



Four-Year College and University Section Operating Principles and Procedures Manual

National Association of Biology
Teachers (NABT)

*Additions or corrections should be forwarded to the
Section Strategic Initiatives Committee Chairperson*

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Overview

This Operations and Procedures Manual consists of the Operating Principles (OP) of the Four-Year section of the National Association of Biology Teachers, as well as an expanded “how-to” Procedures Manual.

The Operating Principles (OP) are the definitive policies that govern the business of the Four-Year Section. The Procedures Manual (PM) that follows is meant to be instructive and provide guidance to section officers and members in forwarding the business of the section. All procedures flow from the Operating Principles, and shall not conflict with the Operating Principles. If there is found to be inconsistency or conflict between the Operating Principles and the Procedures Manual, the Operating Principles shall take precedence, and the procedures shall be updated to align with the Operating Principles.

Operating Principles may only be changed by the steps indicated within that document: changes may be initiated by the Executive Committee of the Section, but must be ratified by membership vote. On the other hand, items in the Procedures Manual may be updated by simple majority vote of the Executive Committee.

Section Mission Statement

The purpose of the section shall be the advancement, stimulation, extension, improvement and coordination of biology education at the college/university level, and biology education at the college/university level as it affects other levels.

Membership

Membership shall be open to any member in good standing of NABT.

Operating Principles

Four-Year College and University Section, NABT Proposed update: November 2022

ARTICLE I – NAME

Section 1: The name of the section shall be the Four-Year College and University Section of the National Association of Biology Teachers [hereinafter, “the Section”; the National Association of Biology Teachers (NABT) is hereinafter “the Association.”]

ARTICLE II – PURPOSES

Section 1: The purpose of the Section shall be the advancement, stimulation, extension, improvement and coordination of biology education at the college/university level, and biology education at the college/university level as it affects other levels.

ARTICLE III – MEMBERSHIP

Section 1: Membership shall be open to any member in good standing of the Association. For the purposes of voting, “membership” shall refer to Association members who are identified as Section members by the Association at the time of voting.

ARTICLE IV – OFFICERS

Section 1: The elected officers of the Section shall be a Chair, Vice Chair, and Secretary.

Section 2: The appointed officers of the Section shall be the Historian and the Parliamentarian.

Section 3: The elected officers and Immediate Past Chair of the section shall constitute the Executive Committee.

Section 4: Upon completion of their term of office, the Chair shall assume the position of Immediate Past Chair.

Section 5: Upon completion of their term of office, the Vice Chair shall assume the position of Chair.

Section 6: Upon completion of their term of office, the Secretary shall assume the position of Vice Chair.

Section 7: The Historian and the Parliamentarian shall be appointed by the Chair in consultation with the Executive Committee.

Section 8: The Executive Committee shall be responsible for ensuring the effective conduct of the section's business, establishing and implementing the operating policies of the Section in accordance with these Operating Policies and with the Constitution, Bylaws, Positions and the Policies of the Association, and representing the Section."

ARTICLE V – DUTIES OF OFFICERS

Section 1: The Chair shall preside at all meetings, appoint and oversee committees and attend Association board meetings. The Chair will serve as the principal contact between the Section and the Association staff.

Section 2: The Vice Chair shall recruit membership, establish communications, attend all Section and Executive Committee meetings, and stand for the Chair when necessary.

Section 3: The Secretary shall record and maintain minutes of all meetings, maintain any financial record, and assist the other officers, as required.

Section 4: The Immediate Past Chair shall advise the other officers and maintain a liaison with other sections of the Association.

Section 5: The Historian shall record and maintain Section records. Such records shall be filed with the Association staff.

Section 6: The Parliamentarian shall, when called upon, assist the Section Chair with rulings on points of parliamentary procedure as set forth under Article IX – Meetings.

ARTICLE VI – COMMITTEES

Dissolve with ratification of this document: Section 2: The standing committees shall include the following: Conference Planning, Faculty Development, Biology Education Research, Student Professional Development, Awards, Nominating, and Strategic Initiatives.

Section 1: Conference Planning: The Conference Planning committee shall plan the conference poster program, and other programs as requested by the Executive Committee, in coordination with the Association and the Association Professional Development Committee.

Section 2: Faculty Development: The Faculty Development committee shall examine and establish criteria and standards for college biology faculty and suggest programs and procedures for the development of college/university faculty.

Section 3: Biology Education Research: The Biology Education Research committee shall promote the scholarship of teaching and learning and its dissemination.

Section 4: Student Professional Development: The Student Professional Development committee shall coordinate a professional development event for students, encourage participation at the poster session at the Professional Development Conference, and facilitate networking between students and faculty.

Section 5: Awards: The Awards committee shall establish criteria for and select the recipients of all Section awards.

Section 6: Nominating: The Nominating committee shall prepare lists of nominees for the various offices, ascertain the willingness of each nominee to serve, if elected, and present the ballot to the section membership at least 30 days before the final day of voting.

Section 7: Strategic Initiatives: The Strategic Initiatives committee will provide vision, forward strategic initiatives, and investigate new directions for the 4-year section, including periodic review of Operating Principles and committees, and make recommendations to the Executive Committee to forward the interests of the Section.

Section 8: The Chair may appoint ad-hoc committees as deemed necessary. The duties of these committees shall be defined at the time of appointment, and such committees shall exist only for the length of time needed to accomplish the task as designated by the Chair (not to exceed one year) or Executive Committee.

Section 9: Each committee chairperson shall submit a written report to the Executive Committee one month before the annual business meeting and/or upon completion of the committee's assignment and as requested by the Chair. All reports for the annual meeting must be submitted to the Section Chair.

Section 10: The duties of the standing committees are those stated in Sections 1-7 above and as specified in the Procedures Manual; however, committees may be charged with additional responsibility at the Chair's discretion.

Section 11: Standing Committee structure and operating policies shall be set by the Executive Committee and incorporated into the Procedures Manual.

ARTICLE VII – NOMINATION AND ELECTIONS

Section 1: Nominations for the various elective offices of the Section shall be made by the Nominating committee. The Nominating committee shall nominate at least one officer for each open elected position.

Section 2: Only those members engaged in instruction and/or administration at a 4-year college/university, or those retired from such, may stand for election. No person shall be eligible to serve two consecutive elected terms as Chair.

Section 3: Elections shall be held annually in conjunction with election of national and regional leadership. Candidates for the position of Secretary will be announced, with voting available to all members of the Section whether or not they attend the annual business meeting. The Secretary will be elected by a majority of the votes cast in the election. Ties will be resolved by a coin flip.

ARTICLE VIII – TERMS OF OFFICE

Section 1: All elected officers shall hold office for one year beginning January 1 following election to, or assumption of, office.

Section 2: Should an officer resign or be unable to complete their term of office, the Chair, with the consent of the Executive Committee, shall appoint a member to serve until the next election. In the event that the Chair resigns or is unable to complete their term of office, the Vice Chair will assume the position of the Chair early.

ARTICLE IX – MEETINGS

Section 1: Robert's Rules of Order, Newly Revised or the current edition, shall govern the conduct of all meetings held by any group whatsoever in conducting the business of the Section, so long as they are applicable and consistent with Operating Principles of the Section and the Constitution and policies of the Association.

Section 2: There shall be an annual business meeting of the section, designated by the Executive Committee and announced to the section membership at least 30 days in advance.

Section 3: The Executive Committee shall meet at least once each year. Only elected officers may vote at such meetings. Committee chairs are encouraged to attend and participate in discussions of section business at the Executive Committee meeting.

Section 4: Additional meetings of the Executive Committee, including votes, may be called by the Chair as deemed necessary and may be conducted by electronic means if agreed on by a majority of the members of the Executive Committee. Timely notice of all meetings shall be provided to all members of the Section leadership. For the purposes of conducting Executive Committee business, three members or the majority (whichever is smaller) of the Executive Committee shall constitute a quorum.

ARTICLE X – DUES

Section 1: There shall be no dues for membership in the Section.

ARTICLE XI – AMENDMENTS

Section 1: Amendments to these Operating Principles may be initiated by the Executive Committee. Proposed changes will be provided to the membership a

minimum of 30 days ahead of the last day of voting on the proposed changes, and the changes must be approved by a majority of the votes cast by the Section membership.

Section 2: The Procedures Manual of the Section can be altered by a majority vote of Executive Committee.

Procedures Manual

I. Operating Principles

The operating structure of the Four-Year College and University Section (hereafter “Section”) of the National Association of Biology Teachers (hereafter “Association”) is set forth in the *Four-Year College and University Operating Principles and Procedures Manual*. The Operating Principles were formerly referred to as the “By-laws.”

- a. Amendments to the Operating Principles may be initiated by the Executive Committee and must be approved by a majority vote of section membership. Section members may vote even if they do not attend the annual business meeting (*e.g.* electronically or by other appropriate means), but voting shall close by the end of the annual business meeting.
- b. If conflict arises between Association structure and Section operating principles, the Association Constitution and Association Policies & Procedures shall take precedence over Section Operating Principles.

The Procedures Manual describes the details of day-to-day operations (the procedures) of the Section.

- a. The procedures are guided by and must be consistent with the Section Operating Principles.
- b. The Procedures Manual can be altered by a majority vote of the Executive Committee.

II. Structure of the Section

Executive Committee. The Section has an elected Executive Committee consisting of a Chair, Vice Chair and Secretary, as well as the Immediate Past Chair. The Executive Committee shall be responsible for ensuring the effective conduct of the Section’s business, establishing and implementing the operating procedures of the Section in accordance with these operating principles, as well as the Constitution and policies of the Association, and representing the Section. Election procedures are detailed in Section III and duties of the Executive Committee are detailed in Section IV of this manual.

Historian and Parliamentarian. The Section Historian and Parliamentarian are appointed by the Chair. Duties of the Historian and Parliamentarian are detailed in Section IV of this manual.

Committees. Activities of the Section are organized by committees. The Section has a number of standing committees and may form ad-hoc committees. Procedures for forming standing and *ad-hoc* committees, as well as duties of current committees, are detailed in Section V of this manual.

Membership. Any Association member may be a member of the Section. Membership, particularly for the purposes of voting on Section business, shall be defined as Association members who have been designated as four-year section members. The Association designates individuals who have expressed interest in Section membership (self-identify as Section members on their member profile) and members who indicate they are associated with a four-year college or university as Section members.

III. Section Officers

The elected officers of the Section are the Chair, Vice Chair, and Secretary. These officers, along with the Immediate Past Chair, make up the Executive Committee. The term of office for each elected office is specified in the Operating Principles as one (1) year. [Operating Principles, Article IV, Section 1.]

In addition, the Section has two appointed officer positions, Historian and Parliamentarian. The appointed officers may serve for multiple years. [Operating Principles, Article IV, Section 2.]

Elections are held annually, coinciding with elections of national and sectional leadership. Candidates for the position of Secretary will be recruited from the membership via the Nominating Committee, and will be announced to the section membership no later than August 15. Voting will be available through electronic balloting, to all members of the Section whether or not they attend the annual business meeting. Membership for the purposes of voting is defined as Association members that are identified as Section members by the Association at the time of voting. Candidate(s) for the office of Secretary will be placed on the Ballot (through the Section leadership, particularly the Nominating Committee working with the Association) and voting will take place approximately September 1 to October 1 (in conjunction with the voting schedule for national and regional offices of the Association). The candidate receiving the majority of the votes cast by Section members shall be elected. The election winner may be announced electronically, but it is recommended that the new Secretary also be announced and introduced at the business meeting and/or the annual conference. [Operating Principles, Article VII.]

Officer Requirements. Officers must be engaged in teaching or administration at a 4-year college or university or retired from such, and be a current member of the Association, to stand for election. [Operating Principles, Article VII, Section 2.]

Officer Terms and Succession. All officer terms start on January 1 of each year. As outlined in the Operating Principles, the Vice Chair, Chair, and Immediate Past Chair are not voted upon each year, but “move up” from the Secretary position sequentially each year. Thus, an individual elected to Secretary can expect to serve as Vice Chair, Chair and then Immediate Past Chair in the three subsequent years after completion of the term of Secretary.

On January 1, the Chair becomes the Immediate Past Chair, the Vice Chair assumes the position of Chair, the Secretary assumes the position of Vice Chair and the newly elected Secretary

(elected at the last Professional Development Conference) assumes that position. [Operating Principles, Article VIII, Section 1.]

- a. The Chair may not hold the same position for two consecutive terms.
- b. In the event of the inability of an officer to serve, the Chair, with consent of the Executive Committee, will appoint a section member to serve in the vacant position until the following election. It is recommended that the Chair also consult with the Nominating Committee to identify section member(s) who may be able to serve in this capacity. In case the Chair becomes unable to serve, the Vice Chair will assume the position of Chair and, with consent of the Executive Committee, will appoint section member(s) to serve in the needed position(s). The time that officers spend in assumed positions due to loss of an Executive Committee member will not count against term limits imposed in (a) above, or in the Operating Principles.

Appointed Officers. The Section also has appointed positions of Historian and Parliamentarian. Appointment is by the Chair, in consultation with the Executive Committee. Although terms are not specified, the appointed positions have traditionally been held by the same individual over a number of years to preserve “institutional memory” of the organization.

IV. Executive Committee Duties

Meetings

The Executive Committee will meet at least once per year. Additional meetings may be held as necessary, in-person or electronically. Timely notice of all meetings shall be provided to all members of the section leadership and provisions should be made to ensure that executive members can participate adequately in all debates and votes. For the purposes of conducting Executive Committee business, three members or the majority (whichever is smaller) of the executive committee shall constitute a quorum. Committee chairs are encouraged to attend and participate in discussion of Section business at the Executive Committee meeting. [Operating Principles, Article IX, Section 3.]

The Executive Committee will hold an annual business meeting, to coincide with the annual Professional Development Conference of the Association. The annual business meeting does not have to be held during the conference, but it is expected that the business meeting will occur within a reasonable time frame of the Professional Development Conference, either before, during, or after the Conference. [Operating Principles, Article IX, Section 2.]

Robert's Rules of Order shall be used to govern the conduct of meetings conducting business of the Section. [Operating Principles, Article IX, Section 1.]

Individual officer duties

Chair: The Chair shall preside at all meetings, appoint and oversee committees and attend Association board meetings. The Chair will serve as the principal contact between the Section and the Association staff. A detailed description of the duties of the Chair can be found in Appendix I: Detailed Section Officer Duties. [Operating Principles, Article V Section 1.]

Vice Chair: The Vice Chair shall recruit membership, establish communications, attend all section and Executive Committee meetings, and stand for the Chair when necessary. A detailed description of the duties of the Vice Chair can be found in Appendix I: Detailed Section Officer Duties. [Operating Principles, Article V Section 2.]

Secretary: The Secretary shall record and maintain minutes of all meetings and assist the other officers, as required. A detailed description of the duties of the Secretary can be found in Appendix I: Detailed Section Officer Duties. [Operating Principles, Article V Section 3.]

Immediate Past Chair: The Immediate Past Chair shall advise the other officers and maintain a liaison with the Two-Year College Section, as well as other sections, of the Association. A detailed description of the duties of the Immediate Past Chair can be found in Appendix I: Detailed Section Officer Duties. [Operating Principles, Article V Section 4.]

Historian. The Historian shall record and maintain Section records. Such records shall be filed with the Association. A detailed description of the duties of the Historian can be found in Appendix I: Detailed Section Officer Duties. [Operating Principles, Article V Section 5.]

Parliamentarian. The Parliamentarian shall, when called upon, assist the Section Chair with rulings on points of parliamentary procedure during section meetings. A detailed description of the duties of the Parliamentarian can be found in Appendix I: Detailed Section Officer Duties. [Operating Principles, Article V Section 6.]

V. Committees

Standing Committees

The standing committees shall include the following: Conference Planning, Faculty Development, Biology Education Research, Student Professional Development, Awards, Nominating, and Strategic Initiatives. [Operating Principles, Article VI, Section 1.]

Formation and Dissolution of Standing Committees. Formation or dissolution of a standing committee must be ratified by membership vote.

- a. A standing committee generally forms from an *ad-hoc* committee which has completed projects for several years in a row and which membership determines will perform continuing work of interest to the section.
- b. A standing committee may be dissolved if it does not have active membership for several years in a row or no longer serves the need of the section.

Duties of the Standing Committees. The duties of the standing committees are those stated below; however, committees may be charged with additional responsibility at the Chair's discretion. Standing Committee structure and procedures shall be approved by the Executive Committee. Procedures for each committee activity can be found in *Appendix II: Section Committee Chair Duties and Committee Operating Procedures*.

Conference Planning: The Conference Planning committee shall plan the conference poster program, and other programs as requested by the Executive Committee, in coordination with Association staff and the Association Conference Planning Committee. [Operating Principles, Article VI, Section 1.]

Faculty Development: The Faculty Professional Development committee shall examine and establish criteria and standards for college biology faculty and suggest programs and procedures for the development of college/university faculty. [Operating Principles, Article VI, Section 2.]

Biology Education Research Committee: The Biology Education Research committee shall promote the scholarship of teaching and learning and its dissemination. [Operating Principles, Article VI, Section 3.]

Student Professional Development: The Student Professional Development committee shall coordinate a professional development event for undergraduate, graduate, and pre-service teacher students, encourage participation at the poster session at the Professional Development Conference, and facilitate networking between students and faculty. [Operating Principles, Article VI, Section 4.]

Awards: The Awards committee shall establish criteria for, and select the recipients of, all awards. Section awards are the research award and the teaching award. Funds for awards are provided by the Association, and awards are presented yearly at the Professional Development Conference. [Operating Principles, Article VI, Section 5.]

Nominating: The Nominating committee shall prepare lists of nominees for the various offices, ascertain the willingness of each nominee to serve, if elected, and present the ballot to the membership annually, generally in advance of the annual business meeting. [Operating Principles, Article VI, Section 6.]

Strategic Initiatives: The Strategic Initiatives committee will provide vision, forward strategic initiatives, and investigate new directions for the Section, including periodic review of Operating Principles and committees, and make recommendations to the Section Executive Committee to forward the interests of the Section. [Operating Principles, Article VI, Section 7.]

Ad-hoc Committees

The Chair may appoint *Ad-hoc* committees as deemed necessary. The duties of these committees shall be defined at the time of appointment, and such committees shall exist only for the length of time needed to accomplish the task as designated by the Chair (not to exceed one year) or Executive Committee. [Operating Principles, Article VI, Section 9.]

Committee meetings

Committee “breakout” meetings are held annually at (or around the time of) the annual Professional Development Conference, to begin planning for the next year and recruit new members. Section members are encouraged to attend committee breakouts via advertising at the business meeting and via Section chair updates transmitted to the Section listerv, Association “News and Views” or other e-mail or newsletter communication from the Association, or other appropriate communication methodologies. Breakout meetings may be held in-person or virtually.

Committees may continue to meet (in person or electronically) throughout the year as needed to develop programming for the next Professional Development Conference or projects for the coming year.

VI. Reporting Requirements

The Section provides an annual report each year to the Association. Within the Section, standing committees provide an annual report each year to the Section Executive Committee for the Chair of the Section. [Operating Principles, Article VI, Section 10]

Four-year Section Report

The Chair shall file a Section report with the Association on a yearly basis, as well as provide a copy to the Section Historian to place in the Section archives. The report shall include:

- a. Name and contact information of current Chair
- b. Names of committee members, including Executive Committee and committee chairs.
- c. Summary of Section committee activities for the previous year and plans for the upcoming year.
- d. Identification of key objectives for the coming year, in alignment with at least one of the strategic goals of the Association:
 1. To provide expertise and opportunities for members to enhance their professional performance.
 2. To advocate the teaching and learning of the biological sciences based on the nature and methods of science and the best practices of education.
 3. To attract and represent the full spectrum of educators in biology and the life sciences.
 4. To operate with benchmark levels of organizational effectiveness and efficiency.

Committee Reports

Each Section committee active in the year since the last Professional Development Conference, including any *ad-hoc* committees, shall provide the Chair with a report about activities for the year, including preparation for the upcoming Professional Development Conference. Annual committee reports are due the month before the Professional Development Conference. [Operating Principles, Article VI, Section 10.]

Section Committee reports shall include:

- a. Contact information and titles for current committee leadership and future elected committee leadership, if any.
- b. Activity of committee since Jan 1, including plans for the Professional Development Conference.
- c. Anticipated committee needs/wants for the coming year.
- d. Vision statement about how the committee can work to improve national biology education.

Report Collection and Storage

The Historian shall collect the following documents on a yearly basis:

- a. Annual report to the Association from Section Chair.
- b. Minutes of annual business meeting.
- c. Minutes of annual executive meeting, including attendees.
- d. Report from Parliamentarian, if any.
- e. Operating Principles updates or updates to the Procedures Manual, if any.

- f.* Committee reports for each active section committee.
- g.* Other documents produced (*e.g.* additional meeting minutes) as mandated by the Executive Committee.

Reports shall be provided to the Association for storage. Report format may be electronic (*e.g.* archive on Dropbox or similar server storage).

VII. Articulation with Other Sections of the NABT Organization

The Section is one part of the larger Association, which also includes the Two-Year College Section, the AP Biology Section, and the NABT BioClub, or other Sections not listed here.

Articulation with the Association

The Section Chair will work with Association leadership (*e.g.* Association Executive Director and staff) to coordinate section activity and program planning for the annual Professional Development Conference. The Section Chair will thus attend meetings or electronic conference-calls of Association staff several times per year, as coordinated by the Association. The Section Chair will also attend the Association open board meeting at the Professional Development Conference and additional meetings as requested by Association.

Articulation with Other Sections

The Section will recognize that, although each individual section of the Association may have different focus, the sections also have in common the shared ideal the goals of the Association. To this end, the Section recognizes the importance of open communication with other sections, particularly the Two-Year Section, and welcomes opportunities for joint projects as deemed necessary by the Section leadership and leadership of other sections. The Strategic Initiatives Committee will take on the charge to help with any intersectional projects across Association sections.

Appendices

Appendix I: Detailed Section Officer Duties

Executive Board membership.

Executive Board Members include the Section Executive Committee Officers (Immediate Past Chair, Chair, Vice Chair, Secretary), as well as the Chairs of the Section committees listed in the Section Operating Principles. Only the elected members (Immediate Past Chair, Chair, Vice Chair, Secretary) are voting members of the Executive Committee.

Secretary

Overview. The Section Operating Principles dictate that the Secretary shall record and maintain minutes of all meetings, maintain any financial record, and assist the other officers, as required. Because the Association is responsible for the budget functions of the conference, the Secretary will generally not have financial record or budgeting functions, although the Secretary would fulfill these functions if the need should arise.

Month-to-month Schedule of Duties: The Secretary will communicate all reports and minutes to the entire Executive Committee and ensure that copies of reports transmitted to the Section Historian, as well as to the Association Staff, as outlined below.

- Nov. – Dec. Elected to office of Secretary by the Section membership at the Section business meeting. Outgoing Secretary should update list of Executive Board Members as well as committee chairs and committee membership, and transmit this information to the Association and to incoming Secretary.
- Jan. 1 Assume office of Secretary. Contact previous Secretary (now Vice Chair) to receive Section documents completed by the previous Secretary in the previous year and discuss any questions with previous Secretary.
- Jan. Ensure names and contact information of all Executive Board members for the new year, along with committee members, is transmitted to Section Chair and to the Historian for archiving. Ensure Association received this information in December from previous Secretary.
- Jan.- Oct. Follow all correspondence of Section Vice Chair and Chair to learn duties of Vice Chair and Chair. In case of electronic or in-person meetings of the Executive Committee, take meeting minutes and submit to the Executive Committee.

Oct. Procure committee reports from each Section committee and submit to Section Chair and Historian in preparation for Executive Committee board meeting.

Nov. At or around the time of the Professional Development Conference, attend Section executive board meeting and take minutes. Board meeting may take place virtually at or around the time of the Professional Development Conference. It does not have to take place at the Conference itself. At the Executive Committee board meeting: a) Distribute list of Board members and have it checked for accuracy; b) Make revisions, if any were discussed prior to approval, of previous year's Executive Committee board meeting minutes; c) Take minutes of the Executive Committee board meeting.

Attend the Section Business Meeting (may be virtual, and can happen at or around the time of the Professional Development Conference). At the meeting:

1. Take attendance (roll) of the business meeting. This may be done electronically (e.g. utilizing a QR code), manually with attendance sheets or a combination.
2. Bring ~20 copies of previous year's business meeting minutes to place on tables for member review and approval. Alternatively, business meeting minutes may also be posted electronically to save paper.
3. Record the minutes of the business meeting.
4. Make revisions, if any were discussed prior to approval, of previous year's Business Meeting minutes.

Attend the Section committee meeting breakout session. Take attendance at the breakout session and assist the Chair as needed. The breakout session is an opportunity for the Section committees to meet; meetings have historically happened at the conclusion of the conference (*e.g.* morning of last day of conference) but may be held electronically or at another time around the time of the conference).

After the Professional Development Conference, send draft of Executive Board Meeting minutes from the conference to all members of Section Executive Board within two weeks of conference, and incorporate feedback and changes to minutes as needed.

Send final, corrected Executive Board Meeting minutes from previous year to all members of Section Executive Committee at the same time as current year's Executive Committee board meeting minutes.

Send approved minutes from previous year's business meeting, and draft of minutes from current year's business meeting (clearly marked as draft, subject to approval) to the Section Executive Board, and also to the Association Executive Director for posting on the Section's webpage.

Update list of past officers, award winners and history as necessary and send to Association Executive Director for posting on the webpage. Double check all section web pages and make sure that all information is current.

Dec. The Secretary completes the term of office December 31, and becomes the Vice Chair on January 1 of the following year. The (outgoing) Secretary will send electronic copies of all Section documents to incoming Secretary and advise the incoming Secretary as needed.

Vice Chair

Overview. The Section operating principles dictate that the Vice Chair shall recruit membership, establish communications, attend all Section and Executive Committee meetings, and stand for the Chair when necessary. The Vice Chair should also closely shadow the activities of the Chair as needed to learn the function of the Chair, because the incumbent will become Chair for the following year.

Month-to-month Schedule of Duties

Jan. 1	Assume Office of Vice Chair.
Jan. - Nov.	Help Chair with initiatives as needed and read and understand Chair correspondence and activities during the year. In consultation with the Chair, determine any new business that needs to be introduced at the next Section Business Meeting.
May	In conjunction with Conference Planning Chair, send conference requests (judges, vacant positions, etc.) to last year's attendees, using attendance information from previous Professional Development Conference Section Business Meeting, to recruit additional leadership and volunteerism.
June	Serve as reviewer for Section awards.
Sept./Oct.	Work with Chair to prepare for upcoming Section Business Meeting, and for any other Section activities at the Professional Development Conference, suggesting new business or helping the Chair as needed.

Nov. Contact current Secretary to ensure the Secretary has prepared draft Section Executive Committee board meeting minutes, and draft Section business meeting minutes, for approval at the upcoming Section Business Meeting.

Ensure the Secretary will bring copies (may be an electronic link) of these meeting minutes to the Section Business Meeting.

If invited by Association staff, with Chair, attend Association Board meeting (typically, the morning of first day of conference).

Attend Section Executive Committee Board Meeting and Business Meeting and assist Chair in any way that is needed.

Chair

Overview: The Section Operating Principles dictate that the Chair shall preside at all meetings, appoint and oversee committees and attend Association board meetings. The Chair will serve as the principal contact between the Section and the Association staff.

Month-to-month Schedule of Duties

Jan.1 Assume Office of Chair. Consult with Immediate Past Chair about old business and continue work as necessary.

Begin work on new initiatives as determined by Executive Committee at past Professional Development Conference.

Receive names and contact information of all Executive Board members for the new year, along with committee members, from Section secretary. This information should also be communicated to the Association Staff.

Work with Secretary to make sure all material on the Section webpage is up-to-date including list of past officers, award winners and history.

Work with Immediate Past Chair and Nominating Committee to recruit, if necessary, at least one candidate to run for the office of Secretary.

March Provide a one-page, quarterly newsletter to the Association Executive Director for distribution to the Section membership via the listerv maintained by the Association. In addition, write and distribute an update of Section activity to the Executive Board members.

Hold and Executive Committee Meeting to discuss upcoming deadlines for awards and submissions for presentations, as well as any other business that needs to be addressed.

June Provide a one-page, quarterly newsletter to the Association Executive Director for distribution to the Section membership via the listerv maintained by the Association. In addition, write and distribute an update of Section activity to the Executive Board members.

July/Aug The Awards committee chair also will provide biographical sketches of the awardees to the Section chair.

Sept. Provide a one-page, quarterly newsletter to the Association Executive Director for distribution to the Section membership via the listerv maintained by the Association. In addition, write and distribute an update of Section activity to the Executive Board members.

Send request for reports to all members of the Board and request items for new business. [Note: will use committee reports to complete and submit Section Report to Association Executive Director by January 1.]

Contact Association Executive Director about attending Association Board meeting. Determine if Vice Chair and/or Secretary will be invited to Board meeting, and if so, ensure these officers are aware of this.

Oct. Develop agendas for Section Executive Board meeting and for Section Business meeting. Determine a time and meeting place for the Section Executive Board meeting and invite all Executive Board members to the meeting. The Executive Board meeting may be held on the evening of the first day of the Professional Development Conference or at another time in preparation for the Professional Development Conference. The Section Business Meeting is usually held in conjunction with (around the time of) the Professional Development Conference. It can be held in-person or electronically, and may take place before, during or after the Conference.

Procure the biosketches for the two Section award winners (Biology Teaching Award, Biology Research Award) from the Awards Committee Chair, as the Chair presents the awards to the recipients at the Honors Luncheon during the Professional Development Conference.

Nov. At the Professional Development Conference:
1. Attend Association Board meeting (typically the morning of first day of Professional Development Conference).

2. Chair Section Executive Board Meeting.
 - a. Items of discussion at the Executive Board meeting
 - i. Committee reports (these may be circulated to the Board in advance and the report discussion may be limited to items that the Board has raised for discussion prior to the meeting).
 - ii. Discussion of the preparations for the Business Meeting, and Section committee breakout session. Ensure Committee Chairs are prepared to give committee reports at the Business Meeting.
 - iii. Discussion of new and ongoing business of the Section as needed.
3. Prepare the presentation to guide the meeting.
4. Chair the Section “Networking Luncheon”
 - a. The luncheon is usually held separately from the Business meeting. The networking luncheon (or other networking event) allows Association and Section members interested in Section business or meeting other members interested in 4-year education to meet and network. The Chair should provide a brief (15 minute) overview, including pointing out conference sessions of particular interest to Section members, and announcing information about section business. The majority of the session time should be left for eating/networking.
5. Chair Business Meeting
 - a. Suggested items of discussion at the Business meeting (meeting run using Robert’s Rules of Order, with the aid of the Parliamentarian).
 - i. Approval of the previous year’s business meeting minutes.
 - ii. Introduction of the current Executive Committee.
 - iii. Recognition of Immediate Past Chair and other Past Chairs, as well as Section members who are serving or have served as Presidents of the Association.
 - iv. Announce the new Secretary who will assume office the next January 1.
 - v. Ask Committee Chairs to present brief oral reports (*e.g.* 1-3 min) to the membership.
 - vi. Additional business: *e.g.* Discussion of Operating Principles changes or other ongoing work in the section.
 - vii. Announce Section activities/presentations coming up in the conference and encourage membership to attend (this may be part of committee reports); for example, poster session, biology education research symposium, faculty development session, student development activities.
 - viii. Encourage new members or members interested in becoming more involved to contact committee chairs and join

committees and come to committee breakout sessions to become more involved in Section leadership. This may be a good time for the Chair and/or representative of Nominating committee to remind membership that if they are interested in running for the office of Secretary in the next (or other future) voting cycle, to contact a Nominating committee member to express their interest. This will allow the Nominating committee to prepare the next ballot for the office of Secretary.

ix. Close meeting using Robert’s Rules of Order.

b. Submit Meeting Powerpoint or other presentation materials to Historian for archiving.

6. Attend Honors Luncheon to introduce the Section award winners (Biology Teaching Award, Biology Research Award) and present their awards to them.
7. Attend additional meetings as the leader of the Section. These meetings include: Open Forum (formerly “Town Hall” – the open comment period for members to discuss concerns or items of interest with NABT leadership), the first-timers breakfast (to encourage conference attendees to become involved in the Section), the Volunteer Breakfast, and the Poster session.
8. Confirm Conference Planning committee is taking care of poster awards presentation (e.g. just before Saturday afternoon plenary speaker); serve as back-up if needed or ask Vice Chair to present as needed.
9. Run “Committee Breakout” session, if held at the Professional Development conference (typically held on morning after conference closing event); alternatively, coordinate scheduling of breakout sessions held around the time of the Professional Development Conference. Identify committee chairs, ensure Secretary is taking roll (or if committee chairs will).

Dec. Complete and send Section Report to Association Executive Director by December 31. The Section Report is an overview of the section activities for the past year, which is a concise report of the Executive Committee and Business Meeting minutes.

Dec. – Feb. Complete video or telephone “debrief” conference with Association Executive Director, regarding Section business in the previous year.

Immediate Past Chair

Overview: The Immediate Past Chair serves an advisory role to the incoming Chair. The Immediate Past Chair also serves as a member of the Awards committee and provides counsel if needed to the Awards Chair.

Month-to-month Schedule of Duties:

- Nov. – Jan Distribute any and all information to incoming Chair.
Work with Awards Committee Chair to review call for awards and make corrections as needed.
- Jan.- March Ensure Awards chair has begun advertising for award nominations (News and Views, web, *etc.*); begin soliciting invited nominations. Ensure Awards Chair is aware of awards procedures and deadlines.
- Jan - Nov. Provide counsel to new Chair as needed.
- Nov. Attend Section Executive Board Meeting (typically, the evening of first day of conference), Section Networking luncheon/event, Business Meeting (at conference or online) and Section breakout committee meetings (at conference or online).

Parliamentarian

Overview. The parliamentarian serves as the expert in the rules of order and proper procedures for conducting meetings. The Parliamentarian also ensures that the Section conducts business in accordance with its bylaws, and alerts Section officers when operating principles may need to be updated.

Month-by-Month Schedule of Duties.

- Nov. The Parliamentarian primarily functions to ensure that meetings are properly conducted in accordance with section operating principles during the annual Business Meeting.
- Dec – Oct. The Parliamentarian may assist with ongoing efforts throughout the year having to do with revision of operating principles, the statement of operating policies, or other formal section documentation. The Parliamentarian may also serve to ensure any other meetings of the Section are conducted properly.

Historian

Overview: The historian serves to maintain ongoing records of Section leadership, meeting records and other materials of significance to the Section. This material is filed with the Association in the form of an electronic archive (Dropbox or similar, owned by the Association, with files uploaded by the Historian).

Month-by-Month Schedule of Duties

- Nov. Attend Business Meeting. Gather documents and reports for addition to the Section archives on an at-least yearly basis. Documents to be archived include, but are not limited to:
1. Minutes of the Executive Committee meeting(s).
 2. Minutes of the annual business meeting.
 3. Powerpoint or other material from the annual business meeting.
 4. Biographical sketches of Section award winners.
 5. Annual roster detailing executive committee and Section committee chairs.
 6. Annual roster, members of Section committees.
 7. Names and poster titles of award winners for the poster presentations.
- Dec. – Oct. The Historian may assist Section officers with issues related to search or utilization of Section archives.

Appendix II: Section Committee Chair Duties and Committee Procedures

Committees of the Section work within the Section framework to forward the work of the Section. They receive their charge from the Section Executive Committee and report activities at least annually to that body. All Section committee work shall fall within the Operating Principles of the Section. In case of conflict between Section committee work and that of Association, the rules, policies, and/or program coordinated by the Association shall take precedence.

It is recommended that terms of the Committee Chair be limited to three years, both to allow other individuals in the organization an opportunity to build leadership skills, to provide fresh and innovative perspectives and prevent committee stagnation. Thus, whenever possible, each section committee should have a Chair and a Vice Chair, with Chairs rotating out after a period of time ideally not exceeding three years, and Vice Chairs moving into the Chair position. The Vice Chair position allows individuals to learn about the committee prior to becoming Chair, and provides both continuity and fresh leadership for the committee.

Awards Committee

Overview. The Awards committee is responsible for selecting the winners of Section awards. The current awards are the Biology Teaching Award and the Research in Biology Education Award.

Month-by-month Schedule of Duties:

- Dec. If current committee Chair will be rotating off, provide any and all materials to incoming committee Chair. Remain available as Immediate Past Chair throughout year, if possible, to provide new Chair with guidance.
- Jan-March: Advertising begins for award nominations. Chair works with Association Executive Director to advertise nominations.
- May: All nominees contacted with information about award application procedures; Chair works with Association Executive Director to determine time slot for awardee presentations at the next conference; Chair organizes Awards committee (committee includes Immediate Past Chair).
- June: Chair will remind nominees of June 15 application deadline.
June 20: send completed packets to reviewers.
- July: July 10: Chair communicates with reviewers to make final selection; sends final selections for awards to the Association. Association staff will contact awardees to plan for conference. The Awards committee chair also will provide biographical sketches of the awardees to the Section chair.

- Aug: Receive biographical sketch to be published in the Conference Program and the Proceedings from the Research in Biology Education awardee to be published online.
- Oct. Prepare committee report and send to Section chair.
- Nov. Attend Professional Development Conference; attend Section Executive Board Meeting, Section networking event/luncheon, and Section Business Meeting (at Conference or virtually) as well as committee breakout meetings (for planning the following year's activities). If the Chair is unable to attend the Honors Luncheon, attend and present awards at the luncheon.

Biology Education Research Committee

Overview: The Biology Education Research (BER) committee organizes and runs the Biology Education Research Symposium held at the annual Professional Development Conference as well as the Inclusive Teaching Symposium (ITS) held online.

Month-by-month Schedule of Duties:

- Dec. If current committee Chair will be rotating off, provide any and all materials to incoming committee Chair. Remain available as Immediate Past Chair throughout year, if possible, to provide new Chair with guidance.
- Dec.-March. Chair will work with committee to design call for submissions for BER Session for next year's conference.

Have Association staff post submission form on website. Additionally, work with Association staff about posting call for submissions in NABT News and Views throughout year.
- March. ITS is livestreamed.
- April –July Ensure BER session is advertised via Association website, News and Views, etc., with help of Association Executive Director. Recruit reviewers; submissions are ideally reviewed by a minimum of two reviewers.
- Jul – Sept. Via email, review submissions and plan final BER session format. Notify authors of submissions regarding acceptance/denial and provide session instructions. Work with Association staff to ensure presenters are listed in the Professional Development Conference program.

Choose title for ITS. Submit call for Abstracts to be published on the website by the Association staff.
- October: Prepare committee report and send to Section Chair.

- Nov. Chair attends Professional Development Conference; attends Section Executive Board Meeting and Section Business Meeting (Section Lunch) as well as committee breakout meetings (for planning the following year’s activities).
- Committee members facilitate the BER Symposium at the annual Professional Development Conference.
- Gather names of potential future reviewers at the Section Business Meeting, BER Symposium, or other appropriate Conference sessions.
- Dec. Via email, review submissions and plan final ITS session format. Notify authors of submissions regarding acceptance/denial and provide session instructions. Work with Association staff to plan virtual meeting.

Conference Planning Committee

Overview. The Conference Planning committee organizes the poster session and provides judging feedback to poster contestants. The committee chair works with the Section Executive Committee and the Association regarding logistics of the poster session, as special arrangements (large ballroom space, poster boards) need to be made well ahead of the conference date.

Month-by-month Schedule of Duties:

- Dec. If current committee Chair will be rotating off, provide any and all materials to incoming committee Chair. Remain available as Immediate Past Chair throughout year, if possible, to provide new Chair with guidance.
- Jan.-March. Review call for submissions for poster competition – update if needed.
- Work with Association staff to post poster submission form on Association website or find another appropriate method for posting or disseminating poster submission form. Ensure website verbiage regarding poster guidelines is up to date; work with Association to correct if needed. Additionally, work with Association staff to posting call for posters in Association News and Views or other e-mail communications throughout year.
- April –July Ensure poster session is advertised via Association website, News and Views, etc., with help of Association staff.
- July-Aug Via email, judge poster abstracts for conference suitability and identify correct category for poster.
- August Recruit and contact judges and confirm attendance. Competition posters are ideally judged by three (3) individuals.

Notify poster presenters regarding acceptance/denial and confirm poster category and provide poster session instructions.

October: Prepare committee report and send to Section chair. If poster judging is taking place online ahead of the Professional Development conference, coordinate online poster judging (posting the posters, recorded presentation videos, etc.)

Nov. Attend Section executive board meeting at or around the time of the Professional Development Conference.

Attend Section networking luncheon/event, and business meeting (at conference or virtual at around that time). At conference, recruit additional judges as needed.

Run poster session at Professional Development Conference. Bring judging materials and other materials as needed. Work with Association staff as needed on space/poster board arrangements. Tally results from poster judging, and email winner names, affiliations and poster titles to Association Executive Director. Announce winners at the Professional Development Conference general session on the closing day.

Student Professional Development Committee

Overview: The Student Professional Development committee represents anyone identifying as a pre-service education teacher, other undergraduate student, graduate student, or postdoctoral fellow. They organize Conference activities to encourage students to attend the annual meeting and help network with teachers.

Month-by-month Schedule of Duties:

Dec. If current committee Chair will be rotating off, provide any and all materials to incoming committee Chair. Remain available as Immediate Past Chair throughout year if possible to provide new Chair with guidance.

Dec.-March. With Section Executive Committee and Association staff as needed, determine student activity to be scheduled at next year's Professional Development Meeting.

April –Oct. Ensure session is advertised via Association website, News and Views, etc., with help of Association staff as needed.

October: Prepare committee report and send to Section chair.

Nov. Attend Professional Development Conference; organize student session and/or activity. Attend Section Executive Board Meeting, Section networking luncheon/event and Section Business Meeting (at conference or virtually) as well as committee breakout meetings (for planning the following year's activities).

Nominating Committee

Overview. The Nominating committee works to find candidates to run for elected office. In particular, they handle nominations for Secretary, and work with the Executive Committee and the Association staff to ensure individuals interested in the position are nominated. Nominating committee members help candidates understand the four-year process (of officer rotation) and time commitments for the position.

Month-by-month Schedule of Duties:

- Dec. If current committee Chair will be rotating off, provide any and all materials to incoming committee Chair.
- Dec. – July. Collect names of individuals willing to run for office (including self-nominations) from interested parties who attended the previous Professional Development Conference, or who contact the Nomination committee after the Conference. Select two appropriate candidates from the full list of nominations received, and confirm the candidates agree to run for office. The slate of candidates is approved by the Executive Committee.
- July 31 The final list of nominees is sent directly by the Chair to the Association Staff for addition to the ballot.
- Aug-Oct . Work with the Section Executive Committee and the Association staff to distribute ballots to membership.
- October After the votes from the national ballot are tallied, the name of the winner will be communicated from the Association to the Nominating committee. Work with Association Executive Director to ensure the winner is contacted, and also that the other nominees are contacted to thank them for running.
- Prepare committee report and send to Section chair.
- Nov. Attend Professional Development Conference; attend Section Executive Board Meeting, Section networking event/luncheon and Section Business Meeting as well as committee breakout meetings (for planning the following year's activities) at the conclusion of the Professional Development Conference.
- The winner of the election will be announced as the new incoming Secretary, at the Section networking luncheon/event, as well as the annual Business Meeting.

Professional Development Committee [this section will be deleted upon ratification of sunseting the PD committee]

Month-to-month Schedule of Duties

- Dec. If current committee Chair will be rotating off, provide any and all materials to incoming committee Chair. Remain available as Immediate Past Chair throughout year if possible to provide new Chair with guidance.
- Dec.-March. Design call for submissions for PD Session for next year’s conference.
Have Association staff post submission form on website. Additionally, work with Association staff to post the call for submissions in Association News and Views throughout year.
- April –July Ensure PD session is advertised via Association website, News and Views, etc., with help of Association Executive Director. Recruit submission judges as needed; submissions are ideally judged by a minimum of two reviewers.
- Jul – Sept. Via email, judge submissions if applicable and plan final PD session format. If applicable, notify authors of submissions regarding acceptance/denial and provide session instructions.
- October: Prepare committee report and send to Section chair
- Nov. Attend Section Executive Board Meeting, Section networking event/luncheon and Section Business Meeting as well as committee breakout meetings (for planning the following year’s activities) at the conclusion of the Professional Development Conference. Run PD session. Some meetings may be held virtually around the time of the Conference.

Strategic Initiatives Committee

Overview: Duties of the Strategic Initiatives (SI) committee include aiding the parliamentarian in the maintenance of current Operating Principles, and ensuring this Procedures Manual is current on an annual basis. The SI committee may also take on projects of articulation with other Association sections, and provide advising and input to Section leadership regarding new initiatives, “hot topics” or possible new directions for Section activities.

Month-by-month Schedule of Duties:

- Dec. If current committee Chair will be rotating off, provide any and all materials to incoming committee Chair. Remain available as Immediate Past Chair throughout year if possible to provide new Chair with guidance.

- Jan -Oct. Work on strategic initiatives as needed with committee, Section Executive Board and Association staff as needed.
- Oct. Prepare committee report and send to Section chair.
- Nov. Attend Section Executive Board Meeting, Section networking event/luncheon and Section Business Meeting as well as committee breakout meetings (for planning the following year's activities).