

PCD Bylaws

ARTICLE I: NAME

The name of this organization shall be the Political Communication Division of the National Communication Association.

ARTICLE II: OBJECT

Within the National Communication Association, it shall be the purpose of the Political Communication Division to advance theory, research, criticism, and teaching of communication processes and principles related to politics and/or operating in political contexts.

ARTICLE III: MEMBERS

Section 1. Membership in the Political Communication Division shall be open to all those who are members in good standing in the National Communication Association and who are interested in advancing the purposes of the Division. Membership is divided into three categories:

1. Active members are members of the National Communication Association, hereafter referred to as NCA, and have designated membership in the Division on their NCA membership form.
2. Associate members belong to other professional organizations, such as political science, public opinion, and other communication associations. Associate members are not required, but may be, members of NCA. Associate members do not have voting rights.
3. Honorary membership may be conferred upon an individual who shall have rendered notable service to the Political Communication Division. Honorary members shall have none of the obligations of membership, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office. Upon the written recommendation of one member, seconded by another member, and by a majority ballot vote at the annual meeting, honorary membership may be conferred upon an individual.

ARTICLE IV: OFFICERS

Section 1. The officers of the division shall be a Chair, Vice Chair, Vice Chair Elect, Secretary, and Web Master. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Political Communication Division.

Section 2. The Division will elect by electronic or paper ballot the officers of the Division and members of the Nominating Committee. Unless otherwise granted a leave request by the chair, candidates must be present at the annual business meeting to stand for election. The election is to be held no later than two weeks following the annual business meeting of the Division.

The Division will elect a Vice Chair Elect who will serve in the position for one year or until their successor is elected before moving to the position of Vice Chair. The Vice Chair will serve in the position for one year before moving to the position of Chair. The Chair will serve for one year. The Secretary and Web Master will be elected to serve in these positions for two years.

Section 3. The chair shall serve as presiding officer of all division meetings and all executive committee meetings.

Section 4. The Vice Chair shall, in cooperation and consultation with appropriate officers of the Division and the Association plan the programs of the Division for the annual NCA Convention. It is suggested

that there be a balance between competitive and invited panels, and that there be a procedure established for blind reviews.

Section 5. The Vice Chair shall perform the duties of the Chair in the event of that officer's absence or incapacity.

Section 6. The Vice Chair Elect shall assist the Vice-Chair with convention planning and arrangements.

Section 7. The Vice Chair Elect shall conduct a membership drive each year.

Section 8. The Vice Chair Elect shall perform the duties of the Vice Chair in the event of that officer's absence or incapacity.

Section 9. The Secretary shall be responsible for reporting required membership information in a timely fashion to NCA and members of the Division. They will take minutes at the Division's annual business meeting.

Section 10. The Secretary shall work with the Web Master to publish important information about the Division and its members.

Section 11. The Web Master shall be responsible for maintaining the Division's website, which includes information from the annual business meeting.

Section 12. The Chair and Vice Chair shall serve as division representatives to the Legislative Assembly. At such times that the division's membership allows for three representatives on Legislative Assembly, the Vice Chair Elect also shall serve as a representative of the division.

ARTICLE V: CONVENTIONS

Section 1. The Political Communication Division shall hold its annual business meeting in conjunction with and at the site of the annual NCA Convention. The reports of officers shall occur at the annual business meeting.

Section 2. Thirty members of the Division shall constitute a quorum.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. The officers of the Division shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Division between its business meetings. The Executive Committee shall be subject to the orders of the Division, and none of its acts shall conflict with majority action taken by members of the Division.

Section 3. Meetings of the Executive Committee may be called by the Chair and shall be called upon request of two members of the committee.

ARTICLE VII: COMMITTEES

Section 1. Standing or special committees shall be appointed by the Chair as the Division or the Executive Committee shall from time to time deem committees necessary to carry on the work of the Division.

Section 2. Division members shall vote five active members onto the Nominating Committee. Members of the Nominating Committee shall serve one year. The member with the highest votes cast for them shall be selected as the Chair of the Nominating Committee. The Nominating Committee will

solicit nominations from Division members before the annual business meeting and will present a slate of nominations for the available officer positions to Division members at the business meeting.

Section 3. The Chair of the Division shall be ex officio a member of all Division committees except the Nominating Committee.

Section 4. The immediate past Chair serves on the NCA Nominating Committee.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the Division may adopt.

ARTICLE IX: AMENDMENT OF BY-LAWS

These bylaws may be amended at any regular meeting of the Division by a majority vote of those individuals present and voting, provided that the amendment has been shared electronically with the division's membership before the business meeting. If a proposed amendment to the bylaws has not been shared electronically before the business meeting, it may be considered at an annual meeting, but the amendment requires a majority vote of the Division's entire membership to pass.

[amended December 19, 2021]