

CAPCSD POLICIES AND PROCEDURES MANUAL
 Approved by the Board of Directors January 10, 2023
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1 CAPCSD MISSION, VISION, AND DIVERSITY, EQUITY, INCLUSION, AND BELONGING STATEMENT

- a. Mission: We support, promote, and advance higher education programs in Communication Sciences and Disorders in higher education.
- b. Vision: The definitive source for advancing academic leadership and program excellence in Communication Sciences and Disorders.
- c. Diversity, Equity, Inclusion, and Belonging: CAPCSD shall not discriminate on the basis of race, ethnicity, color, religion, gender identity and expression, age, national origin, disability, linguistic expression, marital status, sexual orientation, family/parental status, political affiliation, or military status.

2 GENERAL INFORMATION REGARDING THE BOARD

- a. Board Members/Officers:
 - i. Members of the Board will be the elected officers - President, President Elect, Past President, Secretary, and Treasurer - and the appointed officers - Vice Presidents of Professional Development; Clinical Education; Research and Academic Affairs; Organizational Advancement; Admissions; and Online Professional Development. 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 from speech-language pathology/speech-language science, and audiology/hearing science from member programs across the educational continuum.
 - ii. All Board members will be expected to thoroughly read the CAPCSD Articles of Incorporation, Bylaws, and Policies and Procedures prior to taking office.
 - iii. All Board members will provide suggested edits to CAPCSD Policies and Procedures on an annual basis. Changes to Policies and Procedures will be approved through an affirmative majority vote of the Board.
 - iv. All Board members will complete a Conflict-of-Interest form on an annual basis to be kept on file with the management company.
 - v. Unless otherwise stated, terms of office will coincide with the fiscal year, July 1 to June 30.
 - vi. By May of every year, all Board members will submit a budget for the upcoming year for the position currently held.
 - vii. In addition to responsibility areas defined in the current Policies and Procedures Manual, Board members may be assigned other duties as defined by the President (e.g., serve as Monitoring Officer for committees).
 - viii. As Monitoring Officers, the Vice President's will present recommendations regarding committee appointments to the Board no later than the April meeting or as needed.
 - ix. Upon completion of the term of office and prior to the first board meeting of the new term, VPs will develop a final written report to the Board summarizing major recommendations for specific monitoring activities and policy positions of the Board and/or CAPCSD at large. This report will

include a status update and recommendations of any committees appointed by the Board.

- b. Procedural Rules:
 - x. Board Meetings:
 1. Meetings: The Board will meet at least four times per year F2F, once at the Annual Conference, once in the summer, typically in July, once in the fall, typically coinciding with the ASHA annual conference, and once in the winter, typically January or February. Tentative dates for the summer board meeting should be determined by the end of April and should consider the availability of all approved candidates for Board elected positions for the upcoming fiscal year.
 2. Virtual Meetings: In addition to F2F meetings, the Board is expected to participate in monthly virtual meetings, except August. Additional virtual meetings may be scheduled as needed.
 3. Business Meetings: The President (or designee) will preside over all board meetings and business meetings for 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 A](#).
 - xi. General Information
 1. CAPCSD is exempt from Federal income tax under a subsection 501c guidelines of the Internal Revenue Code. CAPCSD was originally incorporated in the State of Alabama in 1979. CAPCSD was registered in the states of Minnesota and Colorado in 2013 when a new association management company (AMC) was hired.
 2. The seal of incorporation is maintained in CAPCSD's AMC office and in digital record.

3 PRESIDENT

- a. Responsible to: The President will be responsible to the Board and the CAPCSD membership.
- b. Term of Office: The office consists of a three-year sequence: one year as President Elect, one year as President, and one year as Past President.
- c. Chief Executive Officer of CAPCSD: As the Chief Executive Officer of CAPCSD, the President will serve as the primary spokesperson for CAPCSD. The President will maintain communication with the President Elect and the Past President to ensure smooth transition and continuity of association initiatives. All correspondence from the President will be copied to both the President Elect and the Past President.
- d. CAPCSD AMC Oversight: The President will provide the major oversight of and communication with CAPCSD's Executive Director and the AMC and will have the final authority for prioritizing work and administrative support of all contracted services of CAPCSD consistent with directives of the Board.
- e. Together with the Past President and President Elect, the President will provide an annual evaluation of the AMC, Executive Director, and other pertinent AMC personnel (i.e., Director of Meetings and Continuing Education, Director of Centralized Admissions). Feedback from Board members will be obtained at the

spring board meeting and the President, President Elect, Past President will complete the review with the AMC in May. The outcome of the evaluation will be shared with the Board at the July meeting. Please see [Appendix L](#) for the evaluation form.

- f. **Budgetary Responsibility:** The President will work closely with the Treasurer and any contracted management/accounting service representatives as the chief fiscal officer of CAPCSD to ensure compliance with fiduciary responsibilities of the Board.
- g. **Contractual Authority:** The President is the officer empowered to sign contracts by CAPCSD on behalf of the Board. The President Elect is designated back-up in the event the President is not available. Exception: The AMC's Director of Meetings and Continuing Education is authorized to sign Banquet Event Orders on behalf of CAPCSD when a signed contract is in place with an event venue.
- h. **VP Board Member Vacancies:** The President will solicit potential candidates for consideration by the board. It is preferred that new VPs come from CAPCSD committees. Candidates from the volunteer interest form will also be considered. The board will review and discuss all candidates who will then be chosen by majority vote of the Board. New VPs will be notified prior to the April business meeting.
- i. **Coordinate requests for resolutions from the membership and oversee the part of the board meeting and the business meeting in which resolutions are considered.**
- j. **Additional Responsibilities/Authority:** The President will:
 - i. Call and preside at board and business meetings; set time and location and prepare agendas after soliciting input from the Board. The President will facilitate meetings in accordance with the meeting guidelines described in [Appendix B](#).
 - ii. Prepare an annual update to the member program representatives at the CAPCSD conference. Provide a welcome letter for the conference program.
 - iii. Prepare a newsletter to the general membership, typically three to four times yearly with assistance of the Executive Director. Ensure Board input regarding content of such reports. Typical times for distribution: fall, winter, and spring, following completion of elections. Newsletters are posted on the website.
 - iv. Determine the need for additional communications with the CAPCSD membership, based on emerging issues, and expedite such communications with assistance of the Executive Director.
 - v. Contact member programs and NSSLHA in January to remind all parties to adhere to the April 15 deadline for financial aid and graduate admission acceptance.
 - vi. Monitor all activities of committees via the monitoring officers.
 - 1. Facilitate training for committee chairs regarding the Policies and Procedures Manual.
 - 2. Ensure committees fulfill responsibilities as outlined in the Policies and Procedures and as assigned by Board.
 - vii. Notify the membership regarding any voting outcomes on resolutions or other actions.
 - viii. Coordinate the CAPCSD portion of the joint board meetings between CAPCSD and other professional associations.

1. The November CAPCSD-American Speech-Language-Hearing Association (ASHA) combined board meeting is convened by the President of ASHA with minutes kept by the ASHA secretary and shared with CAPCSD.
2. During the spring Annual Conference, combined meetings are convened by the CAPCSD President with ASHA and American Academy of Audiology (AAA), with minutes kept by the CAPCSD Secretary and shared with ASHA and AAA.
3. Additional meetings with other associations may be convened at a time and location approved by both boards. The hosting association will convene the meeting and provide shared minutes.

4 PRESIDENT ELECT

- a. Responsible to: The President Elect will be responsible to the President, the Board, and CAPCSD membership.
- b. Term of office: The office consists of a three-year sequence: one year as President Elect, one year as President, and one year as Past President.
- c. Incoming Chief Executive Officer: As the incoming chief executive officer of CAPCSD, the President Elect will facilitate close communication with the President and Past President and will be included in all correspondence and meetings with external and/or internal constituents.
- d. Responsibilities/Authority: The President Elect will:
 - i. Collect, incorporate, and prepare recommendations for revisions to the Policies and Procedures and By-Laws as requested by the board. Present changes to the Board annually for approval, typically at the spring meeting.
 - ii. Responsible for planning and executing board member training for board members during their term.
 - iii. Preside over meetings in accordance with the Policy and Procedures when designated by the President.
 - iv. Coordinate with the President on matters regarding resolutions from the membership.
 - v. Notify all candidates for elected positions of the outcome of elections. Inform the membership of the outcome of the elections.

5 PAST PRESIDENT

- a. Responsible to: The Past President will be responsible to the President, Board, and CAPCSD membership.
- 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. Serve as Monitoring Officer of the [Nominations Committee](#) and the Honors and Awards Committee: See Appendices C and need to add this after formatting for committee descriptions.
- d. Responsibilities/Authority: The Past President will:

- i. Identify the elected offices to be filled: President Elect each year; Treasurer in even-numbered years; and Secretary in odd-numbered years.
- ii. In consultation with the Nominations Committee Chair, ensure that the nomination and/or appointment process includes persons with diverse backgrounds, identities, and abilities that represent speech-language science/speech-language pathology and hearing science/audiology; that there is a balance of research/science, education, and clinical backgrounds; and representation from member programs across the educational continuum.
- iii. Monitors the election process. Present the slate of officers as recommended by the Nominations Committee for Board approval. As part of the election process, the Past President will:
 1. Promote membership knowledge of the nomination and election process by devising timelines so that the process of the call for nominations are well publicized to the membership.
 2. Present the board approved slate of officers to all program directors for an electronic vote. For further description, refer to [Nominations Committee](#).
 3. Oversee CAPCSD elections to ensure that:
 - a. Distribute electronic ballots to program directors within 14 days after the annual conference.
 - b. Electronic elections remain open for 14 days.
 - c. The slate will be approved by a majority of program director votes received.
 - d. Board members and all candidates are notified of election results within 7 days after elections close.
 4. Monitor member applications by overseeing the administration of the Corporation's membership applications and approvals process. The Past-president is responsible for the approval of membership applications received. The Executive Director sends the notification to the applicant with the decision.
 5. To ensure fair and adequate management of the CAPCSD organization, the Past President will announce and solicit Requests for Proposals (RFPs) from Association Management Companies once every 5 years. The Past President will convene a committee for this purpose. The committee, in conjunction with the Past President, will create the RFP for Board approval, conduct evaluation of all proposals received and present a summary to the Board prior to the spring meeting. The Board will select top proposals for formal proposal at the spring meeting. A proposal will be accepted by a majority vote of the Board.

6 TREASURER

- a. Responsible to: The Treasurer is responsible to the President, Board, and CAPCSD membership.

- b. Term of office: The Treasurer will serve a two-year term, with the position terms rotating in even numbered years. The Treasurer may serve for a maximum of two consecutive terms.
- c. Responsibilities/Authority: The Treasurer will:
 - i. After election and prior to beginning the term, confer with the current Treasurer, President, President Elect, and the Executive Director to review the overall coordination of the financial activities of CAPCSD. Initiation of the budget planning process will be done at this time by the current Treasurer.
 - ii. Exercise leadership in assuring that the Board is compliant with its fiduciary responsibilities to the membership and that the affairs of the office are executed in compliance with generally acceptable principles of accounting and non-profit financial organizations.
 - iii. Provide guidance to the board for quality financial reporting, sound risk management and ethical practices in relation to CAPCSD's purpose, mission, vision and goals and the current strategic plan.
 - iv. Monitors the maintenance of all routine bookkeeping, monthly statement reconciling, banking, and accounting functions by the AMC.
 - v. In consultation with the President and President Elect, prepare an annual budget for CAPCSD to be presented to the Board at the May board meeting. The proposed budget will be approved by the June meeting.
 - vi. The Treasurer will provide an overview of the approved budget with incoming board members.
 - vii. Monitor the issuing of credit cards and ensure that card authorizations and cancellations are current.
 - 6. Credit cards for CAPCSD are issued to the Treasurer, Executive Director, Director of Meetings and Continuing Education, and one designee of the AMC, and have a \$30,000 credit limit.
 - viii. Monitor check writing and ensure that check writing authorizations are current and implemented.
 - ix. The Treasurer, Executive Director, and Director of Meetings and Continuing Education have check writing authority.
 - x. One other designee of the AMC has check writing authority to be used only when the Executive Director is not available.
 - xi. Checks over \$1,000 that have a contract signed by the President can be written by the Executive Director, Director of Meetings and Continuing Education, and AMC designee without prior approval.
 - xii. Checks over \$1,000 used to pay off credit card charges can be written by the Executive Director or AMC designee without prior approval and the credit card statement is provided to the Treasurer with the monthly financials.
 - xiii. Checks over \$1,000 where there is no contract previously signed by the President require the Treasurer's approval, done via email.
 - xiv. 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.
 - xv. Capitalization Policy - All items purchased for CAPCSD that have a life (i.e., a projector, a computer, a banner, etc.) and are \$1,000 or more will be

- capitalized such that they will be tracked in the CAPCSD financial records and will be depreciated throughout the life of the item.
- xvi. At each board meeting provide a report and review CAPCSD's financial position vis-à-vis investments.
 1. Regularly present a report regarding performance during the fiscal year.
 2. Meet with individual board members as needed to discuss recommendations for board consideration regarding changes in the overall financial management process.
 3. Distribute monthly budget reports to the Board with the status of their budgets for that fiscal year to date.
 4. Make recommendations for Board consideration regarding mid-year changes in the approved annual budget should contingencies arise meriting such changes.
 5. Ensure an annual review of the CAPCSD's financial activity is executed and an audit at least every five years or as needed. The review and audit will be conducted by an external firm.
 6. Develop a five-year budget history, including the current year, for presentation at the business meeting at the Annual Conference.
 7. Coordinate an annual review of the CAPCSD's investment strategies and portfolio with the investment firm to ensure maximum return on investments and recommend any modification to existing investment policies to the Board for review.

7 SECRETARY

- a. Responsible to: The Secretary is responsible to the President, Board, and CAPCSD membership.
- b. Term of office: The Secretary will serve a two-year term with the position terms rotating in odd numbered years. The Secretary may serve for a maximum of two consecutive terms.
- c. Responsibilities/Authority: The Secretary will:
 - i. Ensure that an accurate record of the board meetings, CAPCSD business meetings, resolutions, and the April CAPCSD-ASHA and CAPCSD-AAA joint Board meetings are maintained for CAPCSD. The actual recording of the minutes is a function of the Secretary. It is the responsibility of the Secretary to ensure that CAPCSD 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 positions. Further details regarding the Secretary's role are provided in the section on meeting guidelines in [Appendix B](#).
 - ii. Distribute drafts of meeting minutes for review by Board within two weeks following each meeting. Responses from the board and subsequent approval will be returned to the Secretary within one week.

- iii. Maintain a list of current and past committee chairs and members with terms of appointment.
- iv. Final approved minutes will be saved and provided to the Executive Director for posting on the website.
- v. Oversees and monitors the Strategic Planning process.
- vi. Oversees the collaborative development, implementation, and promotion of the annual ASHA-CAPCSD CSD Education Survey that populates in EdFind.
- vii. Oversees development of the Salary Survey, execution, analysis, and dissemination of data every five years. Specifically, the Secretary will:
 - 1. Interfaces with appropriate personnel to establish a contract for implementation and analysis.
 - 2. Oversees the data collection, maintenance, analysis, and dissemination of data from the Salary Survey.
 - 3. Communicates updates regarding deadlines via CAPCSD's website, social media platforms, and email blasts.

8 VICE PRESIDENT POSITIONS

- a. Responsible to: The President, Board, and CAPCSD Membership
- b. Term of office: Vice Presidents hold office for two years with a maximum of two consecutive terms. Even years: VP of Organizational Advancement; VP of Professional Development and VP of Online Professional Development. Odd years: VP of Admissions, VP of Clinical Education; and VP of Research and Academic Affairs.
- c. Selection: Approved by a majority vote of the Board.
- d. Maintain a record of committee and task forces meeting outcomes and report to the Board.
- e. Provide the Board with updates from meetings attended with councils and/or standards bodies.
- f. Develop a budget in consultation with the Treasurer, and Board and staff as needed.
- g. Collaborate with other Board members regarding initiatives that interface with other Board member responsibilities.
- h. Upon completion of the term of office and prior to the first face-to-face board meeting of the new term, develop a final written report to the Board summarizing major recommendations for specific monitoring activities and policy positions of the Board and/or CAPCSD at large. This report will include a status update and recommendations of any committee or task force appointed by the board
- i. At the end of the term, the Vice Presidents will brief the incoming Vice President and provide a copy of relevant reports/documents for consideration.

9 VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT

- a. Responsibilities/Authority: The Vice President of Professional Development will:
 - i. Serve as Monitoring Officer of the [Conference Planning Committee](#).
 - ii. Interface with VP of Clinical Education, VP of Online Professional Development, and Conference Chair on planning the Clinic Director Basic Training
 - iii. Attend and advise the Conference Planning Committee meeting, typically held in May or June, and update the Board on the conference plans throughout the year.
 - iv. Coordinate with the Executive Director, Director of Meetings and Continuing Education, and the Conference Planning Committee Chair to monitor:
 - 1. The conference budget.
 - 2. The status of conference-related equipment and technology (e.g., projectors; mobile conference program app; conference submission software, etc.)
 - 3. AMC execution of conference-related tasks.
 - 4. Publication of the annual Conference Proceedings. See [Appendix F](#) for Guidelines for Annual Conference Proceedings.
 - 5. The peer review process for selection of any components of the annual Conference for which submissions are solicited.
 - v. Provide leadership and/or monitoring of the Conference Planning Committee and Leadership Academy. Coordinate with the Executive Director and Director of Meetings and Continuing Education for managing responsibilities.

10 VICE PRESIDENT OF CLINICAL EDUCATION

- a. Responsibilities/Authority: The Vice President of Clinical Education will:
 - i. Ensure that CAPCSD is current and has input to the major standards and credentialing bodies affecting the practice and clinical education of speech-language pathologists and audiologists. To this end, the Vice President will serve as liaison or will assign a designee to councils and/or boards that have certification powers affecting the CSD profession. The Vice President will develop and implement a proactive plan to ensure representation of CAPCSD to other standards bodies as appropriate.
 - ii. Provide leadership and/or monitoring of committees and/or task forces related to clinical education, the clinical education eLearning modules, and input for the conference and webinars related to clinical education resources. More information regarding the [Clinical Education Committee](#) can be found later in this document.

11 VICE PRESIDENT OF RESEARCH AND ACADEMIC AFFAIRS

- a. Responsibilities/Authority: The Vice President of Research and Academic Affairs will:
 - i. Foster the basic, applied, and pedagogical research bases of the professions and the highest level of academic standards for education in communication sciences and disorders.
 - ii. Oversee the CAPCSD's initiatives to address the Ph.D. shortage
 - iii. Serve as the CAPCSD representative to the ASHA Academic Affairs Board and Council on Academic Accreditation.
 - iv. Serve as Monitoring Officer of the Scholarship and IPE/IPP Committees.
 - v. Coordinate other research and scholarship initiatives.
 - vi. The Vice President will develop and implement a proactive plan to ensure representation of CAPCSD to the other accreditation bodies as appropriate.
 - vii. Prepare reports for the Board regarding proceedings of meetings attended with accreditation bodies.

12 VICE PRESIDENT OF ADMISSIONS

- a. Responsibilities/Authority: The Vice President of Admissions will:
 - i. Serve as the Monitoring Officer of the Admissions Committee.
 - ii. Communicate updates regarding admissions and deadlines via CAPCSD's website, social media platforms, and e-mail blasts.

13 VICE PRESIDENT OF ORGANIZATIONAL ADVANCEMENT

- a. Responsibilities/Authority: The Vice President of Organizational Advancement will:
 - i. Oversee current strategic initiatives of CAPCSD.
 - ii. Coordinate with the AMC to oversee the CAPCSD website and membership directory databases [See Appendix E](#).
 - iii. Serve as Monitoring Officer of the Media Strategy Committee and update Social Media Policy ([appendix G](#)) and its activities related to social media.
 - iv. Serve as Monitoring Officer of the Membership Committee.
 - v. Serve as Monitoring Officer of the Diversity, Equity, and Inclusion (DEI) Committee.
 - vi. Review and coordinate processing of new initiative requests (see [Appendix K](#)).

14 VICE PRESIDENT OF ONLINE PROFESSIONAL DEVELOPMENT

- a. Responsibilities/Authority: The Vice President of Online Professional Development will:
 - i. Oversee webinar program and on-demand courses.
 - ii. Serve as Monitoring Officer of the Online Professional Development Committee, ad hoc committees, and working groups as assigned.

15 GENERAL COMMITTEE ROLES AND RESPONSIBILITIES

- a. Term: Chairs and committee members serve for two years with a maximum of two consecutive terms.
- b. Committee Composition: A chair with two or more members approved by the board. Monitoring officer recommends the chair and committee members to the board for approval.
- c. It is preferred that:
 - i. Chairs and committee members come from member programs.
 - ii. Committee members serve on only one committee at a time unless approved by the board.
- d. If a committee member moves into the chair position prior to completing their term as a member:
 - i. They vacate the current role as a committee member.
 - ii. The VP recommends a new committee member to complete the term for board approval.
 - iii. The new chair begins their first two-year term as chair.
 - iv. After serving as chair, they term off the committee.
- e. The ongoing work of CAPCSD is supported by several standing committees, ad hoc committees, and task forces.
 - i. Standing committees meet the recurring need within an organization, give advice, make recommendations and/or decisions.
 - ii. Ad Hoc Committees address short-term, non-recurring needs, make recommendations, and is dissolved after the work is complete.
 - iii. Task Forces accomplish major, complex issues with tasks requiring intensive, focused effort, with special expertise and representation, and makes recommendations. Task Forces are short-term.
- f. Monitoring Officers, following approval by the Board, will appoint committee members via written acknowledgement with the committee charge, timeline of service, and expectations of the role.
- g. A standing committee can be dissolved with a majority vote of the Board.
- h. Monitoring Officers will provide written acknowledgement of committee member contributions when the member leaves the committee.
- i. The Monitoring Officer for each committee will review the roles and responsibilities of the chair and other committee members, as well as the performance of current

chairs and committee members for each standing committee, ad hoc committee, and task force they oversee on an annual basis, as described in [Appendix N](#).

- j. A set of Operating Guidelines for all standing committees, ad hoc committees, and task forces is outlined in [Appendix M](#). All committee chairs and committee/task force members should refer to these guidelines to understand their general roles and responsibilities.

16 ADMISSIONS COMMITTEE

- a. Responsible to: The Admissions Committee is responsible to the President and Vice President of Admissions serving as monitoring officer.
- b. Required qualifications for service on the Admissions Committee:
 - i. Be employed at a CSDCAS participating program in either a faculty or admissions focused role
 - ii. Have a working knowledge of CSDCAS and/or knowledge of graduate admissions, including student applicant perspective.
 - iii. Comfort networking with professional peers and serving in a mentorship role.
 - iv. Be active and working members.
 - v. Advocate and provide education for the service and users of the service.
 - vi. Recruit programs to participate in use of CSDCAS services.
 - vii. Participate and/or present at conferences or selected webinars as needed.
 - viii. Lead information sessions for students and participating programs.
 - ix. Consider enhancement options and changes to CSDCAS.
 - x. Contribute to CSDCAS web content as needed.
- c. Responsibilities/Authority: The Monitoring Officer will:
 - i. Develop the agenda of the Admissions Committee meetings in conjunction with sub-committee chairs.
 - ii. Attend and oversee committee meetings with the Director of Centralized Admissions
 - iii. Oversee and advise the Admissions Committee work on items such as posters, presentations, webinars, etc.
 - iv. Engage in ongoing communication with the CAPCSD's partner Liaison International, Inc.

17 CLINICAL EDUCATION COMMITTEE

- a. Responsible to: The Clinical Education Committee is responsible to the Vice President of Clinical Education serving as Monitoring Officer.
- b. Responsibilities/Authority: The work of the committee will serve as a quality control check on the materials and design of the web-based resources. The work will result in evidence-based, dynamic resources and opportunities to be utilized by our member programs.
- c. The Clinical Education Committee will:

- v. Participate in the development of new online clinical education resources.
- vi. Review and update existing clinical education resources on an annual basis.
- vii. Recruiting and identifying content matter experts as needed.
- viii. Assist in dissemination of eLearning access information across member programs.

18 CONFERENCE PLANNING COMMITTEE

- a. Responsible to: The Conference Planning Committee is responsible to the Vice President of Professional Development serving as the monitoring officer.
- b. Responsibilities/Authority (Chair): The Chair will:
 - i. Coordinate with the Director of Meetings and Continuing Education to schedule a Conference Planning meeting to be held in May or June of the year preceding the year in which that individual will chair the conference.
 - ii. Develop an agenda for the Conference Planning meeting including:
 - 1. Distributing the conference evaluations/suggestions to the Conference Planning Committee.
 - 2. Contacting the Board to solicit ideas for topics/speakers.
 - 3. Identify invited sessions and speakers.
 - 4. Create the Call for Papers (CFP) to reflect conference themes, dates, and other information as needed prior to the site going live.
 - 5. Making a list of recurring presentations, for consideration as space permits (e.g., CSDCAS, CAA/CFCC, ABA/ABAE, CSD Education Survey, Newcomers' Orientation, and committee reports). ASHA is limited to two sessions.
 - iii. Interface with the Vice President of Clinical Education to coordinate trainings for clinic directors and educators.
 - iv. Provide the Vice President of Professional Development a proposed conference plan to be presented at the summer board meeting.
 - v. Make modifications to the conference plan in response to feedback from the board following the summer meeting as communicated by the Vice President for Professional Development.
 - vi. Schedule a Conference Planning Committee meeting for late July/early August to assign tasks and review needed changes.
 - vii. Work with the Director of Meetings and Continuing Education for implementing the program graphic.
 - viii. Provide information to the Vice President for Professional Development for the program, website updates, and email blasts.
 - ix. Monitor responses to the CFP prior to the closing date.
 - x. Confirm invited speaker terms, email addresses, and phone numbers with the Director of Meetings and Continuing Education.
 - xi. Schedule a meeting to discuss submissions in the CFP and the rating process. Coordinate with the Director of Meetings and Continuing Education to send instructions for rating the CFPs to the reviewers.

- xii. Compile ratings from the reviewers and send emails to accepted/denied authors with assistance from the Director of Meetings and Continuing Education.
- xiii. Confirm final space needs and program plan with the Director of Meetings and Continuing Education. See [Appendix G](#) Meeting Space Policy for Requests from Allied Organizations.
- xiv. Provide the conference schedule on the website in conjunction with the Director of Meetings and Continuing Education.
- xv. Ensure that all disclosure statements have been obtained from all authors by the deadline, managed by the Director of Meetings and Continuing Education.
- xvi. The Director of Meetings and Continuing Education prepares the final draft of the conference program.
- xvii. Ensure a method for conference evaluations to be collected, with the Director of Meetings and Continuing Education.
- xviii. The Director of Meetings and Continuing Education will apply for ASHA and AAA CEUs.
- xix. Work with the Director of Meetings and Continuing Education and Executive Director to compile a list of speaker honoraria and reimbursement. See [Appendix H](#).
- xx. Coordinate
- xxi. with the committee to send a thank you to invited speakers.
- xxii. Ensure that the conference proceedings are posted on the website.
- c. Responsibilities/Authority Committee:
 - xxiii. Assist the Chair with the development of the Conference program.
 - xxiv. Assist the Chair with the CFP process.
 - xxv. Assist the Chair in monitoring all activities and events at the conference.
 - xxvi. Work with the Chair to contact speakers and presenters for the Conference and pre-Conference.
- d. Conference attendance and reimbursement for committee members
 - xxvii. The committee will arrive at the conference venue prior to the pre-conference sessions.
 - xxviii. The members will be reimbursed for the following conference-related expenses:
 1. RT economy airfare (booked via CAPCSD travel agent)
 2. Complimentary conference registration is provided
 3. Up to six (6) nights hotel
 4. Ground transportation and parking
 5. Additional meals not included with the conference

19 DIVERSITY, EQUITY, AND INCLUSION (DEI) COMMITTEE

- a. Responsible to: The DEI committee is responsible to the Vice President of Organizational Advancement serving as Monitoring Officer.
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- b. Responsibilities/Authority:
 - i. Create and maintain a list of accepted terminologies and definitions to facilitate communication among constituency groups.
 - ii. Provide input to CSDCAS on the development of fair and ethical admission practices that will enhance recruitment and successful application to CSD programs.
 - iii. Provide input to CAPCSDs policies, procedures, bylaws, and communication venues, including the website, to promote equity and inclusion of BIPOC, low-income, first- generation learners, and other under-represented groups in CSD.
 - iv. Identify evidenced-based resources for member programs to identify implicit and explicit biases and develop resources to support an equal work environment for faculty and ensure success BIPOC, low-income, first-generation learners and other under-represented groups in CSD.

20 HONORS AND AWARDS COMMITTEE

- a. Responsible to: The Honors and Awards Committee is responsible to the President and Past President serving as monitoring officer.
- b. Responsibilities/Authority - The Honors and Awards Committee will:
 - i. Send a call for nominations for CAPCSD Honors and Awards in the fall via email to all members.
 - ii. Announce the call in the President’s Fall Newsletter and the Fall business meeting.
 - iii. Committee members will confer with members of the Board and others active in CAPCSD to consider potential nominees.
 - iv. Recommend potential award recipients to the Monitoring Officer prior to the winter Board meeting, for Board approval.
 - v. The Board may choose to offer additional suggestions to the Honors and Awards Committee.
 - vi. 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 requested.
 - vii. The decision to make an award to each individual/group nominated will be decided by majority vote of the Board.
 - viii. In any given year, any honor or award may not be presented due to a lack of nominations or to a lack of Board approval of those nominated.
 - ix. Those receiving Honors of the Council may receive travel support of up to \$1,500. Any other travel support will be at the discretion of the Board.
 - x. The Monitoring Officer will ensure a letter, signed by CAPCSD President, notifying the honorees’ employers of the award.
 - xi. The Monitoring Officer will be responsible for:
 - 1. Notifying awardees of their selection

2. Conferring with the Executive Director to ensure plaques and certificates are prepared in time for the Annual Conference, and
3. Overseeing preparation for presentations of the awards at the Annual Conference. Presentations of awards are made by the Monitoring Officers, members of the Honors and Awards Committee, and/or individuals who have nominated the awardees. For specific honors and awards, please see [Appendix C](#).

21 INTER-PROFESSIONAL EDUCATION/INTER-PROFESSIONAL PRACTICE (IPE/IPP) COMMITTEE

- a. Responsible to: The IPE/IPP Committee is responsible to the Vice President of Research and Academic Affairs serving as the Monitoring Officer.
- b. Responsibilities/Authority:
 - i. The work of the committee will serve in assisting member programs in implementing IPE in their curricula and promote IPE in their institutions. To help member programs understand IPE and their role.

22 MEDIA STRATEGY COMMITTEE

- a. Responsible to: The Media Strategy Committee is responsible to the Vice President of Organizational Advancement serving as the monitoring officer.
- b. Responsibilities/Authority: The Media Strategy Committee will:
 - i. Communicate CAPCSD's vision, mission, and core values, connect members with each other and with resources, and advance the profession and members' professional development through website and social media interfaces.
 - ii. Recommend social media guidelines and stay abreast of advances in social media strategies. [Appendix G](#) for social media policy and guidelines
 - iii. Regularly post relevant information and topics via the organization's social media platforms.
 - iv. Provide oversight and promote CAPCSD Conversations for individuals of member programs.

23 MEMBERSHIP COMMITTEE

- a. Responsible to: The Membership committee is responsible to the Vice President of Organizational Advancement serving as Monitoring Officer.
- b. Responsibilities/Authority: The work of the committee is develop innovative ways to connect with individuals of member programs, evaluate the needs of member programs, and respond to member programs interests and concerns.

24 NOMINATIONS COMMITTEE

- a. Responsible to: The Nominations Committee is responsible to the President and Past President serving as monitoring officer.
- b. The President, President Elect, Past President, and the Nominations Committee Chair will meet in July to discuss the strategic direction of the CAPCSD Board of Directors, inclusion, diversity, and leadership needs.
- c. The Past President will meet with the Nominations Committee to ensure knowledge of the nominating process and procedures, committee expectations, confidentiality, long-range plan, and interview preparation.
- d. Responsibilities/Authority: Chair of Nominations Committee:
 - i. Present the general criteria and specific responsibilities for the offices to be filled by the election (President-Elect each year, Secretary and Treasurer in alternate years).
 - ii. Outline the nomination process, including documentation required for each nominee.
 - iii. Ensure the Call for Nominations is emailed to the membership by September and appears in the President's Fall Newsletter.
 - iv. Collect and actively solicit nominations from member programs during the fall.
 - v. Announce the final "Call for Nominations" at the fall business meeting. The deadline for receipt of nominations is December 15th.
 - vi. Contact all nominees within one week following the deadline for nominations and confirm each nominee's willingness to accept the nomination.
 - vii. Communicate frequently with the Monitoring Officer regarding the status of nominations.
- e. Responsibilities/Authority (Nominations Committee):
 - i. Actively solicit nominations from program representatives who possess the desired characteristics and experience needed for the open CAPCSD board positions.
 - 1. Match the organizational needs and individual strengths to a balanced, diverse, and inclusive leadership team that supports the whole organization and demonstrates the leadership skills, qualities, experiences, and behaviors that contribute to CAPCSD's mission.
 - 2. Select candidates who meet eligibility criteria of the position descriptions and leadership competencies.
 - 3. Ensure that the best-qualified person is slated through an objective evaluation of their skills and experience.
 - ii. Vet the individuals to be on the slate of nominees by gathering information from the potential candidates including a description of the candidate's experiences, credentials, and qualities that demonstrate the individual's abilities to carry out the duties for the position. CVs will be required for nominations.
- f. Create a preliminary slate of officers for presentation by the Chair to the Monitoring Officer prior to the winter board meeting.

- g. The Monitoring Officer will:
 - i. Communicate frequently with the Nominations Committee Chair regarding the status of nominations.
 - ii. Ensure prior approval of nominees has been obtained before submission of recommendations to the Board.
 - iii. Upon approval of the slate of nominees by the Board, notify the individuals who will appear on the final slate.
 - iv. Provide official notice to nominees who were not selected by the Board to appear on the slate of nominees.
- h. Responsibilities/Authority - The Board will:
 - i. Discuss the slate of nominees as recommended by the Nominations Committee and approve the slate at the winter board meeting.

25 ONLINE PROFESSIONAL DEVELOPMENT COMMITTEE

- a. Responsible to: The Online Professional Development Committee is responsible to the Vice President of Online Professional Development serving as monitoring officer.
- b. Responsibilities/Authority (Chair): The Chair will:
 - i. Coordinate with the Webinar Coordinator and Director of Meetings and Continuing Education to schedule webinars.
 - ii. Communicate with the Vice President for Online Professional Development and submit proposed webinar plans on an ongoing basis.
 - iii. Make modifications to webinar planning in response to feedback from the membership through surveys conducted after webinars.
 - iv. Submit suggested information to the Vice President for Online Professional Development for the program, website updates, and email blasts.
 - v. Work with staff to update the webinar offerings on CAPCSD's website as appropriate.
- c. Responsibilities/Authority of the Committee
 - vi. Develop webinar programming.
 - vii. Moderate webinars.
 - viii. Reviewing data collected from member programs to plan future webinar topics.

26 SCHOLARSHIP COMMITTEE

- a. Responsible to: The Scholarship Committee is responsible to the Vice President of Research and Academic Affairs serving as the Monitoring Officer.
- b. Responsibilities/Authority: The work of the committee is to support the advancement of research, scholarship, and service by coordinating the scholarship application and review process.

27 TRAVEL AND REIMBURSEMENT GUIDELINES

- a. Travel expenses are covered for requested business.
 - i. Receipts for expenses are required for reimbursement.
- b. Air Travel
 - i. Airline reservations will be made through CAPCSD'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 reimbursement expense form following the trip.
 - ii. The CAPCSD office will provide the traveler with the contact information for the CAPCSD travel agent. Travelers should plan as soon as possible and be flexible with scheduling for the most economical fares. If a purchased ticket is changed for a traveler's personal reason, extra charges will be the responsibility of the traveler. Travelers with a flight over five hours long will be reimbursed for upgraded seating, not to include first class.
 - iii. Travelers will be reimbursed for in-flight Wi-Fi service.
 - iv. Travelers will be reimbursed for one checked bag.
- c. Automobile Travel
 - i. When a private car is used for transportation to meetings, mileage will be reimbursed at the rate stated on CAPCSD reimbursement expense form, not to exceed airfare rate as determined by CAPCSD'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 Executive Director.
- d. Ground Transportation and Parking
 - i. CAPCSD will reimburse individuals for ground transportation to and from the airport and for parking.
- e. Meal Expenses
 - i. Reasonable meal expenses not already provided by the meeting/conference will be reimbursed.
- f. Lodging
 - i. Hotel rooms will be paid by CAPCSD through a direct billing arrangement with the hotel. Only room charges and tax will be transferred to CAPCSD's account. The traveler will pay for all incidentals. CAPCSD will reimburse lodging expenses for meetings not directly billed to CAPCSD.
- g. Reimbursement Expense Form
 - i. Completed and signed expense forms with all receipts will be sent electronically to the Executive Director within 15 days of completion of the travel.
 - ii. When a receipt is lost, a statement in lieu of the receipt should be submitted to the Executive Director that includes the date, dollar amount, purpose of the expense, and the reason for the missing receipt.
 - iii. If personal vehicle mileage is being claimed, verification of map miles must be included with the expense form.

- h. The Board will meet face-to-face four times annually with all allowable expenses reimbursed.
 - i. Board expenses for the November board meeting and business meeting will reimbursed up to three nights' hotel.
 - ii. Board expenses that will be reimbursed for the April board meeting and annual conference: up to six (6) nights hotel billed directly to the CAPCSD master account. The Board receives complimentary conference registration.

28 EXPENSES ABOVE OR BEYOND THE BUDGET AND BUDGET LINES

- a. Significant changes in the budget must be approved by the Board.
 - i. This includes adding line items or increasing any line item above 110%.
 - ii. Although the Board, or committees within a given Vice President's oversight, may recommend spending to the Board, the Board must approve all spending for any line item above 110% of the previously budgeted amount.
- b. Individual or committee spending that has not been pre-approved by the Board may not be reimbursed.
- c. Unless determined otherwise by the Board, Vice Presidents/Committees can spend only from their Board approved budget. Other spending must first be authorized by the Board.

29 USE OF THE CAPCSD WEBSITE

- a. The CAPCSD website (www.capcsd.org) is intended to facilitate communications among representatives of academic programs that are members of CAPCSD and to promote dissemination of information to anyone with interests related to the mission of CAPCSD. Postings of academic positions on the website will be limited to academic positions in communication sciences and disorders, deans, and other administrative positions of member programs.
 - i. CAPCSD members and affiliate members have exclusive access to CAPCSD's InfoHub and job postings.
 - ii. Member programs may not post announcements of position openings for non-member programs.
 - iii. Non-member programs that are eligible for membership but are not, can post an academic position for a fee. Organizations should submit a request form and the job description to CAPCSD for consideration.
 - iv. Non-member organizations may wish to post position announcements for CSD-related postdoctoral research positions on the CAPCSD job site. Organizations with available postdoctoral research positions should send a request and a job description to the CAPCSD Vice President of Research and Academic Affairs for consideration. The decision for approval

will be based on the appropriateness of the request and if it fits with CAPCSD goals of furthering the science of the disciplines.

30 RESOLUTIONS PROCESS

- 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. Any member program or individual of a member program may propose a resolution.
- c. Resolutions will be written and include the following four headings:
 - i. Title: Brief descriptive title for the resolution.
 - ii. Background: A sequence of logically ordered “Whereas” statements.
 - iii. Resolved: Detailed description of proposed position, action, investigation, initiative, etc. that the resolution sponsor(s) would like CAPCSD to pursue.
 - iv. Sponsored by: Name(s) and Program Affiliations of the resolution sponsor(s).
- d. Proposed resolutions will be submitted via email to the President and Executive Director at any time during the year. Resolutions submitted will be discussed at the next regularly scheduled meeting unless a quorum is not met.
 - i. Wording of resolutions may be edited based on discussions and recommendations during the Board meeting.
 - ii. The Board may request additional information from the submitter and seek additional information from other resources.
 - iii. The submitter will have the opportunity to accept the changes or withdraw the proposed resolution. The submitter has 30-days to respond.
 - iv. A one-third favorable vote of the Board is required to submit the resolution to the membership for a vote.
 - v. Resolutions approved by the Board for distribution to the membership will not become official until ratified by a majority vote by the member program representatives voting.
- e. Voting on passage of resolutions will be accomplished through a web-based system, with emails from the Executive Director indicating means for accessing the voting site and a due date for responses.
- f. The online voting process will be initiated within ten (10) days of approval of a resolution by the Board. Ratification by member programs will be a simple majority vote of member programs votes received by the due date specified in the call for vote.
- g. Ratification of a resolution allows the Board to execute the actions, define the direction, and allocate appropriate resources.
- h. Ratified resolutions are under the direction of the Board.

31 MEMBERSHIP

- a. Regular membership is open to all academic programs that prepare students for professions in communication sciences and disorders. Membership is granted to both SLP and AuD programs at academic institutions. A CSD program can have one membership for both SLP and AuD or apply for separate memberships by each program director.
 - i. Each paid member program has one vote, which is executed by the program chair or their designee.
 - ii. New members must apply for membership, to be approved by the Past President. If approved, the applicant will be provided an invoice and a welcome letter from the Past President after the payment is received.
- b. Affiliate membership is open to academic programs who are in the planning phase of creating a program. Once the program enters a class of students, the Affiliate membership is no longer valid, and the program becomes eligible for a regular member of CAPCSD.
 - i. Affiliate membership entitles programs to the following benefits:
 - 1. Membership rate to the CAPCSD Annual Conference for up to two participant registrations
 - 2. Access to the CAPCSD Job Posting site
 - 3. Access to specific restricted CAPCSD resources as determined by the Board
 - ii. Notwithstanding any provision of these Bylaws to the contrary, Affiliate membership does not include the following:
 - 1. Any voting rights
 - 2. Eligibility to serve on the CAPCSD Board of Directors
 - 3. CAPCSD Scholarship nominations
 - 4. CAPCSD Honors and Awards nominations
 - 5. Eligibility for specialized academies and forums
- c. Dues
 - i. Annual membership dues will be determined by a two-thirds (2/3) vote of the board members voting by mail or electronic ballot. Affiliate membership dues will be at a reduced rate determined by the board.
 - ii. Dues are assessed by July 1 of each fiscal year. See [Appendix D](#) for full process.
 - iii. Dues are payable upon receipt of the first notice.
 - iv. Member and Affiliate member programs that have not paid dues by September 15th are moved into non-member status and lose all benefits.
 - v. Membership will be reinstated upon receipt of all unpaid dues for the current membership cycle; dues are not pro-rated.

32 APPENDIX A: CONFERENCES

1. CAPCSD will contract for professional conference site selection assistance upon the recommendation of the Director of Meetings and Continuing Education, the VP of Professional Development, and approved by the Board. Determination of time and location of conferences will include:
 - a. Verification of preferred dates.
 - b. Selection of geographic and potential facilities.
2. Ideally, time and location of an Annual Conference will be determined five (5) years in advance.
3. The general flow of site selection will be as follows:
 - a. The VP of Professional Development will review with the Director of Meetings and Continuing Education all site selection contracts that have been executed, making note of the geographic location.
 - b. At the summer board meeting, the VP of Professional Development and Director of Meetings and Continuing Education will discuss possible venues for future conference years to be contracted and receive general approval of the locations from the Board.
 - c. If CAPCSD is contracting with a site selection firm, the firm will search for appropriate venues after the summer board meeting.
 - d. Following the Board's endorsement of a venue the firm will negotiate the contract and monitored by the Director of Meetings and Continuing Education who will review all proposed contracts.
 - e. The VP of Professional Development will present the board with a final proposed contract for approval.
4. General guidelines for conference site selection follow:
 - a. CAPCSD will take into consideration existing discriminatory state laws when considering site-locations. Due to planning five years in advance, CAPCSD recognizes it cannot anticipate future legislation.
 - b. Traditionally, CAPCSD considers Thursday-Saturday dates in late March/early April with preference given to the week immediately following Easter and avoiding major religious holidays.
 - c. CAPCSD will review AAA, ASHA, and NBASLH conference dates prior to booking to avoid conflicts.
 - d. CAPCSDs site selection will take into consideration the location as it relates to airfare, hotel room rate, costs, and access to restaurants.
5. The following conference information will be maintained:
 - a. Agenda and program
 - b. Hotel and A/V contracts
 - c. Considered venues

33 APPENDIX B: CAPCSD MEETING GUIDELINES AND GROUND RULES

1. 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.
2. The mission and vision of CAPCSD will be shared broadly with all members and considered when decisions are made at meetings and online voting.
3. The President will provide an agenda with consideration of time to be allocated to each agenda item.
4. Members will be presented an explicit set of ground rules prior to each meeting. The ground rules will be as follows:
 - a. Keep in mind the mission and vision of CAPCSD in considering each topic.
 - b. Disagreements are welcome. Disagree without attacking. Commit to cooperation and conflict resolution. Express concerns or disagreements constructively.
 - c. Disassociate yourself from the specific details of a proposal you may have worked hard to create. Respect that the proposal once presented becomes CAPCSD’s proposal to consider and possibly approve, modify, or reject.
 - d. Do not insult people or ideas. Respect everyone’s input whether you agree or not.
 - e. Listen carefully to what others are saying.
 - f. Do not speak when someone else is speaking.
 - g. Raise your hand to indicate a desire to speak.
 - h. Speak only when called upon by the facilitator.
 - i. Do not speak more than once on a topic unless you have important new content to provide.
 - j. Do not repeat what someone else has already said.
5. The President will serve as facilitator of all Board of Director and business meetings, except when the President 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 consistently will make clear who is facilitating the 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.
6. A facilitator will provide the proposal to be considered regarding a specific topic. Members will have an opportunity to shape the wording of one or more proposals to be considered regarding that topic. A single proposal will be created 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.
7. The secretary will note key points made during the discussion. Names of individuals making those points will not be recorded unless there is a specific request to record a speaker’s name for a stated reason.
8. The secretary will write the wording of the proposal as it is modified and restate it as requested by any member. Once consensus is reached on the proposal, the facilitator will ask if anyone

objects to the wording of the proposal. The secretary will revise wording as agreed upon by the group.

9. 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 not 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 during the discussion.
10. 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.
11. Once the facilitator believes that the group has reached consensus on the proposal, or come as close to it as possible, the facilitator will ask for consensus by a show of hands to get a general idea of whether most agree. Alternatively, the facilitator will request to see the 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 and 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.
12. Once consensus has been reached within the given time constraints, the facilitator will call for a vote.
13. 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.
14. 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.
15. Anyone objecting to a proposal may overtly express non-support, reservation, or a wish to stand aside.
 - a. Expressing non-support means that the individual does not completely agree but will go along with the group.
 - b. Expressing reservation indicates that the individual has doubts about the proposal or certain aspects of it but that these are not so critical as to block the decision.
 - c. Standing aside indicates that the individual disagrees with the proposal but will not stand in the way of having the group approve it.
 - d. Anyone wishing to have a note of objection recorded in the meeting minutes may request this action at the time of the vote.
 - e. Unlike in some consensus process, no individual may “block” a decision or vote.
16. 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.
17. The secretary will read the specific wording for the proposal before a vote is taken.

18. 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 individual's comments or behavior are unacceptable in terms of the ground rules, or that someone has been trying to speak but not called upon).
19. 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 the individual to leave.
20. Recommendations for enhanced education of facilitators and/or participants will be made by anyone in the group to any member of the Board.

34 **APPENDIX C: HONORS AND AWARDS**

1. Honors of the Council: The Honors of CAPCSD is the highest honor bestowed by CAPCSD. It is presented to those individuals whose contributions to CAPCSD and/or to graduate education in communication sciences and disorders have been of such magnitude that their impact on CAPCSD - 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.
2. Distinguished Contributions Award: Presented to individuals, committees, agencies, businesses, or organizations in recognition of significant and sustained contributions to CAPCSD that have enhanced CAPCSD'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. Excellence in Diversity Award: Presented 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. May be awarded to an individual or academic program only once.
4. Nominees may not include current members of the CAPCSD Board or the Honors and Awards Committee.

35 APPENDIX D: MEMBERSHIP DATABASE AND WEBSITE MANAGEMENT

1. Membership Database

The Executive Director will oversee the management of the membership database by AMC staff.

2. Website Management

- a. The Executive Director, Director of Meetings and Continuing Education, and Director of Centralized Admissions, will monitor and make changes/updates to the CAPCSD and CSDCAS websites, as needed.
- b. The Executive Director, Director of Meetings and Continuing Education, and Director of Centralized Admissions will work together to ensure that updates are completed in a timely manner.
- c. Board members or CAPCSD member program representatives with a request to post something on the CAPCSD website (not job postings), will send the information to the Executive Director for approval.

36 APPENDIX F: GUIDELINES FOR ANNUAL CONFERENCE PROCEEDINGS

1. The Director of Meetings and Continuing Education will develop Proceedings for the Annual Conference. The immediate past conference chair and Vice President for Professional Development will assist as needed.
2. Proceedings:
 - a. The Proceedings will include, but not limited to, general conference information, CAPCSD officers, program, papers, and posters, President's opening remarks, and honors and awards recipients.
 - b. Presentations will be downloaded from the speaker management system and posted on the CAPCSD website prior to the fall business meeting.

37 APPENDIX G: MEETING SPACE POLICY FOR REQUESTS FROM ALLIED ORGANIZATIONS

1. CAPCSD recognizes that allied organizations may wish to meet with interested constituents attending the Annual Conference and will accept requests for use of contracted meeting space.
 - a. All requests must be submitted in writing to CAPCSD's Director of Meetings and Continuing Education who will consult with the Vice President for Professional Development to determine whether the request(s) can be accommodated.
 - b. Requests must be submitted by September for the following year's conference.
 - c. Requests for use of contracted meeting space will be accepted only for meetings that do not conflict with the:
 - i. Pre-conference
 - ii. Conference
 - iii. Opening reception
 - iv. Business meeting
 - v. Honors and Awards
 - d. CAPCSD will not honor requests to add sleeping rooms/extend the room block and assumes no financial responsibility.
 - e. Allied organizations are responsible for any costs (e.g., food/beverage, audiovisual) associated with their meetings. CAPCSD's Director of Meetings and Continuing Education will facilitate contacts with the property's sales staff.

38 APPENDIX H: ANNUAL CONFERENCE INVITED SPEAKER REIMBURSEMENT GUIDELINES

Compensation	Invited Member/Member-Eligible Programs	Invited: Non-CSD Professionals
Complimentary Conference Registration	X	X
Airfare OR mileage at standard CAPCSD mileage rate. Flights should be booked through CAPCSD travel arrangement, with airfare approval from the Executive Director.		X
Airport parking		X
Ground transportation		X
Meals during travel those are not included in Conference registration. Maximum expense of \$35/day for included travel days.		X
1 night hotel for each half-day of presentation		X
Honorarium	At Conference Planning Committee discretion, to be approved by Board.	\$500-\$1,000 per presentation with exceptions approved by the Board.

39 APPENDIX I: RECORDS RETENTION POLICY

Organization records, particularly those that are bulky or voluminous, should be disposed of as soon as they outlive their usefulness. The following schedule is adapted from one used by business and is only meant as a guideline. Special circumstances can alter the retention period.

	<u>Retention Period</u>
Accident reports/claims	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports of accounts	Permanently
Bank reconciliations	7 years
Capital stocks and bonds records, ledgers, transfer registers	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks cancelled (exceptions below)	7 years
Check exceptions include important payments (e.g. taxes, special contracts)	Permanently
* Checks should be filed with papers pertaining to underlying transaction	
Contracts, notes, leases	7 years
Correspondence (general)	3 years
Correspondence (legal)	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years

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Employee personnel files (terminated)	7 years
Expense analyses & expense distribution schedules	7 years
Financial statements	Permanently
General/private ledgers including year-end trial balance Permanently	
Gifts, records of gifts	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies	3 years
Internal audit reports	3 years
Inventories of supplies and materials	7 years
Invoices	7 years
Minutes of directors' meetings, bylaws & charter	Permanently
Notes receivable and ledgers	7 years
Petty cash vouchers	3 years
Purchase orders	7 years
Tax returns and worksheets	Permanently

40 APPENDIX J: SOCIAL MEDIA POLICY

1. Social Networking for Council of Academic Programs in Communication Sciences and Disorders (CAPCSD)
 - a. The Council of Academic Programs in Communication Sciences & Disorders (CAPCSD) has embraced the use of social media as another means to communicate with those interested in learning about the organization and its professions. As a result, this policy has been created to provide guidance when using all social media associated with CAPCSD, including those listed below.
 - i. CAPCSD Website: <http://www.capcsd.org/>
 - ii. Facebook: Council of Academic Programs in Communication Sciences and Disorders
 - iii. CAPCSD Twitter: Various Twitter handles may be used for conference updates
2. General Guidelines for CAPCSD-Authorized Posts
 - a. The guidelines below are general recommendations that should be followed by anyone posting on a social media site, whether they are personal posts or posts on behalf of CAPCSD.
 - i. Be truthful about who you are: You may denote that you are a member of CAPCSD but, unless given specific authority to do so, you may not state that you speak on behalf of, or for, CAPCSD.
 - ii. To make this point clear when posting opinions on social networks, it is suggested that you post a disclaimer, such as the following:
 1. *The (following/preceding) text represents my personal views and does not necessarily represent the views of CAPCSD.*
 - iii. Never post under an assumed or stolen name: Use your real name when posting. Using an “undercover” alias or someone else’s profile to keep yourself hidden in order to make inflammatory statements is not a good practice and shows that you do not want to stand behind your statements.
 - iv. Be civil: Discussions, even heated discussions, need not degrade into name calling laced with profanity. Postings using such language or posting defamatory messages reflect poorly on the messenger and can be harmful to the recipient.
 - v. Exercise good judgment in what you post: Once your words or images are posted to a social media site or service, they can be passed around from person-to-person ad infinitum and will last forever. Before you post something, make sure it will not have negative repercussions.
 - vi. Respect confidentiality – especially with students: Once posted, there is no such thing as confidentiality. The best policy is to not post anything you believe is to be held in confidence.
 - vii. Be aware of your words and the law: Slander and libel (false or unjustified injury of the good reputation of another in speech or in writing) laws extend to the Internet as well as into the social networks as do a myriad of laws covering divulged trade secrets and other legal matters. Err on the side of caution if you are uncertain of legal ramifications.

- viii. Be professional: Employees of an organization should avoid making even generic negative statements about the institution, its students, or other groups of employees.
 - ix. Photography/copyright: Copyright protection of personal images, text and other intellectual property extends to the Internet and must be respected. Just because an item is easy to download and repost does not mean that it may be done. As a rule of thumb, to avoid any copyright infringement, ask and receive permission before reposting any image or text found on the Internet or create the image or text yourself.
 - x. Protect your information: Posting information about where you are, when you will be away from home, or what new high-priced electronic items you just purchased can attract online and local thieves. Furthermore, posting a great deal of personal information can attract identity thieves. Be careful about what personal information you post.
- b. Additional Guidelines for CAPCSD-Authorized posts
- i. The following are guidelines to follow if your position allows you to post on behalf of CAPCSD. Overall, be thoughtful about what you post and know your words will remain posted long after you write them.
 - ii. Notify the organization: Problems, questions, or concerns about social media and CAPCSD should contact CAPCSD’s Executive Director.
 - iii. Acknowledge who you are: When officially representing CAPCSD on a social media platform, clearly state your role, your department or office.
 - iv. Link back to the CAPCSD: Posts should be brief, providing the needed information and directing a visitor to related CAPCSD web sites, as needed, for more information.
 - v. Keep current: Consider the messages, audiences, and goals, as well as a plan for keeping information up to date.
 - vi. Protect confidential and proprietary information: Maintain confidentiality and proprietary information about CAPCSD. Postings must follow applicable federal requirements (e.g., FERPA, HIPAA, NCAA regulations) and adhere to all applicable privacy and confidentiality policies.
3. Usage of CAPCSD Logos and Icons
- a. CAPCSD owns the rights to the use of its trademarked logos and name. To strengthen the identity of CAPCSD, use of the logos on accounts or pages that represent a CAPCSD posting is allowed; however, the following standards should be adhered to if they are used.
 - b. The Name “CAPCSD”
 - i. In referring to CAPCSD, the name “Council of Academic Programs in Communication Sciences & Disorders” should be used on first mention. Use “CAPCSD” on any subsequent identification.
 - ii. In no case should CAPCSD’s name, its marks or identity be used to promote a commercial product, cause, political party, or candidate.
 - c. The Logo
 - i. The construction of the logo may be changed only by CAPCSD. When enlarging artwork, care should be taken that the proportions, ratio of height to width, of

the signature are not altered. It should never be altered, re-drawn, or augmented with additional type. It should only be reproduced from original artwork available from CAPCSD's Executive Director.

- ii. Any questions about use of the CAPCSD logo should be addressed to CAPCSD's Executive Director.

4. Links to Existing CAPCSD Policies

- a. The following links are official CAPCSD policies and as such should be seen as part of this Social Media Policy. The content identified below should be used to answer any questions not directly addressed in this document.
- b. Related CAPCSD Information:
 - i. Vision, Mission, and Core Values: <http://www.capcsd.org/about-capcsd-2/core-values/>
 - ii. Strategic Plan: <http://www.capcsd.org/about-capcsd-2/our-strategic-plan/>

41 APPENDIX K: POLICY AND PROCEDURES FOR NEW INITIATIVES

1. Proposals for new and revised initiatives must meet the following criteria to be considered:
 - a. Fit CAPCSD's mission, core values and current strategic plan.
 - b. Meet cost-benefit expectations for immediate and projected timelines.
 - i. Costs include funds needed for planning, startup, and maintenance of initiatives. Items such as contracts for outside services (e.g., consultants, web designers), and work beyond CAPCSD's contract with their AMC should be addressed in all proposals.
 - ii. Estimates of volunteers' time as well as their availability and expertise for planning and implementing the initiative over the life of the project must be included as well. Volunteers typically should not receive stipends or in-kind payments for their work.
 - iii. Benefits relate to the initiative's return on the investment of time and money and fit with CAPCSD's mission and core values.
 - iv. Proposals must include a plan to evaluate the short- and long-term benefits for the membership and CSD education.
2. Proposals may be submitted by CAPCSD committees and/or by members of CAPCSD's Board. Persons or committees proposing new and revised initiatives must complete the New Initiative/Project Proposal form and submit it to the President and Executive Director at least two weeks before the Board of Director's regularly scheduled meeting for consideration.
3. After consideration of the proposal, Board actions may include approval, a request for more information, request for revisions, or rejection of the proposal by a two-thirds majority of voting board members.

New Initiative/Project Proposal

Please read the (hyperlink to) section for new initiative proposals in the Policy and Procedures Manual before completing this form. Submit requests for review to CAPCSD's President and Executive Director at least two weeks before a Board of Director's regularly scheduled meeting.

Date:

Name(s):

Board Position(s):

Committee:

Title:

Background (include relevant policies or past projects/practices):

Purpose Statement and Description (include fit with CAPCSD's mission and current strategic plan):

Implementation Plan (list activities/steps and estimated timeline):

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Estimated Budget (provide costs such as breakdown additional JMS support, and outside services):

Estimated Volunteer Support (Include essential expertise needed and workload estimate):

Evaluation Plan (include proposed measurement of the short- and long-term benefits for the membership and CSD education).

Recommendation for Motion for Approval:

Note: This section will be completed by CAPCSD's Secretary and attached to the minutes.

Action Taken (check all that apply):

- Approval (outline rationale here):
- Request for more information (list here):
- Request for revisions (list here):
- Not Approved (outline rationale here):

42 APPENDIX L: CAPCSD ANNUAL REVIEW OF MANAGEMENT SERVICES

CAPCSD Annual Review and Planning of Management Services

Purpose: To (1) provide feedback on the performance of the Management Association, (2) assist in maintaining clear expectations between the CAPCSD Board of Directors, the Executive Director, and other members of the management team, (3) evaluate the overall service provided, and (4) facilitate discussion about upcoming services and/or future needs of the Management Association and CAPCSD.

MANAGEMENT ASSOCIATION

Goals (to be completed by the Management Association):

[INSERT GOALS HERE]

Narrative feedback (to be completed by the CAPCSD Board of Directors):

Areas of strength:

Areas for improvement:

EXECUTIVE DIRECTOR

Goals (to be completed by the Management Association):

[INSERT GOALS HERE]

Narrative feedback (to be completed by the CAPCSD Board of Directors):

Areas of strength:

Areas for improvement:

DIRECTOR OF MEETINGS AND CONTINUING EDUCATION

Goals (to be completed by the Management Association):

[INSERT GOALS HERE]

Narrative feedback (to be completed by the CAPCSD Board of Directors):

Areas of strength:

Areas for improvement:

DIRECTOR OF CENTRALIZED ADMISSIONS

Goals (to be completed by the Management Association):

[INSERT GOALS HERE]

Narrative feedback (to be completed by the CAPCSD Board of Directors):

Areas of strength:

Areas for improvement:

OTHER STAFF

Goals (to be completed by the Management Association):

[INSERT GOALS HERE]

Narrative feedback (to be completed by the CAPCSD Board of Directors):

Areas of strength:

Areas for improvement:

43 APPENDIX M: CAPCSD OPERATING GUIDELINES FOR COMMITTEES

2022-2023

These guidelines shall apply to all standing committees, ad hoc committees, and task forces.

Chair of Committee/Task Force

i	<p><i>The Chair is responsible for guiding the committee in its work as outlined in the Policies and Procedures manual under the direction of the associated Monitoring Officer.</i></p> <p><i>The Chair will:</i></p> <ul style="list-style-type: none"> ● <i>Communicate with the board via the designated Monitoring Officer</i> ● <i>Support board decisions</i> ● <i>Coordinate and schedule all committee meetings</i> ● <i>Communicate with staff liaison to schedule Go To Meetings</i> ● <i>Develop the committee meeting agenda in conjunction with the designated Monitoring Officer</i> ● <i>Take meeting minutes for review by the Monitoring Officer prior to committee distribution</i> ● <i>Have basic understanding of any related systems, e.g. WebAdmit, Cadmium, DropBox, to retrieve, track and input information as needed</i> ● <i>Respond in a timely manner to Monitoring Officer and staff requests</i> ● <i>Follow through on goals and outlines of committee in conjunction with the Monitoring Officer</i> ● <i>Serve as facilitator during committee meetings</i> ● <i>Tips for Chairs:</i> <ul style="list-style-type: none"> ○ <i>Mentor committee members</i> ○ <i>Start and end meetings on time.</i> ○ <i>Establish mutual ground rules for committee meetings i.e. no cell phone interruptions</i> ○ <i>Initiate and lead committee meeting discussions</i> ○ <i>Ask open-ended questions to elicit dialogue</i> ○ <i>Treat all opinions respectfully</i> ○ <i>Seek consensus</i> ○ <i>Be cognizant of committee members who are not participating and engage them in discussion</i> ○ <i>Recognize when committee members are shutting down and may need breaks</i> ○ <i>Keep topics on track</i> ○ <i>Review action items, assignments and set deadlines</i>

Committee Members

i	<p><i>The Committee member is tasked with work as outlined in the Policies and Procedures manual under the direction of the committee Chair and/or designated Monitoring Officer.</i></p> <p><i>The Committee member will:</i></p> <ul style="list-style-type: none">● <i>Report to the Chair</i>● <i>Actively participate in the work of the committee</i>● <i>Be accessible to the Monitoring Officer, Chair, CAPCSD staff, and other members of the committee</i>● <i>Be knowledgeable in the committee work</i>● <i>Work within the scope of the committee's charge</i>● <i>Read necessary materials in advance of the meetings</i>● <i>Attend meetings</i>● <i>Notify the Chair if circumstances prevent participation on the committee</i>● <i>Work as part of a team toward fulfilling the committee's goals</i>● <i>Complete tasks as assigned by the Chair</i>● <i>Respond to emails in a timely manner</i>● <i>Treat others with respect</i>● <i>Follow committee guidelines as outlined in the Policy and Procedure manual</i>● <i>Disclose conflict of interests to the Chair</i>
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Monitoring Officer

i	<p><i>The Monitoring Officer is tasked with work as outlined in the Policies and Procedures manual under the direction of the President and Board of Directors.</i></p> <p><i>The Monitoring Officer will:</i></p> <ul style="list-style-type: none">● <i>Report to the Board of Directors</i>● <i>Assist, review and approve committee agenda with the Chair</i>● <i>Attend committee meetings</i>● <i>Communicate to the committee Chair the strategic directions and goals as set by the Board of Directors</i>● <i>Work with the Chair to strengthen their leadership skills and meeting management</i>● <i>Ensure appropriate involvement from new members</i>● <i>Ensure succession planning for committee Chair</i>● <i>Resolve issues between the Chair, committee and constituents</i>● <i>Ensure appropriate transition of new Chair and committee members</i>● <i>Ensure the committee meets deadlines and maintains integrity of its role</i>
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Staff Liaison

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The Staff Liaison is tasked with work as outlined in the Policies and Procedures manual under the direction of the President and Board of Directors.

The Staff Liaison will:

- *Report to the Board of Directors and Executive Director*
- *Serve as a resource to the committee*
- *Develop informational materials for the Chair and committee as directed by the Board of Directors*
- *Serve as the primary communication point with other CAPCSD staff*
- *Work direction coming from the Chair and/or committee will be coordinated with the Executive Director and Monitoring Officer to ensure that human and financial resources are being effectively and efficiently utilized*
- *Be familiar with the committee's work*
- *Be familiar with CAPCSD Policies and Procedures*
- *Be knowledgeable regarding direction from the Board of Directors as it pertains to the committee activities*
- *Maintain contact with the Monitoring Officer and Chair as needed*

44 APPENDIX N: ANNUAL REVIEW OF ROLES & RESPONSIBILITIES OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS

1. CAPCSD welcomes the many volunteers who give their time and talents to further the vision, mission, and core values of the organization. These valued volunteers serve as chairs and members of our many productive and essential standing and ad-hoc committees.
 - a. For detailed guidelines that apply to all standing committees, ad hoc committees, and task forces, please refer to [Appendix M](#): CAPCSD Operating Guidelines for Committees.
 - b. Annually, the Monitoring Officer for each committee will review the roles and responsibilities of the chair and other committee members as well as the performance of current chairs and committee members for each standing and ad-hoc committee they oversee.
 - c. Should it be determined that the responsibilities of the chair and/or committees need to be revised or the performance of the current chair or any committee member is not adequate, the Monitoring Office will make a recommendation to the Board and obtain Board approval for the recommended changes. The Monitoring Officer will notify the chair or committee member affected by the revised responsibilities or performance evaluation both verbally and in writing prior to new terms beginning in July.
 - d. All revisions to the chair or committee roles and responsibilities will be updated in the respective sections of the CAPCSD Policy and Procedures Manual.