

Previous Committee Appointments Policy Motions

Revised in Motion 137-27.1A; Revised in Motion 131-27.3 (April 2013) Revised in Motion 125-27.1; Amended in Motion 102-27D (March 1999); amended in Motion 101-23A (November 1998); amended in Motion 99-23B (November 1997); amended in Motions 97-27S, 97-27Q, 97-27V, and 97-27W (November 1996); amended in Motion 96-5 (April 1996); adopted in Motion 95-24 (November 1995).]

SAA COMMITTEE APPOINTMENT POLICY DECEMBER 19, 2019

INTRODUCTION

This policy serves to define the procedures associated with populating SAA committees. Article XI of the SAA Bylaws states that the society will be organized with the following committee structure:

1. ***Subcommittees of the board***, which are composed of board members, facilitate the work of the board in providing advisory information;
2. ***Standing committees***, which facilitate the operation of the Society;
3. ***Advisory committees***, which provide advisory and administrative support to the board;
4. ***Task forces***, which perform specific activities for a defined term; and
5. ***President's Advisory Board***, composed of all past presidents, advises the board when requested to do so.

STANDING COMMITTEES AND ADVISORY COMMITTEES

Article XI of the SAA Bylaws delineates three standing committees, which are the Bylaws Committee, Publications Committee, and Committee on Ethics, and Article VIII of the SAA Bylaws establishes the Nominating Committee. All other SAA committees are advisory committees.

With the exception of the Nominating Committee, the board may create or dissolve advisory committees, and the president appoints chairs and members to these committees (with the advice and consent of the board for committee chairs).

This policy outlines the process for identifying and appointing members and chairs of SAA standing committees and advisory committees, with the exception of the Nominating Committee which is governed by Article VIII of the SAA Bylaws.

Open Call Process

Since the SAA Bylaws were passed, the number and diversity of members has grown substantially. In order to democratize and open access to service on standing and advisory committees, SAA has introduced an open-call process to allow members to express their interest in serving on a particular committee. The purpose of the open call is to ensure that all members have access to opportunities to serve on standing and advisory committees. Each fall, SAA has an open call for members to submit letters stating their interest in serving on one or two committees. All committee vacancies are filled after the open call.

General Policies

- Committee chairs and members must be SAA members in good standing at the time of the appointment and must maintain their SAA membership throughout their term.
- Committee chairs are appointed by the president with the advice and consent of the board.
- Committee members are appointed by the president, based on the recommendation of the committee chair and the board liaison to the committee (see “Board Liaison” section below).
- Prospective committee members may include respondents to the open call, committee members whose first terms are ending (except award committee members who may not serve two consecutive terms), or any other SAA member recommended by the chair.
- Committees may consult with nonmembers of SAA for their special expertise, but such nonmembers may not be members of the committee.
- A committee chair or member may resign at any time or be removed for cause by the president with the approval of the board.
- Should a vacancy occur as a result of a committee member or chair leaving before the end of their term, a replacement may be appointed by the president, in accordance with the appointment procedures defined above, to complete the term.

Committee Co-Chairs

A co-chair may be appointed by the president, with the advice and consent of the board, to assist the chair and act in their absence, but it is the chair’s responsibility to lead the committee and report to the board. The term of a co-chair shall not exceed the term of the chair with whom the co-chair is appointed to serve. The co-chair does not automatically succeed to the chair position.

Open Call for SAA Committee Volunteers

- Each year in October, SAA staff will notify committee chairs and board liaisons of committee members whose terms are ending and will identify any of those who are eligible for reappointment.
- In November of each year, SAA staff will publish an open call to all members who are interested in serving on committees and will identify the committees that have upcoming vacancies.
- Interested members may respond to the call by submitting a statement of interest (150 words maximum) in which they describe interests, experiences, and skills that are relevant to the committee’s charge. A member may submit statements of interest to a maximum of two committees each year.
- The board has established guidelines for evaluating respondents to the open call (*Motion 131- 27.3B*), noting statements of interest should address these criteria: (1) specific expertise and/or experience that relate to the committee’s work; (2) diversity of viewpoints on the committee’s area of work; and (3) recruitment of new committee members to encourage broader member engagement.
- In December, committee chairs (except award committees; see next bullet point) and board liaisons will receive all statements of interest for their committees and will make recommendations within 30 days of receiving the applications. Recommendations preferably will be made from inquiries received from the open call, but chairs may also

recommend a committee member whose first term is ending to serve a second term (except award committees). If there are not enough applicants from the open call to fill open slots, the chair may also recommend any other SAA member who has relevant experience and is willing to serve.

- Also in December, award committee chairs and the Committee on Awards will receive all statements of interest for their committees and will make recommendations within 30 days of receiving the applications. Recommendations preferably will be made from inquiries received from the open call, but if there are not enough applicants from the open call to fill open slots, the chair may also recommend any other SAA member who has relevant experience and is willing to serve. Award committee members may not serve two consecutive terms, although an individual may serve one term as a committee member followed by one term as chair. Members may not serve on more than one award committee at a time. All recommendations put forward by the award committee chairs and Committee on Awards require approval by the board liaison.
- Committee members may be appointed to a shorter term in order to stagger the rotation of members off the committee in any given year (See below, Terms and Service).
- The SAA president appoints committee members taking into consideration the recommendation of the committee chair, the Committee on Awards (for award committees), and the board liaison. Appointment letters will be sent electronically via email from the president to new committee chairs and committee members confirming their appointment and term.
- By January 31, the appointment process should be completed for committee members whose term will begin after the Business Meeting of the Society during the next annual meeting, and at that time committee chairs are responsible for notifying the respondents to the open call who were not selected.

Committee Chair Appointment for all Committees except Award Committees

- Each year in October, SAA staff will notify board liaisons of committee chairs whose terms are ending.
- Board liaisons will query current committee chairs for recommendations to fill the open chair positions and contact potential candidates to gauge their interest and willingness to serve.
- The committee chair candidate may be, but is not required to be, a current or former member of the committee.
- A person may chair no more than two committees simultaneously.
- A committee chair may be appointed to a second term.
- The outgoing committee chair and the board liaison will recommend committee chair candidates to be appointed by the president each fall with the advice and consent of the board.

Award Committee Chair Appointment

- Each year in October, SAA staff will notify the chair of the Committee on Awards and its board liaison of award committee chairs whose terms are ending.

- The Committee on Awards will query current award committee chairs for recommendations to fill the open chair positions and contact potential candidates to gauge their willingness to serve.
- The committee chair candidate may be, but is not required to be, a current or former member of the committee.
- An individual may serve on only one award committee at a time as either a member or chair.
- Award committee chairs may not serve two consecutive terms.
- The Committee on Awards in coordination with the board liaison will recommend committee chair candidates to be appointed by the president each fall with the advice and consent of the board.

Board Liaisons

- Board members do not serve as members of committees, but they do serve as liaisons to committees to facilitate transparency and communication between committees and the board.
- Following the seating of new board members, the president will assign board liaisons to each committee in consultation with the board.
- To ensure effective communication, board liaisons for all committees except award and scholarship committees shall be included in all committee communications.
- Board liaisons for award and scholarship committees do not need to be included in all the committees' deliberation in reviewing and selecting award and scholarship recipients.
- Board liaisons (except the award committee board liaison; see next bullet point) will participate with the committee chairs in reviewing the statements from the open call and will approve or disapprove the committee chair's recommendations to the president for committee member appointments.
- The chair of the Committee on Awards will participate with the award committee chairs in reviewing the statements from the open call and will, in collaboration with the board liaison, recommend committee members to be appointed by the president. [Does the whole Committee on Awards participate or just the chair? I added chair.]

Terms and Service

- Terms of standing-committee and advisory-committee members are three years (updated in *Motion 131-27.3A*), starting and ending after the Annual Business Meeting of the Society (with the exception of the Government Affairs Committee).
- The chair and board liaisons have discretion to recommend members to shorter terms in order to stagger the terms on a given committee.
- Members and chairs of the Annual Meeting Local Advisory Committee, the Annual Meeting Program Committee, and the Nominating Committee serve one-year terms.
- The chair of the Government Affairs Committee serves a one-year term as chair-designate followed by a two-year term as chair.
- Members of the Cheryl L. Wase Memorial Scholarship Committee serve a four-year term, and the chair serves a two-year term that corresponds to the second half of their membership term.

- Fryxell Award Committee members' terms last four years, with the terms staggered so that only one member rotates off each year. The member whose term is expiring each year is recommended as a candidate to chair the committee.
- Committee chairs (except award committee chairs) may serve as chair of two committees at the same time.
- Committee members (except award committee members) may serve two, but not more than two, consecutive terms. Recommendation of a committee member to an appointment that exceeds the two-term limit must be brought to the attention of the full board for approval.
- Award committee members may not serve two consecutive terms on the same award committee, but they may serve one term as a committee member followed by one term as chair.
- Committee members or chairs are limited to simultaneous service on two committees, except award committees. A member may only serve on one award committee at a time.

Advisory Committee Composition

Each committee's charge and composition are defined by the board and published on the SAA website (www.saa.org). Additional members may be added to the committee under special circumstances, such as a temporary increase in the committee's workload or the need for sitting members to recuse themselves from the committee's deliberations. In this case, the president, taking into consideration the recommendation of the committee chair and board liaison, may appoint additional members not to exceed half the number specified in the charge.

The composition statements of many committees include the recommendation for at least two students to serve on the committee. Excluded from this recommendation are the Annual Meeting Local Advisory Committee, Annual Meeting Program Committee, Bylaws Committee, Ceremonial Resolutions Committee, Nominating Committee, Committee on Awards, all award committees, Cheryl L. Wase Memorial Scholarship Committee, H. and T. King Grant Committee, Minority Scholarships Committee, and Native American Scholarships Committee. Several committees have very specific composition criteria that differ from the norm.

Cheryl L. Wase Memorial Scholarship Committee

The Cheryl L. Wase Memorial Scholarship Committee has a unique composition based on the narrowly defined restrictions on how the scholarship is to be awarded to a female undergraduate student who is a resident of New Mexico pursuing a degree in archaeology at a fully accredited university in New Mexico. The committee shall be composed of a chair and seven members including two representatives from each Qualifying Educational Institution (UNM, ENMU, NMSU) and two members who are not currently employed by any of the qualifying universities. Members of the committee serve a four-year term. The chair shall be a faculty member of one of the Qualifying Educational Institutions and shall be considered one of the two representatives of that university. The committee chair is appointed by the SAA president with the advice and consent of the board to serve a two-year term as chair (out of their four-year term on the committee). The chair should be rotated equitably among the Qualifying Educational Institutions. Only the two non-university positions on the committee are open for participation in the open call.

Fryxell Award Committee

The Fryxell Award Committee has a unique committee rotation. The committee shall be composed of a chair and four members. Each member's term lasts four years, with the terms staggered so that only one member rotates off each year. Each year, the member whose term is expiring will be recommended as a candidate to chair the committee. The president appoints the chair each year with the advice and consent of the board.

Government Affairs Committee

The Government Affairs Committee is composed of a chair and 15 members, including at least two students. Ideally, an individual serves as chair of the committee for the two years that coincide with a particular Congress (which begins in January of an odd-numbered year). The chair of the Government Affairs Committee should be appointed by the president with the advice and consent of the board as chair-designate in an election (even-numbered) year, then become chair on January 3 of the following year. The chair serves a two-year term that coincides with the two sessions of a single congress and may be reappointed for a second term. The SAA Manager, Government Affairs serves as staff liaison to the committee, and the president serves as board liaison.

H. and T. King Grant for Pre-Columbian Archaeology Committee

The committee is composed of one chair, three members of SAA, plus one member recommended by the Institute for Andean Studies who is also a current member of SAA. Half the committee will be based outside of the US and Canada. The Treasurer and Executive Director of SAA will be nonvoting ex-officio members of this committee

NOMINATING COMMITTEE

Article VIII of the SAA Bylaws defines the role, composition, and selection process for the chair and members of the Nominating Committee. Unlike other standing committees or advisory committees, the chair and members of the Nominating Committee change each year. In practice, the Nominating Committee independently selects a slate of candidates to be voted on by the SAA members. SAA Bylaws, Article VIII states that,

- The committee shall be composed of four members and a past Officer who serves as chair.
- Two of the four members of the Nominating Committee are elected by the general membership each year by electronic or mail ballot.
- The other two members and the chair of the Nominating Committee are appointed by the board at their first meeting following the close of the Annual Business Meeting.
- The committee shall fulfill other duties as may be prescribed to it by the board.

TASK FORCES

Task forces may be established by the board at any time to fulfill a specific purpose in a specified period of time. When the task force completes its work and submits its report to the board, the task force is generally terminated, or sunset, by the board.

- Terms of task force chairs and members are typically coextensive with that of the task force.
- Task force chairs are appointed by the president with the advice and consent of the board.

- Task force members are appointed by the president with input from the task force chair.
- Task forces are not included in the open call for committee members.
- Chairs and members of task forces must be SAA members in good standing.