

LITERACY RESEARCH ASSOCIATION

POLICY AND PROCEDURES HANDBOOK

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**LITERACY RESEARCH ASSOCIATION POLICY AND PROCEDURES HANDBOOK
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I. PREFACE

The purpose of this handbook is to detail the procedures by which the Literacy Research Association (hereafter referred to as LRA) operates. It provides guidance in day-to-day operations and alerts the elected and appointed officers to what it is they need to do and how they should proceed in carrying out their responsibilities. Another function of this handbook is to inform membership on how decisions are made. Finally, this handbook clarifies important contractual responsibilities between the management company and the organization.

The handbook, then, is not an attempt to impose a rigid structure on everyday operations. Rather, it contains explicit statements of policies on important functions within the organization that are consistent with, but not covered explicitly in the Bylaws. These statements are important because they offer direction to the officers and the management company and they inform the membership on how things are done. Such policies should be able to be changed or exceptions granted by a simple majority vote of the Board of Directors. The entire *Policy and Procedures Handbook* is to be reviewed on an annual basis. The policies and procedures of each Award Committee, Innovative Community Group, and Standing Committee included in the handbook are expected to be guided by, and consistent with, the policies and procedures set forth by the Bylaws and the Board of Directors.

This handbook has been divided into eight major domains of policies and procedures that relate to the: (1) preface; (2) the conduct of general matters of the organization's business; (3) the conduct of the Annual Conference; (4) the conduct of the Award Committees; (5) the conduct of Innovative Community Groups; (6) the conduct of Standing Committees; (7) the conduct of the Management Company; and (8) the conduct of amending the *Policy and Procedures Handbook*.

II. CONDUCT OF ORGANIZATION/GOVERNANCE

A. Membership Policies

Membership shall be for one year. Membership will occur on an anniversary basis. Members who fail to pay their dues will be dropped from the membership.

B. Management

When LRA retains the services of a management company, services will be negotiated jointly by LRA and the management company. A management agreement shall identify the services to be provided by the management company. Only management agreements signed by the President and the owner of the management company are considered valid.

C. Executive Committee

The Executive Committee functions as long-term planners and meets prior to all Board of Directors meetings. The Executive Committee consists of the President, Past President, President Elect, Vice President, Treasurer (non-voting), Secretary (non-voting), as well as the Executive Director (non-voting) and Parliamentarian (non-voting).

D. Elections

The Vice President shall convene annually a Nominations Committee (NC) (see Bylaws Section 7.4; Bylaws Section 4.16). The Nominations Committee shall be charged with the creation of the slate of candidates for each position to be filled. The slate shall consist of at least two (2) members for each open position for Board of Directors and Vice President Elect. The slate shall align with the LRA Mission Statement with respect to leadership, scholarship, diversity and membership.

i. Leadership

Leadership includes, but is not limited to service as Area Chair, journal and/or publications editorship, ICG Chair, Board of Directors Member, Committee (awards, standing committee, ad hoc) Chair. Leadership may also be recognized in service to other literacy and research organizations.

ii. Scholarship

Scholarship and leadership are interrelated. LRA is distinguished by its continuing efforts to provide a forum for questions and directions in research. Leaders understand the value of research in the organization. Scholars and leaders ask questions, develop rationales, communicate, and respect colleagues. A scholar/leader interprets questions about procedures and policies with respect to the concerns of all the members and is able to be responsive and forward thinking within the guidelines and practices established by the organization's membership and guiding documents.

iii. Diversity

Diversity, scholarship, and leadership are interrelated. People in leadership roles in LRA show evidence of their insight into, support of, and respect for diversity in their work and relationships.

iv. Membership

All candidates must be members of LRA in good standing. A candidate may update their membership at the time they are invited by the Nominating Committee Chair to submit their names for candidacy.

1. Procedure for Seeking Nominations

Recommendations for potential candidates shall be gathered from the Nominations Committee members, the Executive Committee, the Board of Directors, and the voting membership. Nominations may also be solicited through ICG chairs, Area Chairs, publications editors, committee chairs and from the annual interest survey conducted by the management firm [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015]. By May 15, the Executive Director will distribute a survey to the membership to solicit nominees for Board of Directors and Vice President-Elect. A description of the LRA leadership qualities will be attached to the nominations survey and to other solicitations for nominees.

2. *Role of the Nominations Committee Chair (NCC, Vice President)*

- i. Consideration of Potential Nominees
 - a. By June 15, the NCC will collate all solicited nominee information and present this information to the committee members;
 - b. The NCC will convene a conference call with NC members to review policies and procedures, establish a calendar for the committee's process of initial nominee review, additional nominations, ranking procedures, and candidate confirmation;
 - c. The NCC will invite NC members to submit nominees for consideration;
 - d. The NCC may submit names for consideration after names have been submitted by committee members;
 - e. The NCC organizes a list of all potential nominees for review by the NC members;
 - f. The NCC asks NC members to reduce the list of potential nominees to a 'short list' (e.g., 20) of those nominees who will be included in a ranking process;
 - g. At the conclusion of the NC deliberations, the NCC will forward names of potential nominees to the President and Past President in support of their committee appointment process.

- ii. Conflict of Interest
 - a. The NCC will ask committee members if they perceive a conflict of interest between themselves and any of the candidates, based on close familial relationships. If the NCC recognizes a conflict of interest between a potential candidate and an NC committee member, based on a close familial relationship, the NCC will ask the committee member to recuse themselves from a vote or ranking procedure.

- iii. Ranking Procedures
 - a. The NCC will use a survey tool to organize a ranking procedure, based on the leadership qualities outlined above. The NCC asks members to assign a ranking of all agreed upon potential candidates. The NCC may call for a second ranking procedure to further clarify which candidates will be invited to submit their names for approval by the Board of Directors and President.
 - b. The NCC does not rank or vote.

- iv. Contacting Potential Nominees
 - a. The NCC requests approval from the committee members to contact candidates;
 - b. The NCC contacts candidates via email or phone to ask if they are willing to submit their names for candidacy.

- v. Approval by Board of Directors and President
 - a. The NCC shall secure consent to serve from the candidate. The NCC shall submit its report to the President and Board of Directors for consideration. The report will include acknowledgement of and

- adherence to NC procedures along with the final slate of candidates. The final slate must be approved by a majority vote of the Board of Directors;
- b. The Executive Director reports the results of the Board of Directors vote to the President. The President reports the results to the NCC and all committee members;
 - c. The NCC contacts all candidates to confirm their approval by the Board of Directors as candidates for the year's slate for Board of Directors and Vice President-Elect;
 - d. The slate shall be given to the Secretary, who will then prepare the official election ballot. The Secretary will solicit each nominee's position statement by January 15th.
- vi. Candidate Replacement (prior to December 1)
- a. Candidates are expected to fulfill their agreed commitment to serve as a candidate in the election process. If a serious obstacle to candidacy arises, the candidate is asked to notify the NCC immediately, prior to the December Executive and Board of Directors meeting;
 - b. The NCC will request approval from the President to reconvene the Nominating Committee who will review the current list of candidates;
 - c. The Nominating Committee members will be asked to review the previous rankings and approve at least two additional candidates who will be invited to serve as potential candidates, pending approval by the Board of Directors and President;
 - d. The NCC shall secure consent to serve from the candidate;
 - e. The NCC shall submit its report to the President and Board of Directors for its consideration. The final slate must be approved by a majority vote of the Board of Directors;
 - f. At this time, the new nominee will draft a position statement;
 - g. This position statement will be posted to the Website along with other candidates' statements, by March 1st [adopted by the Board of Directors, 4/15/2015; see Board of Directors' Minutes, 4/15/2015].
 - h. The slate shall be given to the Secretary, who will then prepare the official election ballot. The Secretary will solicit each nominee's position statement by January 15th.
- vii. Candidate Replacement (post January 15)
- a. In consultation with the NCC chair and committee members, the President may appoint a Board of Director member for a one-year term.

3. Role of the Nominations Committee Members

Nominations Committee (NC) members represent LRA members and are entrusted with reviewing and renewing leadership in the organization. NC members are themselves, active members of LRA, knowledgeable about the range of committees and service roles within the organization, and supportive of the criteria used to review candidates for Board of Directors and Vice President. Each NC member must be a member in good standing, a member of LRA and have a record of service and

leadership in the organization. To be considered, each NC member must submit a current curriculum vita.

- i. NC Member and Candidacy
Nominating Committee Members may not be nominated or self-nominated for candidacy for the Board of Directors or Vice President.
- ii. Participation in Nominating Process
 - a. NC members will be available for conference calls (typically 4-5) during July-October to review criteria, review nominees, review candidate rankings, and approve the final report for submission to the President and Board of Directors;
 - b. NC members agree to adhere to strict confidentiality regarding all discussions of nominees.
- iii. Consideration of Potential Nominees
 - a. NC members will review and evaluate the stated leadership criteria;
 - b. NC members will review and evaluate solicited nominations in relation to stated leadership criteria;
 - c. NC members may submit nominations using the stated leadership criteria.
- iv. Conflict of Interest
 - a. NC members will report a conflict of interest based on close familial relationships;
 - b. NC members will be asked to recuse themselves from ranking candidates in the case of a recognized conflict of interest.
- v. Ranking Procedures
 - a. NC members will assign rankings for all agreed upon potential candidates;
 - b. The NC will participate in a second ranking procedure if necessary, in order to clarify which candidates will be invited to submit their names for approval by the Board of Directors and President;
 - c. NC members will adhere to the established leadership criteria to determine their ranking.
- vi. Approval by Board of Directors and President
 - a. The NC will report candidate confirmations to the NC members;
 - b. NC members will review and approve a report of procedures and final slate, to be submitted by the NCC to the President. The President will present the report and final slate to the Board of Directors for approval.
- vii. Candidate Replacement prior to December 1
The Nominating Committee members will be asked to review the previous rankings and approve at least two additional candidates who will be invited to serve as potential candidates, pending approval by the Board of Directors and President [adopted by the Board of Directors, 4/15/2015; see Board of Directors' Minutes, 4/15/2015].

4. *Additional Considerations*

Position statements should be no longer than 1,000 words and should include mention of the candidate's: (1) affiliation, (2) brief academic record of accomplishment, (3) history of involvement and past contributions to LRA, and (4) platform for future contributions to LRA as an officer of the organization. A candidate summary, listing the names of all nominated candidates and each candidate's position statement, will be prepared by the Secretary and forwarded to the Executive Director as well as the *Newsletter* editor. The candidates' position statements will be included in the spring edition of the *Newsletter*. The Executive Director will ensure that the candidates' position statements are posted on the Website by March 1st.

The election will be announced via the Listserv and a broadcast e-mail message from the Executive Director between March 1st and March 5th. Voting will continue for 10 days after the election begins. Completed ballots will be submitted electronically to Headquarters via the Website. Ballots will be counted electronically and the accuracy of the results verified by the Executive Director at the end of the 10-day period [adopted by the Board of Directors, 4/15/2015; see Board of Directors' Minutes, 4/15/2015]. The Executive Director will inform the President of the election results. The President will inform the candidates of the results of the election via telephone. The President will then inform the Executive Committee and the Board of Directors of the election results via e-mail. The President shall make public the results of the election no later than the end of May preceding the Annual Conference.

The President, with assistance from the management company, will conduct a new Board member orientation after the election results have been made public and in advance of the Annual Conference. Topics covered in the orientation will include, but are not limited to: history of the association, the Mission Statement, Board of Directors meeting attendance, placing items on the Board of Directors meeting agenda, parliamentary procedure, reviewing the Policy and Procedures Handbook, reviewing the Bylaws, and reviewing past Board of Directors meeting minutes.

E. Meetings

Minutes of Board of Directors meetings and of the Annual Business Meeting will include reports of Standing Committees, Awards Committees, Innovative Community Groups, all motions and associated vote counts, notes of all policy and procedural changes approved by the Board of Directors, updates for use in the annual management company review, and updates of the *Policy and Procedures Handbook*. Written reports presented on the agenda of either of these meetings shall be submitted to the secretary for inclusion in the minutes.

The Board of Directors shall receive Quicknotes of Board of Directors meetings no later than two weeks after the Board of Directors meeting. The Board of Directors shall receive official minutes of Board of Directors meeting two weeks prior to the next Board of Directors meeting.

The location of the fall Executive Committee meeting will be decided by the President and Executive Director at the spring Executive Committee meeting.

The location of the spring Board of Directors meeting will be voted on by the Board of Directors at the second winter Board of Directors meeting of the preceding year.

F. Task List

At each Board of Directors meeting, the Secretary will maintain a list of tasks to be performed by various Board Members and the management company. Two weeks after a Board of Directors meeting, the list is e-mailed to the Executive Director and to the Board of Directors along with the Quicknotes.

G. Ethics

The Ethics Statement is an independent document and can be found on the Web site.

H. Publications1. The Journal of Literacy Research

The *Journal of Literacy Research (JLR)* is a peer-reviewed journal. Policies and procedures pertaining to *JLR* are explained in this handbook.

2. The Literacy Research: Theory, Methods and Practice

The *Literacy Research: Theory, Methods and Practice* is a peer-reviewed collection of articles based on presentations at the Annual Conference. Policies and procedures pertaining to the *Literacy Research: Theory, Methods and Practice* are explained in this handbook.

3. The LRA Newsletter

The *Newsletter* is published twice a year, once in spring and once in fall. The *Newsletter* is published online and distributed to members in good standing electronically.

4. *Other Publications*

LRA may co-sponsor books/monographs published commercially for a percentage of royalties. Authors desiring sponsorship must secure Publications Committee approval. The Publications Committee Chair brings the proposal to the Board of Directors for final approval.

a. *LRA Literacy Research Reports*

i. Purpose

The purpose of the *Literacy Research Report* is to identify and define critical issues of interest to LRA and to synthesize the research in that area looking at the strengths, weaknesses, and limitations of the issue as well as directions for the future.

ii. Authorship

LRA members selected by the Board of Directors author *Literacy Research Reports*. Authors of a *Literacy Research Report* shall receive \$1,000.00 in total for each report.

iii. Style and Format

Literacy Research Reports communicate the findings from research in a manner that those unfamiliar with research (e.g., legislators, policymakers) would find it readable and easy to understand.

Literacy Research Reports are approximately 25 pages of double-spaced text. Each *Literacy Research Report* should include a one-page Executive Summary.

iv. Role of Board of Directors

The role of the Board of Directors is to identify critical issues and possible authors for the *Literacy Research Reports*. Once identified, the Vice President contacts the identified authors and works with them to assure the timely publication of the report. Once a draft of the *Literacy Research Report* is completed, the Executive Committee will review the draft. After the Executive Committee has provided recommendations and approved the draft, the editors of the *JLR* will also review the draft. Following the review by the editors of the *JLR*, the Board of Directors will review the draft and offer recommendations. Once the Board of Directors approves the draft, the *Literacy Research Report* will be posted on the Web site. The editors of the *JLR* will also have the *Literacy Research Report* reviewed by three external reviewers for possible publication in the *JLR*.

b. LRA Policy Briefs

i. Purpose

Policy Briefs are intended to represent the views of LRA members, but are not necessarily consensus views. They are not voted on or endorsed by the membership at large. The positions are described by members and reviewed by the Board of Directors, but should not be construed as official policies of LRA. The *Policy Briefs* are designed to be forward looking and proactive about important issues in reading research, education, and policymaking.

ii. Authorship

Policy Briefs should be produced by a group of LRA members, not an individual, so the positions are collective and the *Policy Brief* is a collaborative project. Authorship will be indicated at the end of the *Policy Brief* as the LRA task force of authors. The author team is expected to share authority, authorship, and expenses for production of the *Policy Brief* so all are distributed widely.

iii. Style and Format

Policy Briefs should review available scholarly work and present a set of conclusions and actions based on that review. *Policy Briefs* should be *persuasive* to a general audience of educators and policymakers. They should not be laden with jargon, inflammatory statements or ambivalent claims. *Policy Briefs* should be between 4,000 and 5,000 words. Each *Policy Brief* should include a one-page Executive Summary. The goal is to provide focused commentaries and suggestions rather than exhaustive reviews or position statements. The format might be a 6-page handout or foldout that can be produced and disseminated easily. Purpose, audience, and expense influence the length of the *Policy Briefs*.

iv. Production

Policy Briefs should be timely, which means they must be produced quickly in response to, or in advance of, policies that LRA members believe are important to the entire organization as well as the fields of reading research and education. Up to four *Policy Briefs* per year may be produced, about one per quarter, so there is a steady and regular publication of them. This means each *Policy Brief* may need to be produced and published rapidly, perhaps within a 2-3 month time frame.

Policy Briefs should be produced and paid for by LRA but preferably in collaboration with other units who might share in the cost and authorship. Potential authors should be seen as professional allies and collaborators, and not just as recipients of *Policy Briefs*. The rationale for this suggestion is that more attention will be paid to *Policy Briefs* that are perceived to represent many people and organizations, not just LRA. The Past President will serve as the primary individual responsible for guiding the development of the *Policy Briefs*.

v. Role of Board of Directors

The role of the Board of Directors is to initiate and charge authors with topics and deadlines for *Policy Briefs*, to review proposals and drafts of *Policy Briefs*, to facilitate collaborative production and payment of *Policy Briefs*, and to accept and endorse the final versions of *Policy Briefs*.

c. *Executive Summaries: Research and Action Policy Updates*

i. Purpose

An Executive Summary (ES) is a timely informational document, or series of documents, on a policy issue/topic related to literacy education. Executive Summaries are intended to clearly define questions and provide research-based recommendations for action. An ES will alert members to 1) current concerns in local, state or federal policy developments and public discourse; (2) research studies that provide clarification and evaluation of the issue/topic; 3) recommended actions. An ES must present recommendations that are supported by research.

ii. Authorship

The Policy and Legislative Committee will notify, solicit expertise from, and catalyze members' interest in current topics.

iii. Style and Format

Executive summaries should be written for a general audience such as teachers, parents, educators and policymakers, free of jargon, focused, and written in a user-friendly, non-academic style, and include synopses of research that support or disconfirm aspects of the issue/topic or any recommendations for or against. They are not to include inflammatory language and must be based in research. Length is variable but typically (and preferably) fewer than 1000 words.

iv. Production, Audience and Dissemination

Guidelines are outlined in the "Conduct of Standing Committees" and "Policy and Legislative Committee" sections of this Handbook. ES are primarily to educate LRA members so they will be able to disseminate research and recommendations to their communities and stakeholders. The President, in consultation with the Executive Committee and the Policy and Legislative Committee will decide on avenues for dissemination [adopted by Board of Directors, 12/06/2014; see revised Guidelines for Executive Summaries, 12/06/2014].

5. *Publications Refund Policy*

Publications may be returned up to 60 days after purchases for a full refund. Damaged publications may be returned up to 60 days after purchase for a full refund or replacement. Shipping and handling are the responsibility of the purchaser. All mailing of publications will be done using "mail tracking."

6. *Copyright Agreements*

All editors of publications must obtain signed copyright agreements from all authors. Such documents must be housed at Headquarters, except in cases in which LRA has contracted with a commercial publisher. In these cases the editors will direct the authors where to submit their agreements.

I. Mailing Lists

Lists may be provided to members of LRA for the following: announcements of positions in academic settings, announcements of conferences on literacy, and mailings for grant competitions.

J. Current Fees

1. *Membership*

Membership fees will be reviewed on an annual basis during the second winter meeting of the Board of Directors. Emeritus membership is extended to those LRA members who have retired from their professional positions. Second Family memberships are offered to members desiring only one copy of each publication be sent to a particular address. One member of the family will pay the Regular membership fee, and the second member will pay the Second Family membership fee. Membership fees are:

Type of Membership	Fee
Regular Membership	\$130.00
Emeritus Membership	\$95.00
Second Family Membership	\$80.00
Student Membership	\$40.00

2. *Annual Conference Fees*

Annual Conference registration fees are set annually during the second winter meeting of the Board of Directors. Fees currently are:

Membership Type	Advance Registration	Regular Registration	On-Site Registration	Daily Registration
Member	\$220.00	\$255.00	\$300.00	\$175.00/day
Non-member	\$360.00	\$395.00	\$440.00	\$315.00/day
Emeritus	\$145.00	\$175.00	\$200.00	\$75.00/day
Emeritus non-member	\$250.00	\$280.00	\$305.00	\$180.00/day
Student	\$95.00	\$95.00	\$125.00	\$75.00/day
Student non-member	\$145.00	\$145.00	\$175.00	\$125.00/day

[adopted by Board of Directors, 03/19/2015; see Electronic Vote, 03/19/2015].

4. Publication Fees

Copies of the *JLR* and *Literacy Research: Theory, Methods and Practice* are included in the membership fee. The fees listed below are for non-members and institutions:

Publication	Fee
<i>Literacy Research: Theory, Methods, Practice</i> (domestic shipping)	\$80.00
<i>Literacy Research: Theory, Methods, Practice</i> (international shipping)	\$90.00
<i>JLR</i>	\$165.00

K. Historian

The President shall appoint a Historian for a 3-year renewable term. The Historian must have been a member in good standing for at least 5 years and be an active, committed member of LRA.

The Historian shall be responsible for maintaining the archives of LRA, which include one or more copies of the Annual Conference program, *JLR*, and *Literacy Research: Theory, Methods and Practice* dating back to the beginning of LRA. The Historian shall add an Annual Conference program, *Literacy Research: Theory, Methods and Practice*, and *JLRs* to the archives during each year of tenure. Copies of the Annual Conference program, *Literacy Research: Theory, Methods and Practice*, and *JLRs* are also to be housed at Headquarters.

The Historian shall attend Board of Directors meetings and participate as a non-voting member of the Board of Directors.

L. Parliamentarian

The President shall appoint a Parliamentarian for a 3-year renewable term.

The Parliamentarian shall attend Board of Directors and Executive Committee meetings and participate as a non-voting member of the Board of Directors and Executive Committee.

The Parliamentarian shall be responsible for ensuring that Robert's Rules of Order are followed at Board of Directors meetings and at meetings of the general LRA membership. The Parliamentarian shall draft initial changes and shall forward these to the secretary who will then enter the approved changes into the Bylaws and the Policy and Procedures Handbook. The Parliamentarian shall work in cooperation with the President, Secretary, and the Executive Director to update the *Policy and Procedures Handbook* annually.

M. Finances

1. Power to Allocate Funds

The Board of Directors shall have the power to allocate funds to carry out the purposes of the organization.

2. Receipts and Disbursements

All receipts and disbursements shall be made through accounts authorized by the Board of Directors. The President and Treasurer shall be responsible for authorizing the disbursement of funds in accordance with the approved annual budget.

- a. All cost centers are required to operate within the budget approved by the Board of Directors. The major cost centers are the Executive Committee, the Annual Conference, *JLR*, and the *Literacy Research: Theory, Methods and Practice*.
- b. All payments issued greater than \$500.00 must have the prior approval of the President or Treasurer.
- c. All contracted services, products, and venues must be initiated by the Board of Directors, require competitive bids, and must be signed by the President or the President’s designee.
- d. Emergency expenditures must be approved by the Executive Committee and be communicated to the Board of Directors in a timely manner.

3. Annual Budget

The Board of Directors shall be responsible for adopting an annual budget.

- a. Each major cost center will develop a proposed budget for anticipated expenditures for the next fiscal year. The Executive Committee will be responsible for developing budgets for general services, Committees, and the *Newsletter* with the advice of the Committee Chairs.
- b. The people responsible for budget development are:

Board of Directors	Executive Committee
Annual Conference	President Elect, Vice President, and Executive Director
Meeting Program	President Elect, Vice President, and Executive Director
<i>JLR</i>	<i>JLR</i> Editors and Publications Chair
<i>Literacy Research: Theory, Methods and Practice</i>	<i>Literacy Research: Theory, Methods and Practice</i> Editors, and Publications Chair
Committees	Executive Committee

- c. Proposed budgets for the following fiscal year must be submitted to the Treasurer by September 1st of the current fiscal year. The Executive Committee, at its fall meeting, or via conference call or e-mail exchange, will review the proposed budgets and prepare a master budget that reflects the interests, needs, and priorities of the total organization.
- d. The master budget for the next fiscal year will be submitted to the full Board of Directors for its review at the first winter Board of Directors meeting. Final approval and voting will occur at the second winter Board of Directors meeting.

4. Bonding

The Executive Director shall be bonded, at the expense of the organization.

5. Establishing Fees

The Board of Directors shall establish membership dues, subscription rates, and Annual Conference fees.

6. Fiscal Year

The fiscal year shall run from January 1 through December 31.

7. Travel Reimbursement for Board of Directors

The Officers who attend these meetings will be reimbursed according to the following guidelines:

Travel Reimbursement for Board of Directors

	Spring Executive Committee Meeting	Spring Board of Directors Meeting	Program Planning Meeting	Fall Executive Committee Meeting	Winter Board of Directors Meetings	Total
Past President	Travel, Food, *Lodging \$950	Travel, *Lodging \$650		Travel, Food, *Lodging \$950	*Lodging 5 nights \$1000	\$3550
President	Travel, Food, *Lodging \$950	Travel, *Lodging \$650		Travel, Food, *Lodging \$950	Free Suite (<i>provided by hotel</i>)	\$2,550 + Free suite
President Elect	Travel, Food, *Lodging \$950	Travel, *Lodging \$650	Travel, Food, *Lodging \$1,100	Travel, Food, *Lodging \$950	Free Suite (<i>provided by hotel</i>)	\$3,650 + Free suite
Vice President	Travel, Food, *Lodging \$950	Travel, *Lodging \$650	Travel, Food, *Lodging \$1,150	Travel, Food, *Lodging \$950	*Lodging 5 Nights \$1000	\$4,700
Vice President Elect				Travel, Food, *Lodging \$1000	*Lodging 5 Nights \$1000	\$2,000
Secretary	Travel, Food, *Lodging \$950	Travel, *Lodging \$650		Travel, Food, *Lodging \$950	*Lodging 5 Nights \$1000	\$3,550
Incoming Secretary				Travel, Food, *Lodging \$950	*Lodging 5 Nights \$1000	\$1,950
Treasurer	Travel, Food, *Lodging \$950	Travel, *Lodging \$650		Travel, Food, *Lodging \$950	*Lodging 5 Nights \$1000	\$3,550
Incoming Treasurer				Travel, Food, *Lodging \$950	*Lodging 5 Nights \$1000	\$1,950
Parliamentarian	Travel, Food, *Lodging \$950	Travel, *Lodging \$650		Travel, Food, *Lodging \$950	*Lodging 5 Nights \$1000	\$3,550
Incoming Parliamentarian				Travel, Food, *Lodging \$950	*Lodging 5 Nights \$1000	\$1,950
Board of Directors		*Lodging 1 Night (\$1800)			*Lodging 1 or 2 nights (3,600)	\$5,400
ERM Chair		*Lodging 1 Night \$200			*Lodging 2 nights \$400	\$600
Ethics Chair		*Lodging 1 Night \$200			*Lodging 2 nights \$400	\$600
Field Council Chair		*Lodging 1 Night \$200			*Lodging 2 nights \$400	\$600
P&L Chair		*Lodging 1 Night \$200			*Lodging 2 nights \$400	\$600
Publication Chair		*Lodging 1 Night \$200			*Lodging 2 nights \$400	\$600
Research Chair		*Lodging 1 Night \$200			*Lodging 2 nights \$400	\$600
Technology Chair		*Lodging 1 Night \$200			*Lodging 2 nights \$400	\$600
Total	\$6,650	\$7,750	\$2,250	\$10,500	\$15,400	\$42,550

**Lodging reimbursements will be provided based on the total cost of the room, fees and taxes up to the contracted rate [see LRA Board of Directors' minutes, 12/02/2014; revised 12/02/2014].*

8. Financial Advisory Committee

1. Purpose

The purpose of the Financial Advisory Committee shall be to support the financial well-being of LRA by:

- i. Providing strategic advice to the Executive Committee and Board of Directors on audits, budgeting, investments, and development;
- ii. Recommending strategies for developing and maintaining a reserve fund that is independent of all restricted funds and advising the Executive Committee when dues and conference registration fees need to be raised;
- iii. Responding to financial advisory requests made to it by the Executive Committee;
- iv. Mentoring potential candidates for the Treasurer position, with the assistance of the current Treasurer.

2. Duties

- i. Make annual investment, revenue-generating, and expenditure recommendations to the Executive Committee;
- ii. Work with LRA development efforts to design structures for advising donors regarding potential investment areas and institutionalizing bequests;
- iii. Respond to questions the Treasurer may have concerning the preparation of the annual budget;
- iv. Review financial health of the organization at least twice a year prior to Board of Directors meetings, addressing the results of the annual audit, if requested to do so by the Executive Committee, and any other concerns expressed by the Treasurer, the Executive Committee, the Board of Directors or the management company;
- v. Draft and revise, as appropriate, a Financial Procedures Handbook, to be approved by the Board of Directors;
- vi. Draft and revise, on an ongoing basis, a 5-year financial plan to build a reserve fund that is independent of all restricted funds.

3. Responsibilities of the Chair

The Financial Advisory Committee Chair will:

- i. Oversee and execute all duties of the Committee Chair as described here and other duties as directed by the Board of Directors;
- ii. Convene at least two conference call meetings of the Financial Advisory Committee each year within the prescribed timeline;
- iii. Provide a report to the Executive Committee and the Board of Directors twice each year in relation to the Committee's duties and recommendations, including a report of the activities of the Committee;
- iv. Work with the Treasurer to ensure a clear presentation of the annual financial report at the Annual Business Meeting;
- v. Contact Committee members throughout the year and work with them on issues raised by the Executive Committee, the Board of Directors, membership, or the Committee;

- vi. Represent the Committee at the Board of Directors meetings.

4. *Operating Procedures*

The Financial Advisory Committee shall be an administrative committee and shall be chaired by the Past President and consist of two members of the Board of Directors, selected in their second year of service for a two-year term, one selected each alternating year by the Board of Directors, and the Treasurer. All appointed Financial Advisory Committee members, including the Chair, must be members in good standing, and must demonstrate dedication to leadership, scholarship, and diversity. A representative of the management company shall be a non-voting member of the Committee. With the consent of the Executive Committee, the Committee may invite an investment consultant with expertise in non-profit organizations to participate as needed [adopted by the Board of Directors, 4/7/2016; see Board of Directors' Minutes, 4/7/2016].

N. Resolutions from Members

A member can propose a resolution to the general membership by submitting the resolution in writing to the Secretary with the signatures of the proposer, one seconding member, and at least 3% of the members in good standing. The secretary, within two weeks, will confirm that the signatories' memberships are current and post the resolution and the signatories' names on the Web site for 10 days. Notification of the vote will be sent to all members in good standing via e-mail. Resolutions will be adopted by a majority vote of at least 20% of the membership, said vote to occur electronically. Resolutions will be automatically rejected if they are inconsistent with the Bylaws or if they violate LRA's tax-exempt status. The Parliamentarian will determine consistency with Bylaws and tax-exempt status and a Committee of past presidents, with legal consultation as needed. Whenever LRA uses an electronic process to determine the vote of the membership on a resolution, the Executive Director will tally the electronic vote. Within 72 hours of the count of the electronic balloting, the Executive Director will schedule a telephone conference with the Executive Committee so as to certify the results of the electronic balloting. Upon certification, the Secretary will prepare a report that becomes the official record of the organization's vote. The President will formally report this vote in the President's Report at the next Board of Directors meeting and the next Annual Business Meeting of the organization. In addition, the results of the resolution vote will be shared with the membership through a broadcast e-mail message as well as in the next edition of the *Newsletter*.

O. Endorsements Policy

An individual or organization may seek support for an issue, cause, and/or action by addressing a request to the Board of Directors and Chair of the Policy and Legislative Committee. A Board Director or a member of the Policy and Legislative Committee can choose to sponsor the request. The sponsoring individual will investigate the request as well as make a case as to how the issue, cause, and/or action will enhance, further, or otherwise promote the interests of our organization as stated in our mission statement. Once the sponsoring individual has learned about the issue, cause, and/or action, that individual should present what they have learned to the Board of Directors at either a scheduled meeting or via e-mail, so that the Board of Directors can interrogate, ask questions, challenge, or offer his or her support. If the request is sponsored, presented, and supported by a majority vote of the Board of Directors, the Executive Director will present the endorsement to the organization as a whole via e-blast, in the newsletter, on the website, and send a letter to all relevant parties. If no Board Director or member of the Policy and Legislative Committee is willing to sponsor the request, the issue is tabled or dropped.

P. Non-Discrimination Policy

It is the policy of the Literacy Research Association (LRA) that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any of the programmatic areas of our professional organization. Furthermore we will not discriminate on the basis of any of the aforementioned categories as we grant awards bestowed by our organization nor will we discriminate when contracting with outside entities to provide necessary services to LRA.

Q. Exhibitor Policy

Exhibitors at the LRA conference will be charged \$1,500.00 and will receive up to two (2) complimentary conference registrations, up to two (2) - 6 foot, skirted tables and two (2) chairs, or they may utilize your own prefabricated exhibit booth, size not to exceed 10' x 10' x 12'.

R. Weather-Related Refund Policy

In the case of inclement weather (conditions considered too dangerous that prevent individuals from accessing or leaving the conference facilities), it is the responsibility of LRA members to contact the LRA Headquarters (via phone, email, or fax), within 72 hours of your scheduled arrival/departure to indicate that weather conditions make it impossible to attend and/or depart the conference site successfully. Upon receipt of a member's request, LRA Headquarters reserves the right to determine whether a refund will be provided for registration costs incurred for conference registration. In the case where a refund is determined to be due, the LRA member will be entitled to a full refund for unattended conference day(s). Failure to contact the LRA Headquarters within 72 hours of your scheduled arrival/departure will result in forfeiture of any registration costs.

S. Electronic Voting by the Board of Directors

If the Board of Directors needs a motion that necessitates a vote at a time when the Board of Directors is not in session, the President may call for an electronic vote. First, the individual who brought the issue to the attention of the Board of Directors is asked to write a formal motion and forward it to the President. The President electronically forwards the motion to the entire Board of Directors and seeks a second to the motion. Once a second is received, the President will present the motion to the entire Board of Directors for a 5-day discussion period via email. After the 5-day discussion period, the President will call for the vote. Except for votes concerning management company issues, the Executive Director will arrange an electronic vote open only to Board of Directors members for a 2-day period [adopted by Board of Directors, 03/09/2015; see Electronic Vote, 03/09/2015]. The Executive Director will send a report of the vote to the President immediately after the close of the voting period. When voting on management issues, the Board of Directors will e-mail their votes directly to the President. The President will report the results of the vote in the President's Report at the next Board of Directors meeting. In addition, the results of the vote will be shared with the Board of Directors through an e-mail message to the entire Board of Directors. Votes will be considered binding if a quorum of Board of Directors members have voted. The President will always seek confirmation that Board of Directors members have received the motion and the call for the vote.

III. CONDUCT OF ANNUAL CONFERENCE

A. Date and Time of Annual Conference

The Annual Conference will begin on the Wednesday that precedes the first Saturday of December and end on the first Saturday of December.

B. Annual Conference Sites

1. Location

Sites and dates are to be established three years in advance [adopted by the Board of Directors, 4/2/2015; see Board of Directors' Minutes, 4/15/2015].

The Annual Conference will be located alternate years in the Eastern part of the United States, the Central part of the United States, and the Western part of the United States.

The site is typically located south of the Mason Dixon line. Past and future locations include:

Year	Region	Location
1997	West	Scottsdale, AZ
1998	Central	Austin, TX
1999	East	Orlando, FL
2000	West	Scottsdale, AZ
2001	Central	San Antonio, TX
2002	East	Miami, FL
2003	West	Scottsdale, AZ
2004	Central	San Antonio, TX
2005	East	Miami, FL
2006	West	Los Angeles, CA
2007	Central	Austin, TX
2008	East	Orlando, FL
2009	West	Albuquerque, NM
2010	Central	Fort Worth, TX
2011	East	Jacksonville, FL
2012	West	San Diego, CA
2013	Central	Dallas, TX
2014	East	St. Marco Island, FL
2015	West	Carlsbad, CA
2016	Central	Nashville, TN
2017	East	Tampa, FL
2018	West	Palm Springs, CA

The Executive Director assesses appropriate locations and constructs an initial list.

All negotiation with hotels is the responsibility of the Executive Director. The President must approve all contract negotiations. All contracts must be authorized and signed by the President.

The Vice President and the Vice President Elect will accompany the Executive Director (or designee) on site visits. The Vice President with the approval of the Executive Committee, decides the final site selection at the fall Executive Committee meeting.

2. Lodging, Food, and Transportation Issues

The Annual Conference host hotel/s and site should have:

- enough sleeping rooms to house all LRA members;
- overflow hotels nearby (with pricing considerations for graduate students);
- inexpensive restaurants and other facilities nearby;
- fairly direct access to the host city;
- reasonable room rates;
- the ability to serve lunch for all LRA members quickly;
- a safe location that has nightlife available.

3. Meeting Room Space

The Annual Conference hotel/s and site should have:

- enough meeting rooms to host the entire Annual Conference (about 18 concurrent sessions with no session having less than 50 theater-style seats);
- meeting rooms are all located on one floor (if possible);
- a general session room that holds at least 800 in theater-style seating;
- four breakout rooms that exceed 100 theater-style seats for more popular sessions;
- an open area to accommodate coffee breaks;
- an area suitable for book exhibits and the silent auction;
- ample space for registration;
- a satisfactory area suitable for an Internet Café;
- to accommodate: Headquarters Office, Registration Packet preparation, and the Executive Committee/Board of Directors meetings;
- a suitable area to hold receptions.

4. Audio-visual Requirements

Each meeting room within the site must be equipped with a screen and a LCD projector. Wireless connections within the hotel are preferred.

C. Annual Conference Committee

The Annual Conference Committee Chair, who is the President Elect, is provided with a \$1,000.00 discretionary fund to be used to cover some Annual Conference expenses. At the spring Board of Directors meeting, the Chair will give an accounting of anticipated uses of the fund; at the first winter Board of Directors meeting, an accounting of actual uses will be given.

The Annual Conference Committee Chair (President-Elect) appoints no more than fifteen Program Area Chairs (Area Chairs) to serve for a three-year term on the Annual Conference Committee. The procedure for selecting these persons is determined by the Annual Conference Committee Chair. This procedure will involve the designation of a “contact person” within each program area who will be responsible for communicating directly to the Conference Chair. The criteria used for selection of Area Chairs include: (a) the individual has published in the program area they Chair; (b) the individual has received training from previous Area Chairs or possesses experience as an Area Chair; (c) the individual must present evidence to indicate that he or she is responsible for meeting deadlines; and (d) the individual is committed to online conference call meetings led by the President-Elect and KWMG Staff, and the Area’s schedule of conference calls. Area Chairs generally serve three-year terms with each Chair serving staggered terms [adopted by the Board of Directors, 12/06/2014; see Board of Directors’ Minutes, 12/06/2014]. Area Chairs must be members in good standing.

If an Area Chair is not able to fulfill his or her term for any reason, they must forfeit the appointment. The President-Elect will immediately make a new three-year appointment.

If an Area Chair is not able to complete the review process in a timely manner or adhere to the defined rules pertaining to the review process, the President-Elect may request the Area Chair’s resignation. The President-Elect will immediately make a new three-year appointment [adopted by the Board of Directors, 4/15/2015; see Board of Directors’ Minutes, 4/15/2015].

The Vice President shall serve as the Associate Chair of the Annual Conference Committee.

D. Structuring the Program

1. Call for Proposals

The Associate Annual Conference Committee Chair prepares a call for proposals with the advice of the Area Chairs and the previous Annual Conference Committee Chair. The Call for Proposals is completed before November 25th. This call is distributed at the Annual Conference preceding the Annual Conference the Chair will organize. The Call for Proposals must indicate that proposals will only be accepted from LRA members.

2. Call for Reviewers

In December of each year, the Associate Annual Conference Committee Chair will send out a call for reviewers at the Annual Conference preceding the Annual Conference the Chair will organize. The call for reviewers also will be advertised on the Web site. Continuing Area Chairs will contact reviewers from the previous year to ask whether they are willing to review proposals for the coming year. New Area Chairs contact previous Area Chairs to determine the approximate number of reviewers needed for the area they will Chair. Reviewers should be members in good standing. Reviewers are normally sent between four and six proposals to review.

3. Program Areas

Proposals are submitted electronically to one of the existing program areas [adopted by the Board of Directors, 4/7/2016; see Board of Directors' Minutes, 4/7/2016]. The focus of one's research determines the program area to which an author submits. Each program participant should not appear on the program in any capacity (e.g., author, Chair, and discussant) more than three times.

Current Program Areas include:

- Pre-service Teacher Education in Literacy;
- In-service Teacher Education/Professional Development in Literacy;
- International Literacy Research and Teaching;
- Literacy Instruction and Literacy Learning;
- Literacy Assessment, Evaluation, and Public Policy;
- Early and Elementary Literacy Processes;
- Adolescent, College, and Adult Literacy Processes;
- Social, Cultural, and Political Issues of Literacy Practices In and Out of School;
- Literacy Learning and Practice in Multilingual and Multicultural Settings;
- Text Analysis/Children's, Young Adult and Adult Literature;
- Literacy Technology and Media;
- Research Theory, Methods, and Practices
- Study Groups;
- Other Topics

4. Procedures for Creating a New Program Area

A new Program Area may be added if it is significant to the field and if within the organization a clear pattern of interest and substantial representation of research on previous conference programs has been established. The new Program Area may not duplicate a pre-established Program Areas nor can it be an area of research already reflected as part of pre-established Program Areas.

A proposal for creating a new Program Area must be initiated by a member of the Board of Directors. The proposal will include the following:

- Name of the proposed Program Area;
- Purpose;
- Evidence of its significance to the field;
- Evidence of LRA interest (e.g., ICG membership and activity) and representation of research in previous annual conferences;
- List of sub-areas to be addressed within the new Program Area.

Each element described above must be clearly delineated in the proposal at the time of its presentation at either the Winter or Spring Board of Directors meeting. A majority of the Board of Directors must vote in favor of establishing a new Program Area. Once established, the name of the Program Area must be included in the Policy and Procedures Handbook.

Program Areas approved at Spring Board of Directors meetings will be listed on the Call for Proposals in December of the year of the spring meeting in which it was approved. Program Areas approved at Winter Board of Directors meetings will be listed on the Call for Proposals in December of the year following the year of the winter meeting in which

it was approved. Area Chairs will be appointed by the Vice President in the year in which the Program Area is activated on the conference program [adopted by the Board of Directors, 4/7/2016; see Board of Directors' Minutes, 4/7/2016].

5. Format of Sessions

a. Length of Sessions

All sessions are to be 90 minutes long typically with three papers per session, except in the case of round tables.

b. Types of Sessions

i. *Alternative Format Sessions* are similar to a symposium in that one person invites various presenters to share research on a common topic. These sessions differ from symposia in presentation style. The researchers meet and interact with participants in small groups or other discursive formats.

ii. *Paper Sessions* are occasions for three researchers to present information about their research. The three papers are submitted individually and are grouped thematically by the Annual Conference Committee Chair and Area Chairs.

iii. *Roundtable Sessions* give participants an opportunity to discuss papers with authors after a brief and informal presentation of a research report. Roundtable sessions are usually 40 minutes in length.

iv. *Symposium Sessions* consist of three individual research presentations. The entire session is organized and submitted by one person who organizes a coherent event to feature information on one topic. Symposium sessions typically feature a discussant that concludes the session by critiquing each paper and pointing out commonalities across all papers.

c. Special Sessions

i. Special sessions may be arranged at the discretion of the Annual Conference Committee Chair.

ii. One session is reserved for, and organized by, graduate students with speakers and issues of their choice.

6. Proposal Review Process

Proposals are submitted electronically by March 1st for a blind review by three reviewers assigned by the Area Chairs. Proposals for co-sponsored sessions are subject to the same submission and review process.

The management company creates an electronic folder and grants access to the submitted proposals to each Area Chair. The Area Chairs review each proposal submitted to their area and check that proposals are readable, blinded, and has been submitted to the correct area. The management company will notify the contact person by e-mail if a portion of their proposal is incomplete.

By April 2nd Area Chairs send proposals for a blind review by three reviewers. Reviewers will have three weeks to read and evaluate proposals.

By May 1st Area Chairs call for delinquent reviews.

By May 15th Area Chairs compile reviews of proposals and make recommendations to the Annual Conference Committee Chair on acceptance and rejection. Area Chairs group similar paper sessions together that have been accepted, identify titles for the grouped paper sessions, and identify Chairs for the grouped paper sessions.

7. *Proposal Review Timeline*

By June 30th the accepted papers are organized by topic and assigned a program slot. Management company staff comes to this meeting with a matched slip of paper denoting the presenter/s, title, and ID number of each accepted proposal. The management company is also responsible for checking to see that there are paper slips for each ID number and session. Each paper slip should then be arranged into days, times, and rooms.

By July 25th letters of acceptance and/or rejection are sent to all program submissions with access information to the proposal reviews. Each contact person is asked to read the title and authors of their proposal carefully and to e-mail the management company with any revisions by August 15th for use in the final copy of the program.

8. *Constructing the Program Book*

Production of the program book is the responsibility of the Executive Director. In August, after all accepted proposals have been identified the management company makes any edits to entries submitted by proposal contact persons. Once the program is finalized it goes to layout. A searchable schedule is posted on the Web site by September 1st.

An electronic copy of the program will be made available on the Web site by November 1st [adopted by the Board of Directors, 4/7/2016; see Board of Directors' Minutes, 4/7/2016].

E. *Registration and Cancellation Policy*

The management company is responsible for posting and processing all online registrations for the Annual Conference. The online registration system should be available by July 25th.

Prior to two weeks before the Annual Conference, an individual may claim an 80% refund for registration. From two days two weeks the individual may claim a 50% refund. Two days prior to the Annual Conference an individual will not receive any refund.

F. *Advertising*

LRA accepts advertisements for publication in the Annual Conference program book that are in keeping with the scholarly and professional nature of the organization. The program book is published for and on behalf of the membership to promote the study and dissemination of information about literacy, literacy instruction, and related fields.

LRA reserves the right to unilaterally reject, omit, or cancel advertising that it considers not in keeping with the program's purpose, or which by tone, content, or appearance is not in keeping with the essential scientific, scholarly, and professional nature of the organization. Specifically, only ads related to literacy research and literacy teacher education will be accepted, with the decision to be made by the Annual Conference Committee Chair.

G. Keynote Speakers

The Annual Conference Committee Chair will choose the topic for the Integrative Research Review and select the speaker(s) [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015]. Traditionally, the speaker/s is an LRA member. The Integrative Research Review presenter/s will receive one complimentary hotel room night (Friday), and conference registration; no other expenses will be covered.

The Annual Conference Committee Chair selects speakers for two plenary sessions. Speakers are given complimentary conference registration and reimbursed for travel expenses, fee, and lodging/food expenses during their stay at the Annual Conference as part of the honoraria, whether or not they are LRA members. However, only one complimentary registration can be awarded by each Area Chair. A total of \$12,000.00 is provided for plenary speakers' honoraria. The speakers will use their honoraria to pay for travel, lodging, and food expenses.

The current President delivers the Presidential Address. The President will also receive complimentary conference registration.

The previous year's recipient of the Oscar S. Causey Award delivers the Oscar S. Causey Address. The Oscar S. Causey Address presenter will receive complimentary conference registration and one hotel room night (Wednesday or Thursday); however, no other expenses will be covered.

Keynote sessions will be recorded for posting on the Web site.

H. Presentation of Awards at Annual Conference

The following awards will be presented at each Annual Conference in accordance with the Policies and Procedures Handbook:

- Oscar S. Causey Award;
- Edward B. Fry Book Award;
- Albert J. Kingston Award;
- J. Michael Parker Award;
- P. D. Pearson Scholarly Influence Award;
- Student Outstanding Research Award;
- Early Career Achievement Award;
- Distinguished Scholar Lifetime Achievement Award.

I. Annual Conference Features

In addition to research sessions and keynote speakers, the Annual Conference also features the following events:

1. Editorial Advisory Board Meetings

The editors of the *JLR* and the *Literacy Research: Theory, Methods and Practice* each host a meeting for their respective editorial advisory boards at the Annual Conference. The purpose of these meetings is to provide an overview of the editorial review process to be used throughout the coming year, and to provide updates regarding the status of the publication, annual rejection rates, etc.

2. Annual Business Meeting

The Annual Business Meeting is the official meeting of LRA held once a year at the Annual Conference. New officers and the Board of Directors are introduced and installed, and the important accomplishments of the past year are discussed. The Annual Business Meeting also is a forum in which members may bring forward proposals for the consideration by the Board of Directors. Fifty voting members or 10 percent of the members in good standing constitute a quorum at this meeting. The terms of office for Executive Committee, Appointed Officers, and Board Directors terminate at the close of the Annual Business Meeting. Appointments for Committee Chairs, Committee Members, and ICG Chairs also terminate at the close of the Annual Business Meeting.

3. Area Chairs Meeting

The Annual Conference Committee Chair and Associate Annual Conference Committee Chair host a meeting at the Annual Conference for new and continuing Area Chairs. The purpose of the meeting is to explain the procedures by which the proposals for the following year's Annual Conference will be reviewed.

4. Board of Directors Meetings

The Board of Directors meets twice at the Annual Conference. On the Tuesday prior to the start of the Annual Conference, the Board of Directors engages in a Strategic Planning Session with the Executive Committee in the morning. In the afternoon the full Board of Directors meets. This is the last meeting that outgoing Board Directors attend. Newly elected Board Directors are invited to attend.

The Board of Directors also meets on Saturday after the Annual Conference. New and continuing Board Directors and Committee Chairs attend. Board Directors and Committee Chairs report the results of Committee meetings and other issues that arose throughout the Annual Conference.

5. Book Display and Silent Auction

A display of professional books will be available at each Annual Conference. Publishers are asked to donate books for use in the book display. The Executive Director is responsible for securing donations to the book display. These books also are part of the Silent Auction, which occurs from Wednesday through Friday of the Annual Conference. Members make written bids on desired books. The member with the highest bid on each book wins that book.

6. *Newcomers' Luncheon or Breakfast*

The Field Council will host a luncheon or Breakfast welcoming first-time attendees and graduate students to LRA. The luncheon or Breakfast is typically held on the first full day of the Annual Conference. The purpose of the luncheon or Breakfast is to help new attendees feel comfortable at the Annual Conference and to provide them with an opportunity to network with other new attendees, the Board of Directors, and Past Presidents.

7. *Presidential Reception*

The Presidential Reception is budgeted for \$10,000.00 each year. Following the Presidential Address, a reception honoring the current and past presidents is held. All members are invited to attend. A separate President's Invited Appreciation Reception is budgeted for \$10,000.00 each year [adopted by the Board of Directors, 12/02/2014].

8. *Standing Committee, Award Committee, and ICG Meetings*

Each Standing Committee, Award Committee, and ICG will meet at the Annual Conference. The Executive Director is responsible for arranging times and locations for each meeting. The Chair of each Committee and ICG is responsible for arranging the agenda for their meeting and for reporting back to the Board of Directors the results of those meetings.

9. *Town Hall Meeting*

The Town Hall Meeting is a forum for the lively exchange of ideas important to LRA members. The agenda for this meeting is determined by the membership. All members are invited to attend.

10. *Vital Issues*

Vital Issues is a time to meet old and new friends in an informal setting. Vital Issues is traditionally held from 9:00 PM onward in the hotel bar. All members are invited to attend and continue discussions about vital issues in literacy research.

11. *Area Chairs Invited Sessions*

Area Chairs of odd and even numbered areas will respectively in odd and even number years be invited to submit a proposal for a special invited session to be added to the Annual Conference program. The Annual Conference Committee Chair will review the proposals. Upon the Annual Conference Committee Chair's approval of the proposed session, each approved proposal will be budgeted up to \$1,000.00 each to support the implementation of the proposal.

One complimentary registration can be awarded by each Area Chair.

Every year all Area Chairs will select one of the proposals submitted to their respective areas to be identified as a featured paper or session for their Area to be highlighted in the Annual Conference program book. That paper or session will be one that has received strong support from reviewers in the peer review process and that the Area Chairs judge to be significant for representing and advancing topics, issues, and/or research in their area. The authors of the selected papers or sessions will receive a letter from the Annual Conference Committee Chair recognizing their selection for this designation.

J. Local Arrangements

The Annual Conference Committee Chair appoints persons to serve on the Local Arrangements Committee. The responsibilities of the Local Arrangements Committee include such things as providing information about the Annual Conference site area and arranging for the donation of any books that publishers intentionally leave at the Annual Conference to a local library.

K. Smoking

Smoking is prohibited at all meeting sessions.

L. Allocation of Complimentary Rooms

Complimentary rooms are allocated to Executive Committee members first and then the Board of Directors according to the chart found on pages 13-14.

M. Publishers

Publishers shall not be allowed to sponsor events at the Annual Conference.

N. External Organizations

An external organization related to literacy that wishes to conduct a business meeting at the LRA conference may request to do so up to three months prior to the annual conference by contacting the President-Elect. Meeting space is generally booked for research presentations and LRA business throughout the conference. It is possible that meeting space could be made available the Tuesday afternoon/evening before the conference, on Friday evening, and on Saturday morning of the conference. If the request includes food and beverage (F & B), it is the responsibility of the group to pay for such costs. The group's F & B will be applied toward LRA's total F & B minimum. The cost of the F & B will be billed separately, to the organization's credit card or the person's hotel room. The group will be put in touch with the Literacy Research Association's Convention Services Manager (CSM) for billing and menu choices but LRA will control the room. The President of the organization, in consultation with the President-Elect, will sign an agreement with the external organization. Thereafter, LRA will hold the external organization to the terms and conditions of the agreement signed [adopted by the Board of Directors, 4/7/2016; see Board of Directors' Minutes, 4/7/2016].

O. Annual Conference Report

The Annual Conference Committee Chair will submit a written report at the first winter Board of Directors meeting and at the Annual Business Meeting. The report will focus on submissions, rejections, program composition, and structure.

IV. CONDUCT OF AWARDS COMMITTEES

A. Purpose of Awards Committees

The purpose of the Committees is to recognize the extraordinary achievement and effort by those who significantly enhance literacy research and scholarship, as well as those who significantly promote the welfare of LRA itself.

B. Creation of New Awards Committees

The call for creating a new Committee must be brought forth by a member of the Board of Directors. The name of the Committee, its purpose, and its policies, practices, and procedures must be clearly delineated in a proposal at the time of its presentation at either the winter or spring Board of Directors meetings. A majority of the Board of Directors must vote in favor of establishing a new Committee. Once established, its name, policies, practices, and procedures must be included in the *Policy and Procedures Handbook*.

C. Oversight of Awards Committees by the Board of Directors

Each Committee will be led by a Chair appointed by the Past President. In order for individuals to be appointed to and serve as the Chair of an Awards Committee, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation. After receiving confirmation from potential committee members, Committee Chairs and the Board of Directors will be informed [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015]. The appointment of Awards Committee Chairs shall be announced at the fall Executive Committee meeting. The Chair for each Committee may attend the Board of Directors meetings to represent the interests and concerns of the Committee and must submit a written report prior to each meeting. The President will appoint one Board Director to serve as a liaison to each Committee. Chairs may be removed from their position at any time by a majority vote of the Board of Directors. A new Chair shall be appointed by the Past President to serve out the remainder of the term of the individual whom they replaced.

D. Duties of Awards Committee Chairs

1. Working with the Board of Directors to develop an appropriate charge for the Committee for the year.
2. Working with the Committee's Board of Directors liaison to:
 - a. contact and work to induct members into the spirit and purposes of the Committee;
 - b. communicate with the Committee members the charges/directives from the Board of Directors;
 - c. develop and share an agenda for the Committee;
 - d. communicate to the Board of Directors the budget and other needs and contributions of the Committee.

3. Working with the Committee to:
 - a. create a plan of work for the year;
 - b. get a commitment from all Committee members regarding the specific work that they are willing to do during the year;
 - c. monitor progress of Committee work and coordinate Committee activities to reach goals of the Committee;
 - d. file a report to the Board of Directors before each Board of Directors meeting regarding the accomplishments of the Committee;
 - e. develop, from knowledge of contributing Committee members and others, nominations for elective offices;
 - f. identify and recruit others within the membership who, by dedication and/or expertise could serve LRA through the Committee on a volunteer basis;
 - g. recognize the work of Committee members and volunteers in a formal and specific letter at the end of each year.

E. Appointment of Members to the Awards Committees

The Past President will be responsible for appointing members to the Committees in consultation with the Chairs of the Committees (i.e., input should be sought from the Chairs of respective committees). In order for individuals to be appointed to and serve as members of a committee, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the members' willingness to serve on the Committee via either written or e-mail confirmation. After receiving confirmation from potential committee members, Committee Chairs and the Board of Directors will be informed [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015]. The appointment of Committee Members to Awards Committees shall be announced at the fall Executive Committee meeting. Committee Members may be removed from their position at any time by a majority vote of the Board of Directors. A new Committee Member shall be appointed by the Past President to serve out the remainder of the term of individual whom they replaced.

F. Term of Office for Chairs and Members of Awards Committees

The term of office for new Chairs and Committee members shall begin officially at the Annual Business Meeting. The three-year term ends at the Friday Business Meeting. Incoming Awards Chairs and Committee members are invited to Awards Committee meetings prior to the Annual Business Meeting, but they do not have a vote in Awards Committee business.

G. Awards Committee Meetings

Each Committee will meet once during the Annual Conference. Committee meetings are open to all members. The Chair of each Committee will be responsible for setting the Committee meeting agenda. At the Committee meeting, the Chair will distribute information about the results of the Committee's award selection process. It is the Chair's responsibility to maintain Committee records, meeting minutes, and archives and to forward this information to his/her successor.

H. Awards Committee Requests for Management Services

Each Committee Chair must request work to be done by the Management Company through the Board of Directors liaison to that Committee. The Board of Directors liaison makes requests to the Executive Director for management services.

I. Awards Committee Requests for Budget Monies

Each Committee Chair will indicate budget monies needed and will specify in which quarter the Committee expenses will occur.

J. Confidentiality

Chairs and Committee members will not distribute, loan or give to anyone not on the Committee or Board of Directors, unless permission has been granted by the President, privileged information received as a member of a Committee. This includes, but is not limited to, curriculum vita, nomination lists, nominated papers, nomination letters, letters of support and ranking sheets/forms.

K. Tie Breaking Provision

A teleconference will be held if a single awardee is not evident from the individual Committee members scoring and ranking of the nominations. The Committee will determine the awardee during the teleconference with a majority vote between the top two nominees. In the event of a tie during the teleconference the Chair will make the final selection.

L. Conflict of Interest Policy for Awards Committees

LRA must make every effort to ensure not only that its decisions are fair and objective, but also that it appears that way. A conflict of interest can arise when conditions or circumstances preclude or interfere with the individual's capacity to make an objective, detached decisions required in any Committee deliberations.

1. Award Eligibility

Committee members are not eligible to be candidates for that award during their terms of service.

2. Relationships to a Nominee

The following relationships of a Committee member to an award candidate may constitute a conflict of interest of sufficient magnitude that may alter the fairness and perceived fairness of the selection process.

The following must be disclosed as they will require Committee members to limit their service on the Committee:

- a. current dean, departmental chair, postdoctoral or graduate advisor; is a family member, spouse, or partner;
- b. an individual with whom one has a current business or financial relationship (e.g., business partner, employer, employee);
- c. research collaborator or co-author within the last three years;
- d. an individual working at the same institution or having accepted a position at the same institution;
- e. a previous graduate student or postdoctoral fellow in the last five years;

- f. an individual with whom one has had long-standing scientific or personal differences.
3. *Elective Circumstances*
Committee members may for other reasons determine that they have conflicts or potential conflicts that require them to recuse themselves from service if they believe that their presence on the Committee could affect the fairness of the selection process.
4. *Disclosure and Management*
- a. Committee members should be informed of these conflict of interest policies when the list of award candidates is sent out.
 - b. Committee members with any of the relationships in #2 above, or any other relationships, should make the chair of the awards committee aware of any potential conflicts before the nominations are considered.
 - c. The Committee Chair will determine whether the conflict is of sufficient magnitude to require the member to refrain either from voting, from participating in select discussions or from the entire selection procedure.
 - d. Any Committee Chair or Committee member with questions or ambiguous circumstances should seek the advice of the Ethics Committee who will, where necessary, consult with the Executive Committee on this policy and its implementation.
5. *Disclosure Failure*
If an undisclosed conflict of interest is uncovered, the Chair or the Board of Directors should forward the incident to the Ethics Committee for further review/investigation. Final action will be decided by the Board of Directors.

M. Awards Committees

1. *Oscar S. Causey Award*

a. *Purpose of Award*

The Oscar S. Causey Award is awarded annually to honor an LRA member for outstanding contributions to reading research. Dr. Oscar S. Causey was the founder of LRA and served many years as Chair of the Executive Committee.

b. *Criteria for Consideration*

The Oscar S. Causey Award is awarded annually to recognize an LRA member for outstanding contributions to literacy research. Consideration will be given to whether the literacy research of Oscar S. Causey Award nominees is aligned with the mission statement of LRA [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

c. *Procedures for Nomination*

The Chair of the Committee invites nominations via an announcement in the *Newsletter* and at least twice each year on the Listserv. In addition, the Chair should send a separate request each year to past Oscar S. Causey Award winners and past presidents for nominations. Nominations should include a copy of the nominee's current, full curriculum vita and a nominating letter authored by an individual who is a member of LRA. Nominations are sent electronically via e-mail to the Chair. If three or fewer nominees are received, then no award needs to be presented. The nominees would then be included in the pool of nominees for the following year. Nominations are considered active for a period of three years, unless a nominee has received the award during this time. New nominations should be submitted electronically via e-mail to the Chair before August 15th.

d. *Review Process*

The Chair sends electronic copies of each nominee's curriculum vita and nomination letter to Committee members. Committee members rank each nominee in order from highest to lowest. The Chair averages these rankings, and the recipient is selected according to the person receiving the highest average ranking. The review and ranking process is completed by September 15th. The Chair will notify the winner(s), Committee Members, the Executive Committee, the Board of Directors, and the Executive Director of the name of the award recipient by October 1st. Notification should occur no later than this date. The recipient's name should be held in confidence by these individuals until the winner is announced at the Annual Conference [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015]. The recipient is notified as soon as possible so that he or she might attend the Annual Conference to receive the award. The Executive Director needs to be informed by October 1st in order to prepare the award plaque and the award check.

e. *Presentation of Award*

The Oscar S. Causey Award is presented at the Annual Conference just prior to the Oscar S. Causey address. The Oscar S. Causey Award winner named two years previously (the individual who delivered the Oscar S. Causey Award speech at the previous conference) introduces the new recipient at the Annual Conference. The new recipient's introduction consists of several clues of increasing clarity that eventually reveal the new recipient's identity. The recipient of the Oscar S. Causey Award will receive a plaque and a monetary award in the amount of \$500.00. These items are presented to the recipient by the recipient from the previous year. The inscription on the plaque reads, "Literacy Research Association presents the Oscar S. Causey Award to [recipient's name] for Outstanding Contributions to Reading Research [year of award]."

f. *Promotion of Award*

Information about the recipient appears in the spring issue of the *Newsletter* along with information about eligibility and criteria for the award and a request for nominations. The award is promoted through regular announcements on the Web site, the Listserv, and the *Newsletter*. In addition, the remarks that introduce the recipient, given by the past year's winner, appear in *Literacy Research: Theory, Methods and Practice* along with a copy of the recipient's Oscar S. Causey address.

g. *Committee Matters*

The Oscar S. Causey Award Committee consists of a Chair appointed by the Past President in consultation with the Board of Directors. In order for individuals to be appointed to and serve as the Chair of this Committee, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform Board of Directors. The Chair serves a three-year term and may be reappointed at the discretion of the Past President. The Past President appoints six members to the Committee in consultation with the Committee Chair (i.e., input should be sought from the Chair of the Oscar S. Causey Award Committee). After receiving confirmation from potential committee members, the Committee Chair and the Board of Directors will be informed. The six members of the Oscar S. Causey Award Committee will each serve one three-year term, with two members going off the Committee, four members staying on the Committee, and two members being added to the Committee each year. Many of the members of this Committee are previous award winners. Members of the Committee must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

h. *Other Considerations and Information*

The Oscar S. Causey Award Committee is budgeted \$150.00 for operating expenses and \$500.00 for the monetary award each year.

i. *Historical Information*

The Oscar S. Causey Award was first presented in 1967. A complete list of past recipients is maintained on the Website.

2. *Edward B. Fry Book Award*

a. *Purpose of Award*

The Edward B. Fry Book Award is awarded annually to honor LRA members who author a book on literacy research and practice.

b. *Criteria for Consideration*

Eligibility for the award is limited to current members of LRA who have written or been one of several authors of a book. The book must have a copyright date within 5 years of the date when the award is made.

The book that receives the award will:

- advance knowledge about literacy;
- display inquiry into literacy;
- show responsible intellectual risk taking.

c. *Procedures for Nomination*

Letters of nomination and a copy of the nominated book must be sent to the Chair before May 15th. Nomination letters must directly address the ways in which the nominated book meets the criteria outlined above. Letters cannot simply reiterate the endorsements or summaries designed to promote the text. Self-nominations are accepted. A book may be re-nominated if it has been previously nominated but did not win the award.

d. *Review Process*

Once nominations are received, the Chair reviews them to make sure they are eligible in terms of authorship and copyright date. The Chair contacts the publishers of the books to secure review copies for all Committee members.

Publishers may send books directly to Committee members or send copies to the Chair to distribute. The Chair sends review and ranking forms to Committee members and information about the deadline for returning them. Committee members may e-mail their reviews and ranking information but also must send the forms to the Chair for the archives. When review and ranking forms are received from all Committee Members, the Chair tallies the ranking forms, averages the scores, and determines the award winner. The Chair will notify the winner(s), Committee Members, the Executive Committee, the Board of Directors, and the Executive Director of the name of the award recipient by October 1st. Notification should occur no later than this date. The recipient's name should be held in confidence by these individuals until the winner is announced at the Annual Conference [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015]. The Executive Director needs to be informed by October 1st in order to prepare the award plaque and the award check.

e. *Presentation of Award*

The Edward B. Fry Book Award is presented at the Annual Conference by the Committee Chair or by a Committee member designated by the Chair. The author receives a plaque and a monetary award. The plaque reads, "Literacy Research Association presents the Edward B. Fry Book Award to [recipient's name] For Outstanding Contributions to Literacy Research and Practice in ["title of book"] [year of award]." The monetary award will be in the amount of 5 percent of the principal in the Fry fund. If there is more than one author, the amount will be distributed equally among co-authors.

f. *Promotion of Award*

After the award is presented, the Executive Director provides the publisher of the book with award seals and information that can be used in a press release. Information about the recipient appears in the spring issue of the *Newsletter* along with information about eligibility and criteria for the award and a request for nominations. The award is also promoted through regular announcements on the Web site, the Listserv, and the *Newsletter*.

g. *Committee Matters*

The Edward B. Fry Book Award Committee consists of a Chair appointed by the Past President in consultation with the Board of Directors. In order for individuals to be appointed to and serve as the Chair of this Committee, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform Board of Directors. The Chair serves a three-year term and may be reappointed at the discretion of the Past President. The Past President will appoint nine members to the Committee in consultation with the Committee Chair (i.e., input should be sought from the Chair of the Edward Book Fry Award Committee). After receiving confirmation from potential Committee Members, the Committee Chair and the Board of Directors will be informed. The nine members of the Edward B. Fry Book Award Committee will each serve one three-year term, with three members going off the Committee, six members staying on the Committee, and three members being added to the Committee each year. The Chair and members of the Committee must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

h. *Other Considerations and Information*

If three or fewer nominated books are received, then no award needs to be presented. The nominated books would be included in the pool of nominations received the following year.

If books are nominated that do not meet the eligibility requirements, the Chair can eliminate them. The Chair can poll Committee Members concerning books that do not appear to meet the award criteria. If there are a large number of nominated books, then the Chair may instigate a two-tier review system, in which a subset of the books is randomly assigned to Committee Members. The highest-ranking books from each subset would then be read by all Committee members and ranked. If the rankings of two or more books are equal, then the Chair will ask Committee Members to rank just those books again and will use those rankings to determine the winner. Alternatively, the Committee could vote to present the award to more than one book in a given year. The Edward B. Fry Book Award Committee is budgeted \$150.00 for operating expenses each year. The monetary award money is drawn directly from the Edward B. Fry Book Award Fund.

i. *Historical Information*

Edward B. Fry, who contributed a fund to support this award, established the award. The first award was presented in 1995. An award seal was designed and used for the first time in 2000. A complete list of past recipients is maintained on the Web site.

3. *Albert J. Kingston Service Award*

a. *Purpose of Award*

The Albert J. Kingston Award is awarded annually to honor an LRA member for distinguished contributions of service to LRA.

b. *Criteria for Consideration*

Eligibility for the Albert J. Kingston Award is limited to LRA members who have provided distinguished service contributions to LRA.

c. *Procedures for Nomination*

Those nominating an individual for the Albert J. Kingston Award are asked to submit one copy of the nominee's current curriculum vita and a letter nominating the individual that describes the service contributions made to LRA. Nominees must have belonged to LRA for at least 5 years. Any LRA member may nominate deserving candidates for recognition of their work. Nominations should be submitted electronically via e-mail to the Chair before August 15th. If three or fewer nominees are received, then no award needs to be presented. The nominees would then be included in the pool of nominees for the following year. Nominations are considered active for a period of three years, unless a nominee has received the award during this time.

d. *Review Process*

The Chair sends electronic copies of each nominee's curriculum vita and nomination letter to Committee members. Committee members rank each nominee in order from highest to lowest according to the stated criteria of substantial and significant contributions of service to LRA and the breadth, depth, and length of contributions to LRA.

The Chair averages these rankings, and the recipient is selected according to the person receiving the highest average ranking. This process is completed by September 15th. The Chair will notify the winner(s), Committee Members, the Executive Committee, the Board of Directors, and the Executive Director of the name of the award recipient by October 1st. Notification should occur no later than this date. The recipient's name should be held in confidence by these individuals until the winner is announced at the Annual Conference [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015]. The recipient is notified as soon as possible so that they might attend the Annual Conference to receive the award. The Executive Director needs to be informed by October 1st in order to prepare the award plaque and the award check.

e. *Presentation of Award*

The Albert J. Kingston Award is presented at the Annual Conference just prior to the Integrative Research Address. The Committee Chair introduces the previous year's recipient, who is responsible for introducing the new recipient. The recipient of the Albert J. Kingston Award will receive a plaque and a lifetime membership to LRA that is presented by the recipient from the previous year. The inscription on the plaque reads, "Literacy Research Association presents the Albert J. Kingston Award to [recipient's name] for Distinguished Service to LRA [year of award]."

f. *Promotion of Award*

Information about the recipient appears in the spring issue of the *Newsletter* along with information about eligibility and criteria for the award and a request for nominations. The award also is promoted through regular announcements on the Web site, the Listserv, and the *Newsletter*.

g. *Committee Matters*

The Albert J. Kingston Award Committee consists of a Chair appointed by the Past President in consultation with the Board of Directors. In order for individuals to be appointed to and serve as the Chair of this Committee, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform Board of Directors. The Chair serves a three-year term and may be reappointed at the discretion of the Past President. The Past President will appoint six members to the Committee in consultation with the Committee Chair (i.e., input should be sought from the Chair of the Albert J. Kingston Award Committee). After receiving confirmation from potential committee members, the Committee Chair and the Board of Directors will be informed. The six members of the Albert J. Kingston Award Committee will each serve one three-year term, with two members going off the Committee, four members staying on the Committee, and two members being added to the Committee each year. The Chair and members of the Committee must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

h. *Other Considerations and Information*

The Albert J. Kingston Award Committee is budgeted \$150.00 for operating expenses each year.

i. *Historical Information*

The Albert J. Kingston Award has been presented annually since 1985. A complete list of past recipients is maintained on the Web site.

4. *J. Michael Parker Award*

a. *Purpose of the Award*

The J. Michael Parker Award is awarded annually to honor the memory of J. Michael Parker and his interest in adult literacy research. The award is intended to help pay for Annual Conference expenses for a doctoral student or untenured professor. The award also is intended to encourage research in adult literacy.

b. *Criteria for Consideration*

The LRA member selected for receiving the J. Michael Parker Award should conduct research that is judged capable of making a significant contribution to theory and/or practice of adult literacy learning and instruction. This means that:

- i. the Committee considers the methodology to be appropriate to the research question and of sufficient rigor;
- ii. the implications of the research are of a scope needed to impact the field; and
- iii. the author(s) must be a doctoral student or an untenured professor at the time of submission.

In order to be considered for the Award, applicants must meet the following eligibility requirements:

- The author(s) of the paper are doctoral students or untenured faculty at the time of the paper submission (October 1, prior to the Annual Meeting);
- The paper is based on a proposal **accepted** for presentation at the LRA Annual Meeting;
- The author(s) of the paper are LRA members in good standing at the time of the paper submission.

c. Procedures for Nomination

An individual wishing to be considered for the J. Michael Parker Award will self-nominate by indicating interest in the proposal submission process and eligibility for the award, where they will also confirm that they are eligible for the award (as doctoral students or untenured professors with a paper on adult literacy). These items will be available for viewing in a single item in the LRA Proposal Submission system, titled “*J. Michael Parker Award for Contributions to Adult Literacy Research*” [adopted by the Board of Directors, 12/1/2015; see Board of Directors’ Minutes, 12/1/2015]. Two checkboxes (one for interest and one for eligibility) will be listed under this item. These proposals, if accepted on the program, will then be forwarded to the Chair of the J. Michael Parker Award Committee as soon as program acceptance decisions are sent to members.

The Chair will also browse the program for submissions about adult-literacy related topics papers, and will contact the authors to invite them to submit a paper by the deadline. In this message, the Chair will explain the eligibility requirements, and remind potential applicants they need to be LRA members in good standing to advance a submission.

d. Review Process

The Chair will ensure all submissions are blinded and the authors meet all the eligibility requirements by the October 1st deadline.

If three or fewer eligible paper submissions are received by October 1st, the Chair will extend the deadline to October 15th (with approval via email of all Committee members).

If three or fewer eligible paper submissions are received by October 15th (the extended deadline), then no award **needs to** be presented.

The Chair will electronically send copies of the proposals to Committee members. By a mutually agreed-upon date, each Committee member shall receive one copy of all the papers submitted. Each Committee member will review, rate, and rank each of the papers by a mutually agreed-upon deadline, set by the Chair. The Chair will notify the winner(s), Committee Members, the Executive Committee, the Board of Directors, and the Executive Director of the name of the award recipient by the date established by LRA.

Notification should occur no later than this date. The recipient's name should be held in confidence by these individuals until the winner is announced at the Annual Conference. The Executive Director needs to be informed by this deadline in order to prepare the award plaque and the award check [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

e. Promotion of the Award

Information about the recipient appears in the spring issue of the *Newsletter* along with information about eligibility and criteria for the award and a request for nominations. The award is promoted through regular announcements on the Web site, the Listserv, and the *Newsletter*.

A reminder about the award and the application form will be sent via e-mail 2 days after the program acceptance notices are sent.

f. Presentation of the Award

The J. Michael Parker Award is presented at the Annual Conference. The award is presented by the Committee Chair or by a Committee member designated by the Chair. The J. Michael Parker Award recipient will receive a plaque and a monetary award of \$500.00 for travel expenses to the Annual Conference. The inscription on the plaque reads, "Literacy Research Association Presents the J. Michael Parker Award to [recipient's name] for Contributions to Adult Literacy Research [year of award]" [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

g. Promotion of the Award

Information about the recipient appears in the spring issue of the *Newsletter* along with information about eligibility and criteria for the award and a request for nominations. The award is promoted through regular announcements on the Web site, the Listserv, and the *Newsletter*.

A reminder about the award and the application form will be sent via e-mail 2 days after the program acceptance notices are sent.

h. Committee Matters

The J. Michael Parker Award Committee consists of a Chair appointed by the Past President in consultation with the Board of Directors. In order for individuals to be appointed to and serve as the Chair of this Committee, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform Board of Directors. The Chair serves a three-year term and may be reappointed at the discretion of the Past President. The Past President will appoint six members to the Committee in consultation with the Committee Chair (i.e., input should be sought from the Chair of the J. Michael Parker Award Committee). After receiving confirmation from potential committee members, the Committee Chair and the Board of Directors will be informed. The six members of the J. Michael Parker Award Committee will each serve one three-year term, with two members going off the Committee, four members staying on the Committee, and two members being added to the Committee each year. The members of the Committee must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

i. Other Considerations and Information

The J. Michael Parker Award Committee is budgeted \$150.00 each year for operating expenses. The monetary award is drawn directly from the J. Michael Parker Award Fund.

j. Historical Information

The J. Michael Parker Award was established in April 2002. A complete list of past recipients is maintained on the Web site.

5. The P. David Pearson Scholarly Influence Award

a. Purpose of the Award

The P. David Pearson's Award is awarded annually to honor an individual who has published an article/chapter/book at least 5 years prior to the nomination that has demonstrably and positively influenced literacy practices and/or policies within district, school and/or classroom settings.

b. Criteria for Consideration

Nominators should demonstrate how the findings or implications of the article/chapter/book have been used directly by educators to craft influential policies or initiate and implement innovative classroom practices.

c. Procedures for Nomination

An LRA member may be nominated by a peer or self nominate for this award. A letter of recommendation outlining the candidate's qualifications must be submitted to the Chair of the P. David Pearson Scholarly Impact Award Committee by September 5th. The following documentations must also be submitted: (1) The key publication; (2) a current curriculum vita; and (3) documentation of the influence of the publication on instruction

and/or policy. A submission may remain active in the pool of nominations for three years without the nominator being required to resubmit. The Chair will keep the nomination packets that are active and make them available to the committee members each year [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

d. Review Process

The chair will distribute all nominating letters and accompanying materials to the committee members by September 15. Each Committee members will review and rank the nominees by November 5th. The Chair will notify the winner(s), Committee Members, the Executive Committee, the Board of Directors, and the Executive Director of the name of the award recipient by November 10th. Notification should occur no later than this date. The recipient's name should be held in confidence by these individuals until the winner is announced at the Annual Conference. The Executive Director needs to be informed by this deadline in order to prepare the award plaque and the award check [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

e. Presentation of the Award

The P. David Pearson Scholarly Influence Award is presented at the Annual Conference. The award is presented by the Committee Chair or by a Committee member designated by the Chair. The recipient of the P. David Pearson Award will receive a plaque and a monetary award of \$500.00. The inscription on the plaque reads, "Literacy Research Association Presents the P. David Pearson Scholarly Influence Award to [recipient's name] for a single contribution to research that has demonstrably and positively influenced literacy instruction and/or policy [year of award]."

f. Promotion of the Award

Information about the recipient appears in the spring issue of the *Newsletter* along with information about eligibility and criteria for the award and a request for nominations. The award is promoted through regular announcements on the Web site, the Listserv, and the *Newsletter*. A reminder about the award and the application form will be sent via e-mail 2 days after the program acceptance notices are sent.

g. *Committee Matters*

The P. David Pearson Scholarly Influence Award Committee consists of a Chair appointed by the Past President in consultation with the Board of Directors. In order for individuals to be appointed to and serve as the Chair of this Committee, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform Board of Directors. The Chair serves a three-year term and may be reappointed at the discretion of the Past President. The Past President will appoint six members to the Committee in consultation with the Committee Chair (i.e., input should be sought from the Chair of the P. David Pearson Scholarly Influence Award Committee). After receiving confirmation from potential committee members, the Committee Chair and the Board of Directors will be informed. The six members of the Committee will each serve one three-year term, with two members going off the Committee, four members staying on the Committee, and two members being added to the Committee each year. The members of the Committee must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

h. *Other Considerations and Information*

- i. David Pearson Award Scholarly Impact Award Committee is budgeted \$500.00 each year for the award. The monetary award is drawn directly from the P. David Pearson Award Fund. (\$20,000 promised for the award).
- ii. David Pearson Award Scholarly Influence Award Committee is budgeted \$150,00 each year for operating expenses. The monetary award is drawn directly from the P. David Pearson Award Fund.

i. *Historical Information*

The P. David Pearson Scholarly Influence Award was established in 2013. A complete list of past recipients is maintained on the Web site.

6. *The Student Outstanding Research Award*

a. *Purpose of Award*

The Student Outstanding Research Award is awarded annually to honor a student member of LRA in recognition of an outstanding research paper presented at the Annual Conference during the current award year [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

b. Criteria for Consideration

The paper must be based on the proposal submitted to the Annual Conference program during the current award year while the student/author holds student status. The paper must also be based on research conducted by the student. The paper must be written solely by the student/author or co-authored with students, and cannot be co-authored or co-presented with a faculty member. The proposal must have been accepted by the Annual Conference Committee for presentation at the Annual Conference during the current award year. Papers representing various forms and genres of research (including conceptual papers) are welcome [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

c. Procedures for Nomination

When the student submits the proposal to the Annual Conference Committee (as either an individual paper or as part of a symposium) during the current award year, the student indicates his/her desire to be considered for the award as part of the proposal submission process for that year. However, LRA members may submit a paper for consideration without having so indicated. If the proposal is accepted, the student may submit by e-mail the following two documents to the Committee Chair: a title page with contact information (including the name of the sponsor) and a paper prepared for blind review that includes the title on the first page. In addition, the student must complete the online application form and send the application form to his/her sponsor. The sponsor will then check a box on the form that affirms that the applicant(s) was a student during the year the proposal was submitted to the Annual Conference. The sponsor will then e-mail the completed form to the Committee Chair [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

To be considered, the Chair must receive the application materials no later than August 15th 11:59PM (EST) during the current award year. The length of papers submitted for consideration must be no longer than the equivalent of 25 double-spaced pages with standard APA margins and 12-point type. The pages include all tables, appendices, charts, graphs, and other ancillaries to the text as many additional pages as necessary for references are permitted. The name, address, telephone number, and e-mail address of the author, along with the name and e-mail address of the sponsor, should appear on the title page, which is submitted as a separate document. If three or fewer nominees are received, then no award needs to be presented [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

d. Review Process

The Student Outstanding Student Research Award Committee will review papers submitted for the award. By September, the Committee members will complete (or update if they are continuing members) a reviewer expertise form to aid in assigning papers to reviewers. The review will be blind. The Chair screens the papers before sending them out via e-mail to Committee members for review. All papers exceeding the limit are not sent for review but are referred to the applicant via an e-mail message reminding the applicant that they exceeded the permissible limit and inviting the applicant to resubmit within 48 hours. In addition, the Committee Chair will e-mail any sponsors who have not submitted the application form on behalf of the applicant. If revised papers and/or application forms are not submitted within 48 hours, the applicant forfeits the opportunity for the award.

Within 7 days of the paper submission deadline, the Chair will assign papers to reviewers and e-mail papers and review forms to each Committee member. In the first round of reviews, each Committee member will be assigned to review a certain number of papers depending on the number of papers submitted. The maximum number of papers a Committee member will read during the first round is half of the submissions. The reviews for these papers will be guided by criteria which specify rating on: (1) significance; (2) rationale; (3) methodology or theoretical soundness; (4) presentation of result or concepts; (5) implications; (6) quality of writing; and (7) potential to move the field forward. The reviewers rate each area, provide an overall rating, and offer comments for each paper. Then they rank order the papers and e-mail the review forms to the Chair within two weeks. The Chair will calculate mean ratings and use these to rank all the papers. Ranks and all other available information will be used to elect the top three to five papers. The Chair will e-mail the top papers and review forms to reviewers for the final round of review 5 days after receipt of round one reviews (approximately August 22nd). The top papers should be clearly distinct in their ranking/ratings from the rest of the group for final review. Committee members will review, rate, and rank each of the top papers by September 26th.

The Chair will notify the winner(s), Committee Members, the Executive Committee, the Board of Directors, and the Executive Director of the name of the award recipient by November 10th. Notification should occur no later than this date. The recipient's name should be held in confidence by these individuals until the winner is announced at the Annual Conference. The Executive Director needs to be informed by this deadline in order to prepare the award plaque and the award check. Other applicants will be notified via e-mail that their paper was not selected for the award at least one week prior to the Annual Conference [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

e. *Presentation of Award*

The Student Outstanding Research Award will be presented at the Annual Conference by the Committee Chair or by a Committee member designated by the Chair. The Student Outstanding Research Award is traditionally presented just prior to the Presidential Address on Wednesday of the Annual Conference. This provides the membership with the opportunity to attend the recipient's presentation. The recipient of the Student Outstanding Research Award will receive a plaque and a monetary award in the amount of \$500.00. The plaque reads, "Literacy Research Association presents the Student Outstanding Research Award to [recipient's name] For the Exemplary Student Research Paper Presented at the LRA Annual Conference [year of award]." The committee will present one "honorable mention award" to the paper that was the top contender for the award. A paper certificate will be mailed to this scholar that will read the "Literacy Research Association presents a Student Outstanding Research Award Honorary Mention Certificate to [recipient's name] for a High-Quality Student Research Paper Presented at the LRA Annual Conference [year of award]." The honorable mention award winner will have his/her name read at the award ceremony [adopted by the Board of Directors, 4/15/2015; see Board of Directors' Minutes, 4/15/2015].

f. *Promotion of Award*

Information about the recipient appears in the spring issue of the *Newsletter* along with information about eligibility and criteria for the award and a request for nominations. The award is promoted through regular announcements on the Web site, the Listserv, and the Newsletter. The winner's LRA presentation will also be identified in the conference program [adopted by the Board of Directors, 4/15/2015; see Board of Directors' Minutes, 4/15/2015]. The recipient's manuscript is also refereed and published in *Literacy Research: Theory, Methods and Practice*. A reminder about the award and the application form will be sent via e-mail 2 days after the program acceptance notices are sent.

g. *Publication Process*

Once the winner(s) is determined, the Committee members will make recommendations for revisions and send their recommendations to the Chair, who will forward them to the winner(s) for use in polishing the paper for publication in *Literacy Research: Theory, Methods and Practice*. The winner will submit the revised paper to the *Literacy Research: Theory, Methods and Practice* editors.

h. Committee Matters

The Student Outstanding Research Award Committee consists of a Chair appointed by the Past President in consultation with the Board of Directors. In order for individuals to be appointed to and serve as the Chair of this Committee, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform Board of Directors. The Chair serves a three-year term and may be reappointed at the discretion of the Past President. The Past President will appoint twelve members to the Committee in consultation with the Committee Chair (i.e., input should be sought from the Chair of the Student Outstanding Research Award Committee). After receiving confirmation from potential committee members, the Committee Chair and the Board of Directors will be informed. The twelve members of the Student Outstanding Research Award Committee will each serve one three-year term, with four members going off the Committee, eight members staying on the Committee, and four members being added to the Committee each year. At least one of the previous award recipients should be appointed to the Committee. The members of the Committee must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

i. Other Considerations and Information

The Outstanding Student Research Award Committee is budgeted \$150.00 for operating expenses and \$500.00 for the monetary award each year.

j. Historical Information

The Student Outstanding Research Award has been given at the Annual Conference each year since 1985. A complete list of past recipients is maintained on the Web site. In addition, award-winning papers since 2004 have been published on the Award's Web site.

7. *Scholars of color Transitioning into Academic Research institutions (STAR) Award*

a. Purpose of Award

The Scholars of color Transitioning into Academic Research institutions (STAR) mentoring program promotes excellence in high-quality, literacy-related research that addresses the issues and opportunities related to diversity. The award supports historically underrepresented researchers of color or researchers whose first language is not English, but who are also scholars of color.

b. Criteria for Consideration

Nominees for the STAR award are assistant professors who are LRA members. These professors are from culturally and/or linguistically diverse backgrounds and are entering or completing the first year of their first academic positions. These scholars will form a cohort and will be matched with a mentor who will support the mentoring relationship for two years [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

c. *Procedures for Nomination*

An LRA member may be considered by submitting the STAR application. The application must be submitted along with a current CV, a letter of recommendation and the Constructed Responses to the STAR Program Director. All participants of the program must agree to commit two years to the mentoring relationship. To be considered, the STAR Program Director must receive the application materials no later than March 15th at 11:59 PM (EST.) [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

d. *Review Process*

An Ethnicity, Race & Multilingualism sub-committee chaired by the STAR Program Director will review the applications and nominate mentors for each accepted scholar every two years. Nominated mentors will be invited to participate by the STAR Program Director. A submission may remain active in the pool of nominations for up to three years without the nominator being required to resubmit and without a new application being required from nominees. The STAR Program Director will keep the nomination packets that are active and make them available to the committee members for review each year. The STAR Program Director will notify the Chair of the Ethnicity, Race & Multilingualism Committee, mentees, Committee Members, the Executive Committee, the Board of Directors, and the Executive Director of the name of the mentees and designated mentors no later than May 1st [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

e. *Presentation of Award*

The STAR Award is presented at the Annual Conference. The award is presented by the STAR Program Director, Ethnicity, Race & Multilingualism Committee Chair or by a Committee member designated by the Director or Chair. The recipient of the STAR Award will receive a plaque. The plaque reads, "Literacy Research Association presents the Scholars of color Transitioning into Academic Research institutions (STAR) Award to [recipient's name] for literacy-related research that addresses issues and opportunities linked to diversity [year of award]" [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

f. *Promotion of Award*

Recipients of the award will appear in the spring issue of the *Newsletter* along with information about eligibility and criteria for the award and a request for nominations. The award is promoted through regular announcements on the Web site, the Listserv, and the *Newsletter*.

g. *Committee Matters*

The STAR Program Director, the Chair of the Ethnicity, Race & Multilingualism Committee, and its committee members, will conduct the review of all applications for the Scholars of color Transitioning into Academic Research institutions (STAR) Award. The Ethnicity, Race, and Multilingualism Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President in consultation with the Chair of the Ethnicity, Race, and Multilingualism Committee (i.e., input should be sought from the Chair of the Ethnicity, Race and Multilingualism Committee) and with the Board of Directors.

After receiving confirmation from potential committee members, the ERM Committee Chair and the Board of Directors will be informed. The Chair serves a three-year term. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The Chair and members of the Committee must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee.

The LRA president, in consultation with the ERM Chair and current STAR Program Director, will appoint a STAR Program Director in a role separate from that of the ERM Chair. The appointment should take place on a bi-annual basis. The STAR Program Director serves a two-year term and may serve consecutive two-year terms. The STAR Program Director must be a member in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to assume this post [adopted by Board of Directors, 12/06/14; see revised STAR Continuation Proposal for Continuation, 12/06/2014; adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

h. Other Considerations and Information

- i. The STAR program is budgeted for \$32,000 every 2 years to support 6 mentees and mentors.
 - a. Early-career scholars who are accepted into the STAR program can expect to: have regular contact with an established mentor (regular contact = minimum of two communications each semester); participate in the post-conference retreat annually; participate in a spring writing retreat; provide service to the mentor program (e.g., invite a speaker; collect additional information from others in the program; set up a session for the post-conference; design future post-conferences); maintain active membership within LRA (emphasis on active; e.g., create a round-table/panel/etc. to bring awareness to the program; present research related to diversity); commit to the mentoring relationship for two years.
 - b. Mentors who agree to participate can expect to: have regular contact with an established mentee (regular contact = minimum of two communications each semester); participate in the post-conference retreat annually; participate in a spring writing retreat; commit to the mentoring relationship for two years.
 - c. The mentoring relationship will consist of at least two communications each semester and an annual retreat on the last day of the LRA Annual Meeting.

- ii. A program evaluation tool, to be completed by STAR Fellows and Mentors, will be developed in collaboration with members of the Executive Board. At the end of the 2-year model, the STAR Program Director and the ERM Chair will submit a report to the Executive Board detailing STAR activities and providing an assessment of the overall effectiveness and success of the program. The STAR program will continue to operate based on the proposed 2-year model [adopted by Board of Directors, 12/06/14; see revised STAR Continuation Proposal for Continuation, 12/06/2014; adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

- i. *Historical Information*

The Scholars of color Transitioning into Academic Research institutions (STAR) mentoring program was initiated by the Ethnicity, Race, and Multilingualism (ERM) Committee of the Literacy Research Association in 2008. A complete list of past recipients is maintained on the Website.

8. Early Career Achievement Award

- a. *Purpose of Award*

The Early Career Achievement Award is awarded annually to honor the new members of the LRA community who have been actively involved in research, teaching, and service for approximately 3-7 years and have demonstrated outstanding commitment and accomplishment.

- b. *Criteria for Consideration*

Nominees for the Early Career Achievement Award can be of any rank. However, nominees must: (1) be members of the LRA (for at least three years, but not necessarily consecutively) and they must, (2) possess a terminal doctoral degree, and (3) have worked in the field seven years or less from the conferral date of their degree to the posted deadline for this competition.

- c. *Procedures for Nomination*

A LRA member may be nominated by a peer member of LRA through a recommendation letter outlining the candidate's contributions to the field of literacy research and the nominee's participation in LRA. Nominating letters should be submitted to the Chair by April 15th. Nominees will then be asked to submit: (1) a current curriculum vita, including affiliations, degrees, research honors and awards, publications, and service on editorial boards of research journals; (2) a statement of approximately 1,500 words delineating professional growth and research agenda; (3) a letter of support from the candidate's current institution (e.g., teaching/research colleague, department Chair). These materials are to be submitted to the Chair by May 15th. If three or fewer nominees are received, then no award needs to be presented.

- d. *Review Process*

The Chair will electronically distribute all nominating letters and support materials to Committee members by June 1st. Committee members will review materials from the nominees, ranking them from 1 (high) to 5 (low) on two criteria:

- i. Publication of substantial, significant, original research that has generated new knowledge.
- ii. Recognition of their promise to be a leader in the conduct and promotion of research.

Committee member evaluations will be returned to the Chair by July 1st. The rankings will be collated and an award winner selected. Final selection will be completed by August 1st. The Chair will notify the winner(s), Committee Members, the Executive Committee, the Board of Directors, and the Executive Director of the name of the award recipient by August 15th. Notification should occur no later than September 1st. The recipient's name should be held in confidence by these individuals until the winner is announced at the Annual Conference. The recipient is notified as soon as possible so that they might attend the Annual Conference to receive the award. The Executive Director needs to be informed by August 15th in order to prepare the award plaque and the award check [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

e. *Presentation of Award*

The Early Career Achievement Award is presented at the Annual Conference. The award is presented by the Committee Chair or by a Committee member designated by the Chair. The recipient of the Early Career Achievement Award will receive a plaque and a monetary award in the amount of \$500.00.

The plaque reads, "Literacy Research Association presents the Early Career Achievement Award to [recipient's name] For Significant Contributions to Literacy Research and Education [year of award]."

f. *Promotion of Award*

Information about the recipient appears in the spring issue of the *Newsletter* along with information about eligibility and criteria for the award and a request for nominations. The award is promoted through regular announcements on the Web site, the Listserv, and the *Newsletter*. Committee members are also asked to contact colleagues in the field to solicit further nominations.

g. *Committee Matters*

The Early Career Achievement Award Committee consists of a Chair appointed by the Past President in consultation with the Board of Directors. In order for individuals to be appointed to and serve as the Chair of this Committee, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform Board of Directors.

The Chair serves a three-year term and may be reappointed at the discretion of the Past President. The Past President appoints six members to the Committee in consultation with the Chair of the Early Career Achievement Award Committee (i.e., input should be sought from the Chair of this Committee). After receiving confirmation from potential committee members, the Committee Chair and the Board of Directors will be informed. The six members of the Early Career Achievement Award Committee will each serve one three-year term, with two members going off the Committee, four members staying on the Committee, and two members being added to the Committee each year. The members of the Committee must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

h. Other Considerations and Information

The Early Career Achievement Award is budgeted \$150.00 for operating expenses. The monetary award is drawn directly from the Promising Researcher Fund.

i. Historical Information

The Early Career Achievement Award has been awarded annually at LRA since 1999. A complete list of past recipients is maintained on the Web site.

9. *Distinguished Scholar Lifetime Achievement Award*

a. Purpose of Award

The Distinguished Scholar Lifetime Achievement Award is awarded annually to honor a distinguished scholar for a lifetime contribution that has had a significant impact on the field of literacy theory, research, and practice. The award acknowledges an outstanding individual who has not been actively involved in LRA in Committee work, editorial work, or presentations, but whose lifetime work, never the less, has had a major influence on literacy theory, research, and practice of the LRA membership.

b. Criteria for Consideration

- i. The individual should be a distinguished scholar who has made a lifetime contribution that has had a significant impact on the field of literacy theory, research and practice, whether directly by working on some aspect of literacy itself, or in a related field.
- ii. The scholar is not, or was not, an active participant in LRA (e.g., a regular presenter, Committee member or on an editorial board, etc.). If a person could qualify to be nominated for the Oscar S. Causey Award, the person would not qualify to be nominated for the Distinguished Scholar Lifetime Achievement Award. The scholar may belong to the organization, as long as the scholar's involvement has been primarily the receipt of the *JLR* and/or the *Literacy Research: Theory, Methods and Practice*.

c. *Procedures for Nomination and Review Process*

- i. The Chair will convene the Committee at, or shortly after, the Annual Conference and generate a short list of names to be considered for the award. The Chair will also include any nominations from the membership to be included on the initial short list. If three or fewer nominees are received, then no award needs to be presented. The nominees would then be included in the pool of nominees for the following year. Nominations are considered active for a period of three years, unless a nominee has received the award during this time. The nomination and review process should be completed at least one week in advance of the spring Board of Directors meeting.
- ii. Nominations for this award may be made by a group of 10 (or more) LRA members who present a written nomination signed by these members to the Chair with a brief description of the significance of the scholar's contribution and the impact this scholar has had on the field. The group should pick a spokesperson from the group nominating this person who will work with the Chair, if needed.
- iii. In drawing up the initial list of nominees, the Committee must discuss whether each scholar truly qualifies for this award. (The scholar must not be able to qualify for the Oscar S. Causey Award.) Once the list has been determined, the names must be checked with the Executive Director, the officers, and the editors of the publications about each nominee's participation in the organization and whether they qualify for the award. The Committee must agree that all nominees qualify before proceeding to the next step.
- iv. Each Committee member should select and sponsor one or more nominees from the generated list, presenting them to the Committee. A brief description must be written for each of the selected nominees describing the significance of each scholar's contribution and the impact each scholar has had on the field. This information will be shared by e-mail with all Committee members. Also included would be any nominees obtained from the membership with the description provided as part of the member nomination process. (If needed, the Chair may call on the spokesperson of this member group to add information on their nominee.)
- v. Committee members must then dialogue and try to reach a consensus. If the Committee needs to limit the field, each Committee member will select one nominee. The work to reach consensus would continue until a final nominee is chosen.

- vi. The Chair will notify the winner(s), Committee Members, the Executive Committee, the Board of Directors, and the Executive Director of the name of the award recipient at least one week before the spring Board of Directors meeting. Notification should occur no later than this date. The recipient's name should be held in confidence by these individuals until the winner is announced at the Annual Conference. Arrangements must be made to invite the award recipient to receive the award and present at the next Annual Conference or organize scholars familiar with the work of a posthumous recipient to present. A living recipient will be invited by May 31st to accept the award and present at the Annual Conference. The editors of the *Literacy Research: Theory, Methods and Practice* or the *JLR* will solicit this presentation in written form for publication [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

d. *Presentation of Award*

The Distinguished Scholar Lifetime Achievement Award is presented at the Annual Conference. The award is presented by the Committee Chair or by a Committee member designated by the Chair. The recipient of the Distinguished Scholar Lifetime Achievement Award will receive a plaque. The plaque reads, "Literacy Research Association presents the Distinguished Scholar Lifetime Award to [recipient's name] for Contributions to Literacy Theory, Research and Practice [year of award]."

e. *Promotion of Award*

Information about the recipient appears in the spring issue of the *Newsletter* along with information about eligibility and criteria for the award and a request for nominations. The award is promoted through regular announcements on the Web site, the Listserv, and the *Newsletter*.

f. *Committee Matters*

The Distinguished Scholar Lifetime Achievement Award Committee consists of a Chair appointed by the Past President in consultation with the Board of Directors. In order for individuals to be appointed to and serve as the Chair of this Committee, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform Board of Directors. The Chair serves a three-year term and may be reappointed at the discretion of the Past President. The Past President appoints six members to the Committee in consultation with the Chair of the Distinguished Scholar Lifetime Achievement Award Committee (i.e., input should be sought from the Chair of this Committee). After receiving confirmation from potential committee members, the Committee Chair and the Board of Directors will be informed. The six members of the Distinguished Scholar Lifetime Achievement Award Committee will each serve one three-year term, with two members going off the Committee, four members staying on the Committee, and two members being added to the Committee each year.

Committee members should have diverse backgrounds in terms of the content focus of their research, the populations studied, the research paradigms used, and the institutions with which they are affiliated. The members of the Committee must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

g. *Other Considerations and Information*

The Distinguished Scholar Lifetime Achievement Award winner will have their travel expenses reimbursed up to a limit of \$2,000.00 and complimentary registration, with arrangements to be made by LRA. The Distinguished Scholar Lifetime Achievement Award Committee is budgeted \$150.00 for operating expenses each year.

h. *Historical Information*

The Distinguished Scholar Lifetime Achievement Award was first presented at the Annual Conference in 2001. A complete list of past recipients is maintained on the Web site.

V. CONDUCT OF INNOVATIVE COMMUNITY GROUPS (ICGs)

A. Purpose of ICGs

Innovative Community Groups (or ICGs) serve the purpose of representing members' concentrations of interest as they relate to the promotion of research, practice, policy, justice, equity, equality, diversity, and innovations associated with LRA's welfare in particular and literacy and society writ large.

B. Creation of New ICGs

A proposal for creating a new ICG must be initiated by a member of the Board of Directors. The process for creating a new ICG may be initiated by any member in good standing. The name of the ICG, its purpose, and its policies, practices, and procedures must be clearly delineated in a proposal at the time of its presentation at either the winter or spring Board of Directors meeting. A majority of the Board of Directors must vote in favor of establishing a new ICG. Once established, its name, policies, practices, and procedures must be included in the *Policy and Procedures Handbook*.

C. Oversight by the Board of Directors

The Vice President shall oversee the functioning and maintenance of the ICGs. ICG Chairs shall be invited to represent the interests and concerns of their respective ICG at the Board of Directors meeting. The President will appoint one Board Director to serve as a liaison to each ICG.

D. Membership of ICGs

A Chair elected by the ICG members who are also members in good standing will lead each ICG. Each Chair shall serve a one-year term and may be re-elected. Membership in ICGs is open to all members in good standing.

E. Sunset Policy for ICGs

By February 1st of each year the Vice President will check with the Chair or Chairs of each ICG to see if the group is active and wishes to continue as an officially recognized group within LRA. The Executive Committee will review the status of each ICG based on the Vice President's report at the spring Executive Committee meeting. In the event that an ICG does not wish to continue as an organized group, the Executive Committee will request a formal letter to such effect from the ICG in question. Should the ICG formalize the request to disband, the Sunset Policy will occur automatically the following February 1st.

F. Duties of ICG Chairs

1. Working with the Board of Directors to develop an appropriate charge for the ICG for the year;
2. Working with the ICG's Board of Directors liaison to:
 - a. contact and work to induct members into the spirit and purposes of the ICG;
 - b. communicate with the ICG members;
 - c. develop and share an agenda for the ICG;
 - d. communicate to the Board of Directors the budget and other needs and contributions of the ICG.
3. Working with the ICG to:
 - a. create a plan of work for the year;
 - b. get a commitment from all ICG members regarding the specific work that they are willing to do during the year;
 - c. monitor progress of ICG work and coordinate ICG activities to reach goals of the ICG;
 - d. file a report to the Board of Directors before each Board of Directors meeting regarding the accomplishments of the ICG;
 - e. develop, from knowledge of contributing ICG members and others, nominations for elective offices;
 - f. identify and recruit others within the membership who, either by dedication and expertise could serve LRA through the ICG on a volunteer basis.

G. ICG Meetings

Each ICG will meet once during the Annual Conference. ICG meetings are open to all members. The Chair of each ICG will be responsible for setting the ICG meeting agenda. It is also the Chair's responsibility to maintain ICG records, meeting minutes, and archives and to forward this information to their successor.

H. ICG Requests for Management Services

Each ICG Chair must request work to be done by the management company through the Board of Directors liaison to that ICG. The Board of Directors liaison makes requests to the Executive Director for management services.

I. ICG Chair Requests for Budget Monies

Requests for Budget Monies Each ICG Chair will indicate budget monies needed and will specify in which quarter the ICG expenses will occur.

J. Innovative Community Groups

1. International ICG

a. *Purpose*

- i. To increase awareness of international literacy, research, activities, and ideas.
- ii. To encourage contacts and collaboration between LRA and its members and literacy organizations and individuals from other nations.
- iii. To increase availability of information about LRA to international members.
- iv. To encourage international membership and participation in LRA.

b. *ICG Tasks*

- i. The International ICG will review applications, award, and distribute travel grants to qualified individuals each year. Grant recipients may or may not be members of LRA. The announcement of these travel grants will be coordinated with the Ethnicity, Race, and Multilingualism Committees travel grants. The Chair will notify the grant recipients, ICG members, and the Executive Director by November 1st. Notification should occur no later than November 1st. The Executive Director needs to be informed by November 1st in order to prepare the travel grant check/s.
- ii. The International ICG assists the Annual Conference Committee Chair by recommending international speakers for the Annual Conference.
- iii. The International ICG will maintain and update a list of LRA members who do international work.
- iv. The International ICG will maintain a Web page to respond to international and national contacts and post research reference lists on international topics of interest.

c. *Budget*

The International ICG is budgeted \$150.00 for operating expenses each year. The International ICG is also budgeted \$3,600.00 each year to disseminate as travel grants for qualified individuals.

2. Multilingual / Transcultural Literacies ICG

a. *Purpose*

- i. To create a community of scholars interested in how people become literate in a second or additional languages.
- ii. To increase awareness concerning the importance of dual and multi-language literacy in the U.S. and around the world among the membership of LRA.
- iii. To encourage interaction and contacts with organizations and scholars outside of LRA involved in research and scholarship on dual and multi-language literacy.
- iv. To advocate research-supported policies and instructional practices that promote multi-language literacies.

b. ICG Tasks

- i. The Multilingual / Transcultural Literacies ICG will promote and encourage attendance at sessions at the annual conference focused on dual and multi-language literacy issues.
- ii. The Multilingual / Transcultural Literacies ICG will assist the Annual Conference Committee Chair by recommending speakers for the Annual Conference.
- iii. The Multilingual / Transcultural Literacies ICG will create a network of LRA members who do research and scholarship on issues of dual and multi-language literacy.
- iv. The Multilingual / Transcultural Literacies ICG will encourage emerging and novice scholars to submit their work for presentation at LRA.

c. Budget

The Multilingual / Transcultural Literacies ICG is budgeted \$150.00 for operating expenses each year.

3. Doctoral Students' ICG

a. Purpose

- i. The purpose of the ICG will be to support the professional growth of doctoral students who are members of the Literacy Research Association.
- ii. The ICG will communicate the interests and concerns of doctoral students by acting as a liaison between the Executive Board and the Doctoral Students' ICG membership.
- iii. The goal of the ICG will be to encourage the active participation of doctoral students in the Literacy Research Association

b. ICG Tasks

- i. The ICG will sponsor annual study group sessions at LRA that address the academic needs of doctoral students attending the conference.
- ii. These sessions, as well as additional networking opportunities, will strive to support the professional growth of emerging scholars.

c. Budget

The Doctoral Students' ICG is budgeted \$500.00 for operating expenses each year.

4. History ICG

a. Purpose

- i. To create a community of scholars in LRA who are dedicated to the promotion and advancement of the study of the history of literacy.
- ii. To provide a forum for the discussion of historiographic method as well as recent historical research as related to the field of literacy.
- iii. To promote the scholarly study of the history of literacy in its varied forms in conjunction with organizations and scholars beyond LRA.

- iv. To advocate that literacy professionals, both neophytes and more seasoned, should have a fundamental knowledge and healthy appreciation for the history of literacy and the literacy profession.

b. ICG Tasks

- i. The History ICG will promote submission of proposals for and then encourage attendance at sessions on the history of literacy at the Annual Conference.
- ii. The History ICG will assist the Annual Conference Committee Chair with the development and delivery of historically oriented sessions and special presentations at the Annual Conference as requested.
- iii. The History ICG will assist the Historian with projects associated with the history of the organization.
- iv. The History ICG will create a supportive network of LRA members who do or are interested in research and scholarship on issues of associated with the goals of the group.
- v. The History ICG will encourage scholars, both emerging and established, to submit their work for presentation or publication with LRA.

c. Budget

The History ICG is budgeted \$150.00 for operating expenses each year.

5. *Gender and Sexualities ICG*

a. Purpose

- i. To promote and encourage literacy research that highlights perspectives around gender and sexualities, especially as those identities intersect with race, class, language, nationality, religion, age, ability, and culture.
- ii. To increase awareness, access to information, and collaboration among a diverse network of scholars that supports LGBTQ individuals and counters homophobia and heteronormativity in LRA, schools, and communities.
- iii. To advocate for LGBTQ youth, families, and educators in and out of schools through policies, curricula, and instructional practices that include and support gender and sexual diversities.
- iv. To encourage interaction and engagement with organizations and scholars involved in outreach, advocacy, and/or research related to gender and sexual identities in various local and global contexts.

b. ICG Tasks

- i. Organize at least one ICG meeting at the LRA annual conference to share research and insights related to the intersections of literacy and gender/sexualities in local and global contexts.
- ii. Sponsor and promote research sessions at LRA around gender and sexualities.
- iii. Support speakers from school and community organizations to present at LRA.

c. Budget

The Gender and Sexualities ICG is budgeted \$150.00 for operating expenses each year.

6. *Formative Experiments and Design-based Research ICG*

a. Purpose

- i. To serve the needs and promote the interests of LRA members invested in formative experiments (FE) and design-based research (DBR) as a methodological approach to literacy research.
- ii. To create a supportive, dialogic community of researchers confronting problems, issues, and challenges related to this approach and who wish to share their successes and failures, thus increasing collective wisdom and developing a network of resources.
- iii. To clarify the parameters of this approach toward developing useful frameworks for conceptualizing, planning, conducting, and reporting FE and DBR.
- iv. To develop and promote standards of rigor for designing FE and DBR and in collecting and analyzing data.
- v. To promote discussions about the fundamental purposes of literacy research, particularly the relation between research, practice, and the enhancement of human wellbeing.

b. ICG Tasks

- i. Maintain a listserv discussion group devoted to sharing information about and promoting discussion of issues related to FE and DBR.
- ii. Maintain an open, online Dropbox of resources useful to researchers interested in FE and DBR.
- iii. Support, promote, and publicize conference papers, sessions, and speakers related to FE and DBR.
- iv. Serve as a resource for and maintain open communication with LRA's standing committee on research.
- v. Using established channels of communication such as the LRA general listserv to periodically alert LRA members to the work of the ICG and inviting members to join.

c. Budget

The Formative Experiments and Design-based Research ICG is budgeted \$150.00 for operating expenses each year [adopted by Board of Directors, 12/06/2014; see revised proposal for Formative Experiments and Design-based Research ICG, 12/06/2014].

VI. CONDUCT OF STANDING COMMITTEES

A. Purpose of Standing Committees

Standing Committees are those Committees within LRA that have a broad impact on its budget and resources. Each Standing Committee provides outreach to the organization in some manner.

B. Oversight by the Board of Directors

The appointment of Standing Committee Chairs shall be announced at the fall Executive Committee meeting. Each Committee will be led by a Chair appointed by the President. In order for individuals to be appointed to and serve as the Chair of a Committee, they must have experience related to the committee's charge, be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform the Board of Directors. Each Standing Committee Chair shall represent the interests and concerns of their respective Committee at the Board of Directors meeting. Standing Committee Chairs may be removed from office at any time by a majority vote of the Board of Directors [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

C. Appointment of Members to the Standing Committees

The Past President will be responsible for appointing members to the Committees in consultation with the Chairs of the Committees (i.e., input should be sought from the Chairs of respective Committees). In order for individuals to be appointed to and serve on Committees, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The Past President will confirm the members' willingness to serve on the Committee via either written or e-mail confirmation. After receiving confirmation from potential committee members, Committee Chairs and the Board of Directors will be informed. The appointment of Committee members to Standing Committees shall be announced at the fall Executive Committee meeting. Committee members may be removed from their position at any time by a majority vote of the Board of Directors. A new Committee member shall be appointed by the Past President to serve out the remainder of the term of the individual who was replaced [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

D. Term of Office for Chairs and Members of Standing Committees

The term of office for new Chairs and Committee members shall begin officially at the Annual Business Meeting. The three-year term shall end at the close of the Friday business meeting. Incoming Standing Chairs and Committee members are invited to Standing Committee meetings prior to the Annual Business Meeting, but they do not have a vote in Standing Committee business.

E. Standing Committee Meetings

Each Standing Committee shall meet formally at least once during the Annual Conference and shall attempt to sustain activities throughout the year via electronic communication.

F. Standing Committees

1. *Ethics*

a. *Purpose*

- i. To educate and provide guidance to LRA members and to those with whom they interact about the ethical principles as outlined in the Ethics Statement.
- ii. To serve as a resource to the membership regarding ethical issues arising in aspects of their research.
- iii. To assist and advise the Executive Committee and Board of Directors in addressing ethical issues.
- iv. To facilitate and encourage discussion of ethical issues among the LRA community.
 - i. Informing the membership of the organization's Ethics Statement, such as a symposium at the Annual Conference on ethical issues relevant to the practice of literacy research and/or a newsletter column.
 - ii. To find and implement a variety of opportunities for the LRA membership to raise, discuss, consider, and, if desired, respond to general ethical issues currently arising in relation to literacy research and/or education.
 - iii. Undertaking periodic reviews of the Ethics Statement to ensure that it addresses the ethical issues that arise in the changing context of literacy research.

b. *Operating Procedures*

- i. The President, with approval by a majority of the Board of Directors, shall appoint a Chair of the Ethics Committee for a term of three years. The Ethics Committee Chair is an appointed officer of the Board of Directors. In order for individuals to be appointed to and serve as the Chair of the Ethics Committee, they must have experience related to the committee's charge, be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform the Board of Directors.
- ii. The Ethics Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President in consultation with the Chair of the Ethics Committee (i.e., input should be sought from the Chair of the Ethics Committee) and with the Board of Directors. After receiving confirmation from potential committee members, the Committee Chair and the Board of Directors will be informed. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The six Committee members must be members in good standing. In order for individuals to be appointed to and serve on Committees, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

c. *Budget*

The Ethics Committee is budgeted \$150.00 for operating expenses each year.

d. *Responsibilities of the Chair*

The Ethics Committee Chair will:

- i. Represent the Committee at the Board of Directors meetings;
- ii. Prepare reports of the Committee's activities for each Board of Directors meeting;
- iii. Oversee and execute the duties of the Committee;
- iv. Send a notice to all Committee members about the Committee meeting time and date at the Annual Meeting;
- v. Fulfill other duties as directed by the Board of Directors.

2. *Ethnicity, Race, and Multilingualism*

a. *Purpose*

The Ethnicity, Race, and Multilingualism Committee has four main objectives:

- i. To increase awareness and knowledge of members about issues of diversity and equity in literacy research and education.
- ii. To promote an interest in conducting or supporting literacy research aimed at improving educational opportunities, access, achievement, and empowerment of students of diverse, cultural, linguistic, and socioeconomic backgrounds.
- iii. To increase the participation of scholars of diverse cultural backgrounds in LRA as members, Annual Conference presenters, Committee members, and officers.
- iv. To assist and advise the Board of Directors in monitoring LRA's progress in meeting goals of equity.

b. *Operating Procedures*

- i. The President, with approval by a majority of the Board of Directors, shall appoint a Chair of the Ethnicity, Race, and Multilingualism Committee for a term of three years. The Ethnicity, Race, and Multilingualism Committee Chair is an appointed officer of the Board of Directors. In order for individuals to be appointed to and serve as the Chair of the Ethnicity, Race, and Multilingualism Committee, they must have experience related to the committee's charge, be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform the Board of Directors.

- ii. The Ethnicity, Race, and Multilingualism Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President in consultation with the Chair of the Ethnicity, Race, and Multilingualism Committee (i.e., input should be sought from the Chair of the Ethnicity, Race and Multilingualism Committee) and with the Board of Directors. After receiving confirmation from potential committee members, the Committee Chair and the Board of Directors will be informed. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The six Committee members must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee.
- iii. Encourage membership, service, and leadership of scholars from diverse ethnic and cultural backgrounds through individual and Board of Directors members' personal contacts as well as mailings.
- iv. Encourage members from ethnic and cultural backgrounds to self-nominate directly to the Board of Directors for scholarships, service, and leadership roles.
- v. Create a Listserv for the Ethnicity, Race, and Multilingualism Committee to facilitate communication throughout the year so that Committee's charges may be successfully implemented with the full knowledge and participation of Committee members.
- vi. Solicit, review, and award travel grants to qualified individuals for travel to the Annual Conference. The Committee's travel grants shall be given to a graduate student or assistant professor from an underrepresented ethnic or cultural background that shows promise of scholarship in the literacy field. They should have received a letter of acceptance for their proposal presentation at the forthcoming Annual Conference. Travel grant nominations should include a curriculum vitae and the accepted proposal. Nominations can be e-mailed, with the scholar's curriculum vitae and accepted proposal, to the Committee Chair. The Chair will notify the grant recipients, Committee members, and the Executive Director by November 1st. Notification should occur no later than November 1st. The Executive Director needs to be informed by November 1st in order to prepare the travel grant check/s. The announcement of these will be coordinated with the International ICG travel grants [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

c. Budget

The Ethnicity, Race, and Multilingualism Committee is budgeted \$150.00 for operating expenses each year. The Committee awards \$2,400.00 each year to disseminate as travel support for qualified individuals. The funds for the travel grants are drawn directly from the Ethnicity, Race, and Multilingualism Fund.

d. Responsibilities of the Chair

The Ethnicity, Race, and Multilingualism Committee Chair will:

- i. Represent the Committee at the Board of Directors meetings;

- ii. Prepare reports of the Committee's activities for each Board of Directors meeting;
- iii. Oversee and execute the duties of the Committee;
- iv. Maintain the underrepresented scholars database;
- v. Make this information available to members of the Board and other bodies of the organization as necessary;
- vi. Work with the management company to supply this information as it is collected through membership registrations and renewals;
- vii. Send an update annually to all LRA leadership and nominating committee chairs explaining the purpose and function of the underrepresented scholars database;
- viii. Send a notice to all Committee members about the Committee meeting time and date at the Annual Conference;
- ix. Coordinate the distribution of the Committee's travel grants;
- x. Fulfill other duties as directed by the Board of Directors.

3. *Field Council*

a. *Purpose*

- i. The purpose of the Field Council is to serve as an advisory council to the President and Board of Directors regarding the work of LRA. The Field Council promotes the recruitment, retention, and reclamation of LRA members. In addition, the Field Council is responsible for the dissemination of research and literacy practices through cooperative efforts with institutions and professional organizations and strives to build a strong network of LRA members within each state in order to increase the quality of communication and information dissemination between the Board of Directors and the membership.

b. *Operating Procedures*

- i. The President, with approval by a majority of the Board of Directors, shall appoint a Chair of the Field Council for a term of three years. In order for individuals to be appointed to and serve as the Chair of the Field Council, they must have experience related to the committee's charge, members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform the Board of Directors. The Field Council Chair is an appointed officer of the Board of Directors [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

- ii. The Field Council shall be comprised of the Chair, two Regional Chairs per U.S. Census Region and two International Chairs, appointed by the Past President, in consultation with the chair of the Field Council (i.e., input should be sought from the Chair of the Field Council) and with the Board of Directors. In order for individuals to be appointed to and serve as the Chair of the Field Council, they must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. After receiving confirmation from potential Regional and International Chairs, the Committee Chair and the Board of Directors will be informed.

The Regional Chairs shall be appointed for three-year terms, with an equal number of Regional Chairs being appointed each year, such that an equal number of Regional Chairs join the Field Council, an equal number of Regional Chairs leave the Field Council, and an equal number of Regional Chairs remain on the Field Council each successive year. The Regional Chairs must be members in good standing and demonstrate dedication to leadership, scholarship, and diversity in order to participate on the Field Council.

A subcommittee of Field Council Representatives, appointed by the Field Council Chair, will work with the Field Council. The subcommittee will consist of two representatives from each State and Canadian province, with each representative serving a three-year term. The members of the subcommittee must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on the Field Council [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

- iii. Specific charges of the Field Council will be determined by the President in consultation with the Field Council Chair and be presented at the Field Council meeting at the Annual Conference.
- iv. Following the Field Council meeting, the Chair of the Field Council should recruit Regional Chairs.
- v. In January, Regional Chairs should update their region's list of state, province, and/or country representatives. Each state, province, or member country should have a minimum of two representatives and may have an unlimited number of representatives. Regional Chairs should send an updated membership list (names, affiliations, e-mail addresses, dates of terms) to the Field Council Chair by the end of January. The Field Council Chair prepares a spreadsheet of all representatives and sends this information to the Executive Director. The Executive Director will create a Listserv of Field Council representatives. A final list of representatives should also be posted on the Web site.

- vi. In March, the Field Council Regional Chairs should remind the Field Council representatives to contact faculty at colleges at universities within their assigned areas to encourage colleges and universities to acquire, renew, or maintain subscriptions to the *Literacy Research: Theory, Methods and Practice* and the *JLR*. These requests must come from faculty within colleges and universities rather than from LRA or its representatives. Form letters can be found on the Web site.
- vii. In April, the Field Council Chair will secure, from the Executive Director, a list (including names, affiliations, and e-mail addresses) of newcomers attending the previous year's Annual Conference. This list will be distributed to the Field Council representatives who will be encouraged to contact the newcomers from their assigned areas. Newcomers will be encouraged to join LRA and make use of the Research Support Network on the Web site.
- viii. In May, the Field Council Chair will encourage Field Council representatives to distribute information regarding LRA at local, state, and/or regional conferences. This may involve any of the following activities:
 - (a) Distribution of flyers at conferences. Flyers can be obtained through the Executive Director.
 - (b) Proposing/presenting a co-sponsored session. To propose a co-sponsored session, representatives should follow the guidelines below:
 - (1) Any paper, symposium, or alternative format presentation that has already been presented at an Annual Conference can be submitted as a co-sponsored proposal at a local, state, or regional conference.
 - (2) Members wishing to propose a co-sponsored session consisting of content not previously presented at an Annual Conference must obtain approval from a Committee consisting of the Field Council Chair, the Regional Chair, and at least one representative from the applicable state, province, or country.
 - (3) Co-sponsored sessions can only be proposed by members in good standing.
 - (c) Proposing a co-sponsored meeting. Representatives wishing to propose a co-sponsored meeting must obtain approval from a Committee consisting of the Field Council Chair, the Regional Chair, and at least one representative from the applicable state, province, or country.
- ix. In August, the Field Council Chair should work with the Annual Conference Committee Chair and the Executive Director to organize and advertise the newcomer's luncheon to be held at the Annual Conference.
- x. At the Annual Conference, the Field Council Chair should host, with the Annual Conference Committee Chair, the Newcomer's luncheon. The Board of Directors and Past Presidents should attend the luncheon to welcome newcomers.

c. *Budget*

The Field Council is budgeted \$500.00 for operating expenses each year.

d. *Responsibilities of the Chair*

The Field Council Chair shall:

- i. Represent the Field Council at the Board of Directors meetings;
- ii. Prepare reports of the Field Council's activities for each Board of Directors meeting;
- iii. Oversee and execute the duties of the Field Council;
- iv. Appoint Field Council representatives;
- v. Provide leadership to the Regional Chairs and the representatives in carrying out the responsibilities of the Field Council;
- vi. Coordinate LRA promotion strategies;
- vii. Oversee initiatives to welcome newcomers at the Annual Conference;
- viii. Provide promotional literature to members interested in joining LRA;
- ix. Propose new visions for promoting LRA membership and distribution of publications and Web sites;
- x. Send a notice to all Committee members about the Committee meeting time and date at the Annual Conference;
- xi. Serve as a liaison with the management company on issues related to membership;
- xii. Fulfill other duties as directed by the Board of Directors.

4. *Publications*

a. *Purpose*

The purpose of the Publications Committee is to oversee the publications of LRA.

b. *Operating Procedures*

- i. The President, with approval by a majority of the Board of Directors, shall appoint a Chair of the Publications Committee for a term of three years. The Publications Committee Chair is an appointed officer of the Board of Directors. Previous to this term of appointment, the Chair shall have served as a member of the Publications Committee and have experience related to the committee's charge. In order to be appointed, individuals must be a member in good standing in LRA and demonstrate dedication to leadership, scholarship and diversity. The Chair of the Publications Committee must be a member with an established record of publishing and/or editorial experience. The President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform the Board of Directors.

- ii. The Publications Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President in consultation with the Chair of the Publications Committee (i.e., input should be sought from the Chair of the Publications Committee) and with the Board of Directors. After receiving confirmation from potential committee members, Committee Chairs and the Board of Directors will be informed. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The six Committee members must be members in good standing to participate on this Committee. In addition, the Editors of authorized publications shall serve as voting members of the Committee.
- iii. The duties of the Publications Committee include: (a) recommending and securing new editors for publications as the need arise; (b) conducting periodic evaluations of publications; (c) facilitating the work of the editors of publications; and (d) exploring possible collaborative publication ventures with other scholarly organizations.
- iv. The Committee shall promote publications.
- v. The Committee shall ensure that appropriate publications are copyrighted and that the copyrights are maintained.
- vi. The Committee may arrange co-sponsorship of commercial publications with individuals or organizations. The Committee shall determine the percentage of royalties for LRA.
- vii. The Chair shall assist the Annual Conference Committee Chair in selecting an individual or individuals to present an Integrative Research Review at the Annual Conference. The speaker(s) shall not be reimbursed for expenses. The speaker(s) shall submit a paper to the *Yearbook* editor/s who shall consult their editorial advisory board if the quality of the submission is questionable.
- viii. Whereas the various editors shall make final decisions regarding the contents of their publications, the Publications Committee, in an advisory role, shall oversee the quality of content, format, production, and schedule of publications. The Chair shall confer, as necessary, with the President, editor(s), Executive Director, and other parties.
- ix. The Chair shall ensure that all issues of publications are stored and maintained.
- x. The Chair shall act on requests to reprint materials from publications. A set of terms, which shall be available upon request, shall govern the Chair's actions. In addition, the Chair shall ensure that complimentary reprints of *JLR* articles are sent to first authors.
- xi. The Committee, acting on the advice of the current editors, shall make final publication decisions regarding advertisements.
- xii. The Chair shall ensure that an author and title index is included in the first issue of each volume of the *JLR*.
- xiii. The Committee shall perform tasks other than the ones specified above upon the request of the President or Board of Directors [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

c. *Editorships*

If more than one person is to share the editorial duties for a publication, one person shall be named as editor. The editor must be a member in good standing.

- i. Editors shall be appointed by the President acting upon the advice of the Publications Committee following an editorial search. *JLR* editors and *Literacy Research: Theory, Methods and Practice* editors shall serve a three-year term with no more than two terms served consecutively. Regular application shall be required of an editor seeking renewal.
- ii. Announcements shall be placed in the appropriate publications when a vacancy occurs. Announcements shall be made at least one year before a vacancy occurs. Interested persons shall send a letter of interest to the Chair who shall reply with a list of editorship roles and responsibilities and a set of procedures for formal application. An application will include:
 - a letter of intent;
 - an editorial policy statement;
 - review procedures;
 - transition plan;
 - a cost estimate;
 - curriculum vitae;
 - letters of institutional support.

After the applications are received electronically, the Chair shall electronically send Committee members' copies of the applications to be rank ordered and a rank-ordered list shall be electronically sent directly to the President. The President should consult the Board of Directors who will vote to select the new editor. Finally, the President shall notify the new editor of the appointment. New editors shall be appointed at least 16-18 months before the publication of the first volume under their editorship.

- iii. Editors seeking reappointment for an additional three-year term must electronically submit a proposal that specifies:
 - the primary aspects of their original proposal;
 - attainment of goals and any other accomplishments;
 - anticipated changes during their next editorship tenure;
 - a proposed budget;
 - a letter of continuation of support from their institutions.
- iv. The editors develop procedures and timetables for review of manuscripts and for production of their publications. The current and incoming editors shall collaborate in assuming and relinquishing editorship as outlined in the transition timeline. *JLR* issues one through four are scheduled to be mailed out the 5th of March, June, September, and middle of December. The *Literacy Research: Theory, Methods and Practice* is scheduled to be mailed out November 15. Four months are required to process (typeset, proof, print, bind, etc.) issues.

Editors of *JLR* and the *Literacy Research: Theory, Methods and Practice* will secure members for their editorial advisory board, monitor individuals' performance and promptness, confer with members who fail to provide appropriate or prompt reviews, and replace members as necessary. They will maintain balance among advisory board members in terms of factors such as experience, specialty, ideology, and location; obtain guest reviewers when appropriate; and develop and communicate "Guidelines for Editorial Advisors." They will inform reviewers of the decisions and comments of the other reviewers regarding each manuscript and inform reviewers of the editorial decisions.

Editors of *JLR* and the *Literacy Research: Theory, Methods and Practice* will receive and acknowledge all manuscripts, forward manuscripts to two (2) or more editorial advisors, send manuscript to additional reviewers when needed, and communicate with authors regarding publication decisions.

JLR and *Literacy Research: Theory, Methods and Practice* editors will plan and Chair a meeting of their respective editorial advisory boards during each Annual Conference.

The editors of *JLR* and the *Literacy Research: Theory, Methods and Practice* serve as members of the Publications Committee, prepare reports for semiannual Board of Directors meetings, and send the reports to the Publications Chair. The editors of *JLR* and *Literacy Research: Theory, Methods and Practice* should attend at least one of the semiannual Board meetings and share their respective reports at the meeting. The semi-annual report should include, but not be limited to the following:

JLR:

1. status of meeting the goals outlined in the application proposal;
2. number of manuscripts received since the previous report month;
3. the percentage of manuscripts under each decision category (e.g., accept with minor revision; reject);
4. average manuscript turnaround time for manuscripts (for rejected manuscripts and non-rejected manuscripts);
5. number of correspondences sent to authors to confirm receipt of manuscripts, and 2-month status updates to authors of each manuscript that are repeated every 2 months until the closure of the manuscript is reached;
6. timeliness in meeting the publisher's deadlines;
7. acceptance rate
8. results of an annual author and reviewer satisfaction and suggestions survey; and
9. action plan to address the issues emerged.

Literacy Research: Theory, Methods and Practice:

1. status of meeting the goals outlined in the application proposal;
2. number of manuscripts received since the previous report month;
3. the percentage of manuscripts under each decision category (e.g., accept with minor revision; reject);

4. average manuscript turnaround time for manuscripts (for rejected manuscripts and non-rejected manuscripts);
5. number of correspondences sent to authors to confirm receipt of manuscripts, and 2-month status updates to authors of each manuscript that are repeated every 2 months until the closure of the manuscript is reached;
6. timeliness in meeting the publisher's deadlines;
7. acceptance rate
8. results of an annual author and reviewer satisfaction and suggestions survey; and
9. action plan to address the issues emerged.

The Publications Committee, along with the Board of Directors, will review the reports and discuss with the editors about any issues emerged from the reports.

The editors recommend changes in layout and artwork, and update "Information for Authors" as needed.

The editors produce or solicit others to produce special features when appropriate. (Special features might consist of editorials, book reviews, and columns.)

The editors of *JLR* and the *Literacy Research: Theory, Methods and Practice* will set the order of articles for each issue and proofread each manuscript before forwarding it to the copy editor.

The editors of *the Literacy Research: Theory, Methods and Practice* will ensure appropriate treatment of the statements about the Oscar S. Causey and Albert J. Kingston Award winners, the manuscript provided by the Student Outstanding Research Award winner, the Presidential Address, the Integrative Research Review, and other invited addresses.

Literacy Research: Theory, Methods and Practice editors will adhere to a maximum length for the *Literacy Research: Theory, Methods and Practice* of 500 pages. Any plans to exceed this maximum length by 10% or more must be approved by the Executive Committee.

The *JLR* editors may investigate possible thematic issues, with or without a guest editor(s). A guest editor's primary role is to gather research articles that would go through the regular review process. The Publications Committee and editor(s) will review application for guest editorships. The Board of Directors may direct the editor(s) to produce one themed issue of *JLR* (with or without guest editor(s)) during the editor(s)' three-year tenure. If a guest-edited thematic issue is sought, then an announcement must be made.

The editors and associate editors of *JLR* and the *Literacy Research: Theory, Methods and Practice* will not publish (in their respective outlets) manuscripts that they author. Manuscripts that represent self-study issues of the organization are an exception to this policy.

The editors of *JLR* and the *Literacy Research: Theory, Methods and Practice* will adhere to rules in existence at the time of their appointment. They may choose to adopt policies passed during their tenure.

The Board of Directors may remove editors of a LRA publication from their appointment based on unsatisfactory performance as evidenced in the semi-annual reports the editors submitted to the Board of Directors, membership survey about the publications, and/or the Board of Directors and Publications Committee's evaluation of the editors.

Furthermore, in order to avoid conflict of interest issues, editors and associate editors of *JLR* and the *Literacy Research: Theory, Methods and Practice* may not simultaneously serve on the LRA Board of Directors in editor or associate editor roles.

d. Reprints and Limitations

All republished material must include a full bibliographic citation and the statement, "Reprinted with permission of the Literacy Research Association and (the first author's name)."

Requests for reprints should include full bibliographic information regarding the proposed material to be reprinted and a statement of the intended use of the material. Requests should be addressed to the Publications Committee Chair.

No fee is required for non-profit publications. The following fee schedule is established for requests for reprints and copyright permissions in for-profit publications:

Item	Members	Non-Members
Individual tables, figures, pages, etc. of articles	\$15/item	\$25/item
Complete articles	\$75	\$125

The copyright is not transferred by permission to reprint.

Permission to reprint or copyright permission is granted only for one edition of the new publication; future editions require new permissions. The Publications Committee Chair is responsible for granting copyright permission.

In general, no more than 25% of a book of readings may consist of LRA copyrighted materials. Upon request, exceptions may be made by LRA.

LRA routinely publishes content from its publications online. Other non-profit organizations are encouraged to link to that content as it becomes available. Non-profit organizations that share goals similar to those of LRA may also inquire about early, public release of content by addressing their request to the current Chair of the Publications Committee. In consultation with the Publications Committee, the Chair will consider the nature of the request and approve the early

release of content pending availability of resources (staff time, etc.). All online content approved for public release will be published on the Website. A link to the content will then be made available to the requesting organization.

Member authors can request use of their own work or other *Literacy Research: Theory, Methods and Practice* articles in press or published for use in instruction provided appropriate citation is included. In addition, authors are permitted to post or deposit a copy of the preprint version (final, peer reviewed manuscript) on the author's personal website or to an institutional repository, but only six months after the work is published in the *Literacy Research: Theory, Methods and Practice*.

A copyright notice, digital object identifier (DOI), and link to LRA must appear on the work. Use of a final published version in any electronic or other type of format is not permitted unless permission is obtained in writing from the Publications Chair and applicable fees are paid to LRA.

e. *LRA Publications Production Schedule*

	<i>Newsletter</i>	<i>Literacy Research: Theory, Methods and Practice</i>	<i>JLR</i>
January	• Jan. 15: Board of Directors text due		• January 1: Page proofs prepared and proofed (#1)
February	• Feb. 1: Copy due to HQ for layout/ editing • Goes back to editors to check	• February 4: Manuscripts due to editors • February 15: Manuscripts sent to reviewers	• February 1: Final copy to Printer (#1) • February 1: Copyedited/ approved copy to page set-up (#2)
March	• March 1: E-mail to members and post on Web site	• March 1: Reviews due to editors • March 31: Editors look at manuscripts to determine accept/reject	• March 1: Mail Issue #1 • March 1: Galleys to authors and editors (#2)
April		• April 10: Letters sent to authors accepted with revisions	• April 1: Page proofs prepared and proofed (#2)
May		• May 1: Manuscript revisions due back to editors from authors • May 15: Text goes to Sage • Editors copyedit and work with authors all month	• May 1: Final copy to printer (#2) • May 1: Copyedited/proofed copy to page set-up (#3)
June	• June 15: Board of Directors text due	• June 15: Editors send edited work to Sage for copyediting and layout	• June 1: Mail Issue #2 • June 1: Galleys to authors and editors #3
July		• July 1 – 31: Sage copyedit and layout	• July 1: Page proofs prepared and proofed (#3)
August	• August 1: Copy due to HQ for layout/editing • Goes back to editors to check	• August 1: Sage sends first galleys done to authors and to editors simultaneously • Authors will send editors their corrections to galleys • August 15: Editors will send Sage final copy	• August 1: Final copy to printer (#3) • August 1: Copyedited/ approved copy to page set-up (#4)
September	• September 1: E-mail to members and post on Web site	• September 10: Copy due to printer	• September 1: Mail Issue #3 • September 1: Galleys to authors and editors (#4)
October		• October 1 – 31: Printing (if electronic, this does not apply)	• October 1: Page proofs prepared and proofed (#4)
November		• November 1 – 15: Mail <i>Literacy Research: Theory, Methods and Practice</i> to members	• November 1: Final copy to printer (#4) • November 1: Copyedited/ approved copy to page set-up (#1)
December			• December 1: Mail Issue #4 • December 1: Galleys to authors and editors (#1)

f. *Copyediting*

1. LRA Editors will provide content editing.
2. The publishing company will provide copyediting.
3. Definition of copyediting:
 - i. Total knowledge of APA style
 - ii. Expectation to do a reference check between references in text and those on reference list (i.e., references in the text are in bibliography and references in bibliography are in text)
 - iii. Check grammar
 - iv. Check punctuation
 - v. Check spelling
 - vi. Check for consistency of level of headings across manuscripts and appropriate leveling (as per APA style)
 - vii. Check to see whether the entire manuscript adheres to APA style (references, figures, tables, text)
 - viii. Check to see whether there is consistency between text and the information in tables
 - ix. Check to see whether there is consistency across manuscripts regarding italics for emphasis, etc.
 - x. Make certain that text contains active voice
 - xi. Make certain that appropriate words are italicized
 - xii. Make certain that the title of the article and authors' names are consistent in the article, the cover, and the table of contents
 - xiii. Check appendices
 - xiv. Check for common usage problems ("there are . . .," commas in a series, i.e. vs. e.g.)

g. *Budget*

The Publications Committee is budgeted \$150.00 for operating expenses each year. The *JLR* is budgeted \$2,500.00 each year. This amount is to be used for the cost of the *JLR* editorial advisory board event at the Annual Conference. The *Literacy Research: Theory, Methods and Practice* is budgeted \$2,500.00 each year for the LRA *Literacy Research: Theory, Methods and Practice* breakfast at the Annual Conference [revised by the Board of Directors, 12/02/2014; see LRA Board of Directors' Minutes, 12/02/2014]. The *Literacy Research: Theory, Methods and Practice* is budgeted an additional \$21,000.00 each year. This figure includes printing, postage and shipping, photocopying, telephone/fax, and other miscellaneous expenses. Light copyediting and proofreading expenses are part of the negotiated agreement with the management company.

h. *Responsibilities of the Chair*

The Publications Committee Chair will:

1. Oversee and promote the general operations and the welfare of the *JLR* and the *Literacy Research: Theory, Methods and Practice*.
2. Oversee the selection of new editors for the *JLR* and the *Literacy Research: Theory, Methods and Practice*.
3. Provide the Board of Directors with an evaluation of each editorial team in December of each year.

4. Work with the Treasurer to ensure reasonable publishing costs and distribution methods, and determine monies budgeted for Committee efforts and tasks.
5. Oversee and execute the duties of the Committee.
6. Contact Committee members throughout the year and work with them on issues raised by the Board of Directors, membership, or the Committee at the Annual Conference.
7. Represent the Committee, the *Literacy Research: Theory, Methods and Practice* editors, the *JLR* editors, and the *Newsletter* editors at Board of Directors meetings.
8. Promote new visions for using publications to enhance LRA's role in promoting literacy research.
9. Throughout the year, report progress and issues to be resolved to the Board of Directors.
10. Prepare reports of the activities of the Committee, the *JLR*, the *Literacy Research: Theory, Methods and Practice*, and the *Newsletter* for each Board of Directors meeting.
11. Send a notice to all Committee members about the Committee meeting time and date at the Annual Conference.
12. Attend the *JLR* and *Literacy Research: Theory, Methods and Practice* meetings at the Annual Conference.
13. Make sure that the "How to Write for LRA Publications" session at the Annual Conference is on the program.
14. Work with the management company to secure editorial, layout, and printing services.
15. Fulfill other duties as directed by the Board of Directors.

5. Policy and Legislative

a. Purpose

The Policy and Legislative Committee has seven objectives:

1. To actively solicit expertise within areas, committees, ICGs, and the general membership for their direction on policy concerns and to gain insight on focused points of direction and interpretation.
2. To systematically review the concerns brought forward to the committee and to determine their quality, scholarly significance, timeliness and relevance prior to their review by the Executive Committee and Board of Directors.
3. To advise and bring issues from areas, committees, ICGs, and the general membership to the Executive Committee and Board of Directors related to policy and legislation.
4. To establish guidelines and references for developing and evaluating high quality Policy Updates, Endorsements, Resolutions, Policy Briefs, and Literacy Research Reports.
5. To provide members with strategies for addressing policy issues at the local, state, and national levels.
6. To act as a liaison in contacting other organizations, including IRA, NCTE, and AERA, regarding policy issues.
7. To keep information on federal developments, especially ESEA and IES,

flowing to concerned parties in LRA.

b. Operating Procedures

The President, with approval by a majority of the Board of Directors, shall appoint a Chair of the Policy and Legislative Committee for a term of three years. The Policy and Legislative Committee Chair is an appointed officer of the Board of Directors. In order for individuals to be appointed to and serve as the Chair of the Policy and Legislative Committee, they must have experience related to the committee's charge, be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform the Board of Directors.

The Policy and Legislative Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President in consultation with the Chair of the Policy and Legislative Committee (i.e., input should be sought from the Chair of the Policy and Legislative Committee) and with the Board of Directors. After receiving confirmation from potential committee members, Committee Chairs and the Board of Directors will be informed. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The six Committee members must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

c. Review Process for Policy Updates, Endorsements, Resolutions, Policy Briefs, and Literacy Research Reports

1. The Policy and Legislative Committee will solicit drafts of Policy Updates, Endorsements, Resolutions, Policy Briefs, and Literacy Research Reports from areas, committees, ICGs, and the general membership who have expertise concerning the drafts obtained. All authors, including guest experts, will be identified for each draft solicited.
2. Each draft submitted by the Policy and Legislative Committee must be reviewed by an ad hoc sub-committee of the Board within seven to ten business days. Each draft submitted by the Policy and Legislative Committee to the ad hoc sub-committee of the BOD will provide a one-page summary account of the solicitation and editing processes used and a recommendation for the means of publication to be used. The sub-committee will include the Vice President, the Policy and Legislative Committee Chair, and a representative of Board, who will serve as the Chair of the sub-committee.
3. This sub-committee will ensure that the submitted drafts adhere to the guidelines and references established for developing and evaluating high-quality Policy Updates, Endorsements, Resolutions, Policy Briefs, and

Literacy Research Reports and that they have scholarly significance, are timely, and are relevant.

4. Upon approval of the draft for official review, the sub-committee will forward the draft to the President who will pass the draft on to the Executive Committee and the Board of Directors. Any suggestions will be considered by the sub-Committee. The revised Policy Update will be posted for LRA members for comments using the LRA Listserv, e-blasts, and the General Forum. We advise caution when using social media platforms for this kind of commentary.
5. After a designated period of time of seven to ten business days, the comment period will close and a final document will be completed and submitted to the voting members of the Board of Directors by the Policy and Legislative Committee.
6. The President will report final approval.
7. The President, in consultation with the Executive Committee, and the Policy and Legislative Committee will identify outlets for the final document.
8. The President, in consultation with the Executive Committee, and the Policy and Legislative Committee will decide on avenues for dissemination.

d. Budget

The Policy and Legislative Committee is budgeted \$150.00 for operating expenses each year.

e. Responsibilities of the Chair

The Policy and Legislative Committee Chair will:

1. Represent the Committee at the Board of Directors meetings;
2. Prepare reports of the Committee's activities for each Board of Directors meeting;
3. Oversee and execute the duties of the Committee;
4. Send a notice to all Committee members about the Committee meeting time and date at the Annual Conference;
5. Review request received via the Endorsements Policy with the Policy and Legislative Committee members;
6. Fulfill other duties as directed by the Board of Directors [revised by the Board of Directors, 12/06/2014; see LRA Board of Directors' Minutes, 12/06/2014].

6. *Research*

a. *Purpose*

1. Monitor and increase awareness of (a) relevant trends in literacy and related research and (b) the overall status of research in the field and within LRA (e.g. citation rates, funding for literacy research).
2. Monitor opportunities for funded research related to literacy and promote and facilitate efforts to seek available funding.
3. Encourage and promote the conduct and broad dissemination of ethical literacy research without undo restrictions, commercialization, and conflict of interest, including the dissemination of literacy research online.
4. Serve as a resource to the Board of Directors and to Committees in matters pertaining to literacy research.
5. Consult with the Annual Conference Committee Chair about issues related to research.

b. *Operating Procedures*

1. The President, with approval by a majority of the Board of Directors, shall appoint a Chair of the Research Committee for a term of three years. In order for individuals to be appointed to and serve as the Chair of the Research Committee, they must have experience related to the committee's charge, be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform the Board of Directors. The Research Committee Chair is an appointed officer of the Board of Directors [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].
2. The Research Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President in consultation with the Chairs of the Research Committee (i.e., input should be sought from the Chair of the Research Committee) and with the Board of Directors. After receiving confirmation from potential committee members, Committee Chairs and the Board of Directors will be informed. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The six Committee members must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].
3. The Committee will advise the Annual Conference Committee Chair about a research methodology session/strand at the Annual Conference and coordinate as needed.

4. The Committee will assist the Annual Conference Committee Chair in developing a session aimed at obtaining funding for research and will post funding opportunities on the Listserv.
5. The Committee will serve as a liaison with other organizations such as IRA, NCTE, and AERA to promote an awareness of literacy research.
6. The Committee will be a resource and contact point in the arena of research and publication for LRA members seeking promotion and tenure (e.g., work with the *Literacy Research: Theory, Methods and Practice* and JLR editors to publicize acceptance rates, disseminate LRA's stance on digital publication in the promotion process, provide documentation and evidence of the status of peer-reviewed, online, open-access journals).

c. *Budget*

The Research Committee is budgeted \$150.00 for operating expenses each year.

d. *Responsibilities of the Chair*

The Research Committee Chair will:

1. Represent the Committee at the Board of Directors meetings;
2. Prepare reports of the Committee's activities for each Board of Directors meeting;
3. Oversee and execute the duties of the Committee;
4. Send a notice to all Committee members about the Committee meeting time and date at the Annual Conference;
5. Fulfill other duties as directed by the Board of Directors.

7. *Technology*

a. *Purpose*

The Technology Committee, because of the rapid expansion of our field, has a constantly evolving charge. At present, the purpose of the Committee is to:

1. Explore and implement means by which technology can benefit LRA;
2. Explore ethical issues related to technology;
3. Explore issues of technology as text and issues of technology and paradigms;
4. Recommend technology-related policy to the Board of Directors, particularly with respect to the Listserv and Web site;
5. Provide leadership for Web site development and continual update of the Web site; and
6. Organize the recording and subsequent posting to the Web site each plenary address at the Annual Conference.

b. Operating Procedures

1. The President, with approval by a majority of the Board of Directors, shall appoint a Chair of the Technology Committee for a term of three years. The Technology Committee Chair is an appointed officer of the Board of Directors. In order for individuals to be appointed to and serve as the Chair of the Technology Committee, they must have experience related to the committee's charge, be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity. The President will confirm the member's willingness to Chair the Committee via either written or e-mail confirmation and will inform Board of Directors [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].
2. The Technology Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President in consultation with the Chair of the Technology Committee (i.e., input should be sought from the Chair of the Technology Committee) and with the Board of Directors. After receiving confirmation from potential committee members, Committee Chairs and the Board of Directors will be informed. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The six Committee members must be members in good standing in LRA and demonstrate dedication to leadership, scholarship, and diversity in order to participate on this Committee [adopted by the Board of Directors, 12/1/2015; see Board of Directors' Minutes, 12/1/2015].

c. Budget

The Technology Committee has two sources of revenue: (a) it is budgeted \$300.00 for operating expenses each year and (b) accrued royalties from the *Handbook of Technology and Literacy*.

d. Responsibilities of the Chair

The Technology Committee Chair will:

1. Represent the Committee at the Board of Directors meetings;
2. Prepare reports of the Committee's activities for each Board of Directors meeting;
3. Assist in the selection of new e-Editors;
4. Oversee and execute the duties of the Committee;
5. Send a notice to all Committee members about the Committee meeting time and date at the Annual Conference;
6. Work with the management company to coordinate Web site services and recording of the Annual Conference plenary addresses;
7. Fulfill other duties as directed by the Board of Directors.

e. e-Editors

Three e-Editors shall be appointed by the Past President with approval of the Technology Committee Chair in consultation with the Board of Directors. The e-

editors must be members in good standing. The e-Editors shall be appointed for three-year staggered terms so that incumbent e-editors can train new e-editors on regarding review of and posting to the website. The e-editors will be covered by insurance by LRA.

The required tasks of the e-Editors include:

- a. Evaluate the Web site on a regular basis and make a report to the Technology Committee Chair. The chair will circulate this report to the Committee for review and report the results of their review to the Board of Directors. Evaluations should be conducted at least once a year, with a review due to the Technology Committee chair by February 28th annually. Evaluations should address technological issues (e.g., does the site meet current standards for accessibility, design, etc.) as well as whether the format/content of the site is useful to members and is a site they want to access.
- b. Make content changes to the Web site based on the approval of the Chair of the Technology Committee and the President.
- c. As indicated in the Web site terms of service, monitor users posting of content to report any instance of inflammatory, abusive, or inappropriate language; content that is defamatory, invades users' privacy, or that has potentially liable effects; advertisements for commercial products or solicitations of funds; or attempts to collect or disseminate information about users of this site to the Chair of the Technology Committee and the LRA President who will then determine as to whether such content will be removed from the site.
- d. Recommend technological advancements to the Technology Committee for approval and recommendation to the Board of Directors.
- e. Monitor Headquarters' efforts to post back issues of JLR and *Literacy Research: Theory, Methods and Practice* volumes available for free access on line on the Web site. Provide an annual report to the Technology Committee and the Board of Directors about the success/speed of this process, and recommend actions as needed.
- f. e-Editors will monitor the website, discussion forums, blog posts, and public comments on blog posts. Any questionable content will be immediately directed to the President and the Technology Committee Chair for their approval. If it is to be removed, the e-editors will be responsible for deleting the questionable materials. The e-editors are not responsible for any editorial decisions on the website.
- g. Any suggested revisions from LRA members, such as adding a tag, or changing a thread in the discussion boards will be submitted to the e-editors. The e-Editors are able to perform low-level tasks (e.g., adding a tag to a post). Anything more severe (e.g., deleting a comment or post) would be submitted to the President and Technology Chair for review.
- h. e-Editors will be responsible for arranging the blogging schedule using authors approved by the President and Technology Chair. e-Editors will be responsible for obtaining the posts from authors, proofing the content and working with the author to ensure clarity and copyright issues, and finally posting to the blogging section of the website.
- i. e-Editors will keep a public trail of edits and revisions on the website
- j. e-Editors will work with the LRA Research to Practice producers to identify one producer to regularly post to the blog with information about the shows and the

associated Twitter chats. These blog posts will be purely informational and mimic the content currently spread through the listserv for the shows.

VII. ADMINISTRATIVE COMMITTEE

A. Barr/Mosenthal Handbook of Reading Research Fund Committee

a. *Purpose*

The purpose of the Barr/Mosenthal Handbook of Reading Research Fund Committee is to develop an agenda for implementing and improving the infrastructure for literacy research endeavors in countries with emerging research communities, dissemination outlets, and research repositories. Initially the Barr/Mosenthal Handbook of Reading Research Fund Committee will develop and implement projects that provide access to professional research literature available from LRA. Since this was not specified in the original agreement, the Committee agreed to the assumption that LRA would be a “wise steward of accounts” associated with this fund, assuming the fiduciary responsibility for determining suitable investments, investing a certain percentage in low interest CDs and spreading out the rest in relatively conservative investments.

b. *Operating Procedures*

The Barr/Mosenthal Handbook of Reading Research Fund Committee shall be an administrative committee. The Committee will consist of 6 members who will oversee the Barr/Mosenthal Handbook of Reading Research Fund. Members are to be appointed as follows: LRA Presidents elected (to the office of Vice President) every second year to serve 4-year terms. The term will begin when that individual assumes the office of Vice President. While serving as LRA President and Past President – that individual will also serve as the committee’s liaison to the LRA Executive Committee and Board of Directors. Two members-at-large are to be appointed by the LRA Vice President (upon their appointment to this committee) for 4-year terms. The term will be the same as that of the individual within the LRA Presidential succession who made his/her appointment. While their counterpart in the Presidential track is serving as LRA President and Past President, the corresponding member-at-large will also serve as Chair of the committee. The Chief Editor of the most recently published volume of HRR will serve as an ex officio member of the Committee. Terms will change whenever the publication of a new volume of the Handbook yields a different Chief Editor. In any given year, the sitting treasurer of LRA shall serve in an ex-officio capacity as a non-voting member of the committee. These rotating terms are illustrated in the tables below.

c. *Provisions for Interim Appointments*

In case a vacancy arises, these guidelines will prevail:

1. For an individual in the Presidential succession: A replacement will be appointed by the current sitting LRA President;
2. For an at-large member appointed by an individual in the Presidential succession: A replacement will be appointed by the individual currently filling the corresponding “Presidential succession” slot;
3. For the ex-officio HRR senior editor slot, a replacement will be appointed by the editors of the *Handbook*.

4. Overview of appointments:

BM HRR Appointment Terms	LRA Title	Name	LRA Title	Name	LRA Title	Name	Appointee Name
Dec. 02	Vice President	Don Leu					
Dec. 03	President Elect	Don Leu					
Dec. 04	President	Don Leu					
Dec. 05	Past President	Don Leu		Norm Stahl			
Dec. 06	Past President	Don Leu	President Elect	Norm Stahl			
Dec. 07			President	Norm Stahl			
Dec. 08			Past President	Norm Stahl	Vice President	Patty Anders	Colin Harrison
Dec. 09		Past Past President	Past President	Norm Stahl	President Elect	Patty Anders	Colin Harrison
Dec. 10					President	Patty Anders**	Colin Harrison**
Dec. 11				Past President	Past President	Patty Anders**	Colin Harrison**
Dec. 12				Past Past President	Past President	Patty Anders**	Colin Harrison**

BM HRR Appointment Terms	LRA Title	Name	Appointee Name	LRA Title	Name	Appointee Name	LRA Title	Name	Appointee Name
Dec. 11	Vice President	Arlette Willis	Ilena Seda-Santana						
Dec. 12	President Elect	Arlette Willis	Ilena Seda-Santana						
Dec. 13	President	Arlette** Willis	Ilena Seda-Santana	Vice President	Pat Enciso	TBA			
Dec. 14	Past President	Arlette Willis**	Ilena Seda-Santana	President Elect	Pat Enciso	Robert Tierney			
Dec. 15				President	Janice Almasi	Robert Tierney	Vice President	To Be Elected-2015	TBA
Dec. 16				Past President	Janice Almasi	Robert Tierney	President Elect	*To Be Elected-2015	TBA
Dec. 17							President	To Be Elected-2015	TBA
Dec. 18							Past President	To Be Elected-2015	TBA

* Note change in procedure due to President being the then co-editor of the Handbook of Reading Research [adopted by the Board of Directors, 4/15/2014; see Board of Directors' Minutes, 4/15/2014].

d. *Budgets*

The funds available for the Barr/Mosenthal Handbook of Reading Research will be the interest income earned from the principal on royalty payments from the *Handbook of Reading Research, Volume III* and works derived from Volume III (e.g., the *Methods of Research* paperback) OR 5% of the principle (only income from the

royalty payments) of the Fund, whichever is greater in any given year.

The fund or the income generated by the fund may not be used to support ongoing operations of LRA, such as the annual conference, periodical publications, membership, or management fees or any other purposes not designated by the Barr/Mosenthal Handbook of Reading Research Fund Committee and approved by the Board of Directors.

e. Committee Roles

1. Develop multiple year plans for using the interest income generated by the principal of the fund and revisit and revise those plans on a regular basis. Funds not allocated for projects during a given funding cycle and funds not spent on funded projects during the approved duration of a given project will be transferred to principal.
2. Allocate funds annually in a manner consistent with the mission of the fund and the goals of the current plan.
3. Assess the impact of the efforts of the Barr/Mosenthal Handbook of Reading Research Fund Committee and report to both the LRA Board of Directors and the Editors of the *Handbook* on the results of the assessment.

f. Duration of this Agreement

This agreement will be in effect as long as both parties (the Literacy Research Association and the *Handbook of Reading Research, Volume 3*) to the agreement exist as public/professional entities.

In the event of the dissolution of the *Handbook of Reading Research*, the Literacy Research Association retains the right to administer the fund in a manner consistent with this agreement. In the event of the dissolution of the Literacy Research Association, the *Handbook of Reading Research* editors retain the right to reassign the fund (and any accrued earnings) to another not-for-profit organization that would have the mission and resources required to carry out the purposes of the fund [adopted by the Board of Directors, 4/7/2016; see Board of Directors' Minutes, 4/7/2016].

VIII. CONDUCT OF MANAGEMENT COMPANY

A. Management Services

The management company shall provide services to LRA as defined in the management contract and supporting schedules.

- a. The management company shall provide LRA with an Executive Director to schedule and execute tasks of LRA as directed by the Board of Directors.
- b. The Executive Director assigned by the management company to LRA shall report directly to the President.

B. Management Fees

LRA will pay the management company a monthly management fee as outlined in the management contract.

C. Performance Reviews

The management company and LRA will perform an annual review of the services provided by the management company to LRA and the relationship between the management company and the Board of Directors and the organization as a whole.

- a. The Management Relations Committee shall be an administrative committee and shall be chaired by the Past President and shall consist of the Vice President and a current Elected Board Director chosen by the President. The Committee shall conduct an annual review of the performance of the Executive Director and Headquarters staff and submit a written report to the Board of Directors at the next scheduled Board of Directors' meeting.
- b. The Management Company and LRA shall strive to keep the management company's performance at high levels.

D. Data and Documents

LRA mailing and membership lists, editorial content from publications, html pages and PDF files, brochures, identification cards, certificates, premiums, books and publications, etc. are the property of LRA.

- a. Software, hardware, staff, offices, equipment, and business processes and systems are the property of the management company.
- b. A copy of the documents of incorporation should be on file with the Executive Director and the President.

E. Miscellaneous

The management company shall have one representative on the Board of Directors as an ex officio, non-voting member.

IX. CONDUCT OF OFFICIALLY AMENDING LRA'S POLICIES AND PROCEDURES

There should be a policy and procedures description for each Standing Committee, Awards Committee, and ICG. Changes in those descriptions should be submitted to the Board of Directors for approval. Any time a motion is made with the intent of creating a new policy or procedure or changing existing policy or procedure, it shall be so stated in the motion.

Policy can be made or changed by majority vote of the Board of Directors. The Secretary, along with the President, is responsible for ensuring that the Policy and Procedures Handbook is updated within 30-days of approved changes; at this point, the Policy and Procedures Handbook should be posted to the Web site within a subsequently reasonable time, as well as distributed to the Board of Directors, Standing and Award Committee Chairs, and Chairs of ICGs.