



## EDRA Network Policies

*Approved by EDRA Board of Directors 2/9/11*

### Networks

EDRA Networks are topic area interest groups that have formed to create community and share knowledge around a specific environment, behavior, design, or practice topic. All EDRA members are welcomed and encouraged to join Networks related to their own interest areas. EDRA members may join a Network through the Update Member Information page, which is located on the EDRA Website. Some Networks maintain their EDRA Website outside of the EDRA site; however, EDRA members are able to access these outside sites through their EDRA Network Website. It is desirable that all EDRA Websites eventually move to the EDRA Network Website.

### Network List Serves

Some Networks also have independent list serves in addition to their EDRA Network list serve. Any Network communication sent through an independent list serve shall also be sent through the EDRA Network list serve to ensure that all EDRA members in that Network receive this communication. (The EDRA Network list serve is automatically updated to reflect new and continuing EDRA members as well as those who are no longer members in that Network.)

### Guidelines for Yearly Network Review

Each Network shall submit a yearly report to the EDRA board member who serves as Chair of the Network Subcommittee by the end of EDRA's fiscal year, July 31. The report provides an opportunity for the Networks to share in the governance of EDRA and supports the Board's ability to make informed decisions that affect the Networks and EDRA membership at large.

The yearly report should briefly summarize the following information:

- The Network's Mission and/or update (with the date of the revision).
- Network's ongoing activities during the year (including the Network's Website posting of comments and news reflecting their activities).
- How these activities support EDRA's overall mission.
- The report should include the Executive Director's tally of Network member participation in the EDRA conference, beginning EDRA 42 (e.g., paper and abstract review, conference attendance, etc.).

Note: The Network Chair does not compile this tally. The Executive Director

([kodonnell@coultercos.com](mailto:kodonnell@coultercos.com)) will send this tally of Network member participation in the previous EDRA conference to each Network Chair beginning with EDRA 42 as the previous conference.

### Guidelines for Network Formation

Any set of EDRA members may create a Network. Two or more EDRA members who are interested in forming a new Network shall submit a brief application to the Chair of the Network Subcommittee. The Subcommittee's review of the application will be shared with the EDRA Board who will make the final decision. The decision will be communicated to the applicants. The application should describe the following information:

- Proposed Mission statement.
- Explanation of the proposed Network's alignment with EDRA's vision, Mission statement and goals.



- Why the proposed Network is important and/or relevant to EDRA.
- List of EDRA members interested in forming the new Network.

#### Guidelines for a Network Merger

Networks who are interested in merging shall discuss this with their Network Chairs. The Chairs will submit a brief rationale for such a merger and the potential new name of the Network to the Chair of the Network Subcommittee who will inform the EDRA Board. The Network Chairs involved will coordinate a joint Network session and vote on the proposed merger at the upcoming EDRA conference:

- The Network Chairs will report the results to the Chair of the Network Subcommittee who will inform the EDRA Board.
- If the Network members choose not to participate in the voting process, then the EDRA Board, in conjunction with the Network Chairs involved, will make the final decision.

#### Appointment of an EDRA Network Chair

The standard term for a Network Chair is one year. Upon completion of that term, a Network Chair may be re-elected annually. Network members shall vote on the election/re-election of the Network chair every year at their Network business meeting. If a chair needs to be replaced during the year, then a volunteer will be solicited by the Chair of the Network Subcommittee to chair that Network.

#### Network Chair Responsibilities

- Submit a yearly Network report by the end of EDRA's fiscal year (July 31) to the Chair of the Network Subcommittee that (a) describes the Network's Mission and ongoing activities, (b) how these activities support EDRA's overall Mission, and (c) the tally of Network member participation in the annual conference, beginning with EDRA 42 (e.g., paper and abstract review, conference attendance, etc.). The Executive Director will send this tally to each Network Chair.
- Coordinate the development of a policy statement with Network members that describes the Network's alignment with EDRA's vision, mission statement and goals.
- Maintain a current mission statement for the Network's Website.
- Post ongoing Network activities at least quarterly on the Network's Website.
- Post comments and news at least quarterly on the Network's Website.
- Be a current EDRA member.
- Attend the EDRA conference.
- Attend the EDRA Network chairs annual meeting held at the EDRA conference or have a Network representative attend this annual meeting.
- Welcome new members to the Network.
- Encourage active participation from Network members to submit papers and abstracts, to volunteer for conference paper and abstract reviews, form panels and workshops for the conference, etc.
- Respond to requests made by the EDRA Board (e.g., Board Network Chair) and Conference Planning Committee.

#### Network Member Responsibilities

- Work with their Network Chair to develop a policy statement that describes the Network's alignment with EDRA's vision, mission statement and goals.
- Review Network Policies for chair(s) and member responsibilities, chair election, annual Network report, formation and merging of Networks, and so forth.



- Elect/Re-elect Network chair(s) **yearly** at the annual Network Business meeting held during EDRA conference.
- Ensure Annual Network Report be submitted by Network chair(s) or representative by **July 31** each year.
- Actively participate in EDRA as much as possible through conference attendance, conference paper and abstract submittal, conference paper and abstract review, attendance at the Network's business meeting, posting ongoing activities, comments and news on the Network's Website, etc.
- Be a current EDRA member, which supports the financial ability of EDRA to serve the Networks and the EDRA membership at large.
- Respond to requests made by the EDRA Board (e.g., Chair of the Network Subcommittee and Chair of the Conference Planning Subcommittee.)

### Network Expectations

What the Network can expect from EDRA:

- Networks will have the opportunity to help with the governance of EDRA, including organizing mini conferences, reviewing papers and abstracts, organizing workshops, and participating in Board subcommittees.
- The Executive Director ([kodonnell@coultercos.com](mailto:kodonnell@coultercos.com)) will send the Network Chairs monthly membership reports so that the Chairs can identify new members, members who no longer have active memberships and continuing members.
- EDRA Network List serves and Website will be automatically updated to reflect new and continuing EDRA Network members as well as those who no longer have active memberships in that Network.
- The Executive Director ([kodonnell@coultercos.com](mailto:kodonnell@coultercos.com)) will send the Network Chairs a tally of their Network member participation in the annual conference.
- A Website will be provided that allows the Networks to personalize their social networking sites.
- Periodic e-mails will be sent throughout the year to see how the chairs are doing and to answer any questions.
- Reminder notices will be sent as needed (e.g., to contact their Network members to encourage their students to send submissions for student awards).
- A mature e-mail system will be provided that allows the Networks to easily communicate with individual Network chairs (e.g., [nature@edra.org](mailto:nature@edra.org)) or the entire list of chairs ([networkchairs@edra.org](mailto:networkchairs@edra.org)).
- EDRA will attempt to accommodate scheduling requests that certain Network business meetings not overlap and to provide additional times for Network meetings.
- EDRA will provide a home base for each Network to meet informally during the EDRA conference.
- EDRA Network chairs (or their designates) will have the opportunity to review paper and abstract conference submissions in the Network's area.
  - EDRA will provide Network exposure through the EDRA Website and in publications.
  - The EDRA Network Policies will be published on the EDRA Website.

### Inactivity of a Network Chair

- The EDRA Board shall make a concerted effort to notify a Network Chair(s) about chair inactivity, with reminder notices, when the Chair(s) do not fulfill the responsibilities of a Network chair that are outlined in this document (e.g., maintaining EDRA membership, attending the



conference, submitting the Network yearly report, responding to EDRA Board requests, etc.). Such inactivity may result in a probationary period for the Network chair(s).

- The probationary period shall last 6 months at which time the Network Chair(s) should submit a report to the Chair of the Network Subcommittee that describes how the chair(s) have increased their activity level during the probationary period. The Subcommittee will share this report with the EDRA Board who will make the final decision about the Chair(s) status.
- The EDRA Board shall notify a Network Chair of his/her replacement, should the chair inactivity continue beyond the probationary period.

#### Dissolving a Network

- The EDRA Board shall dissolve a Network when there are no EDRA members registered in that Network for two consecutive years.