

American Evaluation Association (AEA) Indigenous Peoples in Evaluation Topical Interest Group (IPE TIG)

Policy and Procedural Guidelines

***Guideline I.* Name of the Organization**

The name of the organization shall be the Indigenous Peoples in Evaluation (IPE) Topical Interest Group.

***Guideline II.* Goals and Function**

Indigenous Peoples in Evaluation is a topical interest group (TIG) of the American Evaluation Association, an international professional association of evaluators devoted to the application and exploration of program evaluation, personnel evaluation, technology, and other forms of evaluation. The Indigenous Peoples in Evaluation TIG (IPE TIG) has a mission to improve evaluation practices and methods. Vision statement?

1. By developing and disseminating knowledge that helps assure that evaluations in which indigenous people are among the major stakeholders are culturally responsive and respectful of their interests and rights.
2. By creating a venue for indigenous evaluators and others working in indigenous contexts to participate in discourse about evaluation models and methods that support indigenous values, practices, and ways of knowing.
3. By mentoring emerging evaluators interested in evaluation in various indigenous contexts.

***Guideline III.* Membership**

To be a member of a TIG, an individual must be a member of AEA. An individual may designate or terminate TIG affiliations annually from a list of all formally approved TIGs on the AEA Membership Application or Renewal form, or by making a written (e-mail, fax, or land mail) request to the AEA office at any time.

Membership Lists: The AEA office is responsible for maintaining the official list of TIG members. The AEA administration will provide the TIG with an electronic list of TIG members. TIG membership lists are for the exclusive use of the TIG for official TIG business and may not be shared with any third party or used for personal use by any TIG member or leader. A new list should be requested for each use as the membership of a TIG changes on a weekly basis due to member renewals and AEA membership expiration.

***Guideline IV.* Officers**

The Indigenous Peoples in Evaluation Topical Interest Group shall elect a Chair, Co-Chair, Program Chair, Program Co-Chair, a Secretary, a Communications Chair, and a Communications Co-Chair. The distribution of duties between the Chair and Co-Chair, will be negotiated between the incumbents. Primary responsibility for primary contact with AEA office, should reside with the Chair focusing on domestic (AEA) activities.

Duties for Chair/Co-Chair (Elected by the TIG membership)

1. May consider one Chair to address domestic (AEA) relations and the other Chair to focus on international Indigenous and other VOPE relations
2. Maintain TIG communication with the AEA office or VOPE, EvalIndigenous, Eval Partners
3. Plan the agenda for annual TIG meetings

4. Oversee protocols and programs at annual TIG meetings
5. Track budget and expenditures
6. Provide support to the Program Chair for development of the program for the annual conference
7. Plan joint activities in consultation with Program Chair and Advisory Committee with other organizations such as the Diversity or other TIGs with which the Indigenous People's in Evaluation TIG has mutual interests
8. Collaborate and advocate with AEA work groups and other related activities to ensure that Indigenous persons are included
9. Arrange for annual elections for the TIG elected positions
10. Maintain communication with other TIGs and committees of AEA
11. Approve all official communications of the TIG with AEA and external to AEA
12. Mentor new IPE TIG incoming Chair/Co-Chair
13. Maintain IPE TIG master files
14. Share IPE TIG master files with incoming Chair/Co-Chair
15. Attend meetings and trainings related to job duty as required or needed by AEA and/or IPE TIG leadership
16. Maintain "active status" per TIG guidelines
17. Contribute to IPE TIG newsletter, website, listserv, and social media content
18. Other duties as required to lead the TIG and to be responsive to AEA

Duties for the Program Chair/Co-Chair (elected by the TIG membership)

1. To serve as the lead contact to AEA for planning, development and implementation of the TIG's program at the annual meeting.
2. Serves as chair of the TIG's Program Committee
3. Manages the proposal review process with the Program Committee
4. Mentor new incoming Program Chair/Co-Chair
5. Maintain IPE TIG program master files
6. Share master files with IPE TIG leadership
7. Other duties per AEA requests that pertain to Program Chair/Program Co-Chair position
8. Contribute to IPE TIG newsletter, website, listserv, and social media content
9. Attend meetings and trainings related to job duty as required or needed by AEA and/or IPE TIG leadership
10. Maintain "active status" per IPE TIG guidelines

11. Other duties as required to support the IPE TIG membership and Leadership

Duties for Secretary (elected by the TIG Membership)

1. To develop agenda for monthly IPE TIG leadership meetings
2. To record monthly meeting minutes and share with IPE TIG leadership 1 week in advance of new monthly meeting
3. Keep current membership list of IPE TIG members on record
4. Help develop agenda for annual IPE TIG meeting at AEA conference
5. Record minutes of the annual meetings
6. Contribute to IPE TIG newsletter, website, listserv, and social media content
7. Attend meetings and trainings related to job duty as required or needed by AEA and/or IPE TIG leadership
8. Maintain “active status” per TIG guidelines
9. Other duties as required to support the IPE TIG membership and Leadership

Duties for Communications Chair/Co-Chair (Elected by the TIG Membership)

1. Draft and oversee the final publication and distribution of a quarterly IPE TIG newsletter
2. Update the IPE TIG website quarterly
3. Lead, monitor, and contribute to IPE TIG newsletter, website, listserv, and social media content
4. Attend meetings and trainings related to job duty as required or needed by AEA and/or IPE TIG leadership
5. Maintain “active status” per IPE TIG guidelines
6. Other duties as required to support the IPE TIG membership and leadership

Guideline V. Governance

Operational and Executive Functions: The IPE TIG Leadership shall carry out operational and executive functions of the group as outlined in *Guideline IV and V*, throughout the year, including 1-hour monthly leadership meetings. The IPE TIG Leadership shall may gather input from membership and/or vote virtually when needed for agenda, activities, contributions to IPE TIG newsletter or electing IPE TIG leaders. The IPE TIG Leadership may draft letters of support or position from the IPE TIG for important issues (i.e. NoDAPL, mascots, white supremacy, etc.) and seek virtual membership review, approval or denial, with minimum 5% member participation.

Annual Business Meeting: The TIG shall conduct a business meeting at the AEA annual meeting. The purpose of the annual TIG business meeting is to inform members of planned TIG sessions and activities, to identify prospective TIG leadership and to solicit input on the agenda for the coming year. Proposed amendments to the Guidelines shall be voted on at the annual business meeting.

Quorum: A minimum of 5 percent of current members, including the Chair or Co-Chair, must be in attendance at any legally called meeting to constitute a quorum. Each member shall have one vote. A simple majority vote of members present shall carry a motion if there is a quorum.

Annual AEA Conference: The TIGs are key players in developing the program for the annual conference and may be involved in the following activities:

- *TIGs may organize professional sessions at their own initiative, may co-sponsor sessions with other TIGs, and will be asked to review and coordinate proposals that fall within a TIG's topical area. If a TIG leader develops a session, he or she must submit that session via the Call for Proposal guidelines. All proposals, including those for invited speakers and those chaired by the TIG leadership, must be submitted through the regular submission process by the deadline specified in the Call for Proposals.*
- *The Conference Chair and the AEA office are responsible for session scheduling. All sessions accepted by a TIG may not be scheduled if there are scheduling or space limitations at the conference venue or due to other considerations such as the overall diversity of sessions represented on the program.*
- *The TIG Program Chair/Co-Chair will be sent notification of which proposals and TIG-sponsored sessions have been accepted or rejected, and the date, time, and location of those sessions (including the required TIG business meeting).*

Committees

Executive Committee: The seven elected TIG leadership positions shall constitute the Executive Committee for the TIG. The executive committee shall carry out operational and executive functions of the group as outlined in *Guideline IV and V*, throughout the year, including 1-hour monthly leadership meetings.

Standing committees must be chaired by a member of the IPE TIG Leadership. Committee members shall be appointed by the Committee Chairs and appointments shall run concurrently with those of the Committee Chairs or, in the case of ad hoc committees, until the charge given the committee is completed. Committee member terms may be renewed by the incoming Committee Chairs.

All Committee Chairs shall provide monthly updates during scheduled Executive Committee Calls and prepare an annual report of committee activities for presentation and distribution at the annual meeting, via social media, newsletter, and the TIG website. Notable committee events will be forwarded to the Communications Chair and Co-Chair for inclusion in the TIG newsletter. Committee Chairs shall be responsible for identifying members to assist them in carrying out the work of the committee. Members making up standing committees may consist of volunteers from the IPE TIG or AEA membership (first) or other graduate students, allies, or partners as needed (second). In addition to standing the committees, the Executive Committee may convene any ad hoc committees required to fulfill its responsibilities. Standing committees for the IPE TIG include shall include:

- **Website Committee**
- **Newsletter Committee**
- **Social Media Committee**

And

Advisory Committee: This committee serves in an advisory capacity to the IPE TIG Leadership on matters of policy, procedure and issues of importance to the TIG. The Committee is also responsible to review amendments to these guidelines and to develop and implement a comprehensive membership recruitment plan. The Advisory Committee shall consult with the Chair and Co-Chair on the proposed agenda for the annual meeting and oversee the publication of IPE occasional papers, presentations and other special published studies. This Committee shall approve TIG honorees for contributions to the mission. Where possible and appropriate, the honoring will be done according to the customs of the indigenous community in which the annual conference is being held.

Committee membership shall consist of the most recent past TIG Lead Chair and three at-large members appointed by the incumbent TIG Executive Committee. The active Executive Committee members shall serve as ex-officio members of the Advisory Committee.

The Committee shall meet at least once a year, prior to the AEA annual meeting. The meeting may be conducted as a conference call.

Program Committee: This AEA legislated committee's prescribed duties include review of proposals submitted for presentation at the annual meeting (see duties of the Program Chair and Program Co-Chair listed above). Committee members and other proposal reviewers are selected by the Program Chair and Program Co-Chair.

***Guideline VI.* Elections**

Members in good standing shall elect officers at the annual meeting or upon vacancy of positions. Nominations and elections may be held virtually.

The seven TIG Leadership positions, including the Chair/Co-Chair, Program Chair/Co-Chair, Communications Chair/Co-Chair, and Secretary, are elected by the membership for a term of three years. The term is renewable (three-year term), if voted by TIG majority. The Advisory Committee shall solicit nominations for a slate of officers. Additional nominations shall be accepted from the floor at the annual meeting or virtual nominations.

The IPE TIG Chair and Co-Chair shall be responsible for election procedures. Election returns shall be presented at the same meeting in which the voting occurred or by specified date in virtual election correspondence.

Rotation of initial elections to establish the three-year staggered terms:

- To ensure overlap in leadership, elections to the seven positions shall be staggered. Each year the TIG membership shall vote for only one of the three elected positions (Lead Chair, Co-Chair, and Program Chair), with exception of the first-year elections to be held in 2006 and in cases where a position becomes vacant in mid-term.
- To establish a three staggered rotation, in 2006 all three positions shall be elected; however, not all shall be elected for three years. In 2007, the Co-Chair shall be up for election (whomever is elected in 2006 shall serve one year before the position is up for election), in 2008, the Lead-Chair position shall be up for elections (whoever is elected in 2006 shall have served only two years before the position is up for election), in 2009, the Program Chair shall be up for election (this position shall have served for the full three years). In 2010, the Co-Chair shall be up for election and shall serve until 2013 when the position shall be up for election. In 2011, the Lead-Chair shall be elected and serve until 2014 when the position is up for election. In 2012 the Program Chair shall be up for election and for a term of three years. This schedule shall subsequently be repeated so that one position is elected each year and serves for three years.

If a vacancy occurs in one of the elected positions in mid-term, the remaining members of the Executive Committee shall solicit nominations from the TIG membership and conduct an election to fill the vacancy for the remainder of the term. If the Lead Chair becomes vacant, the Co-Chair shall assume that role and an election shall be held for the Co-Chair position. Mid-term elections may be conducted virtually. A minimum of 5 percent of TIG members must participate in the election and a simple majority of those voting shall carry the election.

***Guideline VII.* Amendments**

These guidelines may be amended by a simple majority vote of the membership (5 percent of the current membership, as certified by the AEA office) either present at the annual business meeting or through virtual review and voting processes. Potential amendments shall be reviewed and approved by the Executive Committee, then emailed to the membership for review at least 14 days prior to the annual meeting.