

**CAPCSD POLICY AND PROCEDURES MANUAL
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1. CAPCSD MISSION AND VISION STATEMENTS

- A. Mission: The mission of the CAPCSD is to promote quality, accessibility, and innovation in communication sciences and disorders in higher education by supporting the highest standards in pedagogy, clinical education, and research.
- B. Vision: CAPCSD is the definitive source of leadership, education, and advocacy for academic programs in communication sciences and disorders.

2. GENERAL INFORMATION REGARDING THE BOARD OF DIRECTORS

A. Board of Directors Membership/Officers:

1. Membership in the Board of Directors (Board of Directors) will be the elected officers (President, President Elect, Past President, Secretary, and Treasurer) and the appointed officers (Vice Presidents for Communications, Professional Development, Standards and Credentials, Research and Academic Development, and Student Development) for a total Board voting membership of ten. It is expected that the Executive Director or a designated representative of the current Council administrative management firm will be in attendance.
2. The number, qualifications, terms of office and manner of selection will ensure through the nomination and/or appointment process that there is representation on the Board of Directors from speech-language pathology/speech-language science and audiology/hearing science and from member programs across the educational continuum.
3. All Board members will be expected to read thoroughly the CAPCSD Articles of Incorporation, Bylaws, and Policies and Procedures prior to taking office.
4. All Board members will provide suggested edits to CAPCSD Policies and Procedures by December of each year. Changes to Policies and Procedures will be made through majority vote of the Board.
5. Unless otherwise stated, terms of office will coincide with the fiscal year, July 1 to June 30.
6. By March of every year, all Board members will propose any changes to the following year's budget for the office that he or she currently holds.

B. Procedural Rules:

1. Board meetings: The Board of Directors will meet at least four times per year: once at the annual conference, once in the summer (typically in July), once at the site of the ASHA convention in November, and once in January or February. The November meeting will be a full-day meeting. Site selection for the January and July meetings will be made by the Past President in coordination with the Executive Director with approval of the President. Every attempt will be made for these meetings to be held at a potential future annual convention site (see annual convention site selection procedures in [Appendix A](#)). Tentative dates for the summer Board meeting in particular should be determined during the Winter Board of Directors meeting and should consider the availability of all approved candidates for Board of Directors' elected positions.
2. Conference calls: Board members will be expected to participate in monthly telephone or web-based conference calls during each month when there is not a face-to-face Board meeting, with the exception of the month of August, when there is no face-to-face meeting or conference call.

3. Business meetings: The President will preside over all Board meetings and business meetings of member program representatives. Business will be conducted in an organized, efficient, and respectful manner with a focus on consensus building. Detailed guidelines for conduct of meetings are provided in [Appendix B](#).

C. General Information

1. The Federal Employer's Identification Number (FEIN) is 93-0928364, and the Council is exempt from federal income tax under a subsection of 501 of the Internal Revenue Code.
2. The CAPCSD was originally incorporated in the State of Alabama in 1979.
3. The seal of incorporation is maintained in the Council office.

3. PRESIDENT

- A. Responsible to: The President will be responsible to the Board and the membership of the Council.
- B. Term of office: The President Elect will accede to the position of President and serve in that role for a one-year term.
- C. Chief Executive Officer of the Council: As the Chief Executive Officer of the Council, the President will serve as the primary spokesperson for the Council. He/she will maintain communication with the President Elect to ensure smooth transition and continuity of association initiatives. All correspondence from the President's Office will be copied to both the President Elect and to the Past President.
- D. Council Management Firm Oversight: The President will provide the major oversight of and communication with the Council's Executive Director and will have the final authority for prioritizing work and administrative support of all contracted services of the Council consistent with directives of the Board of Directors.
- E. Budgetary Responsibility: The President will work closely with the Treasurer and any contracted management/accounting service representatives as the chief fiscal officer of the Council to ensure compliance with fiduciary responsibilities of the Board of Directors.
- F. Contractual Authority: The President will be the only officer empowered to sign contracts entered into by the Council on behalf of the Board of Directors.
- G. Appointed Members of the Board of Directors: The President will appoint the Vice Presidents for Communications, Research and Academic Development, Standards and Credentials, and Student Development. These appointments require confirmation by a majority vote of the Board of Directors. The appointment and confirmation process will occur prior to the beginning of the President's year in office.
- H. Additional Responsibilities/Authority: The President will:
 1. Call and preside at meetings of the general membership and the Board of Directors; set time and location of such meetings (at the site of the ASHA Convention, in January or February, at the annual conference, and in June or July); prepare agendas for such meetings, soliciting appropriate input from Board members, beginning with first Board of Directors meeting (summer) held during his/her presidency; and facilitate meetings or assign a facilitator for specific topics as appropriate according to guidelines for CAPCSD meetings described in this manual.

2. With the assistance of the Executive Director, modify existing standard letters. These include letters recommending membership for programs that are not members, welcoming new member programs, and addressing concerns about dues.
3. Prepare an Annual Report to the member program representatives at the CAPCSD Annual conference.
4. Prepare Status Reports to go out to the general membership, typically three to four times yearly (the Executive Director will provide formatting instructions, a sample of Status Report letterhead, and samples of previous Status Reports); ensure Board input regarding content of such reports; and forward an electronic copy to the Vice President of Communications. Typical times for distribution of Status Reports are early fall, early spring (following completion of elections), and early summer (immediately following completion of resolutions balloting).
5. Determine the need for additional communications with the CAPCSD membership, based on emerging issues, and expedite such communications with assistance of the Executive Director.
6. Contact member programs and NSSLHA every year in January to remind all parties to adhere to the April 15th deadline for graduate admission/financial aid acceptance.
7. Contact former Presidents and Board of Directors members no later than December 1st each year to solicit recommendations for CAPCSD honors and awards.
8. Monitor all activities of committees and working groups, including:
 - a. Formally appointing committee members and writing acknowledgement of appointment with committee charge and timelines.
 - b. Preparing the Call for Nominations for inclusion in the fall Status Report. The Call for Nominations also will be announced at the November corporate business meeting.
 - c. Providing ad hoc and working committee chairs with information from this Policies and Procedures Manual.
 - d. Monitoring committee activities, ensuring that committees and working groups are fulfilling responsibilities outlined in the Bylaws and/or assigned by the President or Board of Directors, and providing for reports to be made back to the Board of Directors and general membership at appropriate intervals.
 - e. Overseeing the generation of written acknowledgement of committee member contributions when members leave a committee or their term of appointment expires as well as other appropriate acknowledgement letters (e.g., Conference Chair, Assistant Conference Chair). When appropriate, letters and/or copies also will be sent to the immediate supervisors of the individuals involved. Tickler files will be maintained by the Executive Director to generate such correspondence.
9. Notify all candidates for office of the outcome of elections and inform the membership of the outcome of any membership votes on resolutions or other actions.

10. Coordinate the CAPCSD portion of the annual Board of Directors meetings between CAPCSD and other professional associations. The November CAPCSD-ASHA combined Board of Directors meeting is convened by the President of ASHA (with minutes kept by the ASHA secretary and shared with the Council). The April combined meeting is convened by the CAPCSD Council President (with minutes kept by the CAPCSD Secretary and shared with ASHA).

4. PRESIDENT ELECT

- A. Responsible to: The President Elect will be responsible to the President and the Board.
- B. Term of office: The office will consist of a three-year sequence: 1 year as President Elect, 1 year as President, and 1 year as Past President.
- C. Incoming Chief Executive Officer: As the incoming chief executive officer of the Council, the President Elect will facilitate close communication with the President and will be included in all correspondence and meetings with external and/or internal constituents.
- D. Responsibilities/Authority:
The President Elect will:
1. Coordinate requests for resolutions from the membership, which are to be sent to the President Elect at least one month before the annual Business meeting or the business meeting conducted during the ASHA Convention in November. The President Elect will oversee the parts of the Board meeting and the corporate business meeting in which resolutions are considered.
 2. Collect and incorporate suggestions for revisions to Policies and Procedures as requested by Board and committee members.
 3. Prepare recommendations for revision and updates to the Policies and Procedures Manual and present these changes to the Board at the winter meeting.
 4. Present his/her nominations for open appointed Board member(s) prior to the summer Board meeting. The President Elect will consult with the current President and Past President with regard to these appointments.
 5. In consultation with the Board, develop recommendations regarding committee appointments to present to the Board at the April meeting.
 6. Serve as the CAPCSD representative to the ASHA Academic Affairs Board.

5. PAST PRESIDENT

- A. Responsible to: The Past President will be responsible to the President and the Board.
- B. Term of office: After serving a one-year term as President, the President will accede to the position of Past President and serve in that role for one year.
- C. Monitoring Officer of the Nominations Committee: The Past President will serve as Monitoring Officer of the [Nominations Committee](#).
- D. Responsibilities/Authority:
The Past President will:
1. Each year, identify the offices to be filled (President Elect each year plus Treasurer in even-numbered years and Secretary in odd-numbered years).
 2. In consultation with the Nominations Committee Chair, ensure through the

nomination and/or appointment process that there is representation on the Board of Directors from speech-language science/speech-language pathology and hearing science/audiology, that there is a balance of research/science, education and clinical backgrounds among members, and that there is representation from member programs across the educational continuum.

3. Conduct election of officers according to schedule and report to the Board of Directors. As part of the election process, the Past President will:
 - a. Promote membership knowledge of nomination and election process by devising time lines so that the process of and calls for nomination are well publicized to the membership.
 - b. Present approved nominations to the membership and all program representatives via electronic notification on the Council's website and via an email message. For further description, please refer to [Nominations Committee & Process](#).
 - c. In collaboration with the Administrative Management Firm, oversee Association elections to ensure that:
 1. The preparation and distribution of electronic ballots, including emails with instructions and links for web-based voting, are sent to program representatives within 14 days of the Winter meeting.
 2. Electronic elections remain open for 14 days and that all ballots are tallied.
 3. The individuals who receive the majority of votes are elected.
 4. Board members and all candidates are notified of election results before the Annual Meeting.
4. In consultation with the President, management staff, and if appropriate, a conference service, coordinate the time and site selection process for annual conferences and Board meetings. In general, site selection for conventions will be completed four to six years prior to the meeting to be held at a particular site, depending on economic considerations and input from the membership and the Board of Directors.
5. Oversee Annual Conference Site Selection with administrative support and assistance from the Administrative Management Firm. The past president and Administrative Management Firm will provide progress reports to the Board of Directors at each Board meeting. The Council may contract for professional convention site selection assistance upon the recommendation of the Past President and with the approval of the Board of Directors. For further information regarding this matter, please refer to [Appendix A](#).

6. TREASURER

- A. Responsible to: The Treasurer is responsible to the President.
- B. Term of office: The Treasurer will serve a two-year term. The Treasurer may serve for a maximum of two consecutive terms.
- C. Responsibilities/Authority:
The Treasurer will:

1. Shortly after election and prior to beginning his or her term, confer with the Executive Director, and, if available, the President and the current Treasurer, to review the overall coordination of the financial activities of the Council. Initiation of the budget planning process will be done at this time.
2. Exercise leadership in assuring that the Board of Directors is in compliance with its fiduciary responsibilities to the membership and that the affairs of his/her office are executed in compliance with generally acceptable principles of accounting and non-profit financial organizations.
3. Coordinate the maintenance of all routine bookkeeping, monthly statement reconciling, and necessary banking and accounting functions on behalf of the Council with the Council's Administrative Management Firm.
4. In consultation with the President, prepare an annual budget for the Council to be presented to the Board of Directors at the summer Board meeting.
5. Monitor the issuing of credit cards and ensure that card authorizations and cancellations are current.
6. At each Board meeting, provide a report and review the Council's financial position vis a vis its investments.
7. At the summer meeting, lead a review and discussion of the Council's investment instruments and guiding principles and strategies. The Treasurer will oversee implementation of changes in strategies as recommended by the Board.
8. Coordinate with the Executive Director to develop appropriate financial reports for presentation at each Board meeting and ensure that appropriate accounting reports for required Internal Revenue Service filings are completed in a timely fashion.
9. At the April Board of Directors meeting, present a report coincident with the annual conference regarding performance during the past year and recommendations for any changes in the overall financial management process.
10. Distribute budget status reports to Board of Directors members and committee chairs with regard to the status of their budgets for that fiscal year at each Board of Directors meeting and make recommendations to the Board of Directors for mid-year changes in the approved annual budget should contingencies arise meriting such changes.
11. Coordinate dues notices and collections, ensuring that the Executive Director sends annual dues notices in a timely manner and that appropriate records of income from dues are recorded. The Treasurer also will ensure that the Administrative Management Firm contacts any non-renewing programs to ascertain the reasons therefore and that this information is included in the next report delivered to the Board of Directors.
12. Monitor membership applications, overseeing the administration of the membership application and approval process of the association. The Treasurer also will ensure that a written procedure for processing of all dues notices, collection policies, late dues policies, applications for membership, and all other related procedures are developed with the administrative management firm and are appended to this section of the Policies and Procedures manual. The Treasurer will review these procedures annually. Additionally, the Treasurer will

make recommendations for change or continuance at the summer Board of Directors meeting.

13. Ensure that a biennial audit of the Council's financial activity is executed to coincide with the end of his/her term as Treasurer.
14. Develop a five-year budget history, including the current year, for presentation at the corporate business meeting at the annual conference.
15. Coordinate an annual review of the Council's investment strategies and investment portfolio to ensure maximum return on investments and recommend any modification to existing investment policies to the Board of Directors for review.

7. SECRETARY

- A. Responsible to: The Secretary is responsible to the President.
- B. Term of office: The Secretary will serve a two-year term. The Secretary may serve for a maximum of two consecutive terms.
- C. Responsibilities/Authority:
The Secretary will:
 1. Ensure that an accurate record of the Board of Directors meetings, the corporate Business meetings, and the April CAPCSD-ASHA combined Board of Directors is maintained for the Council. The actual recording of the minutes may be a function of the Administrative Management Firm staff or the Secretary depending on contractual obligations. It is, however, the responsibility of the Secretary to ensure that the Council maintains an accurate record of meeting minutes and Resolutions. The minutes will follow the agenda format and include an action item section organized by Board member office. (Further details regarding the secretary's role during business meetings are given in the section on meeting guidelines).
 2. E-mail copies of Board of Directors meeting minutes to Board members for review within a reasonable time period following each Board meeting (usually within one month); responses from the Board of Directors and subsequent approval will be returned to the Secretary in a reasonable time period (usually within two weeks).
 3. Maintain the current list of committee members with terms of appointment.

8. VICE PRESIDENT FOR COMMUNICATIONS

- A. Responsible to: The Vice President for Communications is responsible to the President.
- B. Term of office: The Vice President for Communications holds office for two years. The Vice President is appointed in odd numbered years.
- C. Selection: The Vice President for Communications is appointed by the President with approval of the Board of Directors.
- D. Responsibilities/Authorities:
The Vice President for Communications will:
 1. Chair the Communications Committee.

2. Oversee and be responsible for the development, dissemination, and analysis of the demographic and salary survey. Specifically, the Vice President of Communications will:
 - a. Interface with the Higher Education System (HES) Manager (an ASHA employee) in preparation for the CAPCSD Demographic and Salary Surveys.
 - b. Update the CAPCSD web site regarding the annual schedule for CAPCSD Surveys. Typically, the schedule also includes the dates for all HES surveys/tools (e.g. Research Doctoral Survey, CAA Annual/Reaccreditation Report).
 - c. Write an email blast to announce the launching of the survey and to remind programs regarding survey completion. The email blasts will be sent out by the Executive Director.
 - d. Respond to queries regarding survey content. The HES Manager will handle questions regarding the technological aspects (e.g., data entry, web site navigation) of survey participation.
3. With Board approval, assume responsibility for the collection, maintenance, analysis, and dissemination of data (including coordinating with the Vice President for Communications) collected by and for the CAPCSD surveys. He or she also will maintain procedures/guidelines for the conduct of the surveys in coordination with the HES Manager.
4. Forward a copy of the Survey Reports to the Board for approval. Once approved, the Vice President of Communications will forward the approved report as an electronic file to the Executive Director and post on the web site.
5. Request that the Executive Director send emails to all program representatives alerting them to the addition of the CAPCSD Demographic and Salary Surveys to the web site. It is the responsibility of the authors of all other Web postings to request a “blanket email” from the office.
6. Review proposals relative to data collection emanating from individual program representatives to the CAPCSD, committees of the CAPCSD, or any other source, and make recommendations to the Board for consideration and action.
7. Performs a Policies & Procedures Review: By January, the Vice President for Communications will submit recommendations for revisions in the Policies & Procedures Manual to the President Elect.
8. Prepares an annual report of activities for submission to the membership at the annual conference.
9. Make recommendations to the ASHA Vice President for Academic Affairs to obtain input regarding any proposed actions. Because the tools are administered through HES, changes that are substantive may result in extra fees. Any additional costs will need to be pre-approved by the Board.
10. Review and evaluate requests for information on file in the database repository and recommend action to the Board. Typically, the only data shared are those which appear in the published Survey Report. Data shared will not be identifiable to any program; that is, only conglomerate data will be provided.
11. Formulate and submit for Board approval specific recommendations for the establishment and maintenance of a database concerning faculty, students, and

program indices as needed for the Council to engage in long-range planning activities.

12. Obtain an estimate for data analysis of survey results and submit estimates to the Board as part of the annual budget.
13. Send approval for payment for data analysis costs once the Executive Director has completed the analysis and consultation for a survey.

9. VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

- A. Responsible to: The Vice President for Professional Development is responsible to the President.
- B. Term of office: The Vice President for Professional Development holds office during the year s/he serves as Chair of the annual conference.
- C. Selection: The Vice President for Professional Development is appointed by the President with approval of the Board of Directors.
- D. Responsibilities/Authority:

The Vice President for Professional Development will:

1. Chair the Professional Development Committee, which has four members: the Conference Chair (who is the Vice President for Professional Development), the Assistant Chair, and two At-Large Members.
2. Communicate with the Board and the membership regarding means of peer review for and selection of any components of the annual conference for which submissions are solicited.
3. Develop Proceedings for the annual conference. The immediate past Conference Chair will produce the Proceedings for the current year's conference when the Proceedings are not completed during his/her term of office.

a. Proceedings:

1. The format of the Proceedings will remain consistent from year to year. The Proceedings will include, but are not limited to, a title page, list of CAPCSD officers, table of contents, preface, conference program, order form, President's opening remarks, conference papers, resolutions (including whereas statements), honors and awards recipients, and list of conference participants.
2. The title will be standard from year to year and identify the conference by calendar year.
3. The format for formal papers and presentations will be included in the Proceedings following guidelines consistent with the Publication Manual of the American Psychological Association (APA) (most recent edition).
4. Ensure by May 15 that each presenter emails an electronic copy of his/her presentation to the Conference Chair. This document may be the text of the presentation in a word processing format, or a PowerPoint (or similar) presentation. Text is strongly preferred in generating the final proceedings. References will be cited as appropriate using APA format.
4. Have the support of the Executive Director in assembling the proceedings. The Executive Director will submit a completed list of conference attendees.

5. Ensure distribution occurs as soon as possible after the conference, but at least one month prior to the November corporate business meeting. The Proceedings will appear on the Council's web site.

10. VICE PRESIDENT FOR RESEARCH AND ACADEMIC DEVELOPMENT

- A. Responsible to: The Vice President for Research and Academic Development is responsible to the President.
- B. Term of office: The Vice President for Research and Academic Development holds office for two years. The Vice President for Research and Academic Development is appointed in even numbered years.
- C. Selection: The Vice President for Research and Academic Development is appointed by the President with approval of the Board of Directors.
- D. Responsibilities/Authority:
The Vice President for Research and Academic Development will:
 1. Ensure that the Council's interests are represented in fostering the research base of the professions and the highest level of academic standards for the education in communication sciences and disorders.
 2. Oversee the Council's LOEx and Merlot activities, all CAPCSD scholarship processes and programs, and any initiatives related to CAPCSD summer institutes.
 3. At the end of his/her term, present a summary of the activities of the office and any committees that report to this office for consideration by the Board of Directors. The report should include recommendations for future activities of the office and serve as the major document for smooth transition to the newly appointed Vice President for Research and Development.

11. VICE PRESIDENT FOR STANDARDS AND CREDENTIALS

- A. Responsible to: The Vice President for Standards and Credentials is responsible to the President.
- B. Term of office: The Vice President for Standards and Credentials holds office for two years. The Vice President for Standards and Credentials is appointed in even numbered years.
- C. Selection: The Vice President for Standards and Credentials is appointed by the President with approval of the Board of Directors.
- D. Responsibilities/Authority:
The Vice President for Standards and Credentials will:
 1. Ensure that the Council is current and has input to the major standards and credentialing bodies affecting the practice of speech-language pathology or audiology. To this end, the Vice President for Standards and Credentials will represent the Council when possible as an observer to whatever councils and/or boards may have accrediting and/or certification powers affecting the professions. He or she will develop and implement a pro-active plan to ensure adequate Council representation on the ASHA's Council of Academic Accreditation, Council for Clinical Certification, and corresponding boards or councils in the American Academy of Audiology or other related professional organizations.

2. Upon completion of his/her term of office, make a final report to the April Board of Directors meeting summarizing major accreditation and/or certification issues of most importance to the Council. Recommendations for specific monitoring activities and policy positions of the Board of Directors and/or the Council at large also will be made at this time.
3. Develop a budget based on recommendations in consultation with the President for presentation to the Treasurer. This will occur between the April and the summer Board of Directors meeting.
4. Serve as Chair of the Standards and Credentials Committee and:
 - a. At the end of his/her term the Chair, present a report (April Board meeting) to the Council summarizing the major standards and credentialing initiatives currently being monitored by the committee and make specific recommendations for the next year's agenda. The number of committee members and budget impact for the succeeding year will be considered and approved by the Board of Directors at this time.
 - b. At the end of his/her term, during the interim between the April and July Board of Directors meeting, brief the incoming Vice President for Standards and Credentials and provide him/her a copy of the annual report for consideration.

12. VICE PRESIDENT FOR STUDENT DEVELOPMENT

- A. Responsible to: The Vice President for Student Development is responsible to the President.
- B. Term of office: Two years with a maximum of two consecutive terms. The Vice President for Student Development is appointed in odd numbered years.
- C. Selection: The Vice President for Student Development is appointed by the President with approval of the Board of Directors.
- D. Responsibilities/Authority:
The Vice President for Student Development will:
 1. Oversee the Centralized Application Service in Communication Sciences and Disorders (CSDCAS) Committee. See details below in content related to the roles and responsibilities of this committee.

13. ARCHIVIST

- A. Responsible to: The Archivist is responsible to the Past President.
- B. Term of office: The Archivist is appointed/reappointed annually by President.
- C. Selection: The Archivist is appointed by the President with approval of the Board of Directors.
- D. Responsibilities/Authority:
The Archivist will:
 1. Maintain a chronological file of photographs and other memorabilia associated with the Council's activities.
 2. Encourage the written history of the Council by former Board of Directors members.
 3. Collect and hold items donated to the Council.
 4. Collect portraits of Past Presidents of the Council.

5. Prepare a display of archives for annual conference.
6. Maintain a detailed inventory of archived materials. The inventory will provide a clear Table of Contents, followed by specific descriptions of each Archive content area (what is contained, why, and how future archiving decisions are made). The Archive Inventory will be updated yearly after appropriate review and additions to the collection have been made. The Archivist and Administrative Management Firm will provide the Board of Directors with this inventory as an annual report. Contents of the Archives include:
 - a. Articles and Bylaws
 - b. Budget and Accounting
 - c. Origins of the Council
 - d. Photo Records of the Council
 - e. Leadership of the Council
 - f. Membership of the Council
 - g. Minutes of corporate business meetings and Board of Directors meetings of the Council
 - h. Publications of the Council
 - i. Elections
 - j. Professional development and advocacy
 - k. Information exchange/communications/study of demographics
 - l. Annual conferences of the Council
 - m. Specific issues/topics of the Council (contains Working Group and Task Force Reports)

Archived materials will be stored at the CAPCSD Administrative Management Firm, using fireproof storage boxes for the following categories of Archives: publications, permanent papers, and budget/accounting information. Permanent papers include the Constitution, all Bylaws, and all versions of Articles of Incorporation. All records will be held at the Council's Administrative Management Firm for three (3) years. (Tax-related materials will be held longer and retained permanently in the Archives.) Each year, records ready for archive review (>3 years old) will be sorted first by the Administrative Management Firm, and then sent to the Archivist for review and final organization.

7. With the Past President, provide direction to the Administrative Management Firm if any modifications in Archive structure or content are recommended.
8. Make decisions about the retention or discarding of specific written records in accordance with the inventory guidelines and basic procedures.
9. Make announcements concerning the archives at functions of the Council to heighten the participants' awareness of the archives and to encourage submission of materials for the archives.
10. Prior to December, review the Board of Directors Policies and Procedures Manual section pertaining to this committee and submit recommendations for revisions to the President Elect.
11. Maintain a complete and detailed list of procedures.

14. COMMUNICATIONS COMMITTEE

- A. Responsible to: The Communications Committee will be responsible to the President.
- B. Term of office: The term of office for Communications Committee members will be 2 years. Members may be reappointed.
- C. Selection: Members of the Communications Committee will be appointed by the President with the approval of the majority of the Board of Directors. The Committee will be comprised of up to four members in addition to the Vice President of Communications. The Communications Committee will be guided by the Vice President of Communications.
- D. Responsibilities/Authority:
The Communications Committee will:
 - 1. Be responsible for the administration, analysis, and publication of CAPCSD Salary and Demographic Surveys, which will be administered via HES.
 - 2. Ensure Publications accessibility:
 - a. Distribution: The Council's publications will be available online at the Council's website, www.capcsd.org. These publications will include the Council's Membership Directory, proceedings of annual conferences, CAPCSD Demographic Survey, and CAPCSD Salary Survey (see specifics about these documents in appendices [B](#), [C](#), and [D](#)). As soon as the documents are posted on the site, a notice, via email, will be sent to all CAPCSD program representatives. Copies of CAPCSD online publications will be printable from the web.
 - b. The Executive Director will maintain an archive file that consists minimally of one paper copy of each publication.
 - c. The Vice President for Communications will coordinate with the Council's Web Master to ensure electronic dissemination of appropriate publications.

15. HONORS AND AWARDS COMMITTEE

- A. Responsible to: The Honors and Awards Committee will be responsible to the Past President.
- B. Term of office: The Honors and Awards Committee's term of office will be three years; staggered such that one new member is added to the committee each year. In each member's third year, he or she will serve as Chair of the committee.
- C. Selection: Members of the Honors and Awards Committee will be appointed by the President with the approval of the majority of the Board of Directors. The Chairperson of the committee submits recommendations to the President for new committee members.
- D. Responsibilities/Authority:
The Honors and Awards Committee will:
 - 1. Make a call for nominations for Council Honors and Awards in the Fall Status Report and reiterate the call at the CAPCSD business meeting held in conjunction with the ASHA Convention. Additionally, committee members will confer with members of the Board of Directors and others active in the Council to consider potential nominees.

2. Recommend potential award recipients to the Past President prior to the January/February Board of Directors meeting, so that Board of Directors approval of recommendations can be obtained at that meeting and/or additional suggestions can be made to the Honors and Awards Committee.
Recommendations for award nominations must include a detailed explanation of why the nominee meets the spirit and criteria of the award. Additional information, such as curriculum vitae, may be offered but will not be required. The decision to make an award to each individual/group nominated will be decided by majority vote of the Board of Directors. In any given year, any particular honor or award may not be presented due to a lack of nominations or to a lack of Board approval of those nominated.
3. In addition to plaques or certificates presented to honorees at the Council's banquet during its annual conference, the committee will ensure that a letter signed by the Council President, notifying the honorees' employers of the award, will be sent.
4. The Past President will be responsible for a) notifying awardees of their selection b) conferring with the Executive Director to make sure that the plaques and certificates are prepared in time for the annual conference, and c) overseeing preparation for presentations of the awards at the annual conference. Typically, presentations of awards are made by the Past President members of the Honors and Awards Committee, and/or individuals who have nominated the awardees. For specific honors and awards, please see [Appendix E](#).

16. CONFERENCE PLANNING COMMITTEE

- A. Responsible to: The Conference Planning Committee is responsible to the Vice President for Professional Development, who also serves as the program chair. The Conference Planning Committee will consist of a chair, assistant chair, and two at large members.
- B. Terms of office: The Assistant Chair will ascend to the Vice President for Professional Development and serve on the Board of Directors for one year. Both Members at Large will be appointed in alternate years and serve a two-year term.
- C. Selection: The Conference Planning Committee will be selected as follows:
 1. The current Assistant Chair will submit recommendations for the next Assistant Chair and Members At Large to the President before the April Board of Directors meeting. The current Assistant Chair will consult with the President with regard to the qualifications of those recommended for the Assistant Chair position.
 2. The President will present the list to the Board of Directors at the April meeting for confirmation. While there is a strong presumption that the Board will accept the recommendations of the Assistant Chair, the authority to appoint Board members is ultimately granted to the President with approval of the Board.
 3. The Assistant Chair will be expected to participate in Board of Directors meetings during which the Annual Conference Program is discussed and finalized. Participation will be achieved through attendance at the Board of Directors face-to-face meeting(s) or through participation via electronic or phone conferencing.

D. Responsibilities/Authority (Assistant Chair):

The Assistant Chair will:

1. Assist the Program Chair and the At-Large members with the development of the conference program and the proposed budget.
2. Assist the Program Chair and the At-Large members with development of the call for papers, distribution and rating of proposals submitted in response to the call for papers, scheduling those papers, and informing those who submit proposals of the outcome of the process.
3. Work with the At-Large members to plan and implement arrangements for the banquet. The President will be responsible for the overall format and programming of the annual banquet and will work with the Assistant Program Chair and Members at Large, who will assist in the implementation of the banquet program.
4. Select and contact individuals to serve as discussion group facilitators and recorders.
5. Prepare conference evaluation forms with the At-Large Members.
6. Assist the Program Chair and the At-Large Members in monitoring all activities of the conference.
7. Collate and summarize results of evaluations, and present a summary report to Committee and to Board of Directors prior to summer meeting of Board of Directors.
8. Collect and summarize recorders' notes and submit them electronically to the Vice President for Professional Development for publication in the Proceedings.

E. Responsibilities/Authority (At-Large members)

The two At-Large members will:

1. Work with the Chair and Assistant chair in the development of the conference program and budget.
2. Work with the Assistant Chair to plan and implement arrangements for the banquet per the planning of the President.
3. Work with the Chair to contact speakers and presenters for the conference and pre-conference.
4. Work with the CAPCSD administrative management staff in development of CEU documentation for the conference.
5. Prepare conference evaluation forms with the Assistant chair.
6. Assist the Program Chair and Assistant Chair in monitoring all activities of the conference.

17. NOMINATIONS COMMITTEE & PROCESS

- A. Responsible to: The Nominations Committee is responsible to the President and monitored by the Past President.
- B. Term of office: The term of office will be three years, staggered such that one new member is added to the committee each year. In each member's third year, he or she will serve as the Chair of the committee.
- C. Selection: The committee will be appointed by President upon recommendation of the Past President with approval from the majority of the Board of Directors. At the summer meeting, the Past-President, who is the new monitoring officer, will confer

with the Board of Directors to list potential new members to complete the Nominations Committee. The President will contact those individuals, according to rank order, until one person agrees to serve on the new Nominations Committee.

- D. Responsibilities/Authority (Chair of Nomination Committee):
1. Welcome the new members to the committee.
 2. Present the general criteria and specific responsibilities for the offices to be filled.
 3. Outline the nomination process, including documentation required for each nominee.
 4. Ensure the call for Nominations from the membership appears in the fall Status Report (mailed to membership prior to fall membership meeting).
 5. Announce the "Call for Nominations" at the fall membership meeting. The deadline for receipt of nominations will be no later than January 10.
 6. Collect nominations from members of the Nominations Committee and other program representatives between the fall membership meeting and the winter Board meeting.
 7. Contact all nominees within one week following the winter Board meeting.
 8. Confirm each nominee's willingness to accept the nomination.
 9. Request that the candidacy form for elections be completed and submitted to the Past President within ten days.
- E. Responsibilities/Authority (Nomination Committee):
1. Form and rank a list of candidates (preferably three or four for each office) for presentation by the Chair to the Past President prior to the winter Board of Directors meeting.
 - a. Each nomination will include a description of the candidate's experiences, credentials, and qualities that demonstrate his or her abilities to carry out the duties for the position for which he or she is being nominated. CVs will not be required for nominations.
- F. Responsibilities/Authority (Past President):
1. Obtain prior approval of nominees before submission of recommendations to the Board of Directors.
 2. Nominees for elected officers will be presented to the Board of Directors for approval by the Past President.
 3. Provide official notice to nominees who were not selected by the Board of Directors to appear on the ballot.
- G. Responsibilities/Authority (The Board of Directors):
1. Discuss and evaluate the list of candidates from the Nominations Committee and finalize nominations and descriptions of nominee qualifications at the winter Board meeting. Ideally, the Board will approve at least two potential candidates for each office.

18. STANDARDS AND CREDENTIALS COMMITTEE

- A. Responsible to: The Standards and Credentials Committee is responsible to the President. The Vice President for Standards and Credentials serves as Chair of the Standards and Credentials Committee.

- B. Term of office: The term of office for the Standards and Credentials Committee will be two years.
- C. Selection: The Vice President for Standards and Credentials will recommend members for the Standards and Credentials Committee to the President, who will appoint members with approval of the Board of Directors.
- D. Responsibilities/Authority:
The Standards and Credentials Committee will:
 1. Monitor proposed or ongoing changes in accreditation, certification, and licensure in communication sciences and disorders.
 2. Develop strategies for identifying, facilitating, and promoting, active CAPCSD input into establishment or revision of all standards in communication sciences and disorders.
 3. Develop a proactive plan to ensure adequate Council representation on the ASHA's Council on Professional Standards, Council on Academic Accreditation, Clinical Certification, and the standard setting of body of the American Academy of Audiology.
 4. Serve as the Council liaison to the ASHA Standards Council and other such standards and/or credentials committees of ASHA and other professional organizations as might invite the Council to participate.

19. COMMUNICATION SCIENCES AND DISORDERS CENTRALIZED APPLICATION SERVICE (CSDCAS) COMMITTEE

- A. Responsible to: The Communication Sciences and Disorders Centralized Application Service (CSDCAS) Committee is responsible to the President. The Vice President for Student Development will serve as Chair of the CSDCAS Committee.
- B. Term of office: The term of office for members of the CSDCAS Committee will be two years, with appointments staggered such that approximately half rotate off of the committee each year. Members may serve a maximum of two consecutive terms.
- C. Selection: the Vice President for Student Development will recommend members to the President, who will appoint members with approval of Board of Directors.
- D. Responsibilities/Authority:
The CSDCAS committee will:
 1. Consider enhancements to the CSDCAS system and initiate appropriate enhancements to the CSDCAS system.
 2. Modify CSDCAS web site content as needed.
 3. Revise the CSDCAS online manual as needed.
 4. Engage in ongoing communication, coordinated through the Vice President for Student Development, with the corporate agency overseeing CSDCAS.
 5. Recruit programs to participate in use of CSDCAS services.
 6. Participate in regularly scheduled conference calls.

20. TRAVEL AND REIMBURSEMENT GUIDELINES

- A. Air Travel
 1. Executive Board, committee members, conference presenters, and other authorized traveler airline reservations will be made through the Council's designated travel service. Travel may be arranged through other travel vendors

if costs are comparable to or less expensive than the CAPCSD travel agent's fares. In such cases, reimbursement will be requested on the Expense Voucher following the trip.

2. The CAPCSD-approved traveler will contact the CAPCSD travel office prior to travel. The office will contact the travel agent to approve travel. A first-time CAPCSD traveler will provide the following information to the travel agent: email address, travel dates, and travel location. The CAPCSD travel agent will contact the traveler to complete arrangements. Travelers will be encouraged to keep scheduling flexible when possible for the most economical fares. If a confirmed and purchased ticket is changed for a traveler's personal reason, extra charges will be the responsibility of the traveler.
3. Questions about air travel will be directed to the Administrative Management Firm.

B. Travel by Automobile

1. When a private car is used for transportation to meetings (prior approval necessary), mileage will be reimbursed at the rate stated on the Council expense voucher form, not to exceed airfare rate as determined by the Council's travel agent at the time reservations are made. Reimbursement for other automobile rental costs will be made only if prior approval has been obtained from the President and/or the Treasurer.

C. Ground Transfers and Parking

1. The Council will reimburse individuals for ground transportation to and from the airport and for airport parking.

D. Meal Expenses

1. Reasonable meal expenses will be reimbursed. Receipts are required for all meal expenses.

E. Lodging

1. Hotel rooms for those attending meetings will be paid by the Council through a direct billing arrangement with the hotel. Only room charges and tax will be transferred to the Council's account. The traveler will pay for all other charges (e.g., meals, phone) and seek reimbursement for the appropriate items. The Council will reimburse actual lodging expenses for meetings not directly billed to the Council upon presentation of a copy of the paid hotel bill. In instances where lodging is selected by the individual traveler, the traveler seeks adequate accommodations at the lowest possible rates.

F. Other

1. Reasonable expenses incurred in the course of conducting Council business while traveling will be reimbursed, including reasonable daily internet access charges. Travelers will provide an explanation for claims that appear unusual. Items such as maid service, dry-cleaning, movies, and personal telephone calls will not be reimbursed. Adjustments will be made in reimbursement by the Treasurer for listed expenses that do not conform to Council travel policies.

G. Expense Vouchers

1. To expedite reimbursement, travelers will attach their airline ticket stub to their expense voucher. Completed and signed expense vouchers with all receipts will be sent to the Council office within 30 days. Extra copies of the expense voucher will be available from the Council Office.
- H. Annual Conference-related and Executive Board Travel
1. The Council will utilize a travel service for speakers and designated guests at the annual conference. The Annual Conference Committee will determine conference travel policies within the parameters of the Council's travel and expense guidelines and procedures.
 2. The Council's Executive Board will meet four times annually at Council Expense. All allowable expenses will be reimbursed for the winter and summer Executive Board meetings. Expenses for the April and November meetings will be partially reimbursed. The Council will reimburse one night room charges and associated meal expenses accrued by Council Board members attending Council Board meetings in April and November.
 3. Members of the Board of Directors will be reimbursed for the cost of travel to the location of the ASHA meeting in November, including: airfare, meals on days of travel to the Board of Directors meeting, and lodging the night prior to the meeting. Any meals that are not provided by Council the day of the meeting also will be covered. In those cases when the member does not attend ASHA following the Board of Directors meeting, but cannot arrange reasonable same day return travel, lodging and dinner will be reimbursed for a 2nd night.

21. USE OF THE CAPCSD WEB SITE

- A. The CAPCSD web site (www.capcsd.org) is intended to facilitate communications among representatives of academic programs that are members of the Council and also to promote dissemination of information to anyone with interests related to the mission of the Council. Among the documents posted are the Council's Membership Directory, Proceedings of annual conferences, and the CAPCSD and Salary Surveys. As soon as the documents are posted on the site, a notice, via email, will be sent to all CAPCSD program representatives. Postings of academic positions on the web site will be limited to academic positions in communication sciences and disorders.

22. RESOLUTIONS PROCESSES

- A. The CAPCSD resolutions process allows program representatives to propose specific actions related to ideas and concerns they believe to be of importance to the membership.
- B. Members of the Board of Directors, ad hoc or standing committees, working groups, member institutions, or individual representatives of member institutions, may propose resolutions.
- C. Resolutions will be written and will include the following four headings: Title, Background, Resolved, and Sponsored By. See the CAPCSD web site for examples of past resolutions.
 1. Title: Brief descriptive title for the resolution.

2. Background: A sequence of logically ordered “Whereas” statements.
 3. Resolved: Detailed description of proposed position, action, investigation, initiative, etc. that the resolution sponsor(s) would like the Council to pursue.
 4. Sponsored by: Name(s) and Program Affiliations of the resolution sponsor(s).
- D. Proposed resolutions will be submitted via email or postal mail to the President Elect or to the national office at any time during the year. Resolutions submitted to the Board of Directors will be discussed by the Board during its next regularly scheduled conference call or face-to-face meeting. A one-third favorable vote of the Board of Directors will be required to submit the resolution to the membership for a vote. Wording of resolutions will be edited in light of discussions and recommendations during the Board of Directors meeting. Resolutions approved by the board for distribution to the membership will not become official until ratified by a majority vote of all member program representatives.
 - E. Resolutions for discussion at the fall or annual conference business meeting will be received at least 30 days in advance of the meeting. Resolutions will be submitted directly to the President Elect or to the national office.
 - F. Emergent resolutions (those not previously considered by the Board of Directors) will be considered at any meeting of the membership if they are presented in writing in the prescribed format. Emergent resolutions will be approved for further consideration by at least two-thirds (2/3) of voting member program representatives at the meeting.
 - G. All emergent resolutions will require a one-third (1/3) majority vote of the program representatives present and voting to be forwarded to the membership.
 - H. Voting on passage of resolutions will be accomplished through a web-based system, with emails from the Executive director indicating means of accessing the voting site and a due date for responses.
 - I. The email online voting process will be initiated within 10 days of approval of a resolution by the Board of Directors or following the end of the fall business meeting or annual conference. Ratification by member institutions will be by a simple majority vote of member institution votes received by the due date specified in the call for vote.
 - J. Ratification of a resolution will cause the Board of Directors to act as directed by the resolution.

23. MEMBERSHIP

- A. Membership is open to all academic programs that prepare students for professions in communication sciences and/or disorders. Membership is granted to one program at an academic institution. Each member program has one vote which is typically executed by the program chair.
- B. Dues
 1. Annual membership dues will be determined by a two-thirds (2/3) vote of the members voting by mail or electronic ballot.
 2. Dues are assessed by July 1 of each fiscal year. Member programs will receive a first dues notice on or about March 15th and a second notice will be sent on or about May 15th.

3. Dues are payable upon receipt of the first notice.
4. Member programs that have not paid membership dues by September 15:
 - a. Will lose access to the member's- only portion of the website.
 - b. Will be charged a non-member registration rate for the Annual meeting.
 - c. Must pay non-member rates for posting advertisements for academic or staff positions.
5. Membership will be reinstated upon receipt of all unpaid dues.

Appendix A: Conventions

- A. The Council may contract for professional convention site selection assistance upon the recommendation of the Past President and with the approval of the Board of Directors. Determination of time and location of conferences will include:
 - 1. Verification of preferred dates.
 - 2. Selection of geographic and potential facilities.
 - 3. Site visits. When possible the January and the July Board of Directors, meetings will be arranged at a potential annual convention site.
 - 4. Negotiations through completion of necessary contract(s).
- B. Ideally, time and location of a conference will be determined four years in advance, with one conference being arranged each year except when contract years fall below four years, in which case additional contracts may need to be negotiated.
- C. The general flow of site selection will be as follows:
 - 1. In July, the Past President will review with the Administrative Management Firm all site selection contracts that have been executed, making note of the geographic location.
 - 2. At the summer Board meeting, the Past President will discuss in his/her report to the Board possible venues for the next convention year to be contracted and receive general approval of the locations from the Board.
 - 3. If the Council is contracting with a site selection firm, contact with the firm for database search of the general areas will be made immediately after the summer Board of Directors meeting.
 - 4. The Past President will review responses to the site RFP received by the site selection firm and, in consultation with the Council's Administrative Management Firm, select possible sites for on-site visits. As per previous sections, arrangements for the winter and/or summer Board meetings will be made in August or September.
 - 5. Following the January Board meeting, if the Past President recommends and the Board endorses the selection of the location at that time, approval to negotiate the contract will be granted. If there is some reason that that particular site is unacceptable, decisions will be postponed until the July meeting.
 - 6. Either the Past President directly, through the Council's Administrative Management Firm, or through a contracted service of an outside agency, will negotiate the contract for the year under consideration. The Council's Administrative Management Firm also will review all proposed contracts and provide feedback to the Past President in this regard. Guidelines for effective convention property contract negotiations are included at the end of this Section.
 - 7. Following execution of the contract (note that the President is the official signatory on all contractual documents of the Council), the Past President then will provide copies to the Administrative Management Firm and to the President and Treasurer and provide the appropriate contact information to both the contracted property and the management firm. Note that the Council may choose

to subcontract on site convention management and/or maintain this service as a part of their general administrative management contracts.

8. The Past President will be responsible for ensuring that from that point on the critical communication links are established and maintained. Typically, office staff will represent the Council in communications with local agencies and facilities. It will be to the benefit of the Council as well as facilities to have only one responsible contact person.
- D. General guidelines for convention site selection follow:
1. Timing, month of year: Traditionally, the Council's first choice is late March/early April.
 2. Preferred meeting time is the week immediately following Easter unless too late.
 3. Avoid conflict with all major religious holidays which may occur during March or April.
 4. CAPCSD, AAA, and ASHA meetings must not conflict.
 5. Avoid locations of ASHA conventions.
 6. Timing, days of week: Traditionally, the Council's first choice is Thursday-Saturday, with Wednesday pre-conference activities. These are highest-demand booking days for groups. We have been told on occasion that early week days may be more available and that costs may be more negotiable. The 1995 conference in Savannah, Saturday-Tuesday, brought no negative comments. However, conference evaluation comments consistently favor later week days.
 7. Location and Geographical Considerations: The Council prefers a southern location and sunshine. Consistent input from members reflects preference for warm climate locations. Typically, attempts have been made to cycle from east to central to west and repeat but the specific location is more important than the region.
 8. Traveler Accessibility - This is a major consideration for the Council, as attendees come from all over the country. It is an important budgetary influence for attendees and the Council (i.e., in terms of outside speakers brought in), as well as for the Board, which will have at least one meeting and perhaps more at the site. The more difficult travel is to a location, the more travel costs in time and expense. Locations with airports that accommodate most major airlines are most economical. A tier 1 city accommodates most airlines, and the less accessible are tier 2 and tier 3 cities. Cost and distance for ground transportation is also a consideration. Some facilities offer complimentary transportation to and from the airport.
 9. Room Rates: Consideration should be given to keeping the room rate as reasonable as possible. The total cost to the Council and attendees is dependent on many factors that need to be considered in the contract negotiations.
 10. Facility: The smaller to mid-size facilities are most attractive from a meeting-planning standpoint (i.e. approximately 200-250 sleeping rooms). In facilities of this size, the Council is the major meeting in-house, which makes a significant difference in service received.

11. Restaurant Accessibility: If a facility is in an isolated location, it should have at least one low to moderately priced restaurant on the premises, plus shops and other interesting sights available.
- E. The following materials will be maintained in the archives:
1. CAPCSD Conference Schedule Plan
 2. CAPCSD Conference Site and Facility Record
 3. CAPCSD Conference Sites Considered and Rejected

**Appendix B:
CAPCSD Meeting Guidelines and Ground Rules**

- A. In these guidelines, the term “members,” in the context of actual face-to-face meetings, refers to representatives of CAPCSD member programs participating in business meetings. “Group” refers to the body of those attending CAPCSD business meetings.
- B. The mission and vision of the Council will be shared broadly with all members and considered in light of each decision to be made at face-to-face meetings and through online voting.
- C. The President will provide an agenda with consideration of time to be allocated to each agenda item.
- D. Members will be presented an explicit set of ground rules prior to each meeting. The ground rules will be as follows:
 - 1. Keep in mind the mission and vision of the Council in considering each topic.
 - 2. Disagreements are welcome. Disagree without attacking. Commit to cooperation and conflict resolution. Express concerns or disagreements constructively.
 - 3. Disassociate yourself from the specific details of a proposal you may have worked hard to create. Respect that the proposal once presented becomes the Council’s proposal to consider and possibly approve, modify, or reject.
 - 4. Do not make insults to people or ideas. Respect each individual’s input whether you agree with it or not.
 - 5. Listen carefully to what others are saying.
 - 6. Do not speak when someone else is speaking.
 - 7. Raise your hand to indicate a desire to speak.
 - 8. Speak only when called upon by the facilitator.
 - 9. Do not speak more than once on a topic unless you have important new content to provide.
 - 10. Do not repeat what someone else has already said.
- E. The President will serve as facilitator of all Board of Director and general membership meetings, except when he or she designates someone else to facilitate the meeting. Different agenda items may have different facilitators, according to whom the President considers to be the appropriate facilitator for a given topic or item. The President will consistently make clear who is facilitating consideration of any given topic or agenda item. To accept the role of facilitator, one must agree to remain neutral to the outcome of the discussion and any eventual vote regarding that topic. The facilitator will be responsible for ensuring adherence to the ground rules.
- F. A facilitator will provide what he or she believes to be the proposal to be considered regarding a specific topic. Members then will have an opportunity to help shape the wording of one or more proposals to be considered regarding that topic. A single proposal then will be fleshed out through member discussion until the facilitator articulates a clear proposal. Those who do not agree with a particular aspect of the wording for the proposal will be given the opportunity to present facts, explanations, or opinions. The proposal may be modified as the discussion proceeds.

- G. The secretary will note key points made during the discussion. Names of individuals making those points will not need to be recorded, unless there is a specific request to record a speaker's name for a particular reason.
- H. The secretary will write the wording of the proposal as it is modified and restate it as requested by any member. Once general consensus is reached on what the proposal is, the facilitator will ask if anyone objects to the wording of the proposal. The secretary will revise wording as agreed upon by the group.
- I. The facilitator then will call for a discussion of the merits of the proposal. This will not necessarily be distinct from the discussion of the wording of the proposal and members will take care not to repeat arguments or discussion points already presented. Anyone will be able to speak briefly about the strengths or weaknesses of the proposal. The facilitator will remain neutral as to his or her own opinions.
- J. Those wishing to speak will raise a hand to indicate a desire to speak. The facilitator will designate when a member may speak. If several members wish to speak at any given time, the facilitator will select a sequence of speakers (e.g., indicating by name or pointing to speakers and designating in what order they are to speak). Those who have not yet spoken will be given highest priority to speak. Repeated comments from the same individual on the same topic will not be encouraged.
- K. Once the facilitator believes that the group has reached consensus on the proposal, or come as close to it as possible, he or she will test for consensus by asking the group for a show of hands to get a general idea of whether most agree. Alternatively, he or she will request to see hands of those who do not agree. Further discussion will be allowed to occur, with a focus on attempting to resolve differences among points of view being expressed. At this point, the facilitator will test consensus for the possibility that there is a need for additional information before a decision may be made; he or she may suggest that the decision be held for another meeting. The secretary will record the reasons given for why a decision is postponed. The secretary will note any dissent to the postponement of a vote.
- L. Once maximal consensus has been reached within the given time constraints, the facilitator will call for a vote.
- M. Only one individual per member program will vote. Individuals representing the same program will be encouraged to sit together during business meetings so that they may confer about the desired vote on behalf of their own program.
- N. The secretary will record the outcome of the vote. If a majority is clear, then there will be no need to count the number of votes for and against the proposal. If there appears to be close to an even number of people for or against an item, then votes will be counted.
- O. Anyone objecting to a proposal may overtly express non-support, reservation, or a wish to stand aside.
 - 1. Expressing non-support means that he or she does not completely agree but will go along with the group.
 - 2. Expressing reservation indicates that he or she has doubts about the proposal or certain aspects of it but that these are not so critical as to block the decision.

3. Standing aside indicates that he or she disagrees with the proposal but that he or she will not stand in the way of having the group approve it.
 4. Anyone wishing to have a note of his or her objection recorded in the meeting minutes may request this action at the time of the vote.
 5. Unlike in some consensus process, no individual may “block” a decision or vote.
- P. With respect to time allotted for an item and the degree of apparent consensus, the facilitator will decide when a vote is to be taken regarding a specific proposal.
- Q. The secretary will read the specific wording for the proposal before a vote is taken.
- R. Minutes will be kept as a formal record. Anyone may indicate to the facilitator concerns about the meeting process (e.g., that timing of the discussion is of concern due to time allocated, that another individuals’ comments or behavior are unacceptable in terms of the ground rules, or that someone has been trying to speak but not called upon).
- S. If any individual becomes disrespectful and disruptive and does not stop this behavior at the request of the facilitator, the facilitator will call for a temporary adjournment of the meeting and allow anyone in the group to convince the individual to stop the undesirable behavior. If the behavior does not stop, the facilitator will ask him or her to leave.
- T. Recommendations for enhanced education of facilitators and/or participants will be made by anyone in the group to any member of the Board of Directors.

Appendix C Policies and Procedures

A. Time Ordered Tasks

- 1. January:** Send revisions to Policies and Procedures to the President Elect.
 - a. Communication Committee (including statistician) meet to write up CAPCSD Demographic Survey report (note: Demographic Survey was not run in 2009 due to priority placed on getting Salary Survey launched).
 - b. Announcement regarding the CAPCSD Salary Survey (launched in 2010 in February) is created by the Vice President for Communications and sent out via email blast by the Office to members. Vice President for Communication also develops worksheets for the membership to use to gather the data for the upcoming survey. [Comment from Cheryl: Due to the switch from CAPCSD administered surveys, to surveys administered via HES, the specific dates of launching of each survey may be modified in the future, that's why I indicated 2010 date in this section].
 - c. Communication Committee completes CAPCSD Demographic Survey report.
- 2. February:** Launching of the CAPCSD Salary Survey (to run from Feb 1 – March 31)
 - a. Vice President of Communication makes arrangements with the Communication Committee and statistician regarding meeting dates to write up Salary Survey results.
- 3. March:** Vice President of Communications submits CAPCSD Demographic Survey report to Board for approval.
 - a. Vice President creates PDF copies of CAPCSD Demographic Survey report and posts on CAPCSD web site.
 - b. Email blast sent announcing posting of the CAPCSD Demographic Survey report on the web site for membership access.
 - c. The Vice President of Communications creates reminder to the membership to access and complete the CAPCSD Salary Survey.
- 4. April:** Vice President of Communications forwards data from the Salary Survey to the statistician after receiving them electronically from the HES Manager.
 - a. The Vice President of Communications prepares the Annual Report of Communication Committee Activities for the Annual Meeting.
- 5. May:** The Communication Committee meets and completes SALARY Survey report.
- 6. June:** Communication Committee finalizes the CAPCSD Salary Survey Report.
 - a. Vice President of Communications submits the report to the Board for approval. Once approval, PDF copies of the report are created and posted on the web site. An Email blast is sent to let membership know of the posting of the report.
- 7. July:** The Vice President of Communications obtains a bid for Demographic Survey data analysis. The Vice President of Communications works with

Communication Committee and statistician to set up dates for meeting to write CAPCSD Demographic Survey report.

- a. The Vice President of Communications reviews entire CAPCSD web site to determine which sections need to be modified/updated (e.g., update Board members effective July 1 cycle).
- 8. August:** Vice President of Communications works with ASHA HES Manager regarding upcoming Demographic Survey.
- 9. September:** The Vice President of Communications develops an announcement message regarding launching of the CAPCSD Demographic Survey in October. The Vice President of Communications develops worksheets for membership to use to gather the Demographic Survey data and it is forwarded to the membership via email blast.
- 10. October:** The Vice President of Communications sends out launch announcement via email blast to the membership regarding the CAPCSD Demographic Survey.
 - a. HES manager sends out instructions regarding accessing the survey via HES.
 - b. CAPCSD Demographic survey currently scheduled to run Oct & Nov.
- 11. November:** The Vice President of Communications sends out reminders regarding participation in and completion of CAPCSD Demographic Survey.
 - a. The Vice President of Communications works with HES Manager to try to maximize participation in survey.
- 12. December:** HES Manager forwards electronic copies of the CAPCSD Demographic Survey by the end of December to the VPC.
 - a. The Vice President of Communications sends electronic data files to statistician.

Appendix D

CAPCSD Directory and Website Management

A. CAPCSD Directory

1. The Executive Director will oversee production of the document. The purpose of the directory will be to facilitate members' communications with each other. The directory will include all material except the actual database listing of programs. The Committee will review the materials annually.
2. The Database will:
 - a. Include the actual database listing of programs for which the Office is responsible.
 - b. Be reviewed and updated from member and non-member programs as needed. The Office consults with the President and Board as appropriate regarding changes.
 - c. Appear on the Council's web site. The Council will not provide paper copies of the Directory.
 - d. When a change in Program Chair/Director occurs, the Executive Director will forward the update to HES Manager (and vice versa) to facilitate accuracy.

B. Web Site Management

1. The Vice President of Communications will be responsible for maintaining currency of the CAPCSD web site and overseeing any modifications made to web site content which is done with assistance by the Administrative Management Firm.
2. Every three months, based on the following suggested cycle: July, October, January, and April, the Executive Director will review the CAPCSD web site identifying aspects which need to be updated. These suggestions will be sent in writing to the Vice President of Communications for approval.
3. The Vice President of Communications and the Executive Director will work together to ensure that the updates are completed.
4. When Board members or CAPCSD member program representatives wish to post information on the CAPCSD web site (not job postings), the information will be sent to Vice President of Communications for a decision.

Appendix E

Specific Honors and Awards

1. Award of Appreciation: Presented to individuals in recognition of significant contributions to the Council or to the discipline it serves.
2. Award for Distinguished Contributions: Presented to individuals, committees, agencies, businesses, or organizations in recognition of significant and sustained contributions to the Council that have enhanced the Council's ability to serve its membership or which have effectively enriched education in communication sciences and disorders. No more than two individuals and no more than two agencies, businesses, or organizations may be nominated to be recipients of the Award for Distinguished Contributions.
3. Special Distinguished Service Award: Presented to individuals in recognition of a distinguished record of service to the Council.
4. Diversity Award: Presented annually to the individual, individuals, or academic program making significant contributions to achieving diversity in the field of Communication Sciences and Disorders. Recipients of this award are individuals or academic programs that have made a significant contribution to increasing the presence of under-represented populations in the field of Communication Sciences and Disorders.
5. Honors: The Honors of the Council is the highest honor bestowed by the Council. It is presented to those individuals whose contributions to the Council and/or to graduate education in communication sciences and disorders have been of such magnitude that their impact on the Council - or on the education of scientists or clinicians in communication sciences and disorders - through clinical practice, teaching, research, administration, service, or legislative activity - is recognized throughout the professional community.