

## **NAJIT COMMITTEE POLICY**

1. In accordance with Article V of the NAJIT bylaws, committee chairs are appointed by the association's chair, with approval by the board of directors, for the specific time period indicated at the time of appointment. The duration of an appointment shall be at the discretion of the board.

2. Committee chairs shall appoint at least three NAJIT members to serve on their own respective committees. Members shall be sought through a public request for volunteers and review of qualifications. Final member choices shall be approved by the NAJIT board before the official appointment of those members.

2. All committee chairs and members of committees shall be members of NAJIT. Non-members may serve as consultants to NAJIT committees upon approval of the committee membership and after seeking qualified consultants from among willing members.

3. In order to broaden participation in the association, it is preferable that members serve on only one committee, with the following exception: committees are expected to provide support services to the Conference and Education Committees from time to time in the organization, promotion and accomplishment of specific events or conferences. In those cases, willing members may be "temporarily assigned" from one committee to another.

3. The NAJIT chair shall serve as a voting ex-officio member of all committees except the Nominations and Elections Committees.

4. The NAJIT executive director shall serve as a non-voting ex-officio member of all committees except the Nominations and Elections Committees.

5. Committees are asked to use email with discretion, remembering that it is not a private medium of communication. An email on committee business shall be sent either to one individual, or to all the members of a committee or subcommittee. No email on committee business shall be forwarded without the consent of the author. People who are not members of the committee (e.g. consultants, members of the board of NAJIT or SSTI, other associates) shall not be included in committee email exchanges, except with approval of the chair, and after consultation with other committee members.

6. Customary professional courtesy is expected in all NAJIT communications, both email and others. Personal remarks and ad hominem attacks shall not be included in committee communications. Discussion of motives is always out of order.

7. In light of the volume of email traffic that NAJIT board members receive, committee members and chairs are asked to distinguish between communications within the committee, and messages that have been approved by the full committee and are ready

for transmittal to the board of directors. In cases where a question arises the executive director is always ready to provide guidance.

8. In-person committee meetings shall be conducted according to the guidelines contained in *Robert's Rules of Order, Newly Revised*, Tenth Edition (p. 483).

9. NAJIT has limited funding available to meet modest committee expenses such as conference calls or publications necessary to the committee's work. Chairs are required to keep within the amounts budgeted for their committee by the board of directors unless the NAJIT chair gives authorization to exceed that amount in special circumstances.

10. As financial resources permit, NAJIT will endeavor to provide training opportunities to committee chairs and members in order for them to carry out their duties more effectively.

11. Committee chairs shall prepare and submit periodic reports of their activities, as requested by the NAJIT Board of Directors. At a minimum, committee chairs shall submit an annual summary and report of committee activities at the annual meeting of the association, preferably in person or through a designated member.

Approved by the NAJIT Board of Directors May 24, 2004.  
Revised May 20, 2006 in accord with the bylaws revision approved by the membership