

ABE Professional Development Committee (PDC) Standard Operating Procedure

Mission and Purpose

The overall goal of this Association of Biochemistry Educators (ABE) Professional Development Committee (PDC) is to support the career development of biochemistry educators as curricular leaders, master teachers and assessors, effective mentors, and educational scholars.

The PDC plans and organizes seminars and/or workshops at the ABE biannual meeting, conducts/supports webinars, and/or creates other resources to support educator professional development.

Committee Members & Structure

- The PDC will be composed of 8 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 (4 members) will be up for election each year.
- The PDC committee members will elect a chair and a secretary from within their group within two months after the announcement of the PDC 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 PDC 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 PDC 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 PDC meetings (in person at the biannual meeting, by call-in, or video conference) but will not be able to vote.
- The PDC secretary will record minutes and make them accessible via the ABE website to all ABE members.
- The PDC Chair will designate one member of the PDC to give oral committee reports at least quarterly at ABE board meetings, with the PDC secretary providing a written report annually.
- Ad-hoc subcommittees can be formed as needed, which can contain members not in the PDC, to develop and launch activities.