

SETAC North America Student Advisory Council (NASAC)

Standard Operating Procedure: **Electing Student Representatives from Regional Chapters (RCs)**

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1. Purpose of Standardizing the Selection of NASAC RC Representatives

The SETAC North America Student Advisory Council (NASAC) was created to provide a voice for SETAC student members and to represent student interests within SETAC North America (SNA). Students presently make up approximately 19% of SETAC membership in the North American Geographic Unit. NASAC consists predominantly of regional chapter (RC) representatives, with one representative from each of SNA's 19 RCs and two additional student members-at-large. The council provides advice, recommendations, and new initiatives related to student activities by working with the SNA Board of Directors (BoD), the SNA Student Activities Committee (SAC), the SNA annual meeting Program Committee (PC), as well as the entire SNA student membership. Once a student is a member of NASAC, he/she is eligible to be elected Chair of one of NASAC's subcommittees. He/she also votes each year to elect a new student into a three-year term, in which he/she serves as the NASAC Vice-Chair, Chair, and then Outgoing Chair. The NASAC Chair simultaneously acts as the sole *ex officio* student member on the SNA Board of Directors. For that reason alone, our goal is to have all NASAC RC representatives formally elected by the SNA student membership.

Because we strive to ensure that NASAC is truly the representative voice of students in SNA, it is imperative that RC representatives are openly and uniformly elected to NASAC by students.

2. Specifications and Election Procedures for NASAC RC Representatives

- 2.1. NASAC should include one student representative from each of the SNA RCs.
 - 2.1.1. In the event that a RC has two student representatives on the RC Board of Directors, the RC's students must elect one student representative to serve on NASAC.
 - 2.1.2. In special situations when a RC does not have student representation on NASAC, NASAC can vote to elect a member-at-large to serve as a representative for the remainder of the term. These representatives may be asked to serve as liaisons to the RC that is vacant.
- 2.2. The students of each SNA RC should internally elect their student representative each

year. Within each RC, it is the joint responsibility of the RC President and the current NASAC student representative to facilitate nominations and elections, as follows:

2.2.1. The RC Board of Directors should send out a call for nominations to all student members of their RC.

2.2.1.1. To encourage nominations, the current NASAC representative, along with other RC leaders, should notify RC members of when the next election will take place (e.g., at the RC's annual meeting or via electronic voting).

2.2.2. Each interested and eligible student should submit a CV and a personal statement explaining his/her interest in serving as the NASAC representative for his/her RC. Each nominee's personal statement should address his/her experience with SETAC, and why he/she wants to be involved. The incumbent may be allowed to re-run if that is allowed by that specific RC (i.e., they are allowed to serve multiple terms). If a specific RC has a term of longer than 1 year for student representatives on their board, then the RC will simply have to inform NASAC that the incumbent will serve again for the coming year.

2.2.3. All student members of the RC should be given time to review the candidates' application materials, and then asked to vote (the current NASAC representative will abstain from voting unless there is a tie). Before voting, RC leaders may also choose to facilitate a question and answer session (virtual or in-person) between the RC members and the candidate(s). Effort should be taken to maximize the percent of student members of the RC who vote. The candidate with the most votes becomes the new NASAC representative. Once a new NASAC representative has been elected, the chosen student's application materials should be provided to the RC's BoD and NASAC chair for approval.

2.3. Notifying NASAC of a new RC representative

2.3.1. Each time a new RC representative is elected to NASAC, or when the incumbent's term is extended, it is the joint responsibility of the RC president and the former NASAC representative to notify the current NASAC Chair of the newly elected (or term-extended) student representative, and to provide the NASAC Chair with his/her contact information (name, phone number, and e-mail address) in a timely manner.

2.4. Each RC representative to NASAC should:

2.4.1. Be able to serve on NASAC for a minimum of one year (i.e., have the time and authorization from his/her supervisor to do so).

2.4.2. Be a student member of SNA and of the RC in good standing.

2.4.3. Facilitate communication between NASAC and the RC with regard to student activities and student interests, by:

2.4.3.1. Actively participate in the RC's regular communications and meetings. Participation will vary by RC, but should include serving on the RC's BoD, participating in the RC's conference calls, and/or participating in any other RC events.

2.4.3.2. Maintain communication with student members of the RC (e.g.,

via a student-specific listserv, and/or the Students of SETAC social media accounts).

2.4.3.3. Actively participate in NASAC's bi-monthly conference calls.

2.4.4. Attend the RC's annual meeting(s) while he/she is the representative. However, neither SETAC nor NASAC is financially responsible for the member's travel or meeting costs.

2.4.5. Ideally attend the SNA annual meeting while he/she is the RC representative. However, neither SETAC nor NASAC is financially responsible for the member's travel or meeting costs.

2.5. Transitioning new RC representatives

2.5.1. A formal transitional procedure should be implemented on a regional basis depending on the needs of the RC. One step toward achieving this goal would be to have two RC reps at all time, but to elect one each year. This would allow the second-year RC rep to help the first-year RC rep transition into the role. The rationale behind this is to ensure the new representative is fully aware of what is expected when serving in such capacity. The goal is for the former RC representative to remain engaged with the new RC representative so that there is consistent representation of each RC in NASAC. Each RC may have different policies for meeting this goal, including shadowing, meetings to facilitate transition, and/or serving as a reliable resource for the newly elected RC representative.

3. Breach of duty and associated consequences

3.1. In special situations when duties are breached (e.g. no response from a member, no participation in NASAC activities) and the situation cannot be remedied through communications with the RC president, membership in NASAC by the student in question can be terminated before his/her term is over. In this situation, a proposal must be made by a NASAC member and communicated to the Executive Committee of NASAC (Chair, Vice Chair, Outgoing Chair, and BoD Liaison) via email. A formal vote by NASAC is required to terminate a representative's term (see NASAC SOP for voting procedure). A member of the NASAC executive committee should then notify the RC president of the termination, as the RC president will need to facilitate elections for the next RC representative at the beginning of that RC's next term. In such a situation, NASAC could vote to elect a member-at-large, ideally from that RC. If no student is interested in serving in such capacity a current NASAC representative can serve as an interim for the remainder of the term.