



# **Human Factors and Ergonomics Society Operating Rules**

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Note: To aid the reader, text from the Bylaws is shown as Helvetica.  
The Operating Rules are shown as Times New Roman.

## CHAPTER 1. PURPOSE AND SCOPE OF THE OPERATING RULES

### 1.1 Purpose

The Operating Rules of the Human Factors and Ergonomics Society (“the Society”) are to aid the orderly transaction of the business of the Society. The Operating Rules are intended to be a living document that regulates the day-to-day business of the Society Divisions, committees, and task forces within the Society can develop their own policies and procedures and those policies and procedures shall be consistent with the Bylaws and the Operating Rules.

### 1.2 Consistent with Bylaws

The Operating Rules for the Society shall govern the Society where they are consistent with the Bylaws and the Articles of Incorporation of the Society.

### 1.3 Modifications

Divisions, committees, and task forces within the Society can propose Operating Rule[s] changes by providing wording and a rationale in their regular reports to Executive Council or by writing to the Society President. The Executive Council can independently propose changes as well. Any operating rule can be adopted, amended, suspended, or rescinded by a majority vote of the full Executive Council.

### 1.4 In Force

An operating rule shall govern until the rule has been amended, suspended, or rescinded.

## RELEVANT BYLAWS: ARTICLE VI – AMENDMENTS

**Section 1.** Motions to adopt, amend, or repeal the Bylaws must be consistent with the Articles of Incorporation and must bear the signatures of at least 10 percent of the Full Members of the Society or be approved by a majority of the Executive Council. Such motions shall be submitted in writing to the Executive Director for publication in the next issue of the *Bulletin*. The Executive Director shall then submit the motions by mail ballot to all voting Full Members of the Society no sooner than 60 days and no later than 90 days after publication. The Full Members of the Society shall be allowed at least thirty days but not more than 45 days to return their ballots. Approval by two-thirds of the Full Members who vote shall be required to adopt, amend, or repeal Bylaws.

**Section 2.** The adoption, amendment, or repeal of a Bylaw shall take effect immediately upon its passage and shall be published in the next issue of the *Bulletin*. The complete text of the current Bylaws shall be published annually in the *Directory*.

## CHAPTER 2. GENERAL POLICIES

### 2.1 Agents of the Society

2.1.1 Agents of the Society include each officer of the Society (as defined in Chapter 3, section 1), division chairs, committee chairs, task force leaders, IEA liaisons, and technical group officers of the Society. Consultants hired by the Society or employees of a management company hired by the Society are not considered agents of the Society.

2.1.2. The Society shall indemnify and hold harmless each agent of the Society from all claims and liabilities, settled or proceeding to judgment, to which each agent becomes subject. This could be by reason of (1) his or her position with the Society, or (2) any action alleged to have been taken or omitted by the person in his or her capacity as agent. The Society shall reimburse each agent for all legal and other expenses (including the cost on settlement) reasonably incurred by him or her in connection with any such claim, liability, suit, action or proceeding. Reimbursement will occur if the agent acted (1) in good faith and (2) in a manner that he or she reasonably believed to be in the best interests of the Society. No agent shall be indemnified against, or be reimbursed for, any costs, incurred in connection with any claim or liability or prospect thereof, due to willful misconduct of that person's duties as an agent of the Society. The (1) final determination of the propriety of indemnification and reimbursement and (2) the reasonableness of such costs shall be made by the Executive Council acting at a meeting at which a quorum is unaffected by self-interest. The rights to any person under this provision shall not exclude any other right to which that person could be lawfully entitled.

2.1.3 Agents of the Human Factors and Ergonomics Society (as defined in 2.1) recognize that they have a duty to act in the best interests of the society; specifically, they shall

- Avoid conflicts of interest by disclosing in advance to the potentially affected parties all business and personal relationships that might prevent, or be perceived as preventing, their acting with objectivity in any decisions in which they participate as leaders of the Society;
- Avoid discussions or activities as a leader of the Society that might suggest a Society policy or position as to health or safety ramifications of products or services, unless specifically authorized by the President of the Society or the Executive Council.

2.1.4 Agents and members of the Society shall

- Avoid any discussions or activities that could be construed as an agreement or understanding involving or affecting price fixing or fee setting; allocation of markets, customers, or clients; boycotts of buyers or sellers; or other illegal antitrust restraints;
- Not represent a personal or organizational position as that of the Society;
- Not represent themselves as speaking on behalf of the Society in any spoken, written, or electronic form, unless authorized by the President of the Society or the Executive Council.

## **2.2 Code of Ethics**

There shall be only 1 Society Code of Ethics and that code shall apply to all members and groups (Committees, Task Forces, etc.) of the Society.

## CHAPTER 3. EXECUTIVE COUNCIL

### RELEVANT BYLAWS Article II

#### Section 1. Officers

The Officers of the Society shall be the President, President-Elect, Immediate Past President, Secretary-Treasurer, Secretary-Treasurer-Elect, Immediate Past Secretary-Treasurer, and six Members of the Executive Council.

#### Section 2. Duties of Officers

The Officers of the Society shall perform the duties that are regularly or customarily attached to their offices under the laws of the State of California, and any other duties that are required of them by the Executive Council and these Bylaws.

The Members of Executive Council elected as such and other officers of the Society designated in this Article shall constitute the Executive Council, which shall govern the affairs of the Society.

The President shall be the chief executive officer and a member of the Executive Council. The President shall preside over all meetings of the Society and of the Executive Council; appoint or direct the appointment of all committee chairs not otherwise specified in these Bylaws, with the advice and consent of the Council; and supervise the Executive Director in the management of the non-fiscal business of the Society.

The President-Elect shall be a member of the Executive Council and shall chair the Policy and Planning Committee. The President-Elect shall act as an understudy to the president in preparation for assuming the duties of the presidency. The President-Elect shall assume the duties of President during the President's temporary absence.

The Immediate Past President shall be a member of Executive Council.

The Secretary-Treasurer shall be a member of the Executive Council and shall chair the Finance and Budget Committee. The Secretary-Treasurer shall supervise and oversee the Executive Director in the management of finances.

The Secretary-Treasurer-Elect shall be a member of the Executive Council. The Secretary-Treasurer-Elect shall act as the understudy to the Secretary-Treasurer in preparation for assuming the duties of office.

The Immediate Past Secretary-Treasurer shall be a member of the Executive Council.

#### Article I, Section 4. Terms of Office

The Officers-Elect shall assume office at the end of the scheduled business meeting of the incumbent Executive Council at the Society's Annual Meeting. An officer shall hold office until a successor assumes the office, or until the Executive Council declares the office vacant as provided elsewhere in this Article. The term of office of the President-Elect shall be

approximately one year, followed by approximately one year as President and then approximately one year as Immediate Past President.

The term of office of the Secretary-Treasurer-Elect shall be approximately one year, followed by approximately one year as Secretary-Treasurer and then approximately one year as Immediate Past Secretary-Treasurer.

The terms of office of the six Members of the Executive Council elected as such shall be approximately three years; the terms of two of these members shall expire at each Annual Meeting of the Society.

#### Section 5. Eligibility and Vacancies.

To be eligible for nomination to any office of the Society, an individual must be a Full Member in good standing and must be able to discharge the duties of that office, as determined by the Nominations and Elections Committee.

No individual may hold more than one elective office concurrently. However, an incumbent Immediate Past President, Immediate Past Secretary-Treasurer, or at-large Member of Executive Council in the final year of their three-year term is eligible to stand in nomination for another office. Any officer of the Society must be in the final year of the three-year term of office to be eligible to stand in nomination for reelection to the office currently held.

Any officer of the Society may resign from office by submitting a letter of resignation to the Executive Council. However, resigning shall not allow an officer to circumvent the eligibility requirements for election to a different office or reelection to the same office.

If any elected incumbent fails to perform the duties of office for any reason, the Executive Council may, by a two-thirds vote of the full Council, decree the office vacant. If the office of President or Secretary-Treasurer becomes vacant for any reason, the President-Elect or Secretary-Treasurer-Elect, respectively, shall assume the additional duties of the vacated office for the remainder of the term and then serve the regular term in that office.

If the office of President-Elect or Secretary-Treasurer-Elect becomes vacant for any reason, the Council shall appoint an incumbent officer to become President-Elect or Secretary-Treasurer-Elect. The appointed President-Elect or Secretary-Treasurer-Elect shall complete the normal sequence of office as if elected by Full Membership vote. If necessary, the vacancy created by this appointment shall be filled in the next election.

If the office of Immediate Past-President, Immediate Past Secretary-Treasurer, or Council Member becomes vacant, the Council shall appoint an incumbent officer to assume the additional duties of the vacant office until the next election, when any vacancy that remains shall be filled. The term of any officer elected to fill a vacancy shall be equal to the remaining term of the vacant officer.

#### **Article II, Section 6, "Executive Committee"**

An Executive Committee of the Council shall be formed of the President, President-Elect, Secretary Treasurer, and at least one member of the Executive Council to be elected by a

majority vote at the first meeting of the Council. The Executive Committee shall have authority to take those actions in behalf of Council specified by a two-thirds vote of each full Council.

### **Article II Section 7, “Society Position Statements”**

Subject to prior approval by the Executive Council, the Society may take a position and express an opinion on human factors/ergonomics issues.

## **ARTICLE V – MEETINGS**

**Section 2.** A special business meeting of the Society may be called at any time and place by the Executive Council, or shall be called by the Executive Director upon the written request of at least 10 percent of the Full Members.

**Section 3.** Announcements of all meetings of the Society shall be made in the *Bulletin* or by mail to Full Members of the Society at least 45 days prior to the meeting date.

**Section 4.** The presence in person of 50 Full Members of the Society shall constitute a quorum at any business meeting of the Society.

**Section 5.** During any business meeting of the Society at which a quorum exists, the Full Members may, by a majority vote, order the submission of any question, except one affecting the Bylaws of the Society, to the Executive Council or to all Full Members by mail ballot.

**Section 6.** The Executive Council shall meet during the Annual Meeting of the Society and at the call of the President. The presence in person of a majority of the members of Executive Council shall constitute a quorum.

### **3.1 Divisions**

The activities supervised by the Executive Council shall be organized primarily into Divisions. (See Chapter 4, Divisions, Committees, and Task Forces.)

### **3.2 Executive Council Meetings**

Each Executive Council shall hold at least 3 regular meetings each year. The first meeting shall be on the second day of Council meetings at the annual meeting. (That is, the first meeting of the Incoming Council shall follow the last session of the Outgoing Council at the annual meeting.) The last shall be on the first day of the Council meetings at the next annual meeting. A third meeting shall take place approximately midway between annual meetings. Other meetings can be scheduled by the President.

3.2.1 The Executive Council shall hold a Strategic Planning Day in conjunction with the midyear meeting of the Council. This meeting shall be chaired by the President-Elect with the advice of the Immediate Past President, the President-Elect, the Executive Director, and members of the Executive Council. All Executive Council members and Policy and Planning Committee and Division chairs are expected to attend as the Executive Director, and the person(s) managing Society membership. Additional persons can be invited by the President. The meeting shall (1) review and update the HFES strategic plan, (2) review and

update the strategic goals that were set in at least the previous 3 planning meetings, and (3) establish goals for the next year and beyond.

- 3.2.2 All Council votes shall be in conformance with the specifications of the California Nonprofit Corporations Code. Votes can occur over the phone or via the Internet if a quorum is present. Any vote that takes place between meetings (e.g., via conference call) must be ratified by the Council at its next meeting.
- 3.2.3 The current edition of *Robert's Rules of Order* shall be the procedural rules for meetings of the Executive Council. The Articles of Incorporation, the Bylaws, and the Operating Rules are the governance documents of the Society and shall take precedence in that order.
- 3.2.4 The Executive Director or their designate, with the approval of the President, shall prepare and distribute (1) the agenda, (2) a list of action items and responsible person(s), (3) the draft budget reports, (4) Division, Committee, Task Force and other reports, (5) the Bylaws, Operating Rules, and Strategic Plan (6) summaries of each planning day activity for at least the previous 5 years, and (7) any proposals, and other supporting materials, at least 2 weeks prior to each regular Executive Council meeting. Prior to the distribution of reports and supporting materials, they shall be reviewed by the Executive Director to determine if they include any potentially sensitive or confidential information. In determining if reports or materials include information that should be treated as confidential, the Executive Director can consult with the Society's legal counsel and with the Executive Committee of the Council. Any reports or materials that are determined to include sensitive or confidential information shall be included in a separate packet marked "Confidential" for distribution to the Executive Council. Reports and materials that have been identified as sensitive or confidential information shall be considered in executive session. Only those reports and proposals received 3 weeks prior to the meeting should be included on the meeting agenda. The agenda shall designate specific time allocations to items listed. The Council shall formally adopt the meeting agenda at the beginning of each regular meeting. The consent agenda shall be clearly identified.
- 3.2.5 Meetings of the Executive Council are open to members of the Society. The Council can, by majority vote, go into executive session, limited to the Council and other persons requested by the President to attend. The proceedings in an executive session are confidential, although Council can vote in executive session to bring some matters out of that session.
- 3.2.6 To determine a majority vote at meetings, Executive Council members who abstain shall be considered as not voting on the motion in question, although their abstention shall be noted in any record of the vote. Abstention from voting, however, shall not be considered an absence for purposes of establishing a quorum. For the annual and midyear meetings, only Executive Council members who are physically present at a meeting can make motions or vote.
- 3.2.7 For the following types of decisions, a 3/4 majority vote of the full Executive Council is required:
- Establishing new classes of membership. (Bylaws, Article I, Section 1)
  - Waiving of requirement of bachelor's degree for candidate for full Membership in the Society.

3.2.8 For the following types of decisions, a 2/3 majority of the full Executive Council is required:

- Votes on items to be delegated to the Executive Committee. (Bylaws addition; see above).
- Termination of a person's membership status (Bylaws, Article I, Section 6).
- Removal of an elected officer (Bylaws, Article II, Section 5).
- Appointment and removal of the executive director (Bylaws, Article VII, Section 2).

3.2.9 For the following types of decisions, a majority of the full Executive Council (not simply members present and voting) is required:

- Approval of new members in the Society in all classes.

3.2.10 All members of Executive Council are expected to attend all meetings of the Council in their entirety. Failure to attend at least part of 2 consecutive face-to-face Executive Council meetings for other than good cause shall be sufficient cause to consider that an incumbent be failing to perform the duties of office.

### **3.3 Executive Council Minutes**

3.3.1 The Executive Director or management company employees reporting to them shall prepare minutes of each meeting. The minutes shall be distributed to all members of the Executive Council within 1 month of the meeting. Minutes of the Council meeting shall include a precise statement of each motion, the names of the persons who made and seconded each motion, and the results of the vote or other dispositions, in particular action items. Additions and corrections to the minutes should be sent to the Executive Director within 1 month after receipt of the minutes.

3.3.2 The Executive Director or management company employees reporting to them shall abstract pending actions from the minutes of the Council meeting and shall provide these in a separate document for the attention of the Council.

3.3.3 The Executive Director or management company employees reporting to them the Executive Director shall prepare a summary of the minutes of the Executive Council meetings. The Executive Director shall present this summary at the business meeting held at the annual meeting.

3.3.4 Highlights of the minutes of each Executive Council meeting shall be published in the *Bulletin*.

3.3.5 The Executive Director or management company employees reporting to them shall prepare a summary of each Planning Day. That summary shall include (1) who was presiding and attended, (2) the topic(s) addressed, (3) the activities conducted, (4) the conclusions, strategic activities, and action items, and (5) how success of the meeting outcomes be assessed.

### **3.4 Reports**



- 3.4.1 The President and/or the Executive Director shall report in written form on the state of the Society at the midyear meeting of the Executive Council and at the Council meeting and business meeting during the annual meeting that culminates their term of office.
- 3.4.2 The Secretary-Treasurer shall present a financial report (1) at the midyear Council meeting, and (2) at the annual Council meeting and (3) the business meeting of the annual meeting that culminates their term of office.

### **3.5 Amendments to Bylaws**

- 3.5.1 Motions to amend the Bylaws shall be in writing and shall contain the full and exact text of the proposed amendment.
- 3.5.2 The exact text of the proposed amendment and the ballot shall be published (1) prior to balloting of the membership and (2) after the ballot, if adopted. After the ballot, the vote tally shall also be published.
- 3.5.3 Additions to the Bylaws are to be indicated in bold and deletions by strike-overs through text.
- 3.5.4 A statement supporting a Bylaws change shall be published in the *Bulletin*. If a minimum of 3 members of the Executive Council oppose a Bylaws change, a statement opposing the change shall be presented also. If fewer than 3 members are in opposition the Executive Council can, at its discretion, vote to include an opposing statement.

## CHAPTER 4. CENTRAL OFFICE AND EXECUTIVE DIRECTOR

### RELEVANT ARTICLES AND BYLAWS:

#### Articles of Incorporation – Article III

The principal office of the transaction of the business of the corporation is to be located in the County of Los Angeles, State of California.

#### Bylaws, Article VII – Central Office and Executive Director

##### Section 1 – Central Office

The Central Office of the Society shall be located in the County of Los Angeles, State of California. The Central Office shall administer any Society business and perform any other services charged to it by the Executive Council.

The Central Office shall be managed by the Executive Director.

#### 4.1 In Washington, DC Area

The Central Office of the Society shall be maintained in the Washington, D.C. area.

#### 4.2 Central Office Functions

The functions of the Central Office shall be the administration and business management of the affairs of the Society except where these are specifically delegated to officers, division chairs, task forces, committees and IEA liaisons. Consistent with the strategic goals, the functions of the Central Office shall include:

##### Administrative Functions

- Assistance to the Executive Council, committees, task forces, division chairs, and liaisons to IEA and other organizations.
- Production, promotion, and circulation of publications of the Society.
- Maintenance of membership records and publication of a directory and support efforts to increase membership.
- Maintenance of records of the activities of the Society.
- Administration of requirements for the nomination and election of members.
- Fiscal control under the supervision of the Secretary-Treasurer, including: (1) banking and investing funds; (2) auditing, accounting and preparing reports that cover receipts and expenditures; (3) business management of services and properties of the Society; and (4) preparing an annual budget that includes such schedules of personnel salaries, rentals, contracts, and other major expenditures as be desired by the Executive Council.
- Provide services to members of the Society as are compatible with the purposes of the Society and are specified elsewhere in these Rules or in the Bylaws.

##### Strategic Functions

- Coordination of meetings, conferences, and other forums of the Society and those with other societies to promote the evaluation and exchange of information.
- Outreach to government organizations, other societies, and industrial and professional organizations, the news media, and others to increase awareness of the benefits of human factors/ergonomics and increase its impact on science and practice and solve societal problems.
- Support of human factors/ergonomics education, training, and professional development.
- Support of the development of technical standards relating to human factors/ergonomics and other activities to get human factors/ergonomics science into practice.

**RELEVANT ARTICLES AND BYLAWS: Bylaws, Article VII – Central Office and Executive Director**  
**Section 2 – Executive Director**

The Executive Director shall implement the policies and procedures established by the Executive Council under the direction of the President and the Secretary-Treasurer.

The Executive Director shall be appointed for a term not to exceed five years, be reappointed, and be removed from office at any time; each of these actions shall require a two-thirds vote of the full Executive Council. The Executive Director shall not hold any elective office in the Society.

The Executive Director shall appoint office personnel and acquire materials and equipment for the Central Office, within budget limits.

The Executive Director shall manage the finances of the Society, subject to the approval of the Secretary-Treasurer. The Executive Director shall: (1) administer all funds, and deposit or invest them as directed by the Secretary-Treasurer; (2) collect all dues and authorized assessments; (3) sign checks and drafts on behalf of the Society to disburse funds for authorized expenditures; (4) keep records of all money received and paid out, and make these records available at reasonable times to any Full Member of the Society; (5) prepare and submit annually to the Executive Council an audited financial report and a proposed budget for the next fiscal year for its approval; (6) monitor expenses against established budgets; and notify the Council and the responsible persons when discrepancies occur.

The Executive Director shall manage the non-fiscal business of the Society, subject to the approval of the President. The Executive Director shall and handle all routine matters. The Executive Director shall (1) have charge of the seal and the corporate records, subject to call, and (2) direct the publication of the minutes, records, reports, and proceedings authorized by these Bylaws and the Executive Council, (3) direct correspondence to the proper persons, and (4) direct supporting personnel to handle routine matters.

The Executive Director shall support society planning and scheduling including, (1) preparing and maintaining an annual calendar of events and lead-time dates, (2) issuing calls for meetings, nominations, and elections; (3) developing and maintaining consistency checks on past actions and policies of the Society; (4) bringing to the attention of the Executive Council any matters that concern them; and (5) helping to plan new areas of activity for improving operations and increasing revenue.

The Executive Director shall be an ex-officio member of all Society committees and shall perform duties not specifically delegated to another Officer or Full Member of the Society, subject to the approval of the Executive Council.

The Executive Director shall be entitled to attend any meeting of the Executive Council but shall not vote.

#### **4.3 Duties and Responsibilities in Bylaws**

The Executive Director shall perform duties and responsibilities as specified in Article VII of the Bylaws.

#### **4.4 Maintain Records**

The Executive Director shall maintain the Bylaws and Operating Rules of the Society, and such other documents as assigned by action of the Council. Maintenance includes: (1) storing documents in an electronic form; (2) updating as instructed by the Executive Council; and (3) providing printouts or electronic files of updated versions to the President and the Executive Council. The Executive Director shall correct format, spelling, and grammatical errors in the Operating Rules, as long as such corrections do not change the meaning of an operating rule. The Executive Director shall also maintain a list of potential Bylaws changes. The list is to be brought before the Executive Council at its annual meeting for a vote to determine whether to submit each proposed change to the membership of the Society.

#### **4.5 Report to Council**

The Executive Director shall report in electronic form on activities of the Central Office at the midyear and annual meetings of the Executive Council.

#### **4.6 Publish Budget and Audit**

The Executive Director shall ensure that a summary of the budget is published in the *Bulletin*. The Executive Director shall ensure that a copy of the annual audit is published in the *Bulletin* within 1 month after it becomes available, or as soon thereafter as is feasible.

#### **4.7 Write Job Descriptions**

The Executive Director write the job descriptions of Society staff and oversee them.

#### **4.8 Maintain Staff Handbook**

The Executive Director shall maintain the staff handbook and major changes shall be approved by the Executive Council.

## CHAPTER 5. DIVISIONS, COMMITTEES, AND TASK FORCES

### 5.1 Divisions

The Executive Council is divided into 5 Divisions, each Division aggregating committees, subcommittees, task forces, and liaisons with related activities. The assignments to Divisions follow.

#### *Education Division*

- Accreditation Committee
- Education and Training Committee
- Meetings Policy Committee
- Mentorship Committee
- Special Meetings Committee
- Technical Program Committee
- Webinars Committee

#### *Internal Affairs Division*

- Chapter Affairs Committee
- Council of Technical Groups
- Diversity Committee
- Early-Career Professionals Committee
- Internal Affairs Committee
- Membership Committee
- Student Affairs Committee

#### *Outreach Division*

- BOHSI Liaison
- Government Relations Committee
- IEA Representatives Committee
- Outreach Committee
- Public Outreach Committee
- Societal Impact Committee

#### *Scientific Publications Division*

- Scientific Publications Committee
- Editors
  - Human Factors*
  - Ergonomics in Design*
  - Journal of Cognitive Engineering and Decision Making*
  - Methods Series

#### *Technical Standards Division*

- Technical Standards Committee
- ISO Standards Committees
  - U.S. TAG to ISO/TC 159
  - U.S. TAG to ISO/TC 159/SC1
  - U.S. TAG to ISO/TC 159/SC3
  - U.S. TAG to ISO/TC 159/SC4
  - U.S. TAG to ISO/TC 159/SC5

## 5.2 Council Committees

Council Committees, which report directly to the Executive Council and are not part of any division, follow. As needed, the President also assign task forces to Council Committees or Divisions.

- Awards Committee
- Executive Committee
- Fellows Selection Committee
- Finance and Budget Committee
- Nominations and Elections Committee
- Leadership Development Committee
- Policy and Planning Committee

## 5.3 Division Chairs

- 5.3.1 Division chairs coordinate and manage the activities in the divisions they chair. They serve as a liaison between the Executive Council and the committees within their division. Division chairs (1) convey discussion and action items from each Council meeting and strategic direction to their committees and task forces, (2) convey information in the opposite direction (committee output, both ongoing activities and initiatives in response to strategic direction) to Council. In addition, they (3) coordinate committees within their division to avoid duplication of effort and maximize joint efforts, and (2) serve as a liaison to other division chairs for activities that span divisions.
- 5.3.2 Division chairs shall attend the annual planning day, the first day of the midyear Executive Council meeting, and both days of the annual Executive Council meeting. Failure to attend at least part of 2 consecutive face-to-face Executive Council meetings for other than good cause shall be sufficient cause to consider that division chair be failing to perform the duties of office. Executive Council responses to such shall only be discussed in closed sessions.
- 5.3.3 With the advice of Council, the President shall nominate the chairs of each Division, for approval by the Executive Council. Division chairs are intended serve 3-year terms, with the President formally nominating them for Council approval in each year of their term. Division chairs shall not serve on Executive Council congruently with their term, and their membership on committees and task forces should be limited to ex-officio members. Division chairs shall submit a report on the committees' recommendations in their division to Council for inclusion in the agenda book for each Council meeting. If a division chair (1) resigns, (2) becomes ineligible after starting a term in office, or (3) is no longer able to perform their duties, a substitute shall be appointed by the President. The Council shall be consulted before an interim chair is appointed (who shall serve until the next Council meeting).

## 5.4 Division Committees (complete list follows)

- 5.4.1 The *Accreditation Review Committee* reviews applications for accreditation and recommends to Council which graduate programs should be accredited. (See Chapter 19.)
- 5.4.2 The *Annual Meeting Host Committee* assists the professional meeting planner and Central Office staff on local tours, hospitality, and special events in conjunction with the HFES Annual Meeting. (See Chapter 7).
- 5.4.3 The *Awards Committee* recommends candidates for Society awards. (See Chapter 12.)
- 5.4.4 The *Chapter Affairs Committee* promotes the formation of chapters; assists members in organizing chapters; determines whether requirements for affiliation are met; and helps chapters to coordinate among themselves and with the Society. It shall include at least 3 members, 2 of whom shall be chapter presidents. The management company employee responsible for member services shall be a nonvoting, ex officio member of the committee. (See Chapter 6.)
- 5.4.5 The *Diversity Committee* supports and encourages diversity, equity, and inclusiveness within the Society, recognizing and celebrating the variety of characteristics that make individuals unique. These characteristics encompass a broad range, including, but not limited to: age, belief system, cognitive style, culture, (dis)ability status, education, ethnicity, gender, gender identity, gender expression, geographic background, job type (e.g., academic, industry, government/military/aerospace, consulting), language, marital/partnered status, national origin, physical appearance, political affiliation, race, religious beliefs, sex, sexual orientation, socio-economic status, theoretical perspective and veteran status.
- The Diversity Committee performs assessment activities and develops programs, interventions, communication, and training to improve diversity, equity, and inclusiveness within the Society. The Diversity Committee seeks to facilitate the Society's ongoing and continuing efforts to foster a culture and atmosphere of mutual respect in order to attract, retain and promote outstanding, diverse human factors professionals.
- 5.4.6 The *Early-Career Professionals Committee* supports networking and mentorship activities and initiatives focused on HFES members in the first 5 years following graduation. It (1) collects data on their needs, (2) plans and conducts activities to address those needs, (3) recruit early-career professionals to join the Society, and (4) works with membership committees to retain them. (See Chapter 11.)
- 5.4.7 The *Education and Training Committee* promotes, guides, and provides education and professional training in human factors and related fields to Society members and nonmembers. The Education and Training Committee has primary responsibility for (1) assessing educational and training needs for Society members, (2) developing and implementing proposals to meeting them and (3) making recommendations to Executive Council on priorities and delivery methods. In addition to the committee chair, there shall be a minimum of 3 additional members on this committee.

- 5.4.8 The *Fellows Selection Committee* administers procedures for the nomination and election of Fellows. The Committee evaluates the eligibility, merits, and qualifications of candidates for Fellow status and reviews and recommends criteria and procedures for election to Fellow status. (See Chapter 16).
- 5.4.9 The *Finance and Budget Committee* (1) reviews the Society's financial status between annual meetings; (2) makes recommendations concerning budgetary revisions, expenditures, and sources of income; (3) reviews the next annual budget for submission to the Executive Council, and (4) makes recommendations about Society investments. It shall be chaired by the Secretary-Treasurer and include the President, President-Elect, the Secretary-Treasurer-Elect, the Immediate Past Secretary-Treasurer, and any other members elected by the Executive Council.
- 5.4.10 The *Government Relations Committee* collects, evaluates, and disseminates information on public policy that is of interest to human factors/ergonomics and related fields. It also provides advice on what the staff, Executive Council, and members should do in response to those policies. (See Chapter 21.)
- 5.4.11 The *IEA Representatives Committee* is the communication link between HFES and the International Ergonomics Association. It (1) sends delegates to the IEA executive council annual meetings, (2) communicates the views of the Society at those meetings, (3) submits reports to the HFES Executive Council as requested, (4) informs the membership about relevant IEA activities (e.g., web site and *Bulletin* articles), and (5) submits nomination materials for IEA awards. This Committee is chaired by the HFES President. It shall include 4 members – the President, President-Elect, Immediate-Past-President, and the Executive Director. (See Chapter 14.)

Each delegate shall receive an allocation for travel expenses as established in the annual budget and be subject to the rules governing travel reimbursement.

- 5.4.12 The *Leadership Development Committee* shall (1) identify potential leaders within the Society and (2) develop a plan for them to become leaders. Potential leaders can be identified by development initiatives at the annual meeting (e.g. special sessions) and other activities throughout the year including direct contacts. Plans for each potential leader shall be evaluated annually prior to the annual meeting, with the review including input from the chairs to whom they were assigned and the potential leaders. The potential leaders shall receive feedback annually as part of that process.
- The Leadership Development Committee shall consist of the Leadership Volunteer Coordinator and a minimum of 4 additional members from various domains of HF/E. The chair shall assign potential leaders to Leadership Development Committee members, who plan and monitor potential leader activities. One member of the mentorship Committee shall also be a member of the leadership Development Committee. One member of the committee shall be designated as the leadership Volunteer Coordinator, responsible for the coordination of individual plans for the identified potential leaders.
- 5.4.13 The *Meetings Policy Committee* (1) advises the Council regarding strategic direction-setting for future meetings and (2) reviews annual meeting policies, procedures, and practices and recommends changes in those policies to Executive Council that are not delegated elsewhere



(e.g., to the Technical Program Committee, Executive Director, and meeting planner). The committee shall be chaired by the President-Elect and shall include the chair of the Internal Affairs Division, the chair of the Technical Program Committee, the chair of the Education and Training Committee, and 1 at-large Executive Council member. (See Chapters 7, 17, and 18.

5.4.14 The *Membership Committee* shall engage in annual planning of and conducting activities to (1) recruit new members and (2) retain existing members. That plan shall (1) include retention and recruitment numerical targets for all HFES membership categories (Members, Student Members, Transitional Members, Fellows), as well as targets for practitioners and diversity and (2) describe activities to achieve those targets.

The Membership Committee shall consist of a chair, the chairs of each membership subcommittee, (Retention, Practitioner Engagement, Recruitment, and Evaluation), and the chairs of the Student Affairs, Early-Career Professionals, Diversity, Fellows Selection, and Education and Training Committees. The HFES staff person responsible for membership shall be an ex-officio member of this committee. (See Chapter 11.)

5.4.14.1 The *Recruitment Subcommittee* shall (1) identify individuals and groups that should belong to HFES and (2) encourage them to join HFES through direct contact, networking, special events, and other activities. This subcommittee shall focus on initiatives to enhance the diversity of HFES membership. The subcommittee chair shall appoint a minimum 4 additional members who are from different HF/E disciplines including 1 member from the Diversity Committee.

5.4.14.2 The *Retention Subcommittee* shall (1) identify individuals and groups that are not as likely to remain HFES members (2) determine member needs (both met and unmet) to retain them, and (3) develop methods and initiatives to meet those needs and retain members. The subcommittee chair shall appoint a minimum of 4 additional members from different membership backgrounds (e.g., students, early-career professionals, practitioners, research/education, fellows).

5.4.14.3 The *Practitioner Engagement Subcommittee* shall (1) identify practitioner needs for translating and applying human factors/ergonomics science into practice and (2) develop initiatives for those purposes. The subcommittee chair shall appoint a minimum of 4 members who are practitioners from different HF/E applications. For coordination purposes, 1 member of the Practitioner Engagement Subcommittee shall be a member of the Retention Subcommittee.

5.4.14.4 The *Evaluation Subcommittee* shall gather membership-related information in support of the Membership Committee, its subcommittees and other related HFES committees. The Evaluation Subcommittee shall (1) conduct an annual evaluation of all HFES committees and subcommittees (as applicable) in meeting the Society's membership recruitment and retention goals and (2) coordinate membership subcommittee evaluations. The subcommittee chair shall appoint a minimum of 4 additional members from different HF/E disciplines, including individuals with expertise in interviews and surveys. The HFES staff person responsible for membership shall be an ex-officio member of this subcommittee.

5.4.15 The *Nominations and Elections Committee* administers the procedures for the nomination and election of candidates for the offices of the Society. (See Chapter 10.) The committee

shall be chaired by the Secretary-Treasurer-Elect and include the President-Elect and at least 1 other Full Member who is ineligible for election to a Society office (i.e., the President-and/or Secretary-Treasurer or other members of the Council whose term does not expire in the current year).

5.4.16 The *Policy and Planning Committee* reviews Society operations and recommends changes to the Executive Council. The committee shall:

- Study the critical issues facing the Society in the near term, including all issues referred to the committee by the Executive Council, and make recommendations regarding their resolution to the Executive Council.
- Recommend to the Executive Council specific projects to be undertaken by the Society during the president-elect's term as president.
- Recommend to the Executive Council the assignment of projects to standing and special committees, the formation of new committees, and the staffing of proposed projects and committees.
- Recommend to Executive Council changes to Operating Rules and amendments to Bylaws.

The committee shall present a progress report to Executive Council at the midyear meeting, and a final report at the annual meeting. The final report shall include recommendations for continuing or abandoning activities. The incoming committee shall consider these recommendations in planning its activities.

The Policy and Planning Committee shall consist of the President-Elect (chair), the President, and the immediate-Past-President, and at least 3 members, each of whom shall serve 3-year terms. The President-Elect shall be the chair and shall appoint 1 member, whose term shall coincide with the term of that President-Elect as he or she moves through the sitting president positions (i.e., President-Elect, President, Immediate-Past-President).

5.4.17 The *Public Outreach Committee* conducts activities aimed at increasing the general public's level of awareness of human factors/ergonomics and the Society. This committee also provides guidance to the management company communications staff regarding press releases, social media, and other content to ensure technical/scientific accuracy, appropriateness, and relevance. (See Chapter 13.)

5.4.18 The *Scientific Publications Committee* provides tactical support for the strategic plan for publications proposed by the Scientific Publications Division chair and approved by the Executive Council. Activities include: (1) conducting surveys about publications, (2) reviewing proposals for new publications (books, series, journals, etc.), (3) reviewing and recommending appointment of new editors and reappointments of existing editors, (4) reviewing the performance of editors on an annual basis, (5) developing standardized policies and guidelines for publications, (6) evaluating the performance of publications, (7) discussing relevant legal issues relating to editorial decisions of publication editors, with major issues to be referred to the Executive Council, and (8) working with the Scientific Publications Division chair in implementing the strategic plan for the Scientific Publications Division. (See sections 8.5 and 8.6 for additional details.)

The Scientific Publications Committee shall consist of the Publications Division Chair (serving as the Chair) and 3 members who, to the extent possible, are representative of the different entities within the Society (e.g., different disciplines; practitioners and academics). The members shall be appointed from the Full Membership at large by the Chair of the Scientific Publications Committee and shall not serve simultaneously as editor-in-chief of a Society publication. The Chair of the Scientific Publications Committee shall be a nonvoting, ex-officio member. The Society Executive Director and the Society management company Publications Manager shall be nonvoting, ex-officio members of the Scientific Publications Committee. The editors-in-chief of Ergonomics in Design, Human Factors, Journal of Cognitive Engineering and Decision Making, those leading any Society book series, editors of any other regular periodicals published by the Society, shall be nonvoting, ex-officio members of the Scientific Publications Committee. (See Chapter 8.)

- 5.4.19 The *Societal Impact Committee* identifies important societal issues (for example, 1 of the engineering grand challenges) in which human factors /ergonomics could have a (1) beneficial impact and (2) advance the science and practice of human factors /ergonomics. The Societal Impact Committee shall consist of (1) a chair or co-chairs, (2) 3 members of HFES representing industry, government, and academia, respectively, (3) a student member of HFES, (4) a member of the Outreach Committee as ex officio, and (5) a member of the HFES staff serving as ex officio.

The committee selects 1-2 ideas per year that meets both goals and creates a subcommittee to implement each idea. Subcommittee chairs will, with input from the Societal Impact Committee, Government Relations Committee, and relevant TGs generate an open call for subcommittee members with targeted backgrounds and select subcommittee members. In coordination with relevant HFES Committees, the subcommittee propose and implement 1 or more projects (e.g., a contest, award or prize, an award, a conference session or special meeting, a publication or special issue, a position statement) pertaining to the idea. The subcommittee cease to exist when the project(s) is/are completed.

- 5.4.20 Special meetings include conferences, symposia or workshops. The *Special Meetings Committee* (1) solicits topics for special meetings (2) creates or reviews meeting applications (including requests for joint meetings), (3) guides chairs and co-chairs of special meetings concerning special-meeting content, scheduling, and format, and (4) recommends to the Executive Council which meetings should be offered. (See Chapter 22.)

The committee shall consist of (1) a chair, (2) a member of the Executive Council to be appointed by the president, (3) the current chair of the Annual Meeting Technical Program Committee, and (4) a member of the HFES staff serving as ex officio.

To support a smooth transfer of meeting supervision, 1 year prior to stepping down as chair of the Special Meetings Committee, the President shall appoint a new chair (with suggestions from the Special Meetings Committee current chair) and the new chair shall shadow the current chair for the next year.

- 5.4.21 The *Student Affairs Committee* coordinates, recommends policy for, and supports programs and services for students and student chapters. The management company representative responsible for member services shall be a nonvoting, ex-officio member of the committee.

- 5.4.22 The *Technical Program Committee* determines the structure, content, balance, and quality of the technical program of each annual meeting of the Society. Specifically, they shall determine the types of sessions to be held and shall schedule these sessions. This includes the selection and invitation of special banquet, luncheon, opening session, and other invited session speakers, subject to the budget and approval by the Executive Council. (See Chapters 18.)
- 5.4.23 The *Technical Standards Committee* oversees all Society technical standards activities and makes recommendations regarding their policies and practices to Executive Council. (See Chapter 20.)
- 5.4.24 The *Webinars Committee* (1) solicits topics and presentations for webinars, (2) generates ideas for webinars and recruits presenters, (3) clears webinar ideas with the Central Office staff, (4) coordinates the presentations of webinars with the Central Office staff, which includes the committee assisting with scheduling, promotion, practice sessions, and moderating the webinars. The committee shall consist of (1) a chair, (2) 3 members of HFES representing industry, government, and academia, respectively, (3) a student member of HFES, (4) a member of the Education and Training Committee as ex officio, (5) the chair of the HFES Annual Meeting Technical Program Committee), and (6) a member of the management company serving as ex-officio. At least 1 member of the committee shall have experience in webinar administration, speaker recruitment, or webinar delivery, as criteria for appointment to the committee.

To support a smooth transfer of Webinars Committee supervision, 6 months prior to the current chair stepping down as chair of the Webinars Committee, the President shall appoint an incoming chair (with suggestions from the current Webinars Committee chair) and the incoming chair shall shadow the current chair for the next 6 months.

## 5.5 **Committee Chairs**

Committee chairs organize the work of their committees. This includes seeing that both ongoing activities and strategic initiatives requested by the Executive Council are completed on schedule, on budget, and at the desired quality level. Some specific activities include (1) guiding, assigning, or personally completing work requests, (2) setting up group meetings, (3) adding or deleting members to assure the necessary members are present to carry out the work program and provide diversity, (4) reporting on their activities to central office and the Executive Council, (5) requesting funds for the activities of their groups and verifying that those funds are spent wisely, and (6) representing the full group's views to others.

Except as otherwise provided in the Bylaws, the President shall select committee chairs with the advice and consent of the Executive Council. Committee Chairs shall serve from the time of their appointment until completion of the term of the President who appoints them. For continuity, committee should serve for multiple years. If a committee chair (1) resigns, (2) becomes ineligible after starting a term in office, or (3) is no longer able to perform their duties, a substitute shall be appointed by the President.

## 5.6 Task Forces

The president shall appoint chairs (or co-chairs) of task forces and shall specify the duties, authority, and assignment to divisions of these groups, all with the advice and consent of the Executive Council. In general, a task force authorized by the President shall have a timeline that coincides with the President's term of office. At the end of that President's term, the task force shall be either (1) formally continued by the next President, (2) subsumed into an existing committee, (3) transitioned to committee status, or (4) terminated.

Between Executive Council meetings, the President can authorize the formation of task forces with the advice and consent of the Executive Committee. The President shall request the Council's advice and consent for this authorization at the Council's next regularly scheduled meeting.

For each new task force, the President shall specify: (1) charge (mission, scope, and constraints), (2) support (resources needed, including financial and human resources (e.g., specific expertise, number of volunteer hours)), (3) deliverable(s) (work products and their due dates, and (4) measurable outcomes (the conditions of successful completion of the charge).

## 5.8 Task Force Chairs

Task force chairs organize the work of their task forces. This includes seeing that both ongoing activities and strategic initiatives requested by the Executive Council are completed on schedule, on budget, and at the desired quality level. Some specific activities include (1) guiding, assigning, or personally completing work requests, (2) setting up group meetings, (3) adding or deleting members to assure the necessary members are present to carry out the work program and provide diversity, (4) reporting on their activities to the President, the Executive Council, and the management company, and (5) requesting funds for the activities of their groups and verifying that those funds are spent wisely, and (6) representing the full group's views to others.

The President shall select task force chairs with the advice and consent of the Executive Council. Committee and task force chairs shall serve from the time of their appointment until completion of the term of the President who appoints them. For continuity, committee and task force chairs should serve for multiple years.

If a task force chair, or division chair (1) resigns, (2) becomes ineligible after starting a term in office, or (3) is no longer able to perform their duties, a substitute shall be appointed by the President.

## 5.9 Reporting

Each committee, task force, and division chair shall submit a report in electronic format to the Executive Director at a time to be specified by the executive director in advance of the annual meeting and the midyear meeting of the Executive Council. Committee and task force chairs and division chairs shall circulate their reports to their members. Those reports shall list (1) the membership of each group reporting and the chair, (2) the major completed and planned activities and their alignment with strategic objectives, (3) measurable

outcomes (if possible), (4) expenditures and requests for funding, (5) the number of volunteer hours associated with each activity.

## CHAPTER 6. CHAPTERS

### RELEVANT BYLAWS: ARTICLE IV, Sections 2-4

#### Section 2. Local Chapters

The Executive Council authorize the establishment of local Chapters, subject to any conditions adopted by Council.

All Full Members of a local Chapter shall be Full Members of the Society. A Chapter establish other classes of Chapter membership in accordance with Chapter Bylaws, and qualifications for these classes of membership must be approved by the Executive Council of the Society.

#### Section 3. Student Chapters

Any Full Member of the Society who is directly affiliated with an academic institution of higher learning approved by the Executive Council may, upon written request, be authorized to form a student group to be known as "The (name of institution) Human Factors and Ergonomics Society Student Chapter." Any student currently enrolled in good standing in the institution shall be eligible for membership.

#### Section 4. Chapter Bylaws and Reports

The Bylaws of all Chapters shall be compatible with the Articles of Incorporation and Bylaws of the Society, and must be approved by the Executive Council of the Society. Each Chapter shall keep records of all money received and paid and shall submit to the Central Office an annual financial report, a roster of current members, and a brief written report of its activities within one month following the end of the fiscal year.

### 6.1 Definitions

6.1.1 A local chapter is defined as a group of individuals employed or otherwise interested in the field of human factors/ergonomics who wish to organize for professional purposes within a defined geographic area.

6.1.2 A student chapter is defined as a group of students and other college or university affiliates (e.g., faculty and staff) who wish to organize for the purposes of promoting interest and education in the field of human factors/ergonomics within a defined academic community.

6.1.3 The use of the term *chapter* in the following rules refers to both local and student groups. Operating rules specifically applicable to a particular group are referenced with the terms *local* or *student* in all cases.

### 6.2 Chapter Application

6.2.1 To be eligible for consideration as a local chapter in a "High Income" economy (based on the World Bank classification of economies), a group must have enrolled no fewer than 15 charter members, of whom no fewer than 5 must be Full Members of the Human Factors and Ergonomics Society.

To be eligible for consideration as a local chapter in an “Upper, Upper Middle, Lower Middle, and Low Income” economy (based on the World Bank classification of economies) a group must (1) have enrolled no fewer than 10 charter members, all of whom shall be members of the Human Factors and Ergonomics Society, (2) agree to electronic-only delivery of Society publications, (3) have at least the officers of president, secretary, and treasurer (all voting or associate members), and (4) submit a sample set of bylaws.

6.2.2 To be eligible for consideration as a student chapter in a “High Income” economy (based on the World Bank classification of economies), a group (1) shall have received permission to organize from its host institution (i.e., college or university), (2) have a faculty advisor who is a Full Member or Fellow of the Society, and (3) must have enrolled no fewer than 15 charter members. Of these 15, at least 2 shall be Student Affiliate Members of the Human Factors and Ergonomics Society. The current treasurer and at least 1 other officer shall be Student Affiliate members of the Society.

To be eligible for consideration as a student chapter in an “Upper, Upper Middle, Lower Middle, or Low Income” economy (based on the World Bank classification of economies, a group (1) shall have received permission to organize from its host institution (i.e., college or university), (2) have a faculty advisor who is a Full Member of the Society member, (3) must have enrolled no fewer than 7 charter members, all of whom shall be members of the Society, (4) agree to electronic-only delivery of Society publications, (5) have at least the officers of president, secretary, and treasurer and (6) submit a simple set of bylaws. Nonstudents (alumni, local professionals, etc.) can join the chapter. The chapter is eligible for Society student chapter funding.

6.2.3 To apply to be a chapter, submit an application letter on letterhead to the chair of the Chapter Affairs Committee, via the Central Office. Include the following supporting information:

- A complete, current membership list of the prospective chapter including, for each charter member, and for student chapters, the faculty adviser: name, postal mailing address, email address, phone number, employer or academic affiliation, and membership class in the Society (i.e., Full Member, Affiliate, or non-affiliated).
- The proposed Chapter Bylaws, with the last page bearing the signatures of those members of the local group who have subscribed to and approved them, and the date of approval. Models for Bylaws shall be provided by the Chapter Affairs Committee.
- A complete list of the interim officers and appointed chairs, with the name, office, email address, and date of election or appointment; and the proposed schedule for nominating, electing and installing officers for the first year of chapter operations. This shall be modeled after the example in the Human Factors and Ergonomics Society Chapter Organizational Guide.
- A specification of the geographic area or academic community that the proposed chapter shall serve and the principal address for correspondence with the chapter.

6.2.4 The Chapter Affairs Committee shall review the application to verify that formal requirements have been met. The Chapter Affairs Committee shall assist the group with



advice, recommendations, or direction. When the formal requirements have been met, the Chapter Affairs Committee shall forward the application to the Executive Council, with a recommendation for action, within 30 days of its receipt. If the committee fails to do so, the proposed chapter can appeal directly to the Executive Council (by contacting the Central Office).

6.2.5 The Executive Council can decide upon the application at any time after its receipt at the Central Office. If the Council receives the recommendation of the Chapter Affairs Committee at least 30 days before a Council meeting, it must vote on the application at that meeting.

### **6.3 Application Approval**

6.3.1 When the Executive Council approves the application of a proposed chapter, the approval shall-be either unconditional or 12-month provisional.

6.3.2 With the unconditional approval, all the requirements of the Operating Rules, Section 6.2, have been met and the reviews by the parliamentarian and the Chapter Affairs Committee have found no discrepancies in the supporting information. After an unconditional approval, the Chapter Affairs Committee shall forward all the application materials to the Central Office for archiving.

6.3.3 With a provisional approval, all the requirements of the Operating Rules, Section 6.2, have been met, but the review by the Chapter Affairs Committee have found some minor discrepancies such as ambiguous bylaws, inappropriate chapter name. After all the discrepancies have been corrected, the Chapter Affairs Committee, shall forward all the application materials to the Central Office for archiving. During the 12-month period, the provisionally approved chapter shall be entitled to all the rights and privileges afforded a chapter of the Society.

6.3.4 A provisionally approved chapter shall have 12-months to correct the discrepancies. If the discrepancies are not corrected, the provisional approval shall expire. The forming group can reapply for approval as a new chapter at any time.

### **6.4 Chapter Operation**

6.4.1 The current treasurer and 1 other elected officer of a local chapter shall be a Full Member of the Society.

6.4.2 After a chapter is formed, any subsequent change in chapter bylaws must be approved by the Executive Council of the Society, and accordingly, changes to the bylaws are not considered routine, nor are departures from them appropriate, just like the U.S. Constitution. The chapter must notify the Council of proposed changes. If this notification is received 30 days or more before a Council meeting, the Council shall consider the proposed changes at that meeting. If notification of proposed changes is received less than 30 days before a Council meeting, the Council defer consideration of the changes until its next meeting. Just as with the Society, chapters should find having operating rules useful to cover more routine operations and create them.

- 6.4.3 According to the Society Bylaws, each chapter must submit a financial report to the Society no later than 1 month after the end of the Society's fiscal year; i.e., by February 1. This report shall be prepared according to the specifications of the Chapter Affairs Committee, which shall notify the chapter presidents of the appropriate format by January 1 each year. In addition to this financial report, each chapter shall submit an annual report at the same time to the Executive Council. This report shall include:
1. A copy of the chapter's input to the *Directory and Yearbook*, including a list of current officers and a review of the year's activities.
  2. A current membership list, including each member's name, preferred postal mailing address, email address, employer or academic affiliation, and membership status in the chapter. Chapters are obligated to provide contact information for members of the chapter who are not members of HFES. Chapters who refuse to do so be delisted from the *Directory* and Web site at the discretion of the Executive Director.
  3. Any other information the chapter wishes to report.
- 6.4.4 Each chapter shall notify the Central Office and the chair of the Chapter Affairs Committee Chair within 10 days whenever new chapter officers are elected or appointed, and whenever the chapter mailing address is changed. If these changes occur at the time the annual report is filed, explicit attention shall be drawn to them. In the case of student chapters, this shall be the responsibility of the advisor.
- 6.4.5 Each chapter shall send 1 copy of each publication issued by the chapter to the Central Office, and 1 copy to the chair of the Chapter Affairs Committee. Chapters are encouraged to exchange publications with each other.
- 6.4.6 Each chapter shall send the communications director copies of all announcements and reports of meetings, programs, other activities, and additional news that be of interest to the entire Society membership.
- 6.4.7 Chapters are encouraged within the limits of their resources and with the approval of the Technical Program Committee, to sponsor symposia, workshops, or invited speakers at the annual meeting of the Society.
- 6.4.8 A fund is established to encourage program activities in the student chapters. Possible activities include inviting outside speakers, conducting field trips, and presenting interdisciplinary symposia. Supported activities must benefit a majority of the members of a student chapter. In each academic year, each student chapter shall have a fixed limit on funds, set by the Executive Council, to be used in support of any such activities. Within this limit, a chapter's support be spent on 1 event, or distributed across several events. (See also Section 6.4.9). Applications for these funds must include an outline plan and budget, and must have the prior written endorsement of the chapter advisor and approval of the chair of the Student Affairs Committee. Upon approval, the chair of the Student Affairs Committee shall notify the benefiting chapter and the executive director. The Executive Director shall then release the funds to the student chapter. Chapters shall submit a brief written report and financial accounting to the Student Affairs Committee Chair after each activity supported by this program.

Expenses for student chapter program activities shall be reasonable. These expenses can include: travel and related expenses (e.g., lodging, meals), for the speaker, meeting room

costs, refreshments for the breaks of a chapter-sponsored symposium, and car/van rental costs for field trips. Expenses related to the annual meeting, in particular travel, are excluded (see 9.6) as the purpose of the funds is to encourage program activities with the maximum participation by the student members. In addition, other means (e.g., serving as a volunteer at the annual meeting, school funds, etc.) are available to defray costs associated with attendance at the annual meeting.

Reimbursable travel expenses include transportation and room expenses only. Food and miscellaneous expenses are explicitly excluded. Transportation expenses are limited to airfare (lowest available fare given schedule constraints), car expenses (the IRS-approved mileage rate) for private car, or rental car costs, and public transportation (buses, trains, etc.). Car expenses shall not to exceed the lowest available airfare. Travelers are expected to plan ahead and take advantage of the most economical airfares. Room expenses are limited to the meeting's single room rate, or actual room rate, whichever is less.

- 6.4.9 When there are funds set aside by the Executive Council for use by student chapters that have not been allocated to specific chapters, student chapters can request up to an additional \$500 from the Student Affairs Committee. The application is to be received by the Student Affairs Committee chair by October 1. Requests for these additional funds be made each year that money is available. The dollar amount in the budget line for student chapter support is determined by the total number of student chapters multiplied by the maximum allowable funding per chapter (\$500) multiplied by 0.75. The Executive Director should use discretion to allocate more, up to \$500 per student chapter.
- 6.4.10 To encourage student chapter participation at the annual meeting, free exhibit space shall be set aside for student chapters. The Student Affairs Committee chair shall be responsible for coordination and staffing of the student chapter exhibit area. Student chapters that plan to exhibit need to contact the Student Affairs Committee chair at least 1 month prior to the annual meeting. Chapters that do not notify the Student Affairs Committee chair by that date shall not be allowed to exhibit in the free area.

## **6.5 Disaffiliation**

- 6.5.1 The Executive Council can terminate the affiliation of a chapter (1) for failure to submit annual and financial reports for 2 or more years in succession, (2) for failure to comply with its own chapter Bylaws, (3) disaffiliation with its host institution (student chapters only), or (4) conduct prejudicial to the interests and objectives of the Society. The Chapter Affairs Committee or Student Affairs Committee shall bring to the attention of the Executive Council any available information relevant to such a decision.
- 6.5.2 A chapter initiate disaffiliation by formal request to the Chapter Affairs Committee or Student Affairs Committee, as applicable, sent via the Central Office, signed by a majority of the current chapter officers, and the advisor in the case of student chapters. This request must include a copy of notification to the membership that disaffiliation is being requested. The Chapter Affairs Committee or Student Affairs Committee shall review such a request, and then forward it along with relevant information and appropriate recommendations to the Executive Council for a decision.
- 6.5.3 Following a vote of disaffiliation by the Executive Council, all officers of the chapter being dissolved (and the adviser in the case of student chapters) shall be notified of the decision in

writing by the chair of the Chapter Affairs Committee or Student Affairs Committee. An announcement shall also be published in the *Bulletin*. This announcement shall include a description of the appeal process. If 5 chapter members, and the faculty advisor in the case of student chapters, request reconsideration within 30 days of the Bulletin announcement, the chair of the Chapter Affairs Committee or Student Affairs Committee shall inform the President of the Society. The President shall appoint 3 members of the Executive Council, preferably from areas other than that of the chapter, to review the case. These 3 Council members shall make their recommendation to the Executive Council within 30 days of that review. If they recommend reconsideration, the Executive Council shall make a final decision at its next regular meeting.

**6.6 Code of Ethics**

Chapters shall not have individual, formal codes of ethics. (See 2.2.)

**6.7 Local Chapter Distinguished Service Award**

(See 12.5.5 – *The Local Chapter Distinguished Service Award* is a committee-level award, administered by the Chapter Affairs Committee. This award is presented at the business meeting of the Chapter Affairs Committee at the Annual Meeting.)

The Local Chapter Distinguished Service Award shall consist of funds for the winning chapter. The winning chapter can use these funds for any purpose its membership wishes. Examples include helping meet expenses for guest speakers and subsidizing student local chapter dues. The Award shall be funded through the Society.

**6.7.1 Chapter Award Criteria**

Chapters can become eligible for the Best Chapter Award in 4 ways.

Way #1-The chapter engaged in a human factors/ergonomics-related service activity to foster human factors/ergonomics in the local community where recipients of the service were not affiliated with the discipline.

Examples (non-exhaustive list)	Criteria
<ul style="list-style-type: none"> <li>• Offering free workshops to people to help them configure their workstations better.</li> <li>• Giving a talk to a group about HF/E-related topics to help improve their lives in some way.</li> <li>• Sponsoring or co-sponsoring a conference held to for the direct benefit of the members of the local community.</li> <li>• Developing a community relations subcommittee to plan and execute such activities with some regularity.</li> </ul>	<ul style="list-style-type: none"> <li>• The chapter engaged in an activity to increase human factors knowledge in the local community.</li> <li>• The activity impacted a member of the community not affiliated with the Society (e.g., a local school or business).</li> <li>• The activity was voluntary and no payment was received.</li> </ul>

Way #2-The chapter engaged in a non-HF/E-related service activity to increase awareness of HF/E in the local community where recipients of the service were not affiliated with the discipline.

<b>Examples (non-exhaustive list)</b>	<b>Criteria</b>
<ul style="list-style-type: none"> <li>• Participating in a Habitat for Humanity project where chapter members talk about HF/E to the other people involved in the project and/or wear HF/E shirts to raise awareness of HF/E.</li> <li>• Participating in a walk for a cause where everyone wears HF/E shirts so other people in the walk, and potentially the media, see the shirts, and thus, the presence of HF/E in the activity and the community.</li> </ul>	<ul style="list-style-type: none"> <li>• More than 50 % of the membership participated in a non-HF/E philanthropic act to foster awareness of human factors in their local community.</li> <li>• The activity impacted a member of the community not affiliated with the Society (e.g., a charitable organization).</li> <li>• The activity was voluntary and no payment was received.</li> </ul>

Way #3-The chapter engaged in an HF/E-related service activity to increase student knowledge and/or involvement in HF/E.

<b>Examples (non-exhaustive list)</b>	<b>Criteria</b>
<ul style="list-style-type: none"> <li>• Sponsoring joint meetings with nearby student chapters.</li> <li>• Sponsoring HF/E field trips that include students.</li> <li>• Providing scholarships to HF/E students.</li> <li>• Sponsoring a career workshop to HF/E students.</li> <li>• Sponsoring a conference to benefit HF/E students.</li> </ul>	<ul style="list-style-type: none"> <li>• The chapter developed a student interaction subcommittee to plan and execute activities that directly benefit students of HF/E.</li> <li>• The activity impacted a student member of the HF/E community.</li> <li>• The activity was voluntary and no payment was received.</li> </ul>

Way #4-The chapter had a high degree of presence and contribution to the HFES annual meeting.

<b>Examples (non-exhaustive list)</b>	<b>Criteria</b>
<ul style="list-style-type: none"> <li>• A large percentage of members attended the meeting.</li> <li>• A large percentage of members presented in the technical program (such as panels, papers, and symposia).</li> </ul>	<ul style="list-style-type: none"> <li>• The chapter significantly contributed to the annual meeting.</li> <li>• The activity was voluntary and no payment was received specifically for presenting work. Members who conduct workshops would be excluded because of this criterion. Members who receive financial support from their employer to travel to the conference would not be excluded unless they were required by their employer to present the work.</li> </ul>

Of these 4 ways, the first and third would receive greater weight than the second or fourth.

The Chair of the Chapter Affairs Committee shall email a solicitation for nominations to the Chapter Presidents and their faculty adviser. Local chapters shall then email the Chair a proposal that documents the activity and under what criteria category or categories (1, 2, 3, and/or 4) the chapter believes their submission falls. The proposal is limited to 1 page per criteria category per activity. Accompanying the proposal should be supporting documentation (no page limit) containing pictures, letters from recipients in the community who benefited from the chapter's activity, newspaper clippings, or even a video recording if the activity made the local news, etc.

### 6.7.3 Chapter Award Committee

After receiving submissions, the Chair shall appoint a subcommittee to select the winning submission. The following rules are used to form the subcommittee, formed anew each year:

- The subcommittee is formed only after all submissions are received.
- No more than 1 member from a single local chapter can serve on the subcommittee.
- One member of the subcommittee shall be a Society member who is not a member of a local chapter.
- The subcommittee shall consist of 5 voting members, plus the Chair who shall serve as an *ex-officio*, non-voting member.

### 6.7.4 Chapter Award Timeline and Procedures

April	Solicitation for submissions goes out via email. This solicitation shall include the award criteria, the materials to be included in the nomination submission, the size of the award, the timeline for events, and the due date for nomination materials.
November	The Chair shall send out a reminder.
December	Submissions should be received by December 10.
January	The Chair shall form the selection subcommittee according to its formation criteria.
March	The subcommittee shall select a winning chapter. The Chair shall notify the current president and immediate past president of the winning local chapter, as well as the current secretary of that chapter, by email. The immediate past president of the local chapter shall be asked to attend the next HFES annual meeting to receive the award on behalf of the chapter. Announcement of the award-winning chapter, along with a short article detailing its winning activity, would appear in the <i>Bulletin</i> and on the HFES website.
April	A solicitation for nominations shall be sent for the next year's award, and a blurb shall be included describing what the previous winning chapter did.
September/ October	The award shall be given at the Council of Chapter Presidents' meeting at the Annual Meeting with the check for the award presented to the Past-Chapter President under which the winning chapter activity was performed. Also, members of the winning chapter shall be asked to stand

	up and be recognized. The Past President of the winning chapter shall also be invited to the Council of Chapter Presidents' lunch.
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## CHAPTER 7. ANNUAL MEETING

### RELEVANT BYLAW: ARTICLE V – MEETINGS

Section 1. The Annual Meeting of the Society shall be held at a time and place designated by the Executive Council. There shall be a business meeting of the Society during the Annual Meeting.

#### 7.1 Roles and Responsibilities

Responsibility for the successful conduct of the annual meeting of the Society is shared by several offices and committees of the Society. Participants and principal responsibilities are as follows:

- The Meetings Policy Committee - See 5.4.13.
- The Technical Program Committee (TPC) – See 5.4.22 and Chapter 18.
- When applicable, the Host Committee coordinates local arrangements (such as tours and special events) with the professional meeting planner and the Central Office staff. The chair of the Host Committee is responsible for monitoring compliance to the host committee handbook. The Host Committee’s subcommittees ordinarily shall be: Local Arrangements (including, for example, local arrangements and media relations), Tours, Special Events, and Sponsorships. The Host Committee shall include those subcommittee chairs and a representative to the Technical Program Committee. (See Chapter 18.) Not all annual meetings shall have a host committee. The Executive Council shall decide when a host committee is necessary.
- The Central Office staff is responsible for the overall supervision and management of the annual meeting, the scheduling and monitoring of deadlines, and the production of meeting publications, including proceedings, registration materials, call for papers, and program brochure. The staff shall supervise the Society Placement Center at the annual meeting. The executive director, with the approval of the Executive Council, shall select and negotiate contracts with a professional meeting planner. The Central Office staff, with the assistance of the professional meeting planner, shall prepare a handbook that includes deadlines, for the milestones, roles, and responsibilities of the Host Committee.
- The Professional Meeting Planner is responsible for all contractual negotiations for hotel rooms, meeting rooms, and special events. This shall include, but not be limited to, arranging necessary logistic support for the annual meeting, interfacing between the Society and the hotel/conference center being used for the annual meeting, consulting regularly with the Central Office staff, the Host Committee, and the Technical Program Committee. The meeting planner shall have a fiduciary responsibility to the Society and as such shall handle accounting for the meeting within approved budget limits. This includes the receipt and disbursement of funds and control of registration.
- The Executive Council is responsible for approval of policies, budgets, contracts, and schedules. It can specify additional requirements for any aspect of the annual meeting.



## **7.2 Finances**

- 7.2.1 The Executive Director, in consultation with the professional meeting planner, shall prepare a budget for approval by the Executive Council. The Executive Council shall approve the initial budget for the annual meeting and any subsequent revisions.
- 7.2.2 The Executive Council shall authorize the advance of money to the professional meeting planner to cover expenses in planning, organizing, and producing the annual meetings.
- 7.2.3 The Professional Meeting Planner shall establish a checking account in the name of the Human Factors and Ergonomics Society Annual Meeting as an aid in handling and accounting for funds. Checks in excess of \$5,000 written against this account must be co-signed by the Executive Director.
- 7.2.4 A financial accounting of the annual meeting shall be made by the Professional Meeting Planner to the Executive Director within 2 months after the close of the annual meeting. Any surplus shall be submitted at that time to the Executive Director.
- 7.2.5 Registration fees for the annual meeting shall be proposed by the Executive Director in consultation with the Professional Meeting Planner and shall be reviewed and approved in advance by the Executive Council. Members of societies affiliated with the International Ergonomics Association shall be charged Society member rates for annual meeting registration.
- 7.2.6 When there is a host committee affiliated with a local chapter, that chapter shall receive \$3.00 for every full registration and \$1.00 for every one-day registration from members and nonmembers, exclusive of students. The total shall not exceed 15% of the total meeting surplus as determined by the Central Office using established accounting procedures.
- 7.2.7 Industry sponsorship shall be accepted for events held in connection with the annual meeting. Such sponsorship can consist of the donation of equipment, software, personnel, space, transportation, or money. Such sponsors shall be recognized in the program brochure and in other appropriate ways as determined by the executive director. Potential sponsors shall be asked to contact the Society through the Executive Director, who shall make decisions about the appropriateness of the sponsorship, with input from the Executive Council.

## **7.3 Exhibits**

- 7.3.1 Space for commercial exhibits be provided on uniform terms determined in advance by the Professional Meeting Planner, and the Central Office staff.
- 7.3.2 Fees for exhibitors shall be established by the Executive Director in consultation with the professional meeting planner and with the approval of the Executive Council. The Executive Director waive or reduce fees for purely scientific and technical exhibits, for governmental agencies, and other similar professional societies. Receipts should exceed expenses.

7.3.3 There shall be an exhibit space available for student chapters to promote the educational programs at these institutions and for the following year's host committee, when applicable. (See 6.4.10).

7.3.4 The Society reserves the right to require the immediate withdrawal of an exhibit if majority of Executive Council members in attendance believes the exhibit could be injurious to the purposes of the Society.

## 7.4 Free Registrations

7.4.1 The Host Committee shall be allocated up to a maximum of 25 free registrations for members of the host committee.

- A free registration is limited to free attendance at all regular sessions of the meeting and a complimentary electronic copy of the Proceedings of the meeting. Free attendance at a special event shall be provided only if the person is a key participant (speaker, panelist) at that event. All other meeting expenses are excluded.
- The Executive Director can provide free registrations to members of the press and representatives of other media, and others, as appropriate.
- Student volunteers at the annual meeting shall have their registration fees reimbursed following the meeting. Students who work 8 hours shall have 100% of their fees reimbursed; students who work for 4 hours shall have 50% of their fees reimbursed.

7.4.2 Registration fees can also be waived for the Technical Program Committee Chair.

## 7.5 Scheduling

7.5.1 The annual meeting of the Society shall be held in September or October, on dates to be proposed by the professional meeting planner and approved by the Executive Council. The meeting usually shall be conducted on a Monday through Friday, with Executive Council business meetings scheduled on the preceding Saturday and Sunday.

7.5.2 The Executive Director and the Professional Meeting Planner shall recommend future annual meeting sites for the Executive Council for approval.

7.5.3 In the event of war, terrorism, natural disaster, or other unforeseen event, the Society's Executive Director, in consultation with the Society Executive Committee, is empowered to make decisions regarding cancellation or postponement of the Annual Meeting or other scheduled meetings for which the Society has contractual obligations.

## 7.6 No Smoking

Smoking shall be prohibited at all indoor annual meeting functions, including technical sessions, business meetings, and social events.

## 7.7

### **Permission to Record**

No person shall be allowed to record or broadcast video or audio from any session or portion of a session at the annual meeting without the permission of the speaker(s) and the Society. Permission from the Society is granted by the Executive Director in consultation with the President and the Technical Program Committee.

## CHAPTER 8. PUBLICATIONS

### 8.1 General Policy

- 8.1.1 All Society publications shall be operated to further the aims of the Society, as expressed in the Articles of Incorporation.
- 8.1.2 Only publications that have been authorized by the Executive Council shall be considered official publications of the Society.
- 8.1.3 All publications authorized by the Executive Council shall be operated in accordance with the Operating Rules of the Society.
- 8.1.4 The continuing publications authorized by the Executive Council are:
- *Human Factors: The Journal of the Human Factors and Ergonomics Society*
  - *Journal of Cognitive Engineering and Decision Making*
  - *HFES Bulletin*
  - *Ergonomics in Design: The Quarterly of Human Factors Applications*
  - *Proceedings of the Human Factors and Ergonomics Society Annual Meeting*
  - *Proceedings of the HFES International Symposium on Human Factors and Ergonomics in Health Care*
  - *Users' Guides on Methods in Human Factors and Ergonomics*
- 8.1.5 The Executive Council authorize other publications consistent with the purposes of the Society.

### 8.2 Society Web Site

- 8.2.1 The Society Web site shall be operated to further the aims of the Society, as expressed in the Articles of Incorporation
- 8.2.2 The Scientific Publications Committee, in consultation with the Scientific Publications Division chair, shall develop policies regarding content of the HFES Web site and make recommendations to Executive Council.

### 8.3 Content Policy and Frequency of Publication

- 8.3.1 *Human Factors* shall be published monthly. *Human Factors* shall publish original papers of scientific merit that contribute to the understanding of human factors/ergonomics and that advance the consideration and practice of the discipline. *Human Factors* shall feature articles on methodology and procedures, literature reviews, technical research results of broad scope, articles on research applications, and articles of general professional interest.
- 8.3.2 The *HFES Bulletin* shall be published at necessary regular intervals. The *Bulletin* shall feature timely news of conferences, elections, publications, employment opportunities; committee, chapter, and technical group activities; editorials, letters to the editor; and other material deemed suitable by the Publications Manager, Executive Director, and Scientific Publications Committee.

- 8.3.3 *Ergonomics in Design* shall be published at least quarterly. *Ergonomics in Design* shall focus on the application of human factors/ergonomics research in all areas and shall include articles describing the research, design, testing, and manufacturing processes. It shall contain articles, case studies, commentaries, debates, and book and product reviews.
- 8.3.4 The Annual Meeting *Proceedings* shall be published prior to each annual meeting. The Annual Meeting *Proceedings* shall be produced from unedited, production-ready copy submitted by the authors. Each paper presented at the annual meeting shall be represented by a full article, by an abstract, or, by title and author.
- 8.3.5 *Journal of Cognitive Engineering and Decision Making (JCEDM)* shall be published at least quarterly. *JCEDM* shall publish original papers of scientific merit that contribute to the understanding of human cognition in real-world settings and the application of this knowledge to the design and development of systems. *JCEDM* shall feature articles on case studies, advances in theory and integration of research findings, developments in research methods, cognitive modeling, and empirical and experimental studies.
- 8.3.6 The *Proceedings of the HFES International Symposium on Human Factors and Ergonomics in Health Care* shall be published annually. The Health-Care Symposium *Proceedings* shall be produced from unedited, production-ready copy submitted by the authors. Each paper presented at the annual meeting shall be represented by a full article, by an abstract, or, by title and author.
- 8.3.7 Volumes in the *Users' Guides on Methods in Human Factors and Ergonomics* series shall be published on a regular basis. This series shall be designed to serve the information needs of researchers, practitioners, and students in graduate and advanced undergraduate classes.
- The term of the editor of the *Users' Guides on Methods in Human Factors and Ergonomics* shall encompass the development of 6 titles in the series.

#### **8.4 Executive Council Authority and Responsibilities**

- 8.4.1 The Executive Council shall be responsible for oversight of all Society publications with input from the management company Publications Manager, Scientific Publications Committee, and Scientific Publications Division chair, the Executive Council shall establish overall publications policies and editorial policies for each publication.
- 8.4.2 The Executive Council shall approve all editors, with a majority of those voting being required.
- 8.4.3 The Executive Council shall approve the budget for all publications with input from the management company Publications Manager, Scientific Publications Committee, and the Scientific Publications Division chair.

#### **8.5 Scientific Publications Committee Authority and Responsibilities**

- 8.5.1 The Scientific Publications Committee responsibilities and membership are described in section 5.4.18.

8.5.2 The Scientific Publications Committee shall recruit candidates and recommend the appointment of editors of all publications. The Scientific Publications Committee shall (1) identify the potential editors (with the assistance of current editors, editorial boards, and advisory boards), (2) conduct a thorough review of their qualifications and/or performance, and (3) provide a recommendation to the Executive Council as to who should be the editor for each publication.

## **8.6 Scientific Publications Division Chair Authority and Responsibilities**

8.6.1 The Scientific Publications Division chair (under the guidance and direction of the Executive Council) and in consultation with the Scientific Publications Committee shall (1) provide guidance to the management company Publication Manager and Scientific Publications Committee regarding all publications (including the HFES web site), (2) develop plans and processes that link publications to the Society's strategic plan, (3) set the yearly agenda, (4) prepare a report on the strategic and annual agenda and the status of each publication for presentation at the midyear and annual meetings of the Executive Council, and (5) serve as a liaison from the Executive Council to the Scientific Publications Committee and editors of the journals of the Society. The midyear and annual report should include all committee activities such as publication performance surveys, editor performance evaluations, publication proposals, and recommendations for new editors.

8.6.2 The Scientific Publications Division chair, in consultation with the Scientific Publications Committee, shall consider the recommendation of the editor of the *Reviews of Human Factors and Ergonomics* series regarding the appointment of individual volume editors, and shall approve acceptable candidates.

## **8.7 Management Company Publications Manager Authority and Responsibilities**

8.7.1 The Publications Manager shall be responsible for the business management of all Society publications, including but not limited to, implementation of strategic plans and other planning, budgeting, scheduling, production, distribution, marketing, and promotion.

8.7.2 The Publications Manager shall cooperate closely with the chair of the Scientific Publications Division chair, the Secretary-Treasurer, the Executive Director, editors, and other publications personnel at all times because of the financial implications of all publication operations.

8.7.3 The Publications Manager shall copyright all Society publications and authorizing permission to reprint from publications copyrighted in the name of the Society.

8.7.4 The Publications Manager, in consultation with the Executive Director, Scientific Publications Division chair, and chair of the Scientific Publications Committee, shall set subscription rates, advertising rates, and prices for all Society publications.

8.7.5 The Publications Manager shall prepare a report of publications staff activities and any necessary budget requests in support of all Society publications for submission to the midyear and annual meetings of the Executive Council.

8.7.6 The Publications Manager, under the supervision of the Scientific Publications Committee, shall prepare specifications and publication manuals for all Society publications.

- 8.7.7 The Publications Manager shall periodically conduct an external scan of publications and communications practices in other similar organizations and provide input to the Scientific Publications Committee, Scientific Publications Division chair, and Executive Council, among others.
- 8.7.8 The Publications Manager shall periodically obtain bids for services to ensure that expenses are in line with budgetary and strategic guidelines.
- 8.7.9 The Publications Manager shall represent the Society's publications and communications interests in relationships between the Society and scholarly publishing organizations, including, but not limited to, the Society for Scholarly Publishing and the Association of American Publishers' Professional and Scholarly Publishing Division.
- 8.8 Responsibilities of Editors of Individual Publications**
- 8.8.1 Editors of individual publications shall be responsible for maintaining the standards and quality of the publication within the general and editorial policies established by the Executive Council.
- 8.8.2 Editors shall continually strive to improve the quality and breadth of their publications within the constraints of the budget and the policies of the Society. Editors are expected to interpret policies according to their own discretion and best judgment. However, in publications matters with potential legal implications (e.g., author conflict of interest, liability risk), the editors shall consult with the Executive Director, the Scientific Publications Committee, and the Scientific Publications Division chair prior to final acceptance of a manuscript. In such cases, the ultimate decision shall be made by the Executive Council.
- 8.8.3 Editors shall communicate to the Publications Manager and Scientific Publications Committee in timely fashion the operational and budgetary information necessary to properly conduct the editor's responsibilities.
- 8.8.4 The Publications Manager and all editors are expected to maintain sufficient editorial assistance to ensure on-schedule publication.
- 8.8.5 Each editor shall identify the need for paid assistance before the preparation of the budget and report this need to the Publications Manager.
- 8.8.6 Editors recommend their successors to the Scientific Publications Division chair and shall train the individual appointed by the Executive Council to succeed to the job.
- 8.8.7 Each editor shall have a designated term of service, which can be renewed with Executive Council approval.
- 8.8.7.1 The term for the editor of *Human Factors* shall be 4 years. In addition, subject to approval by the Executive Council, the editor's term normally be renewed in two-year increments after the initial 4 years for a total of 8 years.

- 8.8.7.2 The term for the editor of *Journal of Cognitive Engineering and Decision Making (JCEDM)* shall be 4 years. In addition, subject to approval by Executive Council, the editor's term normally be renewed in two-year increments after the initial 4 years for a total of 8 years.
- 8.8.7.3 The term for the editor of *Ergonomics in Design* shall be 3 years. In addition, subject to approval by the Executive Council, the editor can serve a second 3-year term.
- 8.8.7.4 The term for editor of the *Human Factors/Ergonomics Methods* book series shall be 4 years. In addition, subject to approval by Executive Council, the editor serve a second 4-year term.
- 8.8.8 Prior to the midyear and annual meetings of the Executive Council, each editor shall inform the Scientific Publications Committee, in writing, of accomplishments, editorial needs, and problems. Budgetary information and requests shall also be furnished. The reports of the editors shall be appended to the report of the Scientific Publications Division chair. Informal communication is encouraged among the editors, other members of the Scientific Publications Committee, and the Scientific Publications Division chair.

## **8.9 Copyrights and Subscriptions**

- 8.9.1 Each issue of *Human Factors*, *Ergonomics in Design*, *Journal of Cognitive Engineering and Decision Making*, other Society journals, and all the articles in them shall be copyrighted in the name of the Human Factors and Ergonomics Society. An author who submits an article to any of these publications shall assign all copyrights to the Society upon publication of the article. (Exceptions are made in the case of work owned by U.S. or other government entities.) The Society recognizes that the author continues to have an interest in the article; therefore, the Society shall grant permission and assign certain classes of copyright privileges to authors, their sponsoring agencies, and other requesters. Requests for reprint permission shall be handled by the Publications Manager.
- 8.9.2 Subscriptions to *Human Factors*, *Ergonomics in Design*, *HFES Bulletin*, and online *Directory and Yearbook* shall be included in the annual dues for Full Members, Associate Members, Affiliates, Student Affiliates, and Sustaining Members.

## **8.10 Journal of Cognitive Engineering and Decision Making (JCEDM) Advisory Board**

- 8.10.1 The *JCEDM* Advisory Board shall consist of an editor-in-chief (chair), track editors, and up to 5 additional at-large members, each of whom shall be members of HFES. The Advisory Board members shall be recommended from the membership of the *JCEDM* Editorial Board by the previous Advisory Board and shall serve 4-year terms, which are renewable.
- 8.10.2 The *JCEDM* Advisory Board shall provide recommendations for the editorial policies that shall be set by the editor-in-chief, subject to the review and approval of the Scientific Publications Committee and Executive Council.
- 8.10.3 The *JCEDM* Advisory Board shall be the first to vet candidates for editor-in-chief. Recommendations of candidates with accompanying application shall be sent to the Scientific Publications Committee and Scientific Publications Division chair for review and final recommendation to the Executive Council for final approval.



## **8.11 Process to Initiate Extraordinary Review of an Editor of an HFES Journal**

8.11.1 An extraordinary review of an editor shall be initiated when 1 of the following events triggers such a review:

- During the final year of an appointment, in which the editor has applied to renew for an additional term.
- Following a request for review by an editor (associate or track) or a member of Executive Council.
- Following a request for review of all editors by the Scientific Publications Committee, in consultation with the Scientific Publications Division chair.
- When documented evidence indicates sustained failure to perform the duties of editor and/or to maintain the publication's standards (e.g., substantial declines in journal performance as indicated by reports to Executive Council, numerous documented lapses of timely and fair reviews, numerous unresolved complaints).

8.11.2 The review process shall be initiated by the Scientific Publications Committee through the recommendation of a task force that is defined by the President and authorized Executive Council. The task force shall conduct a review that shall consider manuscript throughput, current status of the journal, and the number and nature of resolved and unresolved complaints about the editor and the journal. The task force shall conduct a random sample survey of the reviewers and authors to obtain their perspectives on the performance of the editor. The task force shall provide the Scientific Publications Committee with a recommendation for continuation or termination along with a detailed report that supports the recommendation. The Scientific Publications Committee shall provide a recommendation to the Scientific Publications Division chair, who shall communicate it to the Executive Council for a final vote.

## CHAPTER 9. FINANCES

### 9.1 Dues

- 9.1.1 The annual dues of the Society shall be determined by the incoming Executive Council at the annual meeting. If no action is taken on dues, the dues in effect the previous year shall be maintained for the following year.
- 9.1.2 Fellows, Full Members, Associates, and Affiliates that live in developing countries pay a discounted amount for their yearly dues provided they (1) live in mid- or low-income countries listed by the World Bank, (2) request the special fee, and (3) agree to electronic-only delivery of HFES publications. Discounted dues are \$90 for mid-income countries/regions and \$50 for low-income countries/regions.
- 9.1.3 A fee shall be charged for application for membership and late payment of dues.
- 9.1.4 Any Full Member who (1) has been in good standing for at least the previous 5 years and who becomes unemployed, and (2) is actively seeking employment, and (3) is not employed as a paid consultant, can have dues waived while continuing to hold the same membership for up to 2 years past the membership year for which dues have been paid. At the request of the Executive Director, the Internal Affairs Division chair reviews and can approve or deny a request for a dues waiver of a member who does not meet the foregoing criteria.

### 9.2 Subscription Rates

Changes to subscription rates to Society publications shall be recommended by the Publications Manager and the Communications/Scientific Publications Committee each midyear Council meeting and shall be approved by the Finance and Budget Committee and the Executive Council as part of the budget approval process.

Where these rates differ for members and nonmembers, members of IEA societies shall be charged Human Factors and Ergonomics Society member rates.

### 9.3 Audit

The financial records of the Society shall be audited by an independent certified public accountant every 12 months.

### 9.4 Disbursements

The Executive Director is authorized to make legitimate disbursements of Society funds. The Executive Director's signature shall suffice for disbursements of \$30,000 or less. Disbursements exceeding \$30,000 require the signature of either the President or the Secretary-Treasurer.

### 9.5 Contract Limits

The Executive Director is authorized to sign agreements obligating the Society in an amount not to exceed \$15,000, without the approval of the Executive Council. Council approval is required for signing agreements obligating the Society to greater amounts.

## 9.6 Reimbursements

The Executive Director is authorized to reimburse officers, editors, and committee chairs or members within the limits noted in Section 9.7 and within those set forth in the budget approved by the Executive Council, upon receiving written, itemized statements of expenditures. The Secretary-Treasurer shall review the Executive Director's reimbursement requests for out-of-pocket expenses.

## 9.7 Travel

9.7.1 Society policy is not to reimburse members for travel expenses incurred while conducting business on behalf of the Society. The Society recognizes that certain exceptions to the policy are likely to benefit both the Society as a whole and its individual members. These benefits include (1) greater participation by the membership in the affairs of the Society, (2) reduction of hardship on members who perform the work of the Society, and (3) increased flexibility in conducting special projects and events.

9.7.2 The Society expects members to make their best effort to obtain travel funds from sources other than the Society. If, after this effort, sufficient travel funds are not available to a member or other persons engaged in the specific Society activities described below, and if there is an approved travel budget item for that activity, then the Society shall reimburse that person's travel expenses, subject to the rules listed below.

9.7.3 Reimbursable travel expenses include transportation, room, and some meal and miscellaneous expenses. (See below.) Transportation expenses include airfare (lowest available fare) or car expenses (the IRS-approved mileage rate) for private car, or rental car costs, or public transportation (e.g., train, bus). Car expenses are not to exceed the lowest available airfare given schedule constraints. Travelers are expected to plan ahead and take advantage of the most economical airfares. Room expenses are limited to the meeting's single room rate, or actual room rate, whichever is less. (But see exception in section 6.4.8 for student chapters.) Expenses for meals or other miscellaneous travel expenses (e.g., gratuities and other minor business-related or transportation expenses) shall be reimbursed up to \$40 per day for domestic travel and \$50 per day for international travel. If a member has a requirement for accommodation, or medically documented reasons to depart from Society travel reimbursement policies, he or she be reimbursed with advance prior written request and approval by the President. If the item in question would cause the budgeted amount to be exceeded, approval of the Executive Committee is required.

9.7.4 The following activities be eligible for reimbursement. For all other requests for travel assistance, a request must be submitted to the Finance and Budget Committee and Executive Council in conjunction with reports for regularly scheduled Council meetings.

Travel to the midyear and annual meeting of the Executive Council by

- Society-elected officers (the Presidents, Secretary-Treasurers, Council-Members-At-Large, per the Bylaws, Article II, Section 1) and Division chairs,
- editors, and committee and task force chairs, only if they are invited by the President based on agenda items.
- guests invited by the President (e.g., leaders being developed)

Travel to ISO meetings (1) for which the Society has an official liaison, (2) is requested by the Technical Standards Division Chair and (3) approved in advance (as a budget item) by the Executive Council. Commonly these are meetings of ISO TC 159 (Ergonomics).

9.7.5 The Society shall not reimburse the travel expenses of any members, except for student members, attending (1) the annual meeting or any scheduled or unscheduled meeting held in conjunction with the annual meeting of the Society, or (2) a meeting held in the same location immediately prior to, simultaneous with, or immediately following the annual meeting. The only exception shall be that the hotel expenses (as defined above) for the 3 nights preceding the annual meeting shall be reimbursed for Society-elected officers, Division chairs, and guests invited by the President who attend the Executive Council meeting. Editors, committee and task force chairs shall be reimbursed if they are invited by the President, based on agenda items. Travel by speakers invited to the annual meeting shall be reimbursed only for nonmembers of the Society.

9.7.6 The Society shall not reimburse the expenses of any member attending any scheduled or unscheduled meeting in conjunction with the professional meeting of another professional organization (e.g., the AAAS meeting).

9.7.7 Travel expenses that are not fully reimbursed by other sources, and that are compatible with the limitations of these operating rules, shall be reimbursed by the Society according to the following procedure:

- Requests for reimbursable travel expenses for activities in the approved budget should be submitted, accompanied by receipts and a statement of miscellaneous expenses, to the Executive Director 30 days following travel. Requesters must complete a travel request form available from the Central Office.

9.7.9 Travel by members associated with technical group activities or with meetings co-sponsored by technical groups shall be borne by the technical group(s) or the Council of Technical Groups within the guidelines of these Operating Rules and those of the Council of Technical Groups.

## **9.8 Investments Subcommittee**

9.8.1 A subcommittee in charge of investments shall be formed by the Finance and Budget Committee. That subcommittee's monitors the status of the Society's financial reserves and recommend methods of investing these funds to seek maximum financial growth while minimizing risk of capital loss. Income from invested financial reserves shall be used to further the Society's nonprofit objectives and projects, and to offset annual operating budget deficits.

9.8.2 The subcommittee shall consist of at least 3 Full Members of the Society, appointed to staggered 3-year terms on the basis of their expertise and interest in financial management. The senior member of the subcommittee shall serve as chair.

9.8.3 The subcommittee shall review and annually recommend to the Executive Council through the Finance and Budget Committee a set of short-term (1- to 3-year) and long-term (3- to 10-year) investment goals to optimize growth and project utilization of the Society's financial reserves.

9.8.4 The subcommittee shall review the status of the Society's financial reserves, including cash assets and other investments, twice a year, prior to the midyear and annual meetings, to assess progress toward meeting the Society's financial goals. The services of a certified investment counselor be enlisted in performing these reviews. The subcommittee shall report recommendations concerning investment of the Society's financial reserves to the Finance and Budget Committee, which shall include these advisories in its midyear and annual meeting reports to Executive Council.

9.8.5 The Executive Director is responsible for carrying out financial transactions involving investment of the Society's reserves. A certified investment counselor can also perform these transactions under the supervision of the Executive Director.

9.8.6 Assignment of financial reserves to banking or money market instruments be performed at the discretion of the Executive Director.

## **9.9 Budget**

9.9.1 The Executive Director shall prepare a budget in advance of the midyear and annual Executive Council meetings. All requests for budget items should be received by the Executive Director no later than 3 weeks in advance of the meeting.

9.9.2 Proposals for projects requesting new funding in excess of \$5000 shall include the following information:

- Title, Project Director, Event date, other descriptive information
- Purpose and scope
- Description of activities and outputs including venue
- Schedule
- Detailed budget
- Volunteer time (hours anticipated)
- Anticipated benefits to the society (measures of success and expected values)
- Anticipated problems and risks

9.9.3 The Executive Director shall distribute a budget based on all budget requests to members of the Finance and Budget Committee and Executive Council. To the extent possible, the budget should be distributed at least 2 weeks prior to the meeting. A budget approved by the Finance and Budget Committee shall be presented to the Executive Council at the meeting.

9.9.4 The budget shall be considered and adopted after any revisions by the Executive Council.

9.9.5 The budget adopted at the annual Meeting by the incoming Executive Council shall be for the fiscal year beginning January 1 following the annual meeting. The revised budget adopted at the midyear meeting shall be for the remainder of the fiscal year; changes in that budget can be made by a majority vote of the Executive Council.

9.9.6 The Executive Director should report significant deviations from the approved budget to the Finance and Budget Committee as they arise.

9.9.7 The income and expenditures of the Society shall be reviewed prior to each annual and midyear Executive Council meeting by the Finance and Budget Committee, which shall report any deviations from budget and any recommendations for action to the Executive Council.

## CHAPTER 10. NOMINATIONS AND ELECTIONS

### Relevant Bylaws: ARTICLE II - Section 3. Election of Officers

At least five months prior to the Annual Meeting of the Society, the Executive Director shall mail a call for nominations for the offices to be filled to all voting Full Members of the Society. The nomination ballot shall provide, for each office, spaces for three names to be listed.

One month after the nomination ballots are mailed, the nominations shall be closed. The Executive Director, with the assistance of at least one teller, shall count the number of nominating votes for each nominee for each office.

The Executive Director shall then deliver the nomination ballots to the Nominations and Elections Committee, which shall independently count the nominating votes and prepare the election ballot. The ballot shall include, for president-elect and secretary-treasurer-elect, the names of the three persons who received the greatest number of nominating votes and for the two at-large Executive Council positions the names of the six persons who received the greatest number of nominating votes and who are both eligible and willing to stand for the office, as determined by the Committee. If any nominee is found to be ineligible or unwilling to stand for the office, the name of the person who ranks next in the number of nominating votes, and who is eligible and willing to stand for office, shall be substituted. If two nominees are tied for the final position on the election ballot for any office, then both nominees shall be included. If three or more nominees or tied, the tie shall be resolved by drawing lots. The names of the nominees for each office shall be listed in alphabetical order on the ballot.

One month after the election ballots are mailed, the election shall be closed. The Executive Director, with the assistance of at least one teller, shall count the votes cast for each candidate. The Executive Director shall then deliver the ballots to the Nominations and Elections Committee, or to at least two tellers designated by the Committee, who shall independently count the votes. The candidate for each office who receives a plurality of votes shall be elected. A tie shall be resolved by drawing lots.

The Executive Director shall notify all candidates of the outcome of the election, and the names of the Officers-Elect shall be published in the next issue of the *Bulletin*.

Upon petition by fifty Full Members in good standing, the Chair of the Nominations and Elections Committee shall arrange for an independent recount of the ballots.

The petition must be received by the Central Office within two months of the publication of the election results in the *Bulletin*.

### Section 5. Eligibility and Vacancies

To be eligible for nomination to any office of the Society, an individual must be a Full Member in good standing and must be able to discharge the duties of that office, as determined by the Nominations and Elections Committee.

No individual hold more than one elective office concurrently. However, an incumbent [Immediate] Past President, [Immediate] Past Secretary-Treasurer, or at-large Member of

Executive Council in the final year of their three-year term is eligible to stand in nomination for another office. Any officer of the Society must be in the final year of the three-year term of office to be eligible to stand in nomination for reelection to the office currently held.

Any officer of the Society can resign from office by submitting a letter of resignation to the Executive Council. However, resigning shall not allow an officer to circumvent the eligibility requirements for election to a different office or reelection to the same office.

If any elected incumbent fails to perform the duties of office for any reason, the Executive Council may, by a two-thirds vote of the full Council, decree the office vacant. If the office of President or Secretary-Treasurer becomes vacant for any reason, the President-Elect or Secretary-Treasurer-Elect, respectively, shall assume the additional duties of the vacated office for the remainder of the term and then serve the regular term in that office.

If the office of President-Elect or Secretary-Treasurer-Elect becomes vacant for any reason, the Council shall appoint an incumbent officer to become President-Elect or Secretary-Treasurer-Elect. The appointed President-Elect or Secretary-Treasurer-Elect shall complete the normal sequence of office as if elected by Full Membership vote. If necessary, the vacancy created by this appointment shall be filled in the next election.

If the office of [Immediate] Past-President, [Immediate] Past Secretary-Treasurer, or Council Member becomes vacant, the Council shall appoint an incumbent officer to assume the additional duties of the vacant office until the next election, when any vacancy that remains shall be filled. The term of any officer elected to fill a vacancy shall be equal to the remaining term of the vacant officer.

## **10.1 The Committee**

The Nominations and Elections Committee shall be chaired by the Secretary-Treasurer-Elect and include the President, the President-Elect, and the Secretary-Treasurer. It shall administer the procedures for the nomination and election of candidates for the offices of the Society.

## **10.2 The Nomination Process**

10.2.1 The request for nominations shall be published in the *Bulletin*.

10.2.2 Counting Nominations - One month after the nomination ballots are mailed or emailed, the nominations shall be closed. Faxed or emailed ballots which bear a cover page with the signature of the voting member shall be accepted up until the deadline for the return of the ballots. The Executive Director, with the assistance of at least 2 tellers appointed by the Nominations and Elections Committee, shall count the number of nominating votes for each nominee for each office. The Executive Director shall then notify the Nominations and Elections Committee of the results. The committee shall consider the report and shall notify the Executive Director when the results have been accepted by the committee. Each nominee for office shall receive a list of duties and responsibilities of office and shall be asked to abide by these duties if elected. Subsequent to committee acceptance of the Executive Director's report, the ballot shall be prepared by the Executive Director.



### 10.3 The Election Process

- 10.3.1 The name and affiliation of each candidate for Society office shall be published in an issue of the *Bulletin* prior to election. Biographies and campaign statements of up to 500 words for all candidates for Society offices be posted on the Society Web site. At a minimum, each statement shall include the name and affiliation of the candidate as well as a listing of any current offices or committee appointments held by the candidate within any professional organization. Each candidate is encouraged to conclude his or her biography with a brief statement of the candidates' goals and directions for the Society.
- 10.3.2 Nominations of candidates for Society offices and participation in election by individual members of the Society are encouraged. Individual members of the Society are entitled to express support for nominees or candidates, including themselves, through direct contact, telephone, letter, email, text message, or other means of communication.
- 10.3.3 However, if a member holding any Society office engages in advocacy for nominations or elections, that person shall emphasize that recommendations are not official endorsements by the Society. Members of the Nominations and Elections Committee shall not engage in advocacy for any candidates for either nomination or election during their tenure. Technical Groups shall not recommend slates of candidates in their newsletters nor publish letters advocating the election of a particular candidate or candidates. With the exception of the provisions noted in 10.2.1 and 10.3.1, no Society resources (e.g., funds, mailing lists, list serves) shall be used by any group or individual to campaign for a nominee or candidate. The nomination ballot shall direct Full Members of the Society to the *Directory and Yearbook* for lists of people who have served the Society as committee chairs, TG and chapter officers, editors, Society officers, etc.
- 10.3.4 One Vote Rule - Full Members vote once for the candidate of their choice for President-Elect and Secretary-Treasurer-Elect, and once for the candidate of their choice for each vacant position on the Council. A candidate can only receive 1 vote per office per ballot (per voter). For each vacancy, the candidate receiving the highest number of votes shall be elected. Ties shall be resolved by the chair of the Nominations and Elections Committee (who is the Secretary-Treasurer-Elect) by drawing lots in the presence of 2 witnesses who can be members of the Society.
- 10.3.5 Withdrawals - If any candidate for any Society office withdraws or becomes ineligible before the term of office begins, the results of the election shall be counted as if that name had not been on the ballot.
- 10.3.6 Counting Ballots - One month after the election ballots are mailed/emailed, the election shall be closed. Faxed or emailed ballots which bear a cover page with the name and signature of the voting member shall be accepted up until the deadline for return of the ballots. The Executive director as well as 2 tellers approved by the Nominations and Elections Committee shall independently count the votes cast for each candidate. The Executive Director shall then report the results of the election to the Nominations and Elections Committee. The committee shall consider the report and notify the Executive Director when the results have been accepted by the committee. Subsequent to committee acceptance of the Executive Director's report, the chair of the Nominations and Elections Committee shall notify all candidates of the outcome of the election by telephone or personally, followed by a

letter to all candidates containing the results of the election, sent by the Executive Director. The names of the officers-elect shall be published in the next issue of the *Bulletin*.

- 10.3.7 Any Full Member of the Society in good standing can obtain from the Central Office, upon specific written request, the numerical results of Society elections.
- 10.3.8 Ballots shall be retained for at least 3 months following notification of the acceptance of the Executive Director's report by the Nominations and Elections Committee. Ballots shall then be discarded, unless there is a challenge to the election.
- 10.3.9 Any Full Member of the Society can recount original ballots within a period of 3 months following an election, but only at the Central Office. A Full Member cannot reproduce copies of ballots outside the Central Office if that person pays reproduction and mailing charges.

## CHAPTER 11. MEMBERSHIP

### RELEVANT BYLAWS: Article I – Membership

#### Section 1.

The corporate (voting) Membership shall consist of all Full Members of the Society. There shall also be nonvoting Associates, Affiliates, and Student Affiliate members, and any additional special classes of membership that are established by a three-fourths vote of the full Executive Council.

#### Section 2.

The Full Membership of the Society shall be composed of all Full Members in good standing at the time of adoption of these Bylaws and any others who are thereafter admitted to Full Membership.

#### Section 3. Qualifications for Membership

*Full Member.* Any person who has a bachelor's degree from a regionally accredited institution and five full-time years of applicable experience in human factors work as defined by the Executive Council shall be eligible to become a Full Member of the Society. Appropriate academic degrees beyond the bachelor's degree be substituted in part for work experience up to a total of four years. Interpretation of applicable academic degrees and work experience shall be made by the Membership Admissions Committee. For exceptional applicants, the requirement for a bachelor's degree be waived by a three-fourths majority vote of the full Executive Council.

*Associate:* Any person two years of full-time, relevant experience in the human factors/ergonomics field and is active in the human factors field shall be eligible to become an Associate of the Society.

*Affiliate:* Any person who is interested in the human factors field but who does not qualify for Full Member or Associate status, shall be eligible to become an Affiliate of the Society.

*Student Affiliate:* Any person who is enrolled as a full-time undergraduate or graduate student at an accredited college or university shall be eligible to become a Student Affiliate of the Society.

*Special:* Qualifications for any special class of membership, such as Fellow, Emeritus, or Sustaining Member, shall be established by the Executive Council.

#### Section 4. Application for Membership

A candidate for membership in the Society shall submit, on an approved form, an application that specifies the candidate's qualifications.

A candidate for membership in the Society shall submit, on an approved form, an application that specifies the candidate's qualifications.

Procedures for application to special classes of membership shall be established by the Executive Council.

Procedures for application to special classes of membership shall be established by the Executive Council.

### **Section 5. Election to Membership**

Members of all classes shall be elected by majority vote of the full Executive Council.

### **Section 6. Termination of Membership**

The affiliation of a person with the Society in any class of membership be terminated at any time by resignation or by a two-thirds vote of the full Executive Council. Except for Emeritus Members, failure to pay dues for one year shall be **sufficient considered resignation**.

### **Section 7. Privileges of Membership**

Full Members of the Society in good standing shall be entitled to vote, to hold office, and to participate in all activities of the Society. Associates, Affiliates, and Student Affiliates shall be entitled to participate in all activities of the Society, except that they not vote or hold office. Student Affiliates and Sustaining Members shall receive a subscription to each regular publication of the Society. Special classes of membership shall be entitled to any privileges established by the Executive Council, except that the privileges of voting and holding office shall depend solely upon meeting the basic qualification for Full Member of the Society.

### **Section 8. Membership Dues**

Annual dues shall cover the fiscal year of the Society-and shall be established by the Executive Council for each class of membership.

## **11.1 Membership Application**

A uniform application shall be available in Society publications, on the Society web site, and from the Central Office that can be filled out by people to show their intent to join the Society. The Membership Admissions Committee and other interested Society committees shall assist the Central Office staff in the development and maintenance of these applications. Applications shall ask for information to establish the qualifications of the candidate under the appropriate provisions of the Bylaws and the Operating Rules. To aid the Membership Committee in decisions regarding applicable academic degrees and human factors experience, see the criteria listed in Sections 11.1.1 and 1.1.2.

11.1.1 Experience means substantially full-time involvement in, or technical direction of, 1 or more of the following:

- Developing human factors data (research).
- Applying human factors data to system design or evaluation (professional practice).
- Teaching human factors at a 2- or 4-year generally accredited institution (education).

11.1.2 Academic experience can be substituted for appropriate work experience as indicated in the following table, with credit given only for the highest degree:

<b>Educational specialty</b>	<b>M.A. or M.S</b>	<b>Ph.D.</b>
Engineering or psychology (with HF specialization)	1.5	4
Engineering or psychology (without HF specialization)	1	2
Other sciences (physical, biological, social, behavioral, statistics, mathematics)	1	2
Medicine	--	2 (M.D.)
Other non-science (history, English, etc.)	0.5	1
Degrees in human factors or ergonomics	1.5	4
Engineering, science, medicine, Degrees with HF/ergonomics specialization	1.5	4
Engineering, science, medicine, allied health professions	1	2

## 11.2 **Application Review**

The Central Office staff shall review applications and approve those that clearly meet membership criteria. Applications that clearly do not meet membership criteria shall be approved as affiliate memberships. Applications that are ambiguous shall be sent to the Membership Committee for review and assignment to a membership category. The Central Office staff shall be responsible for verifying that endorsers are Full Members of the Society. The Central Office staff shall be responsible for notifying applicants of their membership classification status within 1 month after receiving the application.

## 11.3 **Questionable Applications**

For questionable applications referred to the Membership Admissions Committee by staff, a person from the committee elect to contact the applicant to request more information and to discuss reasons for the committee's classification. The person subsequently shall submit further evidence of work or academic experience directly to the committee or the Central Office. The committee shall reevaluate the application in light of any new data obtained and make a ruling. Where the outcome of this second evaluation is unacceptable to the applicant, the committee's position and the applicant's position shall be presented to the HFES Executive Council, which shall decide the case at its next regularly scheduled meeting. The decision of the Executive Council shall be final.

## 11.4 **Full Membership**

11.4.1 Any person who has a bachelor's degree from a regionally accredited institution of higher learning and 5 full-time years of applicable experience in human factors work as defined by the Executive Council shall be eligible to become a Full Member of the Society. Appropriate academic degrees beyond the bachelor's degree be substituted in part for work experience up to a total of 4 years. Interpretation of applicable academic degrees and work experience shall be made by the Membership Admissions Committee. For exceptional applicants, the requirement for a bachelor's degree be waived by a 3/4 majority vote of the full Executive Council. Full Members are entitled to vote and hold office in the Society.

## **11.5 Associate Membership**

11.5.1 *Associate:* Any person 2 years of full-time, relevant experience in the human factors/ergonomics field and is active in the human factors field shall be eligible to become an Associate of the Society.

11.5.3 The Central Office staff and Membership Admissions Committee shall remind all Associates once a year that their status be changed to that of Full Member because of changes in experience, education, or other circumstances.

## **11.6 Affiliate Membership**

11.6.1 Any person that is interested in human factors, but who does not qualify for Full Member, Associate, or Student Affiliate status, shall be eligible to become an Affiliate of the Society.

## **11.7 Student Affiliate Status**

11.7.1 Any person who is interested or active in the human factors field, enrolled as a full-time undergraduate or graduate student in an accredited college or university, and endorsed by a faculty member from that student's institution.

11.7.2 Annual dues for a Student Affiliate shall be for the period January-December and shall include subscriptions to *Human Factors* journal, *Ergonomics in Design*, the *Bulletin*, and the *Directory and Yearbook*.

Student Affiliates are entitled to participate in all activities of the Society except that they neither vote nor hold office.

11.7.4 Any member returning to school to acquire an advanced degree and wanting to return to Student Affiliate membership, must submit the following information:

- Degree being pursued
- Expected year of graduation
- Document from the registrar indicating full-time status

After the student graduates, he/she can:

- Return to the last category of membership held, or
- Return to Transitional Associate for 1 year

11.7.5 Individuals are not eligible for student affiliate status if they are not full-time students and they have a full-time job.

## **11.8 Transitional Associate Membership**

Student Affiliates in good standing shall be automatically assigned to Transitional Associate membership during the first 2 years following graduation. Transitional Associate dues are 50% of the full dues amount charged to Full Members, Associates, and Affiliates.

## 11.9 Other Special Classes of Membership

- 11.9.1 Contributing members, those who voluntarily increase their dues payments by 50% (rounded up to the nearest dollar), shall be designated Contributing Fellows, Contributing Full Members, Contributing Associates, or Contributing Affiliates, depending upon class of membership, and their status shall be indicated in the *Directory and Yearbook*.
- 11.9.2 Supporting members, those who voluntarily increase their dues payments by 100%, shall be designated Supporting Fellows, Supporting Full Members, Supporting Associates, or Supporting Affiliates, depending upon class of membership, and their status shall be indicated in the *Directory and Yearbook*.
- 11.9.3 Sustaining Membership is a special class of membership established by the Executive Council whose dues are no less than \$750.
- 11.9.4 Fellows shall be regarded as belonging to the class of Full Members with respect to the membership privileges stated in the Bylaws.
- 11.9.5 Emeritus Members. Any Full Member in good standing for 10 or more years immediately preceding application can apply to become an Emeritus Member if he or she is (1) at least 60 years of age, (2) retired, and (3) does not derive significant income from the practice of human factors. Further, any Full Member in good standing for 10 or more years immediately preceding application apply to become an Emeritus Member if he or she (1) has had to retire, at any age, due to a disability and (2) does not derive significant income from the practice of human factors.

Evaluation of applications to determine eligibility for Emeritus Member status shall be the responsibility of the staff. Upon acceptance, an Emeritus Member shall pay a one-time fee and shall receive a certificate of Emeritus Membership, and thenceforth shall be exempt from further dues. An Emeritus Member can hold Society office and continue to vote and otherwise participate in Society affairs. An Emeritus Member shall receive the *Bulletin* free, and subscribe to the journal and the *Directory and Yearbook* at a rate to be established by the Executive Council. New Emeritus Members shall be asked to choose whether their change in status is to be kept confidential.

- 11.9.6 Organizational Membership: Companies, institutions, government agencies, or other types of private and public entities can request an invoice to cover any number of individual memberships under the umbrella of their organization. Payment for individual membership(s) under this plan does not brand the organization as a member of the Society.

Individual(s) whose membership is covered under an organization's payment must complete an online or paper membership application. Individuals shall be categorized as Full Members, Associates, or Affiliates based on the information provided.

Individual memberships secured under an organization's payment is not transferable and is valid for a full calendar year, regardless of changes in the relationship between the individual member and the organization.

Organizational membership does not involve a discount; the group pays the equivalent of a single membership multiplied by the number of members in the group. If additional

members are added to the group, the group owner shall be invoiced for each additional individual.

#### 11.10 **Terminating Membership**

The affiliation of a person with the Society in any class of membership be terminated at any time by resignation or by a two-thirds vote of the full Executive Council. Except for Emeritus Members, failure to pay dues for 1 year shall be considered resignation. Membership be reactivated by paying dues for the current year. However, to avoid a loss of continuity of membership all dues for the period of lapsed membership must be paid (Bylaws, Article 1, Section 6).



## CHAPTER 12. AWARDS

### 12.1 Committee Responsibilities

The Awards Committee recommends candidates for Society awards.

### 12.2 Awards Committee Chair

The chair of the Awards Committee is appointed by the President during the annual meeting, subject to approval by the Executive Council. During the year for which appointed, the chair of the Awards Committee shall not be eligible for any award and shall not become eligible by resigning.

The chair of the Awards Committee shall select a subcommittee chair for each award, subject to approval by the president (see 12.3.1), and shall provide guidance to the subcommittees. During the year for which appointed, subcommittee chairs shall not be eligible for the award for which they are responsible and shall not become eligible by resigning.

The chair of each subcommittee shall select the members of that subcommittee subject to approval by the Awards Committee chair (see 12.3.2). Each subcommittee is responsible for evaluating potential candidates, including review of nominations made by the Society membership-at-large, and recommending an award if there is a deserving recipient.

### 12.3 Awards Process Overview

12.3.1 Nomination of candidates for the established and continuing awards (other than the Alphonse Chapanis Student Paper Award, the Jerome H. Ely *Human Factors* Award, and the Arnold M. Small President's Distinguished Service Award) shall be requested each year from the Society membership-at-large by an announcement published in the January *Bulletin*. The announcement shall specify that supporting documentation for each award shall include, at minimum, a copy of the candidate's curriculum vitae or résumé and 2 letters of support. The Central Office shall each year send a letter to all TG chairs and Chapter presidents urging that each proactively solicit award nominees from their membership. Electronic and paper copies of the Call for Awards nominees shall be sent as well to facilitate inclusion of the Call in Society communications in addition to the *Bulletin*. Such nominations shall be sent to the Awards Committee chair for review by the appropriate subcommittees. (It is recognized that nominations for certain special awards, such as the Alphonse Chapanis Student Paper Award, the Jerome Ely Award, the *Ergonomics in Design* Award, and the Arnold M. Small President's Distinguished Service Award, cannot be handled in this manner.)

12.3.2 The Awards Committee chair shall submit the names of recommended candidates to the Executive Council for review at least 60 days prior to the annual meeting (except for the Arnold M. Small President's Distinguished Service and Alphonse Chapanis Student Paper Awards). The chair shall also submit proposed citation statements to be used to introduce the awardees, evidence of the worthiness of the candidate, and information about the selection process used. The format of this submittal shall include an "Approved," "Disapproved," and "Remarks/ Comments" ballot to allow efficient polling of the Council.

- 12.3.3 If objections to a candidate are raised by any member of the Executive Council, the President shall poll the Executive Council to determine whether to withdraw the candidate's name or to grant the award. The President shall first confer with the Awards Committee chair to obtain all pertinent information regarding the nomination. (Exceptions to this procedure are made for the Alphonse Chapanis Student Paper Award and the Arnold M. Small President's Distinguished Service Award, which are the sole responsibility of its subcommittee.) If that the Executive Council rejects a nominee put forward by the Awards Committee, the subcommittee for that award submit the name of their candidate with the second-highest ranking, provided that one exists and the majority of subcommittee members judged that candidate worthy, as per Section 12.4.5. If no alternative candidate was deemed worthy by the subcommittee, then no award shall be given. Likewise, if the Executive Council rejects the second nominee put forward, then no award shall be given.
- 12.3.4 After the award recipients have been determined, the Central Office shall arrange for the preparation of necessary certificates, plaques, etc. Unless otherwise restricted, money available to the Society for awards shall be placed in a general award fund whose interest income can be used to defray the expenses associated with preparing awards.
- 12.3.5 Announcement of each award shall be made to the winning candidate by letter and/or email from the President prior to the annual meeting. (A necessary exception to this rule is the Alphonse Chapanis Award, whose recipient shall be notified orally at the annual meeting, and subsequently by letter from the president.)
- 12.3.6 Awards shall be announced publicly, and appropriate plaques, citations, or certificates shall be presented at the annual awards ceremony. Winners are not required to receive their awards in person, although they are encouraged to do so. If a monetary donation is made available for an award, the donor or a representative shall be given the opportunity to present the check to the winner during the awards ceremony.
- 12.3.7 Following the annual meeting, notices of awards, with brief biographical sketches of their recipients, shall be published in the *Bulletin*. The names of past recipients of awards shall be published in the *Directory and Yearbook*.

## 12.4 **IEA Awards**

The IEA requests nominations for IEA awards from all federated and affiliated societies to be submitted by April 30 of each year, with some awards being made annually and others triennially. The same process of selection as defined below can be applied to all award nominations from the HFES to the IEA.

- 12.4.1 IEA Fellow Award - Each November, the IEA Representatives Committee shall review the list of current Society Fellows in good standing and shall select from the list a maximum of 2 candidates to be forwarded to the HFES Executive Council for consideration. Recommendations shall be included in the midyear report to Council.

The Council shall review the recommendations, and all approved candidates shall be forwarded to the chair of the IEA Awards Committee by the Executive Director on behalf of the President and Executive Council by the IEA's deadline.

12.4.2 Other IEA Awards - One year prior to the next IEA Triennial Congress, the chair of the IEA Representatives Committee shall publish a call for nominations from the HFES membership for candidates for IEA awards. This call shall appear in the *Bulletin*, the newsletters/list serves of the TGs, and other appropriate media, at the discretion of the HFES staff and in consultation with the IEA Representatives Committee chair.

This call shall describe the award(s), define any IEA criteria for selection (if applicable), indicate the information that should be included in the nomination, give deadlines for submission, and indicate where to send the nomination. The deadline for the receipt of nominations shall be November 1 of each year to meet the review timetable. This deadline shall be revised as IEA submission deadlines change or experience indicates a need for revision.

At its discretion, the IEA Representatives Committee can also invite nominations from specific members who have made accomplishments in the area of IEA Awards.

The nominations shall be sent to the chair of the IEA Representatives Committee who shall forward each nomination to the appropriate award selection committee(s) as follows:

- *IEA Triennial Distinguished Service Award* – Arnold M. Small President’s Distinguished Service Award Subcommittee
- *IEA Triennial Outstanding Educators Award* – Paul Fitts Education Award Subcommittee
- *IEA Triennial Award for Promotion of Ergonomics in Industrially Developing Countries* – Hal Hendrick Distinguished International Colleague Award Subcommittee
- *IEA Triennial Ergonomics Development Award* – Jack A. Kraft Innovator Award Committee

The appropriate HFES awards selection committee(s) shall make a selection(s) using established criteria for HFES awards by the deadline for midyear Council reports in that year. The nominations shall be forwarded to the HFES Council for review and approval (disapproval) at the midyear meeting of the Council. If there is a delay in the review that makes it impossible for the nominations to be reviewed at the midyear Council meeting, then the review shall occur during a teleconference of the Council.

Approved nominations shall be forwarded to the chair of the IEA Awards Committee by the Executive Director under the signature of the President and on behalf of the Executive Council within the deadline established by the IEA awards committee.

## 12.5 Society Authorized Awards

12.5.1 Society awards authorized by the Executive Council on a continuing basis are listed below.

- *The Jerome H. Ely Human Factors Award*, established in 1966, provides a plaque to the author or authors of the most outstanding article published in each complete volume of *Human Factors*.

- *The Hal W. Hendrick Distinguished International Colleague Award*, established in 1967 and revised in 1970, provides a plaque and complimentary registration to a non-U.S. citizen recognized for outstanding contributions to the human factors field. HFES can, at the discretion of the executive director, allocate complimentary hotel accommodations, to be taken from those provided at no charge to the Society by the headquarters hotel.
- *The Paul M. Fitts Education Award*, established in 1968, provides a plaque to a person recognized for exceptional contributions to the education and training of human factors/ergonomics specialists.
- *The A. R. Lauer Safety Award*, established in 1968, recognizes a person for outstanding contributions to human factors in the broad area of safety. This includes human factors work that has led to reduced accidents and injuries in industry, aviation, surface transportation, and consumer products, among others.
- *The Alexander C. Williams, Jr., Design Award*, established in 1969, provides a plaque to a person recognized for outstanding human factors contributions to the design of an operational system.
- *The Alphonse Chapanis Student Paper Award* (established in 1969 as the Student Paper Award and renamed in 1982) provides a certificate and a total monetary award of \$1000 to a student (or students) who present(s) the most outstanding paper at the annual meeting.
- *The Jack A. Kraft Innovator Award*, established in 1970, recognizes a person for significant efforts to extend or diversify the application of human factors principles and methods to new areas of endeavor.
- *The Arnold M. Small President's Distinguished Service Award*, established in 1985, provides a plaque to an individual who has made outstanding contributions to the advancement of the human factors profession and the Human Factors and Ergonomics Society over the length of his or her full career.
- *The Best Paper - Ergonomics in Design Award*, established in 1994, provides a certificate to the author of the most outstanding article published in each complete volume of *Ergonomics in Design: The Magazine of Human Factors Applications* in a given calendar year. Multiple certificates shall be given when the article has multiple authors.
- *The O. Keith Hansen Outreach Award* recognizes a person for exceptional efforts to promote the awareness of the profession and Society to individuals and organizations outside of HFES. Candidates considered for this award must have demonstrated significant and/or innovative effort to reach out to the general public, government, industry, or other professionals to promote awareness and the value of human factors and ergonomics. Candidates should have demonstrated the ability to engage the interest of the public media, government, industry, or other professionals, such as by developing materials which demonstrate the worth of this profession for the benefit of humankind.

- *The Best Paper - Journal of Cognitive Engineering and Decision Making Award*, established in 2012, provides a certificate to each of the authors of the most outstanding paper published in each complete volume of *Journal of Cognitive Engineering and Decision Making* in a given calendar year. Multiple certificates shall be given when the article has multiple authors.
- *The Local Chapter Distinguished Service Award*, which is a committee-level award administered by the Chapter Affairs Committee. This award is presented at the business meeting of the Chapter Affairs Committee at the Annual Meeting.
- *The William C. Howell Young Investigator Award*, established in 2013, provides an award plaque to a person recognized for demonstrating outstanding contributions to HFES through professional scientific contributions as a young investigator. The Howell award recognizes the talent, creativity, and influence of a singular young researcher.
- *The Bentzi Karsh Early-Career Service Award*, established in 2013, provides an award plaque to a person recognized for demonstrating outstanding contributions to HFES through professional service and outreach activities as a student and early-career professional. The Karsh award recognizes the impact this individual has had on raising the public's awareness of human factors/ergonomics science.

- 12.5.2 For an award given to multiple recipients, in recognition of joint authorship or group accomplishment, individual plaques and/or certificates shall be provided for the winners.
- 12.5.3 If no suitably qualified candidate for a particular award has been recognized by the Awards Committee or confirmed by the Executive Council, then that award shall not be given that year.
- 12.5.4 In addition to the continuing awards listed in 12.2.1, the Executive Council, from time to time, can authorize the Awards Committee to undertake responsibility for some special award project, such as a design contest.
- 12.5.5 The Chapter Affairs Committee presents the "Local Chapter Distinguished Service Award" at the annual meeting of the Council of Chapter Presidents. See Chapter 6, "Chapters" for approved award procedures.
- 12.5.6 Technical groups can propose and provide technical group awards under the operating rules specified in Chapter 16 (Section 16.12). These awards shall be sponsored, awarded, and publicized only by the responsible technical group.
- 12.5.7 Proposals for new Society awards shall be submitted to the Awards Committee for review. Such proposals must contain a written description of the award that includes the purpose of the award, qualifications for the award, award nomination procedures, award criteria, and budget allocations for the award. If the new award is recommended by the Awards Committee, the Awards Committee shall forward the proposal to the Council for approval or disapproval. If approved, the new award shall become operational in the following calendar year.
- 12.5.8 An Awards Review Committee Task Force shall be convened approximately every 5 years for the purpose of establishing new awards, eliminating old ones, and periodically reviewing

awards administration. The committee shall consist of at least 2 past Awards Committee chairs and from 2 to 3 former Executive Council members with experience in the awards process, either as sponsors, recipients, or awards subcommittee chairs.

## 12.6 Award Subcommittees

12.6.1 The Chair of the Awards Committee shall nominate any Full Member of the Society to chair a subcommittee, except for the Arnold M. Small President's Distinguished Service Award Subcommittee and the Best Paper - *Ergonomics in Design* Award, as noted below. To simplify this task, however, the Awards Committee chair can appoint as subcommittee chairs the candidates listed below, who would be expected to assume the responsibility in connection with their other Society duties.

- *The Distinguished International Colleague Award*--An IEA delegate.
- *The Paul M. Fitts Education Award*--chair of the Education Technical Group.
- *The A. R. Lauer Safety Award*—a previous recipient of the award.
- *The Alphonse Chapanis Student Paper Award*--an associate editor of *Human Factors* who is not associated with any of the competing students.
- *The Arnold M. Small President's Distinguished Service Award*--The President of the Society shall be the chair of this subcommittee.
- *The Best Paper - Ergonomics in Design Award*--The editor of *Ergonomics in Design* shall be the chair of this subcommittee.
- *The Best Paper - Journal of Cognitive Engineering and Decision Making Award* - The editor of the *Journal of Cognitive Engineering and Decision Making* shall be the chair of this subcommittee.
- *The William C. Howell Young Investigator Award* – A full Member who is engaged in human factors/ergonomics research and/or supervises research activities and projects; the chair of the Council of Technical Groups.
- *The Bentzi Karsh Early-Career Service Award* – A full Member who is engaged in outreach and service activities and/or has been in a supervisory position overseeing outreach efforts and projects and their impact on raising public awareness of HF/E; the chair of National Ergonomics Month.

12.6.2 Each subcommittee should have at least 2 members in addition to its chair. All members of award committees must be Full Members of the Society. In appointing qualified members, the subcommittee chairs should consider the following recommendations.

- *The Jerome H. Ely Human Factors Award*--Fellows of the Society. Subcommittee members should recuse themselves from judging any article in which they played a direct role in the work itself (as author, adviser, consultant). Involvement in the original review process for an article, or work conducted under a common grant program that is

not directly related to the article, or in related work that has occasioned significant interaction with an author, does not in and of itself require recusal.

- *The Distinguished International Colleague Award*--An IEA delegate or alternate; a previous president of the Society.
- *The Paul M. Fitts Education Award*--A Full Member who is engaged at an academic institution as an educator; a Fellow of the Society.
- *The A. R. Lauer Safety Award*—An individual who has done research or who has been in a position of supervision over research contracts or who has applied human factors data in the design of systems with the objective of enhancing the safety of persons and equipment.
- *The Alexander C. Williams, Jr., Design Award*--A Fellow employed in an industrial setting; a Fellow employed in a governmental setting.
- *The Alphonse Chapanis Student Paper Award*--A member of the editorial board of *Human Factors*; a former member of the Executive Council. (The Technical Program chair for the annual meeting should assist the subcommittee as necessary to confirm the eligibility of student candidates.)
- *The Jack A. Kraft Innovator Award*--A Full Member engaged in applying human factors principles in an industrial or government setting; the chair of the Council of Technical Groups.
- *The Arnold M. Small President's Distinguished Service Award*--The Immediate Past President and President-Elect of the Society shall be the only members of this committee in addition to the chair.
- *The Best Paper - Ergonomics in Design Award*--The chair shall appoint a committee of 8 members consisting of 4 Associate Editors and 4 Fellows of the Society. It is preferable that the Fellows chosen be practitioners as opposed to academicians. The chair can participate in the selection process.
- *The Best Paper -Journal of Cognitive Engineering and Decision Making Award* - The chair shall appoint a committee of 6 members consisting of at least 2 Associate Editors and at least 2 Fellows or Full Members of the Society. All members of the subcommittee should be recognized leaders in the area of cognitive engineering and decision making. The chair participates in the selection process.
- *The William C. Howell Young Investigator Award* – The chair shall appoint at least 2 members in addition to the chair. All members of award committees must be full Members of HFES.
- *The Bentzi Karsh Early-Career Service Award* – The chair shall appoint at least 2 members in addition to the chair. All members of committees must be full members of HFES.

- 12.6.3 If any member of a subcommittee should be nominated as a candidate for the award under the cognizance of that subcommittee, then its chair shall immediately notify the Awards Committee chair and appoint a replacement. Subcommittee members who are candidates for other awards continue to serve for the term of their appointment.
- 12.6.4 With the exception of the Ely, Chapanis, and President's Award subcommittees, members of all awards subcommittees are prohibited from nominating or endorsing nominees for the award given by that subcommittee. This, however, does not preclude their soliciting nominations in accordance with Section 12.7.
- 12.6.5 Awards subcommittee membership should turn over on a staggered basis so as to ensure continuity from year to year. A retiring subcommittee chair shall recruit his or her successor from the current subcommittee.

## **12.7 Candidate Nominations**

- 12.7.1 In considering candidates and their qualifications for awards, all participants in this process shall avoid any discrimination based on sex, age, race, or Society membership status or any other characteristics identified in section 5.4.5.
- 12.7.2 Receipt of a previous award conferred by the Society shall not preclude nomination of the candidate for an award in another category. For certain awards, it also be appropriate for a previous recipient to be nominated again for the same award, on the basis of new achievement.
- 12.7.3 Nominations for awards be made by any Full Member of the Society. Nominations from the membership-at-large should be accumulated by each award subcommittee over a period of several years, or as long as considered necessary to guide its award recommendations. The subcommittee chair shall retain nomination files during his or her tenure, and shall transmit the files on those nominees deemed worthy of the award, as a result of the process outlined in Sections 12.8 and 12.9, to the new subcommittee chair.
- 12.7.4 For the Jerome H. Ely *Human Factors* Award, authors of all articles published in *Human Factors* for the year in question shall be candidates. Hence, nominations for this award are not solicited from the general membership.
- 12.7.5 Eligibility for the *Chapanis Best Student Paper Award* is contingent on the first author being a student, and the work presented must be primarily that of the first-author student. Co-authors include faculty or other collaborators, as long as the work being submitted and presented is primarily that of the first-author student. The paper must be the result of work accomplished by the students(s) while enrolled in an appropriate academic curriculum. The student (or in the case of multiple authors, at least 1 of the students) must make the oral presentation at the annual meeting, and must file a form with the Central Office at least 1 month prior to the annual meeting at which the paper shall be presented. The submission needs to include a letter from the faculty coauthor attesting to the fact that the student was both the lead researcher and the author of the paper.
- 12.7.6 *The Best Paper -Journal of Cognitive Engineering and Decision Making Award-* Each member of the subcommittee shall first review papers published in the *Journal of Cognitive Engineering and Decision Making*, during the appropriate year. Each subcommittee member



shall nominate 1 or 2 papers for a second detailed review by the entire subcommittee. Papers shall be rated on the basis of criteria such as technical merit, readability, and the extent to which they extend the field of cognitive engineering and decision making. Based on this ranking a recipient of the award shall be determined by the committee, who shall then make their recommendation to the Executive Council for either approval or disapproval.

12.7.7 *The William C. Howell Young Investigator Award* – A candidate for the award must be an HFES member currently in good standing within 9 years of graduation with a degree in human factors/ergonomics or a related field. The information required to support a candidate's nomination for this award shall include the following supporting materials: a resume or curriculum vitae and at least 2 letters of support.

12.7.8 *The Bentzi Karsh Early-Career Service Award* – A candidate for the award must be an HFES member currently in good standing within 9 years of receiving a degree in HF/E or a related field. The information required to support a candidate's nomination for this award shall include the following supporting materials: a resume or curriculum vitae and at least 2 letters of support.

## 12.8 Candidate Evaluation

12.8.1 The information required to support any nomination (e.g., data sheets, testimonials) shall be determined by the Awards Committee chair in establishing procedures for the various subcommittees. For the following awards, supporting materials must include a résumé or curriculum vitae and at least 2 letters of support: the Distinguished International Colleague Award, the Paul M. Fitts Education Award, the A. R. Lauer Safety Award, the Alexander C. Williams, Jr., Design Award, and the Jack A. Kraft Innovator Award.

12.8.2 Suggested procedures and criteria established for evaluating candidates for awards are listed below.

- *The Jerome H. Ely Human Factors Award*--Each member of the subcommittee shall review all articles in *Human Factors* within the volume year and rank them on the bases of subject matter relevance, methodological sophistication, clarity of presentation, and overall contribution to the human factors field.
- *The Hal W. Hendrick Distinguished International Colleague Award*--The subcommittee shall review proposed candidates and rank each on the basis of the significance of contributions, and world-wide recognition within and outside the human factors profession.
- *The Paul M. Fitts Education Award*--Candidates considered for this award should include persons currently or previously engaged in college or university teaching of human factors material, and/or those who have written significant textbooks in the human factors field. The principal criteria for evaluation should be the influence that the candidate has had on students, and/or how extensively the candidate's work has been used by educators in general. This award is open to all Society members who train or educate and is not restricted to academic educators.

- *The A. R. Lauer Safety Award*--Candidates considered for this award must have accomplishments related to safety or safety training technology as demonstrated by research or application of human factors principles. Emphasis should be placed on both programmatic and recent contributions to the field of endeavor.
- *The Alexander C. Williams, Jr., Design Award*--Candidates for this award must have made outstanding contributions to the conception or design of an operational product, service, or system of any kind, the effectiveness of which depends on 1 or more experimentally supported human factors design principles. "Product, service, or system" can include consumer or business products, training systems, communications systems, computing systems, display systems, control systems, highly procedural systems such as the air traffic system, or any combination of 1 or more people and equipment designed to perform some goal-oriented function. The product, service, or system need not necessarily be extremely large or complex. The essential criteria are that the product, service, or system has achieved operational status and that its conception and design is based on the outstanding application of experimentally determined human factors design principles.
- *The Alphonse Chapanis Student Paper Award*--Candidate papers shall be reviewed and ranked on the basis of subject matter relevancy, methodological sophistication, clarity of written expression, and oral presentation of the material. Written papers shall be prescreened so that generally no more than 6 shall be selected for final judging by the subcommittee during oral presentation by the student authors.
- *The Jack A. Kraft Innovator Award*--Candidates for this award must have made contributions to human factors research and/or design in new areas, or made effective efforts to encourage the application of human factors knowledge and techniques in new areas. The field of endeavor should differ from previous military, space, government or industry-sponsored work. Candidates shall be ranked on the significance of their effort to society on general, the adequacy of the effort to accomplish intended objectives (e.g., thoroughness of problem analysis, effectiveness of proposed or achieved solutions), and the impact of their effort on the human factors profession.
- *The Arnold M. Small President's Distinguished Service Award*--A candidate for this award must have made outstanding contributions to the advancement of the human factors profession and the Human Factors and Ergonomics Society over the length of his or her career.
- *The Best Paper - Ergonomics in Design Award*--Each member of the subcommittee shall review feature articles published in *Ergonomics in Design* during the appropriate year, and rank them on the basis of criteria such as technical merit, readability, the extent to which they are based on applied human factors design work, and their potential for increasing the application of human factors in design.
- *The William C. Howell Young Investigator Award* – The subcommittee shall review proposed candidates and rank each on the basis of the significance of outstanding scientific contributions in the HF/E discipline. The primary criteria for evaluation should be accomplishments in research and scholarly activities that demonstrate a strong, emerging influence in the HF/E scientific discipline and practice.

- *The Bentzi Karsh Early-Career Service Award* – The subcommittee shall review proposed candidates and rank each on the basis of the significance of contributions of professional service and outreach activities for HF/E as a student and early-career professional. The primary criteria for evaluation should be the accomplishments in developing and implementing innovative programs to influence the growth of the HF/E discipline and profession, and the reputation of HFES. Also, to be considered is the individual’s impact on raising public awareness of the science of human factors/ergonomics.

## 12.9 Award Recommendation

12.9.1 Although each award subcommittee is charged with recommending a deserving candidate, whether or not nominations are received from the membership-at-large, it is not mandatory that a subcommittee recommend any candidate. If no deserving candidate has been identified, then no award should be given. However, it is desirable to have a slate of nominees for balloting purposes, and for the subcommittee to recommend a worthy candidate. If, within 1 month after the *Bulletin* call for award nominations, fewer than 2 nominations are received, the subcommittee should consider alternative efforts to solicit nominations or the names of candidates, as follows:

- Communication with nominators of those nominees from previous years who were deemed worthy of award consideration.
- Communication with previous award winners.
- Correspondence with selected members of the human factors profession in areas relevant to the award.

This process is encouraged even if 2 or more nominations are received.

12.9.2 In cases where there is only 1 nominee for the award, the ballot prepared by the subcommittee chair shall require members to vote on 1 of 2 alternatives: "In favor of recommending the award," or "Against recommending the award."

If there are 2 or more nominees, then members shall rank order the names (1 = best, etc.). In addition, the ballot shall include, beside each nominee’s name, 2 boxes marked “yes” and “no” for the voter to indicate (irrespective of ranking) whether he or she judges the nominee to be worthy of the award. The subcommittee chair shall recommend the award to the top-ranked nominee only if a majority of those voting favor that the award go to that person in their balloting.

If there is a tie regarding the worthiness of a candidate, then no award should be given.

If 2 or more candidates are deemed worthy of the award and there is a tie among the top-ranked candidates, then the subcommittee members shall be polled again to provide another set of rankings for the tied candidates. The candidate receiving the highest ranking after the second poll shall be forwarded to the Council as the award nominee. If after the second poll the top candidates remain tied, then the names of the top 2 (or more) candidates shall be presented to the Executive Council, who shall cast the deciding vote.

All other nominees whose nominations are favored by a majority of the voters shall be noted by the subcommittee chair for consideration in the next year's nomination process.

## 12.10 Annual Awards Schedule

The Awards Committee performs activities throughout the year. In addition to monitoring activities of subcommittees and routine correspondence, there are specific duties that must be performed on a specified schedule, given below.

<b>Date</b>	<b>Duties</b>	<b>Responsible</b>
Annual Mtg.	Appoint chair of Awards Committee	HFES President
Mid-October	Approve chair of Awards Committee	Executive Council
October	Ask candidates to serve as chairs of subcommittees; obtain approval of President	
November	Send copy of guidelines to subcommittee chairs who agreed to serve.	Awards Chair
November 15	Send announcement of award recipients at annual meeting to <i>Bulletin</i> editor for December issue	Awards Chair
December	Send list of subcommittee members recommended by subcommittee chairs to Awards chair	Subcommittee chairs
December 15	Send copy of awards nomination announcement to <i>Bulletin</i> editor for January issue. (Deadline for nominations - March 30)	Awards Chair
January	Approve subcommittee members	Awards Chair
February	Coordinate awards ceremony program, time, date, and location, with program chair.	Awards Chair
March	Request and receive progress reports from subcommittee chairs for midyear meeting of Executive Council.*	Awards Chair
April	Report on progress and problems (for midyear meeting of Executive Council).	Awards Chair
April 15	Send nominations from membership to appropriate Subcommittee chairs.	Awards Chair
May 30	Report recommendations. **	Subcom Chairs
June 7	Review and forward recommendations to Exec Council	Awards Chair
July	Review and approve award recommendations	Executive Council
August	Advise president to notify award recipients.	Awards Chair
September 10	Transmit award citations to Central Office.	Awards Chair
September	Prepare award plaques, certificates.	Central Office
Mid-October	Introduce speakers at Awards Ceremony. Each Subcommittee chair shall read the citation for the subcommittee's award, introduce the winner, and present award	Awards Chair/ Subcommittee chairs

\* Reports should include the subcommittee title; the subcommittee chair and members; the status of slate generation; the schedule for completion of the selection process; and any other items of interest.

\*\* The Awards subcommittee reports must list all candidates considered for selection; the name(s) and address(es) of the winner(s); the citation for the certificate to be read at the awards ceremony by the

subcommittee chair; and background information on winners to provide bases for Executive Council approval.

## CHAPTER 13. PUBLIC RELATIONS

### 13.1 Purpose and Objectives

13.1.1 The purpose of the Society's public relations program is to seek and capitalize on opportunities to publicize and promote the human factors profession, the Society, and its activities.

13.1.2 In support of this overall purpose, the following objectives are established:

- Enhance recognition of the human factors profession and of the Society.
- Define and promote the acceptance of human factors activities - research, development, design, and evaluation.
- Provide timely and complete responses to requests for information about the human factors profession and the Society.
- Publicize and promote participation at the Society's annual meeting and at other sponsored functions.
- Provide information about the Society and the benefits of Society membership to prospective members.

### 13.2 Target Groups

13.2.1 Public relations activities are concerned mainly with communication of information to individuals, groups, and organizations external to the membership of the Society. Although members might be involved in this process, their role would be as information sources and media, rather than as targets.

13.2.2 Eight primary target groups for public relations efforts are listed in alphabetical order below.

- *Educators.* Faculty and administrators at educational institutions who are in a position to influence curricula and programs related to the profession.
- *Governmental Users.* Persons within government agencies who influence the incorporation of human factors services in government programs and procurement.
- *Industrial Users.* Persons who influence the use of human factors specialists and services in industrial processes, and in product design, productions and evaluation.
- *Labor Unions.* Persons in labor organizations who influence the incorporation of human factors standards in the work environment.
- *Lawmakers.* Legislators, regulators, and others who influence the legislative, regulatory, and budgeting process in matters relevant to the human factors profession.
- *Related Professions.* Members of other professional organizations who have related interests or who are potential users of human factors services and information.
- *General Public.* Individuals who receive information via newspapers, magazines, television, radio, or other media.
- *Students.* Persons in graduate and undergraduate college programs, and students in secondary schools.

### 13.3 Activities

13.3.1 Attainment of the Society's public relations objectives for the targets identified shall require the effective execution of numerous activities, most of which are continuous or cyclical after they are initiated. Activities for each of 5 primary objectives are listed below in order of priority.

13.3.2 *Enhance Recognition.* Develop and use graphic symbology and themes to promote and enhance recognition of the human factors profession and the Society.

- Develop and employ identifiable graphics in published, audiovisual, and distributed material.
- Prepare and use themes, slogans, and related concepts that briefly define and clarify the nature of the profession.

13.3.3 *Promote Acceptance.* Define and promote human factors activities--research, development, design, and evaluation--among the target groups.

- Prepare and issue public relations kits or guides to Society members for use in promotional activities.
- Encourage members to participate in meetings and to contribute to journals and periodicals of other professional associations.
- Support Society participation in the deliberations of official boards, committees, and agencies in the establishment of standards and regulations.
- Provide information for distribution (directly or via newsletters) within other professional technical associations.
- Support the creation of human factors special-interest groups within other professional technical associations.
- Prepare and distribute news releases on notable events - Society activities, conferences, research findings, awards, and contributions.
- Develop special brochures for distribution to specific target groups on human factors issues, practices, techniques, and contributions.
- Publicize awards made for special accomplishments (not necessarily within the Society).
- Publicize workshops and seminars on human factors issues, practices, techniques, and contributions.

13.3.4 *Provide Informational Material.* Prepare information and materials to be readily available in the Central Office to provide timely responses to requests and inquiries regarding the human factors profession and the Society.

- Establish and maintain a file of audio-visual materials and supporting data that illustrate the contributions of human factors, for release to reporters, writers, publicists, and others who request information on human factors.
- Develop and maintain file of information sources (Society members) who are able to respond to requests in specific areas of specialization, offer services on a consulting or contractual basis, and make presentations on selected topics, subject to approval of the methods by the Executive Council.
- Prepare additional brochures (if needed) to enhance the quality of responses to certain high-frequency requests.

13.3.5 *Promote Meetings.* Provide a system to summarize and disseminate guidelines for promoting annual meetings.

- Develop and provide a Public Relations Guide for use by each annual meeting Committee.
- Prepare and distribute public relations kits for use during the planning and conduct of public relations activities.

13.3.6 *Support Membership Recruitment.* Prepare and maintain promotional materials and membership information to support Society membership development.

- Prepare and use brochures that describe the Society and that emphasize the benefits of membership.
- Support membership recruitment through the use of prepared materials.

## **13.4 Organization**

13.4.1 The Public Relations Committee shall consist of at least 3 members: the chair, the annual meeting Public Relations chair, and others who are knowledgeable regarding the target groups.

13.4.2 The committee operates within the following guidelines:

- The Central Office is the focal point for many public relations activities--preparation of materials, maintenance of files, response to requests, distribution of materials, and coordination of routine activities.
- Many public relations activities, once established, are handled on a routine basis without direct involvement or intervention of the Public Relations Committee.
- The principal functions of the committee are to recommend policy, to conduct special projects, to develop new techniques and materials, to prepare budgets, and to promote and coordinate public relation efforts among the membership.
- Professional public relations services shall be contracted only on a short-term basis for specific, well-defined objectives, projects, or activities.

13.4.3 The authority for the conduct of specific public relations activities and projects flows from the Executive Council to the Public Relations Committee. Expenditures for non-routine public relations activities and projects must be approved by the Executive Council.

13.4.4 A designated person within the Central Office shall provide support to the committee by handling delegated activities, responding and preparing specified materials, and maintaining public relations support systems--files, speakers' bureaus, directories, etc.



## CHAPTER 14. SOCIETY REPRESENTATIVES AND LIAISONS

- 14.1 Official Society representatives to other organizations shall be appointed by the President with the advice and consent of the Council. Representatives are those delegates that vote or formally represent the Society. Representatives shall be Full Members of the Society.
- 14.2 Liaisons to other scientific and professional organizations shall be appointed by the President, who delegate the responsibility to an appropriate committee chair. Liaisons are those delegates that have only a reporting relationship to and/or from the Society. Liaisons shall be full Members of the Society.
- 14.3 Appointments shall be for a particular purpose and term. The term of the appointment can be no longer than the term of the president making the appointment. At minimum, liaisons and representatives are required to report to Council annually, at the Council's fall meeting, and at the completion of their task.

## CHAPTER 15. TECHNICAL GROUPS

### RELEVANT BYLAWS: ARTICLE IV – Affiliations

#### Section 5.

The Executive Council authorize the establishment of Technical Groups subject to any conditions adopted by the Council. The Chair of a Technical Group shall be a Full Member of the Society.

The Council of Technical Groups shall assist in the formation, development, and operation of Technical Groups. The Council of Technical Groups shall be composed of a representative from each Technical Group, with a chair elected by the representatives.

#### 15.1 Objectives of Technical Groups (TGs)

The objectives of a technical group are to (1) consider issues in the field of interest and to analyze the implications of these issues from a human factors perspective; (2) clarify the need for and to encourage human factors research, application, and education in the field of interest; (3) provide opportunities for technical interchange among professionals in the field of interest; (4) disseminate information from the field of interest to members of the technical group, the Society, and the public; (5) provide leadership in the field of interest by, for example, establishing cooperative efforts with professional and technical organizations outside the Society; and (6) promote opportunities for growth in professional skills and knowledge of Society members within the field of interest.

#### 15.2 Technical Group Membership

All interested persons, regardless of Society membership, are eligible for membership in any technical group. Persons who are not members of the Society can join a technical group through the Society, without applying for Society membership. All technical group memberships shall be on a calendar-year basis.

Technical group membership shall be at least 150 individuals, and at least half of the technical group members shall be Society members. Technical groups falling below the required membership levels can petition the Council of Technical Groups Executive Committee (COTG-EC) for an extension to meet such levels. The technical group shall have 2 years from the date on which the extension is granted to attain the required membership level. At the time of reevaluation, the criterion values used shall be the previous year's Society and/or technical group membership, and not the levels existent at the time of the extension request. The COTG-EC shall monitor that these requirements are met as described in this Chapter.

#### 15.3 Technical Group Requirements

Each technical group shall publish at least 2, although preferably more than 2, newsletters per calendar year. Each technical group can determine whether these newsletters should be distributed electronically or by mail, or both. Publications consisting primarily of the technical group membership list shall not be included in this total. A technical group shall

actively participate in each Society annual meeting by, at a minimum, conducting a business meeting, refereeing papers in its field of interest, and conducting at least 1 technical session.

In undertaking these activities, the technical group is expected to (1) involve its members as broadly as possible, (2) take considerable initiative with respect to its own technical program organization, (3) satisfy the normal schedule and reporting requirements of the Technical Program Committee (TPC), and (4) ensure that all activities comply with relevant Society Operating Rules, described elsewhere in this chapter.

Failure to meet these requirements shall be handled in accordance with the procedures specified in Section 15.8. At any time, a technical group petition the COTG-EC for a 1-year waiver of any of these requirements due to extenuating circumstances. Waiver periods cannot be extended nor can successive waivers be granted.

## **15.4 Other Technical Group Activities**

15.4.1 Technical groups are encouraged to conduct other activities consistent with the goals and the regulations of the Society. These include (1) solicitation of nominations for Society awards, (2) sponsorship of annual meeting social events, (3) conduct of special technical sessions, (4) interaction and cooperation with other organizations having human factors interests, (5) conduct of separate conferences, and (6) publication of conference proceedings and special reports.

15.4.2 When special activities are conducted in conjunction with the Society annual meeting, they shall be subject to the approval and/or scheduling requirements of the Technical Program Committee. Technical groups are encouraged, within the limits of their resources, to sponsor symposia, workshops, or invited speakers at the annual meeting of the Society. Arrangements for these activities are to be made through the standard channels. Although it is generally not the policy to waive registration fees or reimburse travel expenses for HFES members, TGs offer honoraria, cover registration, and/or reimburse travel expenses for both members and nonmembers who are serving as invited speakers within the limits outlined in 15.9.1 (Expenditure Approvals).

## **15.5 Technical Group Officers and Terms of Office**

15.5.1 Technical groups shall have, as a minimum, a chair, a Society annual meeting program chair, and an annual meeting program chair designate, each of whom shall be a Full Member of the Society and a member of the technical group. A webmaster, newsletter editor, or any other officer also be appointed or elected, who shall also be a member of the Society and a member of the Technical Group. Each technical group elect or appoint such other officers as it considers desirable for effective operation. Although not encouraged, multiple offices can be held by 1 individual in the same or in different technical groups, and multiple terms of office are permitted.

15.5.2 The term of office for the technical group chair shall be 2 years, whereas the terms for all other officers shall be determined by the technical group. Approximately one-half of the technical group chairs shall begin their terms of office starting in even-numbered years and the other half in odd-numbered years as designated by the COTG Executive Committee. In the event that a technical group chair is elected as COTG chair-elect, that person shall resign

as chair of the technical group and shall appoint a new representative to serve the unexpired term of office.

Notification of all election results shall be sent to the Executive Director and the COTG within 1 month before the annual meeting.

The technical group chair oversees TG finances, making that the technical group account at all times has sufficient funds to support required activities such as those specified in Section 15.9, in particular for newsletter production and distribution, balloting processes, and administrative functions. The chair shall determine the technical group membership dues rate for the following calendar year, and shall notify the Society executive director of this rate prior to or during the Society annual meeting. The chair shall prepare the agenda for the annual business meeting, preside over the meeting, and ensure that the minutes or a summary report of this meeting are distributed to the TG membership. The TG chair shall assure that nominations and voting for TB officers is proper and timely, reporting such to the COTG chair annually.

The technical group chair is also the primary conduit for information exchange between the technical group and the COTG, and is expected to participate in COTG affairs and to ensure that the other technical group officers and membership are apprised of COTG activities and issues.

15.5.3 The annual meeting program chair develops the TG's technical program through solicitation and review of technical paper submittals and symposia/panel discussion proposals. These activities shall be carried out by a committee comprising the program chair and at least 2 additional technical group members, 1 of whom shall be the program chair designate.

15.5.3 The annual meeting program chair designate is understudy to the program chair and becomes the program chair when the current program chair's term of office expires. Ordinarily, the program chair and program chair designate shall be different people.

15.5.4 The newsletter editor is responsible for the collection of information relevant to the field of interest, and for the preparation and distribution of not less than 2 newsletters per year.

In the case of an inactive technical group officer, or for other serious causes, the COTG-EC appoint officers to serve in place of, or in addition to, those elected by any technical group.

## 15.6 **Technical Group Elections**

Every member of the technical group shall be afforded the opportunity to nominate officers and to vote for those nominated. Attendance at the technical group's annual business meeting shall not be required for participation in these election processes. Accordingly, technical groups are encouraged to conduct mail ballots and to distribute the requisite Call for Nominations and technical group officer ballots as part of the technical group newsletters, although alternative balloting procedures that meet these requirements and all reporting requirements can be developed and implemented. Each technical group can determine whether it wants to handle such communications, and the actual vote either electronically, by mail or both.

The technical group chair shall solicit and include on each ballot arguments in favor of and in opposition to the proposal under consideration. The time limit for the return of ballots shall not be less than 3 weeks from the posted date of ballot distribution. A simple majority of those technical group members voting shall be used to approve or disapprove items under consideration.

### **15.7 Technical Group Formation**

Members of the Society interested in forming a new technical group shall file a petition with the COTG. This petition shall indicate (1) the proposed name of the technical group; (2) its purpose, objectives, and specific area of interest; (3) a list of officers including, at a minimum, a chair, a Society annual meeting program chair and program chair designate, and newsletter editor; and (4) a list containing the names of individuals interested in joining the proposed group. At least half of such individuals shall be Society members, and there must be at least 150 names on the list. The technical group chair, and Society annual meeting program chair, and the newsletter editor shall be Society Full Members.

The COTG shall consider whether establishment of the proposed group is justified and not in conflict with existing technical groups. Following such consideration, the COTG shall vote on the proposal and shall forward the results of the vote, along with a recommendation, to the HFES Executive Council, which, in turn, shall vote on approval or disapproval. The new technical group begin functioning immediately upon Executive Council approval, and the COTG shall contribute up to \$1000 to the new technical group to cover actual initial operating expenses (e.g., newsletter expenses). No repayment of this contribution is expected. If the proposed group is not recommended by the COTG, the COTG chair shall provide the group with the reasons for the negative recommendation. The proposed group include changes or other responses to the COTG's recommendation as part of the proposal package sent to the Executive Council.

### **15.8 Technical Group Dissolution**

At the request of the membership of a technical group through its officers, on the recommendation of a two-thirds majority of the COTG, or on its own initiative, Executive Council dissolve any technical group. In the latter case, it is expected that Executive Council shall solicit and consider the recommendation of the COTG before taking action, and that any action shall be for cause. Cause be the repeated failure of a technical group to meet the requirements specified in Section 15.2 or Section 15.3.

Failure to meet technical group requirements shall be met with increasing levels of remedial intervention. For the first instance of an unfulfilled requirement, the COTG chair shall notify the technical group chair and they shall work together to seek an effective solution. Should the technical group fail a second time within a 3-year period to fulfill a specific requirement, Executive Council shall issue a warning to the technical group, and the COTG chair, the technical group chair, and the Executive Council liaison to the COTG shall develop and submit to Executive Council a plan that details proposed corrective action and a strategy for precluding any further reoccurrence of the problem. Upon the third failure to meet this same requirement within 5 years of the first instance, the COTG chair shall place before the COTG a recommendation to dissolve the technical group. Results of this COTG ballot shall be conveyed to Executive Council for consideration as part of their review of the viability of this technical group in determining whether to dissolve the technical group.

## 15.9 Technical Group Finances

All funds shall be held in accounts maintained and supervised by the Society Executive Director. The Society Central Office shall provide, at no cost to the technical group, basic membership and financial administrative services including member billing processes, membership list maintenance, and account balance tabulation. Upon request, the Central Office shall prepare and supply, at cost, mailing lists for distribution of technical group materials.

The budget approved by the technical group chair and a detail of actual expenditures shall be published each year in the technical group newsletter and shall be presented at the annual business meeting of the technical group. These data shall be distributed for information purposes to Council and to the COTG Budget and Finance Committee twice yearly at times specified by the Society executive director. Should material changes in the budget be necessary throughout the year, such changes shall be considered by the COTG.

- 15.9.1 Categories of Technical Group Expenditures - Three general categories of technical group expenditures are distinguished. The appropriate category for expenditures that do not clearly fit into 1 of these 3 categories shall be determined by the technical group chair and the COTG-EC. Regardless of category or level of expenditure, proposed contractual agreements with individuals, groups, agencies, or organizations outside the Society shall be submitted to the COTG-EC for review and approval.

*Category A--Technical group operating expenses.* These include items such as telephone, postage, stationery, and newsletter printing. Such expenditures shall be authorized by the appropriate technical group officer, and the Society executive director shall require suitable documentation prior to distribution or reimbursement of funds.

*Category B--Expenses associated with technical group activities held in conjunction with the Society Annual Meeting.* Technical groups can, with the approval of the Technical Program Committee, sponsor symposia, special sessions, or invited speakers at the annual meeting. Such activities shall comply with the relevant Society Operating Rules such as those detailed in Chapter 7 (Annual Meeting), Chapter 9 (Finances), and Chapter 12 (Awards). Expenses associated with such activities shall be authorized per the specifications detailed in Section 15.9.

*Category C--Expenses associated with technical group activities held apart from the Society annual meeting.* Technical groups sponsor conferences, symposia, and workshops, with the approval of the Council. Such activities shall comply with the relevant Society Operating Rules such as those detailed in Chapter 9 (Finances), Chapter 12 (Awards), and Chapter 17 (Co-sponsored Technical Meetings). Reduced registration or other fees for technical group members attending such activities are encouraged as a benefit to members of the sponsoring technical group. Expenses associated with such activities shall be authorized per the specifications detailed in Chapter 17.

- 15.9.2 Expenditure Approvals - For Category B and Category C expenditures as described in Section 15.9.1, 4 levels of approval are distinguished:

*Level 1*--The proposed expenditure represents less than 33% of the current balance in the technical group account. Approval of the technical group chair is required.

*Level 2*--The proposed expenditure represents between 33% and 66% of the current balance in the technical group account. In addition to the approval associated with Level 1 expenditures, the full technical group membership shall be given the opportunity to vote on the proposed expenditure (see Section 16.4.3).

*Level 3*--The proposed expenditure represents more than 66% of the current balance in the technical group account or a loan of up to \$3000 in COTG funds is requested. In addition to the approvals associated with Level 2 expenditures, the COTG Budget and Finance Committee shall approve the proposed expenditure.

*Level 4*--The proposed expenditure includes a request for the loan of Society funds or the loan of more than \$3000 of COTG funds. In addition to the approvals associated with Level 3 expenditures, such COTG loans shall be approved by the COTG and the loan of Society funds shall be approved by the Council.

#### **15.10 Technical Group Operating Rules**

Technical groups may, at their own discretion, develop operating procedures through which to specify and guide TG operations. Such operating procedures shall neither conflict with nor supersede Society Bylaws or Society Operating Rules, and shall be updated when appropriate.

#### **15.11 Central Office Support for Technical Groups**

The Central Office shall provide mailing lists of individuals to whom copies of all technical group newsletters, announcements, etc., are to be distributed. Ordinarily, this list shall include Council members, the Central Office, members of the COTG, and editors of Society and technical group publications.

#### **15.12 Technical Group Consultant Listings**

Listings of consultants published by technical groups shall indicate that the Society does not endorse or certify the competence of those listed

#### **15.13 Technical Group Awards**

Each technical group can, with the concurrence of the COTG-EC, provide awards within their area of interest. Such awards provide formal recognition to persons who have made outstanding contributions to the technical group's area of interest.

- 15.13.1 Award Approval Procedure - Proposals for technical group awards must contain a written description of the award that includes the purpose of the award, qualifications for the award, award nomination procedures, award criteria, and budget allocations for the award. The proposed award must be approved by a majority of the TG members casting ballots and submitted to the COTG-EC for approval.

- 15.13.2 Award Budget Allowances - The total budget for a technical group award not exceed the costs of a certificate or plaque, award administration costs, and a monetary award not to exceed \$500. Proposed monetary awards larger than \$500 shall be approved by the COTG-EC. As specified in Chapter 6--Annual Meeting, hotel, meal, and award luncheon ticket expenses be paid by the technical group for award recipients who are neither technical group nor Society members. When the proposed total expenditures for any award exceed \$1000 the expenditures shall be submitted to the entire membership of the technical group for approval, and require additional approvals per the specifications of Section 16.8.2.

If the award is to be presented at a conference other than the Society annual meeting, the technical group also pay registration fees for the recipient to the meeting where the award is presented. Registration fees for the Society annual meeting not be part of the budget unless the recipient is neither a Society nor a technical group member.

- 15.13.3 Award Reporting Requirements –The status of technical group award activity, including the names of recipients, shall be published annually in the newsletter of the sponsoring technical group. This information, along with the number of award nominees and the judges for each award, shall be sent to the Council, the COTG chair, and the Society Awards Committee twice yearly at times specified by the Society executive director.

#### **15.14 Objectives and Requirements of the Council of Technical Groups (COTG)**

The COTG is the coordinating body for the technical groups. Its objectives and requirements are to: (1) provide guidance, counsel, and financial or other support to the technical groups, (2) serve as the Society's focus for technical issues, (3) identify new areas of technical interest, (4) establish policies regarding, and to authorize activities of, the technical groups, (5) encourage and aid the formation of new technical groups as warranted, (6) advise the Society Executive Council on matters of policy that involve technical considerations, and (7) conduct a business meeting at the Human Factors and Ergonomics Society annual meeting. The COTG shall conduct activities relevant to the technical life of the Society.

The COTG shall hold an open business meeting in conjunction with the annual meeting of the Society. The COTG chair shall publish and distribute an agenda to each technical group chair at least 2 weeks prior to the meeting.

#### **15.15 Council of Technical Group Officers**

- 15.15.1 Terms of Office - The COTG consists of 3 officers, (chair, chair-elect, and past chair), and the chair of each technical group. Each COTG member except the chair shall have 1 vote in matters placed before the COTG. On these matters, the chair shall cast a ballot only in the event of a tie vote among the COTG membership. The chair does vote on matters placed before the COTG Executive Committee. The management company person responsible for membership shall be a nonvoting, ex officio member of the COTG.

All COTG officers shall have served 1 full year as a technical group chair, and must be a Full Member in good standing of the Society. The COTG chair cannot concurrently serve as an officer in any technical group. The terms of office for the COTG chair-elect, chair, and past chair shall start and finish at the annual COTG business meeting.



- 15.15.2 Duties - The COTG chair shall (1) supervise the conduct of routine business, (2) present policies and procedures to the COTG and/or COTG-EC for ratification, and (3) ensure that COTG activities are conducted in accordance with Society Bylaws and Operating Rules. The chair shall represent the technical groups and the COTG to the Society Executive Council in all matters related to the technical groups. The chair shall (1) prepare the agenda for the annual business meeting, (2) preside over the meeting, and (3) ensure that the minutes of this meeting are distributed to the Council and executive director. The COTG chair shall assure that nominations and voting for TB officers is proper and timely. The COTG chair has ultimate responsibility for COTG finances.
- 15.15.2 The chair-elect shall act as the understudy to the chair in order to become acquainted with the business and operation of the COTG in preparation for assuming the duties of the chair. In the event that the chair does not serve a full term, the chair-elect shall succeed to the remainder thereof and continue through his/her own term. The COTG chair-elect shall also serve as the chair of the COTG Budget and Finance Committee and, as such, is responsible for the day-to-day handling of COTG finances.
- 15.15.3 The past chair (immediate) shall provide advice and counsel to the COTG chair.

## **15.16 Council of Technical Group Elections and Ballots**

A call for nominations for COTG chair-elect shall be distributed to the COTG by email or mail not less than 4 months prior to the annual COTG business meeting. Self-nominations and the names of other individuals who consent to nomination shall be returned to the COTG chair not later than 4 weeks from the posted date of the Call for Nominations. At least 2 individuals so nominated shall be required to hold an election. If more than 3 qualified individuals accept nominations, only the 3 most frequently nominated shall be included on the chair-elect ballot. Ties for the third position on the ballot shall be resolved by random selection. Election ties shall be resolved by a vote at the COTG business meeting.

Chair-elect ballots shall be distributed to the COTG not less than 2 months prior to the annual COTG business meeting. These ballots shall include nominee-supplied biographical sketches and, if desired by a nominee, a brief position statement. The time limit for return of election ballots shall not be less than 3 weeks from the posted date of ballot distribution. The chair-elect shall be elected by a simple majority of the COTG members casting ballots.

For ballot proposals, the chair shall solicit and include on each ballot arguments in favor of and in opposition to the proposal under consideration.

For votes taken at the annual business meeting, a quorum shall be composed of two-thirds of the COTG members or their designated proxies. Proxy designations shall be made by the technical group chair to the COTG chair prior to the COTG annual business meeting.

A simple majority of those COTG members voting shall be used to approve or disapprove items other than technical group formation and dissolution, which require a two-thirds majority as specified in Section 16.6 and Section 16.7.

## **15.17 Council of Technical Group Committees and Liaisons**

- 15.17.1 The COTG Executive Committee shall consist of the COTG chair, the chair-elect, the past chair, and not less than 2 technical group chairs appointed by the COTG chair. The service of these TG chairs to the COTG-EC shall be limited to one-year terms. In addition, the designated Executive Council Liaison to the Council of Technical Groups shall serve on the COTG-EC as a nonvoting, ex officio member.

The COTG-EC, chaired by the COTG chair, (1) handles routine administrative actions and day-to-day business matters relating to the Council of Technical Groups, (2) monitors technical group compliance with relevant Society regulations, and (3) selects COTG representatives to other organizations. On matters to be placed before the full COTG for consideration, the COTG-EC shall review each matter, make recommendations regarding any COTG action, and provide a rationale for such recommendations.

- 15.17.2 Each year, the COTG-EC shall nominate an individual to serve as the COTG liaison to the Technical Program Committee. Upon acceptance of this nomination by the TPC chair, the liaison shall serve as the representative of the technical groups in addressing such Society annual meeting issues as technical paper review procedures, session allocations, procedures and deadlines for calls for papers, and review of submittal acceptance/rejection ratios. (See Chapter 18). The COTG liaison to the TPC shall see that each TG is informed of the normal schedule and reporting requirements of the TPC (see Chapter 18).

- 15.17.3 The COTG Budget and Finance Committee, chaired by the COTG chair-elect, shall be composed of the COTG chair and not less than 1 COTG representative appointed by the Budget and Finance Committee chair. The designated Executive Council Liaison shall serve as a non-voting, ex officio member of the Budget and Finance Committee.

The Budget and Finance Committee prepares and oversees the COTG's annual budget and all other financial matters in accordance with the relevant Society Operating Rules, such as those detailed in Chapter 8--Finances. This Committee reviews and approves technical group budget requests as specified in Chapter 18.

At each COTG annual meeting, the newly-installed COTG chair, who is also the past chair of the Budget and Finance Committee, shall present the COTG budget for his/her term of office for approval by the COTG. Proposed expenses include, but are not limited to, normal operating expenses such as telephone, postage, stationery, and officer travel to the Council midyear meeting in accordance with Society Operating Rules.

## **15.18 Council of Technical Group Loans to Technical Groups**

When there are insufficient resources within the technical group for such purposes as sponsorship of symposia or other special projects, technical groups can request the loan of COTG funds. Such requests shall include a completed technical group budget approval request form detailing the amount required and proposed repayment schedule, and shall be submitted for approvals in accordance with the specifications of Section 15.9 (Technical Group Finances) and, as appropriate, with Chapter 17 (Co-sponsored Technical Meetings). COTG funds so approved for use by a technical group shall be returned on a mutually agreed-upon schedule. No surplus from the use of COTG funds or loss of COTG funds is

expected. The COTG shall be the first funding source to be reimbursed by the technical group.

## CHAPTER 16. FELLOW DESIGNATION

### 16.1 Definitions

- 16.1.1 “Fellow” is special class of Society membership as established in the Bylaws, Article I, Section 4. Fellows shall be regarded as Full Members with respect to the membership privileges stated in the Bylaws.
- 16.1.2 Fellow status is a permanent designation. However, only Fellows in good standing are entitled the privileges of Society membership.

### 16.2 Purpose

Election to Fellow status is an honor conferred by distinguished colleagues to recognize outstanding achievement, consistently superior professional performance, exceptional contributions, personal service to the Society, and other meritorious accomplishments by Society Full Members.

### 16.3 Fellows Selection Committee (FSC)

#### 16.3.1 Duties -The FSC shall:

- Administer the procedures for the applications of Fellows
- Evaluate the eligibility, merits, and qualifications of candidates for Fellow status
- Submit list of candidates recommended for Fellow to the Executive Council (EC) for confirmation as candidates.
- Prepare vitae sheets for each candidate and submit list of candidates to the Fellows-at-Large for voting.
- Report and coordinate the results of the application and election process with the Central Office, Executive Council, and Fellow applicants and candidates.
- Execute the procedures necessary to nominate and elect a new FSC chair and committee members.
- Review and recommend criteria and procedures for election of qualified members to Fellow status.
- Submit a midyear progress report and a year-end final report to the Executive Committee that summarizes activities, accomplishments, plans, and any other matters felt to be relevant to the Executive Committee.

The Central Office shall maintain and provide a template and information for the nomination and endorsement of Fellow applicants; count election ballots for members of the FSC and the election of candidates by the Fellows-At-Large; and administer the approved budget allocation for FSC operations.

- 16.3.2 Composition - The Fellows Selection Committee (FSC) shall consist of 9 Fellows of the HFES who are elected by the Fellows-at-Large: a group consisting of all current Fellows. The chair of the FSC is elected by members of the committee.

If a member of the committee does not evaluate a candidate for any reason and the remaining committee members concur that a full complement of votes is needed, the FSC chair shall find an alternate committee member to evaluate that candidate. The FSC chair shall first ask the members who rotated off the committee in the previous year to serve as an alternate. If none of those members are willing to serve, the FSC chair shall contact members who rotated off the committee the previous year, etc., until sufficient alternate committee members have been identified and serve.

- 16.3.3 FSC Chair - Rotation from current chair-elect to chair and from current chair to immediate past chair shall occur at the conclusion of the awards presentation at the annual meeting of the Society. Immediately after the 3 new FSC members are elected, the FSC Chair shall identify 1 of those 3 to serve as chair-elect of the FSC for the forthcoming year. The name of the candidate shall be submitted to the FSC members for confirmation or rejection. If a majority of FSC members vote for confirmation, then the candidate shall become the new chair-elect. If not, then the FSC Chair shall nominate a new candidate to be selected from the remaining new FSC members and submitted for confirmation.

An estimate of the cost of FSC business for the succeeding Fellows election program year shall be prepared by the FSC chair, in collaboration with the executive director, and submitted to the Executive Committee as a formal budget request for deliberation at their annual meeting.

- 16.3.4 Members of the FSC shall serve staggered, 3-year terms. Therefore, 3 members shall complete their terms each year coincident with the annual meeting. Three new members must be elected to fill the vacancies. At least 1 month prior to the annual meeting, the chair shall ask the incumbent committee members to recommend Fellows as candidates for FSC membership. Six candidates shall be identified and the chair shall ascertain the willingness of those candidates to serve, and shall prepare and submit a ballot of 6 candidates to the FAL. The 3 candidates who receive the highest number of votes from the Fellows voting shall be elected to 3-year terms as members of the FSC. The chair shall notify the candidates of the outcome of the election.

#### **16.4 Eligibility for Election to Fellow Status**

- 16.4.1 Membership - A candidate for election to Fellow status must be a Full Member currently in good standing for at least the 5 preceding years.

- 16.4.2 Experience - The candidate must have accrued at least 10 years of professional job experience in human factors/ergonomics.

- 16.4.3 Professional Contributions - The candidate must have made extraordinary, outstanding and meritorious contributions to human factors that distinguish the candidate in an exceptional, exemplary manner. A distinguishing contribution must be unique and non-routine, and must accrue benefit to the human factors and ergonomics profession as well as to a particular user/client community. The contribution must “elevate” and “set apart” the candidate from the remaining body of HF/E professionals within the primary specialty group being represented. Qualifying contributions have been achieved in 1 or more of the professional specialties outlined below.

- 16.4.3.1 Academic & Teaching - Candidates who have made meritorious contributions in teaching undergraduate and/or graduate courses and conducting research in an academic setting.
- 16.4.3.2 Research & Development - Candidates who have made outstanding contributions in industrial, nonprofit, government, or other laboratory or field settings in which the primary mission was basic or applied research, studies and analyses.
- 16.4.3.3 Applications & Practice - Candidates who have made extraordinary contributions in providing HF/E services and expertise as a consultant, HF team member, expert witness, contractor, and so forth.
- 16.4.3.4 Management & Supervision - Candidates who have made exceptional contributions primarily through management and leadership in the conception, justification, planning, direction and implementation of the HF/E aspects of R&D programs in governmental or industrial settings. Note: If this specialty is selected as primary, the candidate must have had responsibility for the supervision and management of significant human factors efforts for at least 3 years.
- 16.4.3.5 At least 1 Primary Specialty must be selected as the basis for the application. If more than 1 specialty is chosen, the contributions and accomplishments for each 1 must be documented separately. A candidate cannot qualify for consideration by cumulating partial qualifications across 2 or more specialties. To be qualifying, contributions and accomplishments must be supported by evidentiary information presented or referenced in documented form. If a candidate is agreeable, the FSC can evaluate a candidate for Fellow in a specialty other than the 1 listed in the application.
- 16.4.3.6 To facilitate preparation of the Professional Contributions Statement, a guide is to be prepared and provided with the Fellow Application Package which includes (1) brief descriptions of the duties of each specialty, (2) examples of distinguishing contributions, and (3) examples of types of evidentiary information supporting those contributions which would be considered acceptable. The guide is to be updated periodically to ensure its relevance and usefulness.
- 16.4.4 Human Factors and Ergonomics Society Service - A candidate for Fellow must have made sustained, significant contributions to the Society over a period totaling 3 years or more. Examples of Society involvement that might result in such contributions include, but are not limited to:
- Elected or appointed offices, including Technical Group or local chapter offices
  - Committee or task force service
  - Editor, Editorial Board member, or reviewer for Society publications
- Merely holding Society positions such as those listed above is not, however, a qualifying activity; rather, it is the *contributions to the Society* that are important and shall be evaluated. The application package must describe the contributions and their significance to HFES for the candidate to satisfy this criterion.
- 16.4.5 The candidate must attest to his or her adherence to the HFES Code of Ethics.

## 16.5 Application

16.5.1 An “Invitation for Applications for Fellow” shall be published each year in the October issue of the *Bulletin*. Any member of the Society in good standing submit an application for Fellow for him- or herself or on behalf of another person. Any member of the Society in good standing also recommend a candidate to the FSC, in which case the FSC shall send a notice to the prospective candidate, inviting them to apply in the next Fellows election cycle. The applicant must prepare an application package and must solicit include endorsements from at least 3 other members in good standing.

16.5.2 *Documented Evidence* - Evidence of the meritorious contributions of the candidate must be provided or referenced as available in documented form in the application package. Such documentation shall vary in form and content depending upon the particular professional specialty or specialties selected for the candidate’s application.

The level and type of documentation acceptable as evidence of distinction for a Practitioner or Manager candidate be broader and somewhat less formal than that expected for an Academic or R&D candidate. If documentation that supports that candidate’s claimed level of distinction is lacking, then such documentation shall need to be prepared. This involve writing “sanitized” summary editions of proprietary or classified reports for use as evidence.

Examples of qualifying evidence include peer-reviewed publications and journal articles, proceedings documents, books or chapters therein, scientific papers, technical articles, technical reports, presentations at technical meetings, and so forth. Non-publically-peer reviewed materials can include company reports, government reports, Society of Automotive Engineers (SAE) reports, trade journal articles, and technical memoranda. Documentation of forensic accomplishments or exemplary depositions made also serve as evidence of superior accomplishments. Letters of commendation supportive of other documented accomplishments would not be qualifying alone.

For the Practitioner specialty, a document summarizing design and test data for an exemplary HF/E accomplishment would be useful, or preparing a paper detailing outstanding HF/E accomplishments in applications efforts. Where evidence is required of management contributions, documents illustrating exceptional accomplishment in the justification, planning, management and implementation of substantial research and development efforts would be qualifying. (Refer to the Professional Contributions Statement Preparation Guide for specific examples for each specialty.)

The applicant shall furnish an electronic copy of the 3 most significant articles, publications, papers, reports or other documents, that attest to the meritorious contributions of the candidate. If a subject document is a complete book, then only the title page and table of contents need be submitted. Chapters of books should be provided, unless unduly long or cumbersome. References to other available evidentiary documentation that supports the application be included to aid the FSC-in their deliberations.

A copy of the candidate’s current curriculum vitae or résumé is to be provided with the application.

The candidate shall include a signed statement that he or she has adhered to the HFES Code of Ethics in the past and affirms his or her intention to continue to do so in all future professional endeavors.

The complete application package, including forms completed by the Endorsing Members, must be submitted to the Central Office by the applicant on or before the deadline for applications announced in the *Bulletin*.

16.5.3 Members of the FSC are prohibited from recommending, endorsing, or submitting applications for candidates during their 3-year terms. However, members of the FSC, acting jointly or individually, solicit recommendations from other members.

16.5.4 There shall be no limit on the number of times that a Full Member apply for election to Fellow status.

## 16.6 **Candidate Evaluation (FSC)**

After the application packages for all candidates have been received by the Central Office and forwarded to the FSC, each member of that committee shall evaluate the eligibility, qualifications and overall merits of each candidate on the basis of the materials submitted by the applicant. Note that the 4 criteria listed in Section 16.4 are minimum qualification standards. Particular attention is to be paid to the specific distinguishing contributions claimed for each candidate and the sufficiency of the evidentiary documentation submitted to support those claims. FSC evaluations also be based on discussion among committee members, and such discussion is encouraged. However, each member shall vote independently to accept or reject each candidate.

The FSC shall use a systematic rating procedure to be followed by all FSC members which requires independent ratings for each candidate on each of the eligibility criteria with a final, overall, summary rating of the candidate's qualifications. Note that a given candidate shall fully meet all 4 eligibility criteria to be considered acceptable. The following 4-point scale is to be used for the final, overall rating. A similar scale that clearly defines levels of acceptability is to be used for evaluating candidates on each eligibility criterion.

1. Unacceptable – Candidate clearly fails to meet 1 or more criteria;
2. Marginal –Candidate's qualifications on 1 or more criteria are equivocal, ambiguous, or are unclear;
3. Acceptable - Candidate clearly meets all qualification criteria without reservation and is acceptable as a candidate.
4. Outstanding - Candidate is exceptionally well qualified on all qualification criteria and is an outstanding candidate.

Only ratings of 3 or 4 are to be counted as affirmative votes. If 6 or more FSC members (i.e., at least 2/3 of the 9-member committee) assign overall ratings of 3 or 4 to an applicant, the individual is to be recommended to the EC for confirmation as a candidate for Fellow. If an FSC member assigns a rating to a candidate for service to the Society of 1 or 2, that member can assign an overall rating to the candidate of no higher than 2. An FSC member who assigns an overall rating of 1 or 2 (rejection) to an applicant is to explain the reasons for the unacceptable rating so that the FSC chair can summarize them in the vitae sheet provided to the FAL (if the applicant is accepted by 2/3 of the FSC). Further, should the applicant be



rejected, such reasoning is to be included in the letter of notification to be sent to the person who submitted the application package.

A summary table of candidate x criterion ratings is to be submitted by each FSC member to the chair for review and analysis. The FSC should use of consensus-building techniques, conference calls, and email wherever appropriate to achieve high levels of rater agreement among FSC members. The FSC must conduct a real-time meeting (by co-location, telephone, video, and/or computer conference) in which all members are strongly encouraged to participate when making the final decision on which nominees shall be recommended to the Executive Council as candidates for Fellow.

#### **16.7 Candidate Confirmation (EC)**

The names of all candidates accepted by the FSC shall be submitted to the Executive Committee for confirmation. This action shall be taken during the Executive Committee midyear meeting. Also to be submitted to the EC for each recommended candidate are the results of the FSC ratings along with the application and recommendation forms submitted in support of the member's application. (This does not include the ancillary materials such as the candidate's publications.) Each Executive Committee member shall vote independently for each candidate and shall make 1 of 3 choices: "accept," "reject," or "abstain." The number of EC members voting to "accept" or "reject" a given candidate shall be totaled. If a majority of that total constitute "accept" votes, then that candidate shall be confirmed as a candidate for election to Fellow status. EC members are required to vote "abstain" for candidates they have nominated or recommended.

#### **16.8 Candidate Election (FSC)**

After the Executive Committee has completed its review of the candidates, the FSC shall submit the names of the candidates confirmed by the Executive Committee to the Fellows-at-Large by mail or email ballot. To aid the voting process, the FSC is to provide a vitae sheet for each candidate which includes current position, degrees, nominating and recommending members, the Society membership period, job experience, a 200-word summary which details the specific qualifying contributions of the candidate, service to the Society, rating made by each FSC member for the candidate, and a brief summary of the strengths and weaknesses of the candidate as reported by FSC members (i.e., justifications for overall ratings of 1 or 2).

Ballots shall be forwarded to the Fellows-at-Large by the Central Office. For each candidate, each Fellows-at-Large member shall vote independently, and make 1 of 2 choices: "accept" or "reject." Each Fellows-at-Large member shall indicate the reason(s) for any "reject" vote by noting the criterion/criteria (i.e., work experience, professional contributions, HFES service) that the candidate did not meet. Completed ballots shall be returned to the Central Office and shall be counted by, or under the supervision of, the executive director of the Society. The number of Fellows-at-Large members voting to "accept" or "reject" a given candidate shall be totaled. If two-thirds of that total constitute "accept" votes, then that candidate shall be considered elected to Fellow status.

## 16.9 Notification and Recognition (FSC)

The chair of the FSC shall notify applicants as to whether their candidate(s) were either accepted or rejected by the FSC. Should the candidate(s) have been rejected by the FSC, the reasoning for that action shall be made known to the applicant, along with any suggestions for future action. The same action shall be taken by the FSC chair following balloting by the Executive Committee and the Fellows-at-Large, except that in the instance of rejection by the Executive Committee, the FSC shall not attempt to speculate as to the reasons underlying the rejection.

Newly elected Fellows shall be introduced at the HFES opening plenary session by the outgoing chair of the FSC.

## 16.10 Fellow Selection Schedule

Fellow selection shall generally follow the schedule below.

<b>Date</b>	<b>Action</b>
September	Identify new committee chair for the FSC. Include in the year-end report to the EC. (Outgoing Chair)
September	Submit roster of 6 candidates for FSC to Central Office (Chair)
October	Elect 3 new FSC committee members. Include in year-end report to the EC. (Chair)
October	Publish "Invitation for Applications for Fellow" in the <i>Bulletin</i>
November	Publish names of members of the FSC in the <i>Bulletin</i>
February	Fellow application packages due at HFES Central Office
March	Complete evaluation of Fellow candidates. Notify applicants of accepted and rejected candidates
April	Submit names of candidates recommended for Fellow and supporting documentation to the Executive Council for vote at its midyear meeting.
April	Submit midyear report on FSC's activities, plans, and budget requirements
June	Submit names of Fellow and candidates confirmed by EC to the Fellows-At-Large for election
July 31	Fellows-At-Large election ballots due
August	Prepare annual report on the committee's activities, future plans and budgets
August	Notify applicants and candidates of their election to Fellow status by the Fellows-At-Large
August	Submit list of Fellows-elect to the EC

## CHAPTER 17. CO-SPONSORED TECHNICAL MEETINGS

### 17.1 Approval Form

Technical groups and chapters are encouraged to co-sponsor or host joint meetings that shall benefit their membership and promote the discipline of human factors. A request form for such joint meetings shall be prepared and shall include the date, place and purpose, projected size, points of contact in the cosponsoring organization, proposed budget, and extent of fiscal responsibility of the technical group or chapter and the Society.

### 17.2 Who Approves

If no costs to the Society are involved, sponsorship can be approved by the President.

If expenses are expected to exceed \$1000, then approval of the program shall rest with the Council of Technical Groups or the Chapter Affairs Committee, respectively. However, a legal opinion regarding the responsibilities/obligations of the technical group or chapters and the Society must be obtained through Executive Council, and therefore Executive Council approval could be required as well. If the proposed meeting is beyond the resources of the proposing technical group or chapter, or the Society name is used, then approval shall rest with the Executive Council of the Society.

### 17.3 Quality Control

The sponsoring technical group or chapter shall be responsible for ensuring the technical and editorial quality of any proceedings or publications that result from these meetings. The assistance of the Publications Manager can be requested.

## CHAPTER 18. TECHNICAL PROGRAM COMMITTEE (TPC)

### 18.1 Purpose and Objectives

The Technical Program Committee is responsible for the structure, content, balance and quality of the technical program (i.e., the workshops and lectures, symposia, panel, plenaries, and other scientific and applications-oriented presentations) of each annual meeting of the Society. Its objectives are to: (1) enhance and innovate the program; (2) provide continuity of planning to reflect members' evolving interests; (3) ensure quality control of the program; and (4) develop and maintain a central database for planning towards and implementation of those objectives.

### 18.2 Functions

Specific functions of the TPC include:

- Promote innovative expressions for the technical program sessions;
- Develop methods for ensuring quality of the technical program;
- Develop quality standards for visual/auditory materials;
- Evaluate audience perception of quality of presentations through the use of evaluation forms;
- Collect data into a central database to include pertinent information such as attendance, logistical elements, presenter attendance reliability, correlation of abstracts with delivered presentations, and any other data relative to enhancement of the program;
- Maintain the database in a form readily usable for program planning in subsequent years;
- Coordinate logistical support matters, including any required computer equipment and other audio/visual aids, with the professional meeting planner.
- Coordinate matters relative to the meeting theme, innovations, keynote speaker selection, and other matters deemed appropriate by Executive Council action;
- Allocate the proportion of sessions for technical groups, general sessions, workshops, special sessions, work-in-progress posters, and other events to ensure a balance of presentations;
- Maintain a formula for allocation of sessions among the technical groups, general sessions, and special sessions;
- Prepare a budget for the TPC functioning itself;
- Prepare any proposed changes to these Operating Rules.

### 18.3 Members

The TPC shall consist of a chair, appointed or reappointed by the president, and a minimum of 6 members. They include the chairs for (1) workshops, (2) general sessions, (3) special sessions, and (4) quality control/evaluation, and a liaison to the Council of Technical Groups. In addition, ex officio members shall include the executive director and the professional meeting planner. The chair solicits candidates from the TPC and the Executive Council. The TPC chair is responsible for final appointment of all TPC subcommittee chairs. The COTG liaison is nominated by the COTG, subject to confirmation by the TPC chair. The chair can retain or reappoint subcommittee chairs.

#### **18.4. Technical Committee Program Chair**

The TPC chair oversees, directs, and is responsible for the completion of the committee business. The chair ensures that the technical program is conducted in accord with adopted policies of the TPC as approved by or directed by Council. The chair requests a committee budget and coordinates expenditures with the Secretary-Treasurer and the Central Office.

The chair coordinates with the Central Office all TPC inputs to the "Preliminary Call for Proposals" (*Bulletin*), the "Call for Proposals," the "Handbook for Program Chairs," the "Preliminary Program," and the final Annual Meeting Technical Program.

The TPC chair is responsible for final session allocation among technical group, special session, and general session chairs. The chair coordinates such session allocation with the Central Office and reviews any special requests or considerations for sessions with the Central Office. As advised by the General Sessions chair, the TPC chair shall reserve a session for the President's Forum and can reserve sessions for presentations of special merit and interest to the membership.

The chair and/or the chair's designee shall attend all annual meeting session chairs' breakfasts in order to provide guidance, forms, and other information. The chair shall ensure that an TPC table or booth is staffed with TPC members throughout the meeting for the purposes of evaluation form handling, volunteer assistance, attendee assistance, publicity activities related to the technical program, and coordination with the professional meeting planner, Society staff, and the Host Committee for any other relevant matters.

The chair shall hold a meeting with the TPC subcommittee at the annual meeting to review pertinent meeting experiences, preferably on the last day of scheduled sessions.

#### **18.5 Keynote Speaker(s) Selection**

At the midyear planning meeting, the President-Elect shall communicate with the Executive Council regarding potential themes and a budget for the keynote speaker(s) for the following year. The President-Elect shall communicate with the chair of the Technical Program Committee regarding the direction of Council and, if he or she chooses, about specific candidate keynote speakers. This communication must begin no later than the preceding annual meeting; otherwise the TPC chair proceed without presidential input. In either case, the chair of the TPC seeks input from the TPC. The chair of the TPC and president-elect (if applicable) then present an ordered list of potential speakers to the association management company staff, who shall explore fees and availability with the speakers. Communication among the chair of the TPC, the President-Elect, and the Executive Director continues until arrangements are confirmed.

#### **18.6 Reports**

Each TPC subcommittee chair shall give an oral report at the annual meeting of the TPC. The chair shall prepare and distribute notes and action items from this meetings to TPC members within 1 month. The chair shall prepare a report for the midyear and annual meetings of the Executive Council and shall solicit any required inputs to that end from TPC members.

## 18.7 Workshops

### 18.7.1 Workshop shall be:

- workshops shall be offered in association with the annual meeting, unless otherwise specifically authorized by the Executive Council.
- of high professional quality, deal with timely topics, and emphasize hands-on interactive learning.
- self-supporting. Income for workshops shall be derived from registration fees, and expenses of workshops shall be paid from those fees.

18.7.2 The Workshop Committee Chair shall appoint at least 3 members to the subcommittee to assist in soliciting and reviewing workshop proposals and to assist in other duties as assigned by the Workshop chair.

### 1.7.3 The Workshop Committee shall:

- Determine desired topics;
- Invite selected experts to present workshops;
- Solicit proposals for workshops as part of the Call for Proposals for the annual meeting;
- Make final selection of workshops and instructors to be scheduled;
- Prepare descriptions of workshops for the annual meeting program;
- Coordinate room and audio-visual requirements for each workshop;
- Arrange for Continuing Education Unit (CEU) credits;
- Arrange for duplication and distribution of course materials;
- Utilize course evaluations to be used in selecting future workshops;
- Coordinate a budget with the TPC, the executive director, and the professional meeting planner.

## 18.8 General Sessions

18.8.1 The General Sessions Committee Chair is responsible for lecture, symposium, and panel proposals that do not match the interest areas of any single technical group.

Shortly after each annual meeting the General Sessions chair shall provide written guidance about the President's Forum to the Immediate Past President, who is expected to conduct a President's Forum on a topic of major significance at the annual meeting. The General Sessions chair is the Past President's point of contact for arranging this session. The General Sessions chair shall advise the TPC chair to reserve a session in a preferred time period for this purpose. Prior to the TPC midyear meeting, the General Sessions chair shall obtain from the past president a written outline that describes the planned content and participants. The TPC shall review the outline at its midyear meeting and provide feedback via the General Sessions chair.

The General Sessions chair is also the point of contact for organizers of annually recurring presentations of special merit and interest to the membership. Each organizer of a reserved session shall prepare a written outline that describes the planned content and participants and

deliver it to the General Sessions chair before the TPC midyear meeting. The TPC shall review the outline at its midyear meeting and provide feedback via the General Sessions chair.

18.8.2 This subcommittee is responsible for sending proposals for review and further coordination to particular technical group program chairs that have particular interest in the proposed material or session.

18.8.3 Proposals for general sessions are subject to the same review process that attends to individual technical groups.

## **18.9 Special Sessions**

18.9.1 Functions - The Special Sessions Committee (1) encourages the development of innovative formats for presentations sponsored by TGs or the General Sessions chair, and (2) assists in soliciting such proposals from the membership. Innovative proposals of sufficient quality that do not fall within the domain of TGs or the General Sessions shall be sponsored at the annual meeting by the Special Sessions subcommittee.

The Special Sessions Committee shall receive, review, and select proposals with presentation formats that fall outside of traditional lecture, symposium, panel, or poster (work in progress) formats. Examples are videos and demonstrations not given in conjunction with (during the same session as) lectures, symposia or panels. This subcommittee shall recruit additional reviewers as appropriate to ensure review from multiple reviewers.

This subcommittee shall coordinate with the professional meeting planner for video equipment, personal computers, appropriate rooms or space, and other requirements that innovative presentations require. It shall also assist the TG and General Sessions chairs to make similar arrangements if necessary. This subcommittee shall coordinate poster sessions, including combining posters from multiple TGs and the General Sessions chair, as needed.

The subcommittee shall prepare publicity materials to ensure that the special sessions receive adequate publicity prior to and during the annual meeting.

The Special Sessions chair shall report to the TPC prior to the annual meeting, including a summary of the proposals received, accepted, rejected, and withdrawn. After the meeting, the chair shall report on the quality of the special session presentations and arrangements, making recommendations for future improvements as appropriate.

A session shall be scheduled, if necessary, during which candidates for the Alphonse Chapanis Award can present their papers (in addition to their presentations at regularly scheduled sessions). This session shall be completed in time for the award to be made at the scheduled time.

18.9.2 Members - The Special Sessions subcommittee shall include the chair and at least 1 member to assist with proposal review and other duties as assigned by the Special Sessions chair.

18.9.3 Expenses - Expenses associated with special sessions shall be covered within the annual meeting budget to the extent that equipment requirements fall within the standards set by the TPC.

## **18.10 Council of Technical Groups Liaison**

18.10.1 Duties - The liaison, Council of Technical Groups (COTG), represents the technical interests of the TGs in the annual meeting program. The liaison acts as a communication channel between the TPC and the COTG. The liaison makes recommendations from TGs to the TPC and conveys TPC policies, plans, and procedures to the COTG. The COTG liaison to the TPC shall see that each TG is informed of the normal schedule and reporting requirements of the TPC (see Section 16.3.1). More specifically, the duties include:

- Oversight of the TG proposal evaluation process by TG program chairs.
- Review of the Handbook for Program Chairs.
- Assessment of compliance with scheduled milestones for TG program chairs.
- Review of TG proposal acceptance/rejection rates.
- Review of session allocations and maintenance of a session allocation algorithm.
- Support the Quality Control/Evaluation Committee.
- Review the duties and procedures for session chairs.
- Review the Call for Proposals and associated submission forms.
- Preside at a meeting of TG program chairs scheduled during the annual meeting to assess the proposal evaluation process and suggest changes thereto. The liaison shall solicit problems, ideas, and suggestions based on the TG's program experience for transmittal to the TPC.

18.10.2 The liaison is appointed to the TPC by recommendation of the COTG subject to confirmation by the chair of the TPC.

## **18.11 Quality Control/Evaluation**

18.11.1 The Quality Control/Evaluation Subcommittee shall be responsible for the quality standards for all technical presentations. It establishes presentation standards for each category of technical program session. This subcommittee shall closely coordinate with the chair of the TPC for evaluation formats and statistical analyses necessary for quality evaluation.

Specific duties include to:

- (1) Provide guidelines for preparation of visual/auditory aids used in the technical sessions,
- (2) track input quality projections from the session program chairs, (3) correlate these with output measures of quality assessed by the membership using standardized forms developed and maintained by the subcommittee, and (4) interpret data to assess quality trends and to provide a basis for changes in proposal submission standards.

Accordingly, the subcommittee shall:

### Collection and Coding

- Design and update quality evaluation rating forms;



- Develop and coordinate logistics for distribution and collection of the forms at the annual meeting sessions;
- Collect and maintain of records of session attendance and quality ratings by type of session and by individual technical groups;
- Coordinate with the Workshop Subcommittee for evaluation procedures and maintain records of past workshop evaluations;
- Maintain a database of session, workshop, and other event attendance and quality, and develop computer codes for inputs and statistical analysis purposes over multiple meetings. The database shall be designed to protect the privacy of its content for all members, session chairs, or any other persons in accordance with the policies of the TPC as subject to the overview and direction of the Executive Council.

#### Analysis and Interpretation

- Provide attendance and quality statistics for sessions, workshops, and other events by type of session and by individual technical groups.
- Provide additional analyses to help the TPC understand and act upon variables such as TG size, publicity factors, session room parameters, program schedule time, session allocations, and/or any others which assist in any of the objectives of the TPC. These analyses can include both standing requests and specific analyses directed by the TPC chair.

#### Reporting

- Report evaluation results to the TPC and, in summary fashion, to the membership in the *Bulletin*;
- Recommend to the TPC how to convey the evaluation results to (1) individual presenters and (2) chairs of sessions, and (3) TG, General, and Special Session program chairs. Who shall convey the evaluation results to these 3 groups is a TPC decision.

18.11.3 The Quality Control/Evaluation chair shall recommend to the TPC any actions to enhance the quality of subsequent technical program sessions.

## CHAPTER 19. ACCREDITATION OF GRADUATE HUMAN FACTORS PROGRAMS

### 19.1 Purpose

The purpose of the Society accreditation program is to assure that accredited human factors/ergonomics graduate educational programs prepare students for research and practice in human factors/ergonomics.

The Accreditation Committee conducts the evaluations and reviews.

### 19.2 General Accreditation Guidelines

Programs, not degrees, shall be accredited.

A program be composed of elements in different departments and colleges. Degree requirements reflect in part the parent discipline(s) rather than exclusively the human factors/ergonomics content. However, the requirements in the sections on curriculum and staffing standards of the Human Factors and Ergonomics Society Self-Study Report Guide must be satisfied.

Accreditation shall be possible only after at least 6 students have graduated from the program. Advance accreditation of programs shall not be granted.

### 19.3 Accreditation Decisions

The decision following an accreditation review be 1 of the following:

- Full 6-year accreditation.
- Accreditation for a period of 3 years, at which time evidence is required of progress toward satisfying requirements for full-term accreditation.
- Immediate "show cause" notice that accreditation shall be denied or revoked unless specified steps are taken.
- Notification of denial or revocation of accreditation. This decision be appealed to the Executive Council.

### 19.4 Evaluation Process

The information required for evaluation of a program must be submitted in the form of a self-study report. The content and format of the self-study report and the criteria for evaluation shall be those specified in the Human Factors and Ergonomics Society Accreditation Self-Study Report Guide.

Normally, a site visit shall not be required. However, in the event that the review team and the Accreditation Review Committee deem it necessary, a site visit shall be an additional element of the accreditation review.

## 19.5 Review Cycle

Periodic review and evaluation of a program on the basis of a current self-study report shall occur during the year preceding the expiration date of a full 6-year accreditation.

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## 19.6 Accreditation Committee

Members - The Accreditation Committee shall be Full Members or Fellows of the Society and have at least 1 member with a strong background in each focus area of human factors: the cognitive (human as information processor) and biomechanics (human as physical engine). The committee shall maintain a balanced panel of reviewers with regard to academic versus professional employment and with regard to the mix of the members' own educational programs.

Accreditation Committee members shall serve for a 3-year term. Committee members be reappointed. Approximately one-third of the committee members' terms shall expire each year.

Duties include

- Review a program in terms of compliance with requirements specified in the Human Factors and Ergonomics Society Accreditation Self-Study Report Guide using the criteria in the Guide.
- Prepare and submit a report of the results of the review to the Accreditation Review Committee. This report shall include evaluation of both strong and weak points of the program as appropriate.

## 19.7 Costs

Each program applying for accreditation shall pay to the Society a nonrefundable application fee as specified by the Executive Council at the time the application and self-study report are submitted. This fee is to defray expenses incurred by the Society in the administration of the accreditation program. Reviewers and members of the Accreditation Review Committee serve without fee.

If a site visit should be required, the applying institution shall be required to pay the reviewers' actual reasonable expenses, consistent with Chapter 9 of the Society Operating Rules.

## 19.8 Updating of the Accreditation Criteria and Self-Study Guide

The accreditation criteria and the self-study report guide shall be reviewed every 10 years by a task force. This task force, which shall include the Accreditation Committee chair as 1 of its members, recommends revisions to the Executive Council, who makes the final decision on recommendations.

## CHAPTER 20. TECHNICAL STANDARDS DIVISION

### 20.1 Definitions

*A technical standards activity* is defined as:

Any organized activity that is directed toward the development and/or refinement of documents or policies that prescribe recommendations and requirements (e.g., methods and/or specifications) for the application of human factors and ergonomics principles.

*A best practices activity* is defined as:

Any organized activity that is directed toward the development and/or refinement of documents or policies that describe and/or summarize the state of the art in research and practice in the form of recommendations for the application of human factors and ergonomics principles, but that do not prescribe them as a standard.

### 20.2 Duties

The Technical Standards Division oversees (1) all HFES technical standards and best-practices activities, including participating in those of outside agencies or organizations and (2) makes recommendations regarding their policies and practices to Executive Council. Specifically, the Technical Standards Division

- Coordinates strategic planning of all Society technical standards and best-practices activities.
- Identifies, assesses, integrates, and supports new Society technical standards activities.
- Monitors and evaluates of problems and progress in the Society's technical standards activities, especially ISO.
- Stimulates research, information exchange, and other activities to advance standards and best practices and their impact.

### 20.3 Organization

The Technical Standards Division consists of 2 member groups: the Technical Standards Committee (TSC) and the Development Committee Chairs (standards and best practices) (DCC). The Technical Standards Committee is the governing body responsible for achieving the objectives of the Technical Standards Division. The DCC is an administrative group who participates directly in standards and best-practices development and policy-setting activities.

The Technical Standards Committee establishes ad hoc committees to assist with issues involving the supervision, direction, and administration of the Society's technical standards activities. In addition, the TSC shall create a standing working group to support the process of identifying and creating standards and best practices, and to assist in the dissemination of research relevant to and information about standards and best practices.

The Technical Standards Committee shall consist of a chair, a vice chair, and at least 3 other Full Members of the Society. The Executive Director is a nonvoting, ex officio member of

the TSC. The TSC chair shall be appointed on an annual basis by the HFES president with the approval of the Executive Council. Once appointed, the TSC chair shall make recommendations to the Society president regarding the annual appointments of the other TSC members. Whenever possible, the TSC chair and vice chair shall have served at least 1 previous term as members of the TSC. There shall be no limit on the number of annual terms that TSC members serve.

The Development Committee Chairs shall consist of all chairs and interorganizational representatives of technical standards and best-practices activities in the Society, as shall the chair of the subcommittee. Membership on the DCC shall be automatic and immediate upon the president's appointment of an individual to chair a technical standards or best-practices activity or working group. DCC members must hold Full Membership in the Society, and shall possess substantive and verifiable knowledge and qualifications in the content area(s) covered by the activities they are chairing. Members of the DCC shall be appointed on an annual basis by the Society President with approval of the Executive Council and the Technical Standards Committee. There shall be no limit on the number of annual terms that DCC members serve.

#### **20.4 Responsibilities of Technical Standards Committee Members**

Membership responsibilities differ between the TSC and DCC, as listed below.

Technical Standards Committee members are responsible for the following duties:

- To monitor and review on a periodic basis all Society standards and best-practices activities.
- To identify and assess opportunities (including evaluating business cases) for the Society to sponsor and/or participate in new technical standards and best-practices activities, including taking appropriate best practices all the way through the standards process.
- To develop and maintain an organizational structure for periodic review of the Society's standards and best-practices activities and proposals for new standards and best-practices activities.
- To monitor and review non-HFES technical standards that prescribe human factors and ergonomic principles and to encourage TG monitoring of relevant human factors and ergonomics best-practices activities.
- To develop policies and procedures for determining whether proposed best practices should be published as HFES approved.
- To authorize standards and best-practices groups to work with the Communications Director to develop proposals for the EC to approve concerning how best to publish a given standard or set of best practices.
- To monitor revenue generated by the publication of standards and best practices and make recommendations to the EC about how best to increase positive impact on the membership, the discipline, and the budget.
- To monitor and review on a periodic basis the effectiveness of ad hoc and working committees.
- The TSC shall hold at least 1 meeting per year. See O.R. 9.8 regarding reimbursement for committee travel.

Development Committee Chairs members are responsible for the following duties:

- To conduct the standards or best-practices activity in a manner consistent with the mission of the Society, the direction of the Board of Supervisors (BOS), and relevant standards bodies (e.g., ANSI).
- To work with the Communications Department to establish production schedules for standards work well in advance of the publication date, which take into account the overall publications production schedule of the Society.
- To report issues to the BOS and the Society membership in a regular and timely manner.

## **20.5 Evaluation of HFES Standards and Best-Practices Activities**

The TSC shall evaluate all technical standards and best practices activities of the Society on a semiannual basis and report its recommendations to support, modify, or terminate the activity to the president and Executive Council. In general, 2 circumstances warrant a TSC evaluation: (1) the Society receives a proposal to initiate a new technical standards or best-practices activity and (2) the Society technical standards or best-practices activity requires a semiannual periodic review.

The TSC shall use the following criteria to assess all technical standards and best-practices activities:

- **Relevance to Society Interests.** A standards or best-practices activity must be consistent with the contemporary professional, technical, or socio-technical interests of the Society membership. Relevance to Society interests is established through 1 or more of the following factors:
  - An identifiable and sizable portion of the Society membership has an interest in the content.
  - An identifiable and sizable portion of the Society membership possesses appropriate skills and is willing to contribute those skills to the proposed activity.
- **Benefit to the Society.** A standards activity must provide a benefit to the Society that is consistent with the Society's mission (i.e., to promote and advance the exchange of knowledge and methodology supporting human factors considerations in the design, use, and manufacture of machines and systems). Benefit to the Society is established through 1 or more of the following factors:
  - An identifiable potential to disseminate information pertinent to the science or application of human factors and ergonomics to the Society membership and outside the Society.
  - An identifiable potential to improve the Society's professional reputation (status) through its sponsorship of the activity.
  - An identifiable potential to generate revenues that support the mission of the Society.

Failure to establish satisfactory compliance with these criteria shall disqualify the technical standards or best-practices activity from receiving Society approval and support.

For new technical standards or best-practices activities, the TSC shall employ an additional set of criteria to formulate a final recommendation for Society approval and support, as described below.

## **20.6 Importance of Activity**

- A proposed standards or best-practices activity shall be categorized as: (1) highly influential with broad impact, (2) influential with narrow impact, or (3) limited or no influence. The intent of this criterion is to index the degree of potential influence that a standards or best-practices activity has on the human factors and ergonomics discipline (i.e., growth of discipline, strategic value for discipline) and those that benefit from the exercise of the discipline. For example, a nationally recognized standards activity that potentially affects a diverse group of users and/or manufacturers be categorized as highly influential. On the other hand, a standards development activity that potentially affects a single application area of the discipline be defined as influential with a narrow scope of impact. Certain policy-setting activities potentially affecting a single user community have little or no influence on the discipline. Priority shall be given to those activities that foster the Society's mission in a substantial manner.

Although individual circumstances dictate special considerations, highest priority shall be given to highly influential standards and best-practices activities, next-highest priority to standards and best-practices activities that are influential with narrow impact, and lowest priority to activities with limited or no influence on the discipline.

## **20.7 Society Sponsorship**

- A proposed standards or best-practices activity shall be categorized as: (1) solely sponsored, (2) partially, or (3) not sponsored by the Society.

This criterion is intended to reflect the degree of responsibility that the Society accepts for a proposed standards or best-practices activity. Specifically, the 3 levels of Society sponsorship reflect varying levels of cost and revenue sharing incurred by the Society through its participation in an activity.

Highest priority shall be given to standards and best-practices activities that are solely sponsored, partially sponsored, and not sponsored by the Society in that order.

## **20.8 Society Consensus**

- A proposed standards or best-practices activity shall be categorized as having: (1) broad consensus within the Society, (2) narrow consensus within Society, or (3) no consensus within the Society. This criterion is intended to index the degree of Society membership participation or involvement in the proposed activity. For example, an activity that relies on reviews and comments from members in numerous specialty areas (e.g., several technical groups, ANSI and ISO groups) has broad consensus in the Society. An activity that requires membership participation from 1 specialty area (e.g., 1 technical group) has narrow consensus in the Society. And, finally, an activity that relies on the expert knowledge and opinions of 1 Society member (or a small team of Society members) has no consensus in Society.

Highest priority shall be given to standards or best-practices activities requiring broad consensus, next highest to activities involving narrow consensus, and lowest priority to activities requiring no consensus.

The criteria of class of activity, degree of Society sponsorship, and degree of Society consensus do not warrant equal consideration in decisions regarding Society sponsorship under all conditions. Typically, highest priority should be given to the degree of Society sponsorship, whereas lower priority weights should be given to class of activity and degree of Society consensus.

However, the use of these evaluation criteria shall not supplant special considerations of a technical standards or best-practices activity.

## **20.9 Standards and Best-Practices Committees**

HFES standards and best-practices-development committees shall be approved by the Executive Council after review and recommendation by the TSC. Approved standards and best-practices committees shall adhere to HFES procedures and policies, as outlined below.

20.9.1 Membership on an HFES standards or best practices committee is open to any individual who is materially and directly affected by the work product(s) of the committee.

Committee members shall represent their own technical expertise in the areas covered by the standard or best practice, except under circumstances requiring corporate and/or organizational participation. It is the shared responsibility of the TSC and the committee chair to ensure balanced representation of interests on the committee.

Members of standards or best-practices committees be classified as: regular members, technical advisers, or observers. Regular members constitute the voting body of a committee, and they should possess verifiable qualifications in the technical area(s) covered by the committee. Technical advisers are individuals who possess unique skills outside the expertise of the committee, and they shall participate in committee work at the invitation of the committee chair. Observers are individuals interested in the content area(s) covered by the committee, but they shall not be afforded voting privileges on the committee.

20.9.2 Committee Procedures - All committee decisions and positions shall be established through a consensus building procedure. Prior to beginning other work, the committee shall establish its consensus-building procedure and submit it to the TSC for review. It is recommended that standards committees adopt the consensus-building procedure of the national or international standards agency most closely associated with the committee's work (e.g., ANSI, ISO). It is the responsibility of the committee chair to ensure that members of the committee understand and adhere to the consensus-building procedure during all of the committee's deliberations and decisions.

All formal documents developed by a standards- or best-practices-setting committee shall be submitted to the Society TSC for internal review prior to any public distribution. The committee chair shall be responsible for ensuring that the Society TSC receives a final committee draft of the standard or best practices, as well as a list of candidate reviewers to be considered by the TSC for the purposes of the Society internal review.



The chair of a committee limit the total number of committee members in order to accomplish work objectives in a timely manner. The chair shall present justification of the need to limit committee membership to the TSC; such limitations are subject to TSC approval.

- 20.9.3 Committee Officers and Their Responsibilities - All HFES standards or best-practices committees shall have a chair, appointed annually by the president with the approval of the Executive Council. The committee itself can nominate a candidate for chair for consideration/confirmation by the president and Executive Council. The committee chair appoints a secretary as needed.

The committee chair shall organize and conduct meetings, develop-work objectives and schedules, maintain-committee records, prepare committee reports and meeting announcements, and perform any other of the committee's required administrative tasks. Of particular importance, the chair prepares and submit annual reports of committee activities to the TSC in a timely manner. The format of the annual committee report is dictated by the TSC. The committee chair also shall ensure that the TSC and the Society Central Office possess a current roster of committee members.

The committee chair also reports the committee's work status and activities to the HFES membership. Committee chairs, or individuals appointed by the committee chair, and shall use the Society's publications and meetings to disseminate this information on a regular basis to the HFES membership.

The committee vice chair (if there is one) shall conduct meetings in the absence of the chair. Additionally, the vice chair shall assist the chair with administrative requirements of the committee. The vice chair shall not assume independent responsibility for the committee or initiate independent work activities for the committee without the prior consent of the committee chair.

Responsibilities of the secretary, if any, can be determined at the discretion of the committee chair. It is expected that the secretary shall be assigned the ordinary and usual responsibilities associated with such a committee position.

- 20.9.4 Committee Members and Their Responsibilities - Regular members are responsible for participating in committee meetings, ballots, and work items; and rules for what constitutes participation can be defined by the committee as needed (e.g., voting on 4 out of 5 consecutive ballots, attending 1 out of 3 committee meetings). (See also 22.7.2.)

Technical members are responsible for participating in committee meetings and work items as assigned by an agent (e.g., chair, vice chair) of the committee. Also, technical advisers shall represent their own technical expertise, not the interests of organizations external to Society. Failure to comply with these requirements result in the dismissal of the technical adviser from the committee.

Committee observers are responsible for complying with the requirements of the committee chair and other committee officials directly responsible for the activities of interest to the observer. In particular, observers shall comply with restrictions on public disclosure of committee work products that are the intellectual property of the Society (e.g., written

documents). Failure to comply with these requirements result in the banning of the observer from committee meetings.

Committees shall perform the work activities necessary to complete the Society -approved objectives in the standards or best-practices activity. Although the committee chair is singularly responsible for organizing, scheduling, and implementing the committee's work, the constituency of the committee shares the responsibility to implement and complete the work assignments in a timely manner. Also, the constituency of the committee shares the responsibility to ensure that all committee decisions and positions on substantive matters are determined through an HFES-approved consensus-building process. Failure to comply with these requirements result in the termination of Society approval and support for the committee.

- 20.9.5 HFES Staff Responsibilities - The executive director performs the administrative functions associated with membership in the American National Standards Institute (ANSI) and its TAGs and subTAGS. The executive director works with all chairs of ISO TAGs to ensure that votes are submitted in a timely manner and that committees are submitting reports to ANSI or ISO as required.

The Executive Director works with standards committee chairs to ensure that appropriate budget requests are made to cover travel, committee expenses, and meetings and that travel reimbursement conforms with Society policies.

The Publications Manager works with standards and best-practices chairs to ensure that published standards are in conformance with Society style and reflect Society standards of quality. The Publications Manager also assists standards committees by working with them to establish production schedules well in advance of anticipated publication dates and to assist with the formulation and integration of marketing plans.

## **APPENDIX: Best Practices Canvass Process**

### **I. General**

These procedures represent a canvass method for ensuring that best practices reflect the best thought of the Society members and are adapted from the ANSI canvass method and text. A best-practices developer who adopts these procedures apply for Society Institute approval of a best practice.

### **II. Development of Canvass List**

The best-practices developer shall develop a list of potential canvasees consisting of those individual members of Society who are known to be or who have indicated that they are experts in the area, or who are or whose organizations are likely to be materially affected by the best practice. To identify the latter, at least 1 notice should be published to the Society membership soliciting self-nominations (e.g., through the *Bulletin* and relevant TG list servs). In order to obtain a commitment from the canvasees to participate, the best-practices developer shall inform the potential canvasees in writing about the use of the best-practices canvass method for developing evidence of consensus, and requesting confirmation of willingness to participate and a description of the canvasee's expertise or the impact expected on the canvasee or their company. The best-practice developer's letter shall contain the title, scope and description of the best practice along with history of its development, and purpose and intended

application of the best practices. The time for response should be at least 15 days from the date of the best-practice developer's letter and shall be so noted in the letter. All those who have agreed to participate shall be included on the canvass list, and the list shall be sent to the chair of the Technical Standards Committee.

### **III. Conduct of Canvass**

The best-practices developer begin to conduct the canvass at any time after submittal of the list of potential canvasees to the Institute BOS, but canvasees subsequently added to the canvass list shall have the same amount of time to respond as do the other canvasees. The best-practices developer shall transmit, at minimum, the following information to all canvasees unless the developer has previously supplied the information to a given canvasee:

- The purpose and intended application
- A brief history of how the best practice was developed
- An explanation of the canvass method in a consensus best-practice system
- A copy of the canvass list, consisting of the name, affiliation, and category of interest of each canvasee
- A copy of the completed best practice
- Official letter ballot

The ballot form used by the best-practices developer shall provide opportunity for the canvasee to indicate a position (i.e., approval, objection with reasons, abstention with comment, or nonparticipation), with the advice that, in order to receive consideration, objections must be accompanied by supporting written reasons and where possible proposals for a solution to the problem raised, relevant research references, or other supporting material. The canvass ballot be closed at the end of 30 days or sooner if all canvasees have responded.

### **IV. Disposition of Views and Objections**

Prompt consideration shall be given to the written views and objections of all participants. An effort to resolve all expressed objections shall be made, and each objector shall be advised in writing of the disposition of the objection and the reasons therefore. If resolution is not achieved, the objector shall be informed that an appeal be made to the Technical Standards Committee. A meeting at the annual conference be held to bring canvasees to consensus. Canvasees must be notified when and where the meeting shall be held at least 30 days before it is held.

### **V. Approval**

A recommendation for approval of a new best practice, revision or reaffirmation of an existing best practice shall require approval by at least a majority of the canvass list and at least 2/3 of those voting, excluding abstentions. Final approval of a best practice by the Technical Standards Committee requires a recommendation for approval through the canvass process, and a majority vote of the Technical Standards Committee.

## CHAPTER 21. GOVERNMENT RELATIONS COMMITTEE

### 21.1 Purpose and Objectives

The purpose of the Government Relations Committee (GRC) is to serve as Society's primary agency for the collection and management of information on developments in the public policy arena that are of interest to Human Factors and Ergonomics and related fields.

The GRC (1) establishes and oversees processes for gathering and evaluating such information, (2) disseminates it appropriately, recommending corporate policies and strategies for consideration by the Executive Council (EC) or other "action agents" (e.g. Executive Director, President, Division chairs, Technical Groups), and (3) provides informed advice on policy issues as requested by authorized action agents. Thus, it primarily supports and advises authorized Society decision-makers; not makes or implements corporate decisions.

### 21.2 Membership

The chair shall appoint or reappoint between 2 and 5 additional voting members, with the Executive Director serving as a permanent ex officio member. Liaisons from other HFES governance bodies can be added as ex officio members as deemed appropriate by the President, the Executive Director, and GRC chair. Any organization of which HFES is a member that is engaged primarily in public policy activities (e.g. FBPCS--the Federation of Behavioral, Psychological, and Cognitive Sciences) shall be represented by either a voting or liaison member.

The foremost requirement for membership on GRC shall be demonstrated knowledge of and/or experience in some facet of the public policy world within which Society is a potential stakeholder (e.g. federal agencies, corporate or non-profit government affairs offices, congressional offices, state regulatory agencies etc.). Government employees are eligible for GRC membership, but subject to recusal on any matter that constitutes a potential conflict of interest with their employer organization.

### 21.3 Responsibilities

The GRC's responsibilities fall into 4 main categories as defined in the Society policy document, *Guidelines for HFES Involvement in Government Policy* (see attachment A): interorganizational relationships, information gathering, reacting, and initiating action proactively. They are summarized briefly below.

Interorganizational Relationships. Provides advice to ED and/or the EC on decisions involving long-term collaborative relationships with consortia or other organizations.

Information Gathering. Studies and recommends means for Society to keep abreast of relevant policy issues, opportunities, and information. Coordinates and oversees information-gathering mechanisms and the information gathered. Evaluates information and makes recommendations as deemed appropriate.

Reacting. Advises Society officials (Executive Director, President, and the Executive Council as appropriate) on whether, and if so how, to respond to policy-related endorsement

requests, petitions, appeals etc. from other organizations (including recommendations/nominations of individuals for key policy positions). Also, alerts appropriate Society officials to policy issues of relevance to the field that are not being addressed by other organizations, and advises on possible action (including financial implications, if any).

Initiating Action Proactively. Alerts appropriate Society officials to opportunities for initiating policy-related activities unprovoked by explicit policy developments or external requests.

## CHAPTER 22. SPECIAL MEETINGS

### 22.1 Application Process

Meeting applications shall be submitted using the HFES Specialized Meeting Proposal form. Some of the items that the proposal shall include are: (1) the proposed meeting content, (2) the justification for the meeting, (3) the expected attendance and target audience, (4) the format and duration, (5) funding, (6) volunteer hours required, (7) metrics of success, (8) the proposed special meeting chair and co-chair, and (9) the plan for transition of the chair and co-chair if the meeting is to recur.

In reviewing applications, the Special Meetings Committee shall consider (1) the effect of a proposed special meeting on Society Annual Meeting registration, (2) the availability of Society staff and volunteers, (3) the potential of the special meeting to increase the number of Society members, (4) opportunities to expand the impact of the Society and the profession, (5) and the items listed in the previous paragraph associated with the meeting proposal.

### 22.2 Execution Roles and Process

The Executive Council approves the meeting proposal, chair, and co-chair.

The Chair and Co-chair of each special meeting shall (1) implement the proposed meeting plan (venue, timeline, meeting format), (2) develop meeting content associated with meeting announcement, call for papers, review of submissions, scheduling sessions, and (3) identify special meeting needs such as keynote speakers, vendors, online support, etc., and (4) plan and execute a survey of attendees as a partial evaluation of the meeting.

The Central Office staff: (1) provides overall supervision and management of each special meeting, (2) and monitors of deadlines for presentation submissions, and proceedings papers, and (3) produces meeting publications, including the proceedings, registration materials, the call for papers, and the program brochure.

The Executive Director, with the approval of the Executive Council, negotiates contracts with a professional meeting planner.

The Professional Meeting Planner negotiates all contractual arrangements for hotel rooms, meeting rooms, and special events in consultation with the Central Office staff, meeting chair and co-chair. Arrangements shall include, but not be limited to, (1) obtaining logistical support for the meeting and (2) coordinating between the Society and the hotel/conference center being used for the meeting (e.g., room blocks, meeting rooms, food). The meeting planner shall have a fiduciary responsibility to the Society and as such shall handle accounting for the meeting within approved budget limits. This includes the receipt and disbursement of funds and control of registration. Financial procedures for special meetings shall be consistent with those for the annual meeting.