

1. Committee Appointments

- A. Committee members *must* be members of the Institute. All committee chairs and members are appointed by the President. Each Trustee must sit on at least one committee but committee members need not be Trustees of the Institute. Committee appointments will be made by the President in writing, after consultation with committee chairs and Overseeing Officers, and must be accepted or rejected by written reply of the appointee.
- B. All Academic Trustees and Academic Officers are automatically members of the Professional Responsibilities Committee.
- C. All Society Trustees are automatically members of the Societies Committee.
- D. Newly elected Trustees will receive a list of committees and their charges to help in selecting their committee preferences. They shall then promptly inform the President of their preferences.

2. Executive Committee

The Executive Committee, which is appointed and chaired by the President, is formed in accordance with Article VII, Item 3 of the Regulations, which states:

The Executive Committee shall have 12 (twelve) members: the President, First Vice-President, Vice-President for Cultural Heritage, Vice-President for Research and Academic Affairs, Vice-President for Outreach and Education, Vice-President for Societies, Treasurer (all of whom shall serve *ex officio*), and four Trustees, at least one of whom must be an Academic Trustee. These Trustees will be appointed to the Executive Committee by the President on an annual basis. The Executive Director shall be a member, *ex officio*, of the Executive Committee.

The new roster of the Executive Committee will go into effect immediately after the vote for Officers and Trustees of the Council. According to Article VII, Item 1 of the Regulations, the Executive Committee “may exercise all the power and authority of the Governing Board between meetings of the Governing Board.” Article VII, Item 6 of the Regulations states that “Governing Board ratification of Executive Committee actions is not required.”

3. Nominating Committee

The Nominating Committee is formed in accordance with Article VIII, Item 1 of the Regulations, as follows:

The President, with the advice of the Executive Committee, shall nominate persons, two for each vacancy, to be elected by the Council to serve on the Nominating Committee for a one-year term with the option of renewal by running unopposed for a second year from the date of election and until their successors are elected. To maintain a Board that represents significant community interests and that effectively guides the Institute’s activities and operations, the Nominating Committee shall be responsible for selection, nomination, and evaluation of members of the Board, according to the policies of the Institute.

In accordance with Article VIII, Item 2, eligibility for service on the Nominating Committee is as follows:

The Nominating Committee shall consist of five persons who either are serving or have served on the Governing Board. The President shall make every effort to ensure that at least one member representing each of the Board divisions (General, Society, Academic Trustee) is included in each Nominating Committee. A minimum of one year must elapse between completion of two one-year terms of service on the Nominating Committee and the beginning of another term. Members of the Nominating Committee cannot be nominated by the Nominating Committee for any other AIA office during a year in which they are serving on the Nominating Committee.

Members of the Nominating Committee must agree to the AIA’s Code of Ethics, and in the case of professional members, to the Code of Professional Standards as well.

4. Formation of New Committees

New committees may be formed only by Presidential request, and must be approved by the Executive Committee or Governing Board. The charge for a new committee must be approved by the Executive Committee or Governing Board,

but this may take place at a time subsequent to the official founding of the committee. Members of new committees that have term limits will be appointed for staggered terms: 1/3 for one year, 1/3 for two years and 1/3 for three years.

5. Changes to Existing Committees

Committees wishing to make changes to the name or charge must submit the changes and reasoning in writing to the committee's Overseeing Officer, the President, and the Executive Director. The changes must be approved by the Executive Committee or Governing Board.

6. Subcommittees, Ad Hoc Committees, and Task Forces

Permanent and *ad hoc* subcommittees may be formed and dissolved by the President, Vice Presidents, or by committee chairs. If a committee chair chooses to create a new subcommittee, s/he will immediately inform the appropriate Overseeing Officer, who will in turn inform the Executive Committee. In the event that a subcommittee appointee is not a member of the original committee, s/he must be officially appointed by the President. The President may create special *ad hoc* committees or task forces of finite duration to address specific issues, problems, or projects.

7. Dissolution of Committees

Committees may be dissolved only by Presidential request, and must be approved by the Executive Committee or Governing Board.

8. Roles and Responsibilities of Committee Chairs

Committee chairs are responsible for organizing the business of their committees, informing the committee members of current business, issues, and decisions appropriate to the committee's charge, calling meetings at appropriate times and places, drafting committee recommendations to the Governing Board and Council, and recording and transmitting votes by the committee when appropriate. *All recommendations and nominations made by the committees are to be transmitted by the chairs to the appropriate Overseeing Officers before further action may be taken.*

9. Guidelines of Ethical Conduct for Awards Committee Chairs and Committee Members

The following guidelines are intended not only to prevent potential conflicts of interest in the AIA's awards processes, but to avoid any appearance of conflicts of interest. In other words, the goal is to make the process transparent, uninfluenced by special interests, and untainted by favoritism or nepotism.

- A. Committee Chairs and members may not be considered for an award from that committee while serving on it, or for a year after their term ends.
- B. Committee Chairs and members may not write letters of recommendation for candidates nominated for an award from that committee.
- C. Committee Chairs must notify the President if a colleague from their department or institution, an academic advisor, a graduate student for whom they were/are the main advisor, a family member, or a close collaborator is among the candidates nominated for an award from that committee. The President will decide whether to remove the Chair temporarily or permanently due to the potential conflict of interest.
- D. Committee members must recuse themselves from voting on the nomination of any candidate with whom they have a close personal or collegial relationship, as defined in the previous point (#3) above.
- E. Committee Chairs and members may not pressure other committee members on behalf of any candidate nor attempt to unduly influence the outcome of a vote on an award.

10. Committee Terms

Unless otherwise mandated by the AIA Regulations, or as a result of staggered terms for new committees, committee terms will be for three years, beginning on April 1 of the year of appointment and expiring on March 31 of the third year. All members of the committee, including the chair, will normally serve no more than two three-year terms. Under certain circumstances, chairs or members of committees may be asked to serve more than two terms. In order to maximize opportunities for student members to serve on committees, students appointed to committees shall serve one two-year term. Trustees whose terms of office end in January retain their committee memberships through March 31, except for the Executive Committee, where the term ends with the election of new Trustees by the Council. When appropriate, newly

elected officers will become co-chairs of committees under their purview for the first six months of their terms. Terms for *ad hoc* committees or task forces will last only as long as the business of the *ad hoc* committee or task force demands, but should not exceed three years. The President may charge any standing committee with a specific task to be carried out over a finite period of time, which may or may not become a permanent addition to the existing charge of the committee.

11. Resignation of a Committee Member

In the event of the resignation of a committee member, the President, in consultation with the appropriate committee chair, may appoint a replacement for the remainder of the existing term or for a complete three-year term.

12. Reimbursement of Expenses

Under normal circumstances, most committee members, including chairs, do not incur reimbursable expenses. In the event that reimbursable expenses are anticipated, they must be authorized *in advance* by the Executive Director.

13. Meetings

All active committees must meet at least once during the fiscal year. Meetings may take place at the Annual Meeting, during the Fall or Spring Governing Board Meetings, or by conference call coordinated by Institute Headquarters. If committees wish to meet at another time and/or place that will involve expenses to its members, this must be approved in advance by the Executive Director. Committee decisions should be circulated in writing to all members of that committee.

14. Awards

All committee recommendations regarding Institute awards must be circulated to all members of the appropriate committees for final comments and approval. Committee recommendations must be submitted to the appropriate Overseeing Officer, who is responsible for submitting them to Institute Headquarters and to the Executive Committee and/or the Governing Board for final approval.

15. Officer Oversight and Formal Reports

Each year only nine written Annual Reports are required:

1. President
2. First Vice President
3. Vice President for Cultural Heritage
4. Vice President for Research and Academic Affairs
5. Vice President for Societies
6. Vice President for Outreach and Education
7. Treasurer
8. Executive Director
9. Editor-in-Chief of *American Journal of Archaeology*

Committee chairs will report on the activities of their committees to their Overseeing Officers upon request. Overseeing Officers should communicate effectively and regularly with the committee chairs under their oversight to facilitate timely reports to the Executive Committee and Governing Board.

The following committees are required to submit their final award nominations to the Vice President for Professional Responsibilities for approval at the Spring Governing Board Meeting:

- Professional Responsibilities Committee — Outstanding Public Service Award

The following committees are required to submit their final award nominations to the First Vice President for the Fall Board Meeting:

- Conservation & Heritage Management Award Committee
- Pomerance Science Medal Committee
- Joukowsky Distinguished Service Award Committee
- Excellence in Undergraduate Teaching Award Committee

Additionally, the following Committees are encouraged to submit their final award nominations to their Overseeing Officers, who will transmit them to be approved at an Executive Committee meeting.

- Wiseman Book Award Committee
- Holton Book Award Committee

The following committees are required to submit their final award nominations to the Executive Committee meeting in February for approval:

- Gold Medal Award Committee

The following committees and editors should submit reports in time for the Fall, Winter, and Spring Governing Board Meetings:

- Finance Committee (Treasurer)
- Development Committee (Chair)
- ARCHAEOLOGY Magazine Committee (Chair)
- Editor-in-Chief of the *American Journal of Archaeology*