

## Advisory Committees

### **Advisory Committees — Standard Operation Procedures**

The following Standard Operating Procedures were developed, based on more than a decade of experience with the Advisory Committee concept, to provide guidance and instruction to the members of ARRL's Advisory Committees. Committees are invited to depart from these procedures for their internal operations where good reason may exist for a different approach.

**A. DUTIES OF THE CHAIRMAN: The Chairman is appointed by, and is responsible to, the President of ARRL. The Chairman shall:**

1. Establish the agenda for the work of the Committee by the terms of reference of the Committee and the Rules and Regulations of the Advisory Committees, and to include such assignments as the Board of Directors may make.
2. Ensure that reports and recommendations for the Board of Directors are submitted on time and that the opinions of the committee members are fully reflected in them. A written report of the Committee's activities shall be submitted to the Chief Executive Officer at least thirty (30) days before each meeting of the Board of Directors.
3. Ensure that new committee members are properly informed as to the Committee's operating procedures and pending matters.
4. Designate to the President of ARRL, in writing, a Vice Chairman, to act in the absence or inability to act of the chairman.
5. Submit a summary of the Advisory Committee proceedings at least twice per year for posting to the ARRL website, that will coincide with the publication of the Minutes of each of the Board of Directors meetings. The summary required by this paragraph may be a summary of the report referred to in paragraph A.2. above.
6. The Chairman of each Advisory Committee and the Committee's Board Liaison shall develop an evaluation of each member's participation to be delivered to the appropriate Director sixty (60) days before the Annual Meeting of the Board.

**B. DUTIES OF THE BOARD LIAISON: The Board Liaison is appointed by, and is responsible to, the President of ARRL. The Board Liaison shall:**

1. At regular meetings of the Board of Directors, deliver the report of the Advisory Committee as prepared by, or under the direction of, the Chairman.
2. Be responsible for obtaining such clarifications of Board policy or instructions as may be required by the Committee.

3. Inform the President as to the effectiveness of the Committee in discharging its responsibilities and make recommendations as to the designation of the Chairman.
4. Inform the affected parties when the President appoints a new Chairman.
5. Within thirty (30) days after any meeting of the Board of Directors, send a written report to the Advisory Committee Chairman regarding any action taken by the Board encompassing the Committee's field of endeavor.
6. The Chairman of each Advisory Committee and the Committee's Board Liaison shall develop an evaluation of each member's participation to be delivered to the appropriate Director sixty (60) days before the Annual Meeting of the Board.

#### **C. DUTIES OF THE HEADQUARTERS STAFF LIAISON:**

The Headquarters Staff Liaisons are appointed by, and are responsible to, the Chief Executive Officer. The Headquarters Staff Liaisons shall, if possible, be staff members who possess knowledge and expertise in the Committee's field of endeavor and who shall act as a resource a person for the Committee. Additionally, the Headquarters Staff Liaisons shall convey to the Chief Executive Officer those Committee recommendations that bear upon the operations of the headquarters.

#### **D. THE HEADQUARTERS ADMINISTRATIVE LIAISON:**

The Headquarters Administrative Liaison is appointed by, and is responsible to, the Chief Executive Officer. The Headquarters Administrative Liaison shall:

1. Distribute to all committee members, the Board Liaison, and Headquarters Staff Liaison, copies of written communications addressed to the Committee by ARRL members unless otherwise instructed by the Chairman.
2. Distribute copies of internal communications to all committee members, the Board Liaison, and the Headquarters Staff Liaison.
3. Maintain files of internal and external communication, and records of committee deliberations, recommendations, reports, and committee membership.
4. Acknowledge, in writing, all correspondence from ARRL members related to that Advisory Committee.

#### **E. DUTIES OF THE ADVISORY COMMITTEE MEMBERS:**

Advisory Committee members are appointed by and serve at the pleasure of, their Division Director. The Advisory Committee members shall:

1. Respond to all communications from or authorized by the Chairman.
2. Assess membership opinion in their Division on matters before the Committee.
3. Reply to correspondence to the Committee from members in their Divisions.
4. Serve as an advisor to the Division Director on matters within the terms of reference of the Committee.
5. Submit a written report to their Division Director at least thirty (30) days before each regular Board meeting. This report will include that of the Committee and will also indicate the individual's recommendations as to matters expected to be before the Board in the Committee's area of concern.
6. Should circumstances prevent full participation as a Committee member, resign promptly so another member can be appointed.

#### **F. FORMULATION OF COMMITTEE RECOMMENDATIONS:**

When an Advisory Committee is to formulate a recommendation, the following process should be followed:

1. The Chairman outlines the issue in general terms, seeking preliminary comment from the members.
2. The comments of the members are shared within the Committee.
3. Committee members are asked to assess membership opinion in their Divisions and to provide further comment based on the results of this assessment.
4. These further comments are shared within the Committee.
5. The Chairman circulates a draft recommendation based on comments received and requests that committee members either endorse the draft or make alternate recommendations.
6. If a consensus is reached on the issue, the recommendation is forwarded to the ARRL Board of Directors as a unanimous recommendation of the Committee. In some instances, as outlined in the Standard Operating Procedures for the ARRL Awards Committee, recommendations of the DXAC and CAC are forwarded to the ARRL Awards Committee. If a consensus is not reached, the Chairman may, at their discretion, designate the matter for further study or report the majority opinion to the Board. In the latter case, the minority should be allowed to submit one or more minority reports. The timetable for Committee work shall be established by the Chairman. The above procedure may be modified if time constraints are required. While Advisory Committees should function based on consensus, at times formal voting may be necessary. On questions that are

settled by voting, a proposal is adopted if it is supported by a majority of those voting. Each of the fifteen (15) Division representatives, including the Chairman has one vote. In the event of a tie, the proposal fails.

## **G. CONTACT WITH FOREIGN GOVERNMENTS & IARU SOCIETIES**

No member of an advisory committee may communicate directly with foreign governments and their agencies or with other IARU societies regarding matters of concern to the committee. Request for such communications must be directed to the Headquarters Staff Liaison, who will arrange to contact the party on behalf of the committee or one of its members after appropriate consultation.

## **H. PUBLIC COMMUNICATIONS:**

1. Communications should not leave the impression to the public that the advisory committee has final decision making authority. There are additional steps in the process including that of the Awards Committee.
2. Committees and committee members are not to make public Press Releases without first ensuring that HQ is apprised of the nature and content of those releases and falls within ARRL branding.
3. Finally, committee members are reminded that they are appointed by their respective Directors and that they will be viewed as representing the Board as a whole. Any public statements that denigrate fellow committee members reflect badly on their Directors, the Board, and the ARRL as a whole.

## **I. ADVISORY COMMITTEE WORKING GROUPS:**

1. Five (5) Regions are defined, each comprising two or more ARRL divisions, as follows:

| <b><u>Region</u></b> | <b><u>Divisions</u></b>           |
|----------------------|-----------------------------------|
| Northeast            | New England<br>Hudson<br>Atlantic |
| Southeast            | Delta<br>Roanoke<br>Southeastern  |
| Central              | Central<br>Great Lakes            |
| Midwest              | Dakota                            |

Midwest  
Rocky Mountain  
West Gulf

West Coast      Northwestern  
Pacific  
Southwestern

2. Except for the region in which the Advisory Committee Chairman resides, members of the Advisory Committee for each Region shall select one member from that Region as Regional Representative for that calendar year. If members from any region are unable to choose a Regional Representative, the Chairman of the Advisory Committee shall select one of the members from that Region as the Regional Representative. The position of Regional Representative should be rotated among the Division appointees within the Region every year.
3. Regional Representatives shall perform the following functions:
  - a. Act as an Advisory Committee member for their Division: and
  - b. Act as representative for their Region to the Advisory Committee's Working Group.
4. A Working Group shall be established for each Advisory Committee consisting of five (5) Regional Representatives together with the Board Liaison for the Advisory Committee and the Headquarters Staff Liaison. The Working Group shall also include the ARRL representative to the Advisory Committee. The Advisory Committee Chairperson shall be the Regional Representative from their Region and shall chair the Working Group sessions.
5. Each Advisory Committee shall have adequate funding to permit one in person meeting per year of its Working Group if the Chairman of the Advisory Committee, in consultation with the President of the ARRL, determines that an in-person meeting is required in order to satisfactorily perform the Committee's work.

(Updated January 1995. Sections G and H {taken from DXAC correspondence} added to this document, and old Section G, Working Groups now appears as Section I.)

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### **Advisory Committee — Terms of Reference**

**CAC**

The Contest Advisory Committee is established to investigate such matters regarding contests as are referred to it by the Board and to originate such suggestions/recommendations it deems worthwhile in the contest field.

## **DXAC**

The DX Advisory Committee shall provide an additional channel of communication from the general membership to the Board of Directors and HQ staff in matters involving DX activities: a forum to which the Board or staff may refer proposals in said field for appraisal and recommendations: and a source of expertise for proposal and recommendations on its own initiative.

## **PSAC - Sunsetting**

The Public Service Advisory Committee (PSAC) shall work in the fields of endeavor encompassed by Amateur Radio emergency communications preparedness, emergency and non-emergency traffic handling, and non-emergency public-service communications. The PSAC shall be advisory to the ARRL Board of Directors on matters within its scope that would affect overall ARRL policy and to ARRL HQ on matters that would affect administrative procedures and programs.

This Advisory Committee was sunsetted and its responsibilities were assumed by the Emergency Communications Field Service Committee.