

NCB Early Career Professionals Committee Entomological Society of America  
Operation Guidelines

Ratified:  
April 9, 2024

Modified:  
N/A

**I. Statement of Purpose**

The mission of the Entomological Society of America's (ESA) North Central Branch (NCB) Committee of Early Career Professionals (ECP) is to promote the work of and retention of ECPs by providing value-added opportunities and to help develop the next generation of ESA leaders. The primary goals of the Committee include representing the interests of ECPs in ESA as well as fostering an environment of collaboration and collegiality within the NCB.

*The purpose of the Committee is to:*

- Create a formal channel for NCB ECPs to communicate issues or concerns with the branch-level leadership and the National Committee;
- Increase participation of ECPs at NCB meetings;
- Organize occasions for ECPs to network within NCB during and outside of meetings;
- Provide opportunities for ECPs to showcase their research (e.g., ECP symposia, online articles) and participate in professional development activities (e.g., lunch and learns, workshops);
- Develop awards that acknowledge and highlight the hard work and efforts made by ECPs;
- Create opportunities for ECPs to explore careers within entomology.

**II. Membership**

The primary members being served by the Committee's work are ECP and Student-Transition (ST) members of the NCB. This includes any member that has received their terminal degree (i.e., Bachelor's, Master's, or Ph.D.) within the past five years. Terms for members of the committee are limited to two years; exceptions will be made for members that are elected to Vice-Chair and Chair positions, and current members may extend their term for one additional year if they started in place of a vacated member, or there are no other applicants under consideration. Committee membership will be limited to 10 ECPs/STs including the Chair, Vice-Chair, NCB Representative to the ESA ECP Committee, and Records Administrator.

*Call for membership*

Each year around January there will be an open call to NCB ECP and ST members to fill vacant positions on the committee. However, vacancies can be filled anytime because students graduate throughout the calendar year. Interested members must submit a brief biography and purpose statement regarding their interests in serving on the Committee (not to exceed one page) to the NCB ECP Chair or Records Administrator for consideration on the Committee. Prior to the NCB meeting, the committee members will discuss and appoint applicants based on their membership status (i.e., start term within

five years of terminal degree) and interests. Should there be no vacancies in the committee, application materials for prospective members will be saved for one year if a current member vacates their position.

#### *Vacancies*

Members are expected to participate and contribute to the Committee for their entire term. In the case that an existing NCB ECP committee member must voluntarily vacate their position, the outgoing member must notify the Chair. Members may vacate their position should they no longer be able to fulfill member expectations (e.g., changing branch affiliation, change of membership status, conflict of time, etc.). When a vacancy is filled, the new member will not start a new term, but instead finish the vacated term.

#### *Process for Removal*

To properly represent ECPs/STs and accomplish the stated mission of the Committee, members must participate in meetings, and abide by the ESA code of conduct (<https://www.entsoc.org/conduct>) and ethics policy (<https://www.entsoc.org/about/board/bylaws-governance/ethics>). When a member breaks the code of conduct and/or ethics policy, the NCB ECP committee will refer that member to the ethics board. To ensure participation, meetings will be scheduled by sending out a poll to identify days and times during which members are available. Members unable to attend a meeting must notify the Chair or Records Administrator in advance. Any member that misses three committee meetings - without notifying the Chair prior to the meeting - will first be sent a warning e-mail from the Chair and Vice-Chair to discuss reasons for absence. Should the member continue to miss scheduled meetings without notice, they will be asked to reconsider their involvement and step down from the Committee.

### **III. Officers**

Officers including the Chair/Vice-Chair and NCB ECP representative to the ESA ECP Committee will be formally elected to the committee during NCB elections in December. In general, applicants for these positions will submit a personal biography, candidate statement, and highlight their past ESA activity or volunteer service. NCB ECP members will vote on the candidates and the candidate with the most votes will be notified in February and start their position during the NCB meeting. The Chair-Elect will serve their first year as Vice-Chair, then transition to Chair for the second year. The Records Administrator is a regular member selected by the NCB ECP Committee. In the event that no ECP/ST members are interested in running for committee Chair, the current Chair will solicit candidates for nomination.

#### **Officer duties are outlined as follows:**

##### ***Chair***

The Committee Chair oversees organizing the overall activities of the Committee and communicating activities, issues, concerns, and questions with the NCB representative to the national ECP Committee. The Chair is responsible for leading committee meetings and creating the agendas. They will lead recruitment efforts and oversee soliciting new committee members. The Chair is also responsible for helping to prepare the Vice Chair for their role as Chair. In addition, the ECP Committee Chair shall also represent ECP membership within the Branch as a voting member of the NCB Executive Committee. Overall, the Chair ensures that the Committee stays on track in meeting the yearly

charges set forth by the ESA President, and regularly keeps the NCB representative to the ESA ECP committee informed.

#### ***Vice Chair***

The Vice Chair is intended to support the Chair with any subcommittee work or extra items that may require attention to ensure the orderly functioning of the Committee. This includes but is not limited to: reviewing the agenda and minutes created by the Chair for input prior to distribution to other members, leading subcommittees as needed, and helping to draft committee documents. The Vice Chair works with the Chair to make sure they understand the responsibilities of the Chair position so they can effectively serve in that role during the following year.

#### ***Representative to the ESA Early Career Professionals Committee***

The Representative to the ESA Early Career Professionals Committee acts as liaison between the NCB ECP committee and the National ESA ECP Committee. The NCB ECP representative is expected to attend monthly meetings of both committees. They are required to take notes at ESA ECP Committee meetings and distribute them to the NCB ECP Committee members, the NCB President, and NCB Vice President. The NCB ECP representative to the ESA ECP Committee shall serve for three consecutive years.

#### ***Records Administrator***

The Records Administrator is responsible for taking meeting minutes, recording attendance, and distributing minutes to committee members afterwards for approval in subsequent meetings. They are also responsible for corresponding with potential members. The Records Administrator is the only position elected by the regular members of the committee. The Records Administrator shall serve for one year but can extend their appointment for an additional year.

#### ***Regular Members***

Every member of the NCB ECP Committee starts their term as a regular member. Regular members are required to participate in meetings scheduled by the Chair. Regular members are expected to serve the Committee by contributing to tasks, projects, and subcommittees set out by the Committee. Regular members' interest, willingness, and ability ultimately guide the direction of the Committee's goals.

#### **IV. Subcommittees**

Additional subcommittees or task forces may be created at the discretion of the Chair to deal with specific needs (e.g., planning symposia, webinars, social activities, etc.) as they arise. Regular members are strongly encouraged to participate on formed subcommittees and/or task forces. Members are expected to participate in group activities to the best of their abilities and for the duration of the assignment or until their term is completed.

#### **V. Meetings**

Committee meetings will take place approximately once per month throughout the calendar year. Meetings will generally follow business meeting procedures. The Chair will schedule meetings by sending out a poll to Committee Members to determine when everyone can meet. The Chair creates an agenda for the meeting which is distributed to the committee by the Chair or Records Administrator at least 24 hours before the meeting.

For instances where more formality is required, or during times of great division, a modified version of Robert's Rules of Order will be followed. In these instances, the Chair shall introduce a motion to discuss a topic at hand. Members interested in discussion shall state they second the motion which will start the discussion. During discussion, members will have an opportunity to share and debate their opinions with the group. It is during the discussion period where members may request information or clarification on what has been said. Once all members have spoken, the Chair will either motion to table (i.e., revisit the topic at the next meeting) or motion to vote (i.e., start the voting process) on the topic at hand. Members in support of either motion will state "second motion" to initiate the tabling or voting process. It is up to the Chair and Vice-Chair to lead and facilitate discussion and debate among members on a specific topic.

## **VI. Voting**

Committee members will be required to vote on resolutions, proposals, election for records administrator, etc., to show approval by NCB ECP members. The Chair shall oversee all voting procedures and is not eligible to vote except in the event of a tie. Voting occurs in-person during scheduled meetings when at least 60% of members are present; members not present at the meeting are ineligible to vote. This voting shall occur in the following way:

- *Voting process* - General voting can take place either by an electronic voting process (anonymous poll) or an informal vote (i.e., by the raising of hands), to be decided at the discretion of the Chair. This type of voting is anticipated to resolve simple questions (e.g., venue location, inviting guests to meetings, etc.) more quickly, and in cases that do not require formal tracking. A majority (>50%) is needed to pass any resolution.
- Formal voting shall occur via a recorded vote using an electronic voting process. Members can propose topics for voting to the Chair and Vice Chair, and the proposed motion will be added to the meeting agenda for review and discussion at the next meeting. This type of voting is anticipated to resolve complex questions (e.g., amendments to the bylaws, voting for a Records Administrator, creation of a subcommittee/task force, etc.). The motion will then go up for a vote when at least 60% of committee members are present; a 2/3 majority vote is required to pass any resolution.