Policies

Commission of Professors of Adult Education

**Article I. Name**
The name of this Commission shall be the Commission of Professors of Adult Education (hereafter referred to as the Commission or CPAE). The Commission is part of the American Association for Adult and Continuing Education (AAACE), a 501 (c) (3) tax-exempt nonprofit organization.

**Article II. Purpose**
The purpose of this organization shall be:
1) To identify and disseminate resources that support adult education as a field of study, research, and practice.
2) To act as a vehicle for strengthening and supporting excellence in academic programs in adult education.
3) To provide opportunities for the professional development of professors of adult education.
4) To study and disseminate positions on social issues of concern to adult education.
5) To provide a forum for critical reflection and dialogue on scholarship and practice that reflects the diversity in adult education.
6) To provide a caring, supportive and collegial community for professors of adult education.

**Article III. Membership**

**Section 1.** Membership categories and dues shall be determined by AAACE.

**Section 2.** All AAACE members are eligible for membership in the Commission. Membership shall be encouraged for:
A) Any AAACE member who devotes at least one quarter time to teaching and/or research in a university program with a major in adult, continuing, extension education, or related fields; or
B) CPAE members who have retired from their academic positions; or
C) Doctoral students who are interested in becoming higher education faculty members in adult, continuing, extension education, or related fields.

**Article IV. Officers**

**Section 1.** The elected officers of the Commission shall be:

Chair
Secretary-Treasurer.

**Section 2.** A three-person nominating committee selected by the Commission Executive Committee shall present a proposed slate of officers to the membership at the annual meeting. Additional nominations shall be accepted from the floor or by petition.

**Section 3.** The duties of the Chair shall be to call meetings of both the Commission and the Executive Committee and to be the presiding officer at those meetings. The Chair also holds the title of Commission Director and represents the Commission of Professors on the AAACE Board of Directors. The Chair or Secretary-Treasurer will send copies of all minutes, budgets, and other official documents and actions to AAACE.
Section 4. The duties of the Secretary-Treasurer shall be to keep the minutes of the Commission and the Executive Committee; carry on general correspondence in behalf of the Commission; keep a current list of the membership; send notices of all meetings; and be responsible for Commission funds. The Secretary-Treasurer will also be responsible to submit appropriate bills to AAACE for payment.

Section 5. The Chair will be elected into the position as Chair-Elect for one year and subsequently serve a two-year term as Chair. The Secretary-Treasurer shall be elected to a two-year term. Both officers may not succeed themselves for a second-term.

Article V. Executive Committee

Section 1. The Executive Committee shall consist of the Chair, the past Chair, the Secretary-Treasurer, and four additional elected members. In addition, every other year, the Chair-Elect will be part of the Executive Committee.

Section 2. The four additional elected members shall be selected from a slate of candidates proposed by the nominating committee and presented to the Commission members at the annual meeting.

Section 3. The four additional members of the Executive Committee shall be elected to two-year overlapping terms with two to be elected each year. These members of the Executive Committee may succeed themselves for a maximum of two terms.

Section 4. The Executive Committee shall serve as the oversight committee for the Commission to recommend issues and task forces for action by the membership. Each task force shall designate member(s) as Chair or Co-Chairs to be a liaison to the Executive Committee. Suggestions regarding issues and task forces are welcomed from any Commission member.

Section 6. A quorum for an official Executive Committee meeting shall be at least one-half of the members.

Article VI. Executive Committee Member Responsibilities

Section 1. CPAE Annual Program Leadership. Two or more members of the Executive Committee will be responsible for the annual CPAE meeting, its organization of program, distribution of papers, and to work cooperatively with AAACE to secure appropriate conference facilities.

Section 2. Houle Award for World Literature in Adult Education and Imogene Okes Research Awards. One member of the Executive Committee will be responsible for the administration, selection of committees, and the report to AAACE of the Houle and Okes Awards. The guidelines, which have been established by AAACE concerning the Awards Committee membership and criteria for selection of the award, will be followed in the awards process.

Article VII. Meetings & Voting

Section 1. The Commission shall meet at least once a year for the annual meeting.

Section 2. A quorum for an official Commission meeting shall be those in attendance at the annual meeting.

Section 3. A simple majority vote of members present and voting at an official meeting shall be required to approve all Commission business, except for decisions to take public positions. For the CPAE Commission to take a public position, two-thirds majority of CPAE Conference attendees will be required for approval.

Section 4. Members of the Commission shall elect the officers and members of the Executive
Committee at the annual CPAE meeting. A simple majority vote, with runoffs if needed, shall be required for election. Election results shall be forwarded to AAACE for certification.

**Section 5.** An email ballot or other online voting mechanism may be used for purposes of voting on any Commission business as long as background information related to the ballot is sent to all members at least one week prior to the ballot and at least one week is allowed for voting.

**Article VIII. Standing Committees**

**Section 1.** A standing committee will be formed based upon a designated set of Commission activities which require representation and involvement of membership, reflect ongoing efforts through several years, and occur beyond the scope of the Commission Annual meeting.

**Section 2.** A standing committee may be proposed by any Commission member to the Executive Committee. The specific purpose and objectives of the standing committee, and the functions and terms of the committee chair and members should be included in this proposal. The request to form a standing committee will be presented to the membership of the annual meeting and ratified through a majority at that time.

**Section 3.** The chair and members of the standing committee shall be decided by the Commission Chair with ratification by the Executive Committee.

**Section 4.** No standing committee or subgroup of the Commission may take a public position on behalf of the Commission, except when ratified by the membership of the Commission.

**Section 5.** Prior to submission of an issue for a Commission public position by a standing committee, the issue must be analyzed by the committee and a written statement must be submitted to the membership for vote. If the issue is to be voted upon at an annual meeting, time must be allowed for discussion before the vote.

**Article IX. Task Forces**

**Section 1.** Creation and termination of Commission task forces shall be proposed by the Executive Committee and ratified by the membership in an annual meeting or by mail ballot with a simple majority.

**Section 2.** Any Commission member may propose to the Chair a task force on any Commission activity or issue of interest.

**Section 3.** A proposal to create a task force shall include: the specific purpose of the task force, the probable task duration, the name of the task force chair, and the other task force members from the Commission.

**Section 4.** Additional members of the task force shall be decided by the Commission Chair with ratification by the Executive Director.

**Section 5.** No task force or subgroup of the Commission may take a public position on behalf of the Commission, except when ratified by the membership of the Commission.

**Section 6.** Prior to submission of an issue for a Commission public position, the issue must be analyzed by a task force and a written statement must be submitted to the membership for vote. If the issue is to be voted upon at an annual meeting, time must be allowed for discussion before the vote.

**Section 7.** Task forces may be organized to conduct an external review of graduate programs with a major in adult, continuing, and extension education, and other related fields.

**Section 8.** An external review of a graduate program by a special task force may be proposed by persons associated with the graduate program or by Commission members; but for the review to proceed, concurrence by both parties is required.
Section 9. Commission members are encouraged to suggest to the Executive Committee the creation or termination of task forces. Ten or more Commission members are required for a petition to create or terminate a task force. This petition does not require concurrence by the Executive Committee before being submitted to the membership for ratification.

Article X. Special Interest Groups
Section 1. Special Interest Groups (SIGs) are specific inquiry or affinity groups.
Section 2. Special Interest Groups are formed through a petition of 15 or more members of the Commission with a simple majority vote at the CPAE business meeting.
Section 3. Special Interest Groups will be expected to reflect strong membership interests. If a SIG does not have continuing leadership and/or sufficient attendance, the Executive Committee or any CPAE member may request closure of the SIG. Approval to eliminate a SIG will be by a simple majority vote at the annual business meeting.
Section 4. Chairs of SIGs will be selected by the members.

Article XI. Parliamentary Authority
Section 1. The rules for the orderly transaction of Commission business shall be developed by the Executive Committee and ratified by a two-thirds majority of the members present at the annual business meeting.
Section 2. All rules of procedure shall be consistent with Roberts Rules of Order.

Article XII. Methods of Amending the Commission Procedures
Section 1. Amendment(s) shall be proposed and voted on by the CPAE Executive Committee. Amendments shall be ratified by a simple majority of the CPAE Executive Committee members.
Section 2. Amendments to the Procedures must be announced to the Commission membership within 30 days of revision.
Section 3. The Commission Procedures and any amendments shall be consistent with AAACE policy and procedures and comply with IRS guidelines.

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