

*Approved by the Governing Board November 2021*

## **PROVISIONAL STATEMENT OF COUNCIL RESPONSIBILITIES & OPERATING PROTOCOLS**

### **COUNCIL PURPOSE & STRUCTURES**

The ESA Council is a representative body that includes leadership from the disciplinary and geographic units and reflects the diversity of ESA's members. The Council serves as a forum for member participation in governance and strategy. The Council works together with the Governing Board and professional staff to advance ESA's mission.

#### **Composition** (*Bylaws IV.2 Composition*)

The Council is chaired by the Speaker of the Council and includes one chair (or other officer) from each Section and Chapter and three ex officio, non-voting members: President, Secretary, and Executive Director of the Society.

#### **Meetings** (*Bylaws IV.4 Meetings*)

The Council meets at least twice a year: 1) at the Annual Meeting, preferably in-person and 2) in the winter, virtually, 3) with additional meetings as needed.

#### **Responsibilities** (*Bylaws IV. 1 Powers*)

1. Serve as an engine for strategic planning and implementation
  - a) Provide input during the development and subsequent review and revision of the Society's strategic plan. Stay abreast of the Society's strategy and priorities, and bring forward-looking questions and suggestions on these to the Governing Board.
  - b) Receive annual reports from professional staff, Sections and Chapters, and Committees. Identify and facilitate information sharing and opportunities for joint activities between and among Sections, Chapters, and other ESA committees. Consider major committee issues when needed to inform Governing Board decisions.
  - c) Provide a venue for members' voices through Sections and Chapters. Support collaboration among Sections and Chapters, and articulate and advocate for issues of common concern. Note: ESA Members may also petition the Governing Board to raise an issue or appeal a board decision (*Bylaws III.2 Membership Participation*).
2. Provide a mechanism for member participation in governance
  - a) Approve the establishment and dissolution of Sections and Chapters. The Council shall rely on the *Bylaws Article IX. Sections & Chapters* and the [Chapter & Section Leadership Manual](#) for guidelines and seek to balance member participation with ESA's financial and human resources.
  - b) Remove a member of the Governing Board, which requires approval from 2/3 of all Council members (*Bylaws Article V.4.2 Removal*).
  - c) Amend the Bylaws. The Council has final approval over the Bylaws (*Bylaws, XIII. Amendments*).

*For additional reference, see the [Bylaws](#).*

## COUNCIL OPERATING PROTOCOLS

### A. **Composition** (*Bylaws IV.2 Composition*)

- 1) The Council includes one representative from each Section and Chapter and three ex officio, non-voting members: President, Secretary, and Executive Director of the Society.
- 2) Council members are selected by the Section or Chapter to serve a 2-year term on Council and Council members may serve subsequent, consecutive terms (with the exception of Speakers as noted in B.1 below). Each Council member shall represent a single Section or Chapter, even if they are active in more than one. This ensures that each Council member has only one vote.
- 3) The Council representative may be the chair (past chair) or another officer as determined by the Section or Chapter. This 2-year term provides continuity on the Council and creates more leadership opportunities for members through their Sections and Chapters.
- 4) All Council members are expected to attend Council meetings and serve as a liaison between their Section or Chapter and Council. They are encouraged to consult with officers and members of their Sections and Chapters on issues brought to Council. They will be asked to balance Section or Chapter interests with the Society's strategic priorities and the work of other ESA committees and task forces.

### B. **Speakers** (*Bylaws IV 3.1 Speaker of the Council*)

- 1) The Council is chaired by the Speaker of the Council, who serves 3 consecutive 1-year terms as Speaker-Elect, Speaker, and Past Speaker.
  - The Speaker-Elect shall serve for 3 years, regardless of when their 2-year Council member term began. This allows speakers to fulfill the different duties as they move from Speaker-Elect to Speaker to Past Speaker. In turn, this supports consistent and reliable Council leadership succession planning.
  - Speakers also continue to serve as their Section or Chapter representative during their terms as Speaker-Elect, Speaker, and Past Speaker. This ensures that each Section or Chapter has only 1 vote on Council.
  - The Past Speaker is not eligible for re-election as Speaker-Elect. This allows more opportunities for members to serve in Society leadership positions.
- 2) Position Descriptions
  - The Speaker presides (and may vote) at Council meetings, is a liaison to the Governing Board, and serves as an ex officio, non-voting member of the Governing Board. The Speaker works with professional staff and the Council Leadership Team to prepare Council meeting agendas and reports. When needed, the Speaker brings Council issues to the Governing Board for consideration.
  - The Speaker-Elect serves as the point person for Section and Chapter issues that come before the Council, such as helping to gather annual reports, reviewing applications for new sections and chapters, and considering the dissolution of sections and chapters when needed.

- The Past Speaker leads the processes for nominating the Speaker-Elect, reviewing and updating this Council statement and operating protocols, and as needed addressing any issues related to Council member actions and behaviors.

## C. Appointments & Elections

### 1) Council Members

- Council members serve 2-year terms, beginning on the last day of the Annual Meeting. This timing is consistent with other Society leadership terms.
- Council terms will be staggered to provide for continuity. Half of the Section and Chapter representatives will rotate in even-numbered years, and the others in odd-numbered years, as follows:

<u>Elected in odd-numbered years</u>	<u>Elected in even-numbered years</u>
<i>Sections</i>	<i>Sections</i>
Applied Ecology	Agroecology
Aquatic Ecology	Black Ecologists
Asian Ecology	Early Career Ecologist
Biogeosciences	Ecological Restoration
Communication & Engagement	Education
Disease Ecology	Inclusive Ecology
Environmental Justice	Invasion Ecology
Human Ecology	Microbial Ecology
Long Term Studies	Natural History
Paleoecology	Policy
Physiological Ecology	Open Science
Plant Population Ecology	Rangeland Ecology
Soil Ecology	Researchers at Undergraduate Institutions
Statistical Ecology	Student Section
Theoretical Ecology	Traditional Ecological Knowledge
Vegetation	Urban Ecosystem Ecology
<i>Chapters</i>	<i>Chapters</i>
Great Lakes	Canada
Latin America & the Caribbean	Mid-Atlantic
Southwest	Southeast

Sections and Chapters were assigned to odd- or even-numbered years to align current chair terms for the first Council under the new bylaws, to the extent possible taking into account chairs with 2-year terms and chairs whose terms start in January.

- For the first Council convened under the new bylaws, effective January 1, 2022:
  - All Sections & Chapters must appoint their Council members in writing to Jon Miller, Director of Membership & Communications, by December 2021 or the current chair shall be deemed their Council representative.
  - Council members from Sections & Chapters elected in odd-numbered years will serve an 8-month first term from January 2022 through the Annual Meeting 2022.
  - Council members from Sections & Chapters elected in even-numbered years will serve a 20-month first term from January 2022 through the Annual Meeting 2023.

This provision shall sunset at the beginning of the Annual Meeting 2022.

- Beginning at the Annual Meeting 2022, all Sections & Chapters must report their Council member appointments to the Director of Membership & Communications in their Annual Report to Council or the current chair shall be deemed their Council representative.

2) Speaker-Elect

- The Past Speaker manages the process of identifying candidates for the Speaker-Elect. Consideration will be given to those who have served on Council for at least one year.
- The Council Leadership Team nominates the candidate(s) for Speaker-Elect. The ballot may include one or more candidates.
- The Council votes on the Speaker-Elect at the Council meeting during Annual Meeting or electronically no later than September 1.
- For the first Council convened under the new bylaws, effective January 1, 2022, the President shall appoint a Past Speaker, Speaker, and Speaker-Elect with input and guidance from the Council Leadership Working Group.
- If any of the Speakers resigns or is removed from Council, the Council may elect a new Speaker to complete the unfinished Speaker's term(s).

**D. Council Leadership Team** (*Bylaws IV 3.2 Council Leadership Team*)

- 1) The Council Leadership Team includes the 3 Speakers of the Council, President, and Secretary of the Society.
- 2) Its purposes are 1) to coordinate the meetings and work of the Council, 2) to nominate the Speaker-Elect, and 3) to bring ideas to Council when needed.
- 3) The Council Leadership Team will meet, as needed, between Council meetings to serve as serve as a bridge between the Council, Governing Board, and professional staff.
- 4) It may create Ad Hoc Council Task Forces to support the Council, within the following parameters:
  - The Council will strive to address issues as a collective body. A task force may be created when a smaller working group is needed, such as to clarify issues that cannot be resolved during regular Council meetings; to coordinate a written response to recommendations from a Society committee or the Governing Board; to review and revise Council and/or Section & Chapter structures; or to address issues identified by ESA members that do not have another venue for consideration.
  - For efficiency, the Council Leadership Team will consider the following questions before convening a task force:
    1. Does ESA have another committee or task force with responsibility for this issue?
    2. How does this issue relate to ESA's strategic plan?
    3. Is this issue important to a majority of Sections and Chapters?
    4. How does this issue relate to ESA's programs and staff?
    5. What are the financial implications of this issue?

- Council task forces will work collaboratively with existing Society governance and management structures and practices (e.g., Governing Board, standing and ad hoc committees, and professional staff).
- Council task forces will seek input and share information with Sections and Chapters while undertaking their work. This may include discussions during monthly Section and Chapter chair meetings, online surveys, and open forums with members.
- Task forces will bring findings, conclusions, and recommendations to Council for consideration and, when needed, a vote.

**E. Meetings** (*See Bylaws IV.4 Meetings*)

- 1) The Council meets at least twice a year: ideally in-person at the Annual Meeting and virtually during the winter.
- 2) Additional Council meetings may be called by Speaker or President, in consultation with the Executive Director of the Society.
- 3) Council meeting are open to all members of the Society.
- 4) The Council meeting held in conjunction with the Annual Meeting may include a joint session with the Governing Board to support alignment and information sharing.
- 5) Note: Staff also hold monthly calls for Section and Chapter chairs related to the work, management, and coordination of Sections and Chapters. These are **not** official Council meetings, and no formal Council action will be taken during these meetings.

**F. Voting** (*See Bylaws IV.5 Voting and IV.6 Proxies*)

- 1) A majority of Council members constitutes a quorum to conduct business. Council members may appoint proxies from their Section or Chapter to attend and vote at Council meetings.
- 2) A majority vote of those present is needed to take action, except for changes to the Society's Bylaws, which require a 2/3 affirmative vote of all Council members.
- 3) The Speaker may vote on matters brought before Council.
- 4) Council votes may be conducted in electronic form.

**G. Bylaws Amendments** (*Bylaws, XIII. Amendments*)

- 1) The Council and/or Governing Board may propose changes to the Bylaws with at least 2 months advance notice to Council and the membership.
- 2) ESA members may propose changes or respond to proposed changes with a petition signed by at least 5% of voting members and submitted at least 1 month in advance of the Council vote. Member petitions are subject to Governing Board review.
- 3) Any Bylaws changes require approval from 2/3 of all Governing Board members, followed by approval from 2/3 of all Council members.

## H. Statement of Council Responsibilities & Operating Protocols

- 1) This Provisional Statement shall be reviewed by the Council in February 2023 – with input from the Council and, as needed, the Governing Board – after a 12-month process of transition and implementation.
- 2) Thereafter, this Statement shall be reviewed periodically and revised as needed, with input from the Council and, if necessary, the Governing Board.

### Support

The Council has an electronic portal to support and enable Council members to carry out their duties. The portal ([link](#)) contains background documents, agenda materials, and relevant presentations (Click All Groups tab in the navigation bar to access Council, Section, and Chapter resources). New members of the Council are provided a login to the system, and training is available through the ESA Membership office.

Staff support for Council is provided by:

- Jonathan Miller ([jon@esa.org](mailto:jon@esa.org)), Director of Membership & Communications, serves as the portal administrator and is available to help Council members manage documents.
- George Stephan ([george@esa.org](mailto:george@esa.org)), Governance Assistant in the Executive Office, is the primary contact for Council members for all other inquiries, including meeting logistics.

Note: The Chapter & Section Leadership Manual ([link](#)) includes information specific to managing these groups that is distinct from the functions and operations of Council.

# ESA Policies & Procedures Handbook

## COUNCIL SPEAKER POSITION DESCRIPTIONS

### ABOUT COUNCIL

**Purpose:** The ESA Council is a representative body that includes leadership from the disciplinary and geographic units and reflects the diversity of ESA's members. The Council serves as a forum for member participation in governance and strategy. The Council works together with the Governing Board and professional staff to advance ESA's mission.

**Structure:** The Council includes one member from each Section and Chapter and three ex officio, non-voting members: President, Secretary, and Executive Director of the Society. The Council Leadership Team includes the 3 Speakers and the ex officio members.

**Meetings:** The Council meets at least twice a year: 1) at the Annual Meeting, preferably in-person and 2) in the winter, virtually, 3) with additional meetings as needed.

### RESPONSIBILITIES OF THE SPEAKERS

#### Speaker

*Estimated 10 – 11 meetings/year*

1. Chairs, presides, and may vote at Council meetings (2 meetings)
2. Works with ESA staff and Council Leadership Team to prepare for meetings (2 meetings)
3. Works with ESA staff to capture and summarize Council meeting highlights
4. Serves as ex officio, non-voting member of the Governing Board and, when needed, brings Council issues to the Governing Board for consideration (4 meetings)
5. Attends Section & Chapter chair calls, in rotation with other speakers (2 meeting)
6. Continues to serve as their section or chapter appointee to Council

#### Speaker-Elect

*Estimated 8 – 9 meetings/year*

1. Serves as point person for section and chapter issues, and works with ESA staff to help gather annual reports, review applications for new sections and chapters, and consider dissolution of sections and chapters when needed (2 meetings)
2. Attends Council meetings (2 meetings)
3. Serves on the Council Leadership Team (2 meetings)
4. Assumes duties of the Speaker if Speaker is not able to do so
5. Attends Section & Chapter chair calls, in rotation with other speakers (2 meetings)
6. Continues to serve as their section or chapter appointee to Council

#### Past Speaker

*Estimated 9 – 10 meetings/year*

1. Leads processes for 1) nominating the Speaker-Elect, 2) updating Council statements and protocols, and 3) as needed, addressing issues related to Council member actions and behaviors (1 meeting)
2. Serves on Governance & Leadership Committee, which facilitates nominations for ESA committee chairs and members (2 meetings)
3. Attends Council meetings (2 meetings)
4. Serves on the Council Leadership Team (2 meetings)
5. Assumes duties of the Speaker if the Speaker and Speaker-elect are unable to do so
6. Attends Section & Chapter chair calls, in rotation with other speakers (2 meetings)
7. Continues to serve as their section or chapter appointee to Council

### QUALIFICATIONS & EXPECTATIONS

1. Actively engaged in the Society, and interested in working across the Society with other Sections, Chapters, Committees, and Governing Board
2. Willing to make a 3-year commitment, and able to invest the time needed for Council work
3. Experience with volunteer leadership in ESA and/or other nonprofit organizations
4. Enjoys collaborative work, communicates well, and able to facilitate large groups

## **ESA Policies & Procedures Handbook**

*In considering candidates for Speaker-Elect, the Council Leadership Team will strive for diversity of experience, expertise, and demographics.*



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## STATEMENT OF GOVERNING BOARD RESPONSIBILITIES & EXPECTATIONS

### **Collective Board Responsibilities**

1. Set direction by
  - formulating the mission and providing a strong vision for the organization; and
  - establishing the goals of the Society, and then delegating the details of accomplishing these goals to volunteers, the Executive Director, and by extension the professional staff.
2. Ensure adequate resources by
  - providing and helping to identify the external resources necessary to accomplish these goals; and
  - hiring a single employee, the Executive Director, who is tasked with advancing the mission and achieving the goals set by the Governing Board (ESA staff are hired and supervised by the Executive Director).
3. Provide oversight by
  - assessing the Society's progress in reaching goals established by the Governing Board (If the Governing Board thinks something is not functioning optimally or goals are not being achieved, it should use the oversight function of the Executive Director to ask tough questions and hold the Executive Director accountable. The Governing Board should not move into an operational or management role as a body.);
  - evaluating financial policies, approving the annual budget, and reviewing periodic financial reports;
  - exercising its legal responsibility for the Society, and ensuring compliance with federal and state regulations; and
  - supporting, evaluating, and, as necessary, terminating the Executive Director. An extensive performance review process is carried out by the President, Past President, and two other Governing Board members each year.
4. Managing itself and ESA's governance system by
  - Orienting new Governing Board members, and assessing Governing Board performance; and
  - Maintaining up-to-date governance structures, policies, and procedures related to elections and to Council, committees, sections, and chapters.

*For additional reference, see the Bylaws (<https://www.esa.org/about/governance/esa-bylaws/>).*

Additional Functions: According to ESA bylaws and other operating policies and procedures, the Governing Board is also responsible for:

Membership	<ul style="list-style-type: none"> <li>• Determining classes of membership and terminates individual memberships</li> <li>• Acting on recommendations from the Professional Ethics Committee related to ethical misconduct</li> </ul>
Finances	<ul style="list-style-type: none"> <li>• Approving the budget and annual dues</li> </ul>
Annual Meeting	<ul style="list-style-type: none"> <li>• Designating the time and place of Annual Meeting</li> </ul>
Governing Board	<ul style="list-style-type: none"> <li>• Filling vacancies on the Governing Board between elections</li> <li>• Establishing Election Procedures</li> </ul>
Committees	<ul style="list-style-type: none"> <li>• Commissioning, charging, and dissolving standing committees and ad hoc committees and task forces</li> <li>• Establishing and maintaining Committee Leadership Manual and other operating guidelines</li> <li>• Approving the chairs of Board Committees</li> <li>• Receiving and, as needed, acting on reports from Officers and Committees</li> </ul>
Council, Sections & Chapters	<ul style="list-style-type: none"> <li>• Communicating and collaborating with Council as a forum for member participation in governance and strategy</li> <li>• Establishing and maintaining Section &amp; Chapter Manual and other operating guidelines</li> <li>• Approving Section and Chapter Bylaws and operating protocols</li> </ul>
Publications	<ul style="list-style-type: none"> <li>• Appointing the Editors-in-Chief, and establishing guidelines for the Publications Committee to evaluate the Editors-in-Chief</li> </ul>
Certification	<ul style="list-style-type: none"> <li>• Approving policies and procedures related to certification, and reviewing and deciding appeals of those denied certification</li> </ul>
Awards	<ul style="list-style-type: none"> <li>• Approving awards, grants, and fellowships</li> </ul>
Bylaws	<ul style="list-style-type: none"> <li>• Proposing or evaluating petitions to change the Bylaws</li> <li>• Adopting, amending, or repealing the Bylaws, subject to Council approval</li> </ul>

### **Expectations of *Individual Governing Board Members***

All members of the Governing Board are expected to fulfill the following requirements:

- Be informed regarding the business of the Society and exercise independent judgment for the benefit of the organization.
- Participate in all scheduled meetings of the Board, in-person and electronically. In order to prevent financial duress for Governing Board members, support for travel is provided as outlined in the Meeting Travel & Reimbursement Policy.

- Be familiar with the Bylaws and other governance policies and procedures of the Society, adhere to the content of these documents, and act accordingly.
- Disclose any conflicts of interest. Conflicts are not inherently bad, but they must be openly disclosed. Governing Board members will be reminded of the policy at the beginning of each meeting, and the Conflict of Interest Policy Agreement Form must be signed each year.
- Maintain confidentiality. Confidentiality permits creation of a climate of trust, which ensures that all Governing Board members feel comfortable sharing their opinions.
  - The *deliberations* of the Board must remain confidential, unless the Governing Board specifically decides otherwise. This includes the specific statements and opinions of Governing Board members.
  - The *decisions* of the Board are not confidential. Minutes of the meetings, prepared by the Secretary, are made publicly available (published in the ESA Bulletin) and represent the only official public record of meetings of the Board.
  - The content of *executive sessions* is explicitly confidential, except for the outcome of any votes as documented by the Secretary in the minutes. The expectation of confidentiality remains during non-executive sessions.
  - Note: In the case of legal action taken against the Society, personal notes, emails, and communications of Governing Board members could be subpoenaed. This should be taken into account when documenting or communicating Governing Board activities and decisions.
- Be a team player yet maintain their independent thoughts and opinions. Maintain civility during governance discussions. Support the actions of the Governing Board. While each Governing Board member has a vote, once the vote is taken, all members must all support the final decision to ensure the success of the ESA.
- Support the Executive Director.
- Be responsive to and represent the members. Exhibit a passion for the mission of the Society and care and concern for the needs of the community the Society serves.

### Legal Responsibilities of Nonprofit Board Members

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties that would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty, and the duty of obedience.

- **Duty of Care:** The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.
- **Duty of Loyalty:** The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.
- **Duty of Obedience:** The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central

goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission. This duty also requires board members to obey the law and the organization's internal rules and regulations.

Source: "Board Responsibilities & Structure – FAQs" (BoardSource © 2016)

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## ELECTED OFFICER POSITION DESCRIPTIONS

### General Guidelines

- All members of the Governing Board share a collective responsibility for ESA. (*See Statement of Governing Board Responsibilities & Expectations.*)
- The officers – presidents, vice president for finance, and secretary – have additional leadership duties, primarily related to specific committees. (*See Committee Leadership Manual.*)
- The officers work with the Governance & Leadership Committee on committee assignments. (*See Provisional Committee Nominations & Appointment Process.*)
- Officers do not have the authority to make financial commitments on behalf of ESA, unless specified in the annual budget or otherwise approved by the Governing Board.

*For additional reference, see the Bylaws (<https://www.esa.org/about/governance/esa-bylaws/>).*

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### President

- Serve as primary spokesperson for the Society in collaboration with the Executive Director
- Chair the Governing Board
- Committees
  - For *board* committees with only board members, 1) nominate board committee chairs, in consultation with the Past President and President-elect, subject to Governing Board approval and 2) appoint committee members in consultation with the committee chair.
  - For *board* committees with board and non-board members, 1) appoint committee chairs in consultation with the Past President and President-elect and 2) appoint committee members in consultation with the committee chair.
  - For *program* and *administrative* committees, 1) appoint committee chairs based on nominations from the Governance & Leadership Committee and 2) appoint committee members in consultation with the committee chairs and Governance & Leadership Committee.
  - As needed, make additional charges to standing committees, subject to Governing Board approval
  - Appoint ad hoc committees or task forces, subject to Governing Board approval, including – when needed – Transition & Search Committee for Executive Director (*See also Transition Plans for ESA*)
  - Serve as non-voting, ex-officio member of all standing committees
  - Serve as a voting member of the Executive Review & Compensation Committee
- Serve as non-voting, ex-officio member of Council and the Council Leadership Team

- Receive reports from whistleblowers and coordinate investigations, and receive and investigate complaints of ethical or sexual harassment concerning the Executive Director  
(*See also Whistleblower Protection Policy*)

### **President-elect**

- Assume duties of the President if President is not able to do so
- Chair the Governing Board if President is not able to do so
- Serve on the Finance Committee, Nominations Committee, and possibly the Governance & Leadership Committee

### **Past President**

- Assume duties of the President if the President and President-elect are unable to do so
- Chair the Governing Board if the President and President-elect are unable to do so
- Chair the Nominations Committee and Executive Review & Compensation Committee
- Possibly serve on the Governance & Leadership Committee

### **Vice President for Finance**

In collaboration with the Executive Director and Chief Financial Officer,

- Develop fiscal and investment policy
- Review annual budget
- Conduct long-term fiscal planning
- Oversee business, finances, and management of Society
- Chair the Finance Committee

### **Secretary**

- In collaboration with the Executive Director, keep records of meetings, policies, and procedures related to the Governing Board and Council
- Review meeting agendas prepared by the President and Executive Director for the Governing Board
- Oversee election process upon completion of the work of the Nominations Committee and any other authorized ballots (*See also Nominations & Elections Manual*)
- Maintain familiarity with the Bylaws and Policies & Procedures Handbook (*See also Bylaws and Policies & Procedures Handbook*)
- Chair the Teller's Committee
- Serve on the Governance & Leadership Committee
- Serve as a non-voting, ex-officio member of Council and the Council Leadership Team

**MEETING & TRAVEL REIMBURSEMENT POLICY – GOVERNING BOARD MEMBERS**

1. Governing Board members will be reimbursed for 2 hotel room nights, with receipts, at the annual meeting.
2. Expenses in connection with authorized travel for ESA will be reimbursed upon the presentation of properly prepared vouchers signed by the claimant and approved by the ESA Executive Office. All expense reimbursement requests over \$25 must be accompanied by receipts. Requests over \$25 without receipts will not be honored.
3. ESA prefers that its travel agent be used for airline reservations. Advanced purchase, economy class airfares must be used. Exceptions must be discussed and authorized by the Executive Director in advance of purchase; without approval, airfare reimbursements will be equivalent to advance purchase, economy fares. Any costs associated with changing travel arrangements after the initial reservations have been made will not be covered unless the change is a result of program rescheduling and/or reassignment.
4. Expenses for ground transportation (cabs, buses, shuttles, etc.) associated with the travel will be reimbursed to the traveler at actual cost. The use of rental cars in lieu of public transportation is generally not allowed; exceptions must be pre-authorized by the Executive Director or Program Director.
5. Lodging expenses will be reimbursed at the single room rate. Accommodations will be at designated ESA meeting hotels when applicable. Cancellation costs associated with room cancellation will not be covered unless the cancellation is at the request of ESA.
6. Actual expenses for meals will be reimbursed when accompanied by receipts up to a maximum of \$65 for each calendar day. Dates and times of departure and return must be entered on an ESA travel voucher form in order to receive the full reimbursement.
7. Personal expenses such as laundry, valet, travel insurance, entertainment, telephone calls and internet connection charges etc. are not allowed.
8. Registration for meetings will be reimbursed at the early rate only.
9. Properly prepared vouchers signed by the claimant must be submitted within 90 days of the final day of travel. Vouchers submitted after 90 days will not be honored. Exceptions must be discussed and authorized by the Executive Director.
10. The ESA reserves the right to deny reimbursement for any charges deemed inappropriate or excessive.

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 Revised May 17, 2023  
 Revised May 14, 2025

## COMMITTEE LEADERSHIP MANUAL

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Appendix B. Provisional Committee Nominations & Appointment Process	<a href="#">(Google Docs link)</a>

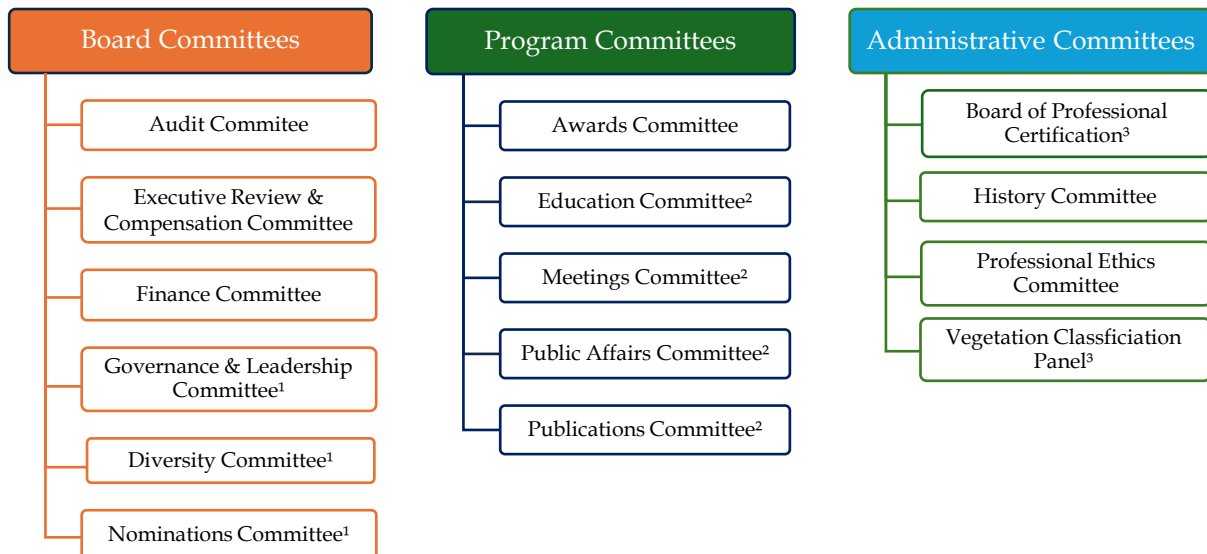
### INTRODUCTION: COMMITTEE STRUCTURE & GUIDELINES

Thank you for serving as a committee chair. Your position comes with great opportunity and responsibility. During your term, you will work with ESA members and staff who share a commitment to advancing the work of your committee, the Society, and the field.

**Role of Committees:** ESA committees support the Governing Board and Council in advancing ESA's mission and goals. Through committees, members help inform Society programs and policies by working alongside ESA staff. The figure below provides an overview of ESA's Standing Committee structure. For reference, see *Bylaws, Amended July 2021* ([website link](#)).

The Society has three types of standing committees organized according to their purpose:

- Board committees provide leadership and oversight for the Society
- Program committees support the Society's strategic plan, priorities, and core programs
- Administrative committees implement specific programs on behalf of the Society



#### Notes

<sup>1</sup> Board Committees that include non-board members.

<sup>2</sup> Program Committees that should include a board member.

<sup>3</sup> Administrative "Committees" that have different procedures for selecting chairs & members. (The Board of Professional Certification is elected by ESA members and then elects its own chair. The Vegetation Classification Panel is funded by government grants and has special membership requirements.)



**Chair Responsibilities:** As the chair, you are a leader and steward on behalf of the committee. Your responsibilities include:

- Recruiting and nominating committee members, in consultation with the Governance & Leadership Committee and ESA staff
- Advancing the committee work plan, which may include guidance from the Governing Board
- Designing and facilitating committee meetings, with support from ESA staff
- Working in partnership with ESA staff
- Drafting your committee's report for The Annual Report to Council
- Representing the committee at Governing Board and Council meetings when invited

The Governing Board approves ESA's annual budget, which includes allocations to committee activities. Funds are generally managed by an ESA staff director who supports the committee.

**Committee Composition:** The size and composition of each committee varies depending on its purpose. Unless specified in the bylaws, the number of committee members may be adjusted committee chairs in consultation with ESA staff. *See Appendix A. ESA Committee Structure Reference Chart.*

To provide communication and coordination between the Governing Board, committees, and ESA staff, the President and Executive Director are ex officio, non-voting members of most committees. In addition, many committees also include one Governing Board member. An ESA staff person is assigned to support each committee.

Committee chairs serve 3-year, renewable terms, unless otherwise noted. To balance the need for institutional knowledge and the need to broaden leadership opportunities for Society members, most committee chairs serve no more than two terms. To support continuity, committee chairs are encouraged to work with the Governance & Leadership Committee and ESA staff on committee leadership succession planning well in advance of the end of their term.

Committee members serve 3-year, renewable terms, unless otherwise noted. Committee chairs should annually review the committee roster to ensure that the committee has the necessary knowledge and diversity of perspectives to carry out its work. This is especially important when committee members' terms are up.

The process for recruiting, nominating, and appointing committee members depends on the type of committee and its composition. Generally:

- Board committee chairs work with the Presidents, and committee appointments are made by the President in July.
- Program & Administrative committee chairs work with the Governance & Leadership Committee and ESA staff, and committee appointments are made by the President in July. An open call to members for nominations will be conducted in January. Senior staff and committee chairs will vet the nominees with a focus on [diversity](#) and the needs of the committee.

*See Appendix B. Committee Nominations & Appointment Process, particularly "Considerations for Committee Recruitment & Nominations."*

**Guidelines:** This Committee Leadership Manual includes general guidelines for managing your committee, committee charters, and references to relevant ESA policies and procedures. If you have any questions, please contact the designated ESA staff person or Catherine O'Riordan, Executive Director, at [coriordan@esa.org](mailto:coriordan@esa.org).

## BOARD COMMITTEES

Committees	Purpose & Structure	Nominations & Appointments
1. Audit Committee	<ul style="list-style-type: none"> <li><i>Function:</i> Help Governing Board provide leadership and oversight</li> </ul>	<ul style="list-style-type: none"> <li><i>Chairs:</i> The President nominates committee chairs in consultation with the Past President and President-Elect, subject to Governing Board approval.</li> </ul>
2. Executive Review & Compensation Committee	<ul style="list-style-type: none"> <li><i>Composition:</i> Chaired and comprised mostly of board members</li> </ul>	
3. Finance Committee	<ul style="list-style-type: none"> <li><i>Charges:</i> From the board</li> </ul>	
4. Governance & Leadership Committee*	<ul style="list-style-type: none"> <li><i>Report to Governing Board</i> (Finance Committee also reports to Council)</li> </ul>	<ul style="list-style-type: none"> <li><i>Members:</i> The committee chair nominates committee members, and the President appoints them.</li> </ul>
5. Diversity Committee*	<ul style="list-style-type: none"> <li><i>Relationship to Board:</i> Help board do governance work</li> </ul>	
6. Nominations Committee*	<ul style="list-style-type: none"> <li><i>Relationship to Management:</i> Supported by ESA staff</li> </ul>	
7. Teller's Committee*		
* Committee includes non-board members		

### 1. Audit Committee

([ESA Website Link](#))

**Purpose:** The Audit Committee supports the work of the Governing Board by providing independent oversight and evaluation of the annual audit and audit process, and recommending approval or modification of the annual audit to the Governing Board.

#### Composition Requirements:

- Chair:* Governing Board member
- Members:* 2 additional Governing Board members who serve two-year overlapping terms. The Vice President for Finance may not serve on this committee.

### 2. Executive Review & Compensation Committee

([ESA Website Link](#))

See also *Policies & Procedures Handbook, 5B: Executive Director Performance Evaluation Process.*

**Purpose:** This Executive Review & Compensation Committee makes recommendations to the Governing Board with respect to the review of the Executive Director's performance, compensation, and criteria for achievement for the next year.

#### Composition Requirements:

- Chair:* Past-President
- Members:* President and 1 additional Governing Board member
- Observer:* A second Governing Board member (appointed by the President) will serve as an observer the first year and as a member the following year.

### 3. Finance Committee [\(ESA Website Link\)](#)

See also *Policies & Procedures Handbook*, 8A: Investment Policy Statement, 8B: Corporate & Commercial Support or Donations Policy, 8C: Unrestricted Net Assets Policy, 8D: Awards Establishment & Fundraising Guidelines, and 8E: Policy & Procedure for Spending on ESA Unrestricted Reserves.

**Purpose:** The Finance Committee will carefully evaluate all the systems underlying the management of ESA's financial resources. The committee is charged with the following:

- Maintain a continuing review of ESA's financial operations and investment performance (with the CFO and professional advisors)
- Provide high-level direction and oversight for ESA's investment strategies
- Review and recommend changes to the spending policy on reserves
- Recommend changes in policies and/or management, as needed, to ensure that financial resources are sufficient to allow ESA to achieve its strategic goals
- Long-term and short-term financial planning, including reviewing the annual budget and making a recommendation to the Governing Board.

#### Composition Requirements:

- *Chair:* Vice President for Finance
- *Members:* President-Elect and 2 additional Governing Board members

### 4. Governance & Leadership Committee [\(ESA Website Link\)](#)

See also *Policies & Procedures Handbook*, 3B: Provisional Committee Nominations & Appointment Process.

**Purpose:** The Governance & Leadership Committee is responsible for the following:

- Annually reviewing committee composition and charters
- Guiding the process for nominating committee chairs and members in collaboration with ESA staff
- Ensuring that committees have the diversity of expertise and experience needed by working in collaboration with committee chairs and ESA staff
- Reviewing and revising committee procedures and practices, including the Committee Nominations & Appointment Process and orientation for committee chairs.
- Periodically reviewing ESA Bylaws and ESA's Policies & Procedures Handbook

#### Composition Requirements:

- *Members:* Secretary, Past President or President-Elect, Past Speaker of Council

### 5. Diversity Committee [\(ESA Website Link\)](#)

See also *Policies & Procedures Handbook*, 10E: ESA Diversity Statement.

**Purpose:** The Diversity Committee is responsible for 1) advising ESA on the development of programs to enhance recruitment, training, and retention of underrepresented and marginalized groups in the ecological sciences, and 2) encouraging equitable treatment and representation of people of all genders, ages, races, ethnicities, abilities, sexual orientations, and cultural backgrounds. The Diversity Committee engages all ESA sections, chapters, and committees to address diversity, equity, inclusion, and justice within ESA and across the field of ecology. The Committee's key functions are to:

- Advise on ESA's strategic diversity, equity, inclusion, and justice priorities and related budget needs.
- Educate and engage the ESA membership and the wider community in implementing ESA's DEIJ Action Plan.
- Encourage collaborations and/or coordination across ESA staff, sections, chapters, and committees to elevate the visibility of ESA's DEIJ initiatives and use of its DEIJ resources.
- Address issues of particular concern to underrepresented and marginalized groups in ecology, including promoting their participation in all aspects of ESA and the wider community.
- Develop metrics and assess and track diversity in nominations, meetings, publications, and membership and leadership of sections, committees, chapters, and the Governing Board.

Composition Requirements:

- *Chair:* Governing Board member
- *Members:* 6 additional members of the Society

6. **Nominations Committee** [\(ESA Website Link\)](#)

*See also Bylaws, Article VI.3 and Policies & Procedures Handbook, 6: Elections Procedures Manual.*

Purpose: The Nominations Committee shall be responsible for identifying at least two candidates for each elected position.

Composition Requirements:

- *Chair:* Past President
- *Members:* President-Elect, 3 Governing Board members, and 2 additional members of the Society appointed by the President

7. **Teller's Committee** [\(ESA Website Link\)](#)

*See also Bylaws, Article VI.5.*

Purpose: The purpose of the Teller's Committee is to validate election results for the Governing Board and Board of Professional Certification.

Composition Requirements:

- *Chair:* Secretary
- *Members:* 2 additional members of the Society appointed by the President

## PROGRAM COMMITTEES

Committees	Purpose & Structure	Nominations & Appointments
8. Awards Committee 9. Education Committee* 10. Meetings Committee* 11. Public Affairs Committee* 12. Publications Committee* 13. Emerging Ecological Issues Committee* * Committee should include a Governing Board member	<ul style="list-style-type: none"> <li><i>Function:</i> Help Governing Board &amp; ESA staff carry out strategic plan and programs</li> <li><i>Composition:</i> Chaired and comprised mostly of non-board member; President &amp; Executive Director are non-voting, ex officio members. Most have 7-9 members.</li> <li><i>Charges:</i> From the president, with board approval</li> <li><i>Report to Governing Board &amp; Council</i></li> <li><i>Relationship to Board:</i> Bring major issues to board for approval</li> <li><i>Relationship to Management:</i> Advise ESA staff and board, supported by ESA staff</li> </ul>	<ul style="list-style-type: none"> <li><i>Chairs:</i> The Governance &amp; Leadership Committee nominates committee chairs, and the President appoints them.</li> <li><i>Members:</i> Committee chairs nominate committee members in consultation with the Governance &amp; Leadership Committee, and the President appoints them.</li> <li>Chairs can appoint members to subcommittees to address specific issues.</li> </ul>

### 8. Awards Committee

[\(ESA Website Link\)](#)

See also *Policies & Procedures Handbook, Section 3B: ESA Awards Manual.*

**Purpose:** The Awards Committee and its subcommittees work to advance the Society's mission and goals by recognizing achievements in and contributions to the field of ecology. The Awards Committee is responsible for selecting candidates for honorary awards of the Society and for recommending candidates for other awards for which ecologists may be eligible.

#### **Composition Requirements:**

- Chair:* This committee may not be chaired by a Governing Board member. The Awards Committee chair may not be a member of any Awards Subcommittee.
- Members:* The chairs of all award subcommittees:
  - Commitment to Human Diversity in Ecology Award Subcommittee
  - Cooper Award Subcommittee
  - Distinguished Service Citation Subcommittee
  - Eminent Ecologist Award
  - Honorary Member Award Subcommittee
  - MacArthur Award Subcommittee
  - Mercer Award Subcommittee
  - Odum Award for Excellence in Ecology Education Subcommittee
  - Shreve & Whittaker Awards Subcommittee
  - Braun & Buell Awards Subcommittee
  - Sustainability Awards Subcommittee (Sustainability Science Award & Innovation in Sustainability Science Award)
  - Fellows and Early Career Fellows Selection Subcommittee

- Subcommittee Chairs are appointed to overlapping three-year terms, except for the MacArthur Award Chair, who shall serve for six years. In addition to the Chair, each Subcommittee shall generally consist of six members with overlapping, two-year terms.

### **Awards Nominations Subcommittee**

**Purpose:** The Awards Nomination Subcommittee is charged with increasing nominations for awards to support a larger, more diverse nominee pool.

#### **Composition Requirements:**

- *Chair:* The Awards Committee chair may not serve as this subcommittee chair.
- *Members:* Chair of the Awards Committee, member of the Diversity Committee, and others as appointed. Current members of the Awards Subcommittees cannot serve on the Awards Nominations Subcommittee.

## 9. **Education Committee** [\(ESA Website Link\)](#)

**Purpose:** The Education Committee guides and helps to implement ESA's efforts to promote excellence in ecology education at all levels, support the recruitment and retention of a diverse community of ecologists in a variety of career paths, and facilitate collaborations across the ESA community to amplify education and engagement initiatives.

The Committee's key functions are to:

- Advise on ESA's strategic education and workforce development priorities and related budget needs.
- Engage the ESA membership and the wider community in development and implementation of ecology education including the Four-Dimensional Ecology Education (4DEE) framework and engagement in education activities.
- Encourage collaborations across ESA sections, chapters, and committees to elevate the visibility and use of ESA's education initiatives and resources.

#### **Composition Requirements:**

- *Chair:* This committee may not be chaired by a Governing Board member.
- *Members:* 7-9 including 1 Governing Board member, 1 member of the 4DEE Subcommittee, and others as appointed

### **Four-Dimensional Ecology Education (4DEE) Subcommittee**

The 4DEE is a standing subcommittee of the Education Committee that works on those pedagogical issues. It has 9 members, one of whom also serves on the Education Committee.

## 10. **Meetings Committee** [\(ESA Website Link\)](#)

**Purpose:** The ESA Meetings Committee seeks to advance the Society's mission and goals through convening ecologists. The Committee is responsible for supporting the Governing Board and management in long-term strategy and planning for the Annual Meeting. The Meetings Committee is responsible for:

- Ensuring that the Annual Meeting remains relevant to scientists, meets the needs of Society members, and furthers the Society's goals.
- Prioritizing the revenue targets established by the Governing Board when planning future Annual Meetings.



- Recommending guidelines related to the Annual Meeting.
- Annually reviewing the results of the Annual Meeting.

**Composition Requirements:**

- *Co-chairs:* Immediate Past Program Chair and Future Meetings Chair
- *Members:*
  - o Current and future designated Program Chairs
  - o Current, immediate past, and future designated Local Hosts
  - o Chair of the Student Section
  - o 1 Governing Board member
  - o Others as appointed

**Program Subcommittee**

*See also the Program Committee Handbook.*

**Purpose:** The Program Subcommittee is responsible for developing the current year's Annual Meeting program over a 14-month planning timeline. The Subcommittee works closely with the Director of Conventions & Meetings. The responsibilities of the Program Subcommittee include:

- Provide input on selection of the scientific plenary speaker and the Recent Advances speaker.
- Approve calls for sessions and abstracts.
- After peer review of paper sessions is completed, look over the reviews and make final acceptance decisions about all sessions based on the proposal guidelines.
- Make the final acceptance decisions about contributed abstracts that have been peer reviewed by volunteers from the Section and Chapters
- After acceptance decisions are made, scheduling sessions to minimize conflicts between similar topics.
- Review the meeting evaluation.
- Attend Meetings Committee business meetings (Spring and on-site at the meeting).
- Participate in monthly committee calls.

**Composition Requirements:**

- *Chairs:* Current, immediate past, and future designated Program Chairs
- *Members:* Current and future designated Local Hosts, and others as appointed

**11. Public Affairs Committee**

[\(ESA Website Link\)](#)

**Purpose:** The Public Affairs Committee works to advance the Society's mission and goals by guiding and helping to implement the public affairs program of the Society. The Public Affairs Committee is responsible for:

- Advising staff on policy and communications
- Providing input to ESA's policy priority guidelines
- Facilitating selection of the Annual Meeting Opening Plenary speaker, Regional Policy Award winner, and the Rapid Response Team luncheon speaker

**Composition Requirements:**

- *Chair:* This committee may not be chaired by a Governing Board member.
- *Members:* 7-9 including 1 Governing Board member and others as appointed

## 12. Publications Committee

[\(ESA Website Link\)](#)

See also *Policies & Procedures Handbook*, 9A: *Editor-in-Chief Ad Hoc Search Committee (Template)*, 9B: *Editor-in-Chief Job Description (Template)*, and 9C: *Editor-in-Chief Evaluation Process*.

**Purpose:** The ESA Publications Committee works to advance the Society's mission and goals through the dissemination of scholarly research via the journal publication program. The Publications Committee's key functions are:

- Advise the Editors-in-Chief and ESA Governing Board on publication strategy, assess the relevant publication metrics, and recommend future projects and strategic initiatives and direction.
- Review suggested operations and strategy documents of the Society's journals from the Publishing Director.
- Review the performance of Editors-in-Chief who are candidates for reappointment and form search committees to recommend a new editor or editors-in-chief, for the Governing Board to approve.
- Recommend changes to publication policy, in consultation with Editors-in-Chief, ESA publications staff, and the Society's publisher.

### Composition Requirements:

- *Chair:* This committee may not be chaired by a Governing Board member.
- *Members:* 7-9 including 1 Governing Board member and others as appointed

## 13. Emerging Ecological Issues

[\(ESA Website Link\)](#)

**Purpose:** The ESA Emerging Ecological Issues Committee seeks to advance the Society's mission and goals through identifying and publicizing research opportunities, needs and priorities in ecology. The Emerging Ecological Issues Committee's key functions include identifying:

- Emerging concepts and concerns within ecology,
- Topics in need of synthesis through interaction of ecologists belonging to different subdisciplines,
- Opportunities for productive exchanges and integration with disciplines outside ecology, and
- Activities that would advance ecology and serve the needs of the various sectors of the profession.

### Composition Requirements:

- *Chair:* This committee may not be chaired by a Governing Board member.
- *Members:* 7-9 including 1 Governing Board member and others as appointed



## ADMINISTRATIVE COMMITTEES

Committees	Purpose & Structure	Nominations & Appointments
14. Board of Professional Certification* 15. History Committee 16. Professional Ethics Committee 17. Vegetation Classification Panel*  * Different procedures for selecting chairs and members	<ul style="list-style-type: none"> <li><i>Function:</i> Help management implement specific programs and services</li> <li><i>Composition:</i> Chaired and comprised mostly of non-board members</li> <li><i>Charges:</i> From the president, with board approval</li> <li><i>Report to Governing Board &amp; Council</i></li> <li><i>Relationship to Board:</i> Bring major issues to board for approval</li> <li><i>Relationship to Management:</i> Advise ESA staff and board, supported by ESA staff</li> </ul>	<ul style="list-style-type: none"> <li><i>Chairs:</i> The Governance &amp; Leadership Committee nominates committee chairs, and the President appoints them.</li> <li><i>Members:</i> Committee chairs nominate committee members, in consultation with the Governance &amp; Leadership Committee, and the President appoints them.</li> </ul> <p><i>Different Procedures</i></p> <ul style="list-style-type: none"> <li><i>Board of Professional Certification</i> is elected by ESA members and then elects its own chair.</li> <li><i>Vegetation Classification Panel</i> is funded by grants and has special membership requirements.</li> </ul>

### 14. Board of Professional Certification

([ESA Website Link](#))

See also Bylaws Article X and Policies & Procedures Handbook, 10D: Professional Ecologist Certification Process.

**Purpose:** The primary objectives of the Society's Certification Program are (1) serving the needs of ecologists who wish to establish and validate their credentials in the context of their ecological activities, (2) guiding biologists, government agencies, courts and the public in defining minimum standards of education and experience for professional ecologists, and of encouraging all practicing ecologists to meet such standards, (3) creating and maintaining public confidence in the advice and opinions of Certified Ecologists as educated and experienced professionals, and (4) assisting the public in identifying ecologists.

The Certification Program is administered by the Board of Professional Certification, which is responsible for:

- Establishing a procedure for critical peer evaluation based upon defined minimum education, experience and ethical standards,
- Reviewing and approving applications for certifications, and
- Censuring, suspending, and revoking certifications.

#### Composition Requirements:

- Chair:* The Board of Professional Certification shall elect from its membership a Chair, who shall serve a one-year term and may be re-elected for additional consecutive terms.

- *Members:* 7 members elected by ESA's membership. Each nominee for the Board of Professional Certification must be a certified Ecologist. Each Board member shall serve a three-year term and is eligible for re-election to one additional consecutive term.

Procedures:

- *Policies & Procedures:* The general procedures used for Certification must be approved by the Governing Board. *(More information about the certification process is on the [ESA website](#).)*
- *Appeals:* A decision of the Board of Professional Certification to deny certification may be appealed in writing to the Professional Ethics Committee, which shall consider the case and make a recommendation to the Governing Board. The decisions of the Governing Board shall be delivered to appellants in writing, and shall be final. *(More information about the appeals process is also on the [ESA website](#).)*

15. **History Committee**

[\(ESA Website Link\)](#)

Purpose: The History Committee of the Ecological Society of America (ESA) is dedicated to preserving and cataloging documents, photos, and artifacts that reflect the history of ESA and the development of the field of ecology in the United States. Our mission is to make these historical records accessible to ESA members, researchers, historians, and the public through our website and other communication channels. We aim to foster awareness among ESA members about the importance of understanding the rich history of ecology, its development over time, and the critical role the ESA and its members have played in shaping the field.

Composition Requirements:

- *Chair*
- *Members:* Others as appointed

16. **Professional Ethics Committee**

[\(ESA Website Link\)](#)

*See also Policies & Procedures Handbook, 10A: ESA Code of Ethics, 10B: Procedures for Ethics Complaints, and 10C: Code of Conduct for ESA Events.*

Purpose: The Professional Ethics Committee works to advance the Society's mission and goals by maintaining and enforcing ethical standards for ecologists. The Committee is responsible for reviewing ethical issues of concern to members of ESA and keeping the members informed about these issues. The Professional Ethics Committee is responsible for:

- Proposing to the Governing Board modifications of the Code of Ethics and Code of Conduct for Events, as needed.
- Recommending Governing Board action to enforce the Code of Ethics and the Code of Conduct for Events, including:
  - o Advising the President and Governing Board when informed of ethical or other misconduct by a member of ESA, and
  - o If so directed by the Governing Board, carrying out investigations of ethical misconduct, and
  - o If appropriate, proposing sanctions to the Governing Board.
- Considering appeals by individuals who are denied membership or certification and forwarding recommendations to the Governing Board.

Composition Requirements:

- *Chair*
- *Members:* At least 1 Certified Senior Ecologist, and others as appointed. Governing Board

members may not serve on this committee.

**17. Vegetation Classification Panel**

([ESA Website Link](#))

*The work of this panel is funded by government grants and, as such, it is not an ESA program. See also Panel's bylaws ([ESA website link](#)).*

**Purpose:** The ESA Panel on Vegetation Classification provides impartial scientific expertise to agencies and partners, and represents the expertise of professional ecologists spanning academic, agency, and non-governmental sectors. The Panel is responsible for:

- Facilitating and supporting the development, implementation, and use of a standardized vegetation classification for the United States;
- Guiding professional ecologists in defining and adopting standards for vegetation sampling and analysis in support of the classification;
- Collaborating with partner organizations to maintain scientific credibility of the classification through oversight of a peer review system; and
- Promoting and facilitating international collaboration in development of vegetation classifications and associated standards.

**Composition Requirements:**

- *Chair:* Elected by Panel's Executive Committee
- *Members:* Approximately 25 members, ranging from academic scientists to professionals in conservation biology who are encouraged but not required to be affiliated with ESA
  - 6 *Executive* Members appointed by ESA President
  - 9 – 18 *Regular* Members appointed by the Panel's Executive Committee
  - 2 – 3 *Ex Officio* Members

# ESA PROVISIONAL COMMITTEE NOMINATIONS & APPOINTMENT PROCESS

*Approved by the Governing Board November 2021*

## Introduction

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This document describes procedures to guide the Governance and Leadership Committee (GLC) in managing committee appointments. It is based on the revised bylaws (*See page 4*), and it is intended as a provisional process to be reviewed and refined after 12 - 24 months. It establishes an annual process for reviewing committee composition and charters, for aligning the work of committees with the Society's strategic plan and annual priorities, and for reaching out to ESA members for leadership opportunities.

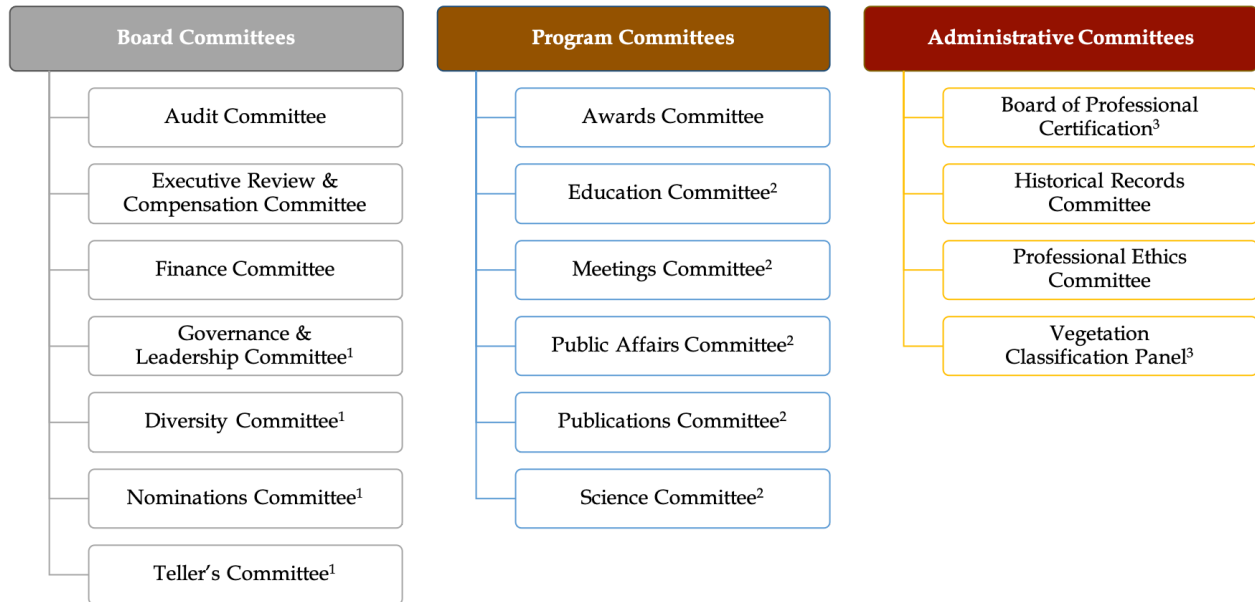
An accompanying document, the *Committee Leadership Manual*, includes committee charters and composition requirements.

## Leadership & Management Responsibilities

- Professional staff maintains up-to-date committee materials and manages calls for nominations.
- Governance & Leadership Committee (GLC) is composed of the Secretary, Past President or President-Elect, and Past Speaker of Council.
  - The GLC reviews committee charters and guides the nominations process. It ensures that committees have the diversity of expertise and experience needed by working in collaboration with committee chairs and professional staff.
  - For *program* and *administrative\** committees, the GLC nominates chairs and reviews new members.
- Presidents review, nominate, and/or appoint committee chairs and members, as follows:
  - For *board* committees with only board members, the President 1) nominates chairs in consultation with the Past President and President-Elect and subject to Governing Board approval and 2) appoints committee members in consultation with the committee chair. For *board* committees with board and non-board members, the President 1) appoints committee chairs in consultation with the Past President and President-Elect and 2) appoints committee members in consultation with the committee chair.
  - For *program* and *administrative\** committees, the GLC nominates committee chairs, and the President appoints them. Committee chairs nominate committee members, in consultation with the GLC, and the President appoints them (*See page 2*).
  - The President serves as a non-voting, ex officio member of all standing committees.
- Committee Chairs nominate committee members for *program* and *administrative* committees,\* in consultation with the GLC, and facilitate committee chair succession planning.
- Governing Board approves nominations for *board* committee chairs and members. Governing Board members also serve on at least one committee to leverage their interests and expertise and to serve as a liaison between the committee and the Governing Board.

*\*Note: References throughout this document to Administrative Committees do NOT include the Board of Professional Certification or Vegetation Classification Panel because they have separate procedures for selecting members and chairs.*

## ESA PROVISIONAL COMMITTEE NOMINATIONS & APPOINTMENT PROCESS



### Notes

- (1) Board Committees that include non-board members.
- (2) Program Committees that should include a board member.
- (3) Administrative "committees" that have different procedures for selecting chairs and members. The Board of Professional Certification is elected by ESA members and then elects its own chair. The Vegetation Classification Panel is funded by government grants and has special membership requirements.

### Process & Timeline for Program & Administrative\* Committees

#### 1. List of Open Positions September

- 1.1. Staff maintain committee records that include a) committee charter, b) composition, e.g., size, desired expertise and experience, etc., and c) committee roster and terms.
- 1.2. Staff also maintain a list of prospects for committee service, e.g., current and past Section and Chapter leaders, candidates for board positions who were not elected, volunteers from past calls for nominations, and suggestions from senior staff.
- 1.3. Staff prepare a list of open committee chair and members positions for the GLC.

#### 2. Committee Chairs October - December

Chairs generally serve 3-year terms and are eligible for re-appointment. They are nominated by the Governance & Leadership Committee and appointed by the President.

- 2.1. A member of the GLC contacts the current chair to a) review the appointment process, b) discuss chair's term and continuation or rotation, c) review committee roster and current members' terms, and d) encourage the chair to begin thinking about new committee members.
- 2.2. The GLC recommends which chairs should be re-appointed or rotated (*See page 4*).

## **ESA PROVISIONAL COMMITTEE NOMINATIONS & APPOINTMENT PROCESS**

- 2.3. The President reviews the recommendations and indicates agreement so that the GLC can follow-up with the committee chairs about recruiting new members.

### **3. Committee Members**

**January – May**

Committee members generally serve 3-year terms and are eligible for re-appointment. They are nominated by the committee Chair, in consultation with the GLC, and appointed by the President.

- 3.1. The GLC puts out an open call for committee nominations based on input from committee chairs. Management launches the online process. Chairs actively recruit members and encourage people to apply online.
- 3.2. Committee chairs review online applications, with support from staff liaisons, and rank all volunteers (*See page 4*).
- 3.3. The GLC reviews the nominations for diversity and board member assignments. As needed, the GLC will discuss suggested changes with committee chairs.
- 3.4. Committee chairs will submit a final list of nominations for members to the GLC.

### **4. Appointments & Announcements**

**June – July**

- 4.1. The Governance & Leadership Committee will forward the complete nominations list for all open committee chairs and members to the President for approval.
- 4.2. The President reviews the final nominations and, as needed, makes any adjustments. If changes are made, the President notifies the committee chair(s) and GLC.
- 4.3. The President, with staff support, sends appointment letters to all nominees, with a copy to the committee chairs.
- 4.4. New committee rosters are announced in July, and terms start at the end of the Annual Meeting.
- 4.5. If a committee member resigns, the committee chair will work with the GLC and President to determine whether and when to fill the vacancy.

## ESA PROVISIONAL COMMITTEE NOMINATIONS & APPOINTMENT PROCESS

### Considerations for Committee Recruitment & Nominations

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This section offers guidelines to the GLC for recruiting, nominating, and vetting candidates.

#### 1. For All Chairs & Committee Members

- a. Qualifications: All committee members should 1) have a passion and interest in the committee's purpose and 2) bring relevant knowledge and competencies. Beyond that, specific skills and experience will depend on the committee's purpose and priorities.
- b. Diversity and inclusion: Committee composition should reflect ESA's commitment to diversity, equity, and inclusion (*See ESA's Diversity Statement*). Committees should seek candidates across disciplines, types of institutions, career stages, and identities.
- c. Continuity and revitalization: Committee composition should balance continuity with revitalization. While this will vary depending on the committee's purpose, it should take into account demands on volunteers, need for new and varied ways of thinking, desire for ESA member engagement, and increased leadership development opportunities.
- d. Sourcing candidates:
  - Candidates for committee members and chairs may include candidates for Governing Board positions who were not elected, past Section and Chapter leaders, and volunteers from past open calls to the membership.
  - Recommendations for open positions should also be solicited from the Governing Board, Council, Section and Chapters, and ESA program directors.
  - To help promote cross-fertilization across ESA, committees are encouraged to reach out to Sections & Chapters that may share a common interest.

#### 2. For Committee Chairs

- a. Chair Responsibilities: Serve as a leader and steward on behalf of the committee by:
  - Recruiting and nominating committee members in consultation with the GLC
  - Developing a committee work plan, which may include guidance from the board
  - Designing and facilitating meetings, with support from the professional staff
  - Working in partnership with staff
  - Preparing the committee's report for the Annual Report to Council
  - Representing the committee at Governing Board and Council meetings when invited
- b. Number of terms: Chairs serve a 3-year term and are eligible for reappointment. The GLC recommends that most committee chairs serve no more than two terms. This helps balance the need for institutional knowledge and the need for more leadership development opportunities for Society members.
- c. Succession planning:
  - *Within the committee*: When committee chairs are at the start of their second term, the GLC will encourage them to work on succession planning, which may include creating a 1-year vice chair position to train and evaluate potential new chairs.
  - *To the board*: Committee leadership is intended to be a path to board service. Based on their interactions, committee chairs will better understand how the board functions and they will bring deeper program area knowledge.

## ESA PROVISIONAL COMMITTEE NOMINATIONS & APPOINTMENT PROCESS

### Bylaws Requirements Related to Committees

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#### Article VI. Elections

**Section 3. Nominations Committee.** The Nominations Committee shall be responsible for identifying candidates. The Nominations Committee shall serve for one year and consist of the Past President as Chair, the President-Elect, three Board Members, and two additional members of the Society appointed by the President.

**Section 5. Teller's Committee.** The purpose of the Teller's Committee is to validate election results for the Governing Board and Board of Professional Certification. The Teller's Committee shall be chaired by the Secretary and include two additional members of the Society appointed by the President.

#### Article VIII. Committees of the Society

**Section 1. Policies and Procedures.** The Governing Board shall establish and maintain an up-to-date Committee Manual that describes the structure, procedures, and operating guidelines for Committees of the Society.

##### **Section 2. Standing Committees.**

- 2.1 **Committee Structure.** The Society shall have three types of standing committees: (1) Board Committees that support the Governing Board by providing leadership and oversight for the Society, (2) Program Committees that support the Society's strategic plan and priorities, and (3) Administrative Committees that assist staff in implementing specific programs and services on behalf of the Society.
- 2.2 **Charges.** The charges for standing committees shall be established by the Governing Board and documented in the Committee Manual. The President may make additional charges to any committee, subject to the approval of the Governing Board.
- 2.3 **Chairs.** The term of a standing committee Chair is three years (unless otherwise specified). Unless otherwise specified, standing committee Chairs and members shall be eligible for reappointment. The Chairs of Board Committees shall be nominated by the President and approved by the Governing Board. The Chairs of Program and Administrative Committees shall be appointed by the President after consultation with other leaders of the Society, unless otherwise provided for in these Bylaws. The Chair of a standing committee may be removed from office by a two-thirds vote of the Governing Board.
- 2.4 **Members.** Other members of standing committees are recommended by the committee Chair and are approved by the President. The terms of standing committee members are for three years, unless otherwise specified or unless appointed to complete a vacant position.
- 2.5 **Meetings.** Each standing committee shall meet at least once a year. Each standing committee Chair shall submit a report in writing on the committee's work to the Council at the Annual Meeting.





## ESA Awards Manual

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Original document prepared by E.A. Johnson, May 1998

Updated by R.R. Sharitz, September 2003

Updated by J.L. Bronstein, September 2006

Updated by C.R. Nam, May 2022

*For additional reference, see also ESA's Policies & Procedures Handbook,  
Awards Establishment & Fundraising Guidelines.*

## ESA Awards Manual

*This Handbook is an overview of the ESA Awards and Fellow Program. It is designed to give you an overview of how each subcommittee works to make the Awards program a success.*

### I. SCHEDULE OF COMMITTEE ACTIVITIES

July	The Awards Call for Nominations is posted in the ESA website for all awards.
August	<p>Following the annual ESA meetings, the Award Chair ensures that all subcommittees for the next year are intact. Working with subcommittee chairs to identify and appoint new members as needed, the Award Chair should approve appointments of all new subcommittee members. A list of all those that have been nominated during the Spring volunteer call are provided to the Award Chair to assist in assembling the subcommittees. The Governing Board (or ESA President) approves appointments of subcommittee chairs, as recommended by the Governance and Leadership Committee (GLC).</p> <p>The Awards Chair ensures that the Awards Nomination Committee is intact for the next year. The committee is charged with attracting nominations for the awards needing a greater, more diverse, nominee pool. This committee has up to five members and will be independent from the award subcommittees. The Awards Chair appoints members to this committee and will serve as an ex-officio member.</p>
September	ESA Bulletin publishes the announcements of the awards given at the August meetings, along with descriptions of the winners and pictures, as well as provides the write-ups to the editor of the Bulletin and ensures that pictures have been sent.
October	Nominations are due the 3 <sup>rd</sup> Thursday of the month. Review of submitted nominations starts the last week of October. All nominations must be submitted electronically through the ESA Awards submission site.
November	Awards Subcommittees review and discuss all nominations that were submitted.
December	Subcommittee Chairs submit the name and write up for the winner to the Awards Chair by the 3 <sup>rd</sup> Thursday of the month. The Awards Chair consolidates all this information into one document in preparation for it to be reviewed for final approval by the Governing Board. A sample document is included in this document to be used as a guide in preparation of it.
January/Feb	Upon final approval from the Governing Board, the Awards Chair is notified that the slate has been approved or rejected. Once the slate has been approved, the Chair will reach out to the winners to notify them and let them know an embargo is in place until the press release is issued by ESA in the March/April timeframe.
March/April	<p>ESA staff will follow up with the winners to gather pertinent information along with a photo. These items will be used in the press release, the Annual Meeting Conference Program, during the Awards Ceremony and on signage at the meeting.</p> <p>In addition, the winner must certify that they have not been found culpable of scientific or other misconduct. A Press Release in March will be issued announcing the class of Early Career Fellows and Fellows.</p> <p>Another Press Release will be issued in late March/early April announcing all the award winners except for Buell, Braun and Shreve. That Press Release will go out in late April/early May.</p>
August	The Awards Ceremony will take place on Monday from 8 – 10AM during the Scientific Plenary. The Award Chair will put together the PowerPoint presentation of all the winners

## ESA Awards Manual

and their photos. The ESA staff will be able to provide these photos at any time after collection in February. The Awards Chair will be called to the stage during the ceremony to announce the winners as the ESA President presents them with their award.

Monday Evening from 5:00 – 5:45PM, an Awards Reception is hosted for all award winners, Early Career Fellows, Awards Committee members and the Governing Board. All winners and Fellows are invited to bring a guest to this event. ESA staff will collect RSVPs for the reception. During this reception, certificates are handed out to Early Career Fellows and Fellows.

On Tuesday at the conference is the Awards Committee Lunch from 11:30AM – 1:15PM. The Award Chair will chair this event. This is a time to talk about what worked well and areas that need improvement, as well as new ideas for the program.

**Awards Committee members must keep all nominations, committee discussion and final decisions confidential.**

### **Policies on Award Ineligibility, Conflict of Interest, and Recusal**

#### **Awards Ineligibility**

ESA members holding the following leadership positions, and their immediate family members (spouse / life partner, children, parents, siblings), are not eligible to be candidates for awards or Fellows during their term of service (with some exceptions, noted below):

- ESA Governing Board Member
- ESA Awards Chair
- Awards Nomination Subcommittee Members
- Award Subcommittee chairs and members (ineligible to be candidates for their respective award)
- Section and Chapter Executive Committee members and selection committee members (ineligible to be candidates for awards from their section/chapter)

#### **Conflicts of Interest**

The purpose of the ESA Conflict of Interest Policy is to avert, to the extent possible, biasing circumstances, or the appearance of biasing circumstances, in the selection of ESA honorees. All selection subcommittee members are asked to comply with the Conflict of Interest (COI) policy and recusal process (outlined below). This policy applies to all selection committees of awards, Fellows, and chapter/section awards. A COI occurs when a selection subcommittee member has a professional relationship with a nominee (PhD or postdoc advisor/advisee relationships, close collaborators, and colleagues in the same department). All subcommittee members must self-identify when they see a COI.

#### **Recusal Process**

Conflict of Interest (COI) require subcommittee members to recuse themselves from participating in discussion and voting for the nominee. The votes are tallied so that COI abstentions do not count against a nominee. Thus, COIs are handled similar to NSF. Subcommittee members must be excluded from listening or participating in the discussion about, and in ranking or voting for their COI nominee. The selection committee member should leave the meeting and rejoin once the discussion has concluded.

## II. AWARDS & SUBCOMMITTEES SUMMARY

Awards & Subcommittees	Award(s) Presented For	Award Contents*
Commitment to Human Diversity in Ecology Award Subcommittee	Long-standing contributions toward increasing diversity of future ecologists through mentoring, teaching, or outreach	Plaque \$700 travel
W.S. Cooper Award Subcommittee	Contributed to fields of geobotany and/or physiographic ecology	Plaques for each author \$700 travel for 1st author
Distinguished Service Citation Subcommittee	Long and distinguished service to ESA, scientific community, and larger purpose of ecology in the public welfare	Plaque \$700 travel
Eminent Ecologist Award Subcommittee	Senior ecologist for contributions to science of ecology and biological sciences	Globe Lifetime membership \$700 travel
Robert H. MacArthur Award Subcommittee	Established ecologist in middle of an extraordinary career, with contributions to ecology and expectation of continued outstanding ecological research	Globe \$1000 cash \$700 travel
George Mercer Award Subcommittee	Younger researcher who has authored an outstanding ecological paper	Plaques for each author \$1000 cash \$700 travel for 1st author if under 40 years
Eugene P. Odum Award for Excellence in Ecology Education Subcommittee	Recognizes outstanding work in ecology education	Trophy \$1,000 cash \$700 travel
Shreve & Whittaker Awards Subcommittee	<u>Robert H Whittaker Distinguished Ecologist</u> : An earned doctorate and outstanding record of contributions from outside the United States	Plaque \$1400 travel
	<u>International Ecology Award</u> : Specifically recognizes outstanding ecologist in developing country at early- or mid-career stage	Plaque \$1400 travel
	<u>Forrest Shreve Award</u> : Support research in hot deserts of North America: Sonoran, Mojave, Chihuahuan, and Vizcaino	\$1000 – \$2000
Braun & Buell Awards Subcommittee	<u>E. Lucy Braun Award</u> : Outstanding poster at previous meeting	Plaque \$500 cash \$700 travel
	<u>Murray F. Buell Award</u> : Outstanding paper orally at previous meeting	Plaque \$500 cash \$700 travel
Sustainability Award Subcommittee	<u>Sustainability Award</u> : Peer-reviewed paper published in the past five years that makes a greater contribution to the emerging science of ecosystem and regional sustainability	Plaque for each author \$700 travel for 1 <sup>st</sup> author
Fellows & Early Career Fellows Selection Subcommittee	<u>Fellows</u> : ESA members who have made outstanding contributions to advance or apply ecological knowledge	Certificate
	<u>Early Career Fellows</u> : ESA members who have begun making and show promise of continued outstanding contributions to the field	

\* Travel awards are for reimbursement up to the amount listed

### III. DESCRIPTIONS OF AWARDS

#### Commitment to Human Diversity in Ecology

##### Description

The Commitment to Human Diversity in Ecology Award is in recognition of long-standing contributions of an individual toward increasing the diversity of future ecologists through mentoring, teaching, or outreach.

##### Eligibility and Criteria

The award is given to one individual, and age is not a criteria. The award cannot be given to the same individual more than once. The award need not be given every year.

##### Committee

The subcommittee is made up of 5 to 7 individuals who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend.

##### Selection Process

Applications (one nomination letter, a short curriculum vitae, and at most three supporting letters) are electronically submitted. ESA Headquarters shares the applications with the Subcommittee Chair. The Chair notifies the subcommittee members that nomination packets are ready for review. Each subcommittee member reads the nomination packets and evaluates the candidates privately. An email discussion or Zoom call is scheduled with all subcommittee members; the chair leads a discussion of each applicants' packages. Discussion continues until consensus on a recipient is reached. If consensus cannot be reached, the Subcommittee Chair may call for a vote on the top candidate by simple majority. The Subcommittee Chair prepares a letter to the ESA Awards Chair communicating the name of the top candidate, the selection process, and the rationale for the selection.

##### Nominee Retention Over Time Policy

Two years.

##### The Award

The Commitment to Human Diversity in Ecology Award is presented at the Award Ceremony during the Annual Meeting of the Ecological Society of America. The award consists of a plaque and travel reimbursement up to \$700.

**ESA Website Links:** <https://www.esa.org/about/awards/list/commitment-to-human-diversity-in-ecology/> and <https://www.esa.org/about/awards/>.

## William Skinner Cooper Award

### Description

The W. S. Cooper Award is given to honor an outstanding contribution in geobotany, physiographic botany, plant succession or the distribution of organisms along environmental gradients. The decision as to whether a scientific work qualifies has been traditionally left to the subcommittee. A relatively wide interpretation has been favored to allow new research areas to be aligned with the original definition of the award.

W. S. Cooper had a long and productive career in ecology. He made many early contributions to plant ecology and was an innovative, forward-looking scientist who undertook research in new areas up to the end of his life.

### Eligibility and Criteria

The award is for a single contribution in a scientific publication (book, chapter, scientific or technical journal article), not for an individual's collected works or career. The recipient need not be a member of the Ecological Society of America and can be of any age, nationality, or place of residence. The contribution should be recent, which is interpreted to be approximately in the last five years. The award cannot be given to the same individual(s) more than once.

The award can be given for a single or multiple-authored contribution. For a multiple-authored paper, the subcommittee must give justification if only the senior author is recognized, and the remaining authors must be contacted to gain their views. In the situation where all authors are not included in the award, these authors are still eligible for the award in the future. The award need not be given every year.

### William Skinner Cooper Award Subcommittee

The subcommittee is made up of 5 to 6 individuals who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend.

### Selection Process

Applications (one nomination letter with full citation, a copy of the publication (electronic if possible) and at most three supporting letters) are electronically submitted. ESA Headquarters shares the applications with the subcommittee chair. Each subcommittee member reads the papers and comments on them independently. The subcommittee then discusses the nominations and ranks them. This is usually done by email. If there is not a clear-cut winner, the subcommittee chair will write each member to describe the situation. The subcommittee will continue its deliberations until a winner is selected, or the subcommittee decides there will be no award made that year.

### Nominee Retention Over Time Policy

Two years.

### The Award

The W. S. Cooper Award is presented at the Award Ceremony during the Annual Meeting of the Ecological Society of America. The award consists of a plaque for each author and travel reimbursement up to \$700 for the 1<sup>st</sup> author.

**ESA Website Links:** <https://www.esa.org/about/awards/list/w-s-cooper-award/> and <https://www.esa.org/about/awards/>

## Distinguished Service Citation

### Description

The Distinguished Service Citation is given annually in recognition of long and distinguished service to the Ecological Society of America, to the larger scientific community, and to the larger purpose of ecology in the public welfare.

### Eligibility and Criteria

The award is usually given to one individual, although two or more whose services are inseparable may be recognized. Age is not a criterion. The award cannot be given to the same individual more than once. The award need not be given every year.

### Distinguished Service Citation Subcommittee

The subcommittee is made up of 4 to 6 individual who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected

### Selection Process

Applications (one nomination letter, a short curriculum vitae, and at most three supporting letters) are electronically submitted. ESA Headquarters shares the applications with the Subcommittee Chair. The Chair notifies the subcommittee members that nomination packets are ready for review. Each subcommittee member reads the nomination packets and evaluates the candidates privately. We rarely have more than six applications in a year. A group phone call is scheduled with all subcommittee members; the chair leads a discussion of each applicants' packages. Discussion continues until consensus on a recipient is reached. If consensus cannot be reached, the Subcommittee Chair may call for a vote on the top candidate by simple majority. Diversity is considered, with an eye to gender balance over time. Consideration has been given in the past to the urgency of awarding one deserving candidate over another, since those who qualify for the Distinguished Service Citation can be advanced in years. The Subcommittee Chair prepares a letter to the ESA Awards Chair communicating the name of the top candidate, the selection process, and the rationale for the selection.

### Nominee Retention Over Time Policy

Three years.

### The Award

The Distinguished Service Citation is presented at the Award Ceremony during the Annual Meeting of the Ecological Society of America. The award consists of a plaque and travel reimbursement up to \$700.

**ESA Website Links:** <https://www.esa.org/about/awards/> and <https://www.esa.org/about/awards/list/distinguished-service-citation/>

## Eminent Ecologist Award

### Description

The Eminent Ecologist Award is given annually to a senior ecologist in recognition of an outstanding body of ecological work or of sustained ecological contributions of extraordinary merit.

### Eligibility and Criteria

The award is given to one individual or to two people whose work is inextricably intertwined. It is given to a senior ecologist in recognition of an outstanding body of ecological work or of sustained ecological contributions of extraordinary merit. The awardee need not be retired or have completed his/her ecological career. The awardee need not be a member of the Ecological Society of America and can be from any country. The award cannot be given to the same individual more than once. The award need not be given every year.

### Eminent Ecologist Award Subcommittee

The subcommittee is made up of 4 to 6 individual who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend.

### Selection Process

Applications (one nomination letter, a curriculum vitae, and at most three supporting letters) are electronically submitted. ESA Headquarters shares the applications with the subcommittee chair. Each subcommittee member reads the papers and comments on them independently. The subcommittee then discusses the nominations and ranks them. This is usually done by email. If there is not a clear-cut winner, the subcommittee chair will write each member to describe the situation. The subcommittee will continue its deliberations until a winner is selected or the subcommittee decides there will be no award made that year.

### Nominee Retention Over Time Policy

Two years.

### The Award

The Eminent Ecologist Award is presented at the Award Ceremony during the Annual Meeting of the Ecological Society of America. The award consists of an engraved globe, a lifetime active membership in the Ecological Society of America, and travel reimbursement up to \$700.

**ESA Website Links:** <https://www.esa.org/about/awards/> and <https://www.esa.org/about/awards/list/eminent-ecologist-award/>



## Robert H. MacArthur Award

### Description

The Robert H. MacArthur Award is given to an established ecologist in midcareer for meritorious contributions to ecology, in the expectation of continued, outstanding ecological research. This award is given every two years. In the alternate year, the awardee gives the MacArthur Lecture at the Annual Meeting of the Ecological Society of America.

### Eligibility and Criteria

This award is for past excellence in ecology and in anticipation of future outstanding contributions to ecological research. This is a research award to a midcareer ecologist where midcareer is not defined by age but by significance and number of contributions. By implication, it is given to only one recipient at a time. The award cannot be given to the same individual more than once. The award need not be given if no suitable awardee is identified by the subcommittee.

### Robert H. MacArthur Award Subcommittee

The subcommittee is made up of 5 to 7 individuals who have three-year terms (or serve 6 years, since the MacArthur is given every 2 years). Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend.

### Selection Process

Applications (one nomination letter, a short curriculum vitae, and at most three supporting letters) are electronically submitted. ESA Headquarters shares the applications with the subcommittee chair. The chair notifies the subcommittee members that nomination packets are ready for review. Each subcommittee member reads the nomination packets and sends a confidential ranked list of nominees to the subcommittee chair. The chair then distributes the summed rankings and uses this to narrow the field for a second vote from among 3-5 nominees (depending on the distribution of summed ranks). After the second vote, if there is no clear winner, there is a discussion on phone or Skype. Ideally the selection is made by consensus, but if not, the selection is made by simple majority. The subcommittee chair prepares a letter to the ESA Awards Chair communicating the name of the top candidate, the selection process, and the rationale for the selection.

Subcommittee members are given information about the diversity of past winners. The MacArthur Award is given to a 'mid-career' ecologist, and to provide context, subcommittee members are given the academic age distribution of previous winners.

### Nominee Retention Over Time Policy

Nominations are retained for one awards cycle. The nominators are invited by the subcommittee chair to update the nomination.

### The Award

The Robert H. MacArthur Award is presented at the Award Ceremony during the Annual Meeting of the Ecological Society of America. The award consists of a plaque, an engraved globe, a cash award of \$1,000, and travel reimbursement up to \$700.

In the year following the award presentation, the awardee will give the MacArthur Lecture at the Annual Meeting of the Ecological Society of America. The President will introduce the awardee. In the year when the MacArthur Lecture is given, the awardee will not be present in the Award Ceremony lineup.

**ESA Website Links:** <https://www.esa.org/about/awards/> and <https://www.esa.org/about/awards/other-awards/robert-h-macarthur-award/>

## George Mercer Award

### Description

The George Mercer Award is given in memory of Lieutenant George Mercer of the British Army of World War I who was killed in action on October 3, 1918. The purpose of the award is to commemorate the sacrifice of a young naturalist and ecologist, to encourage others to publish papers comparable with those it is reasonable to suppose Mercer would have published if he had lived, and to honor the recipient(s).

### Eligibility and Criteria

The award is given annually to a young author or authors in recognition of a single outstanding paper in ecology published in English in a scientific or technical journal during the previous two years. Young means that the senior author must be 40 years old or less when the paper was published. As this description is written into the original definition of the award, exceptions cannot unfortunately be made for individuals who began their research careers at untraditional ages.

The author(s) need not be members of the Ecological Society of America and can be of any nationality or place of residence. The award cannot be given to the same individual more than once. The award need not be given every year.

### George Mercer Award Subcommittee

The subcommittee is made up of 5 to 6 individuals who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend.

### Selection Process

Applications (one nomination letter with full citation, a copy of the publication (electronic if possible) and at most three supporting letters) are electronically submitted. ESA Headquarters shares the applications with the subcommittee chair. Each subcommittee member reads the papers and comments on them independently. Some of us use a rubric when going through the papers, but the specifics of those rubrics differ (and we decided it was fine for us not all to use the exact same items and weight). Prior to seeing other people's ratings, each person: 1) rates the paper as "Deserving", "Possibly Deserving", or "Not Deserving", 2) notes the 1-3 papers they think are the best of their "Deserving" category, 3) indicates if they think they might have a conflict with any particular paper, 4) indicates whether the paper a) falls within their area of expertise, b) is in their general research area but outside their particular specialty, or c) is outside their area of expertise. When sending around the instructions laying out the procedure, the chair encourages subcommittee members to be aware of the biases that we all have. After all the ratings are in, the subcommittee chair compiles them. In that process, the subcommittee chair tallies the number of deserving, possibly deserving, and not deserving ratings for each paper, along with the number of times it was listed as someone's top choice. They also create a numeric rating based on the D, PD, and ND ratings, with each D worth 2 points and each PD worth 1 point\*\*. It's called the "summed rating".

In 2016, the subcommittee chair initially decided to try a first cut where they only included papers that received at least 3 "deserving" ratings or that were in someone's top 3. That yielded 13 papers. They then decided to try a second cut where they only included papers that had a summed rating of 8 or higher or that had at least 3 "top 3" votes. That yielded 7 papers. Of those papers, three received at least three "top 3" votes; the others all received only 1. So, they proposed to the subcommittee that we should focus our discussion on those three papers. Based on those discussions (which factored in ratings by people who viewed the paper as close to their research area), one paper quickly rose to the top.

It's assumed that in future years the break points will differ, but the same general procedure (which was modified from one that has been used by the previous two subcommittee chairs) will continue to be used.

## ESA Awards Manual

If there is not a clear-cut winner, the subcommittee chair will write each member to describe the situation. The subcommittee will continue its deliberations until a winner is selected or the subcommittee decides there will be no award made that year.

### **Nominee Retention Over Time Policy**

Nominations are retained for one year.

### **The Award**

The George Mercer Award is presented at the Award Ceremony during the Annual Meeting of the Ecological Society of America. The award consists of a cash award of \$1000 and travel reimbursement up to \$700 for the 1<sup>st</sup> author if under 40 years. All authors who were under 40 years when the paper was published will share equally in the cash award. All authors of the paper, regardless of age, will receive plaques for their roles in the Mercer Award winning paper.

**ESA Website Links:** <https://www.esa.org/about/awards/> and <https://www.esa.org/about/awards/list/george-mercer-award/>

## Eugene P. Odum Award for Excellence in Ecology Education

### Description

The ESA Award for Excellence in Ecology Education recognizes an ecologist for outstanding work in ecology education. Quality ecology education is vital to the citizenry and to the Ecological Society of America. This award draws the attention of the discipline as a whole to the education-related work accomplished by our colleagues, who through their teaching, outreach and mentoring activities, relate basic ecological principles to human affairs and contribute toward a better world.

### Eligibility and Criteria

The Eugene P. Odum Award recognizes an ecologist for outstanding work in ecology education. This award was generously endowed by, and named for, the distinguished ecologist Eugene P. Odum. Through teaching, outreach, and mentoring activities, recipients of this award have demonstrated their ability to relate basic ecological principles to human affairs. Nominations recognizing achievements in education at the university, K–12, and public levels are all encouraged. The award recognizes outstanding contributions in one of the following areas:

- a. Excellence in undergraduate and graduate teaching and ecology program and curriculum development, including elementary and high school environmental education programs.
- b. Excellence in ecology outreach programs such as teacher training, adult education, distance learning and virtual laboratories, or the development of ecology programs at nature centers, field stations, other non-formal education centers, and education programs for the general public.
- c. Excellence in mentoring new young ecologists at the undergraduate and graduate level.

The recipient is an ecologist who is preferably, but not necessarily, a member of ESA. The applicants cannot be on the ESA Governing Board.

### Odum Award for Excellence in Ecology Education Subcommittee

The subcommittee is made up of 5 to 7 individuals who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend.

### Selection Process

Applications (one nomination letter, a short curriculum vitae, and at most three supporting letters) are electronically submitted. The nominator should explain how the nominee demonstrates excellence in ecology teaching, program development, outreach or mentoring that serves as a model for others in ecology education. Excellence may be demonstrated by providing evidence of student achievement and learning in the following areas:

- a. Understanding ecological principles and concepts
- b. Involvement in scientific inquiry and critical thinking in ecology
- c. Knowledge of local organisms and ecosystems
- d. Knowledge of current environmental problems and ways to help solve them
- e. Application of ecology to human concerns

In addition, evidence might be provided demonstrating the following:

- a. Development and application of innovative and creative teaching techniques
- b. Success in working with students of varied abilities and from a diversity of backgrounds
- c. Development and use of innovative and authentic assessment of student understanding and growth
- d. Excellence in ecology education research

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- e. Success in fostering student advancement in their careers
- f. Journalistic skills in writing for the public (e.g. newspapers and/or popular magazines)

ESA Headquarters shares the applications with the subcommittee chair. The Chair notifies the subcommittee members that nomination packets are ready for review. Each subcommittee member reads the nomination packets and ranks the candidates privately, with 1 being their top choice for the Odum Award. For small fields of nominees, all candidates may receive a numerical ranking. In a larger field, only the top candidates may be ranked - the number of top candidates is chosen at the discretion of the Subcommittee Chair. The rankings are returned to the Chair, and the average rank is calculated for each nominee (with the lowest average score being the top choice for the Odum Award). The raw rankings and the calculated averages are then shared with the full subcommittee. E-mail discussion ensues until a consensus is reached on the awardee. If consensus cannot be reached, the Subcommittee Chair may call for a subsequent vote on the top candidates by simple majority. The Subcommittee Chair prepares a letter to the ESA Awards Chair communicating the name of the top candidate, the selection process, and the rationale for the selection.

### **Nominee Retention Over Time Policy**

It is the policy of the Subcommittee to retain nomination packages for up to three years.

### **The Award**

The Odum Education Award is presented at the Award Ceremony during the Annual Meeting of the Ecological Society of America. The award consists of a special trophy, a cash award of \$1,000, and travel reimbursement up to \$700.

**ESA Website Links:** <https://www.esa.org/about/awards/> and <https://www.esa.org/about/awards/list/eugene-p-odum-award-for-excellence-in-ecology-education/>

## **Robert H. Whittaker Distinguished Ecologist Award**

Shreve & Whittaker Awards Subcommittee

### **Description**

The Robert H. Robert H. Whittaker Distinguished Ecologist Award is given to a distinguished ecologist who has made exceptional contributions to ecology and whose principal residence and site of ecological research are outside of North America (i.e., outside the USA, Canada and Mexico).

### **Eligibility and Criteria**

Robert H. Whittaker Distinguished Ecologist Award should be awarded exclusively for excellence and distinction in the field of ecology. Robert H. Whittaker Distinguished Award should be awarded only to individuals who are not citizens or longtime residents of the USA, Canada or Mexico.

This award is given every other year. The current pattern is for the award to be given in odd years.

### **Shreve & Whittaker Awards Subcommittee**

The subcommittee is made up of 5 to 7 individuals who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend.

### **Selection Process**

Applications (one nomination letter, a short curriculum vitae, and at most three supporting letters) are electronically submitted. ESA Headquarters shares the applications with the subcommittee chair. The chair notifies the subcommittee members that nomination packets are ready for review. Each subcommittee member reads the nomination packets and sends a confidential ranked list of nominees to the subcommittee chair. The chair then distributes the summed ranks and uses this to narrow the field for a second vote from among 3-5 nominees (depending on the distribution of summed ranks). After the second vote, if there is no clear winner, there is a discussion on phone or Skype. Ideally the selection is made by consensus, but if not, the selection is made by simple majority. The subcommittee chair prepares a letter to the ESA Awards Chair communicating the name of the top candidate, the selection process, and the rationale for the selection.

### **Nominee Retention Over Time Policy**

Nominations will not be retained for subsequent years.

### **The Award**

The recipient of the Robert H. Whittaker Distinguished Ecologist Award will be invited to attend one of the annual meetings of the Ecological Society of America to receive the certificate at the Award Ceremony. The award consists of a plaque and travel reimbursement up to \$1400 (The ESA will pay coach class airfare, room and board, and other expenses as seems appropriate to the Governing Board).

**ESA Website Links:** <https://www.esa.org/about/awards/> and <https://www.esa.org/about/awards/#robert-whittaker>

## International Ecology Award

Shreve & Whittaker Awards Subcommittee

### Description

The International Ecology Award recognizes an outstanding ecologist in a developing country that is early or mid-career ecologist.

### Eligibility and Criteria

The ecologist should be early career or mid-career and reside in a developing nation.

This award is given every other year. The current pattern is for the award to be given in even years.

### Shreve & Whittaker Awards Subcommittee

The subcommittee is made up of 5 to 7 individuals who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years and members for three years. Subcommittee members are chosen to span the range of disciplines covered by the award. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend. Typically, the subcommittee will consist of four members plus the chair.

### Selection Process

Applications (one nomination letter, a short curriculum vitae, and at most three supporting letters) are electronically submitted. ESA Headquarters shares the applications with the Subcommittee Chair. The chair notifies the subcommittee members that applications are ready for review. Each subcommittee member reads the applications and sends a ranked list of all suitable candidates to the subcommittee chair. The subcommittee member also has the option to rank the candidate as not suitable. The chair then distributes the summed ranks. If any candidate in the top-three also is ranked not suitable by a member, we first reach consensus on suitability and have sometimes not awarded an award to any candidate. The subcommittee chair prepares a letter to the ESA Awards Chair communicating the name of the top candidate and the rationale for the selection. If there are no candidates considered appropriate, we do not give the award.

### Nominee Retention Over Time Policy

The International Ecology Award submissions will not be retained for subsequent years.

### The Award

The International Ecology Award is presented at the Awards Ceremony during the Annual Meeting of the Ecological Society of America. The award consists of a plaque and reimbursement up to \$1400 for travel to the United States for research or to attend the ESA meeting.

**ESA Website Link:** <https://www.esa.org/about/awards/>

### Forrest Shreve Award

Shreve & Whittaker Awards Subcommittee

#### Description

The Forrest Shreve Award supports research in the hot deserts of North America.

#### Eligibility and Criteria

The award is given annually and consists of \$1000 – 2000 to support research in the hot deserts of North America: Sonoran, Mojave, Chihuahuan, and Vizcaino. Projects should be clearly ecological and should increase our understanding of the patterns and processes of deserts and/or desert organisms. Graduate and undergraduate students are eligible if they are currently enrolled in a degree program and are members of the ESA. Proposals will be ranked based on the importance of the project to understanding desert ecology, feasibility, experimental design, and innovation and on the quality of the application and letters of support.

#### Shreve & Whittaker Awards Subcommittee

The subcommittee is made up of 5 to 7 individuals who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years and members for three years. Subcommittee members are chosen to span the range of disciplines covered by the award. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend. Typically, the subcommittee will consist of four members plus the chair.

#### Selection Process

Applicants for the Forrest Shreve Award should send a proposal (not to exceed one page) describing the proposed research, specifying the research location and explaining how the award would further the proposed research, with a C.V. and a short-proposed budget describing how the money will be spent if awarded. A letter of reference should be submitted separately by a research supervisor or an appropriate referee familiar with their work. All proposals are electronically submitted. The ESA Headquarters staff shares the applications with the Subcommittee Chair. The chair notifies the subcommittee members that applications are ready for review. Each subcommittee member reads the applications and sends a ranked list of all suitable candidates to the subcommittee chair. The subcommittee member also has the option to rank the candidate as not suitable. The chair then distributes the summed ranks. If any candidate in the top-three also is ranked not suitable by a member, the subcommittee reaches consensus on that candidate's suitability. The subcommittee chair prepares a letter to the ESA Awards Chair communicating the name of the top candidate and the rationale for the selection. If there are no candidates considered appropriate, ESA will not give the award that year.

#### Nominee Retention Over Time Policy

No retention from year to year.

#### The Award

The Forrest Shreve Student Research Fund provides funds from \$1000 – 2000 to support research in the hot deserts. This award is not handed out at the Awards Ceremony during the Annual Meeting.

**ESA Website Links:** <https://www.esa.org/about/awards/> and <https://www.esa.org/about/awards/list/desert-ecology-forrest-shreve-award/>



## Murray F. Buell and E. Lucy Braun Awards

Student Awards Subcommittee

### Description

Murray F. Buell had a long and distinguished record of service and accomplishment in the Ecological Society of America. Among other things, he ascribed great importance to the participation of students in meetings and to excellence in the presentation of papers. To honor his selfless dedication to the younger generation of ecologists, the **Murray F. Buell Award for Excellence in Ecology** is given to a student for the outstanding oral paper presented at the Ecological Society of America Annual Meeting. The award was first presented in 1977.

E. Lucy Braun, an eminent plant ecologist and one of the charter members of the Ecological Society of America, studied and mapped the deciduous forest regions of eastern North America and described them in her classic book, *The Deciduous Forests of Eastern North America*. To honor her, the **E. Lucy Braun Award for Excellence in Ecology** is given to a student for the outstanding poster presentation at the ESA Annual Meeting. The Award was first presented in 1988.

### Eligibility and Criteria

A candidate for these awards must be an undergraduate, a graduate student, or a recent doctorate not more than 9 months past graduation at the time of the meeting. The paper or poster must be presented as part of the program sponsored by the Ecological Society of America, but the student need not be an ESA member. To be eligible for these awards, the student must be the sole or first author of the oral paper or poster. Students apply by using the application form on the ESA website.

Papers and posters are judged on the significance of ideas, creativity, quality of methodology, validity of conclusions drawn from results, and clarity of presentation. A student may compete for only one of the awards each year. Also, the student will be judged on only a single paper or poster each year. An individual may receive an award only once, although a student could receive both awards but in different years. Also, the awards need not be given if suitable candidates are not found.

### Subcommittee

The subcommittee is made up of 5 to 7 individuals who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years and members for three years. Subcommittee members are chosen to span the range of disciplines covered by the award. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend. Typically, the subcommittee will consist of four members plus the chair.

### Selection Decision

Applications are submitted through a form on the ESA website after the contributed abstract deadline in the Spring. ESA Headquarters shares the applications with the Subcommittee Chair who then shares them with the committee.

If the number of applicants for the Buell and Braun awards looks as if it is going to far exceed the number of available judges, the Buell-Braun Subcommittee may choose to pre-screen applications. The pre-screen gives the committee the opportunities to select the best applications that were submitted and to make the judges pool more manageable. They should interact with the Awards Committee Chair to design a fair method by which to do this.

Judges consist of volunteers. Any individual with a Ph.D. or substantial experience in ecology is eligible to be a judge. A call for judges is made by email and social media to the ESA membership. In addition, the committee reaches additional audiences (e.g., via email and social media targeting their home institutions). Judges are typically asked to evaluate 4-6 papers and/or posters. Individuals may also

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volunteer to judge during the meeting by simply filling out a spreadsheet ballot for any eligible paper or poster.

The subcommittee makes its decision after the meeting. The decision is by consensus. It is made using a combination of the numerical scores and the judges' comments. All possible efforts should be made to select only one recipient for each award.

### **Nominee Retention Over Time Policy**

No retention from year to year.

### **The Award**

The E. Lucy Braun Award and Murray F. Buell Award are announced at the Awards Ceremony at the Annual Meeting. The awards are presented at the Award Ceremony during the Annual Meeting in the following year. Each award consists of a plaque, a cash award of \$500, and travel reimbursement up to \$700. In the very rare case of a tie, the cash award will be divided equally between the recipients.

**ESA Website Links:** <https://www.esa.org/about/awards/> and <https://www.esa.org/about/awards/list/buell-braun-awards/>

## Sustainability Science Award

### Description

The Sustainability Science Award is given to the authors of a scholarly contribution that makes the greatest contribution to the emerging science of ecosystem and regional sustainability through the integration of ecological and social sciences. One of the most pressing challenges facing humanity is the sustainability of important ecological, social and cultural processes in the face of changes in the forces that shape ecosystems and regions. Unprecedented directional changes in climate, human population, technology and social and economic institutions alter the structure and functioning of current ecological and social systems. The Sustainability Science Award recognizes the role that science can make in addressing these challenges. This award was first given in 2004.

### Eligibility and Criteria

The award is for a single scholarly contribution (book, book chapter, or peer-reviewed journal article). The recipients need not be members of the Ecological Society of America and can be of any age, nationality, or place of residence. The contribution should be recent, which is interpreted to be approximately in the last five years. The award cannot be given to the same individual(s) more than once. In recognition of the importance of interdisciplinary collaboration in sustainability science, all co-authors will be considered co-recipients of the award, except for any co-authors who have received the award previously.

### Committee

The subcommittee is made up of 5 to 6 individuals who have three-year terms. Nominations for the subcommittee chair and members are made to the Chair of the Awards Committee by the current chair of the award subcommittee. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years and members for three years. Subcommittee members are chosen to span the range of disciplines covered by the award. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend. Typically, the subcommittee will consist of four members plus the chair.

### Selection Process

Applications (one nomination letter with full citation, and a copy of the publication (electronic if possible)) are electronically submitted. ESA Headquarters shares the applications with the Subcommittee Chair. Committee members are asked to read the submissions and note if they feel the paper/nomination is (or is not) deserving of the award. When/if there are more than one paper that is considered appropriate/worthy of the award we can/do arrange a conference call to discuss. From this discussion, there is a consensus developed as to which paper is most deserving and this one is forwarded to the Awards committee chair (with the rationale). If there is only one paper deemed worthy, the sub-committee is contacted via email and asked to confirm that this should be our recommendation for this award. If so, it is forwarded to the Awards Committee chair. If there are no papers considered appropriate, we do not give the award.

### Nominee Retention Over Time Policy

We do on occasion consider a paper from the previous year if it was highly ranked/considered in the year it was nominated, but not selected. This award only awards papers published in 'the last five years.'

### The Award

The Sustainability Science Award is presented at the Award Ceremony during the Annual Meeting of the Ecological Society of America. The award consists of a plaque for each author and travel reimbursement up to \$700 for the first author.

**ESA Website Links:** <https://www.esa.org/about/awards/> and <https://www.esa.org/about/awards/list/sustainability-science-award/>

### ESA Early Career Fellows Program

Fellows & Early Career Fellows Selection Subcommittee

#### Description

ESA designates as Early Career Fellows of the Society certain early career members (no fewer than 3 years and no more than 8 years from the PhD) who have begun making and show promise of continuing to make outstanding contributions to a wide range of fields served by ESA. Such contributions include, but are not restricted to, those that advance or apply ecological knowledge in academics, government, non-profit organizations, and the private sector. Fellows will typically be pre-tenure at the time of nomination, except in countries where tenure is awarded relatively early.

#### Goals of the ESA Early Career Fellows Program

- To recognize and honor early career ESA members for their contributions and potential for contributions to the discipline.
- To help make these early career ESA members more competitive for awards and honors when they are being compared with colleagues from other disciplines.
- To support the advancement of early career ESA members to leadership positions in their own institutions and in the broader society.

The target number of Early Career Fellows will initially be 10 per year.

The designation of an ESA member as an ESA Early Career Fellow is an honorific title and all Early Career Fellows will be listed on the ESA website. No special duties or privileges are conferred with Fellowship. Early Career Fellows are elected for 5 years.

#### Eligibility Criteria

- Any current non-student member of ESA who has been a member of ESA for at least two years (not necessarily consecutive and including student membership) is eligible to be nominated to be an ESA Early Career Fellow.
- A nominee is expected to be early in their career. In most cases, this will be interpreted no less than 3 years and no more than 8 years from PhD (or other terminal degree) at the time of selection.
- Demonstrated excellence and potential for future excellence of contributions to one or several of the following areas: (1) research and discovery, (2) communication and outreach or education and pedagogy, (3) application of ecology to management and policy.
- A nominator is expected to certify that to the best of their knowledge the nominee has not been found culpable of scientific or other misconduct. Nominees must also certify that they have not been found culpable of scientific or other misconduct.

#### Fellows & Early Career Fellows Selection Subcommittee

The subcommittee is made up of nine individuals, including the chair, who have three-year terms. The committee will divide in half, with 4 people evaluating Fellows and 4 people evaluating Early Career Fellows each year. Committee members could alternate between evaluation of Fellows vs. EC Fellows by year of service. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years in this position and members for three years. A subcommittee chair can have previously served as a subcommittee member. Subcommittee members are chosen to span the range of disciplines covered by the award. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend. Committee members must be ESA Fellows.

#### Nomination Procedures

The nomination of an individual to be an ESA Early Fellow must be made by three members of ESA excluding members of the Fellows Selection Committee. No ESA member can nominate more than two individuals in a year. Nomination packets will be considered for one year only.

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Nominations should be submitted through the online form and will require the following information:

1. The names of the three nominators.
2. A citation of at most 50 words proposed for use if the nominee is selected to be an Early Career Fellow.
3. A letter of nomination that describes the nominee's most significant contributions and her/his impact in the areas of research & discovery, communication & outreach, teaching & pedagogy, and/or application to management & policy. Details regarding the criteria used by the Selection Committee for evaluating significant contributions and impact can be found below.
4. Up to two additional letters of support may be included to provide detailed insight about a nominee's professional accomplishments and contributions. These letters can come from anyone, including non-members.
5. A curriculum vitae of at most four pages. The CV should include evidence of outstanding contributions as outlined under the eligibility criteria and should be organized as follows: education, positions held, awards and honors, 10-15 select publications (and total number), current and recent grants, and select professional activity (including in research & development, communication and outreach, teaching and pedagogy, application to management & policy, and service to the discipline).

The rubric in Appendix 3 (page 26) outlines possible indicators of excellence that the selection committee will consider in selecting Fellows, so nominators and letter writers should speak to these in crafting their letters; these should not be viewed as an exclusive or complete list. Of course, Early Career Fellows and ESA Fellows will be evaluated against standards that are appropriate to their respective career stage.

### Selection Process

Nominations will be solicited annually, including explicit solicitation from each section and chapter, and must be received by the ESA office by the third Thursday of October. New Fellows will be announced in a press release, Member Connection, the ESA Bulletin and recognized at the ESA Annual Meeting. Any nomination that satisfies all requirements will remain active for one year.

ESA Headquarters shares the nomination packages with the Subcommittee Chair. The Subcommittee Chair holds a conference call prior to evaluating the nominees to orient the committee members to the evaluation and ranking process. Selection Subcommittee members are asked to rate each candidate in the three areas of Research/Discovery, Education/Outreach, and Management/Policy as 1=very strong, 2=moderately strong candidate, 3=relatively weak candidate, using the rubric below. Committee members typically use half scores (e.g., 1, 1.5, 2, 2.5, 3), making it effectively a 5-point scale. The subcommittee chair creates a ranking of all candidates by sorting first by the minimum of the three scores for each nominee (ranking low to high) and second by the average of the two other scores (ranking low to high). The committee then discusses the rankings on a conference call to resolve borderline cases and disparities among rankings.

The Selection Subcommittee will work to the best of its ability to elect the most deserving nominees. In making these decisions, the Committee will rely on the information in the nomination package and on the detailed insight about a nominee's professional accomplishments that is provided by the letters of recommendation. It is important that the nomination package describes the nominee's most significant contributions and potential for future contributions.

### Revisions to Early Career Fellows Program

Changes to the ESA Early Career Fellows Program must be approved by the ESA Governing Board.

### The Award

The ESA Early Career Fellow is presented at the Awards Reception on Monday night during the Annual Meeting of the Ecological Society of America. The award consists of a certificate.

**ESA Website Links:** <https://www.esa.org/about/awards/list/esa-early-career-fellows-program/>  
and <https://www.esa.org/about/awards/>

### ESA Fellows Program

Fellows & Early Career Fellows Selection Subcommittee

#### Description

ESA designates as Fellows of the Society certain members who have made outstanding contributions to a wide range of fields served by ESA. Such contributions include, but are not restricted to, those that advance or apply ecological knowledge in academics, government, non-profit organizations, and the private sector. The program was established in 2012.

#### Goals of the ESA Fellows Program

- To honor ESA members who are recognized by their peers as distinguished for their contributions to the discipline.
- To help make outstanding ESA members more competitive for awards and honors when they are being compared with colleagues from other disciplines.
- To support the advancement of ESA members to leadership positions in their own institutions and in the broader society.

The target number of ESA Fellows is 0.315% of current membership. The Fellows Subcommittee can choose to lower the target number if after evaluation of all nominations there is a break in quality that does not coincide with the target number. The subcommittee is charged with determining the final number.

The designation of an ESA member as an ESA Fellow is an honorific title, and all Fellows will be listed on the ESA website. No special duties or privileges are conferred with Fellowship. Fellows are elected for life and Fellowship can only be revoked in extraordinary cases by the ESA Governing Board upon recommendation from the Professional Ethics and Appeals Committee.

#### Eligibility Criteria

- Any current regular member of ESA who has been a regular member of ESA for at least five years (not necessarily consecutive) is eligible to be nominated to be an ESA Fellow. For these purposes, a regular member is defined as a non-student, dues-paying member.
- A nominee is expected to have been a member of the profession for at least fifteen years. In most cases, this will be interpreted to mean fifteen years from PhD.
- Demonstrated excellence of contributions to one or several of the following areas: (1) research and discovery, (2) communication and outreach or education and pedagogy, (3) application of ecology to management and policy.
- Members of the ESA Fellows Awards Subcommittee may not be nominated to be ESA Fellows while in office.
- A nominator is expected to certify that to the best of their knowledge the nominee has not been found culpable of scientific or other misconduct. The nominee must certify that they have not been found culpable of scientific or other misconduct.

#### Fellows & Early Career Fellows Selection Subcommittee

The subcommittee is made up of nine individuals, including the chair, who have three-year terms. The Chair of the Awards Committee approves new members; the name of the prospective subcommittee chair is submitted to the Governance and Leadership Committee (GLC) for recommendation to the President for approval. The subcommittee chair serves for three years in this position and members for three years. A subcommittee chair can have previously served as a subcommittee member. Subcommittee members are chosen to span the range of disciplines covered by the award. No more than one member of the subcommittee can be an employee of a federal government agency. Members are not required to attend the annual meeting, but the chair is expected to attend. Committee members must be ESA Fellows

#### Nomination Procedures

The nomination of an individual to be an ESA Fellow can be made by any three members of ESA except members of the Fellows Selection Committee (defined below). No ESA member can nominate more than two individuals in a year. The criteria and procedures for nominating ESA Fellows will be posted on the

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ESA website. Nominations will remain active for one year.

Nominations shall be submitted electronically and consist of:

1. The names of the three nominators.
2. The name of the nominee and year she/he earned a PhD.
3. A citation of at most 50 words proposed for use if the nominee is selected to be a Fellow. Examples of citations can be found on the ESA Fellows Website, by clicking on any of the past Fellows' names.
4. All three nominators will need to submit a joint letter of nomination that describes the nominee's most significant contributions and her/his impact in the areas of research & discovery, communication & outreach or teaching & pedagogy, and/or application to management & policy. Details regarding the criteria used by the Selection Committee for evaluating significant contributions and impact can be found below.
5. Up to two additional letters of support may be included to provide detailed insight about a nominee's professional accomplishments and contributions. These letters can come from anyone, including non-members.
6. A curriculum vitae of at most four pages. The CV should include evidence of outstanding contributions as outlined under the eligibility criteria and should be organized as follows: education, positions held, awards and honors, 10-15 select publications (and total number), current and recent grants, and select professional activity (including in research & development, communication & outreach, teaching & pedagogy, application to management & policy, and service to the discipline).

The rubric in Appendix 3 (page 26) outlines possible indicators of excellence that the selection committee will consider in selecting Fellows, so nominators and letter writers should speak to these in crafting their letters; these should not be viewed as an exclusive or complete list. Of course, Early Career Fellows and ESA Fellows will be evaluated against standards that are appropriate to their respective career stage.

### Selection

Nominations will be solicited annually, including explicit solicitation from each section and chapter, and must be received by the ESA office by the third Thursday in October. New Fellows will be announced in a Press Release, Member Connection, the ESA Bulletin and will be recognized at the ESA Annual Meeting. ESA Headquarters shares the nomination packages with the Subcommittee Chair. The Subcommittee Chair holds a conference call prior to evaluating the nominees to orient the committee members to the evaluation and ranking process. Selection committee members are asked to rate each candidate in the three areas of Research/Discovery, Education/Outreach, and Management/Policy as 1=very strong, 2=moderately strong candidate, 3=relatively weak candidate, using the rubric below. Committee members typically use half scores (e.g., 1, 1.5, 2, 2.5, 3), making it effectively a 5-point scale. The subcommittee chair creates a ranking of all candidates by sorting first by the minimum of the three scores for each nominee (ranking low to high) and secondarily by the average of the two other scores (ranking low to high). The committee then discusses the rankings on a conference call to resolve borderline cases and disparities among rankings.

The Selection Subcommittee will work to the best of its ability to elect the most deserving nominees. In making these decisions, the Subcommittee will rely on the information in the nomination package and on the detailed insight about a nominee's professional accomplishments that is provided by the nomination and letters of support. It is important that the nomination package describes the nominee's most significant contributions and potential for future contributions.

### The Award

The ESA Fellow is presented at the Awards Reception on Monday night during the Annual Meeting of the Ecological Society of America. The award consists of a certificate.

### Revisions to Fellows Program

Changes to the ESA Fellows Program must be approved by the ESA Governing Board.

### **Appendix 1: Selection of Fellows**

The ESA Fellows Program will be implemented by two committees, the ESA Awards Committee and the Fellows Selection Subcommittee.

With regard to Fellows, the Awards Committee will have three duties:

- To appoint the members of the Fellows Selection Committee.
- To set the target number of Fellows to be selected in the current year in view of the guidelines below.
- To address any difficulties that may arise in the implementation of the Fellows Program.

The Fellows Selection Committee will consist of eight members serving staggered three-year terms. The committee will divide in half, with 4 people evaluating Fellows and 4 people evaluating Early Career Fellows each year. Committee members could alternate between evaluation of Fellows vs. EC Fellows by year of service. Only ESA Fellows who are also regular ESA members and who have not served on the Fellows Selection Committee in the preceding five years are eligible for appointment to the Committee. Each year, three new Committee members will be appointed by the Awards Committee from among those eligible, and the Awards Committee chair will designate one of the continuing committee members as chair.

The Awards Committee, when appointing the Fellows Selection Committee, and the Fellows Selection Committee, when evaluating nominees, will give careful attention to diversity in every possible sense.

The Fellows Selection Committee is charged to evaluate nominees and to recommend the selection of the ESA Fellows. The Fellows Selection Committee may not recommend more than the target number of Fellows, but may choose to recommend fewer Fellows if the nomination pool so warrants. Each year the target number of new Fellows to be selected will be set by the Awards Committee to not exceed 0.315% of the number of regular ESA members. The Committee has flexibility to select any numbers up to the target number. The documentation submitted with a nomination is the basis for a selection decision. The recommended list will be presented to the ESA Governing Board for final approval.

**ESA Website Links:** <https://www.esa.org/about/awards/> and <https://www.esa.org/about/awards/#esa-fellows>



## Appendix 2: Rubric for Selecting ESA Fellows and Early Career Fellows

For each candidate, provide a score in at least one area. Use the examples of excellence indicators to justify your score. Adjust the standards appropriately for ESA Fellows vs. Early Career Fellows.

Area		Very Strong		Moderately Strong		Weak
		1.0	1.5	2.0	2.5	3.0
<b>Research &amp; Discovery</b>	<b>Score</b>					
<b>Research &amp; Discovery Excellence Indicators</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional intellectual contributions (e.g., as described by nominator and letter writers)</li> <li><input type="checkbox"/> High quality publications</li> <li><input type="checkbox"/> High impact publications (e.g., high number of citations)</li> <li><input type="checkbox"/> High numbers of publications</li> <li><input type="checkbox"/> Large numbers of significant grants</li> <li><input type="checkbox"/> Evidence of exceptional leadership in research (e.g. leadership on major collaborative projects)</li> <li><input type="checkbox"/> Other evidence of excellence in research and discovery</li> </ul>						
<b>Communication/Outreach, Education/Pedagogy</b>	<b>Score</b>					
<b>Communication/Outreach, Education/Pedagogy Indicators</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Creation of media for the public that effectively communicates science</li> <li><input type="checkbox"/> Significant engagement with stakeholder groups</li> <li><input type="checkbox"/> Organization of citizen science efforts</li> <li><input type="checkbox"/> Legislative testimony</li> <li><input type="checkbox"/> Large numbers of graduate students and postdocs mentored</li> <li><input type="checkbox"/> Placement of graduate students and postdocs in competitive positions</li> <li><input type="checkbox"/> High quantity of undergraduate students mentored</li> <li><input type="checkbox"/> High quality of undergraduate student mentorship (e.g., publication/professional meeting attendance with undergraduates)</li> <li><input type="checkbox"/> Leadership in training/mentoring (e.g., at a programmatic level)</li> <li><input type="checkbox"/> Significant grants related to communication/outreach or education/pedagogy</li> <li><input type="checkbox"/> Leadership in communication/outreach, education/pedagogy</li> <li><input type="checkbox"/> Leadership in producing national and international reports</li> <li><input type="checkbox"/> Exceptional service to the discipline (e.g., editorships, holding executive positions in societies)</li> <li><input type="checkbox"/> Other evidence of contributions to communication/outreach, education/pedagogy</li> </ul>						
<b>Application to Management/Policy</b>	<b>Score</b>					
<b>Application to Management/Policy Indicators</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Significant development and codification of policy or management strategies</li> <li><input type="checkbox"/> Outstanding work within agencies, NGOs, or the private sector to effect policy or management change</li> <li><input type="checkbox"/> Significant and outstanding service on advisory boards to agencies (e.g., state, federal), NGOs, or businesses</li> <li><input type="checkbox"/> Other evidence of contributions to the application of ecology to management or policy</li> </ul>						

## IV. APPENDICES: SAMPLE DOCUMENTS FOR AWARD COMMITTEE & SUBCOMMITTEES

### Appendix: Request for Board Approval

#### Request for Approval of Award Nominees by the ESA Governing Board

2022 ESA Award Nominations

Prepared by Charles Nilon, Chair, ESA Award Committee

I am pleased to submit this list of nominated ESA award winners for 2022. Letters supporting each nomination were prepared and submitted by the subcommittee chairs. These letters are appended at the end of this summary in a series of Appendices.

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Eminent Ecologist Award (Appendix A): Jianguo (Jack) Liu

Distinguished Service Citation (Appendix B): Jill Baron

Mercer Award (Appendix C): Weeks, B.C., Willard, D.E., Zimova, M., Ellis, A.A., Witynski, M.L., Hennen, M. and Winger, B.M., 2020. **Shared morphological consequences of global warming in North American migratory birds**. *Ecology Letters*, 23(2), pp.316-325.

Cooper Award (Appendix D): Groff, D. V., Hamley, K. M., Lessard, T. J., Greenawalt, K. E., Yasuhara, M., Brickle, P., & Gill, J. L. 2020. **Seabird establishment during regional cooling drove a terrestrial ecosystem shift 5000 years ago**. *Science Advances*, 6(43), eabb2788.

MacArthur Award (Appendix E): Priyanga Amarasekare

Odum Education Award (Appendix F): Laurel (Laurie) Anderson

Sustainability Science Award (Appendix G): Aronson, Myla FJ, Christopher A. Lepczyk, Karl L. Evans, Mark A. Goddard, Susannah B. Lerman, J. Scott MacIvor, Charles H. Nilon, and Timothy Vargo. "Biodiversity in the city: key challenges for urban green space management." *Frontiers in Ecology and the Environment* 15, no. 4 (2017): 189-196.

Commitment to Human Diversity in Ecology Award (Appendix H): Stan Wulfschleger

International Ecology Award, Forrest Shreve Award (Appendix I): Not given this year (International Ecology Award), Christopher Cosma (Forest Shreve Award)

Fellows and Early Career Fellows (Appendix J): Recommendations are listed in the appendix.

Buell/Braun Awards (Appendix K): Reut Vardi (Buell) and Caroline Dallstream (Braun)

## Appendix A: Nomination, Eminent Ecologist Award

### The subcommittee recommends:

We recommend Dr. Jianguo “Jack” Liu to receive the Eminent Ecologist Award.

Dr. Liu is the Rachel Carson Chair in Sustainability, a University Distinguished Professor, and the director of the Center for Systems Integration and Sustainability at Michigan State University. In this time of immense human-driven global impacts on the environment, the linkage between ecology and allied social science disciplines is essential. Liu has been pivotal in building these interdisciplinary bridges by serving as a pioneering researcher, mentor, and leader in the development of the fields of coupled natural-human systems and sustainability science over recent decades.

Dr. Liu has originated several important concepts in sustainability science. His work combining remote sensing with ecological field work and surveys of people has introduced needed quantitative rigor to the evaluation of protected areas. This led to the, at the time, surprising insight that degradation of habitat may actually accelerate after it is legally protected, highlighting that legal protection is a step rather than an endpoint in sustainability. In a nice example of the coupled natural-human perspective Liu brings, he was one of the first researchers to tie environmental impact to the number of households rather than population alone. This insight has highlighted that even areas with declining populations can have increasing environmental impacts if the number of households increases. Dr. Liu’s global perspective also led him to introduce the idea of human-natural teleconnections – with impacts on the environment often originating in socioeconomic processes occurring halfway around the globe. All these theoretical concepts and more have been applied to Dr. Liu’s real-world influential work on conservation of the giant panda, a threatened but iconic species for conservation.

Perhaps inspired by his understanding of the human role in the sustainability of the environment, Dr. Liu has also been a devoted contributor to building the human capital and infrastructure in the research fields he cares so much about. He has been an editor of peer reviewed publications at nineteen journals and served on three different ESA committees. He has served as the president of the US chapter of IALE (International Association of Landscape Ecologists) and received both the top service and top research awards from US-IALE. In addition to directly mentoring over 50 PhD students in his own lab, he has created and led the NASA-MSU Professional Enhancement Awards Program which has supported over 440 scholars from ~170 institutions around the world and also founded and led the International Network of Research on Coupled Natural Human Systems (CANHS-Net) which involves over 1800 scholars. Through all of this work, he has increased the participation in and diversity of both ESA and the larger ecological and sustainability communities. Finally, Liu has gone the extra mile to ensure that his sustainable research bridges into policy, including the aforementioned research findings and being a Coordinating Lead Author of the Intergovernmental Panel of Biodiversity and Ecosystem Services first global assessment.

### Citation:

Liu has been a pioneer in the development of the urgently needed study of the complex interplay between the environment and human socioeconomic forces. His work has made seminal contributions to conservation biology, landscape ecology, and sustainability science including the concept of teleconnections, the ongoing human degradation of protected areas, the role of households over population size in human impacts, and policy-influencing work on conservation of the giant panda. He has been equally influential in training, diversifying, and building social infrastructure in these fields.

### Eminent Ecologist Award Subcommittee Members:

Elizabeth Borer, University of Minnesota (Chair, 2019-2022)

Just Cebrian (2020-2023)

Kirsten Hofmockle (2019-2022)

Brian McGill (2019-2022)

Kabir Peay (2020-2022)

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Katriona Shea (2021-2024)  
Volker Hofmockel (2021-2024)

### Breakdown of Nominees:

9 nominees

3 New Nominations, 6 Hold Over Nominations

0 Female, 9 Male

1 White/Caucasian, 1 Asian, 1 Hispanic or Latinx, 6 Prefer Not to Disclosure/ I Don't Know

## Appendix B: Nomination, Distinguished Service Citation

### The subcommittee recommends:

We recommend Jill Baron to receive the ESA Distinguished Service Citation.

We considered three criteria for this award: long and distinguished service to the Ecological Society of America, to the larger scientific community, and to the larger purpose of ecology in the public welfare. Jill Baron has clearly excelled in all of these areas. The nominating and supporting letters describe Jill's many important contributions to the Ecological Society of America. Jill has served in a rather remarkable number of roles at ESA. In addition to serving as President in 2014, she served as Secretary, Governing Board Member-at-Large, and Annual Meeting Program Chair. (Any ESA member who has attended an annual meeting will recognize how important and time-consuming this last role is!) Jill has also actively supported ESA journals, in her roles as Associate Editor and Assigning Editor for Ecological Applications, and as Editor-in-Chief for Issues in Ecology. Among her other ESA contributions are service on ESA's Committee on Women and Minorities, ESA's Nominating Committee, and as a SEEDS mentor. Recently, Jill worked with Dave Schimel to organize a special feature on diversity, equity and inclusion issues in ecology that was published in Ecological Applications in June 2021. These many contributions demonstrate Jill's career spanning dedication to building a better ESA for all of us. As a researcher, Jill has had a long and distinguished career as an ecosystem ecologist with the Natural Resource Ecology Laboratory at Colorado State University and the U.S. Geological Survey. She has published prolifically in excellent journals, her research has been cited over 20,000 times, and she has played an important role in mentoring students and postdocs. Jill is also the Founding Co-Director of the USGS John Wesley Powell Center for Earth Systems Science and Synthesis at CSU. This center focuses on ecological synthesis and analysis of Earth system science research, using a working group model similar to that of NCEAS. The center has been highly successful in bringing together diverse groups of scientists to address important global issues. In addition to her excellence in research and leadership in synthesis, Jill has also been active in communicating science to government agencies and Congress. For example, she has participated in various congressional briefings and led congressional field trips on climate change impacts in the Colorado River Basin and western mountains. Jill has received many awards from the Department of the Interior, including: the Superior Service Award (2016); the Meritorious Service Award (2002); USGS STAR Awards (2009, 2010, 2011, 2012, 2013); the USGS Shoemaker Award (2011); Outstanding Contributions to Department of Ecology and Evolutionary Biology Cornell University Corson Jill Ithaca, NY 14853-2701 Biological Division USGS (1999, 2000, 2001); and the National Biological Survey Superior Achievement Award (1995), among others. These commendations demonstrate Jill's effectiveness in carrying out research in service to the larger purpose of ecology in the public welfare.

### Citation:

We honor Jill Baron for her extensive and valuable service to ESA over several decades, including serving as President, Secretary, Governing Board Member-at-Large, Annual Meeting Program Chair, and as a member of numerous ESA committees. We also acknowledge her important service to Ecological Applications and as Editor-in-Chief for Issues in Ecology. We recognize Jill for her significant contributions to ecosystem science, her leadership in founding a center to address the synthesis of Earth system science, and her activities bringing ecological science to policymakers. Jill Baron has clearly exemplified distinguished service to the Ecological Society of America, to the larger scientific community, and to the larger purpose of ecology in the public welfare.

### Distinguished Service Citation Subcommittee Members:

Alison Power, Cornell University (Chair, 2020-2022)

Richard V. Pouyat (2020-2022)

Melinda Smith (2020-2022)

Carla Caceres (2021-2023)

Steve Beissinger (2021-2024)

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### Breakdown of Nominees:

2 nominees

2 New Nominations, 0 Hold Over Nominations

1 Female, 1 Male

2 White/Caucasian

## Appendix C: Nomination, Mercer Award

### The subcommittee recommends:

We recommend Weeks, B.C., Willard, D.E., Zimova, M., Ellis, A.A., Witynski, M.L., Hennen, M. and Winger, B.M., 2020. Shared morphological consequences of global warming in North American migratory birds. *Ecology Letters*, 23(2), pp.316-325. First author Brian Weeks meets the age criterion (born March 10, 1984) to receive the Mercer Award.

Our reasons for recommending Weeks et al. (2020) for the Mercer Award are well summarized by the nomination letter: “Weeks et al.’s paper represents a model of excellence in contemporary ecological research. Through a rigorous, intricate statistical analysis of the response of over 50 species of migratory birds over 40 years of global warming, this study demonstrated that migratory birds are shrinking in size, as fundamental principles in ecology predict, but that this morphometric response involves compensatory allometric responses that ensure the birds can maintain their migratory flights in spite of their smaller size. The study reflects novelty, synthesis, precision, and utility in terms of understanding climate change.”

The number of nominees was the same as last year but remains appreciably lower than in the most recent pre-pandemic year. It was a strong pool of nominees this year. The author diversity broadly reflected the diversity of young ecological researchers, to the very limited extent that was possible to judge from the information available to the Subcommittee.

### Citation:

We honor Weeks et al. for their study of the response of over 50 species of migratory birds over 40 years of global warming. Migratory birds are shrinking in size, but their wings are growing. This important work raises new questions while answering others and illustrates the surprising consequences of climate change.

### Mercer Subcommittee Members:

Jeremy Fox, University of Calgary (Chair, 2019-2022)  
Priyanga Amarasekare (2021-2024)  
Vanessa Ezenwa (2019-2022)  
Jennifer Morse (2021-2023)  
Malin Pinsky (2020-2023)  
Carla Staver (2020-2022)

### Breakdown of Nominees:

13 nominees  
10 New Nominations, 3 Hold Over Nominations  
7 Female, 5 Male, 1 Prefer No Disclosure  
5 White/Caucasian, 2 Hispanic or Latinx, 6 Prefer Not to Disclosure/ I Don't Know

## Appendix D: Nomination, Cooper Award

### The subcommittee recommends:

We recommend Groff, D. V., Hamley, K. M., Lessard, T. J., Greenawalt, K. E., Yasuhara, M., Brickle, P., & Gill, J. L. 2020. **Seabird establishment during regional cooling drove a terrestrial ecosystem shift 5000 years ago**. Science Advances, 6(43), eabb2788 to receive the Cooper Award.

The committee selected Groff et al. (2020) for the WS Cooper Award because we assessed the paper to embody the spirit of the Cooper Award. Groff et al. present an exciting and interesting study on the processes behind species distribution, with extensive spatial and temporal coverage. The manuscript is well written, with clear communication of the processes and scales involved, all seated within an understandable, relatable context for the reader. We particularly appreciated that while plants were a key feature of the paper, it also covered a broad range of taxa, and really emphasized the importance of biotic interactions in driving community structure, ecosystem processes, and regime shifts. The committee expressed those other contributions in the competition would be worthy of reconsideration next year.

### Citation:

Groff et al. (2020) present a novel millennia-long perspective on the emergence of the distinctive coastal tussac grasslands of the Falkland Islands, following the Cooper tradition of understanding macro-scale vegetation patterns and dynamics related to environmental changes across space and time. Groff et al. integrate a remarkably broad range of processes and spatiotemporal scales to makes a series of significant new findings, particularly the well-documented regime shift on the islands. Arguing that seabirds could be underappreciated drivers of ecosystem change on small nutrient-limited islands, the authors spark a different way of thinking about the study ecosystems and their governing factors, elevating the legacy of W. S. Cooper's efforts to consider how ecosystems are transformed by interactions among species and abiotic factors, from nutrients to climate.

### Committee Members:

Carissa Brown, Memorial University of Newfoundland (Chair, 2019 – 2022)  
Songlin Fei (2019-2022)  
Ines Ibanez (2019-2022)  
Rachel Putnam (2021-2024)  
Andrew Trant (2019-2022)

### Breakdown of Nominees:

4 nominees  
3 New Nominations, 1 Hold Over Nomination  
2 Female, 1 Male, 1 Prefer Not to Disclosure/ I Don't Know  
1 White/Caucasian, 1 Middle Eastern or North African, 2 Prefer Not to Disclosure/ I Don't Know



## Appendix E: Nomination, MacArthur Award

### The Subcommittee recommends:

We recommend Dr. Priyanga Amarasekare to receive the MacArthur Award.

Much like MacArthur, her research is a combination of ground-breaking theory and empirical work, which addresses three main topics: 1) spatial dynamics of population regulation, interactions and dispersal; 2) dynamics and diversity of multi-tropic communities; and 3) the effects of temperature variation at the species and population levels. In his nomination letter, Dr. Chesson stated that Dr. Amarasekare's research on temperature variation was the first major advancement in our understanding of climate change on ectothermic species since Andrewartha and Birch. He goes on and states that her research will provide not only future research directions on how climate change may affect species at the mechanistic level but also contribute to the conservation of endothermic species in a climatically changing world. In addition to advancing research on temperature variation on species, Dr. Amarasekare is a major force in advancing our understanding of spatial processes not only in community ecology, but also in metacommunity theory, multitrophic dynamics, and functioning ecosystems through metacommunity theory. As stated by Dr. Kareiva's letter of support, Dr. Amarasekare's models not only advanced our understanding of the interplay of "space" and dispersal, but also incorporate life history and evolutionary components to highlight the importance of facilitated spatial coexistence through dispersal. The impact of her research on ecology is demonstrated by being cited over 12 thousand times since her doctorate in 1998. In the past five years, she has garnered over \$1.7M in grants from NSF and the James S. McDonnell Foundation. Because of her expertise, Dr. Amarasekare is highly sought out as a keynote speaker at prestigious scientific meetings; asked to be the Specialty Chief Editor for Frontiers in Ecology and Evolution's Models in Ecology and Evolution; and has received numerous prestigious awards such as the John Simon Guggenheim Fellowship. Like MacArthur, Dr. Amarasekare spends considerable amount of time mentoring future scientists especially women and minority students. Mentoring is not just at the graduate level. Since 2007, she has mentored over 32 undergraduates include REU students. Of these 21 conducted Honors projects and five students have won the prestigious Whitcome Summer Research Fellowships. Dr. Amarasekare exemplifies all the qualities of Robert MacArthur. She is a mid-career scientist. Her research is highly creative and establishes new frontiers for future ecological research. She is highly productive and whose productivity will only continue in the future. And, she is a giving person who has established herself a mentor in ecology especially to women and minorities. It is with great pleasure that we have selected Dr. Amarasekare for the prestigious MacArthur Award.

### Citation:

It is with great pleasure that we announce the selection of Dr. Priyanga Amarasekare as the 2022 MacArthur Awardee. Dr. Amarasekare exemplifies all the qualities of Robert MacArthur. Her research is highly creative, encapsulates both theoretical and empirical, and establishes new frontiers for future ecological research. She is highly productive and whose productivity should only continue in the future. And she is a giving person who has established herself a mentor in ecology especially to women and minorities.

### MacArthur Award Subcommittee Members:

Wayne Zipper, Forest Service (Chair, 2021-2027)  
Myla Aronson (2021-2027)  
Susan Day (2021-2027)  
Richard Hallett (2021-2027)  
Lea Johnson (2021-2027)

### Breakdown of Nominees:

19 nominees  
5 New Nominations, 14 Hold Over Nominations  
9 Female, 8 Male, 1 Prefer Not to Disclosure/ I Don't Know  
6 White/Caucasian, 1 Asian, 1 Other, 11 Prefer Not to Disclosure/ I Don't Know

### Appendix F: Nomination, Eugene P. Odum Education Award

#### The Subcommittee recommends:

We recommend Dr. Laurel (Laurie) Anderson to receive the Eugene P. Odum Award for Excellence in Ecology Education Award.

The Odum Award Committee's task was easy this year. By unanimous consensus, we selected a well-deserving candidate who stands apart from other nominations for the national-scale impact of her work in ecology education over the past decade. Dr. Laurie Anderson is a highly regarded professor at a small liberal arts university, which reflects her interest and excellence in the scholarship of teaching. In 2009, with her playing an instrumental leadership role, she and colleagues received a half-a-million-dollar NSF grant to establish a distributed network for integrating ecology teaching and research at primarily undergraduate institutions (PUIs), which eventually became known as EREN, the Ecological Research as Education Network. Pursuit of this grant stemmed from Laurie's belief that ecologists at PUIs could be encouraged to better integrate basic research into their teaching with the right financial and community support. With a large group of collaborators, she and others believed, ecology educators at PUIs could conduct valuable large-scale ecological research, akin to that done at R1 institutions, through collaborative networks while also including their students in authentic research. For those not working at PUIs, this may seem simple, but PUI academics know that balancing higher teaching and service workloads with significant research output is very challenging. Laurie was instrumental in helping the community identify and implement a larger vision for a new model of ecology education at PUIs, and indeed all types of institutions. Her work and help in establishing has inspired many of her colleagues to transform their own pedagogies and use undergraduate research projects as part of their courses. Since 2016, Laurie has been repeatedly elected as EREN's President of the Board of Directors. Though she has offered to pass the baton, as one of her nominees noted, the EREN community has encouraged her to stay in the role because of her highly effective leadership abilities. As one Odum committee member noted during our deliberations, "She serves as a role model for so many faculty members as a result of her excellence in merging teaching and research, inclusive collaboration, and leadership. Through its faculty members, EREN has influenced the educational experience of thousands of students." To continue expanding the impact of EREN, she has received, with colleagues, two additional NSF grants to integrate data from NEON into EREN projects. To expand the impact of this work, she has also published and presented papers about EREN's work in diverse outlets, including 13 presentations with five undergraduates as first author or co-author over the past 10 years at ESA's annual meetings.

Dr. Anderson's teaching excellence has been recognized at her home institution through her receipt of two named professorships: the Libuse L. Reed Endowed Professorship (2007-2009) and the inaugural Morris Family Professorship of Natural Sciences (May 2019 to present). At the state level, she was named Ohio Professor of the Year by the Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education in 2015. Regarding service relevant to this award, she was a member of the Science, Technology, and Education Advisory Committee (STEAC) for the National Ecological Observatory Network (2016-2018); was the inaugural chair of ESA's Section for Researchers at Undergraduate Institutions (2007-09); and served as chair of the Odum Award Committee (2015-2017). For her long-term commitment to and high-impact engagement within the ecology education community, the Odum Committee is confident that Dr. Laurie Anderson is exceedingly deserving of this year's Odum Award.

#### Citation:

Dr. Laurie Anderson is a pioneer in transforming ecology education practices. For more than a decade, she has advocated integrating authentic research in undergraduate education, especially through her leadership in establishing and expanding EREN, the high-impact Ecological Research as Education Network. With its effective collaborative approach, EREN has helped hundreds of faculty members engage thousands of students in original large-scale research projects and publish the results. For the ESA, she served as the inaugural chair of the Researchers at Undergraduate Institutions Section.

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Reflecting her outstanding teaching at Ohio Wesleyan University, she was recognized as Ohio Professor of the Year in 2015. Because of her inspiring leadership, we are thrilled to present Dr. Anderson with this year's Odum Award for Excellence in Ecology Education

### Odum Education Award Subcommittee Members:

Loren Byrne, Roger Williams University (Chair, 2021-2024)

Chris Beck, (2019-2022)

Rick Boyce, (2019-2022)

Danielle Garneau (2020-2023)

Aswini Pai (2021-2024)

Emily Rauschert (2021-204)

Sara Scanga (2021-2024)

### Breakdown of Nominees:

12 nominees

4 New Nominations, 8 Hold Over Nominations

5 Female, 7 Male

4 White/Caucasian, 1 Hispanic, 7 Prefer Not to Disclosure/ I Don't Know

## Appendix G: Nomination, Sustainability Science Award

### The subcommittee recommends:

We recommend Aronson, Myla FJ, Christopher A. Lepczyk, Karl L. Evans, Mark A. Goddard, Susannah B. Lerman, J. Scott MacIvor, Charles H. Nilon, and Timothy Vargo. "Biodiversity in the city: key challenges for urban green space management." *Frontiers in Ecology and the Environment* 15, no. 4 (2017): 189-196 to receive the Sustainability Science Award.

### Article summary:

The article focuses on integrating ecological and social sciences to manage and design urban systems for greater sustainability, including examples from across the globe. The authors identify key challenges to sustaining biodiversity in urban systems and also explain practical ways to overcome those challenges.

Dr. Pouyat summarizes the study in their nomination letter:

*The paper has made important contributions to urban ecology and its translation to greenspace management, urban planning, and landscape design. The authors identify four main challenges to managing biodiversity in cities and in each case discuss the multi-scalar properties of social and ecological trade-offs at city, neighborhood, and parcel scales. These include scale mismatch of management compared to ecological processes and the issue of green spaces being managed individually (rather than collectively). Additionally, the authors show how socioeconomic and cultural factors drive many aspects of green space management, including that of individual households, which in some cases are detrimental to regional conservation priorities that seek to improve urban biodiversity and ecological function.*

In their recommendation Dr. Spotswood explains:

*What makes the paper stand out as particularly useful and novel is that it provides a clear and powerful synthesis that bridges the gap between social and ecological science. The paper makes a direct link between challenges identified through social science research and the factors identified by urban ecology research that support urban biodiversity. The paper articulates both the challenges and the potential solutions in a clear and concise way that provides a particularly good introduction to the topic of urban biodiversity science.*

### Rationale for recommendation:

Aronson et al.'s 2017 article has already had an impact on sustainability science. In the four years since its publication, it has already been widely read and cited by authors across many natural and social science disciplines including ecology, sustainability and city planning (~500 citations on google scholar Dec 2021). Beyond reaching a wide audience, the study is already being applied to guide urban planning, as noted by Dr. Spotswood. Its application is also evident by its citation in gray literature, including city and regional planning documents and reports, blogs and teaching curriculum, as explained by Dr. Pouyat. The committee also recognized that the paper could shape the way a variety of people including the general public, city managers and scientists thought about urban conservation.

### Citation:

Dr. Myla Aronson and other members of her interdisciplinary team synthesize the key challenges to sustaining biodiversity in urban systems and also incorporate ecological and sociological principles to overcome those challenges. The article has already had an impact on sustainability, evidenced by its broad citation across diverse academic disciplines as well as in city and regional planning documents.

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### Sustainability Science Award Subcommittee Members:

Lauren Ponisio, University of Oregon (Chair, 2021-2024)

Elena Bennett (2020-2022)

Lauren Hallett (2020-2022)

Margaret Palmer (2021-2024)

Matthew Potts (2020-2022)

Bruce Maxwell (2020-2022)

### Breakdown of Nominees:

6 nominees

4 New Nominations, 2 Hold Over Nominations

3 Female, 3 Male

3 White/Caucasian, 3 Prefer Not to Disclosure/ I Don't Know

## Appendix H: Commitment to Human Diversity in Ecology Award

### The subcommittee recommends:

We recommend Stan Wullschleger to receive the Human Diversity in Ecology Award.

The subcommittee evaluated three nominations for the Commitment to Human Diversity in Ecology Award and is pleased to recommend Dr. Stan Wullschleger for the award. Dr. Wullschleger is Associate Laboratory Director of the Biological and Environmental System Science Directorate at Oak Ridge National Laboratory and the Director of ORNL's Climate Change Science Institute. He was recommended for the award by three persons from three different organizations (ORNL, Department of Energy, and Los Alamos National Laboratory). The three nominators demonstrated Dr. Wullschleger's contributions to mentoring, teaching, outreach, methods to bring awareness to the discipline and ecology as a profession, and effectiveness in outreach and mentoring activities. Dr. Wullschleger's career in the government is marked by his commitment to providing opportunities, safe spaces and highlighting the contributions of different ethnic groups, gender identities, and cultures.

The subcommittee members reviewed the materials and registered their scores in the ESA Awards platform. There were four criteria on a scale of 1 (poor) to 5 (excellent). The criteria were:

1. Has the nominator demonstrated the nominee's contributions via mentoring, teaching, or outreach?
2. Has the nominator demonstrated what methods the nominee has used to bring awareness to the discipline?
3. Has the nominator demonstrated how the nominee has brought awareness to the ecological profession?
4. Has the nominator demonstrated the nominee's effectiveness in his or her outreach and/or mentoring activities?
5. The impact of the nominee's work based on materials provided.

Dr. Wullschleger's average score was the highest; therefore, the subcommittee recommends him for the award.

### Citation:

We honor Stan Wullschleger for his long-standing contributions to increasing future ecologists' diversity through mentoring, teaching, or outreach. In 30 years of experience, Dr. Wullschleger interacted with hundreds of scientists, technicians, and students, providing leadership, strategic planning, and professional development opportunities. We honor him for the initiatives to create an inclusive and diversified culture among scientists while bringing awareness to the discipline and ecological profession.

### Commitment to Human Diversity in Ecology Award Subcommittee Members:

Concepcion Rodriguez Fourquet (Chair, 2021-2024)

Katherine Barrett (2021-2024)

Rob Dyball (2019-2022)

Mary McKenna (2020-2023)

Shishir Paudel (2021-2024)

Jeramie Strickland (2020-2023)

Briana Whitaker (2021-2024)

### Breakdown of Nominees:

3 nominees

2 New Nominations, 1 Hold Over Nomination

1 Female, 2 Male

2 White/Caucasian, 1 Black or African American

## Appendix I: International Ecologist Award, Forrest Shreve Award

### International Ecologist Award:

Due to low nominations (only one) and it not meeting the guidelines this award will not be award this year.

#### Breakdown of Nominees:

1 nominee  
1 New Nomination, 0 Hold Over Nominations  
0 Female, 1 Male  
1 Middle Eastern or North African

### Forrest Shreve Research Award:

#### The subcommittee recommends:

We recommend Christopher Cosma to receive the Forrest Shreve Award.

Christopher Cosma has an impressive nomination packet with a well-described budget, a glowing letter of recommendation, and a proposal that appears impactful to the deserts of North America that the Forrest Shreve award supports. His work on moth pollinators is timely since they are a less studied topic and have important implications for the plants and systems they play a role in. The research plan is well designed and the proposal is clear. The project appears to be feasible with the proposed budget.

Christopher also has an impressive CV. He is active in the leadership of several student societies at UC Riverside including serving as Treasurer of his department's Graduate Student Association, as well as the Center for Conservation Biology Club. He has been awarded numerous academic awards and grants and has presented his work at multiple national conferences and regional or institutional symposiums. These are some of the primary reasons why we are confident Christopher is deserving of the Forrest Shreve Student Research Fund award.

#### Citation:

Christopher Cosma was selected to receive the Forrest Shreve Student Research Fund for his dissertation work on moth pollinator networks in the Sonoran Desert. His work uses a 2,400-meter elevation gradient and DNA metabarcoding to identify pollen-transport across space and time. This work simultaneously identifies some of the abiotic and biotic drivers of pollinator network composition and structure, while also providing predictions for how pollinators and associated plant species may respond to climate change.

#### Breakdown of Nominees:

1 nominee  
1 New Nomination, 0 Hold Over Nominations – this award does not do hold over nominations  
0 Female, 1 Male  
1 White/Caucasian

#### Forrest Shreve Award, International Ecology Awards and Robert H. Whittaker Distinguished Ecologist Award Subcommittee Members:

Daniel Winkler (Chair, 2021-2023)  
Anita Antoninka (2020-2023)  
Nameer Baker (2020-2022)  
Bala Chaudhary (2021-2023)  
Nikki Grant-Hoffman (2020-2022)  
Michelle Mack (2021-2024)  
Adriana Romero-Olivares (2021-2024)

## Appendix J: Fellows Nominations

### Early Career Fellows

#### Laura Dee

Elected for her innovative and interdisciplinary contributions to the fields of ecology and conservation science through application of cutting-edge, statistical, and mathematical approaches to answer general questions in basic and applied ecology.

#### Graziella DiRenzo

Elected for his exceptional leadership in research in evaluating direct and indirect impacts of disease on host populations and community dynamics; teaching and mentorship engaging in several diversity, equity, and inclusion initiatives; and application of ecology to management through collaborative relationships with state and federal agencies to address urgent conservation needs.

#### Brian Harvey

Elected for deepening understanding of the effects of natural disturbances, especially fire and insect outbreaks, on resilience and management of forests in the US West; for excellence in science communication and outreach; and for outstanding teaching and mentoring at all levels from undergraduate to advanced graduate.

#### Matthew McCary

Elected for his work examining how global change affects the structure of below- and above-ground food webs and their ecosystem function using experiments, observational studies, meta-analyses, and mathematical models. He is a leader in community and ecosystem ecology and a champion of diversity in ecology.

#### Nick Smith

Elected for his outstanding contributions to plant physiological ecology, particularly his work on photosynthetic and respiratory acclimation responses to changing environments. Nick was also elected for his commitment to openly available science and for prioritizing an equitable and inclusive learning environment for his students.

#### Ying Sun

Elected for her pioneering research in plant ecophysiology and sun-induced chlorophyll fluorescence from leaf to global scales, and for her innovative contribution in land surface modeling and remote sensing.

#### Anna Trugman

Elected for made major contributions to our understanding of how ecosystems respond to climate change. She uses theoretical, computational, and experimental tools to tackle exciting questions in terrestrial ecology, carbon cycling, and climate change, including the mechanisms of drought mortality and recovery, plant allocation, and forest disturbance dynamics.

#### Fernanda Valdovinos

Elected for major contributions to the ecological theory of food webs, particularly the role of mutualisms, and the study of networks in ecology more generally. She has also made major contributions in promoting underrepresented groups in ecology.

#### Grace Wilkinson

Elected for making significant contributions to our understanding of the role of lakes in landscape and regional carbon cycling, the dynamics of algal blooms, and ecosystem resilience, and who is committed to translating science to a diverse group of stakeholders and early career scientists.

#### Breakdown of Nominees:

28 nominees



## ESA Awards Manual

28 New Nomination, 0 Hold Over Nominations –Early Career Fellows do not hold over nominations

16 Female, 12 Male

17 White/Caucasian, 2 Asian, 1 Asian and White/Caucasian, 2 Black or African American, 4 Hispanic or Latinx, 1 Middle Eastern or North African, 1 Prefer Not to Disclosure

### ESA Fellows

This year, there were only 20 nominees for ESA Fellow, and only 3 women. The committee recommended 25% of those nominated. While many of the nominees excelled in one area (typically research and discovery), they were much weaker in the other two areas (communication/outreach, education/pedagogy and application to management/policy), with the exception of the five nominees.

Sara Hotchkiss

Elected for bring to ecology a unique blend of thoughtfulness, insight, and originality. She has made important contributions at the intersection of paleoecology, ecosystem ecology, and landscape ecology. Her career has been uniquely enriched by commitment to empathic understanding, not only of students and colleagues, but ecosystems and landscapes.

Julian Olden

Elected for pushing the frontiers of invasion ecology and deepening the understanding of freshwater sustainability through environmental flows management; for tireless science communication; and for his dedication to training the next generation of freshwater ecologists and conservation biologists.

Erika Marin-Spiotta

Elected for advancing knowledge of soil carbon stability and its response to land use change, particularly in tropical ecosystems, while serving as a global leader who promotes diversity, equity, and inclusion throughout the biogeosciences and other scientific fields.

Hanqin Tian

Elected for groundbreaking research on ecosystem patterns and processes at multiple scales that provides a predictive understanding of how anthropogenic disturbances alter global carbon and nitrogen cycles.

Matthew Wallenstein

Elected for advancing our ability to link microbial community composition to function, unraveling the role of microbial adaptation in ecosystem responses to climate change, applying ecological understanding to developing and commercializing sustainable technologies as an entrepreneur, and for leadership in orienting team-based research towards equitable solutions

### Breakdown of Nominees:

20 nominees

20 New Nominations, 0 Hold Over Nominations –Fellows do not hold over nominations

3 Female, 17 Male

18 White/Caucasian, 1 Asian, 1 Prefer No Disclosure

### Fellows and Early Career Fellows Selection Subcommittee Members:

Nate Sanders, University of Michigan (Chair, 2021-2024)

Ellen Damschen (2021-2024)

Serita Frey (2020-2023)

Tadashi Fukami (2020-2023)

Felicia Keesing (2020-2023)

Jay Lennon (2021-2024)

Stacy Philpott (2021-2024)

Diego Vasquez (2021-2024)

Amy Zanne (2021-2024)

## Appendix K: Student AwardS (Buell/ Braun) Nominations

### Buell Award

#### The subcommittee recommends:

We recommend Reut Vardito receive the Murray F. Buell Award for the most outstanding talk presentation at the 2021 ESA Annual Meeting.

The 2021 talk included a component of Reut's graduate research from Ben-Gurion University. Reut's 2021 ESA oral presentation was titled, "iNaturalist insights illuminate COVID-19 effects on large mammals in urban centers." Reut's findings demonstrate that lockdowns associated with the COVID-19 pandemic did not lead to wildlife reclaiming urban areas in the United States as much as claimed by popular media outlets. Reut found that although pumas expanded in some regions, other wildlife species did not, suggesting that differences in human behavior during lockdown, wildlife behavior, and evolutionary history may have affected the outcomes. Judges commented that Reut's study was creative, well-designed, engaging, and very clearly presented and visually appealing. Judges also commented that the topic was timely and highly relevant to society because it combined popular media, citizen science, wildlife conservation and management, and the COVID-19 pandemic.

#### Judge Comments:

This was a neat example of addressing a question relevant to the larger society (as evidenced by lots of media attention) and examining whether media claims were supported by data. Slides were visually appealing and data were presented clearly. It also appears that potential confounding factors were considered and addressed. I was very impressed by how questions would occur to me and then Reut would address them in the next slide or two. This happened multiple times, which is an indicator of a thoughtful and comprehensive presentation. During the live Q&A time my question was answered adequately and further discussion was stimulated among the other presenters by Reut's response. Overall, very impressive! I hope this presentation wins the award, it was the best one I reviewed."

"Well-designed, interesting study - very clearly presented."

"This study used iNaturalist data to compare observations of large mammals in urban areas before and during the COVID-19 pandemic. I appreciate the creative use of the iNaturalist data to address a timely question of interest to a broad audience. Both the statistical analyses and their interpretation have been employed thoughtfully. The presentation is organized, and the slides are very appealing with large, colorful pictures and figures. The speaker provided detailed and useful information in response to my question. I consider this presentation worthy of a Buell Award because it presents a creative and well executed study in an engaging manner."

#### Citation:

Reut Vardi is the 2021 Murray F. Buell Awardee for the outstanding oral presentation at the 2021 ESA Annual Meeting. Reut's timely and well-designed research combined popular media and citizen science to address COVID-19 impacts on large mammals in urban centers. The subcommittee was impressed with judge comments that Reut gave a thoughtful and clear presentation, and that their responses to questions were both thorough and spurred further discussion

#### Breakdown of Nominees:

Nominees: 82

82 New Nominations, 0 Hold Over Nominations – this award does not hold over nominations

47 Female, 34 Male, 1 Prefer Not to Disclosure

47 White/Caucasian, 18 Asian, 3 Black or African American, 9 Hispanic or Latinx, 1 Hawaiian Island or Native Pacific, 1 Prefer Not to Disclosure, 3 Other

### Braun Award

#### The subcommittee recommends:

We recommend Caroline Dallstream to receive the 2021 E. Lucy Braun Award for the most outstanding poster presentation at the 2021 ESA Annual Meeting.

The 2021 poster included results of an experiment from Caroline's PhD research at McGill University. Caroline's 2021 ESA poster presentation was titled, "Drought promotes early leaf abscission regardless of leaf habit but increases litter phosphorus losses only in evergreens." Caroline's findings show that drought can advance leaf abscission in southern temperate forests, but affects deciduous and evergreen nutrient cycling differently. Caroline's study suggests that more frequent and intense droughts could further alter nutrient cycling, leading to increased litter P losses for evergreens and potential shifts in species composition in southern temperate forests. Judges commented that Caroline's poster was well prepared and visually appealing, that Caroline provided a very clear explanation to accompany her poster, and told an engaging story about how drought can impact ecosystem nutrient cycling through changes in litter chemistry. Judges also commented that the Q&A session included thorough, enthusiastic, and thoughtful responses to questions.

#### Judge Comments:

"Really clear audio stepping listeners through the poster- and the results very clearly tell a clear story for how drought can impact ecosystem nutrient cycling through changes in litter chemistry. Clear and thorough answer to questions."

"The poster presentation was very clear and interesting to review. It was clear that the presenter spent a lot of time preparing the presentation with visuals and the audio component. She was also very enthusiastic and thoughtful in her responses to questions from reviewers. Well done!"

#### Citation:

Caroline Dallstream is the 2021 E. Lucy Braun Awardee for the outstanding poster presentation at the 2021 ESA Annual Meeting. Caroline's engaging and visually appealing presentation demonstrated drought impacts on ecosystem nutrient cycling through changes in litter chemistry. The subcommittee was impressed by judge comments that Caroline gave a clear and well laid out visual presentation, along with her enthusiastic and thoughtful responses to questions.

#### Breakdown of Nominees:

Nominees: 21

21 New Nominations, 0 Hold Over Nominations – this award does not hold over nominations

18 Female, 3 Male

15 White/Caucasian, 5 Asian, 1 Native Hawaiian or Pacific Islander

#### Buell/Braun Awards Subcommittee Members:

Phoebe Zarnetske, (Chair, 2019-2021)

Carolyn Kurlle (2019-2021)

Daniel Laughlin (2019-2021)

Sean Menke (2019-2021)



## CHAPTER AND SECTION LEADERSHIP MANUAL

2023-2024

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## THANK YOU FOR YOUR SERVICE

While your position as an ESA section or chapter chair comes with great responsibility, it also comes with tremendous opportunity. During your term, you will be leading members who share your specialty or work in your region, helping to advance the work of the Society and the field. You will be a steward for the members of your section or chapter, and for the development of their work and careers, all of which enhances the vitality and vibrancy of ESA. You will also be a key conduit for feedback between members and leadership, often sought for subject matter expertise.

As chair of your chapter or section, a leader of your peers, you are responsible for ensuring your group's adherence to these guidelines, in addition to the bylaws of your section or chapter and ESA. You will oversee the use of your chapter's or section's funds, its official communications and its resources to further the work of the Society and its members. ESA Headquarters staff are happy to assist with any questions, or with helping you to manage logistics. Points of contact for each area of work are listed throughout this document; top-level concerns are listed in the section below.

This document provides essential information for chairing a chapter or section of the Ecological Society of America. It lists points of contact at ESA Headquarters for a chapter's or section's management, plus guidelines, recommendations, and instructions for carrying out your duties as chair. Topics included relate to budgets, governance, reporting, the ESA Annual Meeting, digital tools at your disposal (website, email, online community, social media), advocacy and social media activities, and instructions for managing your chapter or section's website.

## KEY CONTACTS

For information on budgets or any other financial matter, contact CFO Liz Biggs ([liz@esa.org](mailto:liz@esa.org)).

For questions on any aspect of the Annual Meeting, contact [meetings@esa.org](mailto:meetings@esa.org).

For registration, contact [registrar@esa.org](mailto:registrar@esa.org).

For exhibit questions, contact [exhibits@esa.org](mailto:exhibits@esa.org).

To obtain a current list of section or chapter members, contact [membership@esa.org](mailto:membership@esa.org).

For membership and certification questions, contact Jonathan Miller ([jon@esa.org](mailto:jon@esa.org)).

For issues around ESA awards, contact [awards@esa.org](mailto:awards@esa.org).

For website questions, contact [webmaster@esa.org](mailto:webmaster@esa.org).

For questions related to scientific and diversity programming, contact Adrienne Sponberg ([adrienne@esa.org](mailto:adrienne@esa.org)).

For questions regarding SEEDS or education programs, contact Teresa Mourad ([teresa@esa.org](mailto:teresa@esa.org)).

For questions regarding public policy, relations with the media or other issues of public affairs, contact Alison Mize ([alison@esa.org](mailto:alison@esa.org)).

For questions regarding publishing, contact Rich Wallace ([richwallace@esa.org](mailto:richwallace@esa.org)).

For questions on Society governance or policies, contact Executive Director Catherine O'Riordan ([coriordan@esa.org](mailto:coriordan@esa.org)).

## OVERVIEW OF ESA SECTIONS AND CHAPTERS

Sections and chapters are designed to engage ESA members directly in the Society. They provide a venue for ecologists with common interests to connect with each other and ESA. The 34 sections and 6 chapters are each represented on the ESA Council and are driving forces behind many important programs, such as scientific content at the Annual Meeting and in the journals, and expand opportunities for underrepresented ecologists.

## SECTIONS

ESA's sections are based around mutual areas of interest, typically scientific specialty. They are affinity groups among scientists that perform important work for the Society's entire membership. Section activities are intended to encourage research, exchange ideas and facilitate communication between ecologists with similar disciplinary or career interests. Sections are allocated \$5 per member from membership dues, and often spend those funds on special projects and to reach beyond the Society's membership for collaborative opportunities. All dues money must be spent in the year it was received. See the later section on finances for more.

Among other activities at the discretion of the section's elected leadership, sections are encouraged to facilitate the Society's strategic priorities, including **Foster the creation and dissemination of ecological knowledge**, **Promote the use of ecological science to address environmental challenges** and **Nurture the vibrant community of ecologists**. These goals can be furthered by:

- Organizing symposia, invited oral sessions and other topical content for presentation at the Annual Meeting
- Hosting presentations of scientific or other professional content at in-person or virtual events
- Hosting networking events, virtually or in person
- Contributing written pieces to *Frontiers* or the *Bulletin*
- Sharing activities with other chairs during quarterly conference calls

ESA staff are available to support these projects practically and logistically and are happy to discuss further.

ESA's current sections include:

- |  |                                    |   |
|--|------------------------------------|---|
| • Agroecology Section                  | • Education Section                | • Private and Public Sector Ecologists              |
| • Applied Ecology Section              | • Environmental Justice Section    | • Rangeland Ecology Section                         |
| • Aquatic Ecology Section              | • Human Ecology Section            | • Researchers at Undergraduate Institutions Section |
| • Asian Ecology Section                | • Inclusive Ecology Section        | • Soil Ecology Section                              |
| • Biogeosciences Section               | • Invasion Ecology Section         | • Statistical Ecology Section                       |
| • Black Ecologists Section             | • Long-term Studies Section        | • Student Section                                   |
| • Climate Adaptation Section           | • Microbial Ecology Section        | • Theoretical Ecology Section                       |
| • Coastal and Marine Ecology Section   | • Natural History Section          | • Traditional Ecological Knowledge Section          |
| • Communication and Engagement Section | • Open Science Section             | • Urban Ecosystem Ecology Section                   |
| • Disease Ecology Section              | • Paleocology Section              | • Vegetation Section                                |
| • Early Career Ecologists Section      | • Physiological Ecology Section    | • Women in (Soil) Ecology                           |
| • Ecological Restoration Section       | • Plant Population Ecology Section |   |
|  | • Policy Section                   |   |

## CHAPTERS

ESA's chapters are the geographical framework of the membership. Chapters are organized on a regional basis to encourage interest in the field of ecology and to enhance communication among ecologists regionally and between the Society and its members. Chapters are allocated \$5 per member from membership dues, and use those funds to support their members' participation in ESA or other events, or to host business meetings. All dues money must be spent in the year it was received; revenue generated through activities organized by the chapter must be spent in the fiscal year it was earned. See the later section on finances for more.

Among other activities at the discretion of the chapter's elected leadership, chapters are encouraged to facilitate the Society's strategic priorities, including **Foster the creation and dissemination of ecological knowledge**, **Promote the use of ecological science to address environmental challenges** and **Nurture the vibrant community of ecologists**. This can be accomplished by:

- Organizing symposia, invited oral sessions and other topical content for presentation at the Annual Meeting
- Hosting chapter meetings independently of the ESA Annual Meeting, to provide opportunities for more opportunities for members to participate in scientific meetings and to better connect scientists on a regional basis
- Hosting networking events, virtually or in person
- Facilitating interdisciplinary projects in regional environments, i.e., the Mid-Atlantic Chapter and the Chesapeake
- Sharing activities with other chairs during quarterly conference calls

ESA staff are available to support these projects practically and logistically and are happy to discuss further.

ESA's current chapters include:

- Canada Chapter
- Great Lakes Chapter
- Latin America and the Caribbean Chapter
- Mid-Atlantic Chapter
- Southeastern Chapter
- Southwestern Chapter



For additional information about sections and chapters, [visit ESA's website](#).

## STRUCTURE AND PROCEDURES

### STRUCTURE

Legal responsibility for all matters of the Society, including its sections and chapters, rests with the Governing Board and, through the Governing Board, the Executive Director. Sections and chapters are not “mini societies”; they do not exist apart from ESA as a whole and do not have a separate legal status. Section and chapter leaders do not have fiduciary responsibilities and thus cannot sign contracts, own property or receive donations directly. Only ESA, as the parent corporation, can do so.

### PROCEDURES

As established in ESA's Bylaws, the Governing Board and Council have authority over sections and chapters. The Council is responsible for approving the creation and dissolution of sections and chapters.

**Creation of New Sections and Chapters:** The Council approves the creation of new sections and chapters. According to the ESA Bylaws, a section or chapter proposal must include:

- Signatures from at least 1% of ESA's total voting members (as of the end of the preceding membership year close)
- Description of the purpose
- Proposed section or chapter bylaws

In practice, this means that the proposed section or chapter must submit its proposal and draft bylaws to the Governing Board within one month of either its fall or spring meeting so that the approved bylaws and petition can be submitted to Council at its winter or summer meeting. ESA staff can provide guidance on how to prepare a proposal and share a template for bylaws.

Once the Governing Board approves the bylaws, the proposed section or chapter must submit its proposal to the Council. The Council will review the proposed goals of the section, which must be consistent with ESA's mission, conform to ESA policies, and comply with legal requirements that govern ESA and nonprofit organizations in general.

**Dissolution of Existing Sections & Chapters:** The Council reserves the right to dissolve a chapter or section for any reason, including inactivity. See the below section on standards of activity. The Council Leadership Team is tasked with making a recommendation about the continuation or dissolution:

1. The Secretary is charged with notifying the Governing Board when a section or chapter has been “inactive” for two years. Inactivity may include, but is not limited to, not holding elections, not selecting officers, not holding business meetings and not submitting reports to the Council.
2. The Governing Board will review the circumstances and make a recommendation to the Council about whether a vote should be taken to dissolve the chapter or section.
3. If a section or chapter has been determined to be inactive, a notice will be sent to its most recent leadership to warn that dissolution may be a next step if activity does not resume within a year.
4. The Council leadership team will review the status of the group's activity near the anniversary of the warning and issue a recommendation to Council decide whether to dissolve the chapter or section. Council will vote at its next meeting.

## GOVERNANCE OF SECTIONS AND CHAPTERS

In the 2024 membership year, self-selected members of the Council formed a team to evaluate and standardize governance practices across ESA. This section details a common model for leadership structures and standard practices. All sections and chapters are expected to begin adoption in 2024 and be fully compliant with these guidelines by the 2025 ESA Annual Meeting. While section and chapter “bylaws” are not binding in the way that ESA's are, Council will nonetheless expect such governance; non-compliant entities could face loss of funds, dissolution or other penalty.

To facilitate adoption and easy transfer of leadership, Council will provide a template governance document based on the following section; sections and chapters should discuss (and even complete) it during a business meeting of their members. This document should be submitted to Council per a call from the Council Leadership Team prior to the 2025 Annual Meeting.

### BASIC GOVERNANCE AND PRACTICE

Each section or chapter will keep a copy of their governance and share with staff and the Council. Changes that remain in compliance with the guidelines can be made with the consent of the group's members; procedures for amending the guidelines are detailed below.

**Minimum standards for governance include:**

**1. Name of Section or Chapter**

**2. Statement of Purpose** (may be same or similar to justification to form the group submitted to Council at time of formatin)

**3. Membership**

- a. Any person who wishes to become a member of the (section/chapter) of the Ecological Society of America must be a member in good standing of the parent Society.
- b. \$5 of each members's paid dues (or \$5 for each additional group) will provide the primary budget of the (section/chapter)

**4. Officers**

The (section/chapter) shall have leadership consisting, at minimum, of two chairs (chair and vice-chair OR chair-elect/chair/past chair). Additional offices—secretary, treasurer, student representative, etc.—may be appointed by the chair/s or elected, as appropriate for the group. The chair is responsible for appointing a representative to Council (see below) or fulfilling that responsibility themself.

**a. Election of Leadership**

- i. **Votes for elected roles** shall be held by email ballot distributed to members.
- ii. **Roles outside of the chair/s** may be appointed or elected.

**b. Terms of Service**

- i. Each role in the chair structure shall serve a term of 1 year, beginning and ending at the time of the ESA Annual Meeting. Hence, being chair is a 2-3 year commitment, depending on the group's preferred leadership structure.
- ii. Other roles, whether elected or appointed, shall serve terms of 1-2 years as appropriate, and may be renewed.
- iii. Should a chair be unable to fulfill their responsibilities at any time, the vice chair or past chair (depending on structure) will assume the role and responsibility of the chair until the chair is able to return.
- iv. Any elected position may be removed from office by a majority vote of the group's membership.

**c. Executive Committee**

- i. The chairs are the minimum requirement of an executive committee. Other officers, whether elected or appointed, may be added as appropriate.
- ii. The executive committee may act on behalf of the group's membership during the interval between business meetings.

**d. Other Committees**

As appropriate, committees and task forces may be appointed by the chair/s to perform specific tasks

**5. Finances**

- a. The total expenses of the section or chapter shall not exceed the sum of the amount allotted to it as part of the annual ESA budget, plus the amount received as donations and other revenue (as appropriate, determined by the ESA CFO). The amount of dues allocated each year is based on the membership of the group the prior calendar year.
  - i. Dues funds must be spent in the calendar year they were allotted. The chair should check with the CFO early in the year to determine their dues-based allocation and plan accordingly.
  - ii. Funds from donations, sponsorships and merchandise sales proceeds must be spent within the fiscal year they were obtained.
  - iii. There is no carryover of funds. If not spent, allocated funds are directed to ESA's strategic reserve.
- b. No officer or member of the group shall have authority to incur any expenses in the name of the group or ESA, except as specified in the ESA Policies and Procedures.
- c. In the event that the section or chapter is dissolved, any funds allocated for that fiscal year will be transferred to ESA's general fund.

**6. Meetings**

- a. The section or chapter shall hold a business meeting at least once per year. A business meeting will ideally be held concurrently with the regular ESA Annual Meeting; if that is not feasible, the group's executive committee shall select an alternate time and date. This may include a fully virtual event.
  - b. Additional meetings may be held at other times and places as determined by the chair or on written request by 5 members of the group.
  - c. Notice of any business meeting shall be sent to all members of the section or chapter at least 30 days in advance.
- 7. Publication and Communication**
- a. Each section and chapter shall submit an annual report to the ESA Council.
- 8. Amendments**
- a. As per the ESA Bylaws, amendments to these guidelines can be made by the Council Leadership Team, preferably following review and feedback by Council.
- 9. Review**
- a. The statement of purpose of each section and chapter should be reviewed, renewed or appropriately amended every 5 years, as established by a 2/3 vote of members present at any business meeting of the group. The issue—the need for review, plus renewal and potential amendments—must be presented to all members at least 60 days prior to that meeting. As appropriate, the vote may be held electronically, though in that case all members of the group are eligible to vote.
  - b. The process for determining dormancy and potential dissolution is described in the section on minimum activity guidelines.

## MINIMUM ACTIVITY STANDARDS AND REQUIREMENTS

In order to provide all ESA members with a position experience regardless of their section and chapter membership, Council requires a minimum level of activity. These activities are grouped across 4 broad categories of engagement that have been defined based on documented historic activity. They are designed to provide a framework for thinking about engagement without creating fixed, cumbersome requirements.

### 1. Administrative

The back-end work required of section or chapter leadership to keep up function and continuity; includes but is not limited to:

- a. Holding elections
- b. Appointing a representative to Council
- c. Submitting annual reports to Council
- d. Holding executive committee meetings to prepare for business meetings, or open membership meetings to discuss the ESA Annual Meeting, etc.

### 2. Communication

Officers must communicate with their membership outside of the Annual Meeting. This can take any form the leadership sees fit, but should notify participants of sponsored events and activities, funding, awards, etc. This may take the form of a newsletter or general message to membership.

### 3. Events

Sections and chapters hold events to facilitate engagement with their membership and build community. This can include in-person activities at the Annual Meeting or virtual events at any time. Many of these can be co-convened with other groups within ESA, as applicable. Examples include:

- a. Business meetings
- b. Mixers and other social events
- c. Convening invited symposia or special sessions at the Annual Meeting
- d. Hosting webinars or water cooler chats
- e. Organizing networking events
- f. Managing mentoring programs and events
- g. Organizing conferences

### 4. Other

This category is intended as a catch-all for other unique and important activities that individual sections or chapters have contributed over the years.

- a. Funding travel and registration grants\*, which may include

- i. Registration grants, facilitated via coupon code from staff
  - ii. Awards for presentations or submitted abstracts
- b. Policy and advocacy activities
  - i. Should a section or chapter wish to participate in activities related to public policy and advocacy, the leadership must coordinate with staff to ensure alignment with ongoing initiatives and compliance with nonprofit regulations.

Sections and chapters are **required** to:

1. Maintain administrative activities
2. Communicate with members at least once per year outside of the Annual Meeting
3. Hold at least 2 events (1 in person) or 1 in-person event and 1 “other” activity

For example, a section could hold a co-convened mixer at the Annual Meeting, and organize a mentoring event; or, a chapter could hold a business meeting at the Annual Meeting and offer a travel award to members.

*\*When a section or chapter seeks to fund or subsidize travel for an ESA event, especially the Annual Meeting, leadership should consider the amount necessary to substantially cover a portion (travel, lodging, food, etc.) of an attendee’s expenses, or should seek to provide full registration grants. Partial funding can create a more onerous situation.*

## DORMANCY AND DISSOLUTION

If a section or chapter fails to meet minimum requirements (outlined above) for one full year, as counted between ESA Annual Meetings, they will be contacted by staff to identify a strategy to re-engage the following year. In the event of non-response or a failure to execute the strategy, the section will be marked as **DORMANT** on the registration form.

Dormancy is not removal. A section or chapter can remain dormant indefinitely and restarted at a later date by interested leadership. However, Council will review dormant sections per its purview and may elect to dissolve any dormant or otherwise inactive groups, or under any circumstances as are appropriate.

## THE ROLE OF THE CHAIR

Chairs of ESA’s sections and chapters are volunteers elected from among their peers in the section or chapter. The specifics of each section or chapter’s leadership structure are determined by each entity, as are terms of service and the specific responsibilities of the role.

All chairs must be members of the Society both at the time of their election to the role and throughout their term. Any election of officers who were ineligible at the time of election will be voided.

The chair is the primary leader of their part of the Society for the length of their term. Though other officers within the leadership structure may hold certain responsibilities, the chair is responsible for ensuring that section or chapter business is carried out appropriately, according to ESA Bylaws, and in the best interests of ESA.

In that capacity, the chair will convene meetings for the group’s membership and/or leadership for business purposes, approve spending from the group’s budget, liaise with other entities within ESA, appoint representatives, provide guidance for websites and social media, and so on. The chair is also the primary moderator of their section or chapter’s group on ESA’s community platform, ECO, and is encouraged to stimulate discussion within that community.

Chairs are also encouraged to reach out to staff with ideas for new best practices (such as any that might be appropriate for this document) and to introduce them during conference calls with other chairs.

## RESPONSIBILITIES

While ESA sections and chapters receive some support from the ESA professional staff, especially in the area of meeting planning and financial management, they accomplish much of their work through volunteers. This is provided primarily by the chair, who holds responsibility for seeing projects through to completion and/or delegates responsibility to other elected officers or volunteers (the full elected leadership holds responsibility for directing expenditures).

Your responsibilities as chair, acting individually or as leader of your group, include:

- Appointing a representative to the Council for a 2-year term if the chair will not fill the role themselves.
- Developing an annual work plan and managing your budget, with guidance from ESA professional staff.

- Designing and facilitating meetings of membership for purposes of business, research, special projects, etc.
- Maintaining up-to-date information on the section or chapter website, and coordinating with ESA professional staff to ensure that accurate information is shared on ESA.org as well. This includes dissemination via personal email and ECO.
- Coordinating with the professional Society staff on all matters relating to finances and the ESA brand.
- Drafting your section/chapter report for the annual report to Council.

## EXPECTATIONS

All elected officers within ESA's sections and chapters are volunteers, and the Society values their selfless contributions as leaders. All chairs are expected to participate in the following events during their time, or to appoint a suitable stand-in, ideally from among their groups' elected leadership:

- An orientation meeting for new chairs held annually in September.
- If serving as Council rep, the meeting of the ESA Council held at least twice per year.
- Quarterly conference calls with ESA's Member Services Office, to discuss ongoing initiatives.
- (optional) Monthly collaborative calls with other chairs to seek input, share ideas and seek cooperative partners.
- Ad hoc calls with ESA's Member Services Office to check in on project progress, budgets, and specific orders of business.

## APPROPRIATE BEHAVIOR

As with all members of ESA, chairs are expected to adhere to the Code of Ethics and Code of Conduct. Violations while serving in the volunteer leadership are viewed with the same scrutiny as any other violation by any other member.

When interacting with the membership, chairs and other elected officers are expected to behave with professionalism. Chairs will seek to include all members in their group's activities, and will facilitate steps necessary to ensure that inclusion.

Chairs and other officers may at times be sought as scientific experts or will become involved in policy-related activities, such as the Rapid Response Team. While officers (and all members) are encouraged to speak with the media or with other organizations as befits their expertise, chairs and others may not speak or endorse statements or actions on ESA's behalf, or represent the Society at non-ESA events or within other societies/coalitions/etc., unless explicitly authorized to do so by the President. This includes endorsement, statements or public positions made by the section or chapter, as the entities are not separate from ESA. If you do participate in lobbying, please report your activities to the ESA Public Affairs Office as described below.

## SECTION OR CHAPTER BUDGET INFORMATION

ESA sections and chapters may not collect any money for any purpose without consulting with ESA's CFO.

ESA sections and chapters are allocated \$5 of dues collected from each member that joins that unit, per year. The Student Section additionally receives \$1 per student member of ESA.

ESA maintains detailed records of each chapter/section budget. All of the chapter/section dues are included as income, and any expenses on behalf of the chapter/section are listed as expense. There is no turnover of funds from year to year, but **previously budgeted funds, as communicated to each respective chair in 2022, are available to spend through the end of 2023, per Governing Board decision.**

Please request an updated budget from ESA's CFO when needed.

## HOW FUNDS MAY BE USED

Chapter and section funds may be spent on activity related to the activities of the chapter/section if approved by the chair of the chapter/section. They may not be used to reimburse elected chapter/section leadership for any travel or time spent on chapter/section activities.

Funds may be spent on:

1. Social or business events at the ESA Annual Meeting
2. Awards for published papers, best presentation, or other professional work
3. Travel or registration funding for the Annual Meeting
4. Other activities as approved by staff

As funds are ultimately limited, sections and chapters are strongly encouraged to collaborate and pool resources with one another on matters of mutual interest.

Legally, all dues funds must be spent in the fiscal year they were received; since the membership year and fiscal year aren't aligned and funds are received over a long period of time, the allowable budget per year is based on the previous year's membership. For instance, a section that had 300 members in 2023 may be allocated \$1,500 in the 2024 membership year. This approach allows us to follow regulations and accounting best practices while keeping sections and chapters funded well enough to carry out their activities at any point in the year.

## HOW TO REQUEST PAYMENTS

When requesting a payment be made from your budget, please fill out the chapter/section check request form. The form must be signed by the chair and then sent to ESA's CFO. If the payment is for a purchase of goods or services (such as a plaque or banner or book), please attach a copy of the receipt. If the payment is to an individual and is over \$600, we will need the Social Security Number of the individual, and a federal W-9 form will be issued.

**Financial Forms:** The check request form and other documents are available on the [Chair Resources page](#) (login required) under the Member Tools menu on the ESA website when you are logged in.

## SALES OF GOODS

Sections and chapters are permitted to either create—from their own budgets—and then sell items as a way to build revenue, or to sell donated goods. This may be conducted at the ESA Annual Meeting, a chapter meeting or another ESA-convened event. Such sales must be coordinated with ESA staff in advance of the event.

## FUNDRAISING

To increase available resources for projects, chairs are encouraged to lead fundraising efforts for their section or chapter. This can take the form receiving funds from other institutions, soliciting funds from the community, and similar activities. Cash or check donations should be directed toward the Ecological Society of America, with a note specifying the correct section or chapter; credit card donations may be accepted by using a form that can be provided by the Member Services Office. Fundraising targeted at individuals must be coordinated with staff.

Chairs are also requested to facilitate fundraising efforts from the ESA headquarters office by amplifying campaigns via social media, organizing collective action among the membership, and such approaches as can benefit the Society as a whole.

Fundraising activities that benefit ESA—either the whole Society or the work of the section or chapter—is permitted on media or channels owned by ESA, and may include websites and social media. Email-based campaigns should only be directed to members and past donors.

## SPONSORSHIP

If a chapter/sections wishes to solicit sponsorships from companies or other organizations must following this procedure:

1. Sections must reach out to [exhibits@esa.org](mailto:exhibits@esa.org) with:
  - a. A list of potential sponsors, including at least the name of the organization, the contact name and email address.
  - b. The “ask”—the purpose of the sponsor and what may be offered in return:
2. Staff will evaluate to avoid conflicts and confusion, such as if a relationship exists, ESA has already solicited the entity, and to ensure that the entity is not on a list of those ineligible to sponsor ESA.
3. Provided that a sponsorship is secured, a percentage is retained by ESA for administrative support.

## ELECTION AND LEADERSHIP / MEMBERSHIP UPDATES

Each section and chapter holds its own election according to its own bylaws. ESA will provide a list of members if necessary. (See Communication with your Members). The Member Services Office can assist with a group's election.

Each group has its own bylaws.\* Section chairs are responsible for providing a copy of the bylaws to ESA (all changes to section/chapter bylaws must be approved by the Governing Board). Bylaws must also be posted on the section or chapter's website, and a record kept at ESA Headquarters. Please send them to [esahq@esa.org](mailto:esahq@esa.org) and [membership@esa.org](mailto:membership@esa.org) for preservation.

Each section and chapter is to provide an updated leadership list immediately after its election. ESA will request this information periodically throughout the year, but it is best to ensure up-to-date records among staff by self-reporting to [esahq@esa.org](mailto:esahq@esa.org) and [membership@esa.org](mailto:membership@esa.org).

*\*This provision is under review by Council; recommendations are anticipated in early 2024.*

## EVENTS

If a chapter or section chooses to hold an in-person meeting or other event at a time other than during the ESA Annual Meeting, please contact Christi Nam at [christi@esa.org](mailto:christi@esa.org). Staff at HQ need to know the particulars of the meeting or event being held. Because of liability issues, additional insurance may be required, which would need to be paid for out of the chapter or section budget. In addition, there may be other issues that need to be addressed by ESA staff.

ESA suggests referring to the resources on accessibility and inclusivity for meetings provided on the Chair Resources under the Member Tools menu on the ESA website.

## SECTION AND CHAPTER AWARDS

Some sections and chapters offer awards based on scientific work, contributions to the science or ESA, or other purposes. While all awards have some descriptive name to them, they otherwise vary in purpose and the actual award received—in some cases, it is simply recognition; others provide cash stipends paid out of section funds; others are funding to attend the Annual Meeting or some other event. Sections and chapters are free to determine both their own awards structure and the execution of the process for identifying winners. Sections and chapters are encouraged to collaborate on award opportunities to make the largest impact with their available resources.

Any stipends or cash awards must be paid out of available section or chapter funds, so it is recommended that chairs check in with ESA staff prior to publicizing an award opportunity.

In such cases as a section or chapter wishes to have award that includes a cash prize be included in the endowed ESA awards, the minimum threshold is a \$10,000 starting fund; after that minimum is reached, the award can be included on the membership/donation form. The chair of the sponsoring section may also propose to the chair of the Awards Committee that the award be elevated to the status of an official ESA award, but such a status can only be conferred by vote of the Governing Board, and the composition of the ESA awards is carefully monitored to ensure that existing awards are not diluted or diminished. Contact [awards@esa.org](mailto:awards@esa.org) for additional questions about this process, as it undergoes regular review.

Society-wide rules governing awards named for individual people are being adopted. A draft policy will be voted on by the Governing Board in their fall 2023 meeting.

## COUNCIL MEETING / ANNUAL REPORT

The ESA Council meets at least twice per calendar year, once during the Annual Meeting and once over the winter. Chairs are responsible for appointing a representative to the Council per the ESA Bylaws enacted in January 2022; chairs may fill the seat themselves or appoint another member to serve in the role. Notices about the date and location of Council meetings are sent in advance. Representatives who cannot attend the meeting are welcome to name a substitute by notifying the Executive Director.

Prior to the August Council meeting, chairs are responsible for providing a brief annual report to the Council that summarizes the previous year's activities. Reports are distributed as part of the Council meeting and published in the Bulletin after the Annual Meeting. You will be given detailed instructions on where to send the reports, and the exact deadline date, in the spring before the Annual Meeting. Failing to provide an annual report can be an indication of inactivity, which can lead to dissolution.

## ANNUAL MEETING



## BUSINESS MEETING AND MIXERS

It is the responsibility of the chairs to work with Meetings staff to organize a mixer and/or a business meeting to be held at the Annual Meeting. Information about when to submit your event request, and all deadlines, will be shared via email and check-ins with the Member Services Office. You can enquire budget info from the CFO. This money is to be used to pay for any food or drink provided at the mixer or business meeting. With more limited financial resources than in the past, joint events are strongly encouraged. Section leadership are also encouraged to seek sponsorship for events, which staff does as well.

Details on business and social meetings for 2024 will be shared later in the fall as the full administrative schedule for the Annual Meeting takes shape. Note that this schedule is subject to change from year to year. Business meetings and social functions can also be held externally to the Annual Meeting, virtually or in conjunction with another event. **The deadline to request these events for Portland will be in early April.**

So that staff can provide the best support possible, and so that sections and chapters can be kept in the loop about one another's activities, chairs should submit a brief report (a bulleted list of high points, via email, will suffice) to their members and the Member Services Office following their business meetings, ideally by the end of the third quarter (September 30) of the year of the meeting or within six weeks of the business meeting if it is held at a time other than the Annual Meeting.

## EXHIBIT BOOTH

Sections and chapters are offered a table in the exhibit hall free of charge. The chair is responsible for deciding whether to take advantage of this opportunity, what to display and how to staff the table during show hours. Setup and tear-down times vary from year to year and center to center; this information will be provided by the Meetings team. Section members are responsible for packing up their booth; **anything left in the booth space after tear-down has closed will be discarded.** In the past, ESA was able to provide some limited storage, but is no longer able to facilitate.

Sections and chapters may sell merchandise at their booths, or to conduct silent auctions and other activities, to raise additional funds and promote themselves. Any financial activity must be coordinated one month in advance with the CFO and Member Services Office.

## PROMOTION

Sections and chapters can help us promote our Annual Meeting and encourage members to attend through newsletters or emails to your membership, including using the ECO online community. Sections and chapters can also promote their own meetings, awards and other business. Please connect with the ESA Member Service Office to coordinate.

## PROPOSAL SUBMISSION

Sections and chapters are strongly encouraged to organize symposia, workshops, short courses, organized oral sessions and Inspire sessions for the Annual Meeting. Chairs have the ability to connect with large groups of members with common interests and leverage ESA resources to identify promising content to share with the community at the Meeting. When submission deadlines are shared in the fall of the year, chairs should convene their fellow leaders to discuss options, or contact fellow chairs for collaborative opportunities.

## PROPOSAL REVIEW

ESA's Annual Meeting Meetings Committee relies on ESA's leadership for help assessing proposals for symposia, organized oral, and contributed abstracts each year. Appropriate broad-based peer review of these proposed sessions is critical in order to maintain the high level of quality expected of these sessions at ESA meetings. Reviewers include the Annual Meeting program chairs, section and chapter chairs, and members of certain standing committees. Each proposal will receive the attention of several reviewers. The input of section and chapter chairs as reviewers is extremely helpful, as the committee decides which sessions will be accepted for the meeting program. Proposal review is one of the primary ways that sections can assist in developing the meeting program and represent the interests of the membership.

ESA will send out a request for reviewers around the submission deadline. Reviewers typically are asked to review 10–12 proposals over 3 weeks in October and again in late winter. Please note that chairs are still eligible to be a reviewer even if they have submitted a proposal. ESA will avoid assigning to you any proposals in which you are formally involved, and you will be able to opt out of reviewing any proposals that present a conflict of interest.



## ABSTRACT REVIEW

Additionally, the Program Committee seeks the assistance of volunteer leaders and other members in the review of contributed abstracts. Staff will send out a request for reviewers in the spring. Any member is eligible to be a reviewer even if they have submitted an abstract, as staff will operate to avoid self-review or other conflicts of interest.

## COMMUNICATION WITH YOUR MEMBERS

An email list of the chapter/section members can be requested from [membership@esa.org](mailto:membership@esa.org). You can also use the ECO community described below for your members, which is synced live with the membership database and always up to date, or coordinate with Member Services on newsletter opportunities. On occasion, you may be asked to assist with membership renewal of your section members. Each message must contain a link to the unsubscribe or email preferences page.

Please note that communications related to policy should first be discussed with ESA's Public Affairs Office.

## FILE BACKUP

ESA maintains a shared drive for the Society's business via Sharepoint. To facilitate the transfer of information between chairs over time, and to ensure access to accounts in the event of a leader's inaccessibility, it is requested that sections and chapters provide access to files they use to store information, so they can be backed up to Sharepoint and made available at time of need. This can include but is not limited to:

- Process documents
- Program descriptions and processes
- Login information for web and social accounts

Contact [membership@esa.org](mailto:membership@esa.org) with questions about how and where to share files.

## MEMBER ENGAGEMENT

As a chair, one of your primary responsibilities is to regularly engage with your members. Engagement should serve the needs of the membership and provide a two-way flow of information. You should seek to keep your members apprised of opportunities that may benefit them and of initiatives being led by both the Society and your part of it, and you should offer members opportunities to provide direct feedback to their elected leaders as well as their representative on the ESA Council.

Some methods to engage include:

- A regular newsletter that compiles upcoming scientific events, deadlines and updates from the leadership
- Regular conversation starters on ECO, to engage members with each other
- Social or website invitations to comment
- Virtual and in-person networking events
- Leadership meetings open to the general membership
- Invited Q&A with leaders and/or the Council rep

There are many ways to engage with members, and the office staff is prepared to facilitate or consult if you have questions.

## CHAPTER AND SECTION WEBSITES

ESA chapters and sections, and some committees, have websites hosted at [esa.org](http://esa.org). Hosting with ESA helps to unify common brand elements, reduce costs and ease maintenance.

The ESA webmaster can provide some technical assistance, but each chapter or section is responsible for administering its own content updates.

All other web-related inquiries can be sent to [webmaster@esa.org](mailto:webmaster@esa.org). Include the membership director in communications with staff related to your websites.

Chapters and sections bear the responsibility for the content on their websites and social media as well, including the monitoring (and, if need be, moderating) of interactions on those channels.

## ONLINE COMMUNITY

ESA's community, ECO, can be accessed at <http://community.esa.org>. All ESA members have access to the community, as do non-members who have a web account with us. Communities unique to members of each chapter and section have been set up within the main ESA community. It is recommended that chapters and sections use this platform to share and seek information in conjunction with other business efforts.

ECO allows group members to message each other similarly to a listserv, as well as share documents, schedule events, blog and connect directly with others in the group. While it will serve primarily as an updated listserv for the ecological community at large, the private section and chapter groups will be able to use ECO a platform for communicating about section and chapter business, and collaborate on projects. [An exclusive community for chairs is available here.](#)

Training is available for chapter and section leaders on demand; connect with the membership director with any other questions.

## SOCIAL MEDIA

Sections and chapters are permitted to manage their own social accounts as they feel is appropriate to publicize the work of their members or other matters of interest or concern. Due to the regular turnover of leadership in these bodies, it is highly recommended that social accounts be administered by non-personal accounts (i.e., via anonymous Gmail accounts) with login information shared both in any internal administrative documents of the section or chapter and with ESA staff, to ensure continuity.

To repeat, sections and chapters are not separate entities from ESA and are not permitted to speak on their own behalf, including on social media. Individual members may do so as long as they do not state or imply that they are speaking for ESA. When ESA does issue an official statement via social platforms, sections and chapters are requested to share to help spread awareness. Sections and chapters are encouraged to work with ESA's Public Affairs Office around emerging issues in science or society so that the Society can effectively speak with one voice.

To help amplify messaging, section and chapter social administrators are encouraged to tag ESA on Twitter and Instagram when posting on those platforms; this will alert staff and give them opportunity to share.

### ESA Social Channels

Twitter: [https://twitter.com/ESA\\_org](https://twitter.com/ESA_org)

Facebook: <http://www.facebook.com/esa.org>

Instagram: <https://www.instagram.com/ecologicalsociety/>

LinkedIn (page): <https://www.linkedin.com/company/ecological-society-of-america/> | (group) <https://www.linkedin.com/groups/1233137/>

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## ANNUAL MEETING SOCIAL MEDIA GUIDELINES

ESA encourages open discussion on social media outlets at our Annual Meeting. In order to find a balance between the needs and expectations of members and to make the meeting a safe and comfortable space for everyone, we set forth the following guidelines:

- Please keep in mind ESA's [Code of Conduct](#) for events (<https://www.esa.org/events/code-of-conduct-for-esa-events/>) and apply it to your communication online (and in person). Harassment, intimidation, or discrimination in any form will not be tolerated.
- We ask that you do not photograph, video, or audio record information during scientific sessions (talks and posters). Special arrangements to photograph or record sessions, WITH EXPLICIT PERMISSION FROM PRESENTERS and ESA, can be made through the director of conventions and meetings ([meetings@esa.org](mailto:meetings@esa.org)), but must be pursued well in advance. PHOTOGRAPHY AT SOCIAL EVENTS, IN PUBLIC AREAS, AND AT PLENARY SESSIONS IS OKAY.
- There are options for sharing presentation materials without in-session photography: Presenters may post slides and posters to ECO, described above, for public or members-only access. Presentations can also be shared on Figshare, Github, and other online databases at any time.
- Social media (Twitter, Facebook and others) "opt-out" policy: While the **default assumption is to allow open discussion** of ESA presentations on social media, please respect any request by a presenter to not disseminate the contents of their talk. The icon linked on the Social Media Guidelines page on the Annual Meeting website may be

downloaded for inclusion on slides or posters to clearly express when a presenter does not want their results posted to Twitter or any other new media sites.

You may download an opt-out Twitter image from <https://esa.org/saltlake/social-media-guidelines/>. PLEASE INCLUDE THE OPT-OUT TWITTER IMAGE ON EVERY SLIDE TO ENSURE YOUR PREFERENCE IS KNOWN SINCE PEOPLE MAY COME IN AFTER YOUR PRESENTATION BEGINS.

As a reminder, the official meeting hashtag is #ESA and the year of each meeting (so #ESA2024). We look forward to seeing your thoughts and discussion online.

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## BLOG

ESA's blog *EcoTone* showcases ecology and ecologists, focusing on ecological science in the news and its use in policy and education. *EcoTone* welcomes guest submissions on topics of interest to the broad ecological community. Please see <https://www.esa.org/esablog/>. Sections in particular are encouraged to submit guest posts or coordinate with staff on series of interest to the community. Past examples include series from diverse ecologists, ecology in the COVID-19 pandemic and ongoing series on the application of DEI in ESA's work.

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## PUBLIC AFFAIRS

### POLICY

Sections and chapters may be interested in becoming involved in policy issues or activities. They must inform the Society about their plans so that ESA is aware of activities that count as lobbying (for IRS purposes) and also to ensure that activities are consistent with the Society's perspective on a given issue. ESA occasionally encourages its members (often by state or section) to weigh in on a public policy issue. For more details, question or suggestions about ESA advocacy and policy positions, please contact Alison Mize, director of public affairs, at [alison@esa.org](mailto:alison@esa.org)

### ADVOCACY

As a 501(c) (3) organization, ESA is permitted to lobby but must abide by the Internal Revenue Service's (IRS) rules in order to maintain ESA's tax-free status. Sections and chapters planning a lobbying activity should coordinate with ESA's Public Affairs Office.

### EXECUTIVE DIRECTOR POSITION DESCRIPTION

**Introduction:** The role of the Executive Director is to serve as the leader for the Executive Office, regularly interface with the Governing Board, and ensure that the ESA financial and programmatic goals are being fulfilled. While the Board is focused on big issues (such as where the Society is going, whether it is meeting typical member needs, and what its goals and priorities are), the Executive Director is focused on the day-to-day activities necessary to achieve the goals and is responsible for the management, operations, and finances of the organization.

The Executive Director is the Board's single employee and is accountable solely to the Board, through the President. The Executive Director motivates and guides the professional staff. The Executive Director serves the Society under a contract and has an annual performance review process (*See also Executive Director Performance & Evaluation Process*).

**Executive Director Position Description:** Reporting to the ESA Governing Board and working in close partnership with its President, the Executive Director is the chief executive officer of ESA with oversight of all its activities and responsibility for its financial wellbeing.

The core objectives for the Executive Director are as follows:

- Lead the implementation of the strategic plan and ensure that ESA's organizational structure and resource allocation are well-aligned with its direction and goals.
- Provide disciplined organizational vision and management, ensuring long-term financial sustainability. Effectively lead ESA staff, promoting high standards of excellence and accountability. Foster a culture of openness, accessibility, inclusivity, and teamwork.
- Ensure a strong ongoing partnership with John Wiley & Sons, upholding the rigor and quality of ESA publications while keeping close watch on trends, opportunities, and potential threats to the publishing enterprise.
- Retain, grow, and broaden the Society's membership. Help make ESA ever more relevant and accessible to today's multi-faceted community of ecologists, including those in academia, government, and the private sector, so that members value and deepen their connection to the organization. Support members' professional development and help them forge connections to colleagues across sectors and disciplines. Pursue innovations to advance collaboration, skill-building, and action at the chapter and section levels.
- Raise the profile of ecology as a dynamic, highly impactful and interdisciplinary field of endeavor and of the ESA as an influential voice for the field. Support and coalesce members as they play more prominent, public-facing roles. Nurture and develop diverse new and younger leaders for ESA and the profession while still drawing upon and energizing key leaders of the past. Maintain the Society's standards of academic rigor and respect even as it works to influence public policy.
- Significantly enhance ESA's digital presence across multiple platforms including via social media and through a redesigned website. Strengthen internal technology capabilities to better serve ESA membership and reach decision-makers and the public.

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- Raise the visibility of ESA broadly and heighten its presence in Washington, DC. Forge productive relationships with public officials, governmental and non-governmental agencies, and the media. Make the case for the relevance of ecological sciences to issues of economic prosperity, equity, human health and wellbeing, climate change, and other major societal concerns.
- Pursue new and enhanced revenue sources for the Society, including where possible, philanthropic support.
- Continue to build, strengthen, and promote ESA's certification program. With increasing demand for certification in the profession, ESA's program has the potential to play an even more important role in furthering diverse career opportunities for ecologists and in defining professional standards for members and nonmembers alike.
- Set a standard for diversity and inclusion within and among ESA's membership, board, staff, and partners, and in the field of ecology as a whole.

Qualifications & Experience: For this pivotal role, ESA will search broadly for a leader who embraces ESA's mission. The Executive Director must relish the challenge of attending to a complex and diverse membership who share organizational authority and have high expectations for both service and leadership. Although ESA's next Executive Director could be an ecologist with organizational management experience, candidates are welcome from outside the field if they have a strong belief in the importance of science and specifically the importance of ecology. Abilities to innovate, inspire and mobilize others, understand and leverage technology, and circulate widely are all important.

In addition, the qualities of an ideal candidate include:

- Passion for science and the vital work of scientists in society. Appreciation for the role of research and the challenges facing researchers today.
- Organizational leadership experience within a multi-million dollar organization. Proven business acumen. Discipline and focus in setting clear priorities, meeting or exceeding goals, delegating effectively, and running a fiscally sound operation. Experience in a scientifically based organization or association would be an asset, and experience working closely with or reporting to an engaged board is preferred.
- Knowledge, interest, and experience with new communications technologies and platforms. Inventiveness in how the use of these technologies might enhance the ESA's purposes and its members' work and careers.
- Proven understanding of the science/policy interface. Sound political judgment and media savvy. Experience with government relations and a wide network of contacts in DC. Experience building productive partnerships and strategic alliances.
- Understanding of the dynamics of a membership organization. The ability to listen well, communicate widely and frequently, and promote a sense of common purpose.
- A management style which is goal-oriented but flexible, which respects the capabilities, resourcefulness, and independence of staff members, delegates to them as appropriate, and provides them with a clear sense of direction.
- Cultural competence. Demonstrated commitment to advancing diversity and inclusion.
- Strong writing and public speaking skills.

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- Integrity, good humor, diplomacy, patience, warmth, resilience, and considerable energy.

*For additional reference, see the Bylaws (<https://www.esa.org/about/governance/esa-bylaws/>).*

# ESA Policies & Procedures Handbook

*Approved by the Governing Board November 12, 2019  
Revisions approved by the Governing Board May 13, 2025*

## EXECUTIVE DIRECTOR PERFORMANCE EVALUATION PROCESS

**Background:** Executive evaluation is critical to well-functioning nonprofit organizations. Boards that don't conduct regular performance and compensation reviews are opening up the organization to serious risk. Best practice for nonprofits boards includes the following:

- A formal, written review of performance every year.
- An annual goal-setting process.
- Regular review of compensation.
- Appropriate input and approval from the Governing Board.

**Guiding Principles:** The Governing Board of the ESA has established the following guiding principles related to the Executive Director's performance review:

- The intent of the process is to jointly agree on goals for the coming year, to evaluate the achievement of those goals, and to review performance of duties associated with the management and leadership of the organization.
- Evaluating the Executive Director is the responsibility of the Governing Board, which delegates managing this process to the Executive Review & Compensation Committee.
- A formal, written review of the Executive Director's performance and achievements should be conducted annually. The process should be fair, formal, and consistent.
- The purpose of the annual review is to ensure the Society's long-term sustainability and to support leadership development of the Executive Director. It should be used to convey commendations and to identify issues for further discussion.
- The Executive Director should be evaluated against clearly defined, mutually agreed upon metrics tied to 1) the strategic plan and annual operating goals for the Society, 2) list of duties and responsibilities assigned to the Executive Director, and 3) professional development and management goals specific to the Executive Director.
- To protect the Society (and in keeping with federal regulations related to compensation), a summary of the annual review process and any board actions should be documented in writing and shared with the full Governing Board.
- Every 3 years, the Governing Board reviews executive compensation using external salary benchmarks. Annually, the Governing Board approves any adjustments to executive compensation based on recommendations from the ER&C Committee.

### Executive Review & Compensation Committee (ER&C)

#### Purpose

- 1) The ER&C Committee shall coordinate the annual performance evaluation process as outlined on the following pages.
- 2) The ER&C Committee shall make recommendations to the Governing Board with respect to the Executive Director's performance and criteria for achievement for the next year.
- 3) The ER&C Committee, in conjunction with the Finance Committee, shall make recommendations to the Governing Board related to executive compensation.

#### Composition

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- Chair: Secretary
- Past President, who was President during the fiscal year under consideration
- President, who will work with the Executive Director during the subsequent fiscal year
- One additional Governing Board member, who has served on the board for at least two years, appointed by the Secretary

### Timeline

- The review period shall be the fiscal year, July 1 through June 30. This aligns the Executive Director's performance review with fiscal year-end results.
- The process shall take place after the Annual Meeting. This ensures that the process does not interfere with Annual Meeting activities.
- The timeline is intended to be completed within 3 months and to fit into the regular calendar of Governing Board meetings.

Months	Timing	Activity	Parties Involved
<b>April - May</b>	4 weeks before GB Meeting	<i>ER&amp;C Meeting #1: Finalize plan and timeline</i>	ER&C Committee ED
	<b>Spring GB Meeting</b>	<b>Announce timeline to GB</b>	<b>GB including ED</b>
<b>June - August</b>	<b>Annual Meeting &amp; GB Meeting</b>		
	1 week after GB meeting	<i>ER&amp;C Meeting #2: Check-in before starting</i>	ER&C Committee
<b>September - October</b>	No later than September 1	Submit self-evaluation	ED
	Within 1 week (4+ weeks)	Gather input from Governing Board & others	ER&C Committee Others
	October 1 (4+ weeks)	<i>ER&amp;C Meeting #3: Draft report</i>	ER&C Committee
	1 week before GB meeting	Distribute report to GB	ER&C Committee
<b>November</b>	<b>Fall GB Meeting</b>	<b>Executive Session with GB</b>	<b>ER&amp;C Committee</b>
	Within 1 week	<i>ER&amp;C Meeting #4: Revise report, as needed</i>	ER&C Committee
	1 week in advance	Distribute report to ED	
	<b>Meeting with ED</b>	<b>Review report and criteria with ED</b>	<b>ER&amp;C Committee ED</b>
	Within 2 weeks	<i>ER&amp;C Meeting #5: Finalize and share reports</i>	ER&C Committee

### **Performance Evaluation Procedures**

#### **1. Timeline & Methodology**

*May: Spring Governing Board Meeting*

- a. The annual performance evaluation of the ED takes into consideration accomplishments and performance during the fiscal year ending June 30:
  - Annual goals, established as part of the annual operating plan and budget
  - Management and leadership duties, based on the ED's position description
  - Criteria for achievement specific to the ED, established as part of the previous performance review
- b. The timeline, methodology, and respondents are mutually agreed to by the ER&C Committee and ED.
- c. The ER&C Committee shares the timeline and process with the Governing Board. Any changes to the process outlined in this document are subject to GB approval.



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- d. The ER&C Committee may engage a consultant, who shall report to the Committee.

### 2. Input & Feedback

*September*

- a. The ED submits a written self-evaluation summarizing accomplishments, progress, and performance against the annual goals and criteria for achievement. The self-evaluation may include challenges encountered and suggestions for priorities and improvements. The ED's self-evaluation is distributed to all members of the GB.
- b. The ER&C Committee may solicit input from GB members who served during the fiscal year, senior staff, and other ESA leaders (such as Council speakers, committee chairs, etc.) using a confidential, online survey.
- c. The findings and conclusions are documented in an executive summary based on common themes and significant differences by respondent group. This may be prepared by the consultant.
- d. The ER&C Committee reviews the feedback and discusses the findings.

### 3. Annual Performance Evaluation Report

*October*

The ER&C Committee shares a written, confidential report that includes:

- The executive summary of the findings and conclusions, and
- Recommendations related to criteria for achievement for the next fiscal year and, as needed, compensation adjustments and any other action items related to the evaluation.

### 4. Executive Session with the Governing Board

*November: Fall Governing Board Meeting*

- a. The ER&C Committee distributes the ED evaluation report to the GB in advance.
- b. During the Fall meeting, the Governing Board discusses the results in executive session and offers additional input and suggestions to the ER&C Committee.
- c. The GB approves any action items related to the ED's performance evaluation, including any compensation adjustments, which shall be retroactive to November 1<sup>st</sup>.
- d. As needed, the ER&C Committee updates the ED performance evaluation report to incorporate input from the GB.

### 5. Meeting with Executive Director

- a. The ER&C Committee chair distributes the performance evaluation report to the ED, including proposed criteria for achievement for the subsequent fiscal year, in advance of meeting.
- b. The ER&C Committee meets with the ED to discuss the findings, conclusions, and proposed criteria for achievement. As needed, the ED may work with the ER&C Committee chair and President to further revise the criteria for achievement.
- c. The final criteria for achievement are restated in writing and mutually agreed to by the ER&C Committee and ED.

### 6. Documentation

- a. The ER&C Committee chair distributes the final criteria for achievement to the GB for informational purposes.
- b. The ER&C Committee chair transmits copies of the final performance review report, criteria for achievement, and any other GB decisions to the Chief Financial Officer (or other

## **ESA Policies & Procedures Handbook**

designated administrator), who shall maintain a confidential personnel file for the ED on behalf of the Society.

*Approved by the Governing Board: May 8, 2024*

## ESA EXECUTIVE LEADERSHIP CONTINUITY & TRANSITION PLAN

### INTRODUCTION

This *Executive Leadership Continuity & Transition Plan* provides for an orderly and seamless transition should the Executive Director be unable to fulfill his/her duties or announce his/her departure. This plan is intended to minimize disruption to the Ecological Society of America (ESA) and allow the Governing Board and staff to focus on moving forward in a productive and unified manner.

The Governing Board recognizes the Executive Director's central role in organizational leadership, including strategic planning and implementation, administration and operations, staff management, governance and board relations, financial management, stakeholder engagement.

This plan shall be reviewed every other year by the Presidents so that they are aware of the contingency plans and by the Governance & Leadership Committee as part of maintaining up-to-date policies and procedures.

As soon as feasible, following notification of the Executive Director's temporary absence or permanent departure, the President shall convene the Officers to affirm the procedures described in this plan or to modify them if needed. Any changes to this plan shall be approved by the Governing Board.

### CONTINUITY PLAN: TEMPORARY ABSENCE OF THE EXECUTIVE DIRECTOR

#### Definitions

A *temporary* absence is one in which the Executive Director is expected to return to the position once the events precipitating the absence are resolved.

An *unplanned* absence arises unexpectedly, such as a serious illness, in contrast to a *planned* absence, such as a sabbatical.

A *short-term* absence is 1 – 3 months, and an *extended* absence is more than 3 months.

#### Planned Absence

For planned absences, the Executive Director shall propose a *continuity plan* that addresses temporary staffing structure, subject to approval by the Governing Board.

Acting Executive Director: An Acting Executive Director shall be named from among ESA's senior staff. The duties of the Executive Director may be split between two or more senior staff. The Acting Executive Director may be offered additional compensation, subject to approval by the Governing Board.

Authority: The Acting Executive Director shall have the same authority for day-to-day decision-making and independent action as the regular Executive Director. Decisions related to staff hiring and terminations, significant financial issues, and public policy positions shall be made in consultation with the Presidents. As needed, the Presidents may be called upon to provide additional support to the Acting Executive Director in this temporary leadership role.

Approval: The continuity plan shall be approved by the Governing Board and signed by the President, Executive Director, and Acting Executive Director.

#### Unplanned Absence

In the event of an unplanned absence, the Chief Financial Officer (CFO) or another staff director shall notify the President. The President shall appoint an Acting Executive Director (*as described above*) from among the senior staff, after consulting (if feasible) with the Past President and President-Elect.

Communications: Upon designating the Acting Executive Director, the President shall notify the staff and Governing Board of the delegation of authority. The President and the Acting Executive Director shall

communicate the temporary leadership structure to selected external supporters of ESA, as appropriate given the circumstances.

**Extended Absence:** For an absence of more than 3 months, the Governing Board, in consultation with the Acting Executive Director, shall consider additional support to fill the vacant position (e.g., temporary staffing and/or consulting services) because it may not be reasonable for the Acting Executive Director to carry out duties of both positions for an extended period.

**Return from Absence:** The decision about the Executive Director's return shall be determined, by mutual agreement, between the Executive Director and President. The timing shall include a start date and may include a reduced schedule for a set period, subject to Governing Board approval.

## TRANSITION PLAN: PERMANENT DEPARTURE OF THE EXECUTIVE DIRECTOR

### Definitions

An *unplanned* transition occurs when the Executive Director is no longer able to perform the duties of the position, is asked to leave immediately by the Governing Board, or chooses to vacate the position with less than 3-months' notice.

A *planned* transition occurs when the Executive Director gives at least 3-months' notice (e.g., when taking another position or retiring) or does not renew his/ her contract or when the Governing Board notifies the Executive Director that the contract will not be renewed at the end of the current term.

### Unplanned Executive Transition

For an unplanned departure, the procedures for an unplanned absence shall apply, with these additions:

**Transition Committee:** The President shall convene a Transition Committee consisting of the 3 Presidents, Secretary, and Vice President of Finance within 2 weeks to create a preliminary *transition plan*. The CFO or another senior staff member shall be named to work with the Transition Committee.

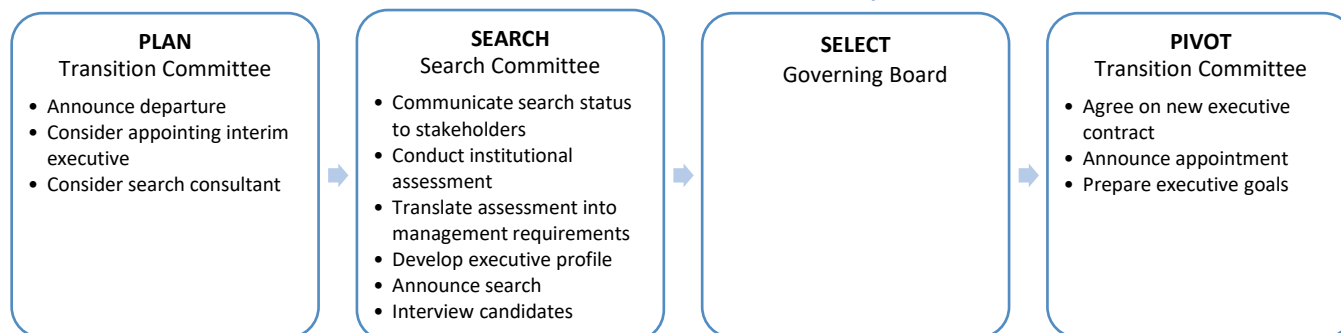
**Transition Plan:** The Transition Committee shall consider the following issues, depending on the circumstances of the departure and the capacity of the Governing Board and staff:

- Need for outside consulting assistance<sup>1</sup>
- Need to appoint an Acting Executive Director
- Immediate next steps for replacing the Executive Director

Thereafter, the Transition Committee shall proceed with the executive search plan outlined below.

**Meetings:** The President shall convene a special meeting of the Governing Board to discuss the transition plan. The President shall also meet with the staff to convey support and promote open communications.

### Executive Transition & Search Plan: Process & Responsibilities



<sup>1</sup> Circumstances that suggest the need for outside assistance include involuntary separation of the Executive Director, departure of a long-time leader, an organizational crisis, or consideration of a merger or other significant structural change.

## Planned Executive Transition

In the event of a planned departure, the following procedures and conditions shall apply:

Executive Director: The Executive Director will continue to have the full authority for decision-making and independent action until his or her departure.

If possible, the outgoing Executive Director shall propose an exit plan, prepare a briefing package, complete performance reviews for direct reports, and/or remain in the position until the new Executive Director begins.

Executive Search Plan: The Transition Committee shall present an *executive search plan* to the Governing Board for approval within 1 month of notification of the Executive Director's departure. It shall address:

- Whether to appoint an Acting Executive Director or hire an external interim executive<sup>2</sup>
- Whether to use an executive search firm or manage the search internally<sup>3</sup>
- Timeline for conducting the search and managing the transition, as well as the departure of the outgoing Executive Director
- Transition budget, which may include severance for the Executive Director, search costs (consulting fees, travel, communications, etc.), and compensation for an Acting Executive Director and/or other interim support
- Search Committee nominations and other guidelines as needed under the circumstances

The Governing Board may establish an *executive transition fund* or use board-designated or other reserve funds for this purpose, which will help separate one-time transition costs from regular operating expenses.

Search Committee: The Governing Board shall approve a Search Committee within 14 days after approving the executive search plan.

The Search Committee may include, but is not limited to, current and past members of the Governing Board, other Society (volunteer) leaders, and, if possible, the executive director of another scientific society. The target size for the committee is 6 – 8 members.

An ESA staff liaison shall be appointed to work with the Search Committee, who shall also serve as the point person for staff throughout the search process. The Search Committees shall ensure that staff have a voice in the search, are appropriately involved in the process, and are informed of progress.

The Search Committee shall report to the Governing Board. It shall also communicate regularly with the Transition Committee to ensure coordination related to ongoing operations and communications with stakeholders (e.g., Council, committees, members, and peer organizations).

## Key Steps in an Executive Search

A search for a new Executive Director is a difficult task, especially because it is not an activity regularly undertaken by an organization. This section outlines the key elements of an executive search for consideration by ESA's Transition Committee, Search Committee, and Governing Board.

### 1. Prepare for Search (Transition Committee)

- Review the Executive Director's position description
- Review executive compensation and benefits
- Review and refresh, as needed, the strategic plan and Society priorities

<sup>2</sup> If no clear choice is available for an Acting Executive Director, the Transition Committee may consider an external consultant to serve in this position, subject to approval from the Governing Board. This decision may be guided, in part, by internal candidates, expected time frame for hiring a new executive, and leadership issues at the time of the transition.

<sup>3</sup> The Transition Committee shall consider whether there is a suitable internal candidate among the staff. If so, the qualifications of that candidate shall be reviewed to determine whether to make an offer or to include this candidate in the search process.

- Assess organizational structure and leadership needs, with input from the senior staff
  - Recommend whether to use an executive search firm or manage the search internally
  - Nominate members of the Search Committee
2. Manage the Search (Search Committee)
- Select an executive search firm, if determined by the Governing Board
  - Create a position profile and announcing the job
  - Develop a diverse candidate pool<sup>4</sup>
  - Screen and interview candidates
  - Select finalists, including check references and do a pre-employment background check
3. Naming the New Executive Director (Transition Committee)
- Get approval from the Governing Board<sup>5</sup>
  - After the candidate is select, negotiate an employment agreement<sup>6</sup>
  - Announce the new Executive Director
  - Develop an onboarding plan for the first year

## KEY DOCUMENTS & OTHER RESOURCES

To support a smooth executive transition, ESA leaders shall rely on governing documents, current policies and procedures, and professional resources (rather than on the preferences of individuals). The following resources should serve as a starting point for in any Executive Director transition at ESA:

1. Internal ESA Documents
- Bylaws ([link to ESA website](#))
  - Governance Policies & Procedures Handbook ([link to ESA board portal](#))
  - Employee Handbook
  - Job descriptions of senior staff
  - Continuity of Operations Plan (COOP)
  - Financial reports (annual budget, financial reports, audit, investments practices)
2. Recommended External Resources
- *Executive Search Firms*
    - Isaacson, Miller: <https://www.imsearch.com/>
    - Russell Reynolds: <https://www.russellreynolds.com/en/>
    - Sterling | Martin Associates: <https://smartinsearch.com/>
  - *Association Networks*
    - American Society of Association Executives (ASAE): <https://www.asaecenter.org/>
    - CEO Updates: <https://www.associationjobs.com/>
    - Council of Engineering and Scientific Society Executives (CESSE): <https://www.cesse.org/>

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<sup>4</sup> If a member of the Governing Board desires to be considered for the position, he or she must first resign from the Governing Board and, if unsuccessful, cannot be considered for re-election to the Governing Board for at least 12 months.

<sup>5</sup> The Governing Board shall disclose all relevant information about ESA at the time of the offer, including the strategic plan, financial position, audit outcomes, pending legal issues, and any other relevant information (such as the terms of outgoing Executive Director's departure, if appropriate).

<sup>6</sup> The President shall negotiate the contract in consultation with the Vice President for Finance and legal counsel. The terms of the contract shall be reviewed by the Transition Committee and approved by the Governing Board.

*Approved by the Governing Board November 16, 2021*

*Revised July 2023 and November 2024*

## NOMINATIONS & ELECTIONS PROCEDURES

**Introduction:** This document describes the election policies and procedures of the Ecological Society of America (ESA). They are designed to ensure that ESA's processes of candidate nomination, assembling single slates of candidates where they are used, and elections are ones that

- Inform its members interested in, or running for office,
- inform members of the Nominations Committee about ESA's election policies and procedures and,
- inform members participating in nominations and elections about ESA's emphasis on leadership, meeting the objectives of ESA's awards, and attention to diversity.

They are also designed to ensure that ESA's electorate is an informed electorate.

For additional reference, see the Bylaws (<https://www.esa.org/about/governance/esa-bylaws/>).

### **Leadership & Management Responsibilities**

#### **A. Nominations Committee**

**Responsibilities:** The Nominations Committee is responsible for:

- a) Recruiting potential candidates for Governing Board positions;
- b) Accepting and reviewing nominations for board members by petition;
- c) Soliciting and reviewing nominations for open elected positions;
- d) Inviting recommendations for candidates from committees, sections, and chapters;
- a) Identifying at least two nominees for each open competitive positions (e.g., Member of the Governing Board) in accordance with Bylaws Article VI, Section 3;
- b) Put forward a single slate of candidates for the open Governing Board Officer positions in accordance with Bylaws Article VI, Section 3;
- c) Reviewing and approving the slate of candidates for the Board of Professional Certification (BPC) put forward by the BPC-.  
Reporting to the Secretary and the Governing Board the completed slate of candidates;  
and
- d) Approving the final ballot for elections.

The Nominations Committee shall be guided by the ESA's Diversity Statement when soliciting and considering candidates for each position.

**Composition:** The Nominations Committee is chaired by the Past President and includes the President-Elect, the Speaker of the Council, two Members of the Governing Board, and two additional members who reflect the personal and professional diversity of the Society. The

Past President will nominate the members and the Governing Board will approve the committee roster prior to appointments by the President for one year terms. The Nominations Committee shall convene from December through the following May.

**B. Governing Board Secretary**

Responsibilities: The Secretary is responsible for:

- a) monitoring the balloting process, and protecting the security and anonymity of the ballots; and
- b) validating election results; notifying the candidates of the results and reporting results to the Governing Board and the membership.

**C. Staff**

Responsibilities: The Executive Director and a designated staff member provide administrative support for the management, communication, and implementation of annual elections. Staff responsibilities include:

- a) Assisting the Secretary and the chair of the Nominations Committee in meeting planning, communications, and implementation, and attending committee meetings;
- b) Managing communications for the elections process, including the call for nominations, online information dissemination and information gathering, electronic balloting, and technical assistance to candidates and members;
- c) Managing the online vendor that handles the electronic voting process; and
- d) Maintaining appropriate records to ensure the integrity of the nominations and elections process.

Candidates: All candidates may be nominated by themselves or by other members.

**1. Eligibility**

- Members of the *Governing Board* must be dues-paying Society members in good standing. Presidents serve three-year terms (one each as president-elect, president and past president). Board members serve three-year terms and are eligible for two consecutive terms.
- Members of the *Board of Professional Certification* must be certified ecologists. They serve three-year terms and are eligible for two consecutive terms.

**2. Information Required**

- [Nomination Form](#) to nominate individuals for open positions, including minimum information needed by Nominations Committee to evaluate candidates.
- [Candidate Information Form](#) for candidates approved for the ballot by the Nominations Committee, including biographical sketch, personal statement, headshot, and commitment to run and serve if elected.



**Timeline & Coordination:** The nominating and elections process follows these steps:

## 1. Coordination

- October – November
  - The Executive Director reminds the Nominations Committee Chair of the process and the need to identify two additional members for the Nominations Committee.
  - The Executive Director provides a list of slots that are to be filled, job descriptions of each open position, and a matrix of characteristics of existing Governing Board members and those needed for the open positions. The terms of the Vice President of Finance and Secretary shall be staggered so that no more than one of these officers shall normally be elected in any given year.
  - The two Board Members and two additional members of the Nominations Committee are asked if they are willing to serve. The Board approves the roster for the committee at the November GB meeting and the President then appoints them
- December: Orientation call of the nominations committee to discuss timeline and open positions.

## 2. Nominations

- January
  - In its monthly meeting, the Board of Professional Certification discusses its future needs and any desired compositional attributes (demographic, professional, other experience, etc.) to seek among nominees. Staff compiles a list of eligible certified ecologists whose profiles approximate the BPC's objectives and circulates to board members.
  - Week 1: An [open call](#) for nominations goes out to all members. Staff provide support for crafting and distributing the call as part of the Ecotone blog and/or a separate email. The call includes responsibilities of the various positions, a [nomination form](#) to collect information about potential candidates, and a deadline for nominations.
  - Week 2: Conference Call #1: The Nominations Committee meets to review the matrices and further define the types of candidates sought for each position, taking into account the [ESA Diversity Statement](#).
  - Week 3: The Committee Chair approaches individual members, specific Section, Chapter, and Committee leaders, the Board of Professional Certification, and other volunteers for suggested names of candidates with applicable skills or experience.
- February
  - The Board of Professional Certification discusses the list of eligible certified ecologists and recommends a short list of nominees to seek more information from. Targets are encouraged to provide information by the end of Week 3. Staff compiles and circulates results to the BPC members, who are asked to prepare their evaluations prior to the next meeting.
  - Week 1: The closing date for nominations should be February 1 to allow for ample review of submissions.

- Week 2: The Nominations Committee reviews the collected names, as well as lists of other ESA members (e.g., previous Governing Board members; Section, Chapter, and Committee Chairs; those who have run in the past or been asked to run, members with prior volunteer experience).
- Week 3 – Conference Call #2: Nominations Committee meets to review the various lists and to develop a short list of at least 2 candidates for each competitive position, plus 2 back-up names. Plan interviews top candidates, as well as all eligible self-nominated candidates for officer positions.
- Late February – Early March: Committee Chair schedules calls with nominee finalists, at last one other Nominations Committee member and the Executive Director to conduct interviews to assess their interest and willingness to run for election.
- March
  - The Board of Professional Certification discusses the nominees and votes on a final consensus slate at its monthly meeting. The BPC chair formally presents the slate to the Nominations Committee for acceptance.
- By April 1 – Conference Call #3: The Committee meets to finalize the slate consisting of one candidate for open slots for Governing Board officers, at least 2 candidates for open slots for Governing Board members, and the a single slate for the Board of Professional Certification.

### 3. Slate(s)

- May: The Governing Board reviews and endorses the slate prior to or during the Spring meeting.
- June: At least 30 days before the first day of the Annual Meeting, a list of the candidates is announced in the [ESA Bulletin](#) and on [ESA's website](#).
- June – July: With administrative support from staff, the Secretary sends the [candidate information form](#) to the final candidates to obtain brief bios, statements, and headshots.
- August
  - Annual Meeting: The election is promoted and slate posted at the Annual Meeting. No later than the last day of the Annual Meeting, additional candidates may be nominated by a petition signed by 1% of members; any such candidates must complete the [candidate information form](#) and agree to run for election and to serve if elected.
  - Conference Call #4: As needed, the Nominations Committee meets to review petitions for additional candidates.
  - The Secretary directs staff to prepare the final slate of candidates for the electronic ballot. The ballot shall include the candidates' biographical sketches and brief descriptions of the responsibilities associated with the positions. (2018 Bylaw 1. Elections)

#### 4. Ballot

- September – November: Electronic voting opens in September and closes 30 business days later. Each dues-paying member may vote by submitting a completed electronic ballot.
- November
  - Once the ballot is closed, the votes are tallied. The candidates with the largest number of votes shall be elected. In the event of a tie, the election shall be decided by a majority vote of the Council.
  - The Executive Director and Teller's Committee meet with the election consultants to verify the process and suggest improvements for the following year.
  - Once the election is validated, the Secretary notifies all candidates and the Governing Board, and announces the election results in the *ESA Bulletin* and on the ESA website.

#### 5. Rotation

- January
  - The Executive Director reaches out to incoming Governing Board members to provide information about their positions.
  - The newly elected members of the Board of Professional Certification take office in January of the year following their election.
- August: New Governing Board members are invited to observe the August Governing Board meeting and take office at the conclusion of the Annual Meeting.

*Updated September 2010*

*Updated August 2020*

## **ESA CONFLICT OF INTEREST POLICY**

### **I. Purpose**

ESA is a nonprofit, tax-exempt organization. This policy is designed to ensure that decisions are made in the best interests of ESA, and that there is no personal, professional, or political gain at the expense of ESA. It is not designed to eliminate relationships that create a conflict of interest, but rather to require the disclosure of potential and actual conflicts and recusal of interested persons from decisions where they exist.

This Conflict of Interest policy is established in keeping with Article IX, Conflicts of Interest, of ESA's bylaws. It supplements, but does not replace, any applicable state and federal laws governing conflicts of interest applicable to tax-exempt organizations.

### **II. Definitions**

- A. **Conflict of Interest.** A conflict of interest may exist when the interests or duties of an individual with authority or influence over ESA may be seen as competing with the interests of or duty owed to ESA or might adversely influence the individual's actions or judgment on behalf of ESA.
- B. **Interested Person.** Any member of the Governing Board (GB), Society officer, staff, or member of a committee with governing-board-delegated powers who has a direct or indirect financial interest, a personal interest, or a duality of interest as defined below, is considered an interested person.
- C. **Financial Interests.** A person has a financial interest if the individual has, directly or indirectly, through business, investment, or family:
- An ownership or investment interest in any entity with which ESA has a transaction or arrangement; or
  - A compensation arrangement with ESA or with any entity or individual with which ESA has a transaction or arrangement; or
  - A potential ownership or investment interest in, or a compensation arrangement with, any entity or individual with which ESA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration (e.g., employment, consultant relationship, grants, funding, or other monetary awards), as well as gifts, gratuities, or favors of a substantial nature.

- D. **Other Personal & Professional Interests.** A person has a personal interest if that individual:
- has a direct family relationship or other significant personal relationship with an individual with whom ESA is negotiating a transaction or arrangement; or

- has a significant past or present professional connection with an individual with whom ESA is negotiating a transaction or arrangement (e.g., mentoring, such as a PhD advisee/advisor relationship); or
- has the potential to use confidential information obtained from ESA (that they would not have obtained otherwise) for their own benefit or advantage, or that of a relative, business associate, or other organization.

E. Dualities of Interest. A duality of interest exists when an interested person has a duty or responsibility owed to ESA that conflicts with a duty or responsibility owed to another entity. A conflict may arise when an interested person is acting, or could be perceived as acting, against the interests of ESA and for the benefit of the other entity. Examples of dualities of interest include situations where:

- An interested person is an executive or board member of another enterprise with which ESA does business and/or competes; or
- An interested person receives compensation from an entity that competes directly with ESA, such as another journal or association.

### **III. Disclosure of Actual or Potential Conflicts of Interest**

An interested person is under a continuing obligation to disclose the material facts about any actual or potential conflicts of interest.

Any member of the Governing Board (GB), Society officer, staff, or member of a committee with governing-board-delegated powers shall complete the Annual Conflict of Interest Disclosure Statement upon their association with ESA and shall update it annually. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

Disclosure statements shall be submitted to the Executive Director and shared with the President and Secretary. The Chief Financial Officer shall maintain copies of all disclosure statements on behalf of the ESA.

### **IV. Procedures for Review of Actual or Potential Conflicts**

- A. GB Authority. Where there is reason to believe that an actual or potential conflict of interest exists between the ESA and an interested person, the Governing Board shall determine the appropriate organizational response.
- B. Process – Staff Other than Executive Director. Where the actual or potential conflict involves an employee other than the Executive Director, the Executive Director shall review the matter, take appropriate action as necessary, report the results of any review and action taken to the President. The President, in consultation with the President-Elect, Past President, and Vice President for Finance, shall determine if any further GB review or action is required.
- C. Process – Governing Board Officers, Board Committee Members, and Executive Director. Where an actual or potential conflict exists with respect to a specific proposed action or transaction, ESA shall refrain from the proposed action or transaction until the proposed action or transaction has been approved by disinterested members of the GB.

- 1) An interested person who has an actual or potential conflict of interest shall not participate in or be present during deliberations and decision making. The interested person may, upon request, be available to answer questions or provide material factual information.
- 2) The disinterested members of the GB may approve the proposed action or transaction upon finding that it is in the best interests of ESA. The GB shall consider whether the terms of the proposed transaction are fair and reasonable to ESA and whether it would be possible, with reasonable effort, to find a more advantageous arrangement.
- 3) Approval by the disinterested members of the GB shall be by majority vote of GB members at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, nor for purposes of determining what constitutes a majority vote.
- 4) The minutes of the meeting shall reflect that the conflict was disclosed, the vote taken and, where applicable, the interested person abstained participation and voting.

#### **V. Conflicts of Interest and Compensation**

An individual who receives compensation, directly or indirectly, from ESA for services is precluded from participating in discussion about, or voting on, matters pertaining to that individual's compensation.

#### **VI. Violations of Conflict of Interest Policy**

If the GB has reason to believe that an interested person has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the interested party and making such further investigation as warranted by the circumstances, the GB determines that the interested party has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective and/or disciplinary action.

#### **VII. Annual Review**

This conflict of interest policy shall be distributed annually to members of the Governing Board (GB), Society officers, staff, or members of a committee with governing-board-delegated powers for their review.

## ESA CONFLICT OF INTEREST POLICY Annual Disclosure Statement

I have received and carefully read ESA's Conflict of Interest Policy and have considered not only the literal expression of the policy, but also its intent. By signing this statement, I affirm that I understand and agree to comply with this policy. I further understand that ESA is a nonprofit organization and that, in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish its tax-exempt purposes.

Except as otherwise indicated in this Disclosure Statement, I do not, to the best of my knowledge, have any actual or potential conflict of interest that may be seen as competing with the interests of or duty owed to ESA or might adversely influence my actions or judgment on behalf of ESA., nor does any relative or business associate have an actual or potential conflict of interest. If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the ESA's President, Secretary, and Executive Director.

*Please indicate any actual or potential conflicts of interest. If you answer "yes" to any of the questions, please provide a written description of the details of the specific action or transaction in the space allowed. Attach additional sheets as needed.*

### Financial Interests

1. Has ESA contracted (or is it considering contracting) to purchase or lease goods, services, or property from you, your relatives, or your business associates, or in any entity in which you or they have an ownership or investment interest? ☐ Yes  
☐ No  
*If yes, please describe.*
2. Do you, your relatives, or your business associates receive compensation from ESA or any entity that does business with ESA? ☐ Yes  
☐ No  
*If yes, please describe.*
3. Has ESA offered employment to you, your relatives, or your business associates, other than a person who was already employed by ESA? ☐ Yes  
☐ No  
*If yes, please describe.*
4. Have you, your relatives, or your business associates been given a gift, gratuity, or favor of a substantial nature from a person or entity which does business, or seeks to do business, with ESA? ☐ Yes  
☐ No  
*If yes, please describe.*
5. Are there any other situations involving a financial interest and an activity or transaction that could give rise to an actual or potential conflict (e.g. paid editorship in a journal competing with one at ESA)? ☐ Yes  
☐ No  
*If yes, please describe.*

Other Personal & Professional Interests

6. Are you aware of any situation or circumstance where there is the possibility for you to obtain preferential treatment by ESA for yourself, or for any of your relatives or business associates or where there might be the appearance of such preference? ☐ Yes ☐ No

*If yes, please describe:*

7. Are you aware of any situation or circumstance in which it is possible for you to make use of confidential information obtained from ESA for your own benefit, or for the benefit of a relative, business associate, or other organization? ☐ Yes ☐ No

*If yes, please describe.*

8. Are you aware of any situation or circumstance in which it is possible that your position with ESA could benefit your organization, your company, your relatives, or yourself? ☐ Yes ☐ No

*If yes, please describe.*

Dualities of Interest

9. Do you have an interest outside of ESA that could influence or be perceived to influence you to act against the interests of ESA and for the benefit of the other entity? ☐ Yes ☐ No

*If yes, please describe.*

10. Are you involved with any organizations who serve as partners, or seek to become partners, with ESA? ☐ Yes ☐ No

*If yes, please describe.*

11. Do you or any companies with which you are employed or own offer services in the same field as ESA? Do you serve on the board of any organizations in the same field as ESA? ☐ Yes ☐ No

*If yes, please describe.*

I certify that the information set forth in the Disclosure Statement is true and correct to the best of my knowledge, information, and belief.

**Name (Please print)** \_\_\_\_\_

**Affiliation** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



*Approved (Employee Handbook)*

## WHISTLEBLOWER PROTECTION POLICY

ESA is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. It is important that ESA be apprised about unlawful or improper behavior including, but not limited to, any of the following conduct:

- theft;
- financial reporting that is intentionally misleading;
- improper or undocumented financial transactions;
- improper destruction of records;
- improper use of assets;
- violation of ESA's conflict-of-interest policy; and
- any other improper occurrence regarding cash, financial procedures, or reporting.

We request the assistance of every employee who has a responsible belief or suspicion about any such improper transaction. ESA values this input and each employee should feel free to raise issues of concern in good faith, without fear of retaliation. Employees will not be disciplined, demoted, lose their jobs, or be retaliated against for asking questions or voicing concerns about conduct of this sort. At the same time, ESA expects all employees to take this policy seriously, to use it in good faith, and to use it when necessary and in a judicious manner. Reports that are not made in good faith, or otherwise are intended to harass or annoy an employee, may result in disciplinary action, including termination.

### **Making a Report**

We encourage any employee who has a concern regarding an action concerning ESA's governance, finances, or compliance with all applicable laws and regulations to raise the concern with a supervisor or the Executive Director.

If for any reason the employee does not believe that these channels of communication are adequate, the concern should be reported immediately to either the President of the Governing Board or the Chair of the Audit Committee. Anonymous reports will be accepted, and all reports will be handled on a confidential basis. The contact information for the President of the Governing Board and the Chair of the Audit Committee are available on the Society's website.

Mark envelope: "TO BE OPENED BY ADDRESSEE ONLY, PERSONAL AND CONFIDENTIAL."

The President of the Governing Board or the Chair of the Audit Committee will coordinate the investigation and ESA will take appropriate action as it deems justifiable by the circumstances.

### ESA DOCUMENT RETENTION AND DESTRUCTION POLICY

**Purpose:** In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by ESA in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate ESA's operations by promoting efficiency and freeing up valuable storage space.

**Document Retention:** The following outlines how long certain documents must be retained and when those documents should be destroyed. If any employee has any question about how long documents must be retained, please ask your supervisor or the Executive Director.

#### Permanent Records

- Audit reports
- Cancelled checks for important purchases
- Correspondence on legal and important matters
- Deeds, mortgages, contracts, and leases still in effect
- Fixed assets and depreciation schedules
- Year-end financial statements
- Insurance records, accident reports, claims, policies, etc.
- Governing Board minutes
- Tax returns and worksheets
- Trademark registrations and copyrights
- Chart of accounts, general ledgers, and year-end trial balances

#### Seven Years

- Accounts payable ledgers and schedules
- Bank statements
- Contracts, mortgages, notes, and leases (expired)
- Expense analyses and expense distribution schedules
- Inventory of products, materials, and supplies
- Vendor invoices
- Payroll records and summaries
- Personnel files after termination
- Timesheets
- Vouchers for payments to vendors, employees, etc.
- Cash receipts

#### Three Years

- Employment applications (interviewed candidates)
- Insurance policies after expiration

## ESA Policies & Procedures Handbook

### Two Years

General correspondence

Membership forms

Duplicate cash receipts records

### Less Than One Year

Deleted emails are automatically deleted from the computer system 30 days after deletion

**Electronic Documents and Records:** Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of online transactions, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

**Emergency Planning:** ESA’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping ESA operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

**Document Destruction:** ESA’s Chief Financial Officer is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

**Compliance:** Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against ESA and its employees and possible disciplinary action against responsible individuals. The Chief Financial Officer and Vice President of Finance will periodically review these procedures with legal counsel or the ESA’s certified public accountant to ensure that they are in compliance with new or revised regulations.

**ECOLOGICAL SOCIETY OF AMERICA  
INVESTMENT POLICY STATEMENT  
FOR TEMPORARILY RESTRICTED NET FUNDS  
AND UNRESTRICTED FUNDS**

Adopted by the Governing Board on May 3, 2017

**INTRODUCTION**

This Investment Policy Statement (IPS) has been adopted by the Governing Board of Ecological Society of America (Society) to provide guidelines for the investment of temporarily restricted net funds and unrestricted funds held by the Society (referred to herein alternately as the funds or the portfolios). This IPS does not include guidelines for the management or investment of funds held entirely in cash or for current operations.

The Society was founded in 1915 and incorporated in Wisconsin in 1927. Its purposes are to: (1) promote ecological science by improving communication among ecologists through publication of journals and holding meetings, (2) raise the public's level of awareness of the importance of ecological science and ensure the continuing supply of new ecologists through educational and outreach activities, (3) increase the resources available for the conduct of ecological science through efforts of the membership in both the private and public sectors, and (4) ensure the appropriate use of ecological science in environmental decision-making by enhancing communication between the ecological community and policy-makers at all levels of government and the private sector.

The Governing Board has determined that the funds are “institutional funds” and that a portion of the temporarily restricted net funds are also “endowment funds” as those terms are defined in the Uniform Prudent Management of Institutional Funds Act adopted by the state of Wisconsin in 2009.

The specific purposes and sources of the funds are:

<b>FUNDS</b>	<b>PURPOSES</b>	<b>SOURCES</b>
<u>Temporarily Restricted Net Funds</u>	To support the annual costs of: 1) carrying the life members of the Society, 2) awards given by the Society to its members and the recipient’s travel expenses to receive them, and 3) such other expenses as determined by the Governing Board.	Gifts, bequests, life membership fees, public and private sector grants and unrestricted funds designated restricted by the Governing Board.
<u>Unrestricted Funds</u>	Provide a reserve for unanticipated expenses, and after reaching a threshold of approximately one-year of operating expenses, provide support for new or existing initiatives as deemed appropriate by the GB	Sources include revenues in excess of expenses.

**PURPOSES OF THIS IPS**

- Establish a clear understanding for all involved parties of the investment goals and objectives of the portfolios.
- Provide guidance and limitations to the investment stewards and advisors.
- Establish a basis for evaluating investment results and costs.
- Establish the relevant investment objective, time horizon and risk profile for the portfolios.
- Specify permissible investments, restrictions on investments and diversification requirements.
- Provide ongoing oversight of investments by responsible fiduciaries.

This IPS is not a contract. This IPS has not been reviewed by legal counsel and the Society, its staff, Governing Board and committee members and every investment advisor retained to manage and invest the funds or a portion thereof, use it at their own discretion. This IPS is intended to be a summary of an investment philosophy and procedures that provide guidance for those who manage and invest the funds and/or oversee that process. The investment policies described in this IPS should be dynamic. These policies should reflect the Society's current status and philosophy regarding the investment of the portfolios. To ensure that this IPS remains consistent with the mission of the Society and accurately reflects its current financial condition and investment objectives, the Governing Board shall review and make necessary revisions to this IPS annually. More frequent changes to this IPS are not expected. In particular, short-term changes in the financial markets should not require adjustments to the IPS.

***It is understood that the attainment of the goals and investment objectives outlined herein cannot be guaranteed.***

**REGISTERED INVESTMENT ADVISORS*****Selection of Registered Investment Advisors***

Subject to any specific limitation set forth in a gift instrument or in law, the Governing Board may delegate to one or more registered investment advisors responsibility for management and investment of the funds. The Governing Board members shall act in good faith, and with the care that an ordinarily prudent person in a like position would exercise under similar circumstances, in:

- Selecting an investment advisor;
- Establishing the scope and terms of the delegation consistent with the purposes of the Society and the funds; and
- Periodically reviewing each investment advisor's actions in order to monitor its performance and compliance with the scope and terms of the delegation and this IPS.

To be selected, an investment advisor must meet all of the following requirements:

- Be registered with the Securities and Exchange Commission;
- Have a substantial record of successful performance in the investment of assets of similar funds;
- Possess appropriate licensure and certification, and have staff, resources, research support, and motivation to provide effective supervision of the portfolios;
- Acknowledge its fiduciary status in writing.

The Vice President for Finance shall consider various candidates and whether fees and costs are appropriate and reasonable in relation to the assets, the purposes of the Society, and the skills

available to the Society, and shall make a reasonable effort to verify such fees and costs. In addition, the Vice President for Finance shall make a reasonable effort to verify information provided by each candidate. After reviewing the candidates, the Vice President for Finance shall report its findings and recommendations to the Governing Board, and the Governing Board shall select one or more registered investment advisors.

***Duties and Responsibilities of Registered Investment Advisors***

Each registered investment advisor retained by the Society acknowledges that it owes a duty to the Society to exercise reasonable care to comply with the scope and terms of the duties delegated to it. Each registered investment advisor's responsibilities include:

- Assisting in the development and periodic review of investment policies, including recommending any changes to this IPS.
- Observing and operating within the policies and guidelines outlined in this IPS.
- Recommending one or more unaffiliated, independent, third party custodians to hold the funds.
- Designing, recommending and implementing an appropriate asset allocation plan consistent with the investment objectives, time horizon, risk profile, asset class target ranges, guidelines and policies stated in this IPS.
- Full discretion to buy, sell or hold investments and to rebalance the portfolio(s) within the asset allocation target ranges stated in this IPS.
- Monitoring portfolio performance.
- Reporting at least quarterly, investment performance results compared to a total portfolio custom benchmark and to relevant market indexes, as applicable, and meeting with the Governing Board (in person or via conference call) upon request to discuss those reports.
- Informing the Governing Board of any material change in the registered investment advisor's operations, including changes in firm ownership, organizational structure, professional personnel, account structure (e.g. number, asset size and account minimums), or fundamental investment philosophy.

With respect to managing and investing the funds, the members of the Governing Board and each registered investment advisor engaged by the Society, are fiduciaries.

***Monitoring and Evaluation of Registered Investment Advisors***

At least annually, the Governing Board shall assess the performance of each registered investment advisor and approve or reject retention of each advisor contract. In addition to performance, the Governing Board shall consider other relevant factors, including but not limited to, fees, quality of reporting, communication and responsiveness and depth and breadth of services provided. However, the Governing Board has the right to terminate an investment advisor at any time for any reason including, but not limited to, the following:

- Investment performance that is significantly less than anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor results;
- Failure to adhere to any aspect of this IPS, including communication and reporting requirements;
- Significant substantive changes in the registered investment advisor's organization or regulatory status.

For purposes of the annual assessment, each registered investment advisor's performance will be evaluated by total portfolio returns over rolling five-year periods.

## **STANDARDS OF CONDUCT IN MANAGING AND INVESTING THE FUNDS**

1. Subject to the intent of a donor expressed in a gift instrument, in managing and investing the funds, the Governing Board, and each registered investment advisor engaged to manage a portion of the funds, shall consider the charitable purposes of the Society and the purposes of the funds, and shall manage and invest the funds in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.
2. In managing and investing the funds, the Governing Board shall incur only costs that are appropriate and reasonable in relation to the assets, the purposes of the Society, and the skills available to the Society, and shall make a reasonable effort to verify facts relevant to the management and investment of the funds.
3. Management and investment decisions about an individual asset shall not be made in isolation, but rather in the context of the portfolio of investments as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the funds and the Society.
4. Except as otherwise provided by a gift instrument, in managing and investing the funds, the Governing Board, and each registered investment advisor engaged to manage a portion of the funds, shall consider the following factors, if relevant:
  - A. The needs of the Society to both make distributions and preserve capital,
  - B. Other resources available to the Society,
  - C. The role that each investment or course of action plays within the overall investment portfolio,
  - D. The expected total return from income and the appreciation of investments,
  - E. The expected tax consequences, if any, of investment decisions or strategies,
  - F. The possible effect of inflation or deflation,
  - G. General economic conditions, and
  - H. An asset's special relationship or special value, if any, to the charitable purposes of the Society.

## **GUIDELINES FOR MANAGEMENT AND INVESTMENT OF FUNDS**

### ***Investment Objective***

Through investment of the funds, the Society seeks to generate sufficient income to meet annual cash flow needs, to preserve the value of current assets, and to generate long-term total returns that meet or exceed both the rate of inflation (as measured by the CPI) and the returns of the total portfolio custom benchmark, without undue exposure to risk, as defined below.

Since it is understood that fluctuating rates of return are characteristic of securities markets, and that short-term market fluctuations may cause significant variations in portfolio performance, the investment objective and portfolio performance will be evaluated over rolling five-year periods or "market cycles."

### ***Cash Flow and Time Horizon***

**Temporarily Restricted Net Funds:** To support the annual costs of: 1) carrying the life members of the Society, 2) awards given by the Society to its members and the recipient's travel expenses to

receive them, and 3) such other expenses as determined by the Governing Board. For these reasons the investment portfolio horizon will be consistent with the distribution of these funds.

**Unrestricted Funds:** The Society does not expect to take distributions from the Unrestricted Funds in the foreseeable future. The purpose of the Unrestricted Funds portfolio is to serve as a long-term reserve fund to support the future needs of the Society in perpetuity. For these reasons, the portfolio has an investment time horizon exceeding 10 years

Risk is the likelihood that the funds may lose principal and/or not attain their investment objectives. For illustrative and reporting purposes, risk in relation to returns is represented by standard deviation.

Understanding that risk is always present to some degree regardless of type of security or investment style, the Society recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the Society's objectives. The funds' long time horizon, the Society's current financial condition and several other factors suggest collectively some interim fluctuations in market value and rates of return may be tolerated in order to achieve longer-term objectives.

The Society understands that investment objectives are not guarantees. The funds will be exposed to investment risks and any process to monitor and manage such risks, does not imply low risk. The value of the portfolio can be affected by a variety of risk factors, including but not limited to, economic and political developments, and changes in interest rates and market conditions. Income from the portfolios may fluctuate and the portfolios can suffer loss of principal. No warranty is given or sought by the Society as to the performance of the portfolios or any part thereof and there is no guarantee that these investment objectives can be met.

### ***Investment Guidelines***

The funds shall be invested in equity and fixed income securities, including no-load mutual funds and exchange traded funds, other than those identified as Prohibited Investments.

The Society may invest a portion of the portfolios in socially responsible companies or funds. In making investment decisions, the Society will consider environmental sensitivity as a criterion along with such factors as yield, appreciation potential and risk. The Society will seek to avoid investing in companies whose activities demonstrate a callous disregard for the environment, such that investing in them would be embarrassing for the Society. Goals for socially responsible investing will be determined by the Governing Board in consultation with the Society's investment advisors.

### ***Equities***

The objective of the equity portion is capital appreciation through investment in mutual funds and ETFs holding common and preferred stock and other securities with similar characteristics. The equity portion of the portfolio will be structured to provide market exposure to value and growth stocks in both U.S. and non-U.S. markets, and to include both indexed and actively managed equity funds. It should be broadly diversified, if possible, according to geographic region, economic sector, industry sector, number of holdings and other investment characteristics.

The segments within the equity asset class should be maintained at risk levels roughly equivalent to the sectors of the market represented, with the objective of meeting or exceeding the returns of a custom benchmark made up of industry-recognized indexes measuring the performance of the designated market segments over rolling five-year periods. Mutual funds conforming to the policy



guidelines may be used to implement the investment program. In cases where comparable investment opportunities are not available from mutual funds or individual stocks, the portfolio may invest in exchange traded funds and/or closed-end funds.

Upon approval of the Governing Board, the equity portion may include investments in mutual funds and exchange traded funds that hold precious metals. Direct investments in precious metals are prohibited. The purpose of investing in precious metals funds is to provide a hedge against fast rising price inflation and the effect of a declining dollar. Performance of the portion of the portfolio invested in precious metals funds may be tracked separately from the equity portion and measured against an appropriate benchmark separate from that used to measure performance of the equity portion, as determined by the Governing Board.

### ***Fixed Income***

The objective of the fixed income portion is current income generated by investment in dollar-denominated, debt-related securities. Investments in fixed income securities will be managed to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums, while providing diversification across issuers.

The segments within the fixed income asset class should be maintained at risk levels roughly equivalent to the markets represented, with the objective of meeting or exceeding the returns of a custom benchmark made up of industry-recognized indexes measuring the performance of the designated market segments over rolling five-year periods. Mutual funds conforming to the policy guidelines may be used to implement the investment program. In cases where comparable investment opportunities are not available from mutual funds or individual bonds, the portfolio may invest in exchange traded funds and/or closed-end funds.

If balanced mutual funds or exchange traded funds are used, the equity portion shall be allocated to the equity segment of the portfolio and the fixed income portion shall be allocated to the fixed income segment of the portfolio.

### ***Commodities***

Investments in commodities are expected to provide a hedge against fast-rising price inflation and the effect of a declining US dollar. Commodities exposure may be provided by investments in mutual funds and/or exchange traded funds that directly invest in precious metals. The objective of the commodities portion is to meet or exceed the returns of a benchmark of one or more industry-recognized indexes measuring the performance of the designated market sectors over rolling five-year periods.

### ***Asset Class Target Ranges***

The percentage of total portfolio assets to be allocated between equities/commodities and fixed income/cash shall fall within the following ranges, with the specific target percentages to be determined by the Governing Board:

<b>Asset Class</b>	<b>Minimum Target</b>	<b>Maximum Target</b>
Equities	50%	80%
Fixed Income	20%	50%

For purposes of determining compliance with the asset class target ranges only, the portion of the portfolio invested in commodities shall be counted as equities and the portion of the portfolio held in cash or cash equivalents shall be counted as fixed income.

Over time, the portfolio's actual allocation of assets may vary from its target allocation due to market conditions. The investment advisor shall rebalance the portfolio back to target at least every twelve to eighteen months unless the Governing Board, after consultation with the investment advisor, determines otherwise.

### ***Diversification***

The portfolios shall be diversified. Research and history confirm that investment risk may be minimized and performance may be enhanced when a portfolio holds different asset classes with dissimilar price movements over long periods of time. Diversification provides reasonable assurance that no single security or class of securities will have disproportionate impact on the total portfolio.

No more than 40% of the market value of the portfolio may be invested in a single mutual fund, exchange traded fund or closed-end fund. To maintain proper diversification among industries, no more than 5% of the total portfolio value at cost, may be invested in a particular sector fund.

### ***Prohibited Investments***

There shall be no direct investments in any of the following:

- Private Placements,
- Lettered Stock or Restricted Stock,
- Individual options contracts. However, to the extent that the Society uses mutual funds the mutual funds may buy or sell option contracts for the purposes of managing portfolio risk,
- Individual securities whose issuers have filed a petition for bankruptcy,
- Commodities or commodity contracts,
- Short sales, and
- Margin transactions.

For purposes of this investment policy, "direct" investing excludes the buying and selling of shares of mutual funds, exchange traded funds, and closed-end funds.

### **MONITORING OF INVESTMENT OBJECTIVES AND PERFORMANCE REPORTING**

The portfolio will be monitored on a regular basis for consistency in investment philosophy, return relative to objectives, investment risk as measured by asset concentrations, exposure to extreme economic conditions, and market volatility. It is understood that, over the long run, the allocation between equity and fixed income may be the single most important determinant of total portfolio return.

The portfolio is evaluated quarterly on a total return basis. Returns are compared to:

1. The Consumer Price Index ("CPI"),
2. The three month Treasury Bill Index (the risk-free proxy),
3. Relevant nationally-recognized indexes which most accurately reflect the agreed-upon actual portfolio allocation, and
4. The total portfolio benchmark made up of nationally-recognized indexes representing domestic

and international equity markets, and domestic and international fixed income markets, as most accurately reflects the agreed-upon actual portfolio allocation and sector weightings.

### ***Total Portfolio Performance***

The Society expects the portfolio, in the aggregate, to achieve total returns over rolling five-year periods that:

- Meet or exceed the change in the Consumer Price Index, and
- Meet or exceed the returns of the total portfolio custom benchmark agreed-upon by the Society and its investment advisor.

The total portfolio custom benchmark is made up of relevant market indexes that most accurately reflect the agreed-upon actual portfolio allocation and sector weightings. It is understood that the total portfolio custom benchmark assumes full investment for the indicated time period and does not reflect fund expenses, transaction costs, or differences due to shifting of portfolio holdings during the investment period.

In addition to evaluating the performance of the portfolio as a whole, the Society shall separately evaluate the performance of the equity and fixed income portions of the portfolio.

### ***Asset Class Performance***

The total equity and fixed income benchmarks are made up of relevant market indexes that most accurately reflect the agreed-upon actual portfolio allocation and sector weightings within each asset class. It is understood that the relevant market index returns assume full investment for the indicated time period and do not reflect fund expenses, transaction costs or differences due to shifting of fund portfolio holdings during the investment period.

### ***Reporting***

Each investment advisor shall report the following to the Executive Director and the Vice President for Finance at least quarterly:

- Total return net of all commissions and fees, for the month-to-date, last quarter, year-to-date, latest 1-year, 3-year, and 5-year periods, and since inception, for the portfolio as a whole.
- Total return net of mutual fund expenses, for the year-to-date, latest 12-month, 3-year, 5-year, and inception-to-date periods for the equity and fixed income segments compared to relevant industry-recognized indexes,
- Contributions to and withdrawals from the portfolio during the quarter,
- Purchases and sales during the quarter, and
- Current portfolio holdings at cost and at market value.

Each investment advisor will meet with the Vice President for Finance at least annually to review investment results and outlook, as well as the economy and other factors, including environmental sensitivity, that are relevant to fulfilling the Society's future investment objectives.

### **REVIEW AND REVISION OF IPS**

To ensure that this IPS remains consistent with the mission of the Society and accurately reflects its current financial condition, this IPS shall be reviewed annually by the Executive Director and the Vice

President for Finance. Any proposed revisions to the IPS will be submitted to the Governing Board for approval.

## **Individual and Corporate Donations Acceptance Committee and Procedure for Acceptability**

ESA welcomes and embraces partnerships and collaborative relationships with organizations and individual donors that support our mission (to advance the science and practice of ecology and supports ecologists throughout their careers) and that align with our values of integrity, inclusion and adaptability. All gifts and sponsorships will be considered by this committee as outlined below. Other gifts are evaluated and accepted by the Executive Director according to guidelines in section IV.

### **I. Charter**

The Gift Acceptance and Corporate Donations Committee is charged with reviewing the acceptance or rejection of major or unusual gifts of cash, real property, tangible personal property, life insurance, and closely held, restricted, or infrequently traded securities, and other gifts to the Ecological Society of America.

### **II. Structure of Committee**

#### **A. Membership**

The committee is composed of the Executive Director, Chief Financial Officer, Vice President of Finance, and the head of Development staff (if one is employed). When deemed necessary, the committee will use a lawyer who represents ESA's interests as a consultant.

#### **B. Meetings**

Called by the Executive Director, a meeting of the committee should be held within two weeks of the ESA's notification of the donor's intent to make the gift in question. Prior to the meeting, the Finance office will provide appropriate background information on the donor, proposed gift, proposed use of gift, and steps to be taken to realize gift. At the meeting, committee members will discuss the merits and drawbacks of the gift. A majority of those voting is necessary to recommend acceptance. The final authority to accept or reject gifts rests with the VP of Finance (in consultation with the Finance Committee if appropriate) who will report the decision to the Board.

### **III. Gifts to be Considered by the Committee**

- X Real property (real estate) and tangible personal property (i.e.: art or other collections).
- X Life insurance policies.
- X Closely held, restricted, or infrequently traded securities.
- X Life income gifts (i.e.: pooled income funds, charitable remainder trusts, and gift annuities).
- X Restricted cash gifts.
- X Gifts designed to start new programs or prizes not already in existence or previously endorsed by the Finance Committee.
- X Other gifts as requested by an ESA program office.

### **IV. Guidelines**

Gifts and sponsorships will be accepted only for purposes consistent with ESA's mission

and values. The potential donor's reputation, policies and practices must not present a material risk to the ESA's reputation or ability to achieve any its objectives.

No gifts will be accepted which infringe on ESA's established policies and procedures. New gifts and sponsorships not outlined in section III will be considered provided they are for purposes consistent with ESA's mission. For all gifts and sponsorships, staff will do due diligence to ensure that the donor and/or the institution the donor/sponsor is associated with reflects ESA's mission and values, and abides by ESA's code of ethics and code of conduct. Sponsorship at a meeting or event does not constitute an endorsement of or by ESA.

*Approved August 2018*

## **UNRESTRICTED NET ASSETS POLICY**

ESA's unrestricted net asset balance will be grown to equal one year of operating expenses. The funds are kept in a brokerage account and managed according to the ESA Investment Policy. Interest and dividends from the accounts will be used in the annual budget. When the unrestricted net asset balance exceeds one year of operating, additional income (unrealized gains) may be used and a spending formula will be developed and approved by the Governing Board.

*Approved October 2017  
Revised and approved by the Governing Board November 2021*

## **AWARD ESTABLISHMENT AND FUNDRAISING GUIDELINES**

### **ESA Awards**

ESA has established awards over many years to recognize excellence in research and in service to the community (ESA-level awards are described in the Awards Handbook). Awards have also been established and are administered by individual Sections and Chapters. This document describes a process and criteria for proposing new awards.

The Governing Board is empowered to establish new ESA awards and also approves awardees recommended by selection committees. Additional awards will be considered by the board in areas not already highlighted but must not dilute or diminish the prestige of existing awards.

A member or group of members can propose a new ESA Award first to the Awards Chair who makes a recommendation to the Governing Board. New award proposals must include a description of how they will advance the ESA mission and strategic plan and further promote ESA. Proposals should address these questions:

- How does this new award fill a unique niche?
- Who is eligible to be nominated for this award (i.e., early career, student, and etc.)?
- How is this award aligned to the mission of ESA and how does it differ from other awards?
- Are there existing awards for Ecologists (including from other organizations) that are similar?
- Will this be an annual award or every 2 or 3 years?
- Does this award fit under the rubric of one of the ESA Sections or Chapters?

The proposal must also include a detailed description of the award, eligibility criteria, and a description of nomination and selection procedures.

### **Fundraising**

New award proposals should include a description of what is provided to the recipient. If a cash prize will be associated with the award, proposals should include a plan to fund the prize.

ESA has developed these procedures to ensure the award will be endowed before it is established. Frequently a beloved member dies and colleagues think that everyone will quickly contribute to a memorial award. This is almost never the case. The procedure is:

1. Those initiating the fundraising should articulate a clear purpose for the award and any guidelines that will be used to determine recipients if applicable. They are asked to raise a minimum of \$10,000 before the award is established. This ensures that the interest on the corpus can be used for the award. Contributions are made to ESA in the name of the proposed award and we track the money.
2. They should plan to take three years to raise the money.



3. If they are unable to raise the funds in three years, a small committee of the interested group (including someone from ESA) should determine how to spend the money that has been raised in a way that is consistent with the intent of the award.
4. If the award involves a presentation at the annual meeting, be aware that the Governing Board has discouraged adding any new awards to the official awards ceremony during the annual meeting. Therefore, some other venue for awarding the new awards should be identified at the outset.

### **Section and Chapter Awards**

We suggest that the sections and chapters follow the same procedure when they try to establish awards other than the annual travel awards they generally offer.

*For additional reference, see also 5B. Awards Manual.*

*Approved by the Governing Board May 11, 2021  
Amended May 2025*

### **Policy & Procedure for Spending on ESA Unrestricted Reserves (Net Assets)**

The ESA Governing Board formed an **ad hoc Finance Committee** in November 2020 to be chaired by the VP for Finance and made up of 3 additional Governing Board members including the President-elect (ex-officio). The committee has this charge:

- Oversee the overall financial health of ESA
- Review the ESA Investment Policy and recommend changes to the Governing Board
- Review and recommend changes to the spending policy on reserves
- Evaluate financial performance and quality of financial management and reporting
- Long-term and short-term financial planning including reviewing the annual budget and recommending it to the Governing Board.

The ESA Governing Board also approved a motion in 2020 to spend annually up to 4% of the total unrestricted reserves (net assets) from the prior year audited financial statements. In 2025 the Board approved including the “board designated” net assets in the total net assets. If the balance of the unrestricted reserves falls below one year of operating expenses there will be no additional spending until the balance exceeds one year of operating expenses again.

The board has an additional Charge for 2021: Propose a process and timeframe to generate and evaluate proposals to spend funds allocated from unrestricted reserves.

#### **Process to solicit, evaluate and select proposals for annual spending from ESA reserves**

1. Each year, during its November meeting, the Governing Board will review progress made towards the goals set out in the strategic plan and will develop priorities (thematic goals) for the use of the funds that align with the ESA strategic plan. Staff will estimate the total amount of allowable spending for the following fiscal year according to the approved spending formula.
2. The Presidents, with the support of staff and the Finance Committee, will prepare a call for project or business proposals that will outline the criteria for selection. In addition to fulfilling the thematic goals outlined by the GB, draft criteria may include:
  - The proposed projects need to be transformative (make an extraordinary change to advance the mission of ESA)
  - The projects need to fill a gap in ESA’s programs.
  - The projects need to be either financially sustainable after a period of funding (up to 3 years), or:
  - The projects need to be clearly impactful after 3 years
  - The Presidents, on behalf of the GB, will request project or business proposals from ESA Program Committees (supported by the ESA staff), task forces or potentially other organized bodies of the membership (in December, due in February).
3. The Finance Committee, along with external reviewers selected by the committee (as needed), and together with the Executive Director will evaluate the proposal based on the outlined criteria, using a scoring rubric. The committee will report recommendations to the GB for the fiscal year beginning in July. The GB will make the final decisions in May of each year.
4. Reporting Process: Short, simple report submitted to the GB annually reporting on how the criteria are being met.

Appendix 1: Project or Business Proposal Template (Ver. 04/1/2021)

**Transformative Proposal**

**Project name:**

**Project sponsor (ESA committee/staff):**

**Date:**

Description of the challenge and options considered:

Contribution to Strategic Planning Goals and value proposition:

Description of project implementation and benefits:

Target audience:

Timescale:

Budget (includes anticipated revenue and costs):

Return on Investment (financial or impact on the community):

Risks:

Inclusion (how the project will contribute to inclusivity at ESA)

Program/project milestones/metrics:

Appendix 2: Scoring rubric (Ver. 04/26/2021)

Criteria	Merit score (low) 1 2 3 4 5 (high)	Notes
Strategic fit		
Transformative		
Community impact		
<b>Total merit score</b>		
<b>Risk level</b> (low, med, high)		
Business risk		
Reputational risk		
Revenue risk		
<b>Total risk level</b>		
(low, med, high)		
<b>Revenue potential</b>		
<b>Summary statement</b>		

Appendix 3. Historical notes

The Finance committee policy and spending procedure for unrestricted net assets was drafted 4/2021 by the Ad Hoc Finance Committee – Jeannine Cavender-Bares, Dennis Ojima, Diane Pataki, Zoe Cardon – and ESA Staff – Elizabeth Biggs and Catherine O’Riordan.

### ESA EDITOR-IN-CHIEF AD HOC SEARCH COMMITTEE

#### Charge & Guidelines (September 21, 2018)

**Mission Statement:** The ESA Editor-in-Chief Search Committee is an ad hoc committee formed to recommend final candidates for the Editor-in-Chief position with the ESA's journal *Ecology*. The Committee will conduct the search in a manner consistent with the ESA's mission and values, specifically in accordance with the ESA's Code of Ethics and with an eye to creating an applicant pool that is diverse and international. The Search Committee will vet all applicants before submitting a list of finalists to the Publications Committee for consideration. The Ad Hoc Search Committee's work may be supported by an independent consultant, as needed, to serve as a resource for the Committee, candidates and ESA staff.

**Duties and Responsibilities:** The primary duty of the Committee is to seek candidates for the Editor-in-Chief position for the ESA journal *Ecology*. Specific tasks include the following:

- Determine guidelines for the Search Committee
- Create a list of defining characteristics and responsibilities for the EIC position
- Create a job description for the EIC
- Approve the job posting for the position
- Approve the communication plan for the job posting
- Vet candidates via written questions and interviews; vet the applicants' vision statements for the journal
- Create a short-list and ranking of candidates for consideration by the Publications Committee and the ESA Governing Board; provide a summary narrative for the Search Committee's recommendations

In consultation with the Search and Publications Committees, the ESA Governing Board will assess these candidates and select the individual it wishes to serve as Editor-in-Chief of *Ecology*.

**Committee Members:** Members of the Search Committee are drawn from the ESA Governing Board, Publications Committee, volunteers, and publications staff, as follows:

- Frank Davis, VP for Public Affairs, ESA Governing Board
- Rob Jackson, Chair, ESA Publications Committee
- Deborah Goldberg, Member at Large
- Jennifer Bhatnagar, ESA Publications Committee
- Cathy O'Riordan, ESA Executive Director (ex officio)
- Steven Sayre, ESA Publications Director (ex officio)

## ESA POLICIES & PROCEDURES HANDBOOK

**Guidelines:** The following ground rules will govern the action of the *Ecology* Editor-in-Chief (EiC) Search Committee:

- The proceedings of the Committee will be kept strictly confidential. The ESA Governing Board and Search Committee members will be asked not to disclose the names of candidates.
- No member of the ESA Governing Board or Search Committee will be considered as a candidate for EiC.
- The Committee will uphold the Society's core values, including diversity, and will make every effort to solicit applications from a broad and international pool of candidates.
- The current EiC will not be on the Search Committee or privy to its proceedings.
- Committee members will abstain from evaluating any candidates who they employ or have other financial conflicts of interest.
- Each Committee member will agree to review carefully the job description, responsibilities, qualifications, skills, and desired attributes of the EiC position before candidates are considered.
- Committee members pledge to have an open mind and will make all efforts to remove any bias in their evaluation of candidates.
- Individual communication with or lobbying of Committee members by candidates is not permitted and will be reported to the Committee Chair.
- The ESA Governing Board and Committee Members may encourage potential candidates to apply for the position, but these candidates will not receive preferential treatment. Nominations for the EiC position will not be accepted.

For additional reference, see the Bylaws (<https://www.esa.org/about/governance/esa-bylaws/>).

## ESA *ECOLOGY* EDITOR-IN-CHIEF JOB DESCRIPTION

(October 3, 2018)

### Position Summary

The Editor-in-Chief (EiC) of *Ecology* sets the editorial direction and is responsible for implementing the editorial policies of the journal *Ecology*, which is owned by the Ecological Society of America (ESA). The EiC is expected to have a broad knowledge of ecology and a clearly articulated vision for the journal. This individual will be expected to uphold the Society's Code of Ethics. A core value of the ESA is to foster diversity in all of its programs, and the EiC will embody this core value of the Society and reinforce the ESA's commitment to fairness and inclusion in the peer review process. All Editors-in-Chief of ESA journals serve at the pleasure of the Ecological Society of America's Governing Board and must be members of the Society.

### Responsibilities

The EiC of *Ecology* will maintain oversight of the submission and review of manuscripts and will set the journal's standards for manuscript acceptance, while ensuring a rapid and fair peer-review process.

The EiC will be responsible for cultivating and overseeing the performance of a diverse and global Editorial Board, including Associate Editors-in-Chief and Subject Matter Editors. With the input of the Editorial Board, the Editor-in-Chief will develop a pool of reviewers representing the broad scope of the specialty. Additionally, the EiC will serve as an arbiter in cases of controversy between authors, reviewers, or editors. In collaboration with the ESA Governing Board, the EiC will regularly revisit and update the journal's aims and scope as needed to uphold and further enhance *Ecology's* editorial quality, relevance, online usage, and impact factor. The EiC will be committed to equity and inclusion in all aspects of the publications process and is responsible for:

- Attracting submissions from authors representing the diversity of ESA membership and the ecology community
- Establishing appropriate and well-defined peer-review procedures and ensuring an unbiased and faithfully executed review process
- Setting standards for desk rejections and/or referrals to a more appropriate ESA journal
- Delivering adequate inventory of high quality manuscripts to complete issues per the agreed-upon schedule
- Maintaining the integrity and confidentiality of each author's work while that work is under peer review
- Corresponding with authors, editors, reviewers and readers regarding peer review and/or manuscript decisions
- Handling incidences of error and allegations of misconduct, while keeping the Society and Publisher informed, as appropriate



## ESA POLICIES & PROCEDURES HANDBOOK

- Be conversant with issues and approaches around avoiding bias in evaluation and editorial processes.

All Editors-in-Chief participate in an annual Publications Strategy Meeting, and they chair an annual Editorial Board Meeting for their journal at the ESA Annual Meeting. Additionally, the EiC will report annually to the Governing Board and Publications Committee regarding the editorial performance of *Ecology*, including key publishing statistics such as time to first decision, time to publication, and impact factor, as well as notable editorial activities, significant publishing events, or articles that made a significant impact on the field.

The EiC will serve as an ex-officio member of the ESA Publications Committee and is expected to work in a collegial manner with the Governing Board, Publications Committee, Editorial Board, Executive Director, Society staff, and the Publisher. The Editor-in-Chief is supported by the ESA publications team in Ithaca, NY. *Ecology's* Peer Review Manager and support staff will manage the administrative aspects of the peer-review process and will assist authors and reviewers as required. The ESA's Publishing Director will serve as a key resource for the EiC and will provide requested reports, discuss new ideas, respond to requests for policy and procedural changes and enhancements, and serve as liaison with the publisher Wiley.

### Qualifications and Required Skills

ESA is seeking a dynamic individual interested in innovations in publishing to lead *Ecology* into the future. The Editor-in-Chief must possess the energy and vision to sustain and further develop the journal as the leading voice in ecology. The new EiC of *Ecology* will:

- Be a member of ESA
- Be an active researcher and recognized expert in the ecological sciences with a broad knowledge of the field
- Have a background that reflects high standards in research and publication
- Be in a position to attract respected experts to serve on *Ecology's* Editorial Board
- Possess significant editorial experience with a scholarly journal and an understanding of the online editorial process
- Be fair and trustworthy while possessing the ability to make difficult decisions
- Be interested in the evolving business models and relevant technological advances in publishing
- Have a willingness to explore the use of social media and technology tools as a means of enhancing journal usage and author interest
- Demonstrate strong leadership, organizational and communication skills, with a focus on service and positive author experiences.
- Be conversant with issues and approaches around avoiding bias in evaluation and editorial processes.

The ESA expects that the EiC will perform the editorial obligations in a manner consistent with the highest standards of professionalism, competence, integrity, and ethics, and not engage in any conduct that may bring harm or disrepute upon the journal or the Society. This position will involve travel to the annual Publications Strategy Meeting, as well as the ESA Annual Meeting.

## ESA POLICIES & PROCEDURES HANDBOOK

### Term and Compensation

The Editor-in-Chief will serve an initial 3-year term, assuming full responsibility as EiC of *Ecology* on January 1, 2020. At the discretion of the ESA Governing Board, the EiC's contract may be renewed. During a 6-month transition period that will begin in July 2019, the incoming EiC will work with ESA staff and the current editor to learn about the journal, its processes and workflows. This position is compensated at the equivalent of approximately 25% of a full-time professor's salary.

### How to Apply

Interested candidates should submit the following materials to the ESA's Search Committee:

- A current curriculum vitae
- A letter of interest that summarizes the candidate's qualifications, including relevant journal experience
- A vision statement describing the applicant's goals for *Ecology*

Application materials should be sent to [editorsearch@esa.org](mailto:editorsearch@esa.org) no later than **Monday, December 3, 2018**. All application materials will be kept confidential. The ESA will acknowledge and receipt of applications.

Please send questions about the position to [editorsearch@esa.org](mailto:editorsearch@esa.org). An ESA representative will respond to your inquiries. No phone calls and no recruiters, please.

### About *Ecology*

*Ecology* is the oldest journal of the Ecological Society of America, celebrating its 100<sup>th</sup> year of publication in 2019. Published monthly in partnership with Wiley, the journal's 2017 impact factor is 4.617, ranking 20<sup>th</sup> of 158 ecology journals. In 2017, *Ecology* was the most frequently cited journal in the Journal Citation Reports ecology category. The journal is published online and is accessible by all members of ESA and by institutional subscribers worldwide.

*Ecology* publishes articles that report on the basic elements of ecological research. Emphasis is placed on concise, clear articles documenting important ecological phenomena. The journal publishes a broad array of research that includes a rapidly expanding envelope of subject matter, techniques, approaches and concepts: paleoecology through present-day phenomena, evolutionary, population, physiological, community, and ecosystem ecology, as well as biogeochemistry; inclusive of descriptive, comparative, experimental, mathematical, statistical, and interdisciplinary approaches. For more information about the journal, see [www.wiley.com/go/ecologyjournal](http://www.wiley.com/go/ecologyjournal).

For additional reference, see the Bylaws (<https://www.esa.org/about/governance/esa-bylaws/>).

*Approved February 9, 2016*

## EDITOR-IN-CHIEF EVALUATION PROCESS

Determine if Editor-in-Chief wishes to continue in the role.

- If not, then a Search Committee needs to engage in finding a replacement.
  - If so, the ESA Publishing Director and Publications Committee engage in the following processes:
1. The ESA Publishing Director provides the Editor and Publications Committee with metrics for the editor's journal:
    - Number of articles submitted during previous 3 years
    - Articles accepted/rejected
    - Number of articles published
    - Articles rejected without review
    - Time to first review, time to publication
    - Impact factor analysis/ranking
  2. The EIC provides the Publications Committee with a self-evaluation based on the following criteria (from the EIC agreement letter):
    - Establishing editorial policy; defining the aims and scope of the journal; deciding on standards for manuscript acceptance
    - Selecting an Editorial Board
    - Recruiting reviewers and associate editors
    - Soliciting submissions of high quality, inviting review articles, selecting supplements, overseeing other special features of the journal
    - Rejecting papers without review, as required
    - Making final decisions on papers in a timely manner
  3. The Publications Committee performs an assessment of each Editor based on:
    - Journal metrics
    - The Editor's self-assessment
    - The vision for the journal and to what degree that is being realized
    - The editorial process and effectiveness of the Editorial Board
    - The Editor's interactions with the ESA's publishing staff
  4. The Committee makes a recommendation to the Governing Board about reappointment, ideally in time for the Governing Board meeting at the ESA Annual Meeting but no later than December 31 of the editor's term expiration year. The Governing Board then issues a decision via formal letter to each Editor regarding his/her performance.

*For additional reference, see the Bylaws (<https://www.esa.org/about/governance/esa-bylaws/>).*

## **10) Ethics & Conduct**

- A. [ESA Code of Ethics](#)
- B. [Procedures for Ethics Complaints](#)
- C. [Code of Conduct for ESA Events](#)
- D. [Professional Ecologist Certification Process](#)
- E. [ESA Diversity Statement](#)