

National Council on Measurement in Education

Policies and Practices Handbook

Volume I

Last updated
March 2015

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1. Mission and Purpose

The National Council on Measurement in Education (NCME, also referred to as “the Council”) is incorporated exclusively for scientific, educational, literary, and charitable purposes. Its mission is to advance the science and practice of measurement in education.

NCME is a professional organization for individuals involved in assessment, evaluation, testing, and other aspects of educational measurement. Members are involved in the construction and use of standardized tests; new forms of assessment, including performance-based assessment; program design; and program evaluation. NCME members include: university faculty; test developers and test publishers; state and federal testing and research professionals; evaluators; testing specialists in business, industry, education, community programs, and other professions; licensure, certification, and credentialing professionals; graduate students from educational and psychological testing, and other measurement programs; and others involved in testing issues and practices.

NCME’s policies and activities are administered by an elected Board of Directors under the Bylaws of the association, which are provided in Section 2.1. NCME is managed through a small central office staff through a contract approved by the Board of Directors.

The Council was originally established in 1938 as the National Association of Teachers of Educational Measurements. In 1942, the name of the Association was changed to National Council on Measurements Used in Education, and its name was changed again in 1961 to National Council on Measurement in Education. The name changes reflect the shifting purpose and emphasis of the association and the needs of the educational community. (See Irvin Lehmann’s presidential address reprinted in *Educational Measurement: Issues and Practice*, Spring 1990, for an elaboration of the history of NCME.)

This handbook is designed to provide NCME officers, directors, governance groups, and members with information on the association’s operational procedures and policies. The handbook is also instrumental in providing guidance and timelines to NCME members chairing or serving in governance. The body of the handbook contains the information, as well as templates, forms, and timelines that are relatively consistent from year to year.

NCME supports the principle that all persons, regardless of gender, race, ethnicity, age, national origin, marital status, sexual orientation, disability, or any other characteristic not related to the person’s qualifications have full opportunity to participate in the governance and activities of the Council.

This handbook should be available to members and the general public on NCME’s website. In addition, the Recording Secretary should distribute links to the handbook to incoming board members and officers in January or February of each year.

2. Governance

2.1 Bylaws

National Council on Measurement in Education, Inc.
(As Amended in 1969, 1972, 1973, 1975, 1977, 1990, 2007, 2013)

Article I
Name and Purpose

Section 1. The name of this organization shall be the National Council on Measurement in Education, Inc.

Section 2. The organization is incorporated under the laws of the District of Columbia pursuant to the Articles of Incorporation filed in 1960.

Section 3. The organization is incorporated exclusively for scientific, educational, literary, and charitable purposes. Its mission is to advance the science and practice of measurement in education.

ARTICLE II
Membership

Section 1. The Council shall include Active, Emeritus, and Student categories of membership.

Section 2. An Active member shall be a 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 these Bylaws. An Active member shall be entitled to vote and hold elective office.

Section 3. An Emeritus member shall be any person who has been an active member of the Council for at least 10 years, is at least 60 years of age, is no longer employed on a full-time basis, and who pays dues as prescribed in these Bylaws. An Emeritus member shall be entitled to vote and hold elective office.

Section 4. A Student member shall be any graduate student in the field of educational or psychological measurement, who is endorsed by an Active or Emeritus member, who is interested in promoting the purposes of the Council, who is not employed full-time, and who pays dues as prescribed by these Bylaws. This category of membership, for any one individual, is limited to four years. A Student member shall not have the right to vote or hold elective office.

ARTICLE III
Officers

Section 1. The Officers of the Council shall be a President, a Vice President, and the Immediate Past President.

Section 2. The term of office for all officers shall be one year.

Section 3. The Vice President of the Council shall be elected by written ballot (print or electronic) sent to the Active and Emeritus members; the Vice President shall succeed automatically to office of President, and the President shall succeed automatically to the office of Immediate Past President.

ARTICLE IV
Board of Directors

Section 1. The legal representative of the Council shall be the Board of Directors, which shall be empowered to have, hold, and administer all the property, funds, and affairs of the Council pursuant to its Articles of Incorporation.

Section 2. The Board of Directors shall consist of at least nine persons. It shall include the President, the Vice President, and the Immediate Past President of the Council. In addition, it shall include at least six other persons elected by written (print or electronic) ballots sent to the Active and Emeritus members.

Section 3. The Board of Directors shall hold at least one meeting annually and may hold additional meetings on reasonable notice upon the call of the President or upon the written request to the President of any three Directors.

Section 4. A majority of the Board of Directors shall constitute a quorum unless herein otherwise provided.

Section 5. The Board of Directors' Executive Committee shall consist of the President, Vice President, and the Immediate Past President. The Executive committee shall have full power to act for the Board of Directors between meetings of the Board except as herein otherwise provided.

Section 6. The Board of Directors, by resolution adopted by a majority of the Directors in office, may appoint or employ persons who, to the extent provided in said resolution, shall have and exercise the authority of the Board.

Section 7. Directors normally shall be elected for three-year terms. In a special situation, an election for a Director may, at the discretion of the Board of Directors, be held to fill a term that is less than three years.

Section 8. No Director shall serve for more than two consecutive terms, and thereafter, such Director shall be ineligible for a period of two years for re-election to the Board of Directors.

Section 9. Director vacancies may be filled by the vote of the remaining Directors until the next election.

ARTICLE V
Elections

Section 1. On or before June 1 of each year, the Immediate Past President shall appoint a Nominating Committee of not less than two Active and/or Emeritus members. The Immediate Past President will chair the committee. The Nominating Committee shall nominate at least two eligible members for the office of Vice President and for each additional vacancy on the Board of Directors.

Each year only one of the two positions for the Board of Directors will be elected from the membership at-large. The second position will be designated as restricted (on a rotating basis) to NCME members who, at the time of their nomination, are employed in (a) a local educational agency; (b) a state or federal educational agency or organization; or (c) a testing organization. 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 Nominating Committee, having first ascertained the availability of each nominee, shall report its nominations to the President by August 1.

Section 2. The Executive Director shall be responsible for the tabulation of votes. The Election Committee will certify the tabulation. In the case of a tie, the election will be determined by lot and witnessed by at least two members of the Election Committee.

ARTICLE VI
Indemnification

The Council may indemnify any Director or Officer, former Director or Officer, or any agent or employee of the Council against expenses actually and necessarily incurred in connection with the defense of any action, suit, or proceeding in which the Director or Officer is made party by reason of being or having been such Director or Officer.

ARTICLE VII
Finances

Section 1. The Board of Directors shall have power to allocate the funds of the Council for carrying out the purposes of the Council.

Section 2. Dues of all categories of members shall be established by the Board of Directors. Dues of Student members and of Emeritus members shall be fifty percent of Active member dues.

Section 3. All receipts and disbursements shall be made only through accounts authorized by the Board of Directors.

Section 4. All persons entrusted with financial transactions for the Council will be bonded, with premiums on the fidelity bonds paid by the Council.

Section 5. The financial records of the Council shall be audited by a Certified Public

Accountant appointed by the President with approval of the Board of Directors. Results of annual audit will be forwarded to the Board of Directors.

ARTICLE VIII

Publications

One of the principal means by which the Council accomplishes its purposes is through publications. The Council therefore shall engage in the preparation, production, distribution, and financing of such occasional and regular publications as the Board of Directors shall determine.

ARTICLE IX

Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised shall govern the conduct of the meetings of the Board of Directors and of the meetings of the membership. The rules may be suspended by an affirmative vote of two-thirds of the members eligible to vote at a meeting of the Board of Directors or at a meeting of the membership at large.

ARTICLE X

Amendments

Section 1. Amendments to the Articles of Incorporation or these Bylaws may be initiated in either of the following ways:

The Board of Directors may formulate amendments and submit them, with any arguments it chooses, to the Active and Emeritus members of the Council for action by ballot.

Any one percent of the Active and Emeritus members, as sponsors, may submit to the Board of Directors a proposed amendment or amendments in writing signed by the sponsors. The Board of Directors shall then submit the proposed amendment(s), with any arguments advanced by its sponsors, with the Board's arguments and recommendation for or against, to the Active and Emeritus members of the Council for action by ballot.

Section 2. The text of the proposed amendment(s), with explanations and arguments, a ballot, and a request for a written (printed or electronic) vote, shall be sent to the Active and Emeritus members of the Council. At least 45 days must elapse between the date on which the proposal is sent to the members and the date on which the vote is counted.

Section 3. An affirmative vote by two-thirds of the members returning ballots within 45 days shall be sufficient for acceptance of an amendment. The Executive Director shall tabulate the votes. The Election Committee shall certify the tabulation. The results of the vote shall be reported to the membership.

Section 4. An amendment to the Bylaws becomes effective upon acceptance unless otherwise specified on the ballot. Amendments to the Articles of Incorporation shall be effective upon the issuance of a Certificate of Amendment to the Article of Incorporation from the Recorder of

Deeds of the District of Columbia.

2.2 Board of Directors

The Council is governed by a membership-elected Board of Directors composed of the President, Vice President, Past President, and six other members. The Board of Directors contracts with an agency to serve as the central office for the Association and to carry out identified management/administrative tasks. The Council carries out its primary activities through committees composed of NCME members.

NCME supports the principle that all persons, regardless of gender, race, ethnicity, age, national origin, disability, sexual orientation, or any other characteristic not related to the person's qualifications have full opportunity to participate in the activities of NCME.

The Board of Directors sets policy and governs the Council. The Board must hold at least one in-person meeting annually. Currently, the Board meets twice 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 or by the members of the Board. 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.

1. President

The President serves as chairperson of the Board and the Executive Committee, represents the organization in its interactions with other organizations, performs activities that generally fall to the chief officer of an organization, and is responsible for all editor and committee member appointments and/or may delegate this responsibility 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 is provided in Appendix B.

2. 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.

3. 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.

4. Executive Committee

The Executive Committee of the Board of Directors consists of the President, Vice President, and the Past President. The Executive Committee has full power to act for the Board between meetings of the Board, except as otherwise provided.

5. Six Other Directors

Six other Board members are elected for three-year terms. Two new members are elected each year. Each year, two slates of candidates are forwarded by the Nominations Committee: One slate is "At-Large members," and the other slate varies from one year to the next. Over a three-year cycle, the

following procedure is followed: One year the slate consists of candidates employed by a local educational agency. The following year, the slate consists of candidates employed by a state or federal agency, or organization. In the final year of the cycle, candidates for the Board must be employed by a testing organization. More details on the nominating procedures are provided in Sections 2.3 and 2.4.

6. Recording Secretary

The Recording Secretary is appointed by the President, with that appointment approved by a majority vote of the Board of Directors. This is an ex-officio, non-voting member of the Board. The Recording Secretary serves a one-year term with annual renewal approved by the Board.

2.3 Officer Nomination and Elections Procedures

According to Article V of the Bylaws, the 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; (2) at least two members for the “At-Large” slate for the Board of Directors; and (3) at least two members for the slate that varies each year for the Board of Directors (“Testing Organization” starting in 1993, “Local Education Agency” starting in 1994, and “state or federal Agency or Organization” starting in 1995).

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

To take office in 2013, 2016, 2019

- (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) At-Large. Nominees should be NCME members. A slate containing a minimum of two nominees shall be provided.

To take office in 2014, 2017, 2020:

- (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.

To take office in, 2015, 2018, 2021:

- (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.

2.3.1 Policy on Diversity in Nominations and Appointments

The Board of Directors adopted the following resolution in 1992:

In the nomination and appointment of NCME members to leadership positions in the Council, diversity of membership should be considered. Such diversity is defined by gender, ethnicity, type of employee organization, and geographic region. Examples of leadership positions to which nomination and appointment decisions would apply include: (1) the Board of Directors, (2) journal editors, editorial boards, and reviewers, (3) committee and task force chairpersons and members, and (4) Annual Meeting Program chairpersons, reviewers, invited presenters, moderators, and discussants.

2.3.2 Nomination Procedures

The text below describes the procedures that are carried out by the Nominations Committee. A schedule is provided because contacting candidates and assembling final slates can be time-consuming, and there is a deadline for beginning the election process. As required by NCME's Bylaws (Article V, Section 1) the Committee must present a final slate of nominees who have accepted their nomination to the NCME President by August 1.

1. The Immediate-Past-President serves as Chair of the Nominations Committee.
2. By early May, the Chair creates the Nominations Committee by selecting two committee members; these members are past presidents. (See the description of the Nominations Committee in this Handbook for details concerning the committee's configuration and charge.)
3. The Chair provides the committee with a list of nominees for the past six years; this list can be obtained from the prior chair of the Nominations Committee.
4. The Chair gathers suggestions for candidates from the Nominations Committee members, the NCME Board of Directors, and the membership at large. An email also is sent to the Board and membership asking them to submit nominations. Self nominations are encouraged.
5. The Committee reviews these suggestions and develops three initial slates of candidates, with one slate for each position to be elected, and at least two candidates per slate. During this process, the Committee verifies with the Central Office that the candidates on each slate are NCME members. Whenever feasible, candidates for Board positions should be individuals who likely would be suitable as a nominee for vice president in the future. Whenever feasible, candidates for the office of vice-president should be individuals who have served on the NCME Board.
6. The members of the Nominations Committee independently rank order the candidates in each slate. In making its rankings, the Committee evaluates the candidates' readiness to serve and

prior volunteer experience in NCME. Also the Committee evaluates the combined slates in terms of the gender, race, and ethnicity representation of NCME (non-student) membership and the other characteristics of diversity noted in Section 2.3.1 given above.

7. The Chair totals the ranks and then orders the candidates from low to high in terms of their totals.
8. By June 1, the Chair sends the initial slates, each containing at least three names, to the President for his/her review in terms of the candidates' readiness to serve and prior volunteer experience in NCME. The President also evaluates the combined slates in terms of the gender, race, and ethnicity representation of NCME (non-student) membership and the other characteristics of diversity noted in Section 2.3.1 given above. Feedback is provided to the Chair.
9. The Chair discusses the slates and the President's feedback with the two other Committee members. In light of the feedback, the Committee may choose to modify one or more of the slates and rank the candidates again.
10. The Committee then identifies the two candidates with the highest ranks as the primary candidates for each slate. It also identifies as an alternate the candidate who received the third highest ranking in each slate.
11. By July 1, the Committee begins to contact each of the first two candidates on each slate. They explain the election process to each candidate and describe the responsibilities of the position for which they are being nominated. Also, they determine if the candidate is willing to be nominated. If either of the two candidates declines, then the alternate for that slate is offered the nomination.

Since candidates can be difficult to contact over the summer, it is wise to allow a good deal of time for completing this step. Further, since some candidates require some time to consider their nomination (some need to check with their employer) or to be convinced of their "worthiness" to be nominated, time needs to be built into the schedule accordingly.

12. By August 1, the final slates of nominees who have agreed to run for election should be sent to the President and the Chair of the Elections Committee.

2.3.3. Election Procedures and Schedule

As noted above, by August 1 the Nominations Committee sends the final slates of nominees who have agreed to run for election to the Chair of the Elections Committee.

The Elections Committee then works with the Central Office to obtain statements, photographs, and biographical sketches from the candidates. The candidates are asked to provide a sketch that indicates where they received their degrees and where they are employed. In addition they are asked to summarize their involvement with NCME and with the measurement field in general. Finally, they are asked to state what role they would like to see NCME play in the field of educational

measurement in the future.

The Committee reviews the information provided by the candidates for compliance to specifications and for accuracy.

The Committee then works with the Central Office to create the final text for all ballot materials. It also verifies the accuracy of the ballot materials and voting instructions after they have been posted to the web, but before voting begins. Finally, the Committee works with the Central Office to ensure that only active and emeritus members in good standing will be allowed to vote.

Each year, voting begins in mid-November and ends in December. After the voting closes, the Central Office counts the votes. The Elections Committee verifies the count by mid-January. When the results have been verified, the Committee informs the President of the results, and the President announces the results to the membership.

The Elections Committee also responds to any questions or complaints about the election process, and, in consultation with the Executive Committee, resolves conflicts over voting irregularities.

2.4 Responsibilities of the President, Vice President, Past President, and Recording Secretary

Responsibilities as President

1. **Chair of Board.** The President chairs all meetings of the Board of Directors.
2. **Elections Committee.** The President appoints the chair and works with this chair to appoint committee members of the Elections Committee. See the description of the Elections Committee Section 5.6.3. Information about election procedures are provided in the section above.
3. **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 immediately after the annual meeting.
4. **Continuity with Outgoing President.** The President should also 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.
5. **Area Directors.** The President is responsible for appointing the new Board members as Area Directors (committee liaisons) and monitoring the work of the Area Directors 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.
6. **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.

7. **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 major contracts are with The Rees Group for management services, AERA for meeting services, AERA and APA for matters related to the publication of the new Test Standards, Wiley for publishing NCME journals, Ungerboeck for providing services and software for the annual meeting proposal submission system.
8. **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
9. **Special Appointments.** 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.
10. **Outgoing Governance members.** The President should send letters of thanks to outgoing members and chairs who have contributed their time to NCME activities throughout the year.
11. **Business meeting.** The President convenes the business meeting of the organization at the NCME Breakfast that is held at the annual meeting. At that meeting, the President also delivers an address to the NCME members who attend the breakfast.
12. **Policy enforcement.** The President is responsible for enforcing all the policies approved by the NCME Board. The NCME Handbook and past minutes of Board of Directors meetings provide the historical record for these policies.
13. **Review and Update the NCME Handbook.** On January 1st the handbook will be posted so that Board members and committee chairs can review it 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.

Responsibilities as Vice President (Incoming President)

The first year of the three-year term served by the person elected to this office is spent as Vice President. The responsibilities of the Vice President during this term are described below.

1. **Annual Program.** The Vice President must appoint 1–2 individuals to serve as chair or co-chairs of the NCME Annual Meeting Program during the year that the Vice President serves as President. The co-chairs are usually named one year in advance of the annual meeting for which they will serve as program co-chairs so that they can consult with the current program co-chairs on schedules, activities, and expectations. The Executive Director should provide the program co-chairs with a statement of their charge, a description of their responsibilities, a copy of the program co-chair information contained in the NCME Policies and Procedures Handbook, and a copy of the committee's most recent reports.
2. **Training and Development.** The Vice President must appoint the chair of the Training and Development Committee who will serve during the year that the Vice President serves as President. This appointment is usually made one year in advance of the Annual Meeting in which he/she will direct the training and workshop activities for the NCME Annual Meeting.

The Executive Director should provide the chair with a statement of his/her charge, a description of his/her responsibilities, a copy of the training information contained in the NCME Policies and Procedures Handbook, and a copy of the committee's most recent reports.

3. The Vice President is responsible for serving as the Board's liaison to the Membership Committee and the Website Management Committee as well as for overseeing the staffing of the standing committees.
4. The Vice-president (incoming president) attends the Past President's luncheon with the (outgoing) president in order to learn more about the event.
5. **Staffing the Standing Committees.** The Vice President is responsible for overseeing the process of staffing the standing committees. A new process to staff standing committees was introduced in the spring of 2011. The purpose of the new process was to establish an equitable procedure for staffing standing committees that would promote the diversity of committees and provide a broad group of members the opportunity to serve on standing committees. The committee staffing process begins with a call for committee volunteers that appears on the NCME website in early March and is announced at the Annual Meeting Breakfast. NCME members volunteer by accessing the volunteer software through the members' only portal on the NCME website and selecting committees they wish to volunteer for. The committee volunteer software that is available on the website allows the volunteer to select up to three committees that they wish to volunteer for and also permits them to upload a brief statement of interest as well as their CV. The volunteer process opens immediately following the Annual meeting and closes on September 30th. Once the volunteer process closes, the list of volunteers is sorted so that each committee receives an independent, non overlapping list of volunteers. The committee chairs and co-chairs access the list of committee volunteers, with their background information, through the NCME website. The chairs and co-chairs work with the Board liaison to fill the vacancies on their committees. Once they have confirmed the new members of their committee, the committee chairs send out letters of welcome to the new members and letters informing those who were not selected of the status of their application. Committees need to be fully staffed by December 30th. All volunteer lists are purged prior to the new volunteer cycle that begins with the Annual Meeting. NCME members are asked to volunteer on an annual basis; although some information about the volunteer is carried over in the Committee volunteer data base, an individual member must volunteer each year and specify the committees they are interested in serving on. The NCME secretary is responsible for updating the Governance Roster with the new committee members. The updated Governance Roster should be prepared by February 15th.
6. **Appointment of Committee Co-Chairs.** The Vice President is responsible for overseeing the appointment of the Committee Co-chairs who will be appointed on an annual basis. The Board liaisons and the Committee Chairs will recommend a Co-chair to the Vice President. The Co-chair should be selected from the current members of the committee and will become the Committee Chair the following year. All committee Co-chairs should be selected by December 30. Individuals named as Committee Co-chairs should be formally appointed through a letter or e-mail correspondence that is sent by the Vice President. The Vice President will encourage all committee chairs, co-chairs and Board liaisons to complete all committee appointments, contact all committee members, and schedule a committee meeting at the Annual meeting. The Vice President will ensure that prior to this meeting, the committee chairs and co-chairs have a clear picture of their continuing responsibilities as

well as any new initiatives that may be assigned to the committee. With the exception of the Graduate Student Issues Committee (GSIC) all chairs must be regular members or emeritus members of NCME. Graduate student members should be appointed by the committee chair after coordination with the chair of the Graduate Student Issues Committee (GSIC) which obtains an annual list of volunteers for NCME governance groups. Graduate student members may serve up to three-years on the same committee, but should be replaced as a graduate student member once they are no longer a graduate student. This rotation should be implemented when the term expires (at the Annual meeting).

7. **Area Directors.** The Vice President should arrange with the Area Directors a time and place for each Area Director to meet with his/her committee chairs during the annual meeting (such as at the Monday meeting of the NCME Board of Directors). The Vice President should also make sure that the Area Directors encourage their committee chairs to meet with their committees during the Annual Meeting.
8. **Annual Budget.** The President is responsible for working with the Budget and Finance Committee and the Central Office to monitor the budget. The President works with the Chair of the Budget and Finance committee and the association 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 Breakfast.
9. **Review and Update the NCME Handbook.** On January 1st the handbook will be posted so that Board members and committee chairs can review it 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.
10. **Other Activities.** The Vice President is responsible for other activities and assignments as delegated by the Board and President.

Responsibilities as Past President

1. **Advise President.** The Past President serves as an advisor to the Vice President and President and carries out requests made by either the Vice President or the President. The Past President should also provide the necessary support to ensure that the NCME Strategic Plan has continuity across the terms of presidents.
2. **Continuing Initiatives.** The Past President should inform the President of all outstanding special initiatives that will require the President's attention during his/her term.
3. **Luncheon for Past Presidents.** The Past President oversees the plans developed by NCME's management services provider for the Past President's luncheon to be held at the annual meeting.
4. **Annual Evaluation of Central Office.** The Past President 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 Executive Director. See Section 4.2 for details and deadlines.
5. **Nominations Committee.** The Past President serves as chair of the Nominations Committee and appoints two additional members by early May to serve one-year terms. See Section 2.4.2 for a description of nomination procedures.

Responsibilities as Recording Secretary

1. **Maintain the NCME governance roster.** Association Headquarters maintains the official version of the NCME governance roster, including terms; ensures the governance roster is published on the NCME web page, and accepts corrections or changes.
2. **Assist in checking eligibility of members and chairs to fill committee vacancies.** The Association Headquarters assists the Vice President, board liaison and committee chairs to reduce the number of members serving NCME in more than one role, verifies membership status prior to appointment in NCME governance, and acknowledges appointments and terms with all governance members annually.
3. **Attend Board meetings as a non-voting member and record minutes.** The Recording Secretary takes minutes at all NCME Board meetings (including conference calls or WebEx) and prepares action items and minutes for distribution after each meeting. The Recording Secretary reminds Board members, central office staff, and committee chairs of assignments and reviews assignments at each subsequent Board meeting.
4. **Maintain NCME Handbook.** The Association Office is responsible for ensuring that the NCME Handbook is revised and updated. The Handbook includes all policies and statements of practice for NCME and must be updated annually to stay current. The Recording Secretary reminds Board members, central office staff, and committee chairs to submit changes and new attachments for the handbook beginning January 1st of each year. The President and Vice President review the changes and submit a final copy to the Association Office by March 15. The Recording Secretary ensures that the handbook is posted on the web and provides it directly to incoming Board and governance members.
6. **Prepare list of governance members and award winners who attend the NCME Breakfast.** The Meeting Planner and Program Committee Chairs sends a list of governance members and award winners to the Vice President of AERA Division D to request that these individuals are not scheduled for sessions that conflict with the NCME Breakfast. The Meeting Planner works with the President and Vice President to ensure that this list is updated each year and includes all individuals that are being honored at that year's breakfast meeting.

2.6 Conflict of Interest Policy

Article I Purpose

The purpose of the conflict of interest policy is to protect the interest of the National Council on Measurement in Education (NCME), as a tax-exempt organization, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or other member of the Board of Directors, or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

1. Interested Person

Any officer, Director, or member of a committee with governing board delegated powers, which has a direct or indirect financial or personal interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which NCME has a transaction or arrangement,
- b. A compensation arrangement with NCME or with any entity or individual with which NCME has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which NCME is negotiating a transaction arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Board of Directors decides that a conflict of interest exists.

3. Personal Interest

A person has a personal interest if the person has, directly or indirectly, through business or close professional association and affiliation, an opportunity to either endorse or reject an arrangement or transaction that would benefit the interested person. Examples of associations that might involve such conflicts are co-workers in the same institution or organization, co-authors, and relatives.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the personal or financial interest and be given the opportunity to disclose all material facts to the Board of Directors considering the proposed transaction or arrangement. If the person already has taken steps to mitigate a real or potential conflict, they should provide evidence of such action to the Board or relevant committee in which the transaction or arrangement is to be considered.

If after signing and submitting an NCME conflict of interest statement, an interested person becomes part of an arrangement that could be regarded as posing a conflict of interest, that person is obligated to replace the prior statement with one that updates their status and the new arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the personal or financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

If after determining that a conflict of interest exists, an interested person may make a presentation at the Board meeting. But after the presentation, the person shall recuse himself or herself: leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the conflict of interest.

If in the judgment of the Board, a perception of conflict of interest might remain even after recusal,

- a. The NCME President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- b. After exercising due diligence, the Board shall determine whether NCME can obtain with reasonable efforts a transaction or arrangement of at least equal advantage from a person or entity that would not give rise to a conflict of interest.
- c. If a transaction or arrangement of at least equal advantage is not reasonable or possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested Board members whether the transaction or arrangement is in NCME's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, the President shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV **Records of Proceedings**

The minutes of the Board meeting shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a personal or financial interest in connection with an actual or possible conflict of interest, the nature of the interest, and any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any

alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V **Annual Statements**

Each officer, Director, and member of a committee with Board delegated powers shall annually sign a statement, which affirms such person:

- a. has received a copy of the NCME conflict of interest policy,
- b. has read and understands the policy,
- c. has agreed to comply with the policy, and
- d. understands that NCME is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Article VI **Periodic Reviews**

To ensure that NCME operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to NCME's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Article VII **Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VI, NCME may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

3. Membership

3.1 Types of Membership

NCME has three types of members:

- 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.
- Emeritus members: Any person who has been an active member of the Council for at least 10 years, is at least 60 years of age, is no longer employed on a full-time basis, and who pays dues as prescribed in the Bylaws. An

Student members: emeritus member shall be entitled to vote and hold elective office. Any graduate student in the field of educational and psychological measurement who is endorsed by an active or emeritus member, who is interested in promoting the purpose of the Council, who is not employed full-time, and who pays dues as prescribed by the Bylaws. This category of membership, for any one individual, is limited to four years. A graduate student member shall not have the right to vote or hold elective office.

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.

NCME annually asks members, on an optional basis, to record their employment setting, race, and sex. The collection of such data assists the Council in monitoring affirmative action efforts and outreach programs to the full range of members. Current membership dues are given in Section 3.3. The membership application and questionnaire are included in Appendix C. Current membership demographics are provided in Section 3.5.

3.2 Benefits of Membership

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

A. Publications

All NCME members receive three quarterly 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.

The *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.

B. 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 in *Educational Measurement: Issues and Practice* and are available on the NCME website.

C. 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 is 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.

D. Involvement in Major Efforts to Improve Testing Practices

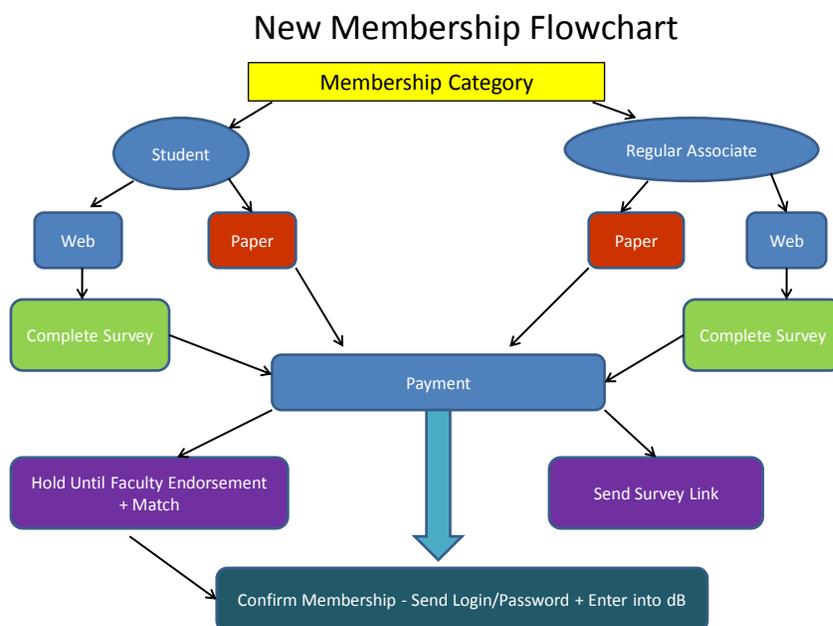
NCME also serves its members by taking an active role in projects for improving testing practices. For example, NCME, along with AERA and APA, have participated in the development of five editions of the *Standards for Educational and Psychological Testing*. NCME worked with several organizations on 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.

In August 1999, the NCME Board approved the endorsement of the following statement of the AERA/APA/NCME *Standards*:

NCME endorses the *Standards for Educational and Psychological Testing* and recognizes that the intent of those *Standards* is to promote sound and responsible measurement practice. This endorsement carries with it a professional imperative for NCME members to attend to the *Standards*.

3.3 Membership Application and Flowchart

Effective March 1, 2011



3.4 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 to the levels specified below. It also recommended that future boards consider regular dues increases to offset increasing expenses.

Current Membership Dues (beginning in 2012)

Active Member	\$70.00
Associate Member	\$70.00
Student Member	\$35.00
Emeritus Member	\$35.00

In 2013, the membership voted to drop the Associate Member category.

Membership Dues (2003-2011)

Active Member	\$60.00
Associate Member	\$60.00
Student Member	\$30.00
Emeritus Member	\$30.00

3.5 Membership Demographics

	Number and Percentage at End of the Year					
	2013		2012		2011	
<u>ORGANIZATION</u>						
College or University	534	28%	284	15%	424	21%
School System	38	2%	39	2%	85	4%
State Agency	25	1%	24	1%	46	2%
Federal Agency	24	1%	9	0%	23	1%
Testing Organization	465	24%	302	16%	443	22%
Industry	32	2%	16	1%	28	1%
R&D Organization	11	1%	14	1%	25	1%
Evaluation Agency	10	1%	4	0%	9	0%
Psychological Services	1	0%	1	0%	2	0%
Consulting Firm	50	3%	33	2%	47	2%
Independent Consultant	64	3%	37	2%	65	3%
Professional Licensing/ Certification Agency	38	2%	21	1%	24	1%
Other	400	21%	14	1%	779	38%
Unstated	216	11%	1135	59%	30	1%
<u>RACE/ETHNICITY</u>						
African American or Black	58	3%	59	3%	77	4%
Asian or Pacific Islander	261	14%	335	17%	407	20%
American Indian or Other American Native	4	0%	5	0%	11	1%
Hispanic	33	2%	43	2%	57	3%
Caucasian (other than Hispanic)	867	45%	788	41%	1,246	61%
Other	0	0%	0	0%	51	3%
Unstated	685	36%	703	36%	181	9%
<u>GENDER</u>						
Male	820	43%	872	45%	1049	52%
Female	588	31%	741	38%	940	46%
Unstated	500	26%	320	17%	41	2%
<u>MEMBERSHIP CATEGORY</u>						
Active	1,338	70%	1,391	72%	1,449	71%
Associate	48	3%	43	2%	60	3%
Student	453	24%	423	22%	445	22%
Emeritus	69	4%	76	4%	76	4%
TOTAL NUMBER OF MEMBERS	1,908		1,933		2,030	

4. Management Services

Currently, NCME has signed contracts with three organizations to provide central office services, Annual Meeting services, and publication services to the organization.

These contracts are described in the following section.

4.1 Contracts for Services

NCME has contracted with external agencies to: (1) provide general association management services, (2) manage the Annual Meeting, (3) to publish and distribute NCME publications and the new Test Standards, (4) to provide software and support for the submission of proposals for the annual meeting, and (5) to publish an edited book series.

Historical of Selected Contracts. The first contract was established in 1979 with the American Educational Research Association. Under this contract, AERA provided central office support, Annual Meeting services, as well as redactory services for the journals. Discussions were initiated by AERA in 1996-97 about possibly not renewing or extending the NCME central office contract. As a result of those discussions, NCME issued a request for proposals (RFP) for central office support services in three areas: general administration, publications, and Annual Meeting. One proposal was received for all three functions, and proposals were received from two vendors for publications services, but none was implemented by NCME. Rather, AERA agreed to extend the NCME contract for two years, but with an increase in costs of approximately 50%. (The increase was based in large part on information obtained through the RFP response and estimates of labor costs associated with doing NCME work in the AERA central office.)

In the fall of 1999, AERA extended its contract for five more years. In anticipation of the expiration of the contract in summer of 2005, and with encouragement from the AERA central office staff, the NCME Board began investigating options for obtaining services in the future. During the fall of 2003, discussions centered on such options as outsourcing publications, contracting with AERA only for Annual Meeting services, issuing another RFP, and comparing various models for obtaining services, including a university-based model.

In 2005 a contract for central office services was signed with The Rees Group (TRG), and it was renewed in 2007 and 2010. The current contract with TRG expires on June 30, 2015.

For basic annual meeting services, a contract was signed with AERA for NCME's 2006 and 2007 Annual Meetings. The contracts with AERA were renewed with AERA in subsequent years. The current contract covers meeting services through the 2014 annual meeting.

For publication services, a contract was signed with Blackwell Publishing Company to publish the *Journal of Educational Measurement* and *Educational Measurement: Issues and Practice* beginning with the 2005 volumes through 2010. A new contract with Wiley subsequently was signed for the effective period of August 8, 2011 to August 8, 2016.

Finally, a new contract with Routledge publishing house to publish an NCME edited book series was established and is effective from August 8, 2011 to August 8, 2014. Copies of these contracts are

maintained by the central office and available to any elected NCME official

Each external agency under contract to NCME appoint a liaison or point of contact to address routine and non-routine issues. The association management contractor or agency appoints an Executive Director who will serve as the primary contact with NCME officers, including the President, Chair of the Budget and Finance Committee, and Board members, as well as chairs and members of NCME committees and other governance groups.

4.2 Policy: Annual Evaluation of Central Office Management Services

Each year, the Past President will conduct an evaluation of management services. The following policy was approved by the NCME Board in April 2007. The rationale for this evaluation is provided in the section that follows (see sample evaluation form in Appendix D).

Policy Statement:

NCME Annual Evaluation of Management Services

Approved by the NCME Board on April 12, 2007

Each year, NCME will carry out a systematic evaluation of its management services, which are currently provided by The Rees Group (TRG). The contract between NCME and TRG provides the basis for this review, because it defines the performance that NCME requires of TRG.

The contract between NCME and TRG specifies that semiannual reviews of the contract be conducted by NCME. NCME's evaluation of TRG will form an important basis for such reviews.

Purposes

Formal evaluations are conducted by NCME to (1) identify areas of concern that need immediate attention and improvement, (2) identify strengths that should be nurtured and/or maintained, and (3) communicate performance expectations designed to improve the mutual, long-term relationship between NCME and TRG.

Process

Shortly after the Annual Meeting, NCME will conduct its review of TRG. The review will be the responsibility of the individuals who were on the Executive Committee prior to the Annual Meeting. One member of that committee will be selected by the group to coordinate the review.

Evaluation forms will be distributed to all Board members and committee chairs that have worked directly with TRG during the past year.

Results of the review will be provided to the NCME Board as soon as they are available, and be reviewed by the Board by no later than June 1. The Executive Committee will incorporate the Board's responses and produce a final report. This report will be sent to and discussed with TRG by no later than June 15, so that the results can be considered in making a decision about renewing/revising the contract with TRG before June 30, which marks the end of TRG's fiscal

year.

The following aspects of TRG performance should serve as the focus of the evaluation:

Member Services

Communications with NCME members/prospective members
 Mailings and renewal notices
 Database maintenance
 Annual report to members of membership statistics

Annual Meeting

Coordination with AERA
 Facilities and catering set-ups and arrangements (before and during the meeting)
 On-site support (AV, logistics, ticket taking, provision of plaques, main events)
 Publicity (pre-conference information, registration, program, exhibit booth, invitations to special events, sponsors)
 Effectiveness of support staff

Website

Site maintenance (list serve, announcements, other postings)
 New development (quality, cost, deadlines)
 Interactions with committee members (e.g., projects such as proposal submission, site redesign, members only section)

Financial

Collections of revenue and payment of invoices (timeliness and accuracy)
 Reports to Finance Committee and Board (timeliness and accuracy)
 Storage and maintenance of all financial records
 Audits, taxes, and insurance (quality of support provided)
 Annual report for Board and membership

Executive Director

Communication with leadership (quality of interactions, promptness, accuracy of information provided, usefulness of advice)
 Management of NCME affairs (foresight, professionalism, oversight, meeting deadlines, problem solving)
 Maintenance of calendar of deadlines
 Coordination of the election process
 Use of NCME resources (efficient, resourceful, reasonable expenditures of time and money)
 Preparation for Board meetings (preparation, agenda materials, membership and other association statistics, gathering of committee reports)
 Offering of advice on needed updates to Handbook
 Representation of NCME (interactions with AERA, Blackwell, APA, JCTP, etc.)

Overall Evaluation

Quality of management services rendered
 Value of services in light of the cost to NCME

Prospects for a long-term relationship

4.3. Records Retention Policy

Records to be retained for 7 years:

Accident reports and claims
 Bank statements and reconciliations
 Contracts and leases (7 years beyond ending date)
 Correspondence (Financial, contractual, legal only)
 Deposit slips
 Grant awards letters
 Insurance policies and certificates (7 years past expiration)
 Invoices
 Loan schedules and related records
 Petty cash vouchers
 Purchase orders
 Sales records
 Journals for accounts receivable, accounts payable
 General Ledger
 Trial balances
 Financial statements (year end) and related budgets

Records to be retained in perpetuity:

Articles of incorporation
 Audit, compilation and review reports
 Annual financial statements
 Bylaws including all amendments
 Canceled checks for material payments (Keep paid receipt or make record of bank copy of cancelled check for major material purchases)
 Chart of accounts
 Computer backups of all business records
 Contracts and leases
 Corporation reports filed with the Secretary of State
 Correspondence (legal and important matters)
 Insurance records (for current policies), legal documents and related correspondence
 Minutes of Board meetings
 Organization publications, including newsletter and brochures (Historical files)
 Records Retention Policy
 Tax exempt status documents
 Tax returns (annual, quarterly)

5. Committees and NCME Representatives

5.1 Board Member Responsibilities for Committees

NCME has six major areas of emphasis, each of which consists of several committees (see Table 1). The areas and the committees assigned to these areas as of 2010 are given in the following pages.

The President heads the Administrative Area for one year. The Vice President heads the Membership/Website Area for one year. Second- and third-year members of the Board of Directors chair the remaining four areas. Area appointments are the responsibility of the President. First-year Directors are each assigned to one of the two areas headed by third-year Directors and serve as Area Director-designates for one year, followed by two years as Area Director.

The Vice President and Directors are responsible for monitoring and coordinating the work of the standing committees included in their areas. The Vice President works with the area directors and committee chairs to appoint incoming committee co-chairs. The committee co-chairs become the chair of the committee following their year as a co-chair.

5.2 Process for Appointing Committee Chairs, Co-chairs, and Members

1. The Area Director should contact current chairs to solicit their evaluation of members on their committee as well as one or more recommendations for incoming co-chairs (October – November).
 - a. The incoming co-chair is the chair elect for the following year, i.e., the co-chair spends one year working closely with the committee chair so that he/she will be prepared to assume the position of committee chair the year following his/her service as co-chair.
 - b. Normally, incoming co- chairs should be appointed from continuing members on a committee who the current chair recommends based on past performance.
 - c. The incoming co-chair should have 1–2 more years of service in his/her current term on the committee.
 - d. Should the committee co-chair be unable or decide not to assume the responsibility of chair of the committee when the time comes to do this, the co-chair will work with the Area Director to recommend a replacement committee chair.

2. Nominations for each committee co-chair should be submitted by the Area Director and outgoing chair to the Vice-President and association management group who will determine the membership status of prospective co-chairs and verify that the individual is not concurrently serving any other NCME role in governance or elected offices (November – December).
 - a. Except for representatives on the Graduate Student Issues Committee, prospective chairs co-chairs and members must be NCME regular members (which include Active, Associate and Emeritus members, but not student members) in good standing (dues paid for the current year prior to the beginning of their term).
 - b. Generally, NCME members should not serve on more than one committee in a year. Officers should also avoid serving on NCME committees concurrently,

with exceptions noted in specific committee charges. Unique skills and needs may dictate an exception on some occasions; however, members cannot serve in more than two such roles concurrently.

3. The Committee chair and Area Director will invite prospective committee co-chairs in writing (January). The written invitation should be sent to the prospective co-chair informing him/her of the committee's charge, current activities, continuing membership roster, and his/her individual term.
 - a. Most NCME committee chair and co-chair terms are for one year. Most NCME committee members serve three years, unless the term they are serving has been prematurely vacated, in which case the individual will serve the remainder of the uncompleted term. Members of certain NCME committees may be reappointed to a second consecutive term. See sections 5.5 – 5.9.
 - b. All terms begin and end at the time of the Annual Meeting.
4. The Vice-President must inform the President and the management group when committee co-chairs have been confirmed (at least 60 days prior to the start of their term at the Annual Meeting).

5.3 Process for Selecting and Inviting Prospective Members of NCME Committees

The procedures for selecting and inviting prospective members of NCME committees have been revised (spring 2011) to make use of a new computer based volunteer system. This section of the handbook The Vice President is responsible for overseeing the process of staffing the standing committees. A new process to staff standing committees was introduced in the spring of 2011. The purpose of the new process was to provide an equitable procedure for staffing standing committees that would promote the diversity of committees and provide a broad group of members the opportunity to serve on standing committees. The committee staffing process begins with a call for committee volunteers that appears on the NCME website in early March and is announced at the Annual Meeting Breakfast. NCME members volunteer by accessing the volunteer software through the members' only portal on the NCME website and selecting committees they wish to volunteer for. The committee volunteer software that is available on the website allows the volunteer to select up to three committees that they wish to volunteer for and also permits them to upload a brief statement of interest as well as their CV. The volunteer process opens immediately following the Annual meeting and closes on September 30th. Once the volunteer process closes, the list of volunteers is sorted so that each committee receives an independent, non overlapping list of volunteers. The committee chairs and co-chairs access the list of committee volunteers with their background information, through the NCME website. The chairs and co-chairs work with the Board liaison to fill the vacancies on their committees. Once they have confirmed the new members on their committee, the committee chairs send out letters of welcome to the new members and letters informing those who were not selected of the status of their application. Committees need to be fully staffed by December 30th.

All volunteer lists are purged prior to the new volunteer cycle that begins with the Annual

Meeting. NCME members are asked to volunteer on an annual basis; although some information about the volunteer is carried over in the Committee volunteer data base, an individual member must volunteer each year and specify the committees they are interested in serving on. The NCME secretary is responsible for updating the Governance Roster with the new committee members. The updated Governance Roster should be prepared by February 15th.

Graduate student members should be appointed by the committee chair after coordination with the chair of the Graduate Student Issues Committee (GSIC) which obtains an annual list of volunteers for NCME governance groups. Graduate student members may serve up to three consecutive one-year terms on the same committee; however, students anticipating graduating in the May or August following the annual meeting should not be reappointed. Students graduating in December may continue to serve as the student representative on an NCME committee until the annual meeting.

5.4 Appointment of Student Members

The call for applications to the Graduate Student Issues Committee (GSIC) or to serve as a student representative on an NCME committee is integrated into the general call for new NCME committee members. The solicitation ends November 1, and the chair of the GSIC uses these applications to select members of the GSIC as well as to form a pool of potential members for graduate student representatives on NCME standing committees. The chair of the GSIC reviews the list of students responding to the call and first selects students to fill the open GSIC positions. The chair of the GSIC then uses the list of remaining applicants to select students to serve on the standing committees. He/she suggests applicants to the standing committee chair-elects and Area Directors who decide on a student representative. In conjunction with NCME's general solicitation procedures, the GSIC chair may write to faculty members currently registered with NCME to ask for the identification of students potentially interested in serving on NCME committees, place a call for student members in the fall issue of the *Newsletter*, place notices on the NCME website, and use other methods to solicit student volunteers. The GSIC chair may also contact potential students for a statement of interest, to help them determine fit with the committee. In all cases, it is important that the membership of the GSIC be as diverse as possible.

Students serve 3-year terms as GSIC members. Students who have graduated or are anticipating graduating by August of their third year on the committee should step off the committee after their second year.

Graduate student appointments on standing committees are for one year with the opportunity to renew. Individuals may renew their appointments on standing committees if they anticipate remaining a student beyond the following August (i.e., they will not graduate in May or August), and the chair-elect, Area Director, and GSIC co-chair are in agreement. If the individual becomes a regular member of NCME, he/she is eligible for governance service as a regular member as described above. Chair-elects should be reminded to verify student status and active student membership in NCME before reappointment.

5.5 Area Directors

The Area Directors have the following responsibilities:

Each Area Director is responsible for facilitating meetings of all standing NCME committees at the Annual Meeting to discuss the committees' agendas and the area agenda as a whole. The Area Director should assist each chair in arranging for meeting space through the central office. When feasible, the Area Director should attend each committee meeting at the Annual Meeting and be sure to convey reports, action items, and recommendations to the full Board. In some instances, the Area Director may wish to convene a meeting among committee chairs in his/her area to examine procedures and plan for cross cutting activities. For example, chairs of Awards committees may meet to review timelines, consistency of calls, and rating procedures.

The Area Director for Awards is responsible for working with the central office to make sure all the plaques to be awarded at the annual meeting Breakfast are appropriately ordered in a timely fashion. This includes plaques for the program co-chairs. The Area Director should work closely with the award committees to make sure that there is no overlap in awardees in a given year. Once an awardee is selected, the President should send a letter of congratulations to the awardee, informing the awardee of any monetary award to be made.

5.6 Administrative Area: Committee Terms, Composition, and Duties

The terms of office, composition, and duties of each committee and NCME representative are given below. On most committees, members serve a three-year staggered term. 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).

Table 1. NCME Area Directors and Directors' Responsibilities

Area	Director Responsible	Responsibilities
Administrative	President	<ol style="list-style-type: none"> 1. Annual Meeting Committee 2. Annual Meeting Program Committee 3. Nominations Committee 4. Elections Committee 5. Budget and Finance Committee 6. Training and Professional Development Committee 7. Fund Development Committee 8. Ad hoc committees and task forces (unless assigned to another area)
	Vice-President	<ol style="list-style-type: none"> 1. Membership Committee 2. Website Management Committee
Recognition	Board Member	<ol style="list-style-type: none"> 1. Alicia Cascallar Award Committee 2. Annual Awards Committee 3. Bradley Hanson Award for Contributions to Educational Measurement Committee 4. Brenda Loyd Dissertation Award Committee 5. Career Contributions Award Committee 6. Jason Millman Promising Measurement Scholar Award Committee
Publications	Board Member	<ol style="list-style-type: none"> 1. Publications Committee 2. <i>JEM</i> Editor 3. <i>EM:IP</i> Editor 4. <i>Newsletter</i> Editor 5. <i>ITEMS</i> Editor 6. Website Editor 7. Editorial Advisory Board for the NCME Book Series
Professional Area	Board Member	<ol style="list-style-type: none"> 1. Diversity Issues and Testing Committee 2. Graduate Student Issues Committee 3. Outreach and Partnerships Committee
Standards Area	Board Member	<ol style="list-style-type: none"> 1. Standards and Test Use Committee 2. Committee on Informing Assessment Policy and Practice 3. Representative to the APA/AERA/NCME Standards Management Committee 4. Representative to the Joint Committee on Evaluation in Education 5. Liaison to Test Standards Revision Joint Committee

5.6.1 Annual Meeting Committee

- Term of Office: Committee members have three-year terms, and appointments are staggered. The Chair is selected by the Committee from among those holding three-year appointments. Liaisons serve one-year terms and can be reappointed.
- Composition: The Committee consists of one past president and three members at large. In addition, the current president and vice-president of NCME serve as ex-officio members. Finally, the following individuals serve as liaisons to the Committee:
- One of the two program co-chairs for the next annual meeting
 - Member of the Website Management Committee
 - Graduate student member of the Graduate Student Issues Committee
 - Meeting planner from the Central Office
 - Representative from any new committee that is formed with responsibilities for a major aspect of the annual meeting.
- Duties:
- With the Central Office, develop and monitor a schedule for the production and delivery of all annual meeting components: housing reservation system, registration system, website communications, sponsorship activities, training program, general program sessions, receptions, and various annual events.
- With the Central Office, create a marketing plan for each annual meeting that includes promotional materials distributed via the NCME website and electronic media as well as correspondence with other professional organizations.
- When requested, evaluate the merits of holding an independent annual meeting and make a recommendation to the board.
- If NCME decides to hold an independent annual meeting, then
- a. Recommend city locations and hotel sites for annual meetings to be held in the next three years.
 - b. With the Central Office, develop specifications for city and site locations for Board review.
 - c. With the Central Office, create RFPs for the hotel selection process.
 - d. With the Central Office, tour potential meeting locations and sites (one committee member only).
 - e. Recommend local programming options (tours and professional activities) to be made available for members in each of the next three years.

- f. Develop on-line descriptions of local opportunities, such as airport transportation, local transportation options, dining, and sightseeing.
- g. With the Central Office, recommend policies and procedures related to an exhibit hall, or to the presence of vendors, at the annual meeting.
- h. With the Central Office, develop a list of potential exhibitors.

With the Central Office, develop AV specifications in advance of each annual meeting.

Monitor weekly reports once the registration system is open.
With the Central Office, develop a preliminary program brochure for website use.

With the Central Office, design and conduct a post-meeting evaluation.

Provide for a mobile phone app and its content.

5.6.2 Annual Meeting Program Committee

- Term of Office:** Three-year staggered term, non-renewable.
- Composition:** Six members, and one graduate student member. Two new members appointed by the Vice President each year. The committee is comprised of the co-chairs from the incoming conference, upcoming conference, and past conference. Two members are appointed by the Vice President and will be co-chairs of the program in their second year on the committee. The student appointed is traditionally the Chair of the Graduate Student Issues Committee.
- Duties:** This committee plans and organizes the Annual Meeting program; revises call for submissions; works closely with incoming President to plan invited sessions; solicits recommendations and identifies NCME sponsored sessions; recruits a plenary speaker, if desired; recruits reviewers and adjusts evaluation procedures and timelines as needed; provides feedback and decisions regarding all submissions; coordinates schedule, room assignments with AERA to avoid conflicts; develops a final program for distribution and communicates with presenters concerning the schedule; confirms invited presenters (e.g., award addresses); provides overall leadership and direction for the program; resolves conflicts and problems; and provides a report to the Board following the Annual Meeting on recommended changes in policy and procedures related to the Annual Meeting program. During year one, new members shadow the current program co-chairs and undertake initial planning for the next year's program with the incoming President. In year two they are program co-chairs and work with President and central office to plan the program. In the final year they assist in special projects as assigned. This committee will work in close collaboration with the Website Content Editor.
- Attachments:**
- (1) Timeline
 - (2) Reviewer instructions and rating sheet
 - (3) Summary of submissions and acceptances by program format, 2010

5.6.3 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. He or she appoints two additional members who are NCME Past-Presidents.
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 procedures outlined in Section 2.3 of this Handbook.
Attachments:	(1) Timeline (2) Instructions for submitting a biographical statement, including word limit.

5.6.4 Elections Committee

Term of Office:	Members are appointed by the President for one year terms. They may be reappointed for up to three consecutive terms.
Composition:	Three members (no student member). (Usually members reside near NCME's Central Office for reasons of convenience and economy).
Duties:	<p>This committee works with the NCME Central Office 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. See Section 2.3 for more details about election procedures.</p> <p>The committee also responds to any questions or complaints about election process; in consultation with the Executive Committee, resolves conflicts over voting irregularities; works with the Central Office to ensure that only active and emeritus members in good standing are allowed to vote; verifies election results and informs the President when results have been verified.</p>
Attachments:	(1) Timeline (2) Sample ballot and biographical statements

5.6.5 Budget and Finance Committee

- Term of Office:** Three-year staggered terms. Members may be reappointed to a second three-year term.
- Composition:** Five members (no student member); chair is appointed by the President annually. The chair may serve for three consecutive years.
- Duties:** This committee has overall responsibility for monitoring NCME budget, finances, and investments. This committee reviews monthly financial statements and reports to the President; drafts an annual budget for Board review and approval; develops investment policy (see Section 7.6) in collaboration with NCME's investment advisor for Board review and adoption; reviews periodic investment reports and reports to the President;; prepares written reports for each Board meeting; identifies potential sources of new revenue for the Board to consider; and responds to requests from the President for financial advice. The committee must review any new business item that has potential 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 will attend each meeting of the NCME Board of Directors. The chair should provide overall financial guidance to the Board.
- Attachments:**
- (1) Timeline
 - (2) Budget for 2010

5.6.6 Training and Professional Development Committee

- Term of Office: Three-year, staggered terms, non-renewable.
- Composition: Three members, and one additional student member. One new member is appointed by the Vice President and will be chair of the training and professional development program in his/her second year on the committee. The committee is comprised of the chairs from the incoming conference, upcoming conference, and past conference.
- Duties: This committee designs and recommends policies and procedures to the Board that will enhance training activities; 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, the Chair takes responsibility for organizing the training sessions for the Annual Meeting. During third year acts as advisor to newly appointed member who serves as the Chair and coordinates other training and professional development activities as assigned.
- Attachments:
- (1) Timeline
 - (2) Sample training program from 2010
 - (3) Potential new initiatives for the committee to evaluate and consider

5.6.7 Fund Development Committee

Term of Office:	Three-year staggered term. Members may be reappointed to a second three-year term.
Composition:	At least six members (plus one graduate student member); chair is appointed by the 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. It also is responsible for: defining charitable giving opportunities distinct from existing NCME awards (e.g., setting grant priorities and funding goals and implementing a structure for donation receipt); 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); 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.); 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.); developing timelines for completion of major activities in coordination with those of the Budget and Finance Committee, Website Management Committee, Award Committees, and Board.

5.6.8 Membership Committee

- Terms of Office:** Three-year staggered terms (two new members per year), nonrenewable.
- Composition:** Six members and one additional student member. Prior to the annual meeting, the next Chair-elect is nominated by the incoming Chair (i.e., current Chair-elect), in consultation with the Area Director, and is appointed by the Vice President. The current Chair-elect, in consultation with the Area Director, appoints two new members annually. The student member is appointed annually by the Chair of the Graduate Student Issues Committee, in consultation with the Chair-elect.
- Duties:** This committee has overall responsibility for monitoring NCME membership, retaining membership, recruiting new members into the organization, and membership recognition. Specific responsibilities include: Work closely with the central office to track membership during the year and provide longitudinal membership data to the Board at each meeting (student, regular, renewals, new members, etc.); define the types of individuals NCME may seek to recruit (qualifications, work setting, and educational background) and rationale for expanding membership base in this fashion; develop 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; evaluate and improve current processes used to obtain membership renewals; oversee and evaluate all recruitment and retention efforts to determine which strategies are most effective; evaluate and revise timeline for renewals; identify and evaluate potential initiatives that may increase renewals, reduce time to renew, and increase retention of members and student members; collaborate with the Graduate Student Issues Committee to retain student membership and convert to full membership upon graduation; collaborate 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; continue to coordinate membership activities at annual meeting booth and member services; and identify and evaluate NCME value proposition for members and graduate students. This committee will work in close collaboration with the Website Content Editor.

5.6.9 Website Management Committee

- Term of Office:** Three-year staggered terms (three new members per year), nonrenewable.

- Composition:** Nine members and one additional student member. The Vice President appoints a chair; the Area Director and incoming chair appoint three new members annually, and one student member who serves as one of the nine non-student members based on the recommendation of the Area Director.
- Duties:** This committee is responsible for developing website policies and procedures; overseeing website updates, organization, and functionality; auditing website traffic and making necessary revisions to the design. 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.
- Attachments:**
- (1) Timeline
 - (2) NCME webpage policies

5.7 Recognition Area: Committee Terms, Composition, and Duties

5.7.1 Alicia Cascallar Award

Term of Office:	Three-year staggered terms (two new members each year), non-renewable.
Composition	Eight members, six appointed and one permanent member representing the family, and one student member. The Vice President appoints a co-chair; the Board Liaison and co-chair, in consultation with the committee, appoint two new members annually. A student member is appointed annually.
Duties:	This committee reviews and revises the call for nominations; distributes the call (via website, email, print); solicits nominations; reviews nominations; makes selection; disseminates news of the selection; arranges for the award citation, cash prize and plaque; and recommends procedural or policy changes to the Board regarding this award. An award need not be given each year. This award will sunset when reserved funds for this award are not sufficient to continue the award.
Attachments:	<ol style="list-style-type: none">(1) Timeline(2) List of recipients of this award(3) Call for nominations(4) Rating sheet used to rate nominees(5) Sample letter to award recipient(6) Sample letter of regret(7) Sample certificate

5.7.2 Annual Awards Committee

- Term of Office: Three-year staggered term (two new members each year), nonrenewable.
- Composition: Seven members, six appointed and one student member. The Vice President appoints a co-chair; the Board liaison and co-chair, in consultation with the committee, appoint two new members annually. A student member is appointed annually.
- Duties: This committee reviews and revises the call for nominations; distributes the call (via website, email, print); solicits nominations; reviews nominations; makes selection; disseminates news of the selection; arranges for the award citation, cash prize and plaque; and recommends procedural or policy changes to the Board regarding this award. An award need not be given each year.
- Attachments:
- (1) Timeline
 - (2) List of recipients of this award
 - (3) Call for nominations
 - (4) Rating sheet used to rate nominees
 - (5) Sample letter to award recipient
 - (6) Sample letter of regret
 - (7) Sample certificate

5.7.3 Bradley Hanson Award for Contributions to Educational Measurement

Term of Office:	Three-year staggered terms (two new members each year), nonrenewable.
Composition	Eight members, six appointed and one permanent member representing the family, and one student member. The Vice President appoints a co-chair; the Board Liaison and co-chair, in consultation with the committee, appoint two new members annually. A student member is appointed annually.
Duties:	This committee reviews and revises the call for nominations; distributes the call (via website, email, print); solicits nominations as required; reviews nominations; makes selection; disseminates news of the selection; arranges for the award citation, cash prize and plaque; and recommends procedural or policy changes to the Board regarding this award. An award need not be given each year. This award will sunset when reserved funds for this award are not sufficient to continue the award.
Attachments:	<ol style="list-style-type: none">(1) Timeline(2) List of recipients of this award(3) Call for nominations(4) Rating sheet used to rate nominees(5) Sample letter to award recipient(6) Sample letter of regret(7) Sample certificate

5.7.4 Brenda Loyd Dissertation Award Committee

- Term of Office: Three-year staggered term (two new members each year), nonrenewable.
- Composition: Seven members, six appointed and one student member. The Vice President appoints a co-chair; the Board Liaison and co-chair, in consultation with the committee, appoint two new members annually. A student member is appointed annually. Special attention should be given to members with expertise in reviewing dissertation research and publications.
- Duties: This committee reviews and revises the call for nominations; distributes the call (via website, email, print); solicits nominations; reviews nominations; makes selection; disseminates news of the selection; arranges for the award citation, cash prize and plaque; and recommends procedural or policy changes to the Board regarding this award. An award need not be given each year.
- Attachments:
- (1) Timeline
 - (2) List of recipients of this award
 - (3) Call for nominations
 - (4) Rating sheet used to rate nominees
 - (5) Sample letter to award recipient
 - (6) Sample letter of regret
 - (7) Sample certificate

5.7.5 NCME Career Contributions Award

- Term of Office:** Three-year staggered terms (two new members each year), nonrenewable.
- Composition:** Seven members, six appointed and one student member. The Vice President appoints a co-chair; the Board Liaison and co-chair, in consultation with the committee, appoint two new members annually. A student member is appointed annually.
- Duties:** This committee reviews and revises the call for nominations; distributes the call (via website, email, print); solicits nominations; reviews nominations; makes selection; disseminates news of the selection; arranges for the award citation, cash prize and plaque; and recommends procedural or policy changes to the Board regarding this award. An award need not be given each year.
- Attachments:**
- (1) Timeline
 - (2) List of recipients of this award
 - (3) Call for nominations
 - (4) Rating sheet used to rate nominees
 - (5) Sample letter to award recipient
 - (6) Sample letter of regret
 - (7) Sample certificate

5.7.6 Jason Millman Promising Measurement Scholar Award Committee

- Term of Office:** Three-year staggered term (two new members each year), nonrenewable.
- Composition:** Seven members, six appointed and one student member. The Vice President appoints a co-chair; the Board Liaison and co-chair, in consultation with the committee, appoint two new members annually. A student member is appointed annually. New members should be selected based on their familiarity with the accomplishments of members early in their careers.
- Duties:** This committee reviews and revises the call for nominations; distributes the call (via website, email, print); solicits nominations as required; reviews nominations; makes selection; disseminates news of the selection; arranges for the award citation, cash prize and plaque; and recommends procedural or policy changes to the Board regarding this award. An award need not be given each year. This award will sunset when reserved funds for this award are not sufficient to continue the award.
- Attachments:**
- (1) Timeline
 - (2) List of recipients of this award
 - (3) Call for nominations
 - (4) Rating sheet used to rate nominees
 - (5) Sample letter to award recipient
 - (6) Sample letter of regret
 - (7) Sample certificate

5.8 Publications Area: Committee Terms, Composition, and Duties

5.8.1 Publications Committee

Term of Office:	Three-year staggered terms (two new members each year). Members may be reappointed to a second three-year term.
Composition:	Six members and one student member. The Vice President appoints a co-chair; the Area Director and co-chair appoint two new members annually based on the recommendation of the Area Director. A student member is appointed annually based on the recommendation of the Area Director. Traditionally, at least one former NCME editor is asked to serve on this committee. New members each year should have experience in either the business or academic side of publishing. Members should have extensive experience serving as an editor or associate editor for major scholarly journals, serving as editors of scholarly books, or negotiating/operating journals or book series with commercial publishers. In addition, experience in promotion and sales of journals and books is highly relevant.
Duties:	This committee is responsible for maintaining direct contact with all publishers on behalf of NCME. The committee should work directly with the publisher(s) and central office to review and report sales volumes, distribution, citations and other metrics relevant to evaluating the success of NCME journals and books to the Board. The committee should 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. The committee should also actively monitor submissions, the timeliness of the review and publication process, and look for ways to continuously improve NCME's publications program to respond to member needs and further disseminate scholarly work in educational measurement. Finally, the committee should respond to publications matters that may arise; resolve disputes about publications; initiate proposals for new publications; and coordinate the searches for new editors.
Attachment:	(1) Schedule for publications, frequency and page limits, 2010

5.9 Professional Area: Committee Terms, Composition, and Duties

5.9.1 Diversity Issues and Testing Committee

- Term of Office:** Three-year staggered term (two new members each year), nonrenewable.
- Composition:** Six members and one student member. The Vice President appoints a co-chair; the Area Director and co-chair appoint two new members annually based on the recommendation of the Area Director. A student member is appointed annually based on the recommendation of the Area Director. New members each year should broadly reflect the focus of the committee.
- 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: 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); the diversity in the types of organizations and work settings that NCME members and educational measurement professionals are employed; 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.

5.9.2 Graduate Student Issues Committee

- Term of Office:** Two-year staggered terms. Faculty members serve three-year staggered terms (one new member each year).
- 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 Area Director.
- 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: identifying policies and initiatives that will assist in graduate student recruitment, renewal, and retention (and collaboration with the Membership Committee to meet these objectives); working with the central office to track graduate student membership trends over time and report on graduate student membership annually at the Board meetings; 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); 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; organizing and recommending programming and training sessions for the Annual Meeting; monitoring NCME initiatives and activities to ensure graduate student needs and opportunities are appropriately incorporated; developing brochures and other materials (print and web based) that meet the varied needs of graduates students (e.g., internships, career opportunities in education measurement); and developing recommendations to the Board for initiatives, policies, and processes that will address the needs of graduate students.
- Attachment:** (1) Timeline

5.9.3 Outreach and Partnerships Committee

Term of Office:	Three-year staggered term (two new members each year), nonrenewable.
Composition:	Six members and one student member. The Vice President appoints a co-chair; the Area Director and co-chair appoint two new members annually based on the recommendation of the Area Director. A student member is appointed annually based on the recommendation of the Area Director. New members should be selected based on their experience in outreach and involvement with relevant organizations.
Duties:	<p>This committee is responsible for developing strategic partnerships with external groups and organizations to advance the science and practice of measurement in education. The committee's mission includes identifying other organizations and groups for potential collaboration with NCME on a short-term and long-term basis and working with these groups to develop and implement plans for collaborative initiatives. Short-term activities may be those that result in a specific deliverable or outcome (e.g., inter-association position on an important policy issue, development of a joint-publication on careers or other professional issues, efforts to provide training and development in measurement to members in related associations). Long-term activities or partnerships may include such things as reduced dues for members of other associations, or the planning and execution of an annual symposium at the NCME or other annual meetings. All new or continuing activities or partnerships should be developed to achieve specific goals related to the NCME strategic plan. In addition, expected outcomes should be stated in advance, and an evaluation should be conducted by the committee of all short-term activities before seeking continuation. Long-term partnerships should also be evaluated on a regular basis in relation to the same strategic goals, expected outcomes, and costs.</p> <p>Specific activities this committee is responsible for include: developing criteria for identifying other organizations and groups which NCME should collaborate with on a short-term or long-term basis; identifying potential groups, strategies, and objectives for any collaboration; proposing initiatives (and their relevant goal(s), strategies, deliverables, implementation plan, fiscal implications, timelines, and evaluation plan); developing and maintaining a mailing list of individuals to receive complementary copies of EM:IP and other NCME materials, as appropriate; evaluating existing and new relations with external groups; and other activities as assigned.</p>
Attachment:	(1) Timeline

5.10 Standards Area: Committee Terms, Composition, and Duties

5.10.1 Standards and Test Use Committee

Term of Office: Three-year staggered terms (two new members each year), with the possibility of reappointment for up to one additional term. Student members are appointed for a one two-year term with the opportunity to renew, if the individual remains a student and the co-chair, Area Director, and GSIC co-chair are in agreement.

Composition: Six members and one student member. The Vice President appoints a co-chair; the Area Director and co-chair appoint two new members annually based on the recommendation of the Area Director. A student member is appointed annually based on the recommendation of the Area Director. 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 concerning the *Standards* regarding the need for a revision or progress when they are under revision. The committee monitors meetings of the Committee to Revise the Standards and should receive all reports from NCME’s liaison to the Committee to Revise the Standards. The Standards and Test Use Committee is responsible for coordinating the NCME review of the draft Standards. The committee also performs scheduled, recurring reviews of existing standards and guidelines that govern the application of the *Standards* in particular contexts and have received a Level II or Level III endorsement by NCME and makes recommendations to the Board for revisions of these standards and guidelines. The purpose of these reviews is to ensure that the existing standards and guidelines remain current with the *Standards* and with professional practice and that such standards do not supplant or supersede the *Standards*. 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. Standards and guidelines that have received a Level II or Level III approval by NCME include, but are not limited to:

- *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)
- *Standards for Psychological and Educational Testing* (1999)
- *The Code of Fair Testing Practices in Education* (2004)

The committee oversees communication to NCME members related to the *Standards* and other standards and guidelines addressing testing and test use. When needed, the committee will seek input from members on standards-related statements being newly developed or under revision.

5.10.2 Committee on Informing Assessment Policy and Practice

Term of Office:	Three-year staggered term (two new members each year), nonrenewable.
Composition:	Six members and one student member. The Vice President appoints a co-chair; the Area Director and co-chair appoint two new members annually based on the recommendation of the Area Director. A student member is appointed annually based on the recommendation of the Area Director. 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 (e.g., CCSSO, AERA, BOTA, NASTD, etc.) and their interest and willingness to devote substantial time to these efforts during their term.
Duties:	<p>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 policy-makers 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.</p> <p>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.</p>
Attachment:	(1) Timeline

5.10.3 Special Appointments/Representatives

The President has the responsibility of making appointments to inter-organizational or external committees or projects where NCME is represented. To enhance the Board's effectiveness on these joint committees, representatives are typically given multi-year assignments. Appointees are replaced at opportune times such as when the committees are ending major activities. Currently, NCME provides a representative to the following committees:

5.10.3.1 Joint Committee on Standards for Educational Evaluation

The Joint Committee on Standards for Educational Evaluation (JCSEE) was created in 1975 and is incorporated as a private, nonprofit, 501 (c) (3) organization. The JCSEE currently consists of representatives from 16 sponsoring organizations, and is accredited by the American National Standards Institute. It is responsible for the development, dissemination, and periodic revision of *The Program Evaluation Standards*, *The Personnel Evaluation Standards*, and *The Student Evaluation Standards*, in accordance with American National Standards Institute (ANSI) guidelines. This Committee has remained ongoing for many years and the NCME representative is expected to complete a five-year term (which may be extended annually, for up to a total of ten years).

5.10.3.2 Representative to the APA/AERA/NCME Standards Management Committee

This committee consists of one member from each participating organization (NCME, AERA, and APA). The committee's duties are varied and are spelled out in some detail in a contract agreed upon by the three participating organizations in December 2004. Some of the duties of this committee include determining the need for revision of the *Standards*, appointing members of the Joint Committee, establishing and overseeing the budget for the Joint Committee, and approving pricing and marketing for the *Standards*. All costs of the Management Committee are borne by the participating organization. The contract is on file at the NCME headquarters. The NCME representative provides regular reports to the Board on the committee's activities and related matters. Initially staggered terms of 3-, 4- and 5- years were selected for members of the management committee (APA representative 5 years, AERA representative 3 years and NCME representative 4 years). Following the initial term, all representatives serve a five-year term with the option for a second 5-year term. If a vacancy occurs during that period, NCME will appoint a member to complete the original term and that individual may also be appointed to a second 5-year term. Barbara Plake was appointed in July 2005 as NCME's first representative (serving a 4-year term). In 2007, Barbara Plake was selected to serve as the co-chair of the revision committee and David Frisbie was then appointed to complete her term through July 2009. He was reappointed to a second five year term ending in July 2014. This is a continuing role and responsibility.

5.10.3.3 Liaison to Test Standards Revision Joint Committee

The NCME liaison to the Joint Committee charged with the revision of the Standards for Educational and Psychological Testing should be the chair of the NCME Standards and Test Use

Committee (if agreed upon, as set forth in the description of the Standards and Test Use Committee, 5.10.1). The individual serves as a liaison to the Joint Committee representing NCME, throughout the revision process. NCME will cover all travel expenses to attend meetings. The liaison is responsible for providing a written report to the Board through the Board liaison for each Board meeting and may occasionally be asked to attend meetings of the Board to discuss progress or technical issues. Membership of the Standards and Test Use Committee will remain constant at the time a Test Standards revision moves into public review process, as set forth in 5.10.1. As such, the chair and liaison position will be held by the same person during this same period. The liaison should be appointed once a Joint Committee is established and their term expires when the Joint Committee is disbanded and the revision has been completed.

5.11 Orientation Information for New Committee Chairs

Committee purpose: Each committee's purpose is defined in the charge to the committee, which is provided in Section 5 of this Handbook.

Committee responsibilities: General responsibilities for each standing committee are listed in Section 5 of this Handbook; however, additional responsibilities may be assumed by committees over time. In addition, the Board may also assign additional responsibilities to committees based on immediate needs of the association. Each year the committee chair should involve the committee in a review of its mission and responsibilities and recommend changes as appropriate to the Board.

Committee activities and reporting: In many instances, work begun one year is not finished at the end of the year, that is, by the next Annual Meeting. All projects, activities, and responsibilities of committees must be listed in the committee reports submitted for each Board meeting. Chairs are asked to provide reports to the Board at least one month prior to each Board meeting. The template used for reports is in Appendix E. All reports should be posted electronically, using BaseCamp. Most important, committee reports should include relevant trend data to provide the Board with a context for understanding the current status of NCME. For example, reports should include the number of NCME members by category over time, the number of program submissions and acceptances by type over time, the number and types of training sessions held and attendance over time. The Board usually meets three times per year, in the spring at the Annual Meeting, in July or August, and again in October or November. A conference call/WebEx is usually held in January or February of each year.

Conducting committee business: Chairs should conduct meetings at the Annual Meeting, by WebEx or conference as needed to complete duties and identify new initiatives and policies that can further its mission and that of NCME. Chairs should accomplish committee work by delegating assignments, forming subcommittees, or making assignments to members. It is important to regularly check in with all members to ensure work is under way and to identify any problems early in the process.

Recommendations for new initiatives or changes in current processes: The last page of the committee report template includes a section on new initiatives. All new proposals should be submitted to the appropriate Board liaison for review, and to the chair of the Finance committee if there are any fiscal implications (e.g., revenue increase or loss, request for funds) at least 30 days prior to the Board meeting. In addition, new initiatives that have implications on the work or responsibilities of other committees should be shared before Board review for comments.

New chairs: Incoming chairs have typically been members of the committee. Before assuming the chair, they contact the outgoing chair and ask for copies of past committee reports and any other relevant materials (e.g., timelines, forms, materials). They should discuss ongoing projects, needs, and long-term or strategic issues that the committee should monitor. In addition, they should talk with the Area Director to determine what additional work should be done in the upcoming year. Committee chairs will be asked for reports for the Board well before each Board meeting. The incoming chair should also review the committee's duties in the Handbook. Incoming committee chairs must work with the Area Director to appoint members to the committee 30 – 60 days prior to the Annual Meeting (see Section 5) and attempt to schedule a meeting with the committee at the Annual Meeting. Additional meetings should generally be conducted via conference call or WebEx as needed to both accomplish its duties and formulate recommendations to the Board related to its mission and new initiatives.

New chair orientation meeting: A session is held each year at the Annual Meeting to provide an orientation to new committee chairs and enable the new chairs to meet other NCME governance members. New incoming Board members also attend this orientation session.

Governance of committees: Committees are supervised by the Area Director (Board member assigned to the area in which the committee works). This is discussed in Section 5 of the Handbook. Table 1 lists the areas, the Area Directors and committees assigned to each.

Committee chairs are strongly encouraged to attend Board meetings held at the Annual Meeting and may be invited to attend other Board meetings or conference calls during the year. When chairs are not in attendance at Board meetings or conference calls, they will learn about relevant Board decisions from their Area Director. The chairs are also encouraged to seek advice or help from their Area Director whenever it is needed.

The central office staff provides management services (i.e., planning all events at NCME's annual meeting, organizing Board meetings, etc.). The central office can assist chairs in arranging for meetings in person (at the Annual Meeting), via conference calls or WebEx. They can also provide support to committees, including providing relevant information to track trends or inform policy decisions, providing assistance in making arrangements for events held during the Annual Meeting, and the like. However, it is the committee's responsibility to become familiar with its responsibilities, timelines, and to complete all assignments independently.

Coordination with other NCME governance groups: Chairs should be familiar with the mission and duties of other relevant NCME committees, and be willing to contact other chairs and their Area Directors to determine whether other committees are involved in the same or related tasks. Also, everyone should read the NCME *Newsletter*, which often contains information about what the committees are doing. Committees will often need to collaborate in order to complete their duties. When chairs are unsure whether important activities are within their purview or the responsibility of another committee, they should contact their Area Director or President for clarification.

6. Sponsorship and Approval Process for Products and Activities

6.1 Sponsorship

At its August 2008 meeting, the Board approved the following text that defines what NCME sponsorship of a product or activity means.

Sponsorship is support for a product or activity that is consistent with the mission of NCME. Sponsorship does not constitute a formal endorsement or approval of the project or the outcomes of the project by NCME.

6.2 Approval Process

Policy Statement

NCME Review and Approval Process

Draft 1, March 1997; Draft 2, June 1997; Approved November 1997

On occasion, NCME may be involved in the development of – or NCME may receive from other organizations – guidelines, standards, codes, or position papers requesting NCME to approve, endorse, or adopt them. The purpose of this document is to propose a process that can be used by NCME in its consideration of these materials.

Initial Criteria

It is assumed that NCME will subject guidelines, standards, codes, or position papers (hereinafter called materials) to a process of review if the materials meet several basic criteria:

1. *The materials are relevant to the mission of NCME.*
2. *The materials are relevant to the practice of NCME members.*
3. *The materials take a practical and reasonable approach to measurement issues.*
4. *The materials are consistent with prevailing standards of technical quality in the profession.*
5. *The materials are consistent with the Code of Professional Responsibilities in Educational Measurement.*

Determine Level of Approval

Once materials are judged to meet these criteria, then a decision must be made about the level of approval that is appropriate for the type of materials under consideration. Most materials that come before the Board that are solicited by NCME will be reviewed for a Level 2 or Level 3 approval. Unsolicited materials that come before the Board may be subjected to review for a Level 1 or Level 2 approval as defined below.

Levels of Approval

LEVEL 1

Materials:

Materials may be developed or received by NCME as an explication of issues; they are prepared for the purposes of information and/or promoting discussion.

Board Action as Result of Review:

The Board acknowledges the receipt of materials and may include the following statement: "This acknowledgement implies neither endorsement nor approval by the NCME Board. The opinions conveyed do not necessarily represent the opinions of the Board."

LEVEL 2**Materials:**

Materials may be developed or received by NCME to promote principles of sound measurement practice.

Board Action as Result of Review:

The Board votes to recognize the materials as consistent with sound measurement practice and may include the following (or similar) statement of support: "The NCME Board recognizes these materials as being consistent with sound measurement practice."

LEVEL 3**Materials:**

Materials are developed by NCME and prepared for the specific purpose of defining technically sound professional practice.

Board Action as Result of Review:

The Board endorses materials upon a 2/3 vote; the materials carry the following (or similar) formal statement of endorsement and an ethical imperative for member practice: "This document has been endorsed by NCME, and this endorsement carries with it an ethical imperative for all NCME members to abide by these standards in the practice of measurement."

Review Process

The review process appropriate for each level of approval is described below.

Review and Approval Process

Steps	LEVEL 1	LEVEL 2	LEVEL 3
1. Review	President reviews materials. If unsolicited, President may decide whether to acknowledge receipt.	President reviews materials and sends the materials to Area Director for review by the appropriate standing committee(s) or assembles an ad hoc committee for review.	President, Executive Committee, and Board have multiple opportunities for review; may send to standing committee(s) for review and/or may assemble an ad hoc committee to review; provides opportunity for membership to review and comment.
2. NCME Involvement in Development	May have one or more NCME representatives on development team.	May have one or more NCME representatives on development team.	NCME representatives must have direct and substantial participation in development.
3. Board Action	President may acknowledge receipt of material; may include a specific statement that the document has not received Board endorsement.	Board considers materials and upon majority vote to decide whether to recognize materials as reflecting good measurement practice through a statement of support.	Board considers materials and endorses materials upon a 2/3 vote; materials carry a formal statement of endorsement and an ethical imperative for member practice
4. Dissemination of Materials	NCME may announce availability of materials.	NCME may announce availability of materials. NCME may make materials or excerpts available to members for free or at reasonable cost.	NCME may make materials or excerpts available to members for free or at reasonable cost. NCME may publish the materials in their entirety in NCME publications.

Appendix A: Members of the Board of Directors Since 1990

1990	Ronald K. Hambleton Dale Carlson Irvin J. Lehmann Beverly L. Anderson Ronald A. Berk Robert L. Brennan Leigh Burstein Jane Faggen Barbara S. Plake	2001	LeAnn M. Gamache Rebecca Zwick
1991	H.D. Hoover Wendy Yen	2002	Mark Reckase Sharif Shakrani
1992	Joy A. Frechtling Brenda Loyd	2003	Douglas Becker Wayne Camara
1994	Anthony J. Nitko Edward H. Haertel Michael J. Kolen Edward D. Roeber Stephen B. Dunbar	2004	Terry Ackerman Linda Cook
1995	John Fremer Carole Perlman	2005	Judith Koenig Hariharan Swaminathan
1996	Stephen F. Ferrara James C. Impara	2006	Leslie Lukin Steve Sireci
1997	Cyndie B. Schmeiser Anne Fitzpatrick Pamela Moss	2008	Kadriye Ercikan Susan Loomis
1998	Linda Crocker Lorna Earl	2009	Michael Rodriguez Sherry Rose-Bond
1999	Mary Lyn Bourque	2010	Deborah Harris Bruno Zumbo
2000	Catherine J. Welch Suzanne Lane David A. Frisbie	2011	James Wollack Mary Pommerich* Joseph Martineau*
		2012	Susan Brookhart Huafang Zhao
		2013	Cindy Walker Amy Hendrickson
		2014	Kristen Huff Won-Chan Lee
		2015	Luz Bay Dale Whittington

*Served a portion of the term.

Appendix B: Past Presidents of NCME

Earl Bennet South	1938-40	Robert L. Linn	1981-82
H. E. Schrammel	1940-42	Lorrie Shepard	1982-83
E. C. Denny	1944-46	Nancy S. Cole	1983-84
Roy C. Woods	1946-47	George F. Madaus	1984-85
Ray G. Woods	1948-49	William A. Mehrens	1985-86
Jacob S. Orleans	1949-50	Richard M. Jaeger	1986-87
Henry D. Rinslaw	1950-52	Carol Kehr Tittle	1987-88
J. R. Gerberich	1952-53	Irvin J. Lehmann	1988-89
Warren G. Findley	1953-54	Ronald K. Hambleton	1989-90
Hershel T. Manuel	1954-55	Dale C. Carlson	1990-91
Frank S. White	1955-56	Barbara S. Plake	1991-92
Walter N. Durost	1956-57	Ronald A. Berk	1992-93
Robert L. Ebel	1957-58	Anthony J. Nitko	1993-94
Victor H. Noll	1958-59	Wendy M. Yen	1994-95
Arthur E. Traxler	1959-60	Brenda H. Loyd	1995
Max D. Engelhardt	1960-61	Robert L. Brennan	1995-97
Paul L. Dressel	1961-62	Cynthia B. Schmeiser	1997-98
David V. Tiedeman	1962-63	Edward Haertel	1998-99
Julian C. Stanley	1963-64	Michael J. Kolen	1999-00
Frederick B. Davis	1964-65	John Fremer	2000-01
John C. Flannagan	1965-66	H. D. Hoover	2001-02
Wilbur L. Layton	1966-67	Linda Crocker	2002-03
Howard A. Bowman	1967-68	Suzanne Lane	2003-04
J. Thomas Hastings	1968-69	David Frisbie	2004-05
Frank B. Womer	1969-70	James C. Impara	2005-06
Richard E. Schultz	1970-71	Daniel R. Eignor	2006-07
Jack C. Merwin	1971-72	Anne R. Fitzpatrick	2007-08
William E. Coffman	1972-73	Mark Reckase	2008-09
Willard G. Warrington	1973-74	Terry Ackerman	2009-10
Christine H. McGuire	1974-75	Wayne J. Camara	2010-11
Thomas J. Fitzgibbon	1975-76	Linda Cook	2011-12
Joan Bollenbacher	1976-77	Gregory Cizek	2012-13
Eric F. Gardner	1977-78	Wim van der Linden	2013-14
John Meene	1978-79	Laurens Wise	2014-15
Jason Millman	1979-80	Richard Patz	2015-16
Robert T. Lennon	1980-81		

Appendix C: Membership Application and Questionnaire



2424 American Lane • Madison, WI 53704-3102 USA
 Phone: 1-608-443-2487 • Fax: 1-608-443-2474 • Website: www.ncme.org

MEMBERSHIP APPLICATION

Name: _____

Company: _____

Address: work home _____

Address: _____

City, State, Zip, Country: _____

Phone: _____ Fax: _____

E-Mail: _____

Check this box if you would NOT like to be included in the NCME online Member Directory

MEMBERSHIP FEES

Membership is from January 1, 2011 through December 31, 2011. Dues are not prorated.

<input type="checkbox"/> Active Member	\$60.00
<input type="checkbox"/> Associate Member	\$60.00
<input type="checkbox"/> Student Member	\$30.00
<input type="checkbox"/> Emeritus	\$30.00

PAYMENT

- Check or money order payable to NCME, U.S. funds only (must be drawn from a U.S. Bank)
 Visa/Mastercard/American Express

Card #: _____

Exp Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____

TYPE OF ORGANIZATION

(Where are you currently employed?)

- College or University
 School System
 State Agency
 Federal Agency
 Testing Organization
 Industry
 R&D Organization
 Evaluation Agency
 Psychological Services
 Consulting Firm
 Independent Consultant
 Professional Licensing/Certification Agency
 Other: _____

GENDER

- Female
 Male

ETHNIC BACKGROUND

- African American or Black
 Asian or Pacific Islander
 American Indian or Other American Native
 Hispanic
 Caucasian (other than Hispanic)
 Other: _____

Please send completed application form and fee to: NCME - 2424 American Lane, Madison, WI 53704
 Credit card users may fax their renewal to: 608-443-2474
 Questions? Please contact NCME Membership Department at 608-443-2487

Appendix D: Annual Evaluation of Central Office Management Services

Evaluation of NCME Central Office Management Services

Directions: For each task put an X under your rating. If performance of a particular task is not known to you, put an X in the column labeled Don't Know. Additional comments are welcomed and can be continued at the bottom of this rating form. When you complete the form, please return it to James.Lester@ncme.org.

Task	Excellent	Good	Fair	Poor	Don't	Comments
					Know	
<u>Member Services</u>						
1 Communications with NCME members						
2 Mailings and renewal notices						
3 Database maintenance						
4 Annual report of membership statistics						
<u>Annual Meeting</u>						
5 Coordination with AERA						
6 Facilities and catering set-ups and arrangements						
7 On-site support (information, signs, AV, logistics, ticket taking, overseeing main events)						
8 Publicity (pre-conference brochure, registration, program, exhibit booth, invitations to special events, sponsors)						
9 Effectiveness of support staff						
<u>Website</u>						
10 Site maintenance (updating content and listserv, posting announcements/information)						
11 New development (quality, cost, deadlines)						
12 Interactions with committee members (e.g., projects such as proposal submission, site redesign, members only section)						
<u>Financial</u>						
13 Collections of revenue and payment of invoices (timeliness and accuracy)						
14 Reports to Finance Committee and Board (timeliness and accuracy)						
15 Storage and maintenance of all financial records						
16 Audits, taxes, and insurance (quality of support provided)						
<u>Executive Director</u>						

19	Communication with NCME leadership (quality of interactions, promptness, accuracy of information provided, usefulness of advice)					
20	Management of NCME affairs (foresight, professionalism, oversight, meeting deadlines, problem solving)					
21	Coordination of the election process					
22	Use of NCME resources (efficient, resourceful, reasonable expenditures of time and money)					
23	Preparation for Board meetings (preparation, agenda books, membership and other association statistics, taking minutes, gathering of committee reports)					
24	Advice on needed updates to Handbook					
25	Representation of NCME (interactions with AERA, Blackwell, APA, JCSEE, etc.)					
<u>Overall Evaluation</u>						
26	Quality of management services rendered					
27	Value of services in light of the cost to NCME					
28	Prospects for a long-term relationship					
<u>Other Comments</u>						

Appendix E: Template for NCME Committee Reports to the Board

Rev. 2012-08

___/___/_____

NCME COMMITTEE REPORT

DATE:

COMMITTEE: _____ **CHAIR:** _____ **LIAISON:** _____ **BOARD ACTION REQUIRED?** Yes___ No ___

PART I - COMMITTEE ACTIVITIES/INITIATIVES

List up to three current or planned committee goals/initiatives, the status/projected completion date of each, and concerns/issues for board consideration (if any).

COMMITTEE ACTIVITIES/INITIATIVES	STATUS/PROJECTED COMPLETION DATE	CONCERNS/ISSUES
1.		
2.		
3.		

NOTES:

- 1) Whenever possible, new initiatives should be reviewed by Board liaison and the Budget and Finance Committee prior to submission to the Board.
- 2) This form may be copied to list additional initiatives.

PART II – FINANCIAL/BUDGETARY IMPLICATIONS

If any activities listed in Part I have financial/budgetary implications, please identify, estimate costs and summarize in the space below. (As appropriate, please consult in advance with Chair of Budget and Finance Committee.)

PART III – MAJOR ACCOMPLISHMENTS

Please summarize any major committee accomplishments in the space below.

PART IV - ACTION ITEMS

Please summarize committee recommendations/requests/action items (if any) requiring Board approval.

IMPORTANT NOTE: If a proposed Board action involves a change in policy. A redlined (“tracked changes”) version that clearly shows proposed policy language deletions and additions must be attached.

1. Recommendation:

2. Rationale:

3. Implementation and Timeline (What specifically will be done and by whom?):

PART V – OTHER ISSUES/RECOMMENDATIONS/CHALLENGES

Please summarize any major issues, recommendations , or challenges (if any) that the committee would like the board to consider.

PART VI - WEB CONTENT

Please provide an electronic file, link, or hard copy of any news or other content related to the committee's work that might be appropriate as news or information for the NCME website.