

# **Proposed Mission and Bylaws of the New ICA Interest Group: Communication Science and Biology**

## **MISSION STATEMENT AND PURPOSE:**

The Communication Science and Biology Interest Group promotes scientific research with relevance for the study of human communication, broadly defined, including biological perspectives such as psychophysiology, cognitive neuroscience, behavioral genetics, animal studies, and evolutionary psychology. Members of the Interest Group value a focus on human communication systems and processes, and strive for rigorous and replicable research. The Interest Group encourages collaboration among scholars of diverse backgrounds to build a richer understanding of shared research questions and methods in the study of human communication. Empirical studies follow primarily a quantitative approach and employ both experimental and observational research designs. In addition to programmatic research leading to novel findings, explorative research, data sharing, and direct replication studies are highly encouraged; null-findings are honored, if the research is based on a rigorous investigation. The Interest Group honors its members' achievements through top paper awards and a special award designed to recognize outstanding contributions to communication science.

## **ARTICLE I: Objectives**

**The objectives of the Communication Science and Biology Interest Group are to:**

1. Promote rigorous and replicable research (i.e. a scientific approach) in human communication studies.
2. Stimulate theory development, methodological innovations (including innovations in statistics), and other research activities in the area of communication science and biology as described in our mission statement.
3. Encourage the dissemination of information about communication science and biology to professional colleagues in related fields.
4. Develop instructional methods and materials for the teaching of communication science and biology.

## **ARTICLE II: Membership**

**Section 1.** Any Active Member of the International Communication Association who expresses interest in, and subscribes to, the purposes of the Interest Group is eligible for Active Membership in the Interest Group. ICA fellows are granted full active membership status, if they designate Communication Science and Biology as a professional interest area.

**Section 2.** Any Affiliate Member of the International Communication Association who expresses interest in, and subscribes to, the purposes of the Interest Group is eligible for Affiliate

Membership. Affiliate members are not eligible to vote OR hold office.

### **ARTICLE III: Officers, Nominations, Elections**

**Section 1.** Officers of the Interest Group include a Chairperson, a Vice-Chairperson, a Secretary, a Digital Media Coordinator, and a Treasurer. The Vice-Chairperson and the Secretary shall be elected in alternate years, each for a term of two years. The Vice-Chairperson shall be elected in even numbered years and automatically succeeds the Chairperson for a two-year term. The Digital Media Coordinator and Treasurer shall be appointed by the Chairperson for a term of two years. Term limits for the Digital Media Coordinator and Treasurer can be extended at the discretion of the Interest Group Membership. Nonmembers of the Communication Science and Biology Interest Group may not hold office.

**Section 2.** In addition to a Chairperson, Vice Chairperson, and Secretary, the Interest Group will elect whatever other officers its membership deems necessary and desirable.

**Section 3.** A slate of nominees will be solicited via the Interest Group's listserv or website, which is comprised of Active Members of the Interest Group. Self-nominations are accepted. The names of at least two nominees who have given their consent must appear on the ballot for each vacant office.

**Section 4.** The election of any officer shall be by vote of only the Active Members of the Interest Group.

**Section 5.** Elections shall be by electronic vote on a ballot that is incorporated with the ballot for election of officers of the International Communication Association. Such ballots shall be processed and counted, and the results reported according to the procedures employed for the election of officers of the International Communication Association.

**Section 6.** Unusual vacancies shall be filled by appointment of an Active Member of the Interest Group by the President of the International Communication Association. If the unexpired term is for a period of more than six months the Interest Group may initiate through its regular channels a special ballot for the election of an Active Member in the Interest Group to fill the unexpired term.

**Section 7.** Duties of officers.

(a) The Chairperson shall preside at all Interest Group business meetings. In addition the chairperson shall create and appoint such temporary committees as deemed necessary; prepare and submit the Interest Group budget to the Executive Committee; represent the Interest Group and provide necessary Interest Group reports at Association Board of Directors Executive Committee and business meetings; submit columns for the ICA monthly newsletter; in her/his first year as Chairperson, administer the selection of competitive and noncompetitive papers/programs for conventions and notify contributors and the Association of papers/programs that are selected; in his/her second year as Chairperson, administer a special award competition for Outstanding Contributions to Communication Science; review and provide recommendations

for maintaining the quality of convention programs; and generally perform those duties usually associated with this office.

(b) The Vice-Chairperson shall assist the Chairperson in administering Interest Group business meetings; participate with the Chairperson in evaluating the quality of Interest Group convention programs; in her/his second year as Vice-Chairperson, administer the selection of competitive and noncompetitive papers/programs for conventions and notify contributors and the Association of papers/programs that are selected. The Vice-Chairperson shall also assist the Chairperson when requested, and assume the duties of Chairperson in the event of the Chairperson's absence, disability, or request.

(c) The Secretary shall maintain, distribute, and obtain Interest Group approval of minutes for Interest Group business meetings; manage the Interest Group space on the ICA website and distribute messages via the Interest Group listserv as appropriate; administer the Outstanding Contributions to Communication Science Award (awarded in alternate years) and make the award presentation at the annual meeting of the Association when the Vice-Chair or Chair must recuse themselves; assist the Chairperson in administering business meetings; and participate with the Chairperson in evaluating the quality of Interest Group programs.

(d) The Digital Media Coordinator shall maintain the Interest Group's website, Twitter account, and other online platforms. The Digital Media Coordinator shall also maintain the Interest Group's e-mail membership list and manage electronic communications among the membership as directed by the Chairperson and Vice-Chairperson.

(e) The Treasurer will manage the Interest Group's finances; including a report on incoming membership dues, Interest Group expenses (e.g., awards, receptions), and other sources of revenue or expense. The Treasurer will prepare additional financial reports at the directive of the Chairperson or Vice-Chairperson.

**Section 8.** Any elected officer may be removed from office by the following procedure: at least one-third of the listed members of the Interest Group must sign a petition to the Executive Secretary of the International Communication Association requesting a special election, and including nominations for the office in question. The Executive Secretary arranges an extraordinary election within 60 days at the expense of the Communication Science and Biology Interest Group, with the challenged officer(s) on the ballot. The result of the election becomes effective immediately.

#### **ARTICLE IV. Committees**

**Section 1.** The Chairperson is empowered to establish and appoint members of ad hoc committees to assist in the conduct of the affairs of the Interest Group.

**Section 2.** When requested by the President of the International Communication Association, the Interest Group Chairperson is empowered to recommend members of the Interest Group to serve on designated Association committees.

**Section 3.** The term of office of any appointed committee member shall not exceed the term of office of the appointing officer, except in the case of standing committees.

## **ARTICLE V. Dues**

**Section 1.** The Interest Group officers may propose to the members an annual dues charge for the various classes of membership. If approved by the Board of Directors of the Association, this charge shall be adopted upon the affirmative vote of two-thirds of the responding Active Members of the Interest Group, voting on an online ballot. Nonpayment of such Interest Group dues shall be a basis for termination of membership in the Interest Group, but shall not affect the individual's status as a member of the Association.

**Section 2.** In the event the Interest Group is dissolved, the elected officers shall transfer the net assets of the Interest Group to the Board of Directors of the Association to be used for the work of the Association.

## **ARTICLE VI. Meeting and Reports**

**Section 1.** An Annual Business Meeting of the Interest Group shall be held at the time and place of the annual conference of the Association. A simple majority of the Active members at the business meeting determines approval on motions before the Interest Group.

**Section 2.** Activity reports of officers and committees of the Interest Group shall be received at the Annual Business Meeting, and action recommendations shall be presented to the Board of Directors for vote.

**Section 3.** The Secretary shall prepare a written report of the Annual Business Meeting for transmission to the members of the Interest Group.

**Section 4.** The Interest Group may plan and hold professional meetings at the time of the annual conference, under the general coordination of the President-Elect of the Association.

**Section 5.** The Interest Group may organize and hold local or regional programs and meetings on its own initiative, upon notification of the Board of Directors of the Association.

**Section 6.** At Annual Meetings, the passage of resolutions will not require a vote of the membership at large. Motions approved at the Annual Business Meeting involving (a) a change in Bylaws, (b) election of officers, (c) creation of standing or permanent committees, and (d) Interest Group dues adjustments will require an affirmative vote of two-thirds of the responding Active Members of the Interest Group, voting on a mail or electronic ballot.

## **ARTICLE VII. Amendments and Restrictions**

**Section 1.** Amendments to, or other changes in, these Bylaws may be initiated in the following ways: (a) The Chairperson may appoint a committee to consider revising the Bylaws in general

or in particular, and subsequently submit to the membership of the Interest Group the committee report, (b) Twenty five Active Members of the Interest Group may submit to the Board of Directors a proposed amendment or amendments in writing and signed by the sponsors, and (c) the Chairperson, Vice-Chairperson, and Secretary may formulate proposals for amendment of these Bylaws and submit them, with any arguments, to the Active Membership for vote. Amendments formulated in this manner must be submitted to the Chairperson prior to the Annual Business Meeting. Amendments or revisions receiving an affirmative vote of at least two-thirds at the annual business meeting shall be considered formally by the Active Members of the Interest Group.

**Section 2.** Amendments or revisions to this document may be considered formally by the Active Members of the Association as follows: The Executive Secretary of the Association shall send the proposed changes with explanations and arguments, a ballot, and a request for an online vote to the Active Members. No sooner than 30 days, not later than 45 days after mailing the proposal, the Executive Secretary shall request the Tellers Committee to count the votes. An affirmative vote of at least two-thirds of the ballots returned shall be required for acceptance of the amendment(s). The results of the vote shall be reported to the membership within 30 days following the vote.

**Section 3.** These Interest Group Bylaws may not conflict with the Bylaws of the Association; the latter take precedence, and power for determining conflict rests with the Board of Directors of the Association.

#### **ARTICLE VIII. Parliamentary Authority**

In the absence of any provision to the contrary in these bylaws, all business meetings of the Interest Group shall be governed by the parliamentary rules and usages contained in the current edition of Roberts Rules of Order, Revised.