

THE NCME GOVERNANCE HANDBOOK

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This handbook provides guidance and timelines to NCME members elected to serve on the Board of Directors, or to those Chairing or serving on volunteer committees and/or appointed task forces.

This handbook shall be made available to members and the general public on NCME's website. In addition, the NCME Staff will distribute the link to the handbook to incoming board members and officers by March of each year.

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Leadership of the National Council for Measurement in Education

The Board of Directors

The Board of Directors (the “Board”) sets policy and governs the National Council for Measurement in Education (NCME). The nine members of the Board are elected for three-year terms by the NCME membership.

Three members of the Board consist of the current president, past president and vice-president. These members comprise an Executive Committee within the Board.

The six additional directors are elected according to the following approach. Each year, two Board positions become open. To maintain balance on the Board of Directors, the two vacant positions every year will be filled (on a rotating basis) by one at-large member and one restricted member in cycles (a) and (b), and two restricted members in cycle (c). The restricted seats will be filled by NCME members who, at the time of their nomination, are employed: (a) in a local educational agency; (b) a state or federal educational agency or organization; or (c) an assessment or testing organization (one seat) and an institute of higher learning (one seat). The designated group is excluded from consideration from the at-large position in that same year. The resulting configuration would be for three-year election cycles.

The Board should hold at least one in-person meeting annually. Currently, the Board meets on two separate occasions during the Annual Meeting and two or three other times during the year for one to two days. Additional meetings may be called by the President. Meetings may be conducted in person, by video conference, or audio conference.

A list of NCME’s Board of Directors since 1990 is provided in Appendix A.

Roles and Responsibilities of NCME Leadership

President

The President serves as Chairperson of the Board and the Executive Committee, represents the organization in its interactions with other organizations, and is ultimately responsible for all editor and committee member appointments (though this responsibility

can also be delegated to others). Persons elected to this office serve a three-year term on the Board as Vice President, President, and Past President. A list of [NCME's Past Presidents can be found on the NCME website](#).

Specific responsibilities of the president include

Chairing Board Meetings

The President chairs all meetings of the Board of Directors.

Directing Annual Program

The President should communicate any expectations he/she may have about the Annual Meeting Program to the Program Committee Co-Chairs and Chair of the Training and Development Committee well in advance of program planning activities so that those expectations can be taken into account. Program Co-Chairs should be advised of the impending deadlines for the call for proposals that is due soon after the annual meeting.

Board Liaisons

The President is responsible for appointing the new Board members as committee and SIGIMIE liaisons and monitoring their work to ensure that progress is being made on committee agendas. Regular (at least monthly) communications are essential, as are reminders of deadlines for committee appointments and reports.

Monitoring Annual Budget

The President is responsible for working with the Budget and Finance Committee and the management group to monitor the budget. The President works with the Chair of the Budget and Finance committee and the management group to prepare a financial report to the membership that is delivered to the membership by the Chair of the Budget and Finance Committee at the NCME Annual Meeting.

Pursuing Strategic Plan

The President is responsible for planning the meetings of the Board of Directors and for proactively pursuing the NCME Strategic Plan. It is the President's responsibility to make sure that the Strategic Plan reflects current priorities of the organization and that steps are being taken to pursue each one of the strategic objectives. In this regard, the President is responsible for structuring the meeting agendas of the Board to keep their focus on the Strategic Plan.

Monitoring Contracts

The President needs to be aware of the current status of major contracts and to take any necessary steps, with the Board's consent, to secure that contract for the next several years. Currently NCME has contracts with Talley Management Group for management services, AERA for meeting services, AERA and APA for matters related to the Standards for

Educational and Psychological Testing, Wiley for publishing NCME journals, Higher Logic for website hosting, All Academic for providing services and software for the annual meeting proposal submission system, Beijing Normal University for the production of CEJEME, Routledge for the production and distribution of the NCME Book Series, and software licensing agreements with YourMembership which is an Association Management Software System, and CommPartners which hosts ITEMS.

Note: For the NCME Editorial Board on the books in the NCME Applications of Educational Measurement and Assessment series, each publishing contract for the individual books in this series requires a signature from the current NCME President.

Maintaining Continuity with the Outgoing President

The President should ask the Past President about any outstanding special initiatives that the President should oversee during his/her year as President. Special initiatives could include special reports, task forces, and other projects that may be of a continuing character and cross the terms of several Presidents.

Maintaining Communication with Past Presidents

The President is responsible for making sure that the Past Presidents are informed of organizational issues and engaged as necessary and appropriate in NCME affairs. To this end, each year at the Annual Meeting, the current President meets with the Past Presidents at a luncheon or other gathering.

Making Special Appointments as Needed

The President will periodically need to make special appointments of NCME members to serve as representatives to special committees. These appointments are made at various times, depending on the scope and function of the particular committee.

For example, there is an NCME member who serves as a voting member on the Joint Standards Management committee. This is a three-year term (current representative is Kristen Huff, who serves from 2022-2024).

The President also may make recommendations, such as nominating three NCME members to serve as the NAGB testing expert. If one of these is selected to serve, they serve as individuals, not as NCME representatives.

Outgoing Governance Members

The President should send a message of thanks to outgoing members and Chairs who have contributed their time to NCME activities throughout the year.

Convening Business Meeting

The President convenes the business meeting of the organization at a formal breakfast or other meeting that is held during the NCME Annual Meeting. At that meeting, the President also delivers an address to the NCME members who attend.

Enforcing Board Policies

The President is responsible for implementing all the policies approved by the NCME Board. The NCME Governance Handbook and past minutes of Board of Directors meetings provide the historical record for these policies.

Reviewing and Updating the NCME Handbooks

On January 1st the handbook will be posted so that Board members and committee Chairs can review and suggest revisions. On March 15, the President and Vice President will review the suggested revisions and revise the handbook to reflect the revisions that they deem appropriate. The revised handbook will be posted on the NCME website.

Miscellaneous

Odd year presidents (e.g., those serving for the 2021, 2023, etc. Annual Meetings) also tend to serve as the NCME liaison to the APA, AERA, NCME Joint Standards committee. The NCME president is a non-voting member and serves in their president and past-president years.

Presidential Budget

Each incoming president has a \$10,000 discretionary budget to be used for his/her initiatives, etc. The expenditures must be consistent with NCME policies, specifically the spending authority threshold policy document. Given that the presidency transitions during an NCME fiscal year, it is possible that two presidents spend their full amount in the same fiscal year; NCME has sufficient funding such that the organization can handle that variance.

Vice President

The Vice President serves as a member of the Board and the Executive Committee and replaces the President if he/she is unable to carry out the responsibilities of the office. The Vice President is the incoming President (also known as the President-elect).

Specific responsibilities of the vice president include

Planning the Program for the Annual Meeting

In preparation for the Annual Meeting during the year that the Vice President serves as President, the Vice President must appoint (1) two individuals to serve as Co-Chairs of the NCME Annual Meeting Program and (2) one or two individuals to Chair or Co-Chair the Training and Development sessions that typically precede the annual meeting. The Co-Chairs are usually named one year in advance of the annual meeting so that they can consult with the current program Co-Chairs on schedules, activities, and expectations. The NCME Executive Director, in consultation with the Management Company will provide the program Co-Chairs with a description of their responsibilities, a copy of the program Co-Chair information contained in the NCME Governance Handbook, and a copy of the committee's most recent reports.

Attending Past President's Luncheon

The Vice President attends the past president's luncheon (or other gathering) held during the Annual Meeting with the (outgoing) president in order to learn more about the event.

Staffing the Standing Committees

The Vice President is responsible for overseeing the process of staffing the standing NCME committees (described in a subsequent section of this handbook).

Appointment of Committee Chairs

The Vice President is responsible for overseeing the appointment of Committee Chairs on an annual basis. The process by which this is to occur is described in the section of this Handbook on NCME Committees.

Coordinating Board Liaisons and Committee Meetings at Annual Meeting

The Vice President should arrange with the Board Liaisons and committee Chairs a time and place for each Board Liaison to meet with his/her committee Chairs during the annual meeting (such as at the first meeting of the NCME Board of Directors). The Vice President should also make sure that the Board Liaisons encourage their Committee Chairs to meet with their Committees during the Annual Meeting.

Review and Update the NCME Handbook

On January 1st the handbooks will be posted so that Board members and committee Chairs can review and suggest revisions. In mid-March, the President and Vice President will review the suggested revisions and revise the handbook to reflect the revisions that they deem appropriate. The revised handbook will be posted on the NCME website.

Other Activities

The Vice President is responsible for other activities and assignments as delegated by the Board and President.

Past President

The Past President serves as a member of the Board and the Executive Committee. The Past President serves in this position for one year following his/her year as President.

Specific responsibilities of the past president include

Advising the Current President

The Past President serves as an advisor to the President and Vice President and carries out requests made by either the President or Vice President. The Past President should also provide the necessary support to ensure that the NCME Strategic Plan has continuity across the terms of presidents.

Appointing Nominations and Elections Committee

The Past President appoints the Chair and works with this Chair to appoint committee members of the Elections Committee. (See the description for the Nominations and Elections Committee.)

Maintaining Continuity of Special Initiatives

The Past President should inform the President of all outstanding special initiatives that will require the President's attention during his/her term.

Conducting an Evaluation of Central Office

The Past President, working with the Executive Director, conducts the annual evaluation of central office management services and writes a report that summarizes the results of the evaluation and is delivered to the Director of Operations.

Chairing the Nominations Committee

The Past President serves as Chair of the Nominations Committee and appoints two additional members to serve one-year terms. See nomination procedures.

The Executive Committee

The Executive Committee of the Board consists of the President, Vice President, Immediate Past President. The Executive Committee is expected to meet on a monthly basis and has power to act for the Board between meetings of the Board unless expressly prohibited in this Handbook or in the Bylaws.

The Six Board Directors

Specific responsibilities of Board Directors include

Attending and Actively Participating in all meetings convened by the President

These generally include quarterly meetings held in-person in the winter, spring, summer and fall. The spring meeting is always scheduled to coincide with the Annual Meeting.

Preparing for meetings by reading the “Board Book”

The Board Book is assembled by NCME’s Director of Operations and provides relevant background on all agenda items for each meeting.

Responding to Board-related Communications in a Timely Manner

Board members can expect to receive emails and/or phone calls in regard to issues of concern to NCME and its membership throughout the year. Board members are expected to respond to these in a timely manner.

Serve as a Liaison to one or more NCME Committees, SIGIMIES and/or Task Forces

Each Board member will serve as a liaison to one or more NCME Committees. In this capacity, the Board member will (1) get be in regular contact with the Chair of the committee, (2) will, whenever possible, attend meetings of the committee and be included on all related email correspondence, and (3) be prepared to provide insights to the rest of the Board on issues related to the work of the committee during quarterly meetings.

Staff in Support of NCME Leadership

Executive Director

The Executive Director provides coherent leadership in the operation, financial management, and execution of organizational strategy. The Executive Director is authorized by the Board to conduct, manage, and oversee the administration and operation of all functions within NCME. This role reports to the Executive Committee of the Board of Directors, which, on an annual basis, establishes priorities with, and reviews the performance of, the Executive Director. The Executive Director supports NCME members and the volunteer committees on which they serve, but volunteer committees continue to report to the Board through their designated Board Liaison.

Newly established in January 2023, the Executive Director role and its relations with the Board are intended to generally model best practices in non-profit governance. Delegation of authorities by the board to the Executive Director are documented and include authorities, with limitations, to represent NCME with other organizations, speak on behalf of NCME, enter into contracts, and authorize expenditures.

A primary purpose for the Executive Director role is to enable the Board to focus more completely and effectively on matters of governance and social impact, and to enable the members of the organization to serve more effectively on the volunteer committees that advance the mission and goals of the organization.

The Executive Director is authorized to delegate some of its authorities to others, including an association management company (AMC). The Executive Director is therefore responsible for the performance of the AMC and is expected to intervene as appropriate to address any significant performance issues arising with the AMC.

Director of Operations

The Director of Operations is a role typically filled by an experienced manager from the association management company (AMC). This role is responsible for all management office operations, ensuring service delivery defined under the management company's contracted scope. The Director of Operations is responsible for the supervision of all support staff deployed by the management company. The Director of Operations is directly accountable to the Executive Director but serves generally without direct supervision the Board, the President and other officers, and volunteer committees whose work requires the support of the AMC. The Director of Operations oversees the work of all AMC staff assigned to support NCME, including the Meetings Manager, Marketing and Communications Manager, Membership and Administrative Assistant, Staff Accountant, and IT helpdesk.

Chair of Budget and Finance Committee

The Chair of the Budget and Finance Committee serves as the de facto treasurer of the NCME Board and is expected to sit in on Board and Executive Committee Meetings. This role does not come with voting rights with respect to matters taken up by the Board during its meetings.

Officer Nomination and Election Procedures

According to Article V of the Bylaws, the Immediate Past President must appoint a Nominations Committee on or before June 1 of each year. According to the Bylaws, the Committee, having

first obtained the agreement of each nominee, is to report its nominations to the President by August 1. This is done in order to meet the election schedule. Ballots are sent electronically to NCME members by mid-November, voting closes by the end of December, and the vote count is completed and verified by mid-January.

The Nominations Committee selects three slates of candidates: (1) at least two members for Vice President and (2) at least two members for each Board seat. In such cases where there are more than two candidates for a position, the selection of the winner will be conducted by rank-choice voting. The details of this procedure follow:

The rank-choice voting process will ask NCME members who are eligible to vote to rank each candidate in terms of their preference, with a rank of 1 being assigned to their first choice, a rank of 2 to their second choice, and so forth. Votes would be counted in a series of rounds to determine the winner.

In the first round, if one candidate receives more than 50% of the first-place votes, that candidate is declared the winner and no other rounds are necessary. If no candidate receives more than 50% of the first-place votes, then the candidate or candidates who received the fewest first-place votes are eliminated and, in the next round, each vote for an eliminated candidate would instead be counted toward the next highest-ranked candidate on that voter's ballot. Depending on the number of candidates, additional rounds of counting could occur, with the last-place candidate or candidates in each round being eliminated, and the votes for an eliminated candidate going to the voter's next choice out of the remaining candidates. A tie for last place in any round would be broken by comparing the tied candidates' support in earlier rounds. Ultimately, the candidate who was, out of the remaining candidates, the preference of a majority of voters will be declared the winner.

To maintain balance on the Board of Directors, the two vacant positions every year will be filled (on a rotating basis) by one at-large member and one restricted member in cycles (a) and (b), and two restricted members in cycle (c). The restricted seats will be filled by NCME members who, at the time of their nomination, are employed: (a) in a local educational agency; (b) a state or federal educational agency or organization; or (c) an assessment or testing organization (one seat) and an institute of higher learning (one seat). The designated group is excluded from consideration from the at-large position in that same year. The resulting configuration would be for three-year election cycles.

The configuration for the three-year cycle, beginning with the 2013 election, is as follows:

To take office in 2021, 2024, 2027

1. Local Educational Agency. Nominees should be NCME members. At the time of nomination, they must be employed by a local educational agency. A slate containing a minimum of two nominees shall be provided.
2. At-Large. Nominees should be NCME members. A slate containing a minimum of two nominees shall be provided.

To take office in 2022, 2025, 2028

1. Testing Organization. Nominees should be NCME members. At the time of nomination, they must be employed by a testing organization. A slate containing a minimum of two nominees shall be provided.
2. An Institute of Higher Learning. Nominees should be NCME members. At the time of nomination, they must be employed by an institute of higher learning. A slate containing a minimum of two nominees shall be provided.

To take office in 2023, 2026, 2029

1. State or Federal Agency, or Organization. Nominees should be NCME members. At the time of nomination, they must be employed by a state or federal educational agency or organization. A slate containing a minimum of two nominees shall be provided.
2. At-Large. Nominees should be NCME members. A slate containing a minimum of two nominees shall be provided.

NCME Committees

Terms of Office

Unless otherwise noted, on most committees, members serve a three-year staggered term. The Chair is selected from among those holding three-year appointments. Chairs are usually appointed from members who are beginning their second or last year on a committee. In some instances, committee Chairs may be asked to serve a second year (as long as their three-year term is not expiring), and members may be allowed to serve up to two consecutive terms on some committees. Student members are always appointed for a one-year term but may be renewed twice and serve up to three consecutive years, as long as they remain a full-time graduate student and are in good standing (i.e., have paid their dues). The final decision when it comes to the appointment of committee Chairs rests with the Vice President. The timing of this is such that the Vice President provides these approvals in the months leading up to the end of that person's term, right before they take over as President at the conclusion of the NCME Annual Meeting.

If a committee wishes to change its composition, for example, adding an additional committee member, that request should be made to the Executive Committee, which has the power to approve or deny such requests at its discretion.

Guidelines: General Responsibilities for all Committee Chairs and Members

Committee Chair

The committee Chair is responsible for managing the annual activities of the committee. The term of a committee Chair begins at the culmination of the NCME Annual Meeting and extends until the culmination of the following year's Annual Meeting. In general (see below for exceptions), a new committee Chair should be selected each year according to the following process:

1. By no later than January 31 of each fiscal year, the outgoing committee Chair will meet with the Board Liaison to the committee to discuss who from amongst the current committee members would be good choices to become the incoming committee Chair. The choice should be based on a combination of experience with the committee and quality of participation with committee activities.
2. The Board Liaison and outgoing committee Chair will then communicate the choice via email or phone with the Vice President's consideration and approval.
3. Once approved, the outgoing committee Chair will then contact the designated person by email, with the Board Liaison and Vice President cc'd to invite them to serve as committee Chair following the Annual Meeting.

With the exception of the Graduate Student Issues Committee (GSIC), all Chairs must be regular members or emeritus members of NCME.

Exceptions

1. On some committees (e.g., Budget and Finance Committee) it is common for a Chair to serve three-year terms
2. On some committees (e.g., Conference Committee), two members of a committee can serve as "Co-Chairs".

These exceptions must be approved by the Vice President.

Recruitment of New Members

1. On most committees, members serve staggered three-year terms with two new members joining each year as two old members step off. Each committee typically has a student representative that serves a single year.
2. By the end of January of each year, the Chair is expected to arrange a meeting with the committee's Board liaison to identify and recruit new members to the committee.
3. In recruiting new members to join a committee, Chairs, with input from their current committee members, should attempt seek out a diversity of representation in terms of

professional affiliation (e.g., academia, testing industry, government, non-profit, etc.), interests (e.g., large-scale assessment, classroom assessment, licensing and certification), experience, gender and race/ethnicity.

4. Before a new member is invited the person needs to be approved by the committee's Board liaison and the Vice President.
5. Once approved, it is the Chair's responsibility to extend an invitation to the candidate and make plans for the new committee member to participate in a meeting of the full committee during the spring conference or immediately following it.
6. New committee members should be directed to this Handbook for general information about their role and responsibilities. Other information can be conveyed more informally by the Chair.

It is important for this process to promote the diversity of committees and provide a broad group of members the opportunity to serve on standing committees. NCME members volunteer by indicating interest on their membership/membership renewal forms. All expressions of interest are acknowledged in membership/renewal confirmations.

All committees need to be fully staffed by the first day of each Annual Meeting.

NCME members are asked to volunteer on an annual basis; although some information about the offer to volunteer is carried over in the Member's record in the database, individual members are expected to volunteer each year and specify the committees on which they are interested in serving. The NCME Director of Operations is responsible for updating the Governance Roster with the new committee members. The updated Governance Roster should be prepared by April 1st. When a member volunteers to serve on a committee, they should be asked to provide a brief statement of interest that explains (a) their current professional role, (b) why they would like to join the committee and (c) what they feel they would be able to contribute to the committee. This statement can be used by the existing committee Chairs to recruit and select new membership.

Setting Goals and Convening Committee Meetings

At the start of each new NCME fiscal year following the annual meeting, the Chair is expected to confer with the committee's Board liaison to establish a timeline for committee activities over the coming year. Following this meeting, the Chair should establish a schedule for periodic meetings with the full committee to facilitate the completion of those activities. (For details on the typical activities associated with each committee, see the following major section.)

Providing Quarterly Updates on Committee Activities to the Board

Committee Chairs are responsible for submitting short updates of committee activities prior to quarterly Board meetings. These updates all follow the same basic template and can be found here. These reports can serve as occasions to make formal requests to the Board. Following each Board meeting, the committee's Board liaison will contact the committee Chair to discuss any relevant feedback from the Board. The most important report is the final report of the fiscal

year prior to the Board meeting at the annual meeting. This report should provide a reflection on accomplishments of the committee over the past year.

Committee Members

Committee members are expected to attend scheduled meetings, respond to emails or phone calls from the committee Chair in a timely manner, and generally play a collaborative role that ensures that the committee meets its charges. Both NCME leadership and NCME committees are staffed by volunteers, and this is greatly appreciated!

Process for Intervening with a Non-Responsive Committee Member or Committee Chair

In the event that a committee member is no longer contributing to the work of a committee (e.g., the person is no longer responding to emails, does not attend scheduled meetings, does not complete tasks they had promised to complete) the following steps should be taken.

1. The committee Chair should send an email to the committee member with the Vice President cc'd, to inquire whether the person is still able and willing to serve on the committee. If the answer is yes, the committee Chair should reiterate the expectations of the role and the need for the person to be more responsive. If the person is unable or unwilling to meet these expectations, the Vice President has the authority to remove the person from the committee.
2. If the person does not respond to the email from the committee Chair, the Vice President is expected to reach out to contact the person by email or phone to make the same inquiry described above. If the person does not respond to the Vice President, or is unable or unwilling to meet these expectations, the Vice President has the authority to remove the person from the committee.

The same basic process described above should be followed for committee Chairs, but the process described in step 1 should be initiated by the Board Liaison to the committee.

The Committees: What they Are and What they Do

Annual Meeting Program Committee

Composition

Traditionally two Co-Chairs (appointed by the President) and the current President. Can exceed two at the discretion of the President. It may be helpful to include members of the previous program committee and the future program committee to aid in continuity.

Duties

This committee:

1. Plans and organizes the Annual Meeting program; revises call for submissions;
2. Plans invited sessions; solicits recommendations and identifies NCME sponsored sessions;
3. Recruits one or more keynote speakers, if desired;
4. Recruits reviewers and adjusts evaluation procedures and timelines as needed;
5. Provides feedback and decisions regarding all submissions;
6. Coordinates schedule, room assignments with AERA to avoid conflicts;
7. Develops a final program for distribution and communicates with presenters concerning the schedule;
8. Confirms invited presenters (e.g., award addresses);
9. Provides overall leadership and direction for the program;
10. Resolves conflicts and problems; and
11. Provides a report to the Board following the Annual Meeting on recommended changes in policy and procedures related to the Annual Meeting program.

Archives and History Committee

Composition

6 members (and one additional student member for up to a 3-year term)

Duties

Develop and implement a policy and plan for documenting and archiving the history of NCME, and the people, organizations, and trends (e.g., policies, legislation, litigation, societal changes) that have influenced, and have been influenced by, NCME. The plan should include an archive containing documents and other materials important for preserving the history of NCME.

The NCME archive should hold information that is of historical interest to NCME and should include both electronic materials (e.g., digitized reports) and physical artifacts. The electronic and physical archives should consist of a storage and access system that will provide reasonable assurance that NCME's institutional records will be available and retrievable for as long as desired.

The Archives and History Committee will also produce materials (e.g., images, recordings, etc.) to document the history and evolution of NCME, including key officers and committee members, products, partnerships, and other activities that characterize the mission, goals, education/outreach, and activities of NCME over time. The committee will work with the NCME Board and the Website Committee to ensure accessibility of (non-confidential) archival and historical information of interest to NCME members.

Award Committees

Each of the awards committees has the same responsibilities for each of their respective awards:

1. Reviews and revises the call for nominations;
2. Distributes the call (via website, email, print);
3. Solicits nominations;
4. Reviews nominations;
5. Makes selection;
6. Disseminates news of the selection; and
7. Arranges with Management Company for the award citation, cash prize and plaque; and recommends procedural or policy changes to the Board regarding this award. (Note: One plaque is given per award, regardless if the award recipient is one person or a group of people.)

Note: Awards need not be given each year.

Alicia Cascallar Award

Description

The [Alicia Cascallar Award](#) for an Outstanding Paper by an Early Career Scholar has been established to honor Alicia's professional commitment and accomplishments and to continue her practice of mentoring and encouraging promising new scholars in the area of educational measurement. The award will be given to an early career scholar for an outstanding paper presented at the Annual Meeting. A cash award of \$1,000, a citation, and a waiver of NCME conference fees for the following year will be provided as partial support for an early career member of NCME to travel to the annual meeting. The award will be presented at the NCME Annual Meeting.

Composition

Eight members, six appointed and one permanent member representing the family, and one student member.

Annual Award for Exceptional Achievement in Educational Measurement

Description

The NCME [Annual Award for Exceptional Achievement in Educational Measurement](#) is established to recognize exceptional achievement in multiple categories. To be eligible for this award, the contribution must have occurred initially during the previous three years. (1) The award may be given to recognize an outstanding technical or scientific contribution to the public or the field of educational measurement, which could include a book or publication which is an application of technology, or innovative ways of solving practical and theoretical measurement problems, inventive instrument development techniques, creative testing procedures or products, or scientific contributions of measurement to research methodology. (2) The award may also be given to recognize exceptional service, such as a practitioner might provide to a state, district, consortia, or client, excellence in teaching, or outstanding mentorship. Exceptional service might include novel, technically sound methods of addressing real-world issues, facilitating data usage in making decisions, such as designing exceptionally informative score reports, and so on. Awards are determined by the Annual Award for Exceptional Achievement in Educational Measurement Committee. The recipient of the Annual Award for Exceptional Achievement in Educational Measurement receives a plaque and a \$1,000 cash payment. The award will be presented at NCME's Annual Meeting.

Composition

Seven members, six appointed and one student member.

Bradley Hanson Award for Contributions to Educational Measurement

Description

The [Bradley Hanson Award for Contributions to Educational Measurement](#) has been established to honor Bradley Hanson's contributions to the field of educational measurement and to further advance the goals embodied in his work. Applicants must describe a recently completed research project or propose a new research project that promises to make a substantive contribution to the field of educational measurement or the development, instruction or mentoring of new professionals in the field. A typical time frame for the expected completion of a proposed project is one to two years. Please see the list of previous recipients and their projects for more information. The recipient will be awarded \$1,250 and a commemorative plaque from NCME, which will be presented to the recipient at the NCME Annual Meeting.

Composition

Eight members, six appointed, one permanent member representing the family, one student member.

Brenda Loyd Dissertation Award

Description

The [Brenda H. Loyd Outstanding Dissertation Award](#) honors an outstanding dissertation in the field of educational measurement. The winner of the award will receive \$1,000 and a commemorative plaque from NCME. In addition, the advisor or committee Chair for the award-winning dissertation will receive a letter of congratulations.

Composition

Seven members, six appointed and one student member. Special attention should be given to members with expertise in reviewing dissertation research and publications.

Jason Millman Promising Measurement Scholar Award

Description

The [Jason Millman Promising Measurement Scholar Award](#). In 1995, the Department of Education at Cornell University initiated the Jason Millman Promising Scholar Program to honor the lifetime work of Dr. Jason Millman, to recognize his contributions to the field of applied measurement, and to continue Dr. Millman's support of scholars in their formative years who are just beginning their research careers. Since 2003, the National Council on Measurement in Education with the support of the Millman endowment has continued the tradition of this award. As in the past, it is designed to honor Dr. Millman's work by recognizing a scholar at the early stages of his/her career whose research has the potential to make a major contribution to the applied measurement field. In addition to recognition by NCME, the successful candidate will receive \$1,000. Only one candidate will be chosen to receive the award each year and will be presented the award at the annual meeting.

Composition

Seven members, six appointed and one student member. New members should be selected based on their familiarity with the accomplishments of members early in their careers.

NCME Career Contributions Award

Description

The [NCME Career Contributions Award](#) is an annual award and honors a person whose contributions over a career have had a widespread positive impact on the field of educational measurement. These influential contributions might include one or more of the following: theoretical or technical developments; ideas or conceptualizations of information to the public about educational measurement that have widely influenced public understanding; and/or applications of theory through procedures, instrument, or program development that have influenced broadly the nature of measurement and practice. The recipient of the award will

receive a monetary award of \$3,000. Additionally, there will be a plenary award ceremony with an invited presentation by the award recipient at the Annual Meeting.

Composition

Seven members, six appointed and one student member.

Budget and Finance Committee

Composition

Five members (no student member). The Chair may serve for three consecutive years.

Duties

This committee has overall responsibility for overseeing the NCME budget, finances, and investments. This committee

1. Reviews monthly financial statements and reports to the President;
2. Reviews, advises, and recommends for or against Board approval of a proposed annual budget;
3. Develops investment policy in collaboration with NCME's investment advisor for Board review and adoption;
4. Reviews periodic investment reports and shares recommendations with the Board no less than semiannually;
5. Reviews the scope and results of the external auditors' annual audit;
6. Advises the Board and its officers on financial matters of the organization and supports the development of strategic planning to improve the organization's financial strength;
And
7. Drafts policy documents or guidelines pertaining to financial matters as directed by the NCME President.

The committee may be asked by the Board to review any new board meeting business item that has potentially significant fiscal implications on NCME finances prior to action by the Board. The committee Chair or another member of the Budget and Finance committee designated by the Chair is expected to attend each meeting of the NCME Board of Directors and each meeting of the Executive Committee. The Chair should provide overall financial guidance to the Board.

Committee on Informing Assessment Policy

Composition

Six members and one student member. New members should be selected based on their experience in assessment and measurement-related policy, their ability to initiate and follow-through on collaborative efforts with other major scientific and educational policy groups and their interest and willingness to devote substantial time to these efforts during their term.

Duties

This committee exists to provide education policy makers with access to the expertise within NCME and organizationally on issues involving uses of tests in public policy. A second, but related role of the committee is to increase the visibility of NCME as a resource for policymakers in educational assessment. This committee develops strategic policy initiatives that address educational measurement and assessment. In collaboration or consultation with the Outreach and Partnerships committee, members network with external groups and organizations that are actively engaged in these issues to identify issues of most relevance, and which provide an opportunity for NCME to respond in an appropriate manner. Two types of activities should be considered: short-term activities that will result in a specific deliverable or outcome (e.g., inter-association position on an important policy issue, identifying NCME members with expertise who can represent the organization in testimony or develop written comments for NCME in relation to proposed guidelines, legislation, etc.); and longer-term projects that provide more substantive responses on policy and technical issues. In addition, the Committee keeps NCME leadership informed of important policy issues that are emerging and any proposals for addressing such issues and challenges.

Specific activities this committee is responsible for include: (1) identifying national educational assessment policy issues that could benefit from NCME member expertise and input; (2) coordinating NCME members in an appropriate response to the policy issue (including arranging special sessions at NCME annual meeting); (3) acting as liaison to Board regarding the issues and NCME member response; and (4) other related activities as assigned by the President or Board.

Diversity Issues and Testing Committee**Composition**

Six members and one student member.

Duties

This committee will assist NCME in the identification of issues relevant to diverse members, organize a symposium for the Annual Meeting, and collaborate with other NCME governance groups to address issues of relevance and importance to diversity in NCME's internal governance and all activities. The committee will also make recommendations to NCME and its governance groups concerning ways to ensure that diversity is considered throughout its work. Finally, the committee will work with external groups to further these interests and goals in educational measurement and recommend new initiatives, as appropriate to the Board. The committee should complete a comprehensive report every three years reporting on the diversity of NCME membership, governance involvement, and other efforts over time.

Diversity issues are broad in scope and involve

1. The diversity of individual characteristics and experiences of both members and the general population that are affected by assessments (e.g., race, ethnicity, gender, language, religion, nationality, learning styles and special talents);
2. The diversity in the types of organizations and work settings that NCME members and educational measurement professionals are employed; and
3. The diversity of educational institutions involved in training the next generation of educational measurement specialists, and related professionals, as well as the educational backgrounds and interests of current regular and graduate student members.

The Mission Fund Development Committee

Composition

At least six members (plus one graduate student member); Chair is approved by the Vice President annually. The Chair may serve for up to three consecutive years; a commitment to serve one additional year as non-Chair to facilitate training of a new Chair is desirable. While prior experience fundraising or serving on a Development Committee in an organization similar to NCME may be desirable, especially for the Chair, interest in and commitment to serving on the committee is of key importance. Terms and appointments are intended to promote continuity and longevity of service, given the complexity of committee responsibilities.

Duties

This committee is responsible for providing potential donors with a tangible means to support advancing NCME's mission in the science and practice of educational measurement and for recognizing students, junior scholars, researchers, and practitioners in the field. Other responsibilities:

1. Defining charitable giving opportunities distinct from existing NCME awards (e.g., setting grant priorities and funding goals and implementing a structure for donation receipt);
2. Preparing and implementing a donor solicitation plan (e.g., using best practices for direct solicitation and fundraising campaigns, educating donors on NCME needs, tapping donor interests);
3. Developing and implementing the process for publicizing giving opportunities for NCME Fund Development and policies and practices for Board approval (e.g., annual and planned giving, major gift and solicitation development, review of development activities relative to funding goals, quarterly and annual reporting, etc.);
4. Working with the NCME Budget and Finance Committee to make recommendations on assets (if any) to be contributed, yearly budget development, and accounting and auditing procedures; defining and implementing the process for making grants (e.g., Chair reporting at all Board meetings, appointment and management of subcommittees

for specific new grants, reporting proposed grantees for approval to the NCME Board, etc.);

5. Developing timelines for completion of major activities in coordination with those of the Budget and Finance Committee, Website Management Committee, Award Committees, and Board.

Graduate Student Issues Committee

Composition

Nine members (six students and three faculty). One student member is appointed Chair for the second year of his/her term upon recommendation of the current Chair and approval of the Board Liaison. In addition, to allow more students to participate, there can be a group of Volunteer Student Members who want to collaborate in the GSIC initiatives.

Duties

This committee is broadly responsible for ensuring that NCME meets the needs of graduate students and that graduate student issues are foremost in the organization's strategic planning and initiatives. The committee's regular responsibilities include:

1. Identifying policies and initiatives that will assist in graduate student recruitment, renewal, and retention (and collaboration with the Membership Committee to meet these objectives);
2. Working with the NCME management company to track graduate student membership trends over time and report on graduate student membership annually at the Board meetings;
3. Developing initiatives and incentives that will result in conversion of graduate student memberships to regular memberships (develop appropriate metrics to track and evaluate these processes annually);
4. Recruiting graduate students to serve within NCME governance and working with the central office and committee Chairs to ensure all graduate student positions in governance are filled prior to the Annual Meeting;
5. Organizing and recommending programming and training sessions for the Annual Meeting;
6. Monitoring NCME initiatives and activities to ensure graduate student needs and opportunities are appropriately incorporated;
7. Developing brochures and other materials (print and web based) that meet the varied needs of graduate students (e.g., internships, career opportunities in education measurement); and
8. Developing recommendations to the Board for initiatives, policies, and processes that will address the needs of graduate students.

Membership Committee

Composition

Six members and one additional student member. The student member is appointed annually by the Chair of the Graduate Student Issues Committee, in consultation with the outgoing Chair of the membership committee.

Duties

This committee has overall responsibility for monitoring NCME membership, retaining membership, recruiting new members into the organization, and membership recognition.

Specific responsibilities include:

1. Working closely with the NCME management company to track membership during the year and provide longitudinal membership data to the Board at each meeting (student, regular, renewals, new members, etc.);
2. Defining the types of individuals NCME may seek to recruit (qualifications, work setting, and educational background) and rationale for expanding membership base in this fashion;
3. Developing targets for recruitment activities (e.g., increase NCME membership by 200 in the next three years); develop policies, programs, and recommendations to maximize the recruitment of new members, membership renewals and retention;
4. Evaluating and improving current processes used to obtain membership renewals;
5. Overseeing and evaluating all recruitment and retention efforts to determine which strategies are most effective;
6. Evaluating and revising timeline for renewals;
7. Identifying and evaluating potential initiatives that may increase renewals, reduce time to renew, and increase retention of members and student members;
8. Collaborating with the Graduate Student Issues Committee to retain student membership and convert to full membership upon graduation;
9. Collaborating with the Outreach and Partnership Committee to design new recruitment activities (e.g., mailings, conference attendance, newsletter articles) and encourage and facilitate new memberships from partner organizations;
10. Continuing to coordinate membership activities at the annual meeting booth and member services; and identify and evaluate the NCME value proposition for members and graduate students. This committee will work in close collaboration with the Website Content Editor.

Nominations Committee

Term of Office

One-year term, non-renewable. However, the same person could serve in non-consecutive years.

Composition

Three members (no student member). The Past President serves as the Chair and appoints two additional members; one who is another former Past-President and one who is a former Board Member. Final appointments require Executive Committee approval.

Duties

This committee nominates at least two members for Vice President, and at least two members for each of the two positions on the Board of Directors to be filled following the rotation outlined in this Handbook.

Elections Committee

Term of Office

One-year term, non-renewable. However, the same person could serve in non-consecutive years.

Composition

Three members (no student member). (Usually, members reside near NCME's Central Office for reasons of convenience and economy).

Duties

This committee works with the NCME Director of Operations to:

1. Obtain statements, photographs, and biographical sketches from the candidates;
2. Review these documents for compliance to specifications and for accuracy;
3. Create the final text for all ballot materials; and
4. Verify the accuracy of the ballot materials and text describing the voting procedure once posted to the web.

Publications Committee

Composition

Seven members and one student member. The Publications Committee seeks to balance the experience of its membership across all aspects of the publication cycle. Thus, members typically have experience in one or more of the following: serving as an editor or associate editor for major scholarly journals, serving as an editor of a scholarly book, collaborating with commercial publishers on journal operations, negotiating contracts and RFPs, promotion of journals and books, "experience with the peer-review publication process or experience as a journal reviewer.

Duties

The primary duties of the Publications Committee are to:

1. Maintain direct contact with all publishers on behalf of NCME;
2. Work directly with the publisher(s) and NCME management company to review and report sales volumes, distribution, citations and other metrics relevant to evaluating the success of NCME journals and books to the Board;
3. Maintain long-term trend data on these metrics and provide recommendations concerning publication policies, new initiatives or promotions, page limits, format and other related issues;
4. Actively monitor submissions, the timeliness of the review and publication process;
5. Look for ways to continuously improve NCME's publications program to respond to member needs;
6. Provide assistance as needed to resolve disputes about publications;
7. Review proposals for new publications;
8. Coordinate the searches for and onboarding of new editors.
9. Provide ongoing support for editors in all aspects of the publishing cycle.
10. Provide support for special publications. When a special publication, such as a revision of the Joint Standards or a new edition of Educational Measurement is undertaken, the NCME Board will meet with the Chair(s) of the Publications Committee at the beginning of the process to determine the Committee's role in selecting the leadership (Editor or other), finding a publisher, and overseeing the development process.

Standards and Test Use Committee

Composition

Six members and one student member. New members should be selected who have expertise and experience relevant to the use and development of professional standards in testing.

Effective in 2013, upon request of the President and the agreement of the Chair, the Chair of the committee will serve as liaison to the Joint Committee on Standards Revision for the *Standards for Educational and Psychological Testing* (hereafter referred to as "the *Standards*"), at the time the Joint Committee is formed. All members will then be invited to remain on the committee at the time the committee becomes involved in the public review process, through an additional term appointment or provisional appointments.

Duties

The committee provides input to the Board on matters directly or indirectly related to the Standards for Educational and Psychological Testing (i.e., the Standards). This typically includes information related to the need for a revision to the Standards or progress once the process of a revision is underway. Once a joint committee has been appointed to revise the Standards, the Standards and Test Use Committee should receive all reports from NCME's

liaison to the joint committee. The Standards and Test Use Committee is responsible for coordinating the NCME review of the draft Standards. The committee also performs recurring reviews of any standards and guidelines that derive or are intended as a complement to the Standards and makes recommendations to the Board for revisions of these Standards and guidelines.

Past examples of related standards and guidelines documents include

- Standards for Teacher Competence in Educational Assessment of Students (1990)
- The ABCs of School Testing (1993)
- The Code of Professional Responsibilities in Educational Measurement (1995)
- Competency Standards in Student Assessment for Educational Administrators (1997)
- The Code of Fair Testing Practices in Education (2004)

The purpose of these reviews is to ensure that the related standards and guidelines documents remain consistent with the Standards as it is revised. The committee makes recommendations to the Board regarding the need for and development of new standards and guidelines addressing testing or test use. The committee represents NCME in working with external groups in the development or review of standards and guidelines concerning testing and test use. At the Board's request, the committee reviews and makes recommendations to the Board on all new standards or guidelines developed within NCME or externally that have been submitted for NCME approval.

NCME Members, including the Board, have an opportunity to review the Standards and submit comments. Formal NCME Endorsement occurs after at least 2/3 of the Board vote to endorse.

Training and Professional Development Committee

Composition

The committee is typically composed of the Chairs from the upcoming conference, the conference that follows, and the just past conference.

Duties

This committee organizes training sessions and publicity for the Annual Meeting, as well as at other times and for other conferences, on an as-needed basis.

During the first year, assists in implementing the training and development program and other activities for the upcoming conference, as well as initiating planning for the next year. During the second year, takes responsibility for organizing the training sessions for the Annual Meeting. During the third-year acts as advisor to the newly appointed member and the member who serves as the Chair.

Website Committee

Composition

Nine members and one additional student member.

Duties

This committee is responsible for

1. Developing website policies and procedures; overseeing website updates, organization, and functionality;
2. Auditing website traffic and making necessary revisions to the design.
3. Ensuring written permission is secured (from award winners etc.) before publishing a personal likeness on the NCME website. Sample permission request: "In accordance with the European Privacy Law, do you grant permission to post this photo of you on the public facing NCME website?"

The committee will evaluate the design of the website every three years and be prepared to implement, and evaluate a redesigned website based on the evaluation. The committee is also responsible for assisting the Publication Committee in the selection of the Website Content Editor and is to work in close collaboration with the Website Content Editor. Editorial policy decisions and plans for work that involve the central office staff and fall outside the current contract should be submitted to the Board for review and approval. Written reports and responses to inquiries from the Board should be provided when requested.

Social Media Committee

Composition

Nine members and one additional student member.

Duties

As a new committee, this committee is responsible for

1. developing and maintaining a social media presence for NCME across multiple platforms
2. developing and implementing guidelines for postings on various platforms
3. monitoring social media footprint
4. developing a social media strategic plan

Special Interest Groups in Measurement in Education Initiative (SIGIMIEs)

Special Interest Groups in Measurement in Education (SIGIMIEs) provide an important forum for NCME members with common interests to join together, network, and make contributions to NCME membership and to the NCME mission and goals.

Rules for establishing a new SIGIMIE

The requirements for establishing a SIGIMIE are Board approval, based on the submission of a formal request from a regular NCME member.

The request should include:

- (a) Proposed name of the SIGIMIE
- (b) List of at least 50 NCME members who have expressed interest in joining the SIG
(names and emails)
- (c) A description of the importance of the SIGIMIE to NCME goals or mission (see ncme.org/about/mission), including what actions the SIG will take within its first three years of existence.
- (d) Any supporting documentation of relevance to the request.
- (e) Contact information for the person filing the request
- (f) The proposed officers for the SIG.

Note: Newly formed SIGIMIEs will receive a one-time \$1000 budget to assist with start-up activities. A description of how such funds will be spent should be included in the SIGIMIE proposal, or otherwise must subsequently be submitted for a separate board approval. Unless otherwise indicated in the SIGIMIE proposal, it is assumed that the budget will be spent in the calendar year when the SIGIMIE is formed.

Rules for retiring an existing SIGIMIE

SIGIMIEs may be retired if a different structure seems better suited to NCME's and the SIGIMIE's function (for example, it is conceivable, if not very likely, a SIGIMIE could morph into a Committee or a Task Force).

SIGIMIEs that cease to function according to the SIGIMIE guidelines, that have a very small membership, that do not seem to be engaged in any activities, that have few active members,

and so on may be dissolved. The NCME Board may dissolve a SIGIMIE based on a majority vote and may specify the timeline for the dissolution.

Two or more SIGIMIEs may formally merge in the future if, as time goes on, they seem to substantially overlap in scope, or it seems to the SIGIMIEs that pooling resources is preferred. The Board liaison(s) for the separate SIGIMIEs should bring this proposal to the full Board for approval.

Multiple separate SIGIMIEs working jointly on initiatives, session proposals, etc. (without formally merging) is encouraged.

Rules of operation for a SIGIMIE

1. SIGIMIEs should establish a leadership structure to ensure efficient organization of the group. We assume the default is to have Co-Chairs or a Chair and Incoming Chair (with staggered term limits). If an alternate structure is desired, it should be proposed for Board approval. Yearly changes in leadership (e.g., new Chair, new Co-Chair, etc.) should be communicated to the NCME Vice President prior to the annual meeting.
2. SIGIMIE leadership should meet monthly with each other and with their NCME Board liaison. Meeting monthly will help ensure progress on SIGIMIE goals and activities and help keep members engaged. Including the NCME Board liaison on these meetings or updating the liaison on a monthly basis will facilitate communication of SIGIMIE activities and requests to the Board.
3. SIGIMIEs should provide biannual updates to the Board that summarize its activities and progress on meeting its goals. The NCME Board meets quarterly. SIGIMIEs are invited to send progress reports for each of these four Board meetings but are required to send progress reports for the July and January Board meetings. A report template will be provided. These reports should be coordinated with the SIGIMIEs' Board liaison.
4. SIGIMIE activities must be coordinated with NCME activities. NCME sponsors many virtual sessions, brown bags, receptions, and other events throughout the year. SIGIMIEs are also encouraged to sponsor activities. For NCME and SIGIMIE events not to compete with one another, all SIGIMIE proposed events should be communicated to the Board liaison and to the NCME Director of Operations before the dates and times are finalized. Of particular note here are receptions, business meetings, and other activities that may occur during or near the NCME annual meeting.
5. Any NCME member in good standing is eligible to join any SIGIMIE.
6. The Digital Presence of a SIGIMIE shall be accessed through the NCME website.
7. No SIGIMIE website, newsletter, or other communication may include advertisements. Notices of resources, relevant events by other organizations, etc. must be okayed by the Board liaison.
8. SIGIMIEs should be aware of and leverage NCME resources. These resources include announcements via the NCME web site, communicating with SIGIMIE members via the NCME community forum on the web site, the NCME YouTube channel (<https://www.youtube.com/channel/UCBxobaOUJXiyZgEbW5WrFg>), ITEMS

(<https://ncme.elevate.commpartners.com>), management group staff, and other resources.

9. SIGIMIEs are expected to propose a coordinated session for the annual meeting that will be of interest to SIGIMIE members and to NCME members in general. The coordinated session should be consistent with the conference theme and will be evaluated by the program Chairs. It is critical that proposed sessions include diversity of perspectives and avoid conflict of interests. Attendance and survey data for SIGIMIE sessions will be among the criteria used for evaluating the effectiveness of the SIGIMIE.
10. SIGIMIEs cannot grant awards without Board approval.
11. If a SIGIMIE wishes to engage in fundraising it must first submit a proposal to the Board for approval to ensure such fundraising is consistent with the mission and goals of NCME and does not conflict with other NCME fundraising efforts. Spending of funds raised similarly requires Board approval, which may be secured by describing the planned expenditures as part of the fundraising proposal.
12. Expenditures made by or on behalf of a SIGIMIE will be authorized by the Executive Director if determined to be consistent with the Board's approvals.

NCME Membership

NCME seeks members from among university professors and students of research, measurement, and educational psychology; testing research and development organizations; state and federal agencies involved in assessment and measurement; school districts; personnel involved in assessment and measurement; and associations and organizations serving educators and public workers in the area of assessment and measurement.

NCME seeks to have a membership with ethnic diversity and gender equality. If continued membership of any person is believed to be contrary to the interests or purposes of NCME, the Board may terminate that person's membership by a two-thirds vote.

Membership Types

Active Members

Any person actively engaged in the field of educational or psychological measurement, who desires to promote the purpose of the Council, and who pays dues as prescribed in the NCME Bylaws. An active member shall be entitled to vote and hold elective office.

Student Members

Any graduate student interested in the field of educational and psychological measurement. Student status must be verified by an Active member. Students should be interested in promoting the NCME Mission and should not be employed full-time. Student members do not have the right to vote or hold elective office. Student members may participate on NCME committees, present at annual meetings, and participate in other NCME events. Graduate student membership is free for one year.

Membership Dues

In 2007 the bylaws were revised, and the Board of Directors was given responsibility for establishing the dues for all membership categories (See Bylaws Article VI, Section 2). Prior to 2007, the bylaws required that the membership ratify the dues assessment. At its July 2011 meeting, the board approved an increase in 2012 dues. It also recommended that future boards consider regular dues increases to offset increasing expenses. In 2022, the membership approved revised Bylaws and the Board approved revised Articles, giving the Board the authority to create membership categories as well as the dues structure.

Current Membership Dues (beginning in 2023)

Active Member	\$125.00
Student Member	\$25.00

Benefits of Membership

Membership in NCME includes four publications, instructional materials on measurement topics, Annual Meeting and training programs, and involvement in major efforts to improve testing practices.

Publications

All NCME members receive four publications:

The *Journal of Educational Measurement* (JEM) publishes articles on technical and theoretical developments in measurement and improvements in the application of measurement methods in educational settings. Reviews of new testing instruments and publications are also included.

Educational Measurement: Issues and Practice (EM:IP) features articles that deal with the practical aspects of testing in educational settings. This publication is aimed at practitioners and users of tests, and it is intended to provide a forum for presenting major perspectives on current testing issues and problems. Issues of recent focus include state accountability and assessment systems, minority issues in testing, the role of computers in testing, measurement skills for teachers, use of assessments to improve instruction and student learning, and credentialing exams.

Chinese/English Journal of Educational Measurement and Evaluation | 教育测量与评估双语季刊 (CEJEME ; 教育测量与评估双语季刊) is cosponsored by National Council on Measurement in Education (NCME) and Beijing Normal University (BNU) and aims to share advances in scholarship and practice between China and the assessment and evaluation communities throughout the world. CEJEME publishes original empirical articles that present new approaches to educational measurement and evaluation, as well as review articles. The journal places an emphasis on sharing knowledge relevant to the practice of educational assessment and evaluation in the service of improving educational outcomes. The journal is published in two languages (Chinese and English). Manuscripts can be submitted in either Chinese or English and will be peer-reviewed in the language of submission.

Newsletter publishes announcements and brief descriptions of current activities, both internal and external to NCME, that are of interest to the membership. The *Newsletter* is intended to provide the broad diversity of NCME members with timely information about important current events in educational measurement, practice, and research. The *Newsletter* is also intended to inform the membership about the activities of its Board and committees. The *Newsletter* is an electronic publication and members should be encouraged to distribute it widely to interested and relevant parties.

In addition to these publications, NCME members are also entitled to substantial discounts on all NCME special or sponsored publications.

Instructional Materials for Classroom Use

NCME has developed the Instructional Topics in Educational Measurement Series (ITEMS), which are instructional materials for teachers and students of educational measurement (see www.ncme.org). These materials consist of instructional modules, self-tests, and a list of references for learners and instructors. Selected topics include item response models, preparing essay tests, scoring tests, equating test scores, and setting standards. The materials are published (summarized) in *Educational Measurement: Issues and Practice* and are available on the NCME website.

Annual Meeting and Training Programs

All NCME members receive the *Annual Meeting Program* electronically or in print, and are encouraged to participate in the Annual Meeting, which may be held at the same time and location as the Annual Meeting of the American Educational Research Association. NCME members are also encouraged to attend training programs on timely measurement topics. The training programs are offered at the Annual Meeting, sometimes before the meeting and at other times during or after the meeting. In recent years, training programs have been offered on such diverse topics as use of IRT software, reliability issues, equating, graphical models, and job searching for graduate students.

Involvement in Major Efforts to Improve Testing Practices

NCME also serves its members by taking an active role in projects for improving testing practices. For example, NCME, along with AERA and APA, have participated in the development of five editions of the *Standards for Educational and Psychological Testing*. NCME worked with several organizations on the development of the *Code of Fair Testing Practices in Education* and the *Standards for Teacher Competence in Educational Assessment of Students*. In addition, NCME has authored and endorsed the *Code of Professional Responsibilities in Educational Measurement*. NCME also monitors new testing legislation and provides technical advice on this legislation when appropriate.

These and many other initiatives are being taken by NCME to improve testing and measurement practices around the country.

See Appendices B and C for Committee and SIGIMIE Report Templates

NCME Investment Policy

Purpose

To identify a set of investments and constraints to support NCME's short- and long-term goals

Assumptions

This policy assumes that NCME revenues approximate expenses and that NCME has cash or a cash equivalent on hand that represents approximately one third of annual expenses.

Approach

NCME will invest in a variety of no-load, low-fee (i.e., <1% expense ratio), broad market US and international stock and bond index mutual funds (e.g., those that track indexes such as the S&P 500, Russell 2000, Bloomberg Barclay's US Aggregate Bond Index) [1][2][3] and money market funds. It is also acceptable to invest in one or more balanced funds that include other mutual funds that mimic market indexes.

Objectives

NCME's investable assets are designed to support the following:

- A structured deficit (in case revenue is less than expenses for the current fiscal year)
- One year's worth of expenses
- Mid- and Long- term strategic goals

Risk Tolerance

At a total portfolio level, NCME will assume a moderate to conservative risk tolerance. This tolerance is conceptualized as no more than 60% (approximate, within +/- 5%) exposure to equities (i.e., stock).

Asset Allocation

The NCME assets will be allocated as follows for each investment objective (percentages are approximate):

- Structured deficit fund- cash or short-term bonds
- one year's worth of expenses—40% stock, 60% bonds
- Mid- and Long-term strategic goals—60% stock, 40% bonds

NCME Spending Policy

NCME will allow for an annual distribution of 4% of the rolling 3-year average of the total value of funds invested to support mid- and long-term strategic goals. That is, NCME's annual budget will reflect this amount as operating income.

Monitoring Procedures

The NCME budget and finance committee will meet with the NCME financial advisor no less than semiannually to discuss the performance of their portfolio. At these meetings, the NCME financial advisor will provide the following reports:

- Portfolio performance over the last 6 months, 1-year, 3-year, and 5-year periods
- An assessment of current asset allocation relative to policy
- Recommendations for changes (e.g., converting funds to short term bonds in the case of an excessive market sell off)

The NCME Budget and Finance committee will share these reports with the NCME Board of Directors. As a matter of course, the NCME Budget and Finance Committee will keep the Board of Directors apprised of any material changes in the Budget and Finance Committee's outlook, recommended investment policy, and tactics. In addition, an NCME Budget and Finance Committee representative will meet with the Board of Directors no less than annually to review and explain the Portfolio's investment results and any related issues.

Roles and Responsibilities

NCME's Financial Advisor will meet with NCME semiannually (and as needed) to update us on the performance of our portfolio and advise on whether changes should be considered relative to existing policy and/or market conditions.

NCME Board of Directors approves investment policy, makes final investment decisions, initiates change to the policy should conditions change, and keeps the Budget and Finance committee aware of NCME's financial situation. The president of NCME will have the authority to transfer funds (to different investments or to NCME's checking account).

NCME Budget and Finance committee—works on behalf of the NCME Board of Directors to update/revisit this policy, manage the portfolio consistent with policy, participate in semi-annual updates with the NCME financial advisor, monitor the portfolio, recommends changes, and implement any changes directed by the NCME Board of Directors. The Chair of the budget and finance committee will also have the authority to transfer funds—doing so at the direction of the NCME president.

NOTE: The NCME Budget and Finance Committee or its individual members will not take title to any assets, nor will the Budget and Finance Committee or Financial Advisor exercise discretionary control over any of NCME's assets. The Budget and Finance Committee will be responsible only to make recommendations to the Board and to implement investment decisions as directed by the Board.

Policy Review Schedule

This policy will be reviewed annually at the conclusion of NCME's fiscal year or as directed by the NCME Board of Directors.

NCME policy on the management of classroom assessment conference funds

Background

NCME's classroom assessment committee organizes a periodic classroom assessment conference. This conference typically generates net-positive revenue which can be used to support future conferences as well as the committee's other initiatives. Further, there is an expectation that the committee be financially self-sustaining. Accordingly, it is important that NCME appropriately protects the committee's net-revenue from each conference. This policy describes how NCME will protect those funds and how those funds should be used.

Financial policy for revenue generated by the classroom assessment conference

- NCME will establish and maintain a restricted fund or separate account for all classroom assessment conference revenue
- Any net-positive revenue is to be used for future classroom assessment conferences or other classroom assessment committee initiatives.
- Policies for account access to the general NCME account(s) apply to this restricted account
- If expenses are forecasted to exceed revenue and funds from NCME's general budget are required, the guidelines in the spending authority threshold policy would apply. See note below for general conference planning.

Notes

The classroom assessment committee in coordination with the classroom assessment conference host/s and board liaison should work with the NCME management group and the NCME board (as appropriate) to plan for conference expenses and set registration fees. The committee should work with the NCME board to resolve budget deficits; multiple years of deficits may require reassessing the viability of hosting the conference. Additionally, should the classroom assessment committee need to borrow funds, NCME may, as a condition of making the loan, require the classroom assessment committee pay back some or all the funds when future conferences yield net positive revenue.

[1] Selected mutual funds should not focus on one narrow sector (e.g., healthcare, technology)

[2] International stock exposure should not exceed 25% of the aggregate portfolio

[3] International bond exposure should not exceed 20% of the aggregate portfolio

Additional Financial Policies and Procedures

NCME is recognized as a nonprofit organization by the Internal Revenue Service according to Code #501, Section C-3. At the end of each fiscal year, the Executive Director files the required form 990NP for the Corporation.

In accord with the Bylaws (Article VII, Section 4), the Executive Director is to be bonded. The Board has determined that only the NCME Executive Director and staff are authorized to receive and disburse NCME monies.

NCME's fiscal year extends from January 1 through December 31. Until 1979 its fiscal year was the calendar year. At the fall 1979 Board meeting, it was decided to make the fiscal year run from July 1 to June 30. In the fall of 2006, the Board decided to return to using the calendar year as its fiscal year. Ordinarily, the committee budget, the budget(s) for special projects, and the Annual Meeting budget pertain to the fiscal year.

All invoices or requests for reimbursement should be signed by the person responsible for the budget and forwarded to the Director of Operations promptly for payment. Ordinarily, requests for reimbursement should be submitted on NCME reimbursement forms with appropriate receipts (or photocopies) attached. In every case, the request to pay or reimburse should indicate the proper budget to be charged. A copy of NCME's travel policies is provided below.

Travel Policies

Following is a listing of NCME's travel policies for Board meetings.

- Meeting sites must be selected to minimize the overall costs (e.g., travel distances, ground transportation, and hotel accommodations).
- Travel should not be for a distance greater than a round trip from an individual's residence or institution to the NCME activity.
- Individuals must secure airline fares that take advantage of savings.
- Airline tickets can be purchased by the central office or NCME's designated travel service.

- Hotel accommodations should normally be made by central office or NCME's designated travel service. Room and tax will usually be billed to a master account. Travel by personal auto is reimbursable at the IRS standard rate for deductible uses of depreciated automobiles. To determine current reimbursement amount, go to the IRS website at <http://www.irs.gov/index.html> and key search "IRS standard mileage rates [year]."
- Air travel is restricted to coach class.
- Individuals are urged, when feasible, to use reasonably priced ground transportation between hotels, airports, residences, or institutions.
- Expenses incurred by NCME governance members when attending the Annual Meeting and its associated meetings are not reimbursable. This includes travel, hotel, meal, and transportation expenses.
- If travel to the NCME activity is coupled with other business or pleasure, it is expected that the cost will be prorated appropriately. Similarly, if a trip provides for a stopover, the fare should be prorated. Please indicate the amount of such a credit.
- Incidental expenses of a personal nature (entertainment, bar bills, phone calls, laundry, etc.) are not reimbursable.

NCME Policy on Board-Directed Spending

Authority for all spending rests with NCME's Board of Directors. Although authority to manage spending is delegated to the Executive Director and further to the Management Company (i.e., 'management'), the Board reserves authority to directly manage spending in specific budget lines under the category of Board-Directed Spending. This category enables the Board, acting on its own or in conjunction with NCME's committees, to address the organization's evolving needs and opportunities for social impact.

The funds within Board-Directed Spending, and policies for Board authorization of such spending, are described below:

President's Fund. The NCME President is authorized to direct the spending of funds in the President's Fund.

Mission Fund. Expenditures from the Mission Fund are typically proposed by the Mission Fund Committee and discussed first with the board liaison and then with the full Board. The NCME Board approves all expenditures from the Mission Fund.

Scholarship Fund. The Board sets aside funds for scholarships, including the NCME Diversity Scholarships. The Board or the Executive Committee on behalf of the Board approves these expenditures, which may be identified through a process delegated to a selection committee.

Committee Initiatives Fund. NCME's committees, in advancing the priorities of the organization, may identify ad-hoc needs or opportunities for social impact, membership development, or other benefits. Requests for expenditures of these funds are to be directed, through the committee's board representative, to NCME's Executive Committee which may approve on its own for amounts below \$5000 or secure approval from the entire board for amounts at or above \$5000. Approval of a Committee Initiative in one year does not constitute approval of any expenditure in future years (although such approval may be obtained through the annual budgeting process).

The role of management in facilitating the expenditure of Board-Directed Spending is to ensure that a) the required approval has been secured and b) that funds are available (i.e., they have not already been spent).

**National Council on Measurement in Education
Board of Directors' Delegation of Authority to Executive Director**

Version 1, December 12, 2022

I. General

In accordance with NCME Bylaws the Board of Directors “may appoint or employ persons who, to the extent provided in said resolution, shall have and exercise the authority of the Board.” The purpose of this resolution is to authorize an Executive Director to take actions that support the effective management of the organization.

The delegation of authorities as specified herein is intended to enable the Board to focus more completely and effectively on matters of governance and social impact, and to enable the members of the organization to serve more effectively on the volunteer committees that advance the mission and goals of the organization. The Executive Director provides coherent leadership in the operation, financial management, and execution of organizational strategy. In this role the Executive Director reports to the Executive Committee of the Board of Directors. The Executive Director supports NCME members and the volunteer committees on which they serve, but volunteer committees continue to report to the Board through their designated Board Liaison.

The Executive Director shall act in accordance with all applicable state and federal laws and regulations, NCME’s Bylaws, and with all Board policies and directives.

The Executive Director shall act in all significant matters with the advice and consent of the Executive Committee of the Board, and, as appropriate with the Chairs of any other committees or sub-committees of the Board as the Executive Committee of the Board may direct. The Executive Director is authorized to conduct, manage, and oversee the administration and operation of all functions within NCME including financial management, fund-raising, membership services, information management, communication, and external legal counsel when specifically delegated by the board. The Executive Director is specifically authorized, in his/her prudence and discretion, to delegate the Executive Director’s responsibilities to other outside service providers, including but not limited to an association management company, unless specifically prohibited by law or by Board policy.

The Executive Director is authorized to conduct and oversee the implementation of Board Policies, programs, strategic plans, fundraising efforts, and business plan objectives and initiatives within the resources and fiscal limits established by the Board. The annual budget approved by the Board provides targets for revenues and expenses in general categories and subcategories. Exceeding the budget of any general expense category by more than 5% requires Board authorization. The Executive Director is authorized to re-allocate funds between subcategories or line items within a general expense category.

The Executive Director shall report to the Executive Committee as needed, and to the Board as a whole or to committees of the Board as required by administrative rules and Board direction,

on all significant action that the Executive Director has taken pursuant to this delegation of authority.

II. Authorized Actions

The Executive Director is authorized to establish all necessary operational rules, to establish procedures, to make all decisions, and to take action, provided that any such policy, procedure, decision, or action is consistent with Section I. above. When appropriate, the Executive Director may authorize individuals and/or service providers to develop procedures, subject to the Executive Director's final approval. Designees may not further delegate their responsibility without the Executive Director's written approval. The Executive Director is responsible for all actions taken by a named designee while acting as a designee.

III. Contracts

In accordance with the general authorizations in Section I, the Executive Director is authorized to approve and execute contracts on behalf of the organization, subject to limitations, as stated here. Any contract or purchase that exceeds \$30,000 in aggregate value must be approved by the Board. Approval authority for contracts and purchases (other than retention of outside legal or investment services) of \$30,000 or less is delegated to the Executive Director or his/her designee. Unless otherwise restricted by the Board or applicable law, the NCME President and the Executive Director shall each have the authority to execute contracts on behalf of NCME. The Executive Director shall not enter into any agreement with a duration longer than five (5) years.

The Board shall approve all investment and external legal services agreements regardless of cost. The Executive Director shall act in accordance with the any Contract Administration and Procurement Policy that may be adopted by the Board.

IV. Organizational Spokesperson

Subject to any Media Policy that the Board may adopt, the Executive Director or designee shall act as a spokesperson for NCME subject to the following limitations:

1. The authority to issue formal, written statements regarding the position of NCME on matters of public interest, remains with the Board.
2. Regarding any matter on which NCME has taken a formal position, the Executive Director, when speaking on behalf of the organization, is authorized to represent, explain, and support that position but is not authorized to contradict or actively and intentionally undermine that position.
3. With respect to a controversial or potentially controversial matter germane to fundamental interests of NCME, and for which the Board has not taken a formal position, the Executive Director will consult with the Executive Committee of the Board when deciding whether and how to communicate publicly regarding NCME's position or perspective, if any, on such matter.

4. With respect to all other public communications, the Executive Director, when speaking on behalf of the organization shall focus on education and advocacy with stakeholder groups, media, other organizations, and the general public regarding measurement-related matters in a manner consistent with NCME's embrace of sound measurement practices and its publication (with AERA and APA) of the Standards for Educational and Psychological Testing.

V. Board Directions

1. Decisions or instructions of individual Directors are not binding on the Executive Director, unless such action is specifically authorized by the Board acting as a body.

2. In the case of individual Directors requesting information or when requesting assistance without Board authorization, the request shall be made to the NCME President or to the Executive Director, with a copy of the request to the other. The President or Executive Director, with a copy to the other, may refuse such request to the extent it relates to confidential or to non-public information, or would require a material expenditure of time or other resources, would be disruptive, or is contrary to Board direction.

VI. Emergency Situations

In a bona fide emergency, the Executive Director or designee is authorized to act on matters not expressly within this delegation, provided:

1. The action is, in the Executive Director's judgment, necessary to protect NCME, its officers, its membership, or its assets, from loss or harm that is reasonably likely to occur if action is delayed and it is not practicable to reach the President or to schedule an emergency meeting of the Board or its Executive Committee; and

2. The Executive Director promptly reports to the President and the Board all action taken, and the reason that the Executive Director determined that such immediate action was time-sensitive and necessary.

The Executive Director shall provide to the Board a description of the emergency and action taken and if appropriate the matter shall be put on the agenda for discussion and possible action by the Board.