

American Evaluation Association (AEA) Indigenous Peoples in Evaluation Topical Interest Group Policy and Procedural Guidelines¹

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 exists to improve evaluation practices and methods.

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 Lead Chair, Co-Chair and a Program Chair. The distribution of duties between the Lead Chair and Co-Chair, will be negotiated between the incumbents with the exception of responsibility for primary contact with AEA office, which resides with the Lead Chair.

¹ Based on the AEA Policies and Procedures Manual

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

1. Maintain TIG communication with the AEA office
2. Plan the agenda for annual TIG meetings
3. Arrange for protocols and programs at annual TIG meetings
4. Track budget and expenditures
5. Provide support to the Program Chair for development of the program for the annual conference
6. Plan joint activities in consultation with Program Chair and Advisory Committee with other organizations such as the MIE TIG with which the Indigenous People's in Evaluation TIG has mutual interests.
7. Collaborate with AEA mentoring activities to ensure that indigenous persons are included.
8. Arrange for annual elections for the TIG elected positions
9. Appoint a TIG secretary to serve concurrently with the Lead Chair
10. Maintain communication with other TIGs and committees of AEA
11. Serve as chair of standing and ad hoc TIG committees, except for the Program Committee and the Advisory Committee
12. Approve all official communications of the TIG with AEA and external to AEA
13. Other duties as required to lead the TIG

Duties for the Program 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. Other duties as required to conduct the program

Duties for Secretary (Appointed by the Lead Chair with the concurrence of the Executive Committee)

1. To record minutes of the annual meetings
2. Oversee publication TIG newsletter
3. To coordinate any TIG electronic media such as a web-site or list serve
4. To send approved TIG notices to the MIE list-serve
5. Other duties as required to support the TIG and Executive Committee

Guideline V. Governance

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 Chairs, as certified by the AEA office manager, 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 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

Committee members shall be appointed by the Committee Chairs. Committee member 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 Chairs.

All committee Chairs shall prepare an annual report of committee activities for presentation and distribution at the annual meeting or via the TIG website. Notable committee events will be forwarded to the Secretary 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.

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:

Executive Committee: The three elected positions and the secretary shall constitute the Executive Committee for the TIG.

Advisory Committee: This committee serves in an advisory capacity to the TIG Chairs 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 Program 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. The Advisory Committee shall be chaired by the past Lead Chair.

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 listed above). Committee members and other proposal reviewers are selected by the Program Chair.

Guideline VI. Elections

Members in good standing shall elect officers at the annual meeting.

The TIG Chairs and the Program Chair are elected by the membership for a term of three years, renewable once. The Advisory Committee shall solicit nominations for a slate of officers. Additional nominations shall be accepted from the floor at the annual meeting.

The Chairs shall be responsible for election procedures. Election returns shall be presented at the same meeting in which the voting occurred.

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

- To ensure overlap in leadership, elections to the three 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 electronically. 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) present at the annual business meeting. Potential amendments shall be reviewed and approved by the Executive Committee, then emailed to the membership for review at least 30 days prior to the annual meeting.