

ABE Communications Development Committee (ACDC) Standard Operating Procedure

Mission and Purpose

The overall goal of the Association of Biochemistry Educators (ABE) Communications Development Committee (ACDC) is to regularly communicate ABE events, resources, opportunities, and content on the ABE website, social media platforms, and the ABE newsletter to further the ABE mission.

Committee Members & Structure

- The ACDC will be composed of a minimum of 4 ABE members elected by an electronic ballot sent to all current ABE members. Elections will be held at the beginning of the calendar year.
- Members will serve 2-year terms, with no term limits. The terms will be offset so that half the membership (2 members) will be up for election each year.
- The ACDC committee members will elect a chair and a secretary from within their group within two months after the announcement of the ACDC election results. The chair will not serve more than two consecutive 2-year terms as chair.
- At least one member on the committee will be an ABE Board member (non-voting *ex officio* unless the ACDC contains an elected ABE board member).
- The ABE Executive Manager will be a non-voting *ex officio* member
- If a committee member leaves the committee with more than one year left on their term an open election will be held to replace them for the rest of that term. If there is less than one year left on their term they will not be replaced until the end of their normal term.

Policies and Procedures

- The ACDC will have a conference call at least once every other month to discuss the development and launch of activities, with additional meetings at the discretion of the Chair as required.
- Quorum (>50% of voting members) must be present to vote on any motion.
- Motions will be passed with a majority vote; the chair will vote only to break a tie.
- Any ABE member can attend ACDC meetings (in person at the biannual meeting, by call-in, or video conference) but will not be able to vote.
- The secretary will record minutes and make them accessible via the ABE website to all ABE members.
- The ACDC Chair will designate one member of the ACDC to give oral committee reports at least quarterly at ABE board meetings, with the ACDC secretary providing a written report annually.
- Ad-hoc subcommittees can be formed as needed, which can contain members not in the ACDC, to develop and launch activities.
- Information released through social media channels should be reviewed by at least 2 members of the ACDC before publication/release on ABE official accounts.