

Policies and Procedures Last Updated: August 2005

The purpose of the Policies and Procedures document is to provide guidance to the executive committee in fulfilling their responsibilities as described in the Bylaws, and it is published to increase the transparency of the executive committee's actions to the section's members. However, the document is not binding upon the actions of the executive committee. Rather, this is a living document and can be altered upon agreement of the majority of the members of the executive committee. Exceptions to this document, along with changes to it, will be recorded in executive committee minutes which will be published to the section's membership.

Voting Procedures

The Nominating Committee shall solicit nominations for officers and other elected positions by email from the membership between January 1 and Feb 27. Nominations are closed after Feb. 27. Per VI of the Bylaws, if nominators wish to guarantee that their nominee is included on the ballot, they should provide affirmations of the nomination by nine additional members of the IS section. The Nominating Committee shall announce the selected slate of nominees for offices and other elected positions by email between March 1 and March 31. Election of officers shall take place by electronic vote of the members. The voting period shall begin at least 30 days after the announcement of the slate of nominees, but not earlier than April 1 and shall be closed no later than May 31. The results of the election will be announced via email prior to the AAA annual meeting.

JIS Editor Transition Guidelines

The JIS editor serves a three-year term on a calendar year basis. For discussion purposes, "Year 1" refers to the editor's initial year of service, while "Year 3" refers to the transition year, the final year of the editor's service. "January 1, Year 4" refers to the transition date, the official date of the new editor's term. (Note that from the new editor's perspective, this is the beginning of Year 1.) Early in Year 3, the Research and Publications committee will issue an electronic call for nominations for a new editor with an April 15 deadline. By July 1, the Research and Publications committee will make a recommendation to the Section's Executive Committee. By the AAA annual meeting of that year, the Executive Committee will issue its final approval of the appointment of a new, or, the re-appointment of the existing editor, selected by the Research and Publications Committee. The chair of the Research and Publications committee will introduce the new editor at the AAA annual meeting.

No later than two weeks following the end of the Year 3 AAA annual meeting, the outgoing editor should provide the incoming editor with information on the procedures for the review process, examples of author and review letters, and the software (and related documentation) used to manage the journal. The outgoing editor will assist the incoming editor in developing a list of potential members of the editorial board, associate editors, and ad hoc reviewers. The incoming editor should issue invitations to serve on the editorial board or act as associate editors or ad-hoc reviewer by December 31st of Year 3, leading to the new editor's term. The transition date for the editor change is January 1st, Year 4. The current editor has primary responsibility for the journal issues due to the AAA during their tenure.

From August to December of Year 3, the outgoing and incoming editors will jointly assess the status of in-process manuscripts to decide whether a publication is possible before January 1st, Year 4. However, the outgoing editor will make final decisions on papers until January 1st of Year 4.

The outgoing editor will retain oversight of manuscripts where the editor has made the decision to continue the review process as of the transition date. When the outgoing editor makes a final acceptance decision after the transition date and it is impractical to include the manuscript in the outgoing editor's final issue, the paper should appear in the first issue(s) under the incoming editor with acknowledgements that the outgoing editor accepted the paper.

Travel Grant Policies

The IS section may provide funds for PhD students to attend the mid-year meeting. The amount of funding and number of grants will be decided each year by the Executive Committee based on available funds.

AAA Spring Council Meeting

The section will pay travel and hotel accommodations for the President -Elect or his/her designate to attend the AAA Spring Council meeting.

Vice Chair – Academic

Issue a Call for Nominations in the IS section winter newsletter.

Financial Support – JIS Editor

Financial Support. The section will reimburse editors for expenses of up to \$2,000 per year that are incurred in publishing JIS. The Executive Committee at the inception of an Editor's term will set the annual amount of reimbursement. No reimbursement will be offered to the editor-elect in the six-month period prior to their transition into the editor position.