

## **NAAE Committee Process** (updated February 2, 2021)

### **NAAE Committees and Their Respective Missions**

**Finance** – The mission of the Finance Committee is to ensure that the NAAE has an accountable monetary policy and a stable financial future.

**Marketing** – The Marketing Committee will identify proactive strategies to be used to effectively communicate to the public, agricultural education professionals and NAAE members about the role, benefits and value of the NAAE organization and agricultural education.

**Member Services** – The goals and objectives of the Members Services committee are to promote valuable programs and services that promote research, management, and curriculum for members in their service areas.

**Policy and Bylaws** – This committee will strive to keep the policies and bylaws current and timely for our organization and membership. The committee will keep in mind fairness and ethical treatment to all members and associations.

**Professional Growth** – The committee will be engaged in defining model professional standards, publishing and promoting these standards, attracting and engaging diverse individuals in professional activities, and recruiting, educating, supporting, and providing transition services for new educators.

**Public Policy** – The goals and objectives of the Public Policy Committee is to identify key public policy issues at the National level and suggest ways for the NAAE to more effectively advocate for issues related to and having influence on agricultural education.

**Strategic Planning** – The goals and objectives of the Strategic Planning Committee are to review and revise the strategic plan and to set the direction of NAAE covering the profession, its mission, and the organization.

**Functions of the Committees** – The seven committees, consisting of volunteer NAAE members, are designed to gather grassroots input on existing NAAE initiatives and new potential NAAE initiatives and to report that input to the NAAE board of directors. The committees may make recommendations to the NAAE board of directors, who have been elected by NAAE members to be the governing body of the NAAE. The NAAE board of directors will act on the recommendations of the committees. One member of the NAAE board of directors, serving as the board consultant to the full committee, will serve as the chair of the respective board committee.

**Communities of Practice Committee Spaces** – Each committee has dedicated space on NAAE Communities of Practice. Committee spaces are highlighted on the home page of Communities of Practice at <http://communities.naae.org/welcome>. These spaces will be the repository of information related to the committees. Committee members should “follow” their respective Communities of Practice committee space to receive email notifications each time something new is posted to the committee space.

**Committee Membership** – Each of the six NAAE regions will have three members on each committee ... so 18 members total per committee. Each committee member will serve a three-year term of service on the committee. One new committee member from each region will be elected to each committee each year. This rotation will allow for continuity in committee membership and ensure that each region will always be represented by both new and experienced committee members. The term of service of committee members will begin when they are elected to committee membership, usually during the first virtual committee meeting in a new calendar year, and end three years later during the first virtual committee meeting in the new calendar year when their replacements are elected.

**Election of New Committee Members** – NAAE members who are interested in serving on a committee should prepare and submit on-line application materials no later than December 31 prior to the year they wish to begin their committee service. The on-line application consists of:

- 1) an [application for committee membership](#); and
- 2) a signed [Committee MOU](#) submitted as an attachment to the application.

Through the on-line application submission process, these committee member application documents will be emailed directly to the full committee chair, the full committee secretary, the board committee consultant, and the staff committee consultant for the respective committee. Committee leadership will make the committee member applications available for the current committee members to review. Current committee members will elect the new committee members.

**Committee Leadership** – The committee chair and the committee secretary will be elected by the committee from among the 18 members of the committee. The committee chair and committee secretary will serve one-year terms in their respective positions. The committee secretary has a vote; therefore, the secretary's region is fully represented. The committee chair has the power to vote to create a tie or break a tie; therefore, the chair's region is fully represented. The chair and secretary should be elected from among the committee members who have already served as least one year on the committee. The term of service of committee leaders will begin when they are elected to their respective committee leadership position, usually during the first virtual committee meeting in a new calendar year, and end one year later during the first virtual committee meeting in the new calendar year when their replacements are elected. The committee chair and secretary may be reelected to their leadership positions if they have at least one year remaining in their term of service.

**Committee Meetings** – There will be at least two virtual committee meetings per year. Virtual committee meetings will be conducted by webinar and/or conference call. Conducting committee meetings virtually will allow members to participate on committees without having to commit to travel to face-to-face meetings. Additional virtual committee meetings may be called at the discretion of the committee leaders and members. Committees will also meet at regional NAAE meetings and at the annual NAAE convention. However, it is the intent of the new committee process that formal committee business be conducted during the virtual meetings. This is to support the feeling that committee members should not be required to have the expense of attending face-to-face meetings. The 18 members of the full committees are encouraged, but not required, to attend their regional NAAE meetings and the annual NAAE convention.

**Annual Schedule of Committee Meetings** – The ideal schedule of committee meetings is as follows.

- **Winter Virtual Committee Meetings** – These meetings will be conducted after the annual NAAE convention and, ideally, prior to the end of January. The purpose of these meetings is to continue old business of the committee, introduce new business of the committee, make recommendations to the board committees, elect one new committee member from each region, elect the new committee secretary, and elect the new committee chair.
- **Winter/Spring Board Committee Meeting** – The NAAE board of directors will meet late winter or early spring. The board of directors will conduct board committee meetings with the board consultant to each committee serving as chair of the respective board committee. (For example, the board consultant to the Strategic Planning Committee will serve as chair of the Board Strategic Planning Committee.) Full committee chairs will be invited to participate in the board committee meetings via conference call or webinar. The board committee will review current recommendations of the full committee and make decisions on the recommendations. The board’s decision on a committee recommendation may include: 1) accept committee recommendation as is; 2) accept committee recommendation with modifications; 3) refer recommendation back to committee for further deliberation or clarification; or 4) reject the recommendation with justification.
- **Regional Committee Meetings** – Committees will meet during the regional NAAE meetings. The members of the full committees are encouraged, but not required, to attend the regional committee meetings. The committee members at the regional level will consist of a committee chair, committee secretary, and one at large member per state. Recommendations from the regional committee meetings will be compiled and reviewed by the NAAE board of directors during the summer NAAE board committee meetings. The committee meetings during the regional meetings will be prime times to recruit new full committee members.
- **Summer Virtual Committee Meetings** – These meetings will be conducted after the regional meetings and before the summer NAAE board meeting. The purpose of these meetings is to continue old business of the committee, introduce new business of the committee, and make recommendations to the board committee.
- **Summer NAAE Board Committee Meeting** – The NAAE board of directors will meet late summer or early fall following the summer virtual committee meetings. The board of directors will conduct board committee meetings with the board consultant to each committee serving as chair of the respective board committee. (For example, the board consultant to the Strategic Planning Committee will serve as chair of the Board Strategic Planning Committee.) Full committee chairs will be invited to participate in the board committee meetings via conference call or webinar. The board committee will review current recommendations of the full committee and make decisions on the recommendations. The board’s decision on a committee recommendation may include: 1) accept committee recommendation as is; 2) accept committee recommendation with modifications; 3) refer recommendation back to committee for further deliberation or clarification; or 4) reject the recommendation with justification.

- **NAAE Convention Committee Meetings** – Committees will conduct one-hour committee sessions during the annual NAAE convention. The members of the full committees are encouraged, but not required, to attend the committee meetings during the NAAE convention. The activities and initiatives of the committees during the previous year will be reported during these meetings and a report from the committees will be presented to the delegates during the annual NAAE business session. The committee meetings during convention will be prime times to recruit new full committee members.
- **Additional Virtual Committee Meetings** – Additional virtual committee meetings may be called at any time at the discretion of the committee leaders and members.

### **Quorum**

In order to conduct business, at least a simple majority of the currently elected committee members OR at least one committee member from each region must be present.

**Duties of Full Committee Chair** – The full committee chair will conduct the two (or more, if needed) virtual committee meetings, conduct the committee session during the annual NAAE convention, and present the committee report at the business session during the NAAE convention. Since the chair is expected to attend the NAAE convention, after the convention, NAAE will reimburse the chair’s NAAE convention registration fee at the early-bird registration rate. The committee chair will be responsible for selecting the dates and times of virtual committee meetings, planning the agenda for all committee meetings, and ensuring that committee members are well informed and prepared to participate in all committee meetings. The committee chair, with assistance from the committee secretary, board consultant, and staff consultant, will be responsible for communications with committee members regarding committee meeting schedules, agendas, and preparations needed for the committee meetings.

**Duties of Committee Secretary** – The full committee secretary will prepare the minutes of the two (or more, if needed) virtual committee meetings and the committee session during the annual NAAE convention. Since the secretary is expected to attend the NAAE convention, after the convention, NAAE will reimburse the secretary’s NAAE convention registration fee at the early-bird registration rate. The secretary will assist the chair in communicating with committee members regarding committee meeting schedules, agendas, and preparations needed for the committee meetings.

**Duties of Committee Board Consultant** – The board consultant is expected to be knowledgeable in regards to the ongoing initiatives of the committee. The board consultant is not a voting member of the full committee. Rather, the board consultant is a resource person to the full committee to help the committee stay focused and on-track with its deliberations and initiatives. The board consultant to the full committee serves as the chair of the respective board committee during NAAE board of directors meetings. Recommendations from the full committees are acted upon by the NAAE board of directors during these board committee meetings. The board’s decision on a committee recommendation may include: 1) accept committee recommendation as is; 2) accept committee recommendation with modifications; 3) refer recommendation back to committee for further deliberation or clarification; or 4) reject the recommendation with justification.

**Duties of Committee Staff Consultant** – The staff consultant is expected to be knowledgeable in regards to the ongoing initiatives of the committee. The staff consultant is not a voting member of the full committee. Rather, the staff consultant is a resource person to the full committee to help the committee stay focused and on-track with its deliberations and initiatives. The staff consultant will have institutional knowledge of the committee’s former and current initiatives. The staff consultant will also assist with logistics for committee meetings and initiatives, including setting up virtual meetings and keeping the committee space on NAAE Communities of Practice current.

**Duties of Committee Members** – Committee members will participate in virtual committee meetings and engage actively in the committee’s activities and initiatives. Committee members are elected to committee service by the current committee members; therefore, they are not to send a replacement committee member to vote for them if they are not able to participate in a committee meeting. Non-voting committee members are welcome to participate in committee meetings on behalf of themselves or on behalf of an absent committee member.