Council of Learned Societies, and American Association for the Advancement of Science, the President shall, with the advice and consent of the Council, select a nominee for each post.

Chapter III: Constitutional Committees

These shall include all committees and boards established by the Constitution.

1. Administrative Committee

1.1. Composition and Selection (IV, 3)

(a) The Administrative Committee shall consist of the President, President-Elect, Treasurer, and four other elected members of the Council appointed by the President with the advice and consent of the Council.

(b) No appointed officer shall be eligible to serve on the Committee.

1.2. Powers and Duties

The Administrative Committee shall:

(a) Call Council meetings in addition to those called by the Council itself whenever in the Committee's judgment such a meeting is desirable.

(b) Solicit suggestions for agenda items from Council members and prepare the agenda for each Council meeting.

(c) Prepare the agenda for the Annual Business Meeting.

(d) Recommend the annual budget for action by the Council.

(e) Make special appropriations from the contingency funds under the conditions stated in Chapter I, 11.3.

(f) On behalf of the Council, dispose of policy issues deemed of insufficient weight to require decisions by the Council.

(g) On its own initiative or as directed by the Council, from time to time commission reviews and evaluations of Association programs and relationships with other organizations.

(h) On the recommendation of the President, establish ad hoc advisory committees, advise and consent to the appointment of their members, and fund them by appropriations from the contingency fund.

1.3. Reporting to the Council

(a) The Administrative Committee shall deliver to each member of the Council at least one week prior to each Council meeting a written report of its actions taken under 1.2(e) and (h).

(b) The Council shall question and discuss any items in this report it chooses, and no action taken by the Administrative Committee under 1.2(e), (f) and (h) shall become Association policy if specifically disapproved by the Council.

2. Nominating Committee

2.1. "After each annual meeting the President shall appoint with the advice and consent of the Council and with due regard to geographical distribution and the fields of professional interest, three members to a Nominating Committee of six, to serve for two-year terms; and the President shall designate the chair. The Committee may canvass the membership directly or indirectly for suggestions, and shall submit to the next Annual Business Meeting one nomination for each elective office to be filled, except the Presidency. These nominations shall be announced to the memberships, by any convenient means, well in advance of the Annual Meeting." (V, 2)

2.2. A prospective candidate for elective office of the Association must become a dues-paying member upon filing for office (Rules, 1.4)

2.3. "Nominations for the office of Treasurer shall be from among members of the Association who, at the time of nomination, are serving as members of the Council or who have completed service during the preceding year." (V, 5)

2.4. In selecting nominees for elective offices, the Nominating Committee should give due regard to geographical distribution, fields of professional interest and academic/nonacademic employment status.

2.5. The Nominating Committee shall make its report to the President no later than April 15. The Chair of the Nominating Committee or his or her designee shall present the Committee's slate of nominees to the Annual Business Meeting.

3. Board of Editors of the APSR

3.1. "There shall be a Board of Editors of the *American Political Science Review* to assist the Managing Editor, and the Council may determine its size, method of appointment and tenure." (VI, 2)

3.2. The number of members of the Board of Editors shall be fixed by the Council after it hears the recommendations of the Managing Editor.

3.3. Members of the Board of Editors shall be appointed by the Managing Editor. The Council shall be advised of those appointments at the meeting which follows their selection. The service of members of the Board of Editors shall not extend beyond the service of the Managing Editor who appointed them.

4. Program Committee

4.1. The number of members of the Program Committee shall be fixed by the Council after it hears the recommen-

dation of the Program Chairperson-Designate.

4.2. Members of the Program Committee shall be appointed by the Council after it hears the recommendations of the Program Chairperson-Designate. They shall serve from the date of their appointment until the close of the official program of the Annual Meeting for which they are responsible. They shall be ineligible to serve consecutive terms.

4.3. The Program Chair, the chair of the Council Committee on Organized Sections, and the executive director shall meet in the spring of the year before the annual meeting to translate the proportions mandated by the Council into a specific allocation of panels among the three major components (official APSA program, Organized Sections, unaffiliated groups) of the program, with APSA sponsored groups having the largest share, and devise any contingency plans. The number of panels at the annual meeting shall be limited by the space available at the headquarters hotel.

3.3. No one may participate on more than two panels listed in the program, including APSA program committee panels, those of APSA's organized sections, and those of the unaffiliated groups.

4.5. All participants in the Annual Meeting Program must pre-register by June 1 in order to be listed in the Final Program. Non-political scientists who are invited to appear on official Program Committee panels or on panels of unaffiliated groups, and whose only participation in the Annual Meeting is the acceptance of the invitation, may petition the Association for exemption.

5. Trust and Development Fund Board of Trustees

5.1. "The Association Trust and Development Fund shall be administered by a Board of Trustees. The Treasurer of the Association shall serve ex-officio as Chair of the Board. Six other Trustees shall be appointed by the President with the advice and consent of the Council." (VII, 9)

5.2. "The Fund shall consist of all endowment and trust funds and such other funds as may be assigned to it by the Council, and with appropriate professional advice, the Board of Trustees shall direct the investment of the Fund's resources. Prior to the closing of the books at the end of the fiscal year, the Executive Director shall assign to the Association's general operating fund from the Trust and Development Fund an amount equal to a three-year moving average of four and one-half percent of the market value of the fund. If additional monies are needed for the operat-

ing fund, the Trust and Development Fund Board of Trustees may approve an allocation of up to six percent of the market value of the fund, calculated using a three-year moving average. At least once annually, the Board shall publicly issue an official accounting of the Fund's receipts, investments and expenditures. The Council may, at its pleasure, assign any surpluses from the general operating funds to the Trust and Development Fund." (VII, 9)

5.3. "No appropriation shall be made from the Fund's capital except (1) upon a request of the Council approved by at least four members of the Board of Trustees; or (2) if the Council so directs at a subsequent Council meeting, after hearing the position of the Board of Trustees. The Board shall act upon any request of the Council within thirty (30) days of the Council meeting at which the request is first made." (VII, 9)

5.4. Operating Procedures for the Board of Trustees

(a) The Fund was established to enable the Association to explore the desirability of proposed new programs and, on occasion, to seed their initial development so as to maximize chances of securing outside support for their continuation and expansion.

(b) The Board should be kept informed of all requests to the APSA Council for monies from the Fund.

(c) All requests for Board action by the APSA Council should be in written form.

(d) The Board will consider only requests for specific purposes and is not prepared to act favorably on general purpose requests (e.g., to balance the APSA budget).

(e) All requests forwarded to the Board should be accompanied by supporting documentation and a summary of APSA Council debate on the request.

(f) The Board may, at its discretion, hold hearings in which those supporting and opposing specific requests may present their views and submit to questions.

5.5. Investment Policies

(a) The Association accepts responsibility for the social and moral implications and consequences of its investment policy, and avoids investments inconsistent with the pursuit of peace and of a democratic and humane social order.

(b) The Association shall not vote proxies from its investment portfolio.

5.6. Board Expenses

Expenses for Board meetings are charged to the Trust and Development Fund.

Chapter IV: Council Committees

These shall include all committees, and boards established by the Council, Annual Business Meeting, or vote of memberships which (a) have memberships restricted to members of the Council, and (b) are authorized to operate indefinitely without specific renewals of authorization.

The President shall be Ex-Officio a member of all Council standing Committees.

1. Council Committee on Rules

1.1. Composition and Selection

(a) The Committee on Rules shall consist of three members of the Council, one of whom shall be designated chairperson, appointed by the President with the advice and consent of the Council.

(b) They shall serve for one year, and shall be eligible for reappointment.

1.2. Power and Duties

(a) The Committee shall annually review the actions of the Council and include any changes or additions made by the Council in the By-Laws. In addition, the Committee shall also recommend to the Council any additions, deletions, and modifications of the By-Laws it deems desirable. The revised By-Laws shall be published in an official APSA publication at least every three years and shall always be made available on request to any member of the Association.

(b) The Committee shall also review the Council's Rules of Procedure governing the conduct of the Annual Business Meeting and recommend to the Council any additions, deletions, and modifications it deems desirable. Any proposed changes in these Rules of Procedure shall be published in an official journal of the Association at least four months prior to the Annual Business Meeting, and the Association's members shall be invited to submit their comments on the proposed changes to the Executive Director at least three months prior to the Annual Business Meeting.

(c) The Council shall take final action on the Rules of Procedure after the announced deadline for receiving comments has passed. The Rules of Procedure thus adopted shall be made available to the memberships.

2. Council Committee on Elections

2.1. Composition and Selection

(a) The Committee on Elections shall consist of three members of the Council, one of whom shall be desig-

nated as chairperson, appointed by the President with the advice and consent of the Council.

(b) They shall serve for one year, and shall be eligible for reappointment.

2.2. Powers and Duties

(a) The committee shall implement the Association's By-Laws and the Council's directives in supervising the conduct of elections by mail ballot of the membership for contested offices, constitutional amendments, and referenda on resolutions receiving [more than 13 votes in opposition] one-third or more votes at the Annual Business Meeting.

(b) The Committee shall supervise the counting of the ballots and certify the results to the President and the Executive Director. The Executive Director shall notify the candidates as expeditiously as possible.

Chapter V: Special Purpose Committees

All special purpose committees are established by the Council with members and chairs appointed by the President

with the advice and consent of the Council.

1. Standing Committees

1.1. Standing committees are established to deal with ongoing needs and concerns of the Association.

1.2. Standing committees normally consist of five members, with overlapping three-year terms.

1.3. The budget for standing committees is set each year by the Council; the Council's deliberation on each committee's annual budget shall include a determination of whether that committee should continue.

1.4. The President shall be an ex-officio member of all standing committees.

1.5. All members of standing committees shall be members of the Association.

2. Award Committees

2.1. Award committees are established for the sole purpose of selecting recipients of Association awards.

2.2. Award committees normally consist of three members appointed for one-year terms.

2.3. Award committees receive no funds for meetings, although postage and telephone expenses may be reimbursed by the Association.

3. Project Committees

3.1. Project committees are established to oversee Association projects supported by external funds.

3.2. The duration, size, and length of members' terms may vary according to the requirements of the project.

3.3. Project committees shall report regularly to the Council on the projects for which they are responsible.

Chapter VI: Principles and Guidelines for Educational Programs and Activities

The Council has adopted a set of general principles and procedures for oversight and coordination, evaluation and review, and publication and dissemination of information on educational programs and activities. (Council minutes, February 4, 1977) Association committees and staff shall follow these procedures in developing and administering educational programs.

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**Ninety-Fifth Annual
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