

ABE Education Research Development Committee (ERDC) Standard Operating Procedure

Mission and Purpose

The overall goal of the Association of Biochemistry Educators (ABE) Education Resource Development Committee (ERDC) is to support the development of biochemistry educational resources for member use in teaching at their institutions.

- The ERDC will strive to make resources publicly available and free of charge. After each resource is developed, the ERDC will attempt to measure the efficacy of ABE resources (e.g., website visits, resource downloads, impact on board scores).
- The ERDC will schedule a seminar/workshop at each national ABE meeting.

Committee Members & Structure

- The ERDC will be composed of 9 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 will be up for election each year.
- Following the election of new members, the ERDC committee members will elect a Vice Chair from within the new members. The elected Vice Chair will also serve as secretary and then will subsequently become the Chair of the ERDC the next year when a new Vice Chair is elected.
- At least one member on the committee will be an ABE Board member (non-voting *ex officio* bringing the total number of members to 10, unless the ERDC contains an elected ABE board 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 ERDC will have a conference call at least once every other month to discuss the development of new activities and status of ongoing 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 ERDC 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 ERDC Chair (if not the ABE Board member on the ERDC) will give oral committee reports at least quarterly at ABE board meetings, with a summary written report annually.
- Ad-hoc subcommittees can be formed as needed, which can contain members not in the ERDC, to develop and launch activities.

Last Modified: 05/26/2022

Committee Members: Raquel Ritchie (Chair, 2022-24), Larry Myers (Vice-Chair, 2023-25), Zeynep Gromley (2022-24), Vanessa De La Rossa (2022-24), Stephen Sharkady (2020-24), Peter Huwe (2022-24), Jim Baleja (2021-25), David Pearson (2022-25), Aditi Kesari (2023-2025).