

Updated March 2016

Western Society of Weed Science Operating Guide

The purpose of this manual is to provide guidance to officers of the Western Society of Weed Science while discharging their normal duties during the year. Contents are intended as broad suggestions to each officer on matters related to duties and schedules of preparing for the annual Western Society of Weed Science meetings and are not intended to be strict regulations limiting the activities or creativity of the elected officials and committee chairs.

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Dates of revision; original (orig) operating guide; under revision (r)

THE BOARD OF DIRECTORS

The Board of Directors shall be comprised of the President (Committee Chair), the President-Elect (Program Chair), the Secretary, the Immediate Past-President, the WSSA Representative, the Research Section Chair, the Education-Regulatory Section Chair, two Members-at-Large, the CAST Representative, and the Student Liaison Chair. The business of the Western Society of Weed Science (hereinafter referred to as the Society) shall be conducted by the Board of Directors during the interval between General Session Business Meetings of the membership.

Revised July 2015

PRESIDENT

The President is the top executive officer and shall:

1. Uphold the spirit of the Constitution and By-Laws of the Society and carry out decisions of the Board of Directors.
2. Serve as Chairperson of the Board of Directors
 - a. Prepare agendas for meetings of the Board of Directors and preside at such meetings following the Robert's Rules of Order; submit information to the members of the Board of Directors in advance of the meetings so that issues can be properly considered.
 - b. Keep the Board of Directors advised on significant issues, activities and problems of the Society and solicit their suggestions.
 - c. Act as the Board of Directors contact person for the Awards and Site Selection committees.
 - d. The Board may from time to time use electronic (e-mail) exchanges to conduct the business of the Society.
 - i) Topics of business may be brought up at any time by any Board member or the President. All members of the Board (including the Business Manager) must be included on all communications. Each Board member should ensure that their e-mail server has been instructed to not block any message originating from the President's e-mail address.
 - ii) A motion may be made by any member of the Board and must be seconded within seven (7) days, otherwise the motion dies. The President will transmit the motion with second to the Board within a short period of time. The motion will be open for discussion for seven (7) business days. Those that do not confirm receipt may be contacted by the President via telephone prior to expiration of the discussion period. After the discussion period has elapsed or after a call for a vote by a majority of the voting Board members, whichever comes first, the President will call for a vote to approve or disapprove the motion. Voting Board members will have seven (7) days to respond. Board members should send their vote only to the President to avoid influencing later voting members. The President will report the result of the vote with how each member voted after the voting period has elapsed.
 - iii) Under situations where a vote of the Board is necessary in less time than noted above, the President can reduce the discussion and voting time limits as needed. Once a majority of the Board has voted to approve or disapprove the motion, the results will be determined to be final. This procedure should be used only when the motion involves matters of urgency and time is of the essence. The President and the President-Elect will determine when this procedure is appropriate.
 - iv) The Secretary will record minutes related to each motion, discussion, and vote in the same manner as at a regular meeting of the Board. A copy of Society business conducted by electronic exchange will be presented by the Secretary at the beginning of each regular (summer and annual) meeting of the Board. These minutes will be published in the annual Proceedings.
3. Make committee appointments.
 - a. Appoint members to serve on standing committees as outlined in the By-Laws (generally the second-year member serves as chairperson).
 - b. Appoint members of Ad-hoc Committees as deemed necessary and designate committee chairpersons.
 - c. Appoint a Local Arrangements Committee Chairperson for the meeting site three years in advance of a meeting date. Committee members will be designated by the Local Arrangement Committee Chairperson and their names forwarded to the President and President-Elect.

- d. Submits the officer and committee membership list to the Secretary for maintenance and distributes the lists to members of the Executive, Standing, and Ad-hoc Committees.
 - e. For the Annual Meeting, the President:
 - i) Works closely with the Program Chairperson, Local Arrangements Chairperson, and the Treasurer-Business Manager in planning the program for the Society meeting.
 - ii) Submits a list of guests to the Treasurer-Business Manager for complimentary luncheon tickets.
 - iii) Submits a list of people to receive complimentary rooms to the Local Arrangements Chairperson and the Treasurer-Business Manager.
 - iv) Delivers a Presidential address during the General Session and, if desired, provides a written copy of the address to the Program Chairperson for publication in the Proceedings.
4. Provide communication:
- a. Maintains a close liaison with all committees of the Society and encourages and assists them in developing strong and active programs.
 - b. Provides a Presidential letter to the Newsletter Editor for each newsletter (up to four times a year).
 - c. Notifies newly elected Honorary Members and Fellows of their election at least two months before the WSWS meeting to ensure their attendance.
 - d. Notifies the successful and unsuccessful nominees for WSWS offices of the election results, and sends a copy of the WSWS Operating Guide and a copy of the Constitution and By-Laws to each successful nominee.
 - e. Work with the chair of the Awards committee and the Student Liaisons (chair and chair-elect) to notify the successful and unsuccessful applicants for the Student Scholarship at least one month prior to the deadline for submission of titles for the upcoming annual meeting.
 - f. Maintains a liaison with other regional societies and organizations with related interests and objectives. Extend invitations to Presidents from other regional societies and officers of WSSA to the annual meeting.
 - g. Prepares cover letters and signs as WSWS President for resolutions passed at the business meeting and distributes resolutions as designated in resolution.
 - h. Delivers copies of biographies for Honorary Members for inclusion in Proceedings to the Proceedings Editor.
 - i. Forwards the President's files to the incoming President within six weeks after leaving office.
 - j. Sends thank you letters to all past officers and committee chairpersons for service to the Society and to all organizations that supported the annual meeting functions and Society during the year.
 - k. Sends letters of congratulations and thanks to all student paper/poster contestants and winners.
5. The President may confer the Presidential Award of Merit, if in his/her opinion, a member of the Society has demonstrated distinguished service. The nominee for this award must be approved by a majority of the Board of Directors.

TIME LINE FOR SPECIFIC DUTIES – PRESIDENT

- Prior to April 15: Prepare cover letter for resolutions and send to Secretary for mailing along with resolutions.
- Prior to May 1: Appoint all members for Standing and Ad-hoc Committees. Review committee Board contacts, make appropriate changes, and update operating guide.
- May 15: Send out notice and Agenda for summer Board of Directors meeting.

- July/August: Preside over summer Board of Directors meeting at hotel selected for next WSWs meeting.
- August 1: Consult with Program Chair and Research Section Chair with regard to Call for Papers. Prepare summer Presidential letter to be sent to the Newsletter Editor.
- September 1: Check with all committee chairpersons on activities of their committee.
- October 1: Consult with Program Chairperson, Treasurer-Business Manager, and Local Arrangements Committee Chairperson regarding the final program, facilities, cost, and menu selection for the Society luncheon. Extend invitations to special guests.
- October 15:
1. Confer with the Nominations Committee on progress of selection of nominees and preparation of ballot preparation and mailing.
 2. Confer with Treasurer-Business Manager about second mailing of appropriate materials to the membership.
 3. Prepare the fall Presidential letter to be sent to the Newsletter Editor.
 4. Maintain close communication with Program Chairperson from this time until the Society meeting.
 5. Ensure committee members, chairpersons, and terms on committee are available on the website.
- November 1: Notify successful and unsuccessful student scholarship applicants.
- December 15: Notify new Honorary Members and Fellows of their award and invite them to attend the Award Luncheon at the next annual meeting.
- December 15: Notify successful and unsuccessful candidates for WSWs offices.
- January 1:
1. Consult with WSSA Representative regarding items of concern for the WSSA meetings.
 2. Prepare and send winter Presidential letter to the Newsletter Editor.
- February 1:
1. Prepare a preliminary agenda for the Board of Directors for review and additions.
 2. Contact all committee chairpersons about preparation of written reports on activities (provide template for reports) for the March Board of Directors and annual Business Meeting. Request updates for the operating guide.
- March 1: Prepare a final agenda for the Board of Directors meeting and the annual Business Meeting; distribute it to all members of the Board of Directors and Committee Chairpersons required to give reports, revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative prior to the annual meeting.

DURING ANNUAL WSWs MEETING:

1. Preside over the WSWs Board of Directors meeting prior to the start of the annual meeting.
2. Preside over WSWs Luncheon, generally Wednesday noon:
 - a. Introduce head table.

- b. Introduce newly-elected Officers.
 - c. Recognize WSWS Fellows, Past-Presidents, and Honorary Members.
 - d. Recognize special guests and officers of WSSA or regional societies that may be present.
 - e. Recognize graduate students.
 - f. Introduce chairpersons of the Fellows and Honorary Members and Awards Committees for presentations of awards.
3. Preside over the WSWS Annual Business meeting, generally Thursday morning:
- a. Conduct the meeting following Robert's Rules of Order.
 - b. Allow for committee reports to the membership.
 - c. Allow for unfinished and new business.
 - d. Introduce and turn the meeting over to the new President.

Prior to April 1: Prepare appropriate letters as outlined above, forward records to the new President.

Revised March 2015

PRESIDENT-ELECT

The President-Elect:

1. Performs the duties of the President if he or she cannot serve.
2. Serves as Chairperson of the Program Committee and in this capacity:
 - a. Attends as many Sessions and Project programs as possible to determine the strengths and weaknesses of the Society meetings and determine where improvement can be made to fulfill the needs of the Society.
 - b. Confers with the Chairperson of the Research Section and the Chairperson of the Education and Regulatory Section (members of the Program Committee) in planning the programs for the Society's annual meeting. A format and theme for the program would be considered by this committee.
 - c. Solicits symposia ideas from the membership.
 - d. Drafts into final form a first Call for Papers and delivers the original copy to Treasurer-Business Manager by August 1.
 - e. Ascertains that project chairpersons understand their responsibilities to introduce speakers and to keep the project sessions exactly on time.
 - f. Develops the program for the General Session of the annual meeting.
 - g. Arranges for luncheon speaker, if a speaker is desired. Consults with President to determine who will introduce speaker at luncheon.
 - h. Maintains close liaison with the Public Relations Committee regarding publicity for the meetings and advertisement of the program and speakers.
 - i. Consults with the President and Treasurer-Business Manager regarding funds for honorarium for special guest speakers and with the Local Arrangements Committee relative to facilities for the meetings.
 - j. At the earliest possible date, advises the Local Arrangements Committee on the meeting room needs, including time of beginning and end of each function, estimated seating capacity required, audio/visual aids, public address system, and other special equipment (projection screen(s), projectors, computers, electrical cords/powerstrips, tables, laser pointer).
 - k. Compiles the volunteer papers into project sessions by general category of abstract content.
 - l. Obtains from the Chairperson of the Research Section and Chairperson of the Education-Regulatory Section a final agenda to be incorporated into the printed program. This should be done by December 1.
 - m. Completes the annual meeting program, submits a copy to the Website Editor for posting, and has it printed by January 15. The programs are sent to the Treasurer-Business Manager for mailing.
 - n. Mails a copy of the program and room reservation information to each guest speaker with a final request to submit a complete paper for the Proceedings.
 - o. Confers with President about complimentary luncheon tickets.
 - p. Requests the Local Arrangements Chairperson to reserve sufficient rooms in the meeting facility to accommodate all guest speakers and provides the Local Arrangements Chairperson with a list of guest speaker names.
 - q. Keeps all chairpersons and members of the Program, Local Arrangements, and Public Relations Committees advised of all activities of the Program Committee.
3. Serves as Chairperson of the Publications Committee.

4. Presides at the General Session.
5. Arranges for an invocation at the beginning of the general session and the luncheon, if desired.
6. Performs other duties delegated by the President or the Board of Directors.
7. Communicates with the Program, Poster, Publications, Student Paper Judging, and Local Arrangements committees as the Board of Directors contact person.
8. Organizes a brief Board of Directors meeting immediately following the annual Society meeting and consults with the incoming and outgoing Board of Directors members about needed changes and improvements for the annual meeting. Establishes a date for the summer Board of Directors meeting.
9. Forwards the President-Elect files to the new President-Elect within six weeks after leaving office.

TIMELINE FOR SPECIFIC DUTIES - PRESIDENT-ELECT

During the annual meeting and prior to assuming office:

1. Confer with Local Arrangements Chairperson for the next annual meeting.
 2. Observe as many project sessions as possible to determine where improvements might be made in development of the next year's program.
- April: Solicit members for symposia ideas in the April Newsletter and on the website.
- July: Attend summer Board of Directors meeting and discuss plans for program. Confer with Local Arrangements Chairperson regarding facilities, room names, etc., for the Society meeting.
- August 1: Prepare a Call for Papers to be presented at the Society annual meeting and forward to the Treasurer-Business Manager.
- September 1: Complete the program for the General Session.
- October 1: Confer with the Chairperson of the Research Section and Chairperson of the Education-Regulatory Section on their completed programs.
- December 1: Receive titles from website editor and start compiling the final program, including volunteer papers from the membership.
- December 15: Confer with the Local Arrangements Committee Chairperson regarding the number of project session rooms required for concurrent sessions, symposia, etc.
- January 10: Compile the final program. Inform all members that the program is available by sending a message through the list-serve. Authors can check for date, time and location of their presentations. Send each Project Chairperson the list of papers in their sessions along with the e-mail contact information for each speaker. Encourage them to contact the authors with specific information about how to submit their PowerPoint presentations prior to the meeting.
- January 15: Print the program and send the programs to Treasurer-Business Manager. Send the final program to the website editor for posting on the website.
- March 1: Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative prior to the annual meeting.

DURING THE ANNUAL WSWs MEETING:

1. Preside at the general session.
2. Monitor the progress of the meeting, coordinating with the Local Arrangements Committee to ensure that all is going smoothly. Note areas for possible future improvement.

3. Consult with the Board of Directors to establish a date for the summer Board of Directors meeting.
April 1: Forward records to the new President-Elect.

Revised January 2007

SECRETARY

The Secretary:

1. Serves as Chair of the Board of Directors meeting in the absence of both the President and President-Elect.
2. Records, prepares, and distributes minutes of all meetings of the Board of Directors within one month after meetings and forwards the minutes to the Web Editor for publication.
3. Records and prepares minutes of all Board of Director telephone conferences and email discussions and votes and enters these minutes into the record for approval at the following board meeting. These minutes will be forwarded with the Board of Directors minutes to the Web Editor for publication.
4. Records, prepares, and distributes minutes of the Society's Business Meetings to the Board of Directors. These minutes shall be forwarded immediately to the Web Editor for posting on the Web Site.
5. Upon receipt from the President, maintains a current list of officers and committee members.
6. Maintains a list of Honorary and Fellow Members and past officers of the Society. The list shall be sent to the President-Elect for publication in the WSWS Program.
7. Performs other duties delegated by the President or the Board of Directors.
8. Forwards the Secretary's files to the new Secretary within six weeks after leaving office.
9. Communicates with the Necrology committee as the Board of Directors contact person.

TIME SCHEDULE - SECRETARY

April 1-March 1:

Work with Officers and Public Relations Committee on publicity releases.

Summer Board of Directors Meeting:

Record the minutes and distribute to Board of Directors within one month after the meeting. Once the minutes are approved, forward a copy to the web editor for immediate posting on the web site.

March 1:

Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative.

During Society meeting:

1. Record the minutes of the Board of Directors meetings.
2. Record minutes of the Society Business meeting.

Within two weeks:

1. Prepare and distribute minutes of the Society meeting and Board of Directors Meeting to members of the Board of Directors including incoming and outgoing members and the Web Editor.
2. Prepare a complete set of minutes of the Society Business Meeting and forward to the Web Editor for posting on the web site.

April 1 at the end of the term of office:

Forward records to the new Secretary.

Revised March 2011

TREASURER-BUSINESS MANAGER

The Treasurer-Business Manager:

1. Receives, manages, and disperses the monies of the Society in accordance with prescribed policies. Manages Certificates of Deposit, savings and other financial reserves of the Society in consultation with the Finance Committee and Board of Directors. An approval of the President and/or Board of Directors is obtained on all expenditures in excess of \$2,500.00. This includes handling all income and expenses for the Noxious Weed Control Short Course and the Weeds of the West Publication.
2. Maintains financial records and records of property.
3. Prepares financial records and records of property for annual audit by the Finance Committee as well as filing annual Tax Returns with the State and IRS.
4. Maintains records of all Contracts and/or Agreements.
5. Maintains membership lists.
6. Receives and fills orders for Proceedings and Research Progress Reports from WSWS membership as well as those on Standing Order List. Sends complimentary copies to appropriate libraries and other Societies. Makes sure a copy of Proceedings, Research Report and current program is mailed to WSSA to be filed in the Archives.
7. Arranges for storage of all Business Records and Publications.
8. Works with the Newsletter and Website Editors as well as program chair, President and others involved to assure that the Call for Papers, newsletters, programs, and other conference information are provided to the membership in an appropriate time frame.
9. Purchases and has inscribed a plaque for the President ending the term of office, currently elected Honorary and Fellow members, Presidential Award of Merit, Distinguished Achievement Awards and others as requested by the Board of Directors.
10. Prepares pre-registration packets and registration receipts; maintain registration desk during the annual meeting.
11. Works closely with WSWS Proceedings and Research Progress Report Editors and fills all orders for the publications in a timely manner.
12. Work closely with the Site Selection Committee as they review future meeting sites. After they have identified possible locations, prepare an RFP to be sent to hotels in these cities and present the proposals to the Site Selection Committee for the selection of a venue. Once this has been done and approved by the Board, negotiate a final contract with the hotel to the satisfaction of the President and present her/him with the contract for signature.
13. Contacts Local Arrangements Committee Chair to make arrangements for summer board meeting.
14. Performs all of the necessary daily business operations of the Society.

TIME SCHEDULE - TREASURER-BUSINESS MANAGER

March 31:

Send correspondence requesting membership dues from all members not attending the current annual meeting.

April 15: Prepare a final financial report for the fiscal year (April 1- March 31) and send this to the Proceedings Editor for inclusion in the Proceedings.

May 1:

Notify Local Arrangements Chairperson to make reservations and arrange facilities for summer Board of Directors meeting.

May 15:

Mail Spring Newsletter to membership.

June 1 or when received from the Proceedings Editor:

Mail the Society Proceedings to those ordering copies. Research Progress Reports are distributed at annual meeting and/or mailed shortly after the meeting ends.

September 1:

Mail the Summer Newsletter, Call for Papers, Editorial Guidelines and Call for Nominations for Distinguished Achievement Awards.

November 1:

Mail the Fall Newsletter, registration information, and hotel reservation information. Coordinate with the nominations committee chair and the Website Editor for electronic voting for incoming officers to the membership.

January 15: Review the meeting Program that is submitted to the Business Manager from the Program Chair. Arrange to have the Program sent to the Website Editor for posting on the website and arrange for the Program to be printed.

February 1:

Mail the Winter Newsletter and Program to the membership.

March 1:

Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative. Prepare a financial report and proposed budget to be presented to the Board at the annual meeting.

Revised July 2015

RESEARCH SECTION CHAIRPERSON

The Chairperson of the Research Section:

1. Serves on the Program Committee, helps the Program Chairperson as needed, and coordinates the five (5) Project Chairpersons.
2. Maintains close liaison with the five (5) Project Chairpersons throughout the year and sends the Research Chairperson-Elect copies of all correspondence relative to activities.
3. Attends the Summer Board of Directors Meeting and discusses ideas for the annual meeting.
4. Reports program activities at the Society Business Meeting.
5. Forwards records of the office and recommendations to the new Research Section Chairperson within six weeks after the annual meeting.
6. Requests that each Project Chairperson develop discussion topics for their session by December 1 and forwards the discussion session topics to the Program Chairperson. Discussions may be introduced, stimulated, or initiated by a very short invited oral presentation.
7. Reminds Project Chairpersons of duties that must be discharged during the meetings. The duties of the Project Chairpersons include moderating the oral paper and discussion sessions for their project, chairing the project business meeting, which involves election of a chairperson-elect, and summarizing the discussion for publication in the proceedings. Project Chairpersons must ensure that a laptop computer (with VGA port) and compatible projector be secured for their respective project sessions.
8. Provides instruction to section moderator (see Appendix for Best Practices for Moderators)
9. Notifies each oral paper presenter how to submit PowerPoint presentations:
 - 1) PowerPoint Show files (.PPS) can be emailed directly to the designated Project Chair by March 1, OR
 - 2) PPS files can be uploaded directly onto laptops at a designated time in the presentation practice room at least one day prior to the scheduled presentation.Files should be labeled with assigned paper number, presenter's last name, and date of presentation (e.g. **###-LastName-Mar dd.PPS**). Consult the program that you recently received in the mail to find the number of your presentation.
10. Ensures PowerPoint files are deleted from project session laptops at the conclusion of the annual meeting.
11. Collects written reports of project meetings from the five (5) Project Chairpersons and sends the reports to the Proceedings Editor within two weeks after the annual meeting.
12. Communicates with the Membership ad hoc committee as the Board of Directors contact person.

TIME SCHEDULE - RESEARCH SECTION CHAIR

June:

Prepare the Research Section report and attend the summer Board of Directors Meeting. The report will include a list of the Project Chairpersons and Chairpersons-elect (addresses, phone numbers, email addresses, etc.) for the five projects.

July-August:

Send a memo to the Project Chairpersons and Chairpersons-elect outlining general responsibilities and containing information to aid planning the discussion sessions for the annual meeting. Also inform the chairpersons that the discussion topic outlines must be forwarded to the Research Section Chairperson before December 1.

October-November:

Send a memo to the Project Chairpersons and Chairpersons-elect describing their duties and include the deadline for submitting discussion topics for the annual meeting program.

December 1:

Send discussion topics for the annual meeting program to the Program Chairperson.

January:

Send a memo to the Project Chairpersons and Chairpersons-elect outlining their duties at the annual meeting.

March 1:

Send a reminder to the Project Chairpersons of their duties at the annual meeting.

Review and consult with chairpersons how presentation files will be received. Solicit all oral presentation speakers to submit PowerPoint presentations before the annual meeting to ensure that project session presentations are pre-loaded on laptop computers.

Forward changes to the operating guide for Research Section Chairperson and Project Chairpersons duties to the Constitution and Operating Guide Representative.

March (late):

At the conclusion of the annual meeting, send a reminder to outgoing Project Chairpersons to complete and forward a copy of the Projects' discussion summaries for the Proceedings.

April:

Forward the project summaries to the Proceedings Editor.
Forward records to the new Research Section Chairperson.

Revised March 2015

RESEARCH SECTION CHAIRPERSON-ELECT

The Chairperson-Elect of the Research Section:

1. Assists the Chairperson of the Research Section in developing programs for the Society Meetings.
2. Maintains a close liaison with the Chairperson of the Research Section and observes the duties of the Chairperson.

EDUCATION AND REGULATORY SECTION CHAIRPERSON

The Chairperson of the Education and Regulatory Section:

1. Maintains a close liaison with the Program Chair and Chair of the Research Section in developing a program for the Education and Regulatory Section at the annual meeting. Reports ideas and suggestions for annual Society meeting at the Summer Board of Directors meeting.
2. Contacts speakers for Section meeting.
3. Provides instruction to section moderator (see Appendix for Best Practices for Moderators)
4. Acts as chair of the Section meeting, collects complete papers of the presentations and forwards the manuscripts to the Proceedings Editor for inclusion in the Society Proceedings.
5. Solicits ideas and proposals for the development of symposia at future meetings.
6. Works with symposium committees to advance symposia organization for upcoming meetings and coordinates inclusion of the current year symposium into the annual meeting program.
7. Coordinates acquisition of continuing education credits (CEUs) for state certified applicator renewals.
8. Solicits help from individuals to complete requests for designated states.
9. Arrange location for signature sheets at the annual meeting and manage placement and removal of the signature sheets each day.
10. Works with designated WSWS member contacts from each state, who will be responsible for requesting credits, securing signature sheets, disseminating and retrieving signature sheets, and submitting verification after the meeting.
11. Reports activities at the annual Society Business Meeting.
12. Keeps the Chair-Elect advised and sends copies of correspondence on all activities relative to the Education and Regulatory Section.
13. Forwards all records of office to the chair-elect within six weeks after annual meeting.
14. Communicates with the Public Relations and Education committees as the Board of Directors contact person.

TIME SCHEDULE - EDUCATION AND REGULATORY CHAIR

During or soon after the annual meeting:

Express gratitude to CEU coordinators and confirm continued help for the next years meeting.

June-July:

Attend the Summer Board of Directors Meeting. Prepare suggestions for the next annual meeting.

August:

Prepare a preliminary program for the Education -Regulatory Section and contact speakers.

October 1:

1. Confer with the Program Chair on the finalized program.
2. Work with the Program Chair on the Society Meetings Program.

December 15:

Send a copy of finalized Section program to the Program Chair

February 1:

1. Mail hotel reservation information to Section invited speakers.

2. Mail printed program to invited speakers.

March 1:

Prepare a report for the Board of Directors and Business Meetings. Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative.

April 1: forward records to the new Education and Regulatory Section Chair.

Revised August 2015

EDUCATION AND REGULATORY SECTION CHAIR-ELECT

The Chair-Elect of the Education and Regulatory Section:

1. Assists the Chair of the Education and Regulatory Section in developing a program for the Society Meeting.
2. Maintains a close liaison with the Chair of the Education and Regulatory Section and observes the duties of the chair.
3. Aids the Chair in conducting the Section meeting and in editing manuscripts for the Proceedings.

WSSA REPRESENTATIVE

The WSSA Representative:

1. Serves on the Board of Directors of the WSWS and the Weed Science Society of America. The Representative is appointed by the President of WSWS and serves a three-year term as prescribed by the By-Laws of WSWS.
2. Attends all meetings of the WSWS and WSSA Board of Directors and acts as liaison between WSWS and WSSA.
3. Keeps WSSA informed of all activities and actions of WSWS and, in turn, keeps WSWS informed of all activities and actions of WSSA.
4. Reports to the President of WSWS all WSSA activities as they occur, so that the President is informed of current developments.
5. Prepares a written report to be presented to the WSWS Board of Directors meetings, WSWS Business Meeting and to be printed in WSWS Proceedings.
6. Prepares a written report to be presented to the WSSA Board of Directors meetings.
7. Fully informs the next WSSA Representative of WSSA format of procedures and transmits all files and information relative to the office.
8. Communicates with the Legislative committee as the contact person on the WSWS Board of Directors.

IMMEDIATE PAST-PRESIDENT

The Immediate Past-President:

1. Prepares a cover letter to be sent to Secretary thanking Program Chair, Local Arrangements Chair, and the hotel for the facilities.
2. Serves on the Board of Directors during the year immediately following the term as President.
3. Sends out a request in the January newsletter or by separate e-mail to the membership for names of members retiring
4. Hosts the member's welcome reception and retirees' reception.
5. Maintains a close liaison with the President in an advisory capacity.
6. Performs other duties delegated by the President or the Board of Directors.
7. Serves as the Board of Directors contact person for the Fellows and Honorary Members and Sustaining Members committees.
8. Serves on the WSSA nominating committee.

Revised March 2015

MEMBERS-AT-LARGE

The two Members-at-Large will serve staggered two-year terms by appointment in alternate years. Each year, the incoming President-Elect is responsible for appointing one individual, making sure that both private and public sectors are represented, to serve as Member-at-Large for the subsequent two years. Each Member-at-Large serves a two year term, and:

1. Maintains a close liaison with the President and other officers of the Society.
2. Makes an effort to represent the viewpoint of all sectors of the Society including industry, universities, state, and federal agencies.
3. Brings to the attention of the Board of Directors the various concerns of the unrepresented groups.
4. Performs other duties delegated by the President or the Board of Directors.
5. The Member-at-Large, private sector, communicates with the Herbicide Resistance Committee as the Board of Directors contact person.
6. The Member-at-Large, public sector, communicates with the Finance Committee as the Board of Directors contact person.

Revised February 2008

CAST REPRESENTATIVE

The CAST Representative is appointed by the Board of Directors, serves a three-year term, and:

1. Represents WSWS and presents ideas and proposals from WSWS for CAST activities.
2. Participates in the governance of CAST and guidance of CAST activities at the semi-annual meetings of its Board of Directors.
3. Recommends persons from WSWS for participation in CAST activities.
4. Reports orally and in writing CAST activities at annual meetings of WSWS, in the WSWS newsletter, or at other times as appropriate.
5. Forwards to the CAST office, for subsequent distribution to the Members of the Board, announcements of new publications regarding Weed Science in the Western Region or other information of interest to the Board.
6. Comments at any time to CAST officers and directors, as appropriate, regarding CAST policies and activities.

Revised January 2007

CONSTITUTION & OPERATING PROCEDURES REPRESENTATIVE

The Constitution and Operating Procedures Representative is appointed by the President with the consent of the Board of Directors, serves a five year term, and:

1. Serves as parliamentarian on behalf of the President.
2. Participates in Board meetings as a non-voting member of the Board of Directors provided that (s)he is not concurrently serving as a duly elected member of that body.
3. Maintains a current copy of the Constitution, By-laws and Operating Guide of the society, reviews and updates it annually, makes recommendations for improvement to the Board of Directors, and ensures that all proposed changes are approved by the Board of Directors. Changes to the Constitution and By-Laws should also be approved by the membership.
4. Reviews the minutes of the society to help Board of Directors keep track of past activities and actions.
5. Reminds the Board of Directors and Committee Chairpersons to review and propose revisions to the Operating Guide prior to the Annual Meeting.
6. Provides an electronic copy of the Constitution and By-Laws and Operating Guide to the Website Editor, all Board of Directors members, Committee Chairpersons, and Research Project Chairpersons each year within a month after the Annual Meeting.

RESEARCH PROJECT CHAIRS

The Research Section is separated into five (5) Projects as follows:

- Project 1-Weeds of Range and Natural Areas;
- Project 2-Weeds of Horticultural Crops;
- Project 3-Weeds of Agronomic Crops;
- Project 4-Teaching and Technology;
- Project 5-Basic Biology and Ecology.

The Chair of each Research Project:

1. Organizes Project meetings (discussion sessions) for the Society membership to exchange information and ideas and for improvement of weed science. May wish to solicit ideas for sessions from the membership.
2. Plans, initiates, and finalizes a program for the Project (discussion) meeting and forwards the program to the Research Section Chair by December 1. The Chair-elect of the Project should be involved in the program planning.
3. Mails subsequent requests for Call for Papers and Call for Research Progress Reports (after original Call) to individual Society members or non-members if, in the opinion of the Project Chair, such requests would strengthen the participation in that Project.
4. Conducts the Research Project (discussion) meeting at the annual Society meetings, including:
 - a. Chairs the meeting of the Research Project.
 - b. Obtains the names and complete mailing addresses of those in attendance at the Research Project Meeting from the past Project Chair. Mails a copy of this list to the new Project Chair within two (2) weeks after the meeting.
5. Submits a written summary report of the highlights from the Research Project (discussion) session to the Chair of the Research Section within ten (10) days after the Society meeting.
6. Forwards the files for this office to the new chair within six weeks after the annual meeting.
7. Conducts the Research Section (paper) session(s) at the Annual Meeting, including:
 - a. Provides a laptop computer (with VGA port) with all oral paper presentations loaded and an LCD projector.
 - b. Moderates, or arranges for a moderator(s), to introduce speakers and keep the paper session(s) running on time.
 - c. Provides instruction to section moderator (see Appendix for Best Practices for Moderators).
 - d. Asks a question of student paper contest presenter if no other questions are asked.
 - e. Arranges for people to operate the room lights and the projection equipment during the paper session(s).
 - f. Conducts a Business Meeting at the conclusion of the Project meeting to elect a new Chair-Elect. Assures that willing members are nominated by arranging for candidates prior to the meeting.
 - g. Ensures removal of PowerPoint files from project session laptops at the conclusion of the annual meeting.

Revised March 2015

RESEARCH PROJECT CHAIR-ELECT

The Research Project Chair-Elect:

1. Actively participates with the Project Chair in planning, initiating and finalizing the program for the Project meeting.
2. Acts as Recording Secretary during the Project meeting so that the Chair can conduct the meeting.
3. Makes efforts to represent the views of all sectors of the Society including industry, universities, state, and federal agencies.
4. Performs other duties delegated by the President or the Board of Directors.

STUDENT LIAISONS

The role of the student liaisons is maintain an open flow of communication between the board of directors and the student members of the Western Society of Weed Science (WSWS), facilitate the interaction between students and the society, and increase student presence in the society through projects and programs.

The student liaisons (both chair and chair elect) are members of the WSWS board of directors. The chair is a voting member of the WSW Board of Directors. Both liaisons are voted into office by the student members of the WSWS. The student liaisons serve a two-year term; the first year as the chair elect and the second year as the chair. The chair is a voting member of the board as of 2009.

Duties and responsibilities

The student liaison shall also:

1. Attend the annual board meeting, held the Monday before the annual meeting, and the summer business board meeting, held in the summer before the annual meeting. Use these opportunities to address student issues with the Board of Directors and present initiatives for furthering student participation in the society. Additionally, the liaison chair elect should use this opportunity to become familiar with the procedures and activities of the Board of Directors.
2. Organize the Student Luncheon and the Student Reception with the corporate sponsors for these events. Contacts for these events can be obtained through the past student liaison chair, corporate sponsor organizer or the local arrangements committee. The luncheon is an opportunity for students to meet with each other as well as with industry representatives. The luncheon also serves as the 'business meeting' for any student matters, mainly electing a new student liaison. Students can nominate another student or themselves any time before or at the business lunch. The Student Reception is hosted by corporate sponsors as another opportunity for students to meet and network with industry representatives as well as visit with fellow students.
3. Organize and maintain the 'Student Night Out' program, and continue to promote the event to the student members of the WSWS. The 'Student Night Out' is an opportunity for students to engage with members of academia, industry, and government agencies (the sponsor) in a casual setting to discuss careers, science, and foster connections. The general arrangement is that the sponsor takes the student out for a meal on the designated evening of the annual meeting, or on another evening if otherwise arranged. Both students and sponsors sign up for the program when they register for the meeting online. Once there is a complete list of all the interested participants, the student liaison chair (likely with assistance from the chair elect and another board member) matches students with sponsors according to the student's preference indicated in their registration (which sector they are most interested in, as well as what state and institution they represent). The chair notifies both students and sponsors via e-mail at least one week before the meeting who they will be going out with.
4. Attend the WSWS annual meeting, be present at the registration desk to assist with student registrations and greet students, encourage participation in student events, and assist with any other logistics as needed.
5. The student liaison chair elect will be primarily responsible for managing the Elena Sanchez Memorial WSWS Outstanding Student Scholarship program in conjunction with the WSWS president and the chair of the Awards Committee. Scholarship description, application, and operating guide are provided below. The student liaison will be responsible for updating the application annually to reflect new president and contact information (to whom applications are typically sent) and any other necessary changes (e.g due date, program guidelines). Send the announcement and application to WSWS webmaster in September for publication on the website

and in the summer newsletter. Application deadline is October 1. Advertise the scholarship opportunity as much as possible (send multiple notices to the student membership, post on ECOLOG, announce through universities, etc.). During the application process the student liaisons will be largely responsible for responding to questions from the Society. The Awards Committee is then responsible for reviewing the applications, and the President will then notify all applicants.

6. Maintain the student page of the society's website by providing new and updated content to the WSWS webmaster. Also, manage student LinkedIn webpage, and in general pursue other opportunities to expand WSWS student communication via social networking.
7. Write student liaison reports for the WSWS newsletters, typically published in July, November, and January. Requests will be made from the current newsletter editor.
8. Seek new opportunities to increase student participation in the society, and present these to the Board of Directors.
9. Assist student members of the WSWS with their questions, comments, or recommendations for future activities or changes. Liaisons can communicate with the students by sending messages to the webmaster, who will forward them on to the membership and/or by sending messages via the WSWS Student group presence on social networking websites (i.e. LinkedIn).
10. The student liaisons are strongly encouraged to attend the WSSA annual meeting to serve as liaisons between the WSWS student members and the WSSA student members.
11. Unless specifically mentioned, the liaison chair elect will generally assist the liaison chair with projects and activities during the year.

Time Schedule

January-February:

- Organize the student reception and student luncheon with corporate sponsors
- Prepare student report for the newsletter and send to the newsletter editor.
- Prepare student liaison report for annual board meeting (board president will send out a request) summarizing the year's projects, recommendations for board action, and budget needs. Report is submitted to president and webmaster for posting on the website. Liaison chair must also provide hard copies for board members.

March:

- *Annual Meeting in early March*
 - *Monday:*
 - Attend the executive board meeting
 - Attend the WSWS members and retirees reception
 - *Tuesday:*
 - Attend the student luncheon/student business meeting
 - Thank sponsors
 - Welcome students
 - Transfer power over from the chair to the chair-elect
 - Pass the plaque
 - Introduce the new liaison chair elect
 - Conduct any business
 - Poll students for any new business/ changes
 - *Attend the student reception*
 - Mingle with students and thank the past chair for their service
 - Thank sponsors
 - *'Student Night Out' program*

- Voluntary attendance for the program, however, highly recommended
- *Thursday*
 - Past chair will give address to the membership
 - New chair and chair elect should attend the post annual meeting Board meeting
 - Set date for summer board meeting
- Update the website accordingly with new information
- Prepare report for post-meeting newsletter

April-June:

- Work on projects decided upon between liaisons
- Send the operating guide to the new chair elect
- Send out post-annual meeting survey to the student members
- Update the website accordingly

July-September

- Prepare summer board meeting report
- Attend summer board meeting
- Update operating guide to reflect board meeting changes
- Update the website accordingly
- Prepare the July newsletter statement
- Prepare student scholarship application for the coming year for inclusion in the summer newsletter and posting on appropriate web sites; generally assist the chair of the Awards committee in managing the scholarship process and responding to questions

October-December

- Begin preparing for the annual meeting
- Continue working on projects
- Prep the chair elect for assuming the chair position
- Work with the Board president and chair of the Awards committee to ensure that scholarship participants receive notification of the results prior to the title submission deadline

Traditions

Beginning with Dr. Dirk Baker, founder of the WSWS student association, the passage of the WSWS student association plaque has been signed on the back by every president (chair) of the student association, and hopefully will be continued in the future. The plaque serves as a replication of the passing of the gavel performed by the WSWS President and President –elect.

Revised March 2012

Chapter II DUTIES OF COMMITTEES and EDITORS

PROGRAM COMMITTEE

The Program Committee shall develop the program for the Society Meetings. The Committee shall be composed of the President-Elect (Chair), Chair of the Research Section, and Chair of the Education-Regulatory Section. The Program Chair may delegate duties to members as he/she deems advisable (Refer to Duties of the President-Elect). The President-Elect is the Board of Directors contact for this committee.

SITE SELECTION COMMITTEE

The Site Selection Committee is comprised of three members, and the second-year member serves as the Chairperson. At least one member will be a former Local Arrangements Committee Chairperson or a former member of the Local Arrangements Committee that has been approved by the President. The Immediate Past-President is the Board of Directors contact for this committee.

The Society annual meeting shall be held during the second full week of March each year.

The Site Selection Committee shall:

1. Select two (2) to four (4) suggested meeting sites [city(ies) and hotel(s)] four (4) years in advance to be presented for approval by the Board of Directors at the summer business meeting.
 - a. Society members may recommend hotel sites based on their own experience or contact with local convention bureaus or chambers of commerce.
2. Advise and direct the Treasurer-Business Manager to coordinate and solicit requests for proposal from potential host hotels.
3. Review and compare submitted proposals from potential host hotels.
4. Advise and direct the Treasurer-Business Manager to negotiate a contract with the selected host hotel.
5. Together with the President, review the contract to their satisfaction in consideration of items outlined below. If necessary, direct the Treasurer-Business Manager to renegotiate an acceptable contract that addresses all listed deficiencies.
6. Recommend that the President sign the acceptable contract and return it to the Treasurer-Business Manager.
7. Finalize the contract two (2) to three (3) years in advance of the scheduled meeting.
8. Consider the following items before recommending a site:
 - a. Previous meeting sites. If sites have been found to be adequate in the past, it often bodes well for the future. Review meeting attendance at past conference cities. If a past location enjoyed high attendance, it will likely be repeated in the future. The opposite is also probably true. In recent years, the annual meeting has been held at a Hawaiian location every 5-7 years. This should not be construed as a requirement, but should be a strong consideration since historical attendance increases substantially each time we meet there.
 - b. Location in relationship to membership.
 - c. Convenience of location: near airport with reasonably priced flights and good transportation from airport to hotel; parking facilities for those who drive; overflow accommodations nearby; restaurant capacities within the hotel and alternate dining facilities nearby.
 - d. No other conflicting conventions or major events should be scheduled in the hotel at the same time unless they demonstrate that they can handle all groups adequately.
 - e. Convention Rates for Rooms and Suites.
 - i) 150-250 rooms: 2/3 doubles and 1/3 singles. Include 20 rooms for Saturday and 40-50 for Sunday prior to the meeting. Room blocks should be adjusted based on prior 5-year history.

Sample room distribution scenario:

ROOM BLOCK - Year 2xxx

Day:	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.
Date:	03/x	03/x	03/x	03/x	03/x	03/x
Rooms:	20	50	200	200	200	30

The Site Selection committee shall maintain a 'rolling' history of room take for 10 consecutive WSWS meetings. Hotels will generally give WSWS this information since it is generally shared with other hotels. These numbers will provide an excellent starting point for negotiations with the prospective hotels.

- ii) Negotiate rates for rooms. If possible, request a block of rooms (50-100) at the government rate, which is generally discounted substantially.
- iii) Hospitality suites if necessary. Industry will make arrangements with hotel.

- iv) Investigate special arrangements for graduate students. Can three (3) students share for the price of a double?
 - v) Investigate menu prices. Hotels with excessive catering costs may impact industry support for activities (breaks, receptions, meals).
 - vi) Many contract items are negotiable. You will not know unless you ask. When a hotel discovers that they are in the running for our upcoming meeting, but are not competitive with another property, they will sometimes make significant concessions in sleeping room rates or services to win our business.
- f. Policy on Complimentary Rooms.
- i) Hotel should provide complimentary sleeping and meeting rooms for the summer board meeting.
 - ii) Usual hotel policy is one complimentary room for each 40 registered guests.
 - iii) Society provides complimentary rooms for guest speakers at the general session and luncheon, Treasurer-Business Manager, and the President (President gets an executive suite). Ask for upgrades for vice president, past president and business manager.
- g. Meeting Room Facilities must be complimentary. If extra fees are requested, consider another hotel. Best arrangement is to have all rooms on one floor and close to each other. It is desirable that the primary or main meeting rooms be committed to the Society. No other conflicting conventions should be scheduled in the hotel at the same time.
- i) Meeting room for the Board of Directors meetings, usually held the day before the Society meeting starts (Monday) and Thursday noon lunch meeting -30 people.
 - ii) General Session - 350 capacity (Tuesday morning).
 - iii) Luncheon – 350 capacity (Wednesday).
 - iv) Poster Session - 150 to 200 capacity (Monday afternoon through Thursday). Locate it near the registration desk.
 - v) Breakout Sessions-Three (3) rooms 150-200 capacity (Tuesday afternoon through Thursday morning).
 - vi) New Member/ Retiree Reception for general membership (Monday evening).
 - vii) Spouses - 30 capacity (Tuesday through Thursday morning) Continental breakfast on Tuesday only.
 - viii) Students Breakfasts - 30 capacity (Tuesday and Wednesday mornings). Industry sponsored.
 - ix) WSWS Breakfast and Business Meeting - 300 capacity (Thursday morning).
 - x) Presentation loading and preview room (Monday afternoon through Thursday morning)
 - xi) Extra meeting room(s) for committee meetings, to be scheduled through the Local Arrangements Chairperson.
 - xii) Storage room for registration desk materials and equipment
 - xiii) Optional rooms for industry functions as per their special request.
- h. The following restrictive policies should be checked:
- i) Extra fees for other services.
 - ii) In addition to the standard boilerplate conditions, the following verbiage should be included in the hotel contract:
 - iii) Walk Clause:
 No guaranteed reservations will be walked. Any and all attendees walked are understood to be walked as a result of Hotel error and expressly not as a result of the presence of another Group. If the Hotel fails to provide a sleeping room to an attendee holding a guaranteed reservation, the Hotel shall provide to each such attendee the following, as liquidated damages and not as a penalty, for each night that the attendee is not accommodated by the Hotel:
 - a. A complimentary sleeping room at a comparable property
 - b. Free transportation to and from the substitute hotel, as needed
 - c. Upon return to the Hotel, upgraded accommodations at the Group Rate
 "Any rooms walked will be included in the Hotel's counts for complimentary room credits and will be honored by the Hotel should relocation of any attendee be

inevitable. In the event of an overbook or walk situation, the Hotel will waive any and all penalties tied to this agreement, including, but not limited to attrition on sleeping and/or meeting rooms."

iv) Reverse Cancellation Clause:

"In the unlikely event that The Hotel voluntarily cancels the Group Meeting, The Hotel will pay The Group the same cancellation fees as it has required of the client in the event that the client cancels. The Hotel may not cancel this meeting to accommodate another group."

9. Revise the operating guide, if needed, and forward changes to Constitution and Operating Guide Representative before the annual meeting so the board can vote on changes.
10. Report to the membership at the Society Business Meeting the site approved by the Board of Directors.
11. Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.

Revised June 2011

LOCAL ARRANGEMENTS COMMITTEE

The Local Arrangements Committee Chair for each meeting will be appointed three years prior to the meeting for which he/she is responsible. The Local Arrangements Committee Chairperson for the next year's meeting will also be a member of the current year's Committee. All matters pertaining to arrangements will be handled only by or through the Local Arrangements Committee. The Chair will consult with the previous year's chair for advice and insight into the duties and responsibilities of the Local Arrangements Committee. The Chair will appoint sufficient Committee members as soon as possible to facilitate arrangements for the meeting. The President-Elect is the Board of Directors contact for this committee.

The Local Arrangements Committee shall:

1. Obtain a copy of contract from Site Selection Chair or Business Manager and, one year prior to the meeting, visit the hotel selected and review the following areas:
 - a. Parking facilities for those who drive.
 - b. Alternate dining facilities nearby.
 - c. Airport transportation arrangements.

Reasonable expenses associated with the site visit may be reimbursed by the society.

2. Make arrangements for Summer Board of Directors Meeting in the summer prior to the Society meeting on a date determined by the Board of Directors.
3. Review meeting room facilities and consult with the Program Chairperson so that appropriate rooms are assigned for sessions, associated functions (meals, committee meetings, storage, practice, etc.).
 - a. Coordinate with the Sustaining Member Committee and Poster Committee to determine needs for booth space for sustaining members.
4. Provide the hotel toll-free number and web site information to the Newsletter Editor and Website Editor so that members can make room reservations.
5. Obtain information from the local Convention Bureau or Chamber of Commerce.
 - a. Provide descriptive information about city and area (usually free) to the membership.
6. Develop Spouse's Program as directed by Board of Directors.
 - a. May include breakfasts, lunches, tours, and other activities.
7. Make luncheon arrangements.
 - a. Select menu and price. Selection and price should be presented to summer Board of Directors Meeting.
 - b. Determine if the hotel will collect tickets and how lunch will be served.
 - c. Arrange for head table to include those individuals named by the President, generally the awards chairs, recipients, and spouses.
 - d. Make arrangement for coffee breaks and billing procedures if and when sponsors may be responsible.

11. Make specific Committee member appointments to complete the following tasks and ensure uninterrupted sessions:
 - a. Room arrangements for project sessions:
 1. Signs and easels to identify project meeting in session.
 2. Proper arrangement of speakers and podium with respect to the projection screen.

3. Water should be provided at speaker's table.
 4. Microphones adequate for size of meeting rooms. Have extra microphones readily available in case of malfunction. Be able to adjust PA system volume control.
 5. Set appropriate heat and ventilation control.
 6. Lighting should be controllable and dimmed for each speaker.
 7. Know hotel contact person in case of problems.
 8. Be sure section chair knows who you are and where you can be reached if problems occur.
- b. Visual Aids.
1. Work with Research Project Chair and individual project chairs to make sure sufficient computers and LCD projectors are available for all the sessions. Project chairs are to provide a laptop computer and LCD projector for their sessions; contact them to determine whether they are able to meet this requirement.. Be sure projectors are in rooms when needed and secured after use. Have backup equipment available (two or three LCD projectors and laptops should be sufficient).
 2. Extension cords and projector tables must be set up in each room. Communicate with hotel contact person to ensure proper arrangements in advance for each meeting room.
 3. Projection screens should be large enough for slides to be easily seen by audience members. The General Session will normally require two screens and two LCD projectors connected to a single laptop computer. Room size will dictate other needs.
 4. Provide laser pointers with extra batteries.
 5. Other possible needs.
 - Overhead projector, slide projector and carousel
 - TV/VCR/Projection equipment
12. Ensure that an adequate area is available for registration.
- a. The Treasurer-Business Manager will provide the following: name badges; registration forms; luncheon tickets; cash box and change; receipt books; and will assist with registration and handle all cash.
 - b. Locate and set up registration desk in well-lighted, easily accessible area. Have adequate table (16' length).
 - c. Coordinate with the Treasurer-Business Manager to appoint volunteers to assist with registration functions during the week.
 - d. Provide tables for the Public Relations Committee for continuing education sign-up.
 - e. Provide a writable message board and/or corkboard with pins for messages.
 - f. Provide local area literature, list of restaurants, scenic attractions, city maps, etc.
13. Revise the Operating Guide, if needed, and forward changes to the Constitution and Operating Guide Representative before the annual meeting.
14. Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.

Revision March 2012

FINANCE COMMITTEE

The Finance Committee is comprised of three members and the second-year member will be Chairperson. Board of Directors contact is the Member-at-Large, Public Sector.

The Finance Committee shall:

1. Audit the financial records and records of property of the Society each year.
2. Act in an advisory capacity to the Board of Directors on matters of unusual expenditure.
3. Analyze the financial situation of the Society and develop a long-range financial plan. A professional financial advisor service may be consulted to develop and implement such a financial plan.
4. Oversee the Society's investment portfolio.
5. The WSWS investment policy guidelines allow the investment portfolio to be as much as 100% in bonds/cash and no more than 65% in stocks (July 2008). The Finance Committee shall regularly consult with the financial advisor and seek recommendations to protect the Society's investment portfolio. The Finance Committee shall justify and may approve to facilitate necessary adjustments to protect the Society's investment portfolio.
6. The WSWS should maintain a financial reserve equal to two years of operating costs of the Society. This will be based upon the average of the two previous years. The operating costs of the Society will be calculated by adding the expenses incurred for the business manager salary, WSSA Director of Science Policy, CAST membership dues, and expenses for running the annual meeting.
7. Report to the membership the results of the audit and financial status of the Society at the annual business meeting and provide a written report for the annual meeting proceedings.
8. Revise the operating guide, if needed, and forward changes to Constitution and Operating Guide Representative before the annual meeting so the board can vote on changes.
9. Forward all records, including the Operating Guide, to the new chairperson within six weeks after the annual meeting.

Revised March 2009

NOMINATING COMMITTEE

The Nominating Committee is comprised of three members and the second-year member will be the Chairperson. The Past-President serves as an ad-hoc member of the committee and is the Board of Directors contact for this committee.

The Nominating Committee shall:

1. Prepare a list of nominees from the active membership of the Society for the offices of President-Elect, Chairperson-Elect of the Research Section, Chairperson-Elect of the Education-Regulatory Section, and the Secretary (in appropriate years).
2. Committee Chairperson shall contact nominees regarding their willingness to serve.
3. Present a slate of nominees to the Board of Directors for their approval at the summer business meeting.
4. Committee Chairperson will obtain from each nominee a written resume of the candidate's employment, title, activities, and awards.
5. Compile the list of nominees in ballot form with resumes and forward to the Website Editor for posting to the WSWS website. The election site will be available for member voting on October 15. All voting will close on December 1.
6. The Committee Chairperson will tabulate the electronic ballots and present the results to the President after the ballots are due. A copy of the electronic results and validated totals will be sent to the Treasurer-Business Manager for archiving after informing the President of the results.
7. Report the successful nominees to the membership at the Society annual business meeting and include a brief written report for the Society proceedings.
8. Revise the operating guide, if needed, and forward changes to Constitution and Operating Guide Representative before the annual meeting so the board can vote on changes.
9. Forward records, including the Operating Guide, to the new Chairperson within six weeks after the annual meeting.

Revised July 2015

FELLOWS AND HONORARY MEMBERS COMMITTEE

The Fellows and Honorary Members Committee is comprised of three previous Fellows and the Immediate Past-President. The second-year member serves as Chairperson. The Immediate Past-President is the Board of Directors contact for this committee.

The Fellows and Honorary Members Committee shall:

1. Prepare a Call for Nominations of Fellows and Honorary Members and send it to the Society Newsletter Editor for printing in the spring, summer and fall newsletters. Also send Call for Nominations to the Treasurer-Business Manager to be sent with the Call for Papers and for posting on the Society website.
2. Accept submission of nominees for Fellows and Honorary Member. Packets of the nominees' biographical data and write-ups will remain in the active file for three (3) years even if the packets are not updated annually by the nominator. The committee must encourage nominators to update nominees' packets annually. Packets should be submitted by December 1.
3. Review submissions and compile a slate of nominees.
4. Consider Honorary Member nominees who are largely from outside of the Society and have contributed significantly to the field of Weed Science as outlined in the Constitution, Article III, Section
5. Consider Fellows nominees who are members of the Society and have contributed significantly to the field of Weed Science, regardless of age or length of membership, in accordance with the Society By-Laws, Article XIII, Sections 1 and 3.
6. Select deserving recipients and report the selection(s) before December 15 to the President and Board of Directors for approval (a two-thirds majority) as outlined in the Society By-Laws, Article XI, Section 1. Not more than two (2) Fellows shall be selected each year in accordance with Society By-Laws. The selection of Fellows is not restricted to nor designated as being from public or private sectors and both recipients may be from a single sector.
7. Inform the Treasurer-Business Manager of the successful recipients in advance of the annual meeting so that plaques can be obtained to be presented at the awards luncheon. Inform the nominators of the status of their nomination(s) and, if their nominee was not selected, encourage the nominator to update the packet for the next year.
8. Provide a brief written report regarding the recipients for presentation at the awards luncheon, the Society annual business meeting, and for inclusion in the Society Proceedings.
9. Deliver copies of biographies for Fellows for inclusion in Proceedings to the Proceedings Editor.
10. Revise the operating guide, if needed, and forward changes to Constitution and Operating Guide Representative before the annual meeting so the Board of Directors can vote on changes.
11. Forward records, including the Operating Guide, to the next chairperson immediately after the annual meeting.

Revised March 2012

AWARDS COMMITTEE

The Awards Committee is comprised of three members representing the private and public sectors who have previously received Distinguished Achievement Awards. The second-year member will serve as Chairperson. In the event that this Committee cannot be comprised entirely of award recipients, the President may appoint another member of the Society to serve on this Committee. The member will not be eligible for any of the Distinguished Achievement Awards while serving on the committee. The President is the Board of Directors contact for the Awards committee.

The Awards Committee shall:

1. Evaluate applications for the Elena Sanchez Memorial WSWs Outstanding Student Scholarship Program using criteria listed in the scholarship program operating guide and provide the names of scholarship winners to the President prior to November 1.
2. Promote the value of Distinguished Achievement Awards to members of the Society to ensure that qualified individuals are nominated each year.
 - a. Outstanding Weed Scientist – Presented to those in each of either the public or private sectors. Those “In-Career” with at least 10 years of service from completion of the terminal degree and those “Early Career” with less than 10 years from the terminal degree. Nominees must be members of WSWs. It is not required that four (4) awards be presented in any given year.
 - i. Outstanding Weed Scientist – Public Sector (1 recipient)
 - ii. Outstanding Weed Scientist – Private Sector (1 recipient)
 - iii. Outstanding Weed Scientist Early Career – Public Sector (1 recipient)
 - iv. Outstanding Weed Scientist Early Career – Private Sector (1 recipient)
 - b. Professional Staff – Recognizes those who have demonstrated and provided outstanding and sustained contributions in support of weed science activities under the direction of a professional involved in weed science. Recipient will be selected from those who have been involved in WSWs for at least 5 years at the time of nomination. (1 recipient)
 - c. Weed Manager – Recognizes those paid by taxpayers and who are working in the public sector. The recipient has been working in weed science and has been a member of WSWs for at least 5 years. (1 recipient)
3. Prepare a Call for Nominations report for the Board of Directors summer business meeting. This can include creative and innovative ideas that the Awards Committee would like to propose to the Board of Directors.
4. Issue a Call for Nominations for Distinguished Achievement Awards in the Society newsletter in September.
5. Accept and review nominees for the Distinguished Achievement Awards. Supporting documents should be submitted to the Chairperson. The due date for nominations is December 1. Electronic or hardcopies of documents are acceptable. Unsuccessful nominations will remain active for three years, even if the documentation is not updated annually by the nominator. However, the committee encourages nominators to update the nominees’ documents annually.
6. Select a deserving recipient for the Outstanding Weed Scientist Award from both of the public and private sectors, Outstanding Weed Scientist – Early Career Award from both of the public and private sectors, Weed Manager Award, and Professional Staff Award.
7. Provide the Board of Directors with recipients' names in a punctual manner so that sufficient time is allowed for the procurement of awards.
8. Inform the Treasurer-Business Manager of the successful recipients so that plaques can be obtained for presentation at the awards luncheon. Inform the nominators of the status of their nomination and, if their nominee was not selected, encourage the nominator to update the package for the next year.

9. Announce Distinguished Achievement Awards recipients to the membership at the Society luncheon.
10. Provide a brief written report announcing the recipients for presentation at the Society business meeting at the annual meeting and for inclusion in the Society proceedings.
11. Revise the operating guide, if needed, and forward changes to Constitution and Operating Guide Representative before the annual meeting so the board can vote on changes.
12. Forward records, including the operating guide, to the next chairperson immediately after the annual meeting.

Revised March 2014

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee consists of a Chairperson and others as needed. The Education and Regulatory Section Chairperson is the Board of Directors contact for this committee.

The Public Relations Committee shall:

1. Disseminate WSWS news when and where possible, by working through established news channels such as trade magazines, society and organization newsletters, radio, television, and university information services, and internet listserves and websites.
2. Maintain close liaison and communicate with public relations personnel associated with organizations with similar objectives and purposes as the Society (e.g. WSSA and regional societies).
3. Prepare and disseminate press releases to promote the annual meetings and functions of the Society and arrange news coverage during the Society meetings.
 - a. When available, send the complete program to editors, directors, and writers for agriculture and natural resources at radio and television stations, newspapers in cities hosting the annual meeting, trade magazines and journals, and other pertinent personnel in the immediate area of the annual Society meeting.
 - b. Maintain close liaison with state and local weed organizations within the Society's region.
 - c. Send information and invitations to federal, state, and local highway departments, USDA, Fish and Wildlife Service, Forest Service, Interior Department, BLM, NRCS, Cooperative Extension Agents, state and local weed and pest organizations, commercial licensed aerial and ground applicators, and other agencies.
4. Designate an individual to take pictures of the Society's activities. Pictures of award recipients (Fellows and Honorary Members, Distinguished Achievement, and student competitions) and Board of Directors should be forwarded to the Newsletter and Proceedings Editor.
5. Perform such public relations activities that will promote a desirable image of the discipline of Weed Science. Take every feasible opportunity to inform the scientific community and the general public of the activities and benefits of the Society and of Weed Science in general.
6. Work closely and communicate with the Program Committee, Website Editor, and Newsletter Editor to effectively disseminate WSWS news in a timely manner.
8. Forward records, including the Operating Guide, to the next chair immediately after the annual meeting.
9. Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the Board of Directors.

Revised March 2012

NECROLOGY COMMITTEE

The Necrology Committee is comprised of three members and the second-year member will be chair. The Secretary is the Board of Directors contact for this committee.

The Necrology Committee shall:

1. Prior to the annual meeting send out a request to the WSWS membership requesting names of society members who have passed away during the past year.
2. Confer with the membership regarding any WSWS member or individuals within the weed science profession who passed away during the year.
3. Contact chair of WSSA Necrology committee about members who have died during the year.
4. Notify the President of the passing of any WSWS member.
5. Obtain a biography or obituary of the individuals deceased.
6. Prepare a written report to be presented at the Society Business Meeting. Forward the report to the Proceedings Editor for inclusion in the Proceedings.
7. Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
8. Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

Revised March 2012

STUDENT PAPER JUDGING COMMITTEE

The Student Paper Judging Committee is comprised of three members and the second year committee member serves as chair. The President-Elect is the Board of Directors contact for this committee.

The Student Paper Judging Committee shall:

1. Provide criteria and guidelines for the judging of student papers and posters. These criteria and guidelines shall be reviewed at the meeting of the committee during the annual meeting of the WSWS. Revisions to the criteria and guidelines will require a majority vote of the committee. The President-Elect shall be notified of any revisions to the criteria and guidelines for presentation to the Board of Directors.
2. Provide advance notice to students concerning paper and poster judging criteria and guidelines. This notice shall be included in the annual Call for Papers. Provide further information by January 15 to those who submitted abstracts concerning guidelines, date and time of presentation, and set-up and removal of posters.
3. Select a panel of judges for each contest. At least three, more if possible, judges will rate all papers in a contest. Anyone whose name is on a paper entered in the contest shall not be a judge. [The individual may judge posters if the only papers they are co-authoring are in the oral contest and vice versa.] Committee members shall serve as judges of both the poster and oral paper contests, if they are eligible. The committee will meet with judges at the beginning of the meeting to provide judging instructions (see Appendix for Best Practices for Student Contest Judges).
4. Encourage participation in the Student Paper Contest.
 - a. Undergraduate students are welcome to enter the poster contest and will be judged in a separate section from graduate students.
 - b. Students who are enrolled at the time of the annual meeting may enter one paper and/or one poster in the contest.
 - c. Students attending institutions in states that are not WSWS members may enter and receive evaluation but will not be considered for awards.
 - d. Information presented in the contest must be original and unique. If a topic has been used by the author in a previous contest, additional data must be included to constitute a unique presentation.
5. Assure that the following requirements of the contest are met:
 - a. The oral paper contest may be split into two separate sections if more than fourteen students enter. Poster entries also may be split into sections if more than fourteen graduate or undergraduate students enter.
 - b. In each section, first, second, and third places will be awarded \$100, \$75, and \$50, respectively, and a plaque. Only first and second place will be awarded if five to eight students compete in a section. Only first place will be awarded if one to four students compete.
 - c. First place winners in the oral paper contest are ineligible for future oral paper contests, but they may enter the poster contest. The same rule is applied to the poster contest.
6. Provide a brief summary report to the membership at the Society business meeting at the conclusion of the annual meeting.
7. Recognize student oral and poster contest winners at the Society business meeting in an organized manner. The Chair and one additional member of the committee shall present the awards. Award winners will be listed on a paper which includes the contest section, place awarded, student's name, title of the presentation, and school affiliation. Checks will be placed in envelopes which also include the students name and contest placement.

8. Provide the President with the names of participants in the Student Paper Contest. The president shall write a letter of congratulations and/or thanks for participation to those students who participated.
9. Send a written report of the results of the Student Paper Contest and Committee activities to the Proceedings Editor of inclusion in the Society Proceedings.
10. Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
11. Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

Revised March 2015

POSTER COMMITTEE

The Poster Committee is comprised of three members and the second-year member will be chair. The President-Elect is the Board of Directors contact for the poster committee.

The Poster Committee shall:

1. Be notified of the Call for Posters that is included in the annual Call for Papers (coordinate with Society newsletter editor and webmaster). Included in the Call for Posters will be the dates for submission of abstracts, poster criteria, and guidelines for presenting posters at the annual meeting.
2. Communicate and coordinate with the Local Arrangements Committee and the Program Committee concerning the number of posters to be presented, room size needed, and the number of easels and poster backboards needed.
3. Ensure shipping/transportation of easels and poster backboards to the meeting site. (Coordinate with drivers and for storage between annual meeting sites.) Obtain additional easels and poster backboards from WSSA or other source (hotel or other regional societies) as necessary. Notify Board of Directors when purchasing new posterboards or easels.
4. Provide reminder information by January 15 to those who submitted abstracts, concerning poster guidelines, set-up time, date and time of poster session, and removal of posters. (coordinate with Program Chairperson, Society newsletter editor, and webmaster.)
5. Coordinate with the Local Arrangements Committee to set up easels and posterboards in the poster display room at the annual meeting. Number the posterboards for the presenters. Provide assistance as needed to the presenters during setup time prior to the poster session.
6. Make arrangements with incoming chairperson to ship/transport the easel boxes and posterboards to the next Society annual meeting site. (three easel boxes, 16 easels per box for a total of 48 easels) Check on condition of boards and equipment at the conclusion of the conference and report to the Board of Directors when replacements are warranted.
7. Provide a brief summary report to the membership at the Society annual business meeting, Board of Directors meetings, and a written report for inclusion in the annual meeting proceedings.
8. Forward records, including the Operating Guide, to the new chairperson within six (6) weeks after annual meeting.
9. Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the Board of Directors.

Revised May 2007

SUSTAINING MEMBERSHIP COMMITTEE

The Sustaining Membership Committee is comprised of three members appointed by the President and the second-year member will be the Chairperson. The Immediate Past-President is the Board of Directors contact for the Sustaining Membership Committee.

The Sustaining Membership Committee shall:

1. Make recommendations to the Board through the Finance Committee for improving sustaining membership support.
2. Solicit the current year Sustaining Membership contributions.
3. Provide booth space (approximately 2.5' by 5') for educational exhibits by sustaining members. Coordinate and inform the Local Arrangements Committee about space requirements at the annual meeting.
4. Prepare a written report to be presented at the Society Business Meeting and be included in the Proceedings.
5. Forward records, including the Operating Guide, to the new chairperson after the annual meeting.

TIME SCHEDULE - SUSTAINING MEMBERSHIP COMMITTEE

August:

1. Mail a renewal letter to current sustaining members requesting continued support for the WSWS and the payment of dues. Provide an invoice.
2. Solicit new members by letter, including an application form for sustaining membership. Application information should request: Organization Name; Representative's Name; Address and telephone numbers; Email address; Amount to be remitted.
3. Sustaining membership renewals and new applications should be sent to the Treasurer/Business Manager

October:

Send a follow-up letter to those that have not renewed.

December 1:

Send the Program Chairperson an alphabetical list of paid sustaining members for publication in the annual meeting program.

March:

Send the Proceedings Editor a current list of paid sustaining members for publication in the Proceedings.

Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the Board.

April 1:

Transfer the Operating Guide, committee files and records to the new Chairperson.

Revised March 2010

LEGISLATIVE COMMITTEE

The Legislative Committee is comprised of three members and the second-year member will be the Chairperson. The Chairperson shall serve as a member of the Weed Science Society of America (WSSA) Science Policy Committee (E2). Consultants may be appointed by the President in consultation with the committee. The WSSA Representative is the Board of Directors contact for the Legislative Committee.

The Legislative Committee shall:

1. Develop and maintain a contact list of individuals within each of the western states that can provide updates on legislative issues within that state.
2. Contact western state legislative representatives on a bi-yearly basis for information on new legislative items relevant to the membership.
3. On a bi-yearly basis, summarize all legislative decisions or issues in the western states and prepare a report for the Board of Directors and membership. This report will be uploaded to the WSSA website and published in the newsletter. Reports shall be provided to the President prior to the summer Board of Directors meeting (July/August) and before the Board meeting prior to the annual WSSA meeting in March.
4. Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
5. Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the Board of Directors.

Revised April 2011

EDUCATION COMMITTEE

The Education Committee shall consist of a Chairperson and five to seven additional members. Terms of office of this committee shall be: Chairperson and five to seven other members appointed to three-year terms, established to expire alternately so that at least four members continue over each year. The Committee is to provide advice and in weed science instruction from all levels, K-12, higher education, and professional training.

These tasks should include:

1. Determine what formal weed science courses are being offered at various universities throughout the west.
2. Evaluate the various events and opportunities for graduate student education in weed science, e.g., contests or academic training programs.
3. List the training programs available throughout the west for professional educational training, e.g., WSWs Noxious Weed Short Course, Cal-IPC Field School, state Weed Science or Management Association or Conference training events.
4. Determine the texts and CDs that exist in the western US on weed science related topics, i.e., textbooks, identification books.
5. Explore the available web-based distance learning tools that can include modules, courses, interactive educational programs, web-based videos, and blogs that served as educational tools in formal (class credits) and informal settings and document if they offer continuing education credits.
6. Identify gaps where the society may be able to develop educational resources not currently available.
7. Provide this information to the Board of Directors in report format and to the membership on the WSWs website.

Revised March 2015

HERBICIDE RESISTANT PLANTS COMMITTEE

The Herbicide Resistant Plants Committee is comprised of six members appointed by the President. The chair shall be elected by the committee and will serve one year. The term of office of the committee shall be three years, established to expire alternately so that at least four members will continue over each year. One of the Members-at-Large is the Board of Directors contact for the Herbicide Resistance Plants committee.

The Herbicide Resistant Plants Committee shall:

1. Focus on all areas of herbicide resistance including herbicide resistant crops.
2. Provide a forum to discuss herbicide resistance research and foster cooperation among people conducting herbicide resistance studies.
3. Coordinate production of information concerning herbicide resistance.
4. The chair shall solicit a representative to the North American Herbicide Resistance Action Committee (NAHRAC) meeting (often held at the WSSA annual meeting) to provide a report of WSWS activities and information. The WSWS representative is a non-voting member of NAHRAC. Selection of representative should follow certain guidelines:
 - a. Preference should be given to continuity of representation.
 - b. The individual should hold a position in the public sector.
5. Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.

PUBLICATIONS COMMITTEE

The Publications Committee is comprised of six members appointed by the President. The chair shall be elected by the committee and will serve one year. The term of office of each committee member shall be three years; established to expire alternately so that at least four members will continue over each year. The President-elect is the Board of Directors contact for the Publications committee.

The Publications Committee shall:

1. Meet at least once annually to discuss activities of the committee.
2. Review current WSWS publication activities and consider any newly proposed publications for their relevance to the mission of WSWS, excluding the Research Progress Report and Proceedings.
3. Serve as an avenue for the WSWS membership to present publication needs or desires.
4. Coordinate activities of the ad hoc publication subcommittees involved in any newly proposed publications and determining their market potential.
5. Provide appropriate recommendations to the Board of Directors regarding existing and potential publications.
6. Prepare a written report to be presented at the Society Business Meeting and be included in the Society Proceedings.
7. Forward records, including the Operating Guide, to the new chair within six weeks after annual meeting.
8. Revise operating guide if necessary and forward revisions to the Constitution and Operating Guide Representative before the annual meeting so changes can be approved by the board of directors.

PROCEEDINGS EDITOR

The Proceedings Editor retrieves the Proceedings Abstract, Author Index and Keyword reports from the WSSA Title and Abstract Submission System (wssaabstracts.com) after the President-Elect completes the annual meeting program. After editing, these reports are compiled with various yearly Society annual meeting documents and other information deemed important by the Board of Directors, into the Society Proceedings. He/she delivers the Proceedings electronically in a timely manner to the Business Manager for distribution.

TIMELINE FOR SPECIFIC DUTIES - PROCEEDINGS EDITOR

- July: Prepare a report for the Summer Business Meeting.
- March: Retrieve the Proceedings Abstract, Author Index and Keyword reports from the WSSA Title and Abstract Submission System (wssaabstracts.com) after the President-Elect completes the annual meeting program. Obtain last-minute program changes from President-Elect and Business Manager.
- March 1: Prepare a report for Board of Directors and General Business meeting regarding issues related to the WSWS Proceedings if any. The Board of Directors will determine at the annual meeting if the Proceedings will be dedicated to a member.
- Notify/remind selected committee chairpersons to send their reports in an editable, electronic format to the Proceedings Editor. These should include the Chairs of the following committees: Program (General Session and Committee assignments), Research Section (Project Discussion Section reports); Fellows and Honorary Members (Fellows and Honorary Member biographies), Awards (pictures, Outstanding and Young Outstanding Weed Scientist biographies and Professional Staff Award biography), Student Paper Judging (pictures of winners and description of awards), Necrology (obituaries) and WSWS Business Manager (pictures, sustaining members list, financial report, and meeting registration list).
- April 10: General Session presentations, photos of award winners, project discussion section reports, financial statement and registration list are due to Proceedings Editor.
- May 15: Submit the Proceedings to the WSWS Business Manager in an electronic form agreed to by the Proceeding Editor and Business Manager.

Revised August 2011

RESEARCH PROGRESS REPORT EDITOR

The Research Progress Report Editor receives progress reports and compiles them, with indices on authors, weeds, crops, and herbicides, into a yearly Society Research Progress Report. He/she completes the Report in a timely manner and forwards the report to the website editor for posting to the Society website.

TIME SCHEDULE - RESEARCH PROGRESS REPORT EDITOR

Prior to October 15:

Prepare and send a request for Research Progress Reports to the Newsletter Editor for inclusion in the summer and fall newsletters.

Prior to January 1:

Receive compiled reports and indices.

January:

Make final editorial corrections, prepare indexes and cover for Report. Make sure WSWS identification number ISSN 0090-8142 appears on the title page of the Research Progress Report.

February:

Forward the completed Research Progress Report to the Website Editor for posting to the WSWS website.

Revised August 2011

NEWSLETTER EDITOR

The Newsletter Editor compiles and distributes all pertinent Society news for the membership. The Newsletter Editor works closely with the President and Board of Directors to solicit relevant weed science information and news, announcements, and calendar of events from the Society members. An e-mail request to the membership listserv should be sent two weeks before the submission deadline. The newsletter is compiled and then sent as a PDF file to the membership listserv, the Website Editor for inclusion on the WSWS website, and the Business Manager for sending the newsletter to members who want to receive it by U.S. mail.

WSWS NEWSLETTER TIME SCHEDULE

Spring issue: Deadline for submission is April 1 and includes:

- President - report on annual meeting.
- Awards Committee Chairperson - announce award winners.
- Business Manager - announce new officers.
- Student Paper Judging Committee Chairperson – announce winning student papers and posters.
- Fellows and Honorary Members Committee Chairperson – announce Fellows & Honorary members.
- Student Liaison Report
- WSSA Director of Science Policy - legislative report
- Calendar of events

Summer issue: Deadline for submission is one(1) week after summer Board meeting and includes:

- President - report on summer board meeting.
- Call for Papers
- President-Elect (Program Chairperson) - preliminary annual meeting information (specific)
- Research Progress Report Editor - Call for Research Progress Reports
- Awards Committee Chairperson - Call for Distinguished Service Award nominations - Outstanding Weed Scientists, Professional Staff, Weed Manager
- Student Liaison Report
- WSSA Director of Science Policy - legislative report
- Calendar of events
- any publications available (extra Proceedings, etc.)

Fall issue: Deadline for submission is November 1 and includes:

- Website Editor – announce preregistration for annual meeting.
- Announce deadlines for Title and Abstracts
- Local Arrangements Committee Chairperson - local arrangements report for annual meeting; hotel registration information/Business office
- President-Elect (Program Chairperson) - program information - provide information about program speakers/topics; provide members with information that will help in making travel arrangements.
- President-Elect (Program Chairperson) - notice of any special symposium.
- Student Paper Judging Committee Chairperson - student paper/poster contest reminder and information (including points).
- Student Liaison Report
- Calendar of events

Winter issue: Deadline for submission is January 1 and includes:

- Website Editor - reminder of preregistration deadline.
- Local Arrangements Committee Chairperson - hotel information for annual meeting.
- President-Elect (Program Chairperson) – announce program highlights.

- Constitution and Operating Guide Representative – reminder for Constitution and By-Laws changes.
- President - announce time & location of Board meeting.
- Student Liaison Report
- WSSA Director of Science Policy - legislative report.
- Calendar of events

Revised March 2010

WEBSITE EDITOR

The Website Editor is responsible for the content, layout, and proper functioning of the WSWS website (www.wsweedscience.org). This individual works closely with the Executive Board, committee chairs, and individual Society members to manage online meeting registration, title and abstract submission, member database, and other interactive aspects of the website.

TIME SCHEDULE

WEEKLY:

Update website with current content. Delete old information and integrate new components of the website as necessary.

January-February:

Manage the online submission of abstracts for paper and posters to be presented at the annual meeting. Submit abstracts and other necessary information to the Proceedings Editor for timely development of the Society Proceedings. Post the newsletter.

March:

Update the online meeting registration list to include members who were not pre-registered.

April-September:

Monitor membership database and integrate new content. Post the newsletter.

October: Setup and monitor the website for annual meeting pre-registration, title submission, and abstract uploads. Work closely with the Business Manager and Program Chair to ensure proper meeting information is posted.

November:

Post the newsletter and continue monitoring all website activity for the annual meeting.

December:

Stop online title submission activity. Prepare a list of paper and poster titles and send to the Program Chair for development of the annual meeting program booklet. Continue to manage abstract submission.

AD-HOC COMMITTEES

The Ad-Hoc Committees are appointed by the President when, in the opinion of the President or the Board of Directors, such committees are deemed necessary to provide a function for the betterment of the Society. The President will appoint the Board of Directors contact for each ad hoc committee.

The Ad Hoc Committees shall:

1. Function for one year or as long as subsequent Presidents feel the committee(s) are providing a necessary service.
2. Restrict activities to objectives and charges outlined by the President.
3. Report findings and activities to the Board of Directors at the annual Society meetings.
4. Prepare a brief summary to be presented to the membership at the Society Business Meeting and to be included in the Society Proceedings.

SYMPOSIUM COMMITTEE (ad hoc)

A Symposium Committee will be created as needed to organize and conduct special symposia proposed for inclusion in a WSWS Annual Meeting. The committee can be comprised of WSWS members and non-members interested in organizing a given symposium. The committee chairperson shall be a WSWS member. Other committee members shall consist of enough individuals to fulfill the functions of publicity, local arrangements, program, and budget development. One member of the symposium committee will be a past-chairperson of a prior symposium committee. The WSWS Immediate Past-President will serve as an ex-officio member of the committee. The Program Committee Chairperson (President-Elect) will serve as the Board of Directors contact for the Symposium Committee. Committee members will serve until completion of the specific symposium.

The Symposium Committee shall:

1. Develop a proposal for a symposium topic, preliminary agenda, and budget that should include a recommended registration fee structure, proposed expenses for travel reimbursement and meeting facilities. (A \$2000 budget cap with justification is suggested).
2. Present the symposium preliminary agenda and itemized budget to the current WSWS Program Committee Chairperson for presentation at the summer Board of Directors meeting during the summer before the proposed symposium.
3. Coordinate and communicate with the Public Relations, Local Arrangements, and Program Committees to insure that adequate publicity, facilities, and scheduling are available for symposium.
4. Forward records to the Program Committee Chairperson immediately after annual meeting.

TIME SCHEDULE

January-March: Develop new symposium topic ideas at least one year in advance of the Annual Meeting and present a proposal to the Program Committee Chairperson. The Board of Directors will approve the symposium(s) for a forthcoming WSWS Annual Meeting.

March-June: Develop a detailed symposium agenda for the forthcoming WSWS Annual Meeting, contact potential speakers, and develop an itemized budget.

July: Present and provide in writing to the Program Committee Chairperson in advance of the Board of Directors' summer meeting a detailed symposium program schedule and itemized budget. This symposium program schedule and budget will be presented for approval by the Board of Directors.

August-December: Finalize the symposium agenda for current year Annual Meeting. Make necessary speaking and travel arrangements with symposium speakers. Communicate and coordinate with Program Chairperson the final program scheduling. Communicate and provide necessary information to the Public Relations Committee to advertise and promote the forthcoming year's symposium. Communicate and coordinate with the Program Chairperson to address any meeting room or special facilities needs and food/beverage orders.

December: The Symposium Committee Chairperson is responsible for submitting all titles for the symposium to the WSWS website adhering to the same deadlines required for all general meeting presenters. Deliver to the Program Committee Chairperson a final symposium program schedule for inclusion in the Annual Meeting program.

February: Obtain all presentation abstracts from each symposium presenter and submit to the WSWS

website as required for all general meeting presenters.

March: Ensure fulfillment all logistical and organizational aspects of delivering the symposium. Arrange meeting room with appropriate A/V equipment, appoint moderators, and ensure speaker presence. Provide instruction to symposium moderators (see Appendix for Best Practices for Moderators)

Provide Program Committee Chairperson with a final report of detailed activities.

Proposed March 2010

CHAPTER III APPENDIX

WSWS ETHICS STATEMENT

WSWS GUIDELINES FOR NOMINATING FELLOWS

ELENA SANCHEZ WSWS OUTSTANDING STUDENT SCHOLARSHIP PROGRAM (description, application instructions, application forms, evaluation criteria and instruction, evaluation forms)

BEST PRACTICES FOR SECTION MODERATORS

BEST PRACTICES FOR STUDENT PAPER CONTEST JUDGES

STATEMENT OF ETHICS FOR THE WESTERN SOCIETY OF WEED SCIENCE

Members of the Western Society of Weed Science (WSWS) acknowledge an obligation to uphold the highest standards of scientific and professional conduct that are integral to the acquisition and dissemination of knowledge related to weeds and their management. Members of the WSWS shall also engage in WSWS business with the highest standards of honor and integrity.

The Society endorses the following standards of professional ethics as guiding principles.

Members shall:

1. Uphold the highest standards of scientific investigation.
2. Honor the accomplishments of others and properly credit the work and ideas of others.
3. Avoid conflicts of interest.
4. Strive to demonstrate social responsibility in scientific and professional practice.
5. Provide honest and impartial advice.
6. Strive to instill and promote fundamental ethical standards in outreach and educational efforts.

Adopted by the Board of Directors, August 6, 2013

Ratified by the Membership at the annual business meeting, March 13, 2014

WSWS GUIDELINES FOR NOMINATING FELLOWS

Fellows of the society are members who have given meritorious service to the Western Society of Weed Science. The nominator must contact the member to be nominated and request them to prepare a concise [2-3 page] resume.

- a. The nominee must be involved in the process. The most pertinent information about the nominee can only be obtained from the nominee.
- b. The nominee's resume should be based on the WSWS guidelines approved by the Board of Directors (see below).
- c. Information from the resume will be used by the nominator in writing the letter of nomination.
- d. The nominator also is responsible for soliciting two letters of support for the nominee. The letters should be sent to the nominator and included in the nomination package sent to the committee.
- e. The nomination package should include the nominee's vita, the nominator's letter of nomination, and two support letters.

SERVICE TO WSWS – Please address the following points in the resume:

- a. Offices: President; Vice-President; Secretary, Research Section Chair; Education & Regulatory Section Chair; Editor; Other.
- b. Committees: Standing; Special; Ad Hoc.
- c. Presentations and Publications: WSWS – Papers, Proceedings, Research Progress Report Articles.
- d. Service to other Weed Science Societies: Weed Science Society of America; State Organizations.
- e. Academic Weed Science Endeavors: Teacher; Graduate Students; Refereed Publications; Extension Publications, Books; Popular Publications; Academic Weed Science Pursuits; Other.
- f. Industry Weed Science Endeavors: Sales and Marketing; Research and Development; Regional Manager; Product Manager.
- g. Other Meritorious Weed Science Service

SUBMIT NOMINATIONS PACKAGES BY DECEMBER 1, 2011 TO:

Celestine Duncan
Weed Management Service
P.O. Box 1385
Helena, MT
406-443-1469
weeds1@wildblue.net

ELENA SANCHEZ MEMORIAL WSWs OUTSTANDING STUDENT SCHOLARSHIP PROGRAM

The Western Society of Weed Science is pleased to offer the Elena Sanchez Memorial WSWs Outstanding Student Scholarship to promote greater student participation at the WSWs annual meeting and encourage new weed science research and future weed science careers. Scholarships will be awarded to three outstanding undergraduate and/or graduate WSWs student members who will attend and present at the WSWs annual meeting.

SCHOLARSHIPS

A total of \$3,000 (three \$1,000 scholarships) will be awarded to outstanding undergraduate and/or graduate WSWs student members currently conducting research relevant to weed science. The scholarship money may be used to defray research costs, as a stipend, and for travel to the WSWs annual meeting.

To ensure scholarship money can be used for travel to the annual meeting, selections will be made and recipients contacted before the for the title submission deadline (typically around December 2nd).

ELIGIBILITY

Applicants must be an undergraduate or graduate student enrolled in a degree program (B.S., M.S., or Ph.D.) at an accredited college or university in the western region (see <http://www.wsweedscience.org/society-information/about-us/> for a list of states), and actively conducting research related to weed science. Applicants must be current WSWs members at the time of application. Previous scholarship winners are not eligible to apply in subsequent years. **Applicants must present a paper or poster at the WSWs annual meeting** held in the first part of March. Visit <http://www.wsweedscience.org/annual-meeting/> for meeting details.

APPLICATION PACKAGE

1. Completed Application Form (found at the end of this document)
2. One-page cover letter describing how applicant became interested in weed science, how applicant's research will contribute to the field of weed science and the WSWs objectives, and what future contributions applicant hopes to make to the field of weed science including career goals
3. 1/2-page CV or resume summary highlighting recent relevant experience through schooling, work and/or internships; awards, honors, publications, leadership positions, community activities
4. Draft abstract (general plan) for paper or poster presentation at WSWs annual meeting
5. Two letters of support, one of which must be from the student's graduate or major advisor. Recommenders should be familiar with the applicant's abilities, interests, and career goals.
6. Academic transcripts (unofficial copy is acceptable)

SELECTION CRITERIA

Applicants will be evaluated by the WSWs Awards committee based on contribution of the research to the discipline of weed science and to the WSWs objectives, academic record and scholarly achievements, potential contributions to the future of weed science, and participation in extracurricular pursuits contributing to the advancement of any of the following: weed science, natural resource management, and/or education and mentoring. *Note: Undergraduate and graduate applicants will be evaluated separately.

ADDITIONAL REQUIREMENTS

In addition to presenting their research at the annual meeting, recipients must volunteer approximately 4 hours assisting with various tasks at the meeting, as well as submit a brief research summary (objectives,

methods, results; 1 page maximum) upon completion of their project for publication in the WSWS newsletter.

HOW TO APPLY

Applications must be submitted electronically. All documents (application form, cover letter, CV summary, academic transcripts, draft abstract and two letters of support) should be compiled into a single PDF file (preferred) or combined into a single zip folder and sent to: {the current WSWS President}

Deadline for applications is October 1.

Incomplete applications will not be considered. Scholarship winners will be contacted prior to the title submission deadline, and will be recognized at the Annual Meeting.

For questions please contact: {the current WSWS Awards Committee Chair}

The Western Society of Weed Science is a professional and scientific society of western weed scientists and managers. Members include research scientists, vegetation managers, agency personnel, and industry representatives interested in all aspects of weed biology, ecology, and management.

The objectives of WSWS are:

- To foster and encourage education and research in weed science
- To foster cooperation among state, federal and private agencies in solution of weeds
- To support legislation governing weed control programs, weed research and education
- To support the Weed Science Society of America and foster state and regional organizations and agencies interested in weed control

**Elena Sanchez Western Society of Weed Science Outstanding Student Scholarship
APPLICATION FORM**

<p>INSTRUCTIONS: This application is to be completed by the student-applicant. Applications must be submitted electronically. All documents (application form, cover letter, CV summary, academic transcripts, draft abstract and two letters of support) should be compiled into a single PDF file (preferred) or combined into a single zip folder and sent to: {the current WSWS President}</p> <p>Applications must be received by 5:00 PM on October 1.</p>	<p><i>For Committee Use Only</i></p> <p>Undergraduate _____ Graduate _____ (check one)</p> <p>Application Number:</p> <p>Approved:</p> <p>Rank:</p>
<p>Full Name:</p>	
<p>Address:</p> <p>City/ State:</p> <p>Zip Code:</p> <p>Telephone:</p> <p>Email:</p>	
<p>School:</p>	<p>Department:</p>
<p>Degree Sought:</p>	<p>Year in School (if graduate student, how many years completed in program):</p>
<p>Anticipated date of degree completion:</p>	
<p>Graduate or major advisor(s):</p>	
<p>Descriptive Title of Research Project:</p>	
<p>Objective of Research:</p>	

I. Elena Sanchez WSWS Outstanding Student Scholarship Program Operating Guide

A. Purpose

Use funds to promote greater student participation at the annual meeting and encourage new weed science research and future weed science careers.

B. Description of Scholarship

A total of \$3,000 (three \$1,000 scholarships) will be awarded to outstanding undergraduate and/or graduate WSWS student members currently conducting research relevant to weed science. The scholarships may be used to defray research costs, as a stipend, and for travel to the WSWS annual meeting.

The Elena Sanchez WSWS Outstanding Student Scholarship Program is administered by the WSWS Awards Committee.

The scholarships are to be awarded in a manner (through selection criteria, evaluation, and judging) to not only encourage meeting attendance and participation, but also support new research in weed science and recognize outstanding students who are currently active contributors and leaders and are likely to make significant contributions to the discipline in the future

Scholarships may be awarded to any mix of undergraduate and graduate students based on the applicant pool and subsequent evaluation and judging.

C. Eligibility Requirements

Applicants must meet the following criteria:

1. The applicant must be an undergraduate or graduate student in good academic standing enrolled in a degree program (B.S., M.S., or Ph.D.) at an accredited college or university in the western region.
2. The applicant must be actively conducting, or have recently finished, research in the area of weed science.
3. The applicant must be current WSWS members at the time of application.
4. **The applicant must present a paper or poster at the WSWS annual meeting.**

D. Selection Criteria

Applicants will be evaluated based on contribution of research to the discipline of weed science and to the WSWS objectives, academic record and scholarly achievements, potential contributions to the future of weed science, and participation in extracurricular pursuits contributing to the advancement of any of the following: weed science, natural resource management, and/or education and mentoring. *Note: Undergraduate and graduate applicants will be evaluated separately.

E. Application Procedure

The following materials are sent to the Awards Committee Chair by October 1st:

1. Completed Application Form (to be posted, along with complete application instructions, on WSWS website by September 1 of each year).
2. One-page cover letter describing how applicant became interested in weed science, how applicant's research will contribute to the field of weed science and the WSWS objectives, and what future contributions applicant hopes to make to the field of weed science including career goals.
3. 1/2-page resume or CV summary highlighting recent relevant experience through schooling, work and/or internships; awards, honors, publications, leadership positions, community activities.
4. Draft abstract (general plan) for paper or poster presentation at WSWS annual meeting
5. Two letters of support, one of which must be from the student's graduate or major advisor. Recommenders should be familiar with the applicant's abilities, interests, and career goals.
6. Academic transcripts (unofficial copy is acceptable).

F. Scholarship Announcement & Advertising

The WSWS Student Liaisons work with the Webmaster to post the scholarship announcement, application instructions, and application form to the WSWS website by September 1st of each year. The student liaisons, with the assistance of other board members, advertise the scholarship through the WSWS newsletter (summer issue), a special email announcement to the society membership when the application period opens, listserves (e.g. ECOLOG) and other internet-based resources (e.g. WSSA website, general student scholarship on-line listings), and direct mailing to applicable schools and organizations within the WSWS region.

G. Evaluation and Selection Process

All application materials must be submitted to the WSWS Awards Committee Chair by **October 1st**. Applications are distributed to the Awards Committee members. The Awards Committee Chair advises committee members on the scoring or ranking procedure to be followed, as well as any other special instructions.

Each member of the committee evaluates and ranks the applicants in order from 1 to n (the number of applicants) based on the aforementioned selection criteria. Graduate and undergraduate applicants are ranked separately. Each member's ranking is conveyed in writing to the Chair, who totals the points received by each applicant. The scholarship recipients are those receiving the highest scores, with a separate tally for graduate and undergraduate applicants. The three scholarships are distributed among graduate and undergraduate students based on the applicant pool. All three scholarships need not be awarded in a given year if it is determined that there are not sufficient applicants that meet the criteria. Judging will not be done by individuals with a personal or institutional affiliation with the applicant.

H. Timeline

The application should be due in time for recipients to be selected and notified before the annual meeting title submission deadline. Title submission deadline is typically around December 2nd and scholarship application deadline was set to Oct 1st as of 2011.

The Awards Committee Chair provides the WSWS President and Business Manager with the names of the scholarship winners in time for scholarship monies to be disbursed for travel arrangements to the annual meeting.

I. Notifications & Recognitions

All notifications are made directly to the applicants by the WSWS President. The Society will send a letter to all applicants (winners and losers) thanking them for their interest and participation. A check for \$1,000, made out to the student, will be included in the winners' letters. Notification of awardees is made **prior to the title submission deadline** since students' decision to attend the annual meeting may depend on the scholarship.

Winners are recognized at the Awards Luncheon at the annual meeting, as well as in the Proceedings and the newsletter following the annual meeting.

J. Additional Requirements

In addition to presenting their research, scholarship recipients will also **volunteer a portion of their time (approximately 4 hours) at the annual meeting**. In the award letter sent to the recipients, they will be advised to check-in with the registration desk for more information regarding their volunteer assignments, as well as informed that recognitions will be made at the Awards Luncheon. Recipients should also be encouraged to submit a brief research summary (objectives, methods, results; 1 page maximum) upon completion of their project for publication in the WSWS newsletter.

K. Committee Report and Instruction Transfer

The Awards Committee Chair forwards the Operating Guide, application instructions and materials, and evaluation forms to the new Chair after the annual meeting.

The Awards Committee Chair or other committee member:

1. Provides a brief summary report to the membership at the Society business meeting at the conclusion of the annual meeting.
2. Sends an annual written report of the results of the Student Scholarship Program and Committee activities to the Proceedings Editor for inclusion in the Society Proceedings.

L. Revising Guidelines or Procedures

The Awards Committee may recommend changes or revisions to the scholarship guidelines and operating procedures. All recommendations must be approved the WSWs Board of Directors before recommendations may be implemented.

M. Applicant Evaluation

Applicant:

Statement. Evaluate the student's statements (cover letter) summarizing their research, career goals, and their contribution to the field of weed science. Keep in mind that academic and research progress will vary greatly between applicant's (undergraduate to Ph.D.), so do your best to evaluate each student relative to their level.

Resume/CV: Evaluate how the student's CV summary illustrates their interest in weed science.

Transcript. Evaluate how the student's academic record (courses and final grades) reflect their interest and commitment to weed science.

Letters of support. Evaluate how the student's letters of support reflect the success of the student's research skills, likelihood of continuing to work on weed science issues, and professionalism.

N. Scoring & overall ranking

Name of Candidate: _____

Please rank the following categories of the candidate's application from 1 (poor) to 5 (outstanding),

- ____ 1. Quality of research
- ____ 2. Applicability of research to weed science in general
- ____ 3. Potential for this student to contribute to weed science in the future
- ____ 4. Student involvement in weed science issues and activities (including WSWs and national WSSA)
- ____ 5. Quality of student's academic record

This student is ____ qualified or ____ unqualified for the WSWs scholarship.

I rank this student _____ among the pool of _____ candidates for this year.

Name of Reviewer: _____

Position and company/institution/agency: _____

Please return this form to:
WSWS Awards Committee Chair

BEST PRACTICES FOR MODERATORS

On behalf of the Society Program Chair and Section Chairs, thank you for agreeing to serve as a moderator for the upcoming meetings. The success of the technical program relies to a large degree on efforts such as yours. A list of guidelines for suggested protocol during the presentations is included below. Our intent is that consistency in practice among the moderators for concurrent sessions will facilitate smooth running of the meeting and room transition.

Please follow these guidelines to ensure the success of your session.

1. Please check the time and room assignment of your session. The final program is posted at: [web address].
2. Plan to arrive at your meeting room 20-30 minutes before the session starts. Please familiarize yourself with the audio-visual equipment. You may be asked, "Where is the pointer?" "Where do you turn off the lights?" etc.
3. Please utilize each available seat. Encourage the audience to take seats at the front of the room and to fill empty seats.
4. All cell phones should be silenced out of courtesy for the presenters. Please make this announcement at the beginning of your session.
5. Please start and end your session on time.
6. **It is critical you keep speakers on time.** The total time for each speaker in a volunteered session is 15 minutes. Please adhere strictly to the time schedule in the printed program. Attendees rely on its accuracy to get to talks on time. It may be helpful to use arranged signals to indicate when a speaker's time is almost finished. Suggest signal at 3 and 1 minute prior to time expiration.
7. Presenters will advance their own presentations using the mouse at the location or a remote.
8. Introduce title, presenting author and affiliation. If a student paper, also mention major advisor.
9. If a speaker fails to appear, do not pass to the next paper. Instead, call for a break or discussion until the scheduled time for the following presentation. No substitutions of one paper for another.
10. If student paper contest participants are presenting, make sure at least one question is asked, if there is available time, before moving on to the next speaker.
11. Members of the registered media may record in the session, but otherwise there is to be no use of personal recording devices in the session rooms.
12. At the conclusion of the annual meeting, delete all presentations from computer.

BEST PRACTICES FOR STUDENT PAPER CONTEST JUDGES

The Student Paper Contest provides an opportunity for students to gain experience presenting research results to their peers. It involves students from different degree programs (B.S., M.S., PhD) and various levels of experience. This opportunity should be both instructive and positive, helping them improve presentation skills and gain confidence. Students invest a lot of time and effort preparing and take the contest very seriously.

The following are suggestions for Student Paper Contest judges:

1. Once you receive your assigned papers, and before the session begins, read the paper abstract and fill in the identifying information on the evaluation sheets.
2. Make a schedule of when and where the papers you are judging will be presented. If possible, try to be in the session for at least one presentation prior to the paper you will be judging. If you are judging posters, keep in mind that even and odd numbered posters are scheduled on different days. (Clarify)
3. Time the student's presentation to ensure they are given the full time allotted.
4. Make sure the student presenter is asked a question following their presentation. Be prepared to ask the question yourself if no other questions are asked.
5. When scoring, if points are deducted give an explanation of how they can improve.
6. Make sure that all comments are constructive and positive.
7. Complete scoring on the current paper/poster before moving on to the next one. The program chair will try to ensure that Student Paper Contest presentations are not consecutive within a session to allow sufficient time for scoring.
8. Make sure that all scores are accurately calculated and recorded.
9. When compiling results with other judges, discuss any major differences between evaluations and make corrections if justified.