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# Meetings of the NCA Legislative Assembly

## November 2020

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**Presiding: Kent A. Ono, President**

Wednesday, November 18, 12:00-4:00 p.m. EST



1765 N Street, NW  
Washington, DC 20036  
Phone 202.464.4622 • [www.natcom.org](http://www.natcom.org)

**2020 MEETING OF THE NCA LEGISLATIVE ASSEMBLY**

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**GOVERNING DOCUMENTS**

NCA Strategic Plan  
 NCA Bylaws

## Orientation Materials

### Annual Legislative Assembly Meeting

The Legislative Assembly (LA) meets once a year at NCA’s annual meeting. There is typically a four-hour afternoon session the day before the convention begins, and a two-hour morning session on the third day of the convention.

The business at the LA meeting is governed by NCA’s Bylaws, and its decisions are guided by NCA’s strategic plan. Per the NCA Bylaws, the Legislative Assembly meeting is governed by parliamentary procedure, and the following pages provide some relevant information in that regard.

There is always some standard introductory business that is addressed by the LA at the start of the meeting. That is followed by reports, and then the business of the association. It is standard to talk about the association’s finances as well as NCA’s operating budget for the upcoming calendar year. Members of the LA also participate in elections of members of the Leadership Development Committee (LDC) and vote on a slate of candidates brought to the group by the LDC. In addition, each year members are invited to submit resolutions to the Resolutions Committee for ultimate consideration by the LA. If resolutions are submitted by the relevant deadline, they are put on the agenda for discussion by the LA at the annual meeting.

#### **Alternates (Proxies)**

NCA’s Bylaws specify that alternates or proxies are not permitted at the Legislative Assembly. However, “Vacancies among the representatives of Interest Groups, the four regional associations, the National States Advisory Council and the Association of Communication Administration Executive Committee may be filled in the same manner as the original representative was appointed” (NCA Bylaws, Article 3, Section 5, sub-section D). For example, if a group’s bylaws stipulate that the Chair is also the group’s LA representative, and the chair cannot fulfill their LA member responsibilities or attend the annual LA meeting, the chair must resign their position as chair and the newly elected chair may participate in the LA meeting. In short, a vacancy in the position must exist for an alternative person to represent the group; that person must be elected in the same manner as originally prescribed by the group’s bylaws.

Everyone at NCA appreciates your willingness to serve on the Legislative Assembly and spend time working on the association’s business. You serve in a vital leadership role for NCA—thank you!

## **Standing Rules**

(Not all are applicable for the 2020 Zoom meeting)

1. Delegates shall sign the roll and receive a voting card for each meeting.
2. Items that are not on the published agenda may only be considered after all other agenda items have been taken up and following a two-thirds vote to consider. Prior to such vote, the maker of a substantive motion may have up to two minutes to explain (not debate) the proposed motion to the body.
3. Only Legislative Assembly members shall offer motions and vote.
4. Motion forms shall be used for substantive motions and amendments, and when requested by the presiding officer.
5. Delegates shall state their name and the constituency represented prior to starting to speak.
6. No delegate may move the previous question (close debate) prior to an opportunity for one affirmative and one negative speech on a debatable motion.
7. During debate on a motion, affirmative and negative sides will alternate speaking turns.
8. Delegates may speak for up to two-minutes when recognized. Non-members of the LA may address the LA with the permission of the assembly.
9. The presiding officer may invite the members and guests to informally consider a motion for a specified length of time. During such time, members will be recognized to speak and will be allowed additional opportunities at the discretion of the chair. When the set time expires, the chair may take a straw poll if no motion is offered for formal consideration.
10. Each NCA member who offers a resolution shall have the right to explain his or her resolution to the Resolutions Committee. The Resolutions Committee may: (1) endorse, (2) oppose, or (3) offer no recommendation, regarding resolutions submitted to the committee.
11. The Resolutions Committee may not change the substance of motions submitted to the committee without consent of the submitter.
12. The Executive Committee (EC) at an EC meeting following a convention and before the next annual convention shall review and approve the minutes of LA meetings. Copies of minutes reviewed by the EC shall be distributed to LA members serving at the next NCA convention.

## 2020 Legislative Assembly Membership

(as of November 18, 2020;

161 Members)

(\*Representing more than one LA slot)

| Name                          | Affiliate/Interest Group/Office                                  |
|-------------------------------|--|
| Del Gandio, Jason             | Activism and Social Justice Division                             |
| Hanan, Josh                   | Activism and Social Justice Division                             |
| Palmer, David                 | Activism and Social Justice Division                             |
| Parker, Patricia              | Activism and Social Justice Division                             |
| Trees, April                  | Activism and Social Justice Division                             |
| Johnson, Amber Lauren         | African American Communication and Culture Division              |
| Whittington, Elizabeth Yvonne | African American Communication and Culture Division              |
| Miller, Samuel                | American Studies Division  |
| Young, Joshua                 | American Studies Division  |
| Lancaster, Alexander L.       | Applied Communication Division                                   |
| Layne, Robert Bailey          | Applied Communication Division                                   |
| Wendorf Muhamad, Jessica      | Applied Communication Division                                   |
| Koch, John                    | Argumentation and Forensics Division                             |
| Outzen, Christopher P.        | Argumentation and Forensics Division                             |
| Hao, Richie Neil              | Asian / Pacific American Caucus                                  |
| Zoffel, Nicholas              | Asian / Pacific American Communication Studies Division          |
| Sastry, Shaunak               | Asian / Pacific American Communication Studies Division          |
| Stone Watt, Sarah             | Association For Communication Administration                     |
| Hall, Jennifer                | Basic Course Division  |
| Ruiz-Mesa, Kristina           | Basic Course Division  |
| Reed, Tara                    | Black Caucus   |
| Johnson, Deryl                | Caucus on Lesbian, Gay, Bisexual, Transgender and Queer Concerns |
| Bryant, Leah E.               | Central States Communication Association                         |
| Wang, Tiffany R.              | Central States Communication Association                         |
| Jones, Elizabeth B.           | Communication and Aging Division                                 |
| Price, Katey A.               | Communication and Aging Division                                 |
| Arneson, Pat                  | Communication and Law Division; SSCA                             |
| Sery, Joseph                  | Communication and Law Division                                   |
| Banas, John                   | Communication and Social Cognition Division                      |
| Reimer, Torsten               | Communication and Social Cognition Division                      |
| Angelini, James R.            | Communication and Sport Division                                 |
| Armfield, Greg G.             | Communication and Sport Division                                 |
| Novak, Alison Nicole          | Communication and the Future Division                            |

|                               |   |
|-------------------------------|---|
| Mejia, Robert                 | Communication and the Future Division   |
| Knobloch, Leanne              | Communication and the Military Division   |
| Johnson, Rodger D.            | Communication as Social Construction Division   |
| Laskowski, Kara               | Communication as Social Construction Division   |
| Householder, Brian J.         | Communication Assessment Division   |
| Noltensmeyer, Candy           | Communication Assessment Division   |
| Brown, Carl J.                | Communication Centers Section   |
| May, Amy                      | Communication Centers Section   |
| Leavitt, Michelle A.          | Communication Ethics Division   |
| Fritz, Janie Harden           | Communication Ethics Division   |
| Davis, R.E.                   | Community College Section   |
| Bovino, Thomas D.             | Community College Section   |
| McCann, Bryan J.              | Critical and Cultural Studies Division; NCA Elected At-Large                          |
| Oh, David C.                  | Critical and Cultural Studies Division  |
| Washington, Myra S.           | Critical and Cultural Studies Division  |
| Grewe, Brian                  | Disability Issues Caucus  |
| Blau, Nicole                  | Eastern Communication Association   |
| Hobson, Kathryn               | Eastern Communication Association   |
| Byrnes-Loinette, Kerry        | Eastern Communication Association; Instructional Development Division                 |
| Kurr, Jessica A.              | Economics, Communication, and Society Division  |
| Yastremski, David A.          | Elementary and Secondary Education Section  |
| Wright, Anna                  | Elementary and Secondary Education Section  |
| Lerstrom, Alan C.             | Emeritus/ Retired Members Section   |
| Hefling, Joel                 | Emeritus/ Retired Members Section   |
| Pezzullo, Phaedra C.          | Environmental Communication Division  |
| Chirindo, Kundai              | Environmental Communication Division  |
| Scott-Pollock, Julie-Ann      | Ethnography Division  |
| Lindemann, Kurt               | Ethnography Division  |
| Friesen, Karyn I.             | Experiential Learning in Communication Division                                       |
| Corbo, Angela                 | Experiential Learning in Communication Division; Philosophy of Communication Division |
| Rossetto, Kelly R.            | Family Communication Division   |
| Punyanunt-Carter, Narissra M. | Family Communication Division   |
| Agarwal, Vinita               | Feminist and Gender Studies Division  |
| Furgerson, Jessica L.         | Feminist and Gender Studies Division  |
| Enck, Suzanne                 | Feminist and Gender Studies Division  |
| Murray, Billie                | Freedom of Expression Division  |
| Johnson, Kevin A.             | Freedom of Expression Division  |
| Orme, Stephanie L.            | Game Studies Division   |

|                          |   |
|--------------------------|---|
| Daniel, Emory S.         | Game Studies Division   |
| McCune, Jeffrey Q.       | Gay, Lesbian, Bisexual, Transgender, and Queer Communication Studies Division |
| Gutierrez-Perez, Robert  | Gay, Lesbian, Bisexual, Transgender, and Queer Communication Studies Division |
| Yoon, Kay                | Group Communication Division  |
| Garner, Johnny           | Group Communication Division  |
| Nan, Xiaoli              | Health Communication Division   |
| Kam, Jennifer A.         | Health Communication Division   |
| Basu, Ambar              | Health Communication Division   |
| Stefanone, Michael A.    | Human Communication and Technology Division                                   |
| Hall, Jeffrey A.         | Human Communication and Technology Division                                   |
| Hosek, Angela M.         | Instructional Development Division  |
| Toyosaki, Satoshi        | International and Intercultural Communication Division                        |
| Hanasono, Lisa K.        | International and Intercultural Communication Division                        |
| Eguchi, Shinsuke         | International and Intercultural Communication Division                        |
| Aloia, Lindsey Susan     | Interpersonal Communication Division  |
| Pederson, Joshua R.      | Interpersonal Communication Division  |
| Sahlstein Parcell, Erin  | Interpersonal Communication Division  |
| Alvarado, Raisa Fernanda | La Raza Caucus  |
| Robles, Jessica S.       | Language and Social Interaction Division                                      |
| Vasilyeva, Alena         | Language and Social Interaction Division                                      |
| Maldonado, Jose Angel    | Latino/Latina Communication Studies Division                                  |
| Upton, Sarah             | Latino/Latina Communication Studies Division                                  |
| Aubrey, Jennifer S.      | Mass Communication Division   |
| Behm-Morawitz, Elizabeth | Mass Communication Division   |
| Rhea, David M.           | Mass Communication Division   |
| Robinson, Renee          | Master's Education Section  |
| Fanari, Alice            | Master's Education Section  |
| Tomasovic, Susan         | National States Advisory Council  |
| Griffin, Rachel Alicia   | NCA Diversity Council Chair   |
| Hayes, Rebecca A.        | NCA Elected--At-Large   |
| Jones, Susanne M.        | NCA Elected--At-Large   |
| Knight, Kendra           | NCA Elected--At-Large   |
| Riforgiate, Sarah E.     | NCA Elected--At-Large   |
| Shorter, Shavonne        | NCA Elected--At-Large   |
| Triece, Mary E.          | NCA Elected--At-Large   |
| Waters, Eric DeMar       | NCA Elected--At-Large   |
| Upshaw, Sean             | NCA Elected--Legislative Assembly   |
| Ghabra, Haneen           | NCA Elected--Legislative Assembly   |
| Johnson, Kimberly P.     | NCA Elected--Legislative Assembly   |

|                            |  |
|----------------------------|--|
| Ohl, Jessy J.              | NCA Elected--Legislative Assembly                                  |
| Yagnik, Arpan              | NCA Elected--Legislative Assembly                                  |
| Parry-Giles, Trevor        | NCA Executive Director   |
| McKerrow, Raymie E.        | NCA Finance Committee Chair  |
| Flores, Lisa A.            | NCA Finance Committee Director                                     |
| Sims, Jeanetta D.          | NCA Finance Committee Director                                     |
| McMahan, David T.          | NCA First Vice President   |
| Muir, Star A.              | NCA Immediate Past President                                       |
| Ono, Kent A.               | NCA President  |
| Barge, J. Kevin            | NCA Publications Council Chair                                     |
| Morris III, Charles E.     | NCA Research Council Chair   |
| Mandziuk, Roseann M.       | NCA Second Vice President  |
| VanHorn, Shannon C.        | NCA Teaching and Learning Council Chair                            |
| Smith, Nicholas Scott      | Nonverbal Communication Division                                   |
| Woo, DaJung                | Organizational Communication Division                              |
| Leonardi, Paul             | Organizational Communication Division                              |
| Meisenbach, Rebecca J.     | Organizational Communication Division                              |
| Heist, Nora Lee            | Peace and Conflict Communication Division                          |
| Finney, Mark L.            | Peace and Conflict Communication Division                          |
| Flanagan, Lisa M.          | Performance Studies Division                                       |
| MacDonald, Shauna M.       | Performance Studies Division                                       |
| Tinker, Andrew             | Philosophy of Communication Division                               |
| Chattopadhyay, Sumana      | Political Communication Division                                   |
| Lind, Colene J.            | Political Communication Division                                   |
| West, Isaac                | Public Address Division  |
| Maddux, Kristy             | Public Address Division  |
| Steffensmeier, Tim         | Public Dialogue and Deliberation Division                          |
| Ruminski, Elesha L.        | Public Dialogue and Deliberation Division                          |
| Chewning, Lisa Volk        | Public Relations Division  |
| Yang, Aimei                | Public Relations Division  |
| Calafell, Bernadette Marie | Rhetorical and Communication Theory Division                       |
| Lozano, Nina Maria         | Rhetorical and Communication Theory Division                       |
| Morrissey, Megan           | Rhetorical and Communication Theory Division                       |
| Jurczak, Linda Pysher      | Southern States Communication Association                          |
| Johnson, Alexis Zoe        | Spiritual Communication Division; NCA Elected-Legislative Assembly |
| Lengel, Lara               | Spiritual Communication Division; NCA Elected-At Large             |
| Bennett, Kiah E.           | Student Section  |

|                               |  |
|-------------------------------|--|
| Gomez, Logan Rae              | Student Section                              |
| Endres-Parnell, Prairie A.    | Theatre, Film, and New Multi-Media Division  |
| Brandon, James M.             | Theatre, Film, and New Multi-Media Division  |
| Engstrom, Craig L.            | Training and Development Division            |
| Priddis, DeAnne               | Training and Development Division            |
| Brown, Daniel S.              | Undergraduate College and University Section |
| Vicente, Erin D.              | Undergraduate College and University Section |
| Katsion, John                 | Visual Communication Division                |
| Kirschner, Julianna           | Visual Communication Division                |
| Leonard, Robert               | Western States Communication Association     |
| Stockton, Robert              | Western States Communication Association     |
| Tafoya, Melissa Ann           | Western States Communication Association     |
| Desnoyers-Colas, Elizabeth F. | Women's Caucus                               |

## Parliamentary Procedure

### Motions Categories and Definitions

#### **To change a proposed motion:**

Amend – to propose changes to the words under consideration by adding new words, striking existing words, or replacing (striking and inserting) words.

#### **Motions to Raise Urgent Issues:**

Question of privilege – to ask that an urgent matter be considered immediately, such as to ask to go into executive session. The chair first rules on whether or not the interruption will be allowed, and if so, accepts the motion arising from the interruption.

Orders of the day – to demand that the adopted agenda be followed, or that times on the agenda be strictly observed. To set aside the orders of the day requires a two-thirds vote.

Object to consideration – to try to prevent a motion from being considered - a two-thirds vote prevents consideration.

#### **Motions to Control Debate:**

Limit debate – to set limits on length of speeches, number of speakers, etc. for one particular motion.

Previous question – to stop debate and not allow any motions ranking below previous question.

#### **Motions to Protect Rights:**

Division of the Assembly – to have an inconclusive vote retaken by a different method.

Point of order – to interrupt the meeting to call attention to a violation of the rules.

Appeal chair's ruling – to overturn the ruling of the chair by vote of the assembly.

Request for Information – to ask a factual question about the matter under consideration.

Parliamentary inquiry – to ask procedural advice.

#### **Motions to Choose Voting Methods:**

Vote by ballot, roll call, counted vote – to take the vote by one of these methods.

Choose method of nominations – if not required by the bylaws, to choose how to nominate for an office, committee, etc.

Open or close nominations or the polls – to reopen nominations or the polls is majority, to close is a two-thirds vote.

#### **Motions to Delay Action:**

Refer to a committee – send the proposed motion to a committee for further deliberation and recommendation.

Postpone to a definite time – postpone to a later time in the same meeting, after an event in the same meeting, or to the next meeting (may not postpone beyond the next meeting).

Recess – take a short break for a specified time or to return at the call of the chair.

Adjourn – to stop taking action, but announcements, etc. may still be made after voting to adjourn.

Postpone indefinitely – to take no action on a proposal (often mistakenly referred to as "table").

Lay on the table – to set aside temporarily in order to consider other urgent business. Motion may be taken from the table by majority vote at current meeting or during the next meeting, after which it falls to the ground.

#### **Motions to Vary the Procedures:**

Suspend the rules – to temporarily follow another procedure provided it does not violate any rights.

Divide the question – to take up motion as separate parts, provided each can stand alone.

Request to withdraw a motion – to get permission to withdraw a motion after the assembly has ownership (step 3).

Request relief from a duty (resign) – to get permission to leave office or not perform specific duties.

#### **Motions to Re-examine:**

Reconsider – to turn back the clock to just before a vote was taken (can only be made at the same meeting, and only by someone who voted on the prevailing side).

Rescind/Amend something previously adopted – to change something adopted before the current meeting.

Take from the table – to resume consideration of a motion that was laid on the table.

Discharge a committee – to take back a motion from a committee before it has issued its final report.

## **Introductory Business**

### **Call to Order & Introductions**

NCA President Kent A. Ono will preside over the meeting. The meeting will be called to order at 12:00 noon on Wednesday, November 18 in Zoom Room 3 from NCA Convention Central. President Ono will lead introductions of meeting participants.

### **Credentials Report**

The first report that will be given to delegates is the credentials report. This report tells the Legislative Assembly how many delegates have registered for the meeting. The quorum is a majority of the total number of delegates defined in the NCA Bylaws. Once the Legislative Assembly adopts the credentials report, it is authorized to conduct business in the name of NCA.

## Agenda

**WEDNESDAY, NOVEMBER 18, 2020**

|          |  |
|----------|--|
| 12:00 PM | <p><b>INTRODUCTORY BUSINESS</b></p> <p>Call to Order &amp; Introductions ..... 11</p> <p>Credentials Report ..... 11</p> <p>Agenda ..... 12</p> <p><b>REPORTS</b></p> <p>In Memoriam ..... 13</p> <p>Association Updates/Reports ..... 14</p> <p>Nominating Committee Report ..... 56</p> <p>Second VP Candidate Remarks</p> <p><b>BUSINESS</b></p> <p>Election of Leadership Development Committee Positions ..... 57</p> <p>Financial Reports ..... 58</p> <p>Bylaws Revision ..... 64</p> <ul style="list-style-type: none"> <li>• Change all references to “Diversity Council” to IDEA Council (Inclusion, Diversity, Equity, and Access Council)</li> </ul> <p>Affiliate Approval ..... 66</p> <p>New Caucus Proposal ..... 68</p> <ul style="list-style-type: none"> <li>• Indigenous Caucus</li> </ul> <p>Special Recognition ..... 71</p> <p>Report of the Leadership Development Committee ..... 72</p> |
| 3:00 PM  | <p><b>ADJOURN</b></p>  |

## Reports

### In Memoriam

Please pause for a moment of silence for the members of the discipline who passed away in the past year.

We remember:

- Kenneth Andersen (NCA President, 1983)
- Edward Appel
- Ross Steven Brinkert
- William R. Brown
- Jennings Bryant
- James Chesebro (NCA President, 1996)
- Stephen Dankin O’Leary
- Suzanne Daughton
- Caren Deming
- Rex Gaskill
- Alan Gross (NCA Distinguished Scholar)
- Luster Hauth
- Victoria O’Donnell
- Phyllis Scott Carlin
- Deatra Sullivan-Morgan
- Robert K. Tiemens
- Gregory Anthony Tillman
- Barbara Warnick
- Rolf T. Wigand

If someone is not listed, we ask you to please share that person’s name with the LA.

## Association Updates/Reports

### Legislative Assembly and Executive Committee Minutes, 2019 & 2020

November 6, 2019 LA Meeting Minutes

**DRAFT**

#### Minutes

National Communication Association  
Legislative Assembly Meeting  
November 6, 2019  
Baltimore, Maryland

**Presiding:** Star Muir, President

**Parliamentarian:** Barry Poyner

**Recording:** Trevor Parry-Giles, Executive Director

#### INTRODUCTORY BUSINESS

**Call to Order:** President Muir called the 2019 Legislative Assembly (LA) meeting to order at 12:05 p.m. Eastern time on Wednesday, November 6.

**Introductions:** Members of the LA were asked to introduce themselves by name and the group represented.

**Credentials Report:** First Vice President Kent Ono announced that at 12:23 p.m., 129 delegates were registered from the 159 members of the LA. *A motion was made that the roll of delegates submitted be the official roll of the voting members of the assembly. Seconded. Motion carried.*

**Standing Rules:** President Muir directed the body to the standing rules in the meeting binder. *A motion was made to adopt the standing rules as presented. Seconded. Motion carried.*

**Agenda:** President Muir directed attention to the proposed agenda. *A motion was made to adopt the agenda. Seconded. Motion carried.*

#### ANNOUNCEMENTS

The Legislative Assembly observed a moment of silence to honor those who have passed away during the past year.

- Elijah Cummings, represented Baltimore in the U.S. House of Representatives for 23 years
- Goodwin “Goodie” Berquist
- Lorraine Branham
- Rudolph Busby
- Bryan Crow
- Donald Keith Darnell
- Lew Donohew
- Robert Iltis
- Irwin Mallin
- Paul Messaris
- Maureen “Mo” Minielli
- Emily Rauscher

- Malcolm Sillars (NCA President, 1980)
- Holt “Spike” Spicer
- Rudy Verderber
- Robert O. Weiss
- D. Charles “Chuck” Whitney
- Roy V. Wood
- George Ziegelmuller

Trevor Parry-Giles provided a report from the National Office. Rachel Alicia Griffin provided a report from the Diversity Council, J. Kevin Barge provided a report from the Publications Council, Mindy Fenske provided a report from the Research Council, and Shannon VanHorn provided a report from the Teaching and Learning Council.

## BUSINESS ITEMS

**Nominations for the 2020 Leadership Development Committee:** The LA was asked for nominations for two positions on the 2020 LDC: Alexander Lancaster, Nina Lozano, Brian McCann, and D. L. Stephenson.

Candidates spoke in front of the LA. Ballots were submitted. The Parliamentarian collected the ballots. Results will be announced at the end of the meeting.

**Consideration for NCA affiliate renewals:** President Muir provided a summary of prospective affiliate renewals with the Association. *A motion was made to approve the proposed affiliate renewals and accept new organizations applying for affiliate status. Motion seconded. Motion carried.*

The following organizations filed the required certifications and signed the Affiliate MOU.

|   |   |
|---|---|
| American Debate Association                                       | Korean-American Communication Association                         |
| American Forensic Association                                     | Media Ecology Association   |
| American Society for the History of Rhetoric                      | National Federation of High School, Debate, & Theatre Association |
| Association for Business Communication                            | National Forensic Association                                     |
| Association for Chinese Communication Studies                     | National States Advisory Council                                  |
| Association for Communication Administration                      | New York State Communication Association                          |
| Association for the Rhetoric of Science, Technology, and Medicine | <b>(new affiliate)</b>  |
| Central States Communication Association                          | Partnership for Progress on the Digital Divide                    |
| Chinese Communication Association                                 | Phi Rho Pi  |
| Cross Examination Debate Association                              | Pi Kappa Delta  |
| Eastern Communication Association                                 | Religious Communication Association                               |
| Eurasian Communication Association of North America               | Rhetoric Society of America                                       |
| International Forensics Association                               | Russian Communication Association                                 |
| International Listening Association                               | Southern States Communication Association                         |
| Japan-U.S. Communication Association                              | Urban Communication Foundation                                    |
| Kenneth Burke Society   | Western States Communication Association                          |

**Financial Reports:** President Muir introduced Finance Committee Chair Marnel Niles Goins to present the financial reports. Niles Goins talked about the association’s financial status from 2019, followed by budget projections for calendar year 2020. *A motion was made by the Finance Committee to adopt the 2020 budget. Discussion ensued. Motion carried.*

Recess for 10 minutes

The Legislative Assembly reconvened at 1:35 pm.

**Public Statement Resolution Consideration:** President Muir introduced Resolutions Committee Chair, Helen Sterk, to present the proposed resolution under consideration.

**The Resolution Condemning White Supremacy in Political Discourse**

Sterk proved background information and a rationale for the proposed resolution. The Resolutions Committee forwarded the resolution to the LA without recommendation. Discussion ensued. *A motion was made to adopt the resolution. Motion seconded. Discussion continued. Motion carried.*

**Bylaws revisions:** Parry-Giles provided a summary of the proposed bylaws amendment, which was unanimously approved by the Executive Committee.

In 2018, the EC changed the timing of the annual election from January to December. This will allow the elected individual to take office as Second Vice President in January the following year. The change in date eliminates the need for a Second Vice President Elect. Having the Second Vice President Elect serve on the LA is no longer needed.

*A motion was made to accept the recommended change and strike Article III, Section 1(E) of the bylaws. Motion seconded. Motion Carried.*

**New Interest Group Proposal / Communication and the Military Division:** President Muir introduced Steven Wilson and Elizabeth Desnoyers-Colas to speak on behalf of the proposed interest group. Wilson and Desnoyers-Colas provided a rationale for the division as well as steps the group took to address the concerns from other interest groups after the LA voted against adding the proposed group last year. Discussion ensued. *A motion was made to accept the proposed division. Motion seconded. Discussion continued. Motion carried.*

**Results from the LA election of the 2020 Leadership Development Committee:** President Muir announced that Nina Lozano and D. L. Stephenson have been elected to serve on the 2020 LDC.

**Adjournment:** With no further business, President Muir cancelled the Saturday LA session and adjourned the meeting at 3:05 pm.

Respectfully submitted,

Trevor Parry-Giles  
Executive Director

**APPROVED**

Report of LDC Slate of Candidates  
National Communication Association  
Legislative Assembly  
December 5, 2019

The Leadership Development Committee, chaired by Ronald L. Jackson II, moved the adoption of the slate of candidates presented online to the Legislative Assembly. The approved members from the slate will begin their term on January 1, 2020 unless otherwise specified.

Legislative Assembly

- 1) Kimberly Johnson
- 2) Sean Upshaw

Nominating Committee, At-Large

- 1) Haneen Ghabra

Nominating Committee, General Election Ballot for December 2020

- 1) Ambar Basu
- 2) Byron Craig
- 3) Joy Daggs
- 4) Kimberly Johnson
- 5) Nancy Wiencek

Finance Committee

- 1) Lisa Flores

Resolutions Committee

- 1) Robert Mejia
- 2) David Oh

Resolutions Committee Chair

- 1) Denise Oles-Acevedo

Convention Committee

- 1) Jordan Atkinson
- 2) Caleb Carr

Convention Committee Chair

- 1) Kenneth Lachlan

Publications Council

- 1) Jeffery Child
- 2) Marina Levina

Research Council

- 1) Richard Craig
- 2) Shinsuke Eguchi

Teaching and Learning Council Chair-Elect

- 1) Vinita Agarwal

Teaching and Learning Council

- 1) Andy Kai-chun Chuang
- 2) Eddah Mutua

Bernard J. Brommel Award For Outstanding Scholarship Or Distinguished Service In Family Communication Selection Committee

- 1) Rhunette Diggs

Diamond Anniversary Book Award Selection Committee

- 1) Pamela Lannutti
- 2) Desiree Rowe

Diamond Anniversary Book Award Selection Committee Chair

- 1) Mark Hopson

Distinguished Scholar Award Selection Committee

- 1) Bryan Crable

Donald P. Cushman Memorial Award for Student Scholarship Selection Committee

- 1) Felicia Stewart

Donald P. Cushman Memorial Award for Student Scholarship Selection Committee Chair

- 1) Kenneth Sibal

Douglas W. Ehninger Distinguished Rhetorical Scholar Award Selection Committee

- 1) Sonja Foss

Franklyn S. Haiman Award for Distinguished Scholarship in Freedom Of Expression Selection Committee

- 1) Jayne Cubbage

Gerald M. Phillips Award for Distinguished Applied Communication Scholarship Selection Committee

- 1) Jennifer Mease

Golden Anniversary Monograph Award Selection Committee

- 1) M. Kelly Carr
- 2) Rachel Dubrofsky
- 3) Natasha Shrikant

Golden Anniversary Monograph Award Selection Committee Chair

- 1) Amber Johnson

Karl R. Wallace Memorial Award Selection Committee

- 1) Andre Johnson

Leslie Irene Coger Award For Distinguished Performance Selection Committee

- 1) Jeffrey McCune

Lilla A. Heston Award for Outstanding Scholarship in Interpretation and Performance Studies Selection Committee

- 1) Javon Johnson

Marcella E. Oberle Award for Outstanding Teaching in Grades K-12

- 1) David Wendt

Mark L. Knapp Award in Interpersonal Communication Selection Committee

- 1) Leah Bryant
- 2) Tina Harris

Mark L. Knapp Award in Interpersonal Communication Selection Committee Chair

- 1) Amanda Denes

Michael and Suzanne Osborn Community College Outstanding Educator Award Selection Committee

- 1) Tara Reed

Orlando L. Taylor Distinguished Scholarship Award in Africana Communication

- 1) Patricia Davis

Professional Service Awards Selection Committee

- 1) Mary Ann Danielson
- 2) Casey Kelly
- 3) Scott Myers

Professional Service Awards Selection Committee Chair

- 1) Scott Myers

Stephen E. Lucas Debut Publication Award Selection Committee

- 1) Christina Moss

Committee on International Discussion and Debate

- 1) Kenneth Newby

Doctoral Education Committee

- 1) Zoltan Majdik
- 2) Wei Sun

Leathers Fund Trustee Committee

- 1) Alina Haliliuc

November 13, 2019 EC Meeting Minutes

**APPROVED**

**Minutes**

National Communication Association  
Executive Committee Meeting  
Baltimore, MD

Participating in the meeting:

Star Muir, President (presiding); Kent Ono, First Vice President; David McMahan, Second Vice President; Ronald L. Jackson, Immediate Past President; J. Kevin Barge, Publications Council Chair; Mindy Fenske, Research Council Chair; Rachel Alicia Griffin, Diversity Council Chair; Raymie McKerrow, Finance Committee Director; Marnel Niles Goins, Finance Committee Chair; Trevor Parry-Giles, Executive Director (non-voting); Jeanetta Sims, Finance Committee Director; Shannon VanHorn, Teaching and Learning Council Chair; *Guest of the EC: Roseann Mandziuk, Second Vice-President Elect (non-voting). National Office Staff: LaKesha Anders, Director of Academic and Professional Affairs; Justin Danowski, Assistant Director of Governance and Membership; Wendy Fernando, Director of External Affairs and Publications.*

**1. Call to Order**

**President Muir called the meeting to order at 9 a.m. Eastern time.**

**2. Announcements and Updates**

Muir presented gifts to the outgoing members of the EC and thanked the entire EC for all the hard work throughout the year.

Ono provided an update on convention planning and preparation. Discussion ensued. The EC tasked the National Office with updating the current peer review process. Possible language to be added to current policy:

1. Highlighting what a quality review is
2. Possible review process for suspect reviews

Muir led a discussion on the upcoming Legislative Assembly meeting.

**3. Discussion Items**

- a. Parry-Giles provided a review of the current CRTNET policy and an update on the suspension of the discussion category. Discussion ensued.
- b. Muir provided an update on the work of the Process Improvement Team and a review of current Distinguished Scholar policies. Discussion ensued
- c. Parry-Giles provided an update on the ongoing DEI initiatives from the National Office. Discussion ensued.

**4. Action Items**

- a. **Reclassifying Elementary and Secondary Education Section**

- i. Parry-Giles provided a summary of the proposal from the ESES asking for the EC to consider its change from a section to a division. Discussion ensued.
  1. A motion was made to accept the change from a section to a division. The motion died due to a lack of a second.
- b. Bacon and Ecroyd Award Selection Committee Nominations**
  - i. Parry-Giles provided a summary of the nominations for the Wallace A. Bacon Lifetime Teaching Excellence Award Committee and the Donald H. Ecroyd Award for Outstanding Teaching in Higher Education Award Committee.
    1. The Teaching and Learning Council forwarded two names:
      - a. Nancy Willets – Bacon Award Committee
      - b. Carolyn Calloway-Thomas – Ecroyd Award Committee
  - ii. A motion was made to approve the TLC nominations. Motion seconded. Motion passed.
- a. Change in Student Organization Charter Fee Policy**
  - i. Parry-Giles provided a summary of the proposed policy change.
  - ii. A motion was made to approve the policy change. Motion seconded. Discussion ensued. Motion passed. *Student organizations will no longer have to pay a \$100 re-charting fee if its charter membership expires.*
- b. Affiliate Renewals**
  - i. Parry-Giles provided the EC with additional affiliation MOU's since the last EC meeting in August.
  - ii. A motion was made to approve the submitted MOU's and forward each to the LA for final approval. Motion seconded. Motion passed.

With no further business, the meeting was adjourned at 11:25 a.m.

Respectfully Submitted,

Trevor Parry-Giles  
Executive Director

November 23, 2019 EC Meeting Minutes

**APPROVED**

**Minutes**

National Communication Association  
Executive Committee Teleconference Meeting

Participating in the meeting:

Star Muir, President (presiding); Kent Ono, First Vice President; David McMahan, Second Vice President; Ronald L. Jackson, Immediate Past President; J. Kevin Barge, Publications Council Chair; Mindy Fenske, Research Council Chair; Rachel Alicia Griffin, Diversity Council Chair; Raymie McKerrow, Finance Committee Director; Marnel Niles Goins, Finance Committee Chair; Trevor Parry-Giles, Executive Director (non-voting); Jeanetta Sims, Finance Committee Director; Shannon VanHorn, Teaching and Learning Council Chair; *Guest of the EC*: Roseann Mandziuk, Second Vice-President Elect (non-voting). *National Office Staff*: Justin Danowski, Assistant Director of Governance and Membership.

**1. Call to Order**

President Muir called the meeting to order at 11:05 a.m. Eastern time.

**2. Announcements, Updates**

- a. Muir provided an update on the harassment incident from convention.
- b. Parry-Giles provided an update from the National Office.
  - i. Discussion ensued.
    1. Topics discussed
      - a. Scholar harassment during convention
      - b. Member reactions to convention
      - c. Interest group reactions to convention

**3. Discussion Topics**

- a. Muir opened the floor for discussion on ways of improving the 2020 convention in Indianapolis.
  - i. Topics discussed as possible suggestions
    1. Possibility of bolstering security
    2. Clearer point of contact for those feeling threatened
    3. Updating policies to ensure safe spaces
    4. Develop policies that consider the historically marginalized
    5. Develop forums on new policies in place and how NCA will move forward
    6. Mechanism for reporting out to membership

**4. Continued Discussions**

- a. The EC jointly decided to further the discussion at the February meeting.

Meeting adjourned at 12:43 p.m.

Respectfully submitted,

Trevor Parry-Giles  
Executive Director

February 28, 2020 EC Meeting Minutes

**DRAFT**

**Minutes**

National Communication Association  
Executive Committee Meeting  
College Park, MD

Participating in the meeting:

Kent Ono, President; David McMahan, First Vice President; Roseann Mandziuk, Second Vice President; Star Muir, Immediate Past President; J. Kevin Barge, Publications Council Chair; Charles Morris III, Research Council Chair; Rachel Alicia Griffin, Diversity Council Chair; Raymie McKerrow, Finance Committee Chair; Lisa Flores, Finance Committee Director; Jeanetta Sims, Finance Committee Director; Trevor Parry-Giles, Executive Director (non-voting); Shannon VanHorn, Teaching and Learning Council Chair; *National Office Staff: LaKesha Anders, Director of Academic and Professional Affairs; Justin Danowski, Assistant Director of Governance and Membership; Wendy Fernando, Director of External Affairs and Publications.*

**1. Call to Order**

**President Ono called the meeting to order at 11:41 a.m. Eastern time.**

**2. Consent Agenda, Announcements, and Updates**

Consent agenda adopted.

**3. Discussion Items**

a. Future of Crtnet

- i. Ono and Parry-Giles provided an update on the current status of Crtnet. Discussion ensued.
- ii. *A motion was made by McMahan to adopt a new form of Crtnet run by the NCA National Office without a discussion board and a new name created by the National Office. Seconded by McKerrow. Flores moved to amend the motion to separate the items of the motion. Seconded by Griffin. Discussion ensued. Amendment to the motion carried.*
  1. *Motion to not have a listserv discussion forum. Discussion continued. Motion carried.*
  2. *Motion to rename Crtnet. Discussion continued. Motion carried.*

*Break for 10 minutes at 1:15 p.m., meeting resumed at 1:26 p.m.*

b. Convention Safety and security

- i. Ono provided a review of the current convention safety and security incident from the 2019 convention in Baltimore. Discussion ensued.
- ii. *A motion was made by several members of the Executive Committee to ban [REDACTED] from submitting, registering and attending all NCA events. Seconded by the entire Executive Committee. Motion carried.*
- iii. *A motion was made by the EC to add a policy for individuals who are removed from an NCA event. Motion seconded:*
  1. *Motion: An individual who has been requested to leave or be removed from any national convention or NCA-affiliated event by the NCA*

*Executive Leadership shall not be permitted to submit, register, or attend any NCA event until such an appeal has been granted by the Executive Committee.*

*a. Discussion ensued. Motion carried.*

Break for 10 minutes at 2:55 p.m., meeting resumed at 3:07 p.m.

*A motion was made by Barge to change the agenda. Second by Muir. Motion carried.*

#### **4. Business Items**

- a. Added to the agenda – Editor Recommendations
  - i. Barge provided a summary of journal editor nominations.
    - 1. *Communication and Critical/Cultural Studies* – Robin Boylorn
    - 2. *Text and Performance Studies* – Jake Simmons
    - 3. *First Amendment Studies* – Kevin Johnson (One-year extension as editor)
  - ii. *A motion was made by Barge for the EC to endorse proposed editor nominations and forward names to the Legislative Assembly for final approval. Seconded by McKerrow. Motion carried.*
- b. Added to the agenda – Proposed new open access journal
  - i. Barge and Parry-Giles provided a summary of a proposed communication and health open access journal. Discussion ensued
    - 1. *A motion was made by Muir to create an exploratory proposal for the open access journal. Seconded by Sims. Discussion continued. Motion carried.*
- c. Interest group affiliation addition
  - i. Parry-Giles provided a summary of the proposal changing interest group affiliation for members from three to five free at no cost. McKerrow provided a financial summary of lost funds from the change of three to five IG's. Discussion ensued.
    - 1. *A motion was made by McKerrow to approve the proposed change of free interest groups from three to five. Motion seconded. Motion carried.*
- d. Reinstating student membership category
  - i. Parry-Giles provided a summary of the proposal reinstating the student membership category to a flat rate of \$50. Students would no longer be subject to tier levels when paying membership fees. McKerrow provided the projected financial ramifications of the flat rate of \$50 for students. Discussion ensued.
    - 1. *A motion was made by McKerrow to approve the flat rate student membership fee. Seconded by VanHorn. Motion carried*
- e. Two-year and three-year discounted membership
  - i. Parry-Giles provided a summary of a two-year and three-year discounted membership. McKerrow provided input on behalf of the Finance Committee. Discussion ensued.
    - 1. *A motion was made by McKerrow to approve the two-year and three-year discounted memberships. Motion carried.*
- f. Free one-year student membership for LPH and SCH
  - i. Parry-Giles provided a summary of the proposal to give all inducted members of Lambda Pi Eta and Sigma Chi Eta a free one-year student membership. McKerrow provided a financial summary of the proposal. Discussion ensued.
    - 1. *A motion was made by McKerrow to approve the free one-year student membership for all incoming LPH and SCH members. Motion seconded. Motion carried.*
- g. Karen A. Foss and Sonja K. Foss Fellowship

- i. Parry-Giles provided a summary of the proposal to establish an NCA research fellowship designed to assist mid-career, female Communication scholars. Discussion ensued.
- ii. *The Executive Committee tasked the National Office with returning the proposed fellowship with suggested edits.*
- h. Academic & Professional Affairs Funding Priorities, 2021-2023
  - i. Student Caucus Travel Grant
    1. McKerrow provided a summary of the proposed increase in funds for the travel grant. Griffin provide input on behalf of the Diversity Council. Discussion ensued.
    2. *A motion was made by McKerrow to increase the funding for the Student Caucus Travel Grant from \$60,000 to \$90,000 with a limit of \$300 per student. Seconded by Griffin. Motion carried.*
  - ii. Funding Proposals
    1. *McKerrow made a motion to approve the funding for the following items for 2021, 2022, and 2023.*
      - a. *Doctoral Honors Seminar*
      - b. *Advancing the Discipline Grants*
      - c. *NCA/AFA Summer Conference on Argumentation (Alta)*
      - d. *Chairs' Summer Institute*
      - e. *Institute for Faculty Development*
      - f. *Mid-Career Scholar's Writing Retreat*
    2. *Discussion ensued. Motion carried.*
  - iii. CUC/NCA Visiting Fellows Program
    1. Ono provided a summary of the program. Discussion ensued.
    2. *A motion was made to fund the program for 2021, 2022, and 2023. Motion fails.*
  - iv. U.S./China Colloquim
    1. McKerrow provided a summary of the current funding proposal. Discussion ensued.
    2. *A motion was made to cancel the funds for the 2020 colloquium due to health concerns. Motion carried with abstentions from Griffin and Mandziuk.*
  - v. Center for Communication, Community, Collaboration, and Change
    1. McKerrow provided a summary of the center funding. Discussion ensued.
    2. *A motion was made to suspend funding for 2021 and funding for 2022 and 2023 dependent on successful implementation. The proposed \$55,000 budget will be reevaluated in before 2022. Motion carried.*
  - vi. Research Cultivation Grants
    1. Morris provided a summary of the proposed grants. Discussion ensued.
    2. *A motion was made to accept the proposal. Discussion ensued. Motion carried.*
- i. Proposed name change for the Feminist & Women's Studies Division
  - i. Parry-Giles provided a summary of the proposed name change from Feminist & Women's Studies Division to Feminist & Gender Studies Division. The change was approved by the division at its 2019 business meeting.
  - ii. *A motion was made to adopt the proposed change. Seconded. Motion carried.*
- j. Diversity, Equity and Inclusion Department Award

- i. A motion was made to table the award proposal. Motion carried. The Diversity Council will provide feedback on the proposed association award.
- k. Changing the name of the Diversity Council
  - i. A motion was made to endorse a bylaws change for the name of the Diversity Council to the IDEA Council (Inclusion, Diversity, Equity, and Access). Motion carried. The endorsement by the EC will go to the Legislative Assembly for final approval.
- l. Anti-bullying Task Force
  - i. Ono provided a summary of the current work done by the anti-bullying task force. The task force is asking to continue its work and presence at the annual convention. Discussion ensued.
  - ii. *A motion was made to allow the task force continued use of the NCA website. Motion carried.*

Discussion Item

**5. Diversity, Equity, and Inclusion Strategic Plan**

- a. Griffin provided an update of the progress of the plan. Discussion ensued.

With no further business, the meeting was adjourned at 11:25 a.m.

Respectfully Submitted,

Trevor Parry-Giles  
Executive Director

June 5, 2020 EC Meeting Minutes

**DRAFT**

**Minutes**

National Communication Association  
Executive Committee Meeting  
Virtual Meeting

Participating in the meeting:

Kent Ono, President; David McMahan, First Vice President; Roseann Mandziuk, Second Vice President; Star Muir, Immediate Past President; J. Kevin Barge, Publications Council Chair; Charles Morris III, Research Council Chair; Rachel Alicia Griffin, Diversity Council Chair; Raymie McKerrow, Finance Committee Chair; Lisa Flores, Finance Committee Director; Jeanetta Sims, Finance Committee Director; Trevor Parry-Giles, Executive Director (non-voting); Shannon VanHorn, Teaching and Learning Council Chair; *National Office Staff: LaKesha Anders, Director of Academic and Professional Affairs; Justin Danowski, Assistant Director of Governance and Membership; Wendy Fernando, Director of External Affairs and Publications, Kristin Yednock, Assistant Director of Conventions and Meetings.*

**1. Call to Order**

President Ono called the meeting to order at 1 p.m. Eastern time.

**2. Announcements and Updates**

The officers, committee chairs, and other EC members gave updates on current activities with their current processes and duties.

**3. Discussion Items**

- a. COVID-19 and the NCA Annual Convention Update
  - i. Ono provided an update on current concerns with the upcoming November convention.
  - ii. McMahan provided an update of the programming of the convention.
  - iii. Parry-Giles provided an update on the National Office report submitted to the EC for discussion. Discussion ensued.
    1. *A motion was made by Griffin to give all members one year of free membership to active members between July 1, 2020 – June 30, 2021. Seconded by Flores. Discussion ensued.*
      - a. Muir proposed an amendment to the motion:
        - i. *Members who attend the 2020 convention and pay the reduced registration fee get a free one-year membership. Seconded by VanHorn. Discussion ensued.*
    2. Griffin withdraws original motion.
    3. *The EC tasked the Finance Committee to review different financial implications for various membership and convention options proposed by the National Office. A recommendation from the Finance Committee will be delivered to the EC within the next couple of weeks.*

Break for 15 minutes at 3:05 p.m., meeting resumed at 3:20 p.m.

- b. Discussion continued with possible implications of COVID-19 and the convention.
  - i. *A motion was made by Flores to transition to a hybrid convention with an option to move to a virtual convention if necessary. Seconded by Mandziuk. Discussion ensued. Motion carried.*

With no further business, the meeting adjourned at 5 p.m.

Respectfully submitted,

Trevor Parry-Giles  
Executive Director

August 7, 2020 EC Meeting Minutes

**DRAFT**

**Minutes**

National Communication Association  
Executive Committee Meeting  
Virtual Meeting

Participating in the meeting:

Kent Ono, President; David McMahan, First Vice President; Roseann Mandziuk, Second Vice President; Star Muir, Immediate Past President; J. Kevin Barge, Publications Council Chair; Charles Morris III, Research Council Chair; Rachel Alicia Griffin, Diversity Council Chair; Raymie McKerrow, Finance Committee Chair; Lisa Flores, Finance Committee Director; Jeanetta Sims, Finance Committee Director; Trevor Parry-Giles, Executive Director (non-voting); Shannon VanHorn, Teaching and Learning Council Chair; *National Office Staff: LaKeshia Anders, Director of Academic and Professional Affairs; Justin Danowski, Assistant Director of Governance and Membership; Wendy Fernando, Director of External Affairs and Publications, Kristin Yednock, Assistant Director of Conventions and Meetings.*

**1. Call to Order**

President Ono called the meeting to order at 12:05 p.m. Eastern time.

**2. Announcements and Updates**

The officers, committee chairs, and other EC members gave updates on current activities with their current processes and duties.

**3. Consent Agenda**

- a. Ono provided a summary of the consent agenda. Consent agenda passed.

**4. Business Items**

- a. Convention 2020 update
  - i. Parry-Giles provided an update of the current status of the 2020 convention. Discussion ensued.
    1. *Motion made by McKerrow to suspend the onsite portion of the convention and tasked the National Office with negotiating any financial ramifications with the hotel and convention center. Seconded by VanHorn. Discussion continued. Motion Carried.*
  - ii. Ono provided an update on discussions between NCA officers on virtual sessions. Discussion ensued on
- b. Convention 2021 budget
  - i. Parry-Giles provided an update on the 2021 budget proposal.
    1. *McKerrow relayed the approval of the Finance Committee and made a motion on behalf of the committee to approve the 2019 audit, 2021 convention fees, and to forward the 2021 budget to the Legislative Assembly for final approval. Discussion ensued. Motion carried.*

- c. Proposal for the Establishment of an Indigenous Caucus
    - i. Ono provided an update on the proposal for an Indigenous Caucus and discussed the value of the proposed caucus. Discussion ensued.
      - 1. *By unanimous decision, the proposal was approved and forwarded to the Legislative Assembly for final approval.*
  - d. Proposal for an NCA Marsha Houston Award
    - i. Mandziuk provided an update on the proposed formation of the NCA Marsha Houston Award.
      - 1. *A motion was made to approve the award. Discussion ensued. Motion carried.*
  - e. Proposal for Affiliate Statue—Association of University Presses
    - i. Parry-Giles provided background on the proposal.
      - 1. *A motion was made to approve the affiliate and forward to the Legislative Assembly for final approval. Motion carried.*
  - f. Proposal—Renaming/Repurposing First Amendment Studies
    - i. Barge provided background for the current journal and how to move the journal forward.
      - 1. *A motion was made by Barge on behalf of the Publications Council to modify the current aims and scope into the call for editor applications to be issued this fall and transitioning to a new name/expanded scope at the beginning of 2023, under new editor who will be selected in 2021. Discussion ensued.*
        - a. *A motion was made by One to table First Amendment Studies for one year. Discussion continued. Motion failed for lack of a second.*
      - 2. Discussion continued. Barge withdraws the motion and will consult the current editor, other NCA journal editors, and contributors to the journal for feedback on the future of the journal.
5. Discussion items
- a. Ono asked for the mentorship taskforce report to be tabled and discussed at the November EC meeting. Discussion ensued.

The Executive Committee moved into Executive Session.

With no further business, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Trevor Parry-Giles  
Executive Director

## Officer & Council Reports

### President

**Submitted by:** Kent A. Ono

Since the Executive Committee meeting August 7, 2020, I have primarily been working on a proposal to address the Mentorship Task Force Report. Together with the Officers, and more particularly with Second Vice President Roseann Mandziuk, we have come up with a proposal to create a Mentorship and Leadership Council.

I worked very closely with First Vice President David McMahan and the Executive Committee to complete the annual ED Review and review letter. I also worked with the Officers and NO staff to craft messages to the membership explaining how the format of this year's virtual convention would differ from our traditional convention format. The Officers and NO have been working hard to prepare for the virtual convention. Additionally, I worked to write my Presidential Address and record it. I wrote my final *Spectra* column. With the other Officers, I reviewed requests for NCA to co-sign letters written by sister professional societies. I responded to member questions and concerns. I also sent forth my list of Presidential Citations. The Leadership Development Committee has been hard at work to find future leaders for our many leadership positions, and I have sent dozens of requests to our members to submit nomination materials for those positions. Finally, I have been working with Justin Danowski and David to come up with appropriate gifts for our departing EC members.

This year—one marked by COVID, police violence against black people and other people of color, activism in cities throughout the United States, and an historical and odd presidential election—has been most memorable, indeed.

Throughout all of it, I am extremely thankful for the work my fellow officers, EC members, the ED, and the NO staff, who have put in many extra hours of work and stirred up creative juices so that we could host our very first virtual NCA convention. None of this would have been possible without people dedicated and committed to the betterment of NCA. I will end my time as President not thinking about "what might have been" but rather "what was and what can still be." I conclude with a simple word that will put a punctuation mark on what felt like both a very short and long journey: Thanks!

## **First Vice President**

**Submitted by:** David T. McMahan

1. Since our previous meeting, I have primarily been addressing convention-related matters and concerns. I remain incredibly grateful to the National Office staff members for their incredible talent and work ethic, to my fellow officers for their backing and support, and to the entire Executive Committee for its encouragement and guidance. The 2020 convention will certainly be one like no other, and I hope to have represented the membership in securing the best convention possible.
2. I took part in the American Council of Learned Societies Leadership/Governance Seminar.
3. The Qualitative Research Working Group, chaired by Jimmie Manning, remains in progress, and the Mental Health and Communication Working Group, chaired by Brian Grewe, continued to be in development. Both working groups should have their tasks completed by Fall 2021.
4. I have also been busy looking toward the next year. These are difficult and unprecedented times for learned societies, for the academic world, and for our members. We must preserve the strength and prominence of the Association. We must also ensure it is best equipped to transform and grow. A number of significant issues related to the Association's future will need to be addressed in the coming year, and I am confident we will see NCA flourish.

## Second Vice President

**Submitted by:** Roseann M. Mandziuk

Like all of you, this first year in my service as an officer of NCA has witnessed an incredible series of personal and professional challenges. Together we have faced a pandemic, heartrending violence and struggles for social justice, and economic downturns and natural disasters. The pace of events and crises has been dizzying.

### 2021 Convention Planning

As I considered the theme for our 2021 NCA Convention, I wanted to select a focus that would invite us to reinvigorate our commitments as well as consider why as communication scholars, teachers and professionals, our contributions matter more than ever before as we face the immense task of navigating multiple public and personal crises and their aftermaths.

Consequently, our 2021 convention theme is “Renewal and Transformation.” Both of these words invite us to consider the possibilities for regeneration, reconstruction, and powerful alterations that could improve the communities in which we work, live and serve. The meaning of “renewal” is to resume and to take up again, while theme of “transformation” challenges us to consider how to orient our disciplinary, academic, and community institutions in new and meaningful ways that honor all voices. In 2021 when we meet in Seattle, together we will consider how to engage in these essential tasks of restoration and change.



Due to the virtual format of our 2020 convention, I met with the 2021 unit planners on November 2<sup>nd</sup> so that they would have the information about the theme and planning process to share with their members at subsequent business meetings. Plans for other special events and programs also are underway. Our 107<sup>th</sup> Annual Convention in Seattle promises many opportunities to engage in significant and dynamic conversations.

### **Committee Service and Other Activities**

During this first year as an officer, in addition to participating in the Executive Committee and Legislative Assembly, I also have served on two significant NCA committees, the Leadership Development Committee and the selection committee for our Advancing the Discipline Grants.

Additionally, I worked with NCA President Kent Ono on the development of a proposal for a new NCA Council and also contributed to the ongoing examination of NCA's diversity and inclusion commitments and future initiatives. I had been looking forward to representing NCA at two regional conferences in the spring of 2020, SSCA in Frisco, Texas and CSCA in Rosemont, Illinois, but unfortunately both meetings were cancelled.

## **Immediate Past President**

**Submitted by:** Star Muir

For my final Officer Report, I would first like to express appreciation for the efforts and dedication of the NCA Staff and Executive Director, and for my colleagues who have served with me in leadership roles during these “interesting times.” In the five years since I campaigned at the Las Vegas convention, NCA has undergone considerable change, and despite many episodic and continuous challenges, it has been an honor to be a part of progress moving forward.

My time most recently has been spent recruiting members to serve in our committee and leadership structure, planning events for our Evening Playlist, and drafting new awards to help meet our diversity, equity and inclusion vision and goals. All of this work fits nicely within my own articulated campaign vision for NCA: Create more opportunities for community, more inclusion, and more engagement with our next generation of scholars to strengthen a vibrant and evolving association.

Chairing the Leadership Development Committee, which fills most of the open slots for leadership, I have tried to fulfill one of the key goals of the LDC, to increase representation of our rich membership diversity in our leadership. This work has been challenging during the COVID-19 crisis, but many individuals have stepped up, recognizing that this is important work, much of it online, that contributes to the health and vitality of our organization.

Since Salt Lake City in 2018, I have prioritized and advocated for more events that create a sense of community among our members. Every year I have planned an “evening playlist” that invites small group engagement, whether for exercise, mindfulness, games, poetry, or music. This year, working again with Kristen Blinne, we have some great evening activities. Thursday night will be a Zumba exercise group, and Friday night will offer a Mindfulness Circle, with a meditative experience and discussion of pedagogy and ways to help our students handle stress. Saturday night is a Costume and Dance Party, with Dr. Ben Attias spinning tunes and an invitation to dress as your own “Spirit of the Times.” We hope people will take advantage of these opportunities to meet new people, engage in new experiences, and have a blast dancing away our stresses and concerns.

Finally, in our increasing attention to issues of structural exclusion and diversity, as Chair of the Awards Trustees Committee I have been drafting our “IDEA Awards,” a series of national recognitions for efforts to give voice, remove barriers, work with communities, and reach out to enhance inclusion, diversity, equity, and access. As we move forward with creating our Strategic Plan for Diversity, these awards are a part of the effort to recognize the powerful impact the communication discipline can have in achieving progress towards a just society.

It has been a wonderful ride, a learning experience, a huge challenge, and at times a sobering reality check. The NCA staff and leadership and many of my colleagues have done incredible work, and I have been blessed to be a part of this amazing and imperfect community. Please continue to hold to the principles of transparency and inclusion while supporting our communication freedoms of speech, press and assembly in fostering democratic structures and governance. With great freedom and power comes great responsibility, and I am thankful that NCA is in good hands as we move forward to address the challenges of our time.

## National Office

**Submitted by:** Trevor Parry-Giles, Executive Director

This report summarizes many of the activities of NCA’s National Office since the 105<sup>th</sup> Annual Convention in Baltimore. As always, I continue to value and recognize the committed professionals working in the National Office—I cannot commend them enough to you.

### *Academic & Professional Affairs*

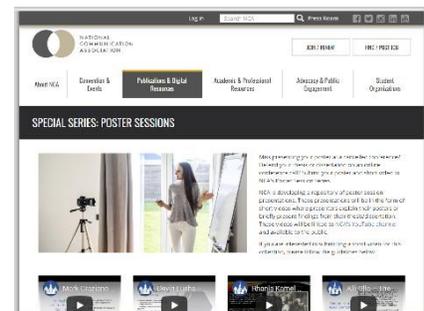
Because of the COVID-19 pandemic, all of NCA’s summer programs and initiatives were either cancelled or postponed.



In place of the annual Hope Conference (the NCA Institute for Faculty Development), NCA developed a Speaker’s Series that was aimed at offering faculty and students the opportunity to learn about new directions in Communication research and teaching, and to spark ideas about their own research, teaching, and course/program offerings. The series began June 1, 2020 with speakers presenting a seminar each full week of June. Each seminar is comprised of five virtual seminars, hosted on the NCA website. Seminar leaders also provide readings to accompany each seminar. Seminar leaders included Scott Myers (West Virginia University), Amy Clark (University of

Virginia’s College at Wise), Richard Craig (George Mason University), and Jimmie Manning (University of Nevada, Reno).

Responsive to the cancellation of regional conferences and sensitive to the fact that many students were compelled to defend their graduate projects virtually, NCA developed a special series of poster sessions that functioned as a repository of poster session presentations. The presentations are in the form of short videos where presenters explain their posters or briefly present findings from their thesis/dissertation. These videos will be linked to NCA’s YouTube channel and available to the public.



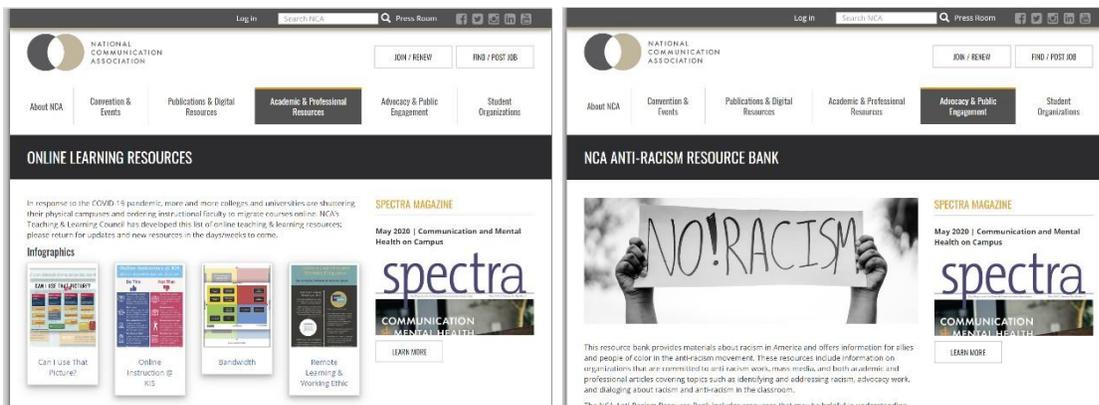
Also this summer, NCA sponsored the annual Doctoral Honors Seminar that, this year, occurred virtually. The host for 2020 was Colorado State University’s Department of Communication. Parry-Giles attended the first virtual all-seminar session to offer welcoming remarks from NCA.

NCA has issued ten C-Briefs in 2019 and 2020—“Communication Graduate Enrollment and Degrees,” “2019 Faculty Attitudes on Technology,” “Student Learning Preferences,” “Student Health and Well-Being on American College Campuses,” “Race and Ethnicity in Higher Education,” “The State of Humanities at the Undergraduate Level,” “COVID-19 and Higher Education,” “COVID-19 and Graduate Education,”

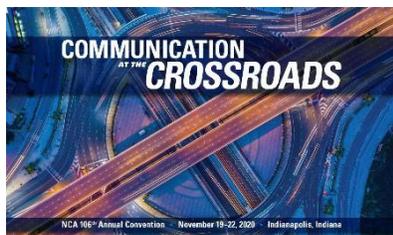
“COVID-19 and Higher Education: Undergraduates,” and “2019 Journal Citation Metrics for NCA Journals.” NCA also issued two annual reports: “A Profile of the Communication Doctorate VII,” and the “2019-2020 Academic Job Listings in Communication Report.”

NCA’s Academic and Professional Affairs staff was also instrumental in the implementation of two timely and special initiatives. First, working with the Teaching & Learning Council, NCA has formulated and published an extensive collection of online teaching resources that seek to give members and the discipline a complete collection of resources for course conversion and about best practices for virtual teaching and online instruction.

Second, NCA has curated and published an extensive bank of anti-racism resources.



### Convention



Convention planning has, obviously, been of central concern for the National Office over the last few months. Because of COVID-19, NCA has significantly reimagined its usual convention and planning proceeds along those lines. As in past years, there are ~5,000 unique names in the convention program. As of November 1, the convention will feature over 600 synchronous sessions and thousands of asynchronous presentations.

### External Affairs and Publications

Since the Baltimore convention, NCA has published two issues of *Spectra*. The March issue focused on “How Communication Shapes the Presidential Campaign” and featured articles by Diana Zulli, Jennifer Merceica, Shawn Turner, Kristy Sheeler, Benjamin Warner, Mary Banwart, and Mitchell McKinney. The May issue focused on “Communication and Mental Health on Campus,” and featured articles by Sara LaBelle, Jennifer Rothman, Kathryn Wedemeyer-Strombel, and Jaclyn Brandhorst. The May *Spectra* was the final print version of the magazine; NCA is converting it to an online magazine commencing with the November issue; that issue is now available at <https://www.natcom.org/spectra>.

Also since November 2019, NCA has published 35 *Communication Currents* articles, including several *Current Commentary* articles. Topics have included postcolonial remembering in Taiwan, queer erasure in

*Black Panther*, how online dating profiles affect dates, the promise and perils of interracial dialogue, and developing effective women role models in STEM.

NCA’s social media presence continues to grow. Nearly 11,000 individuals now “like” NCA’s Facebook page (in one month alone, from October 5-November 1, over 58,000 people were reached by NCA’s FB page), 11,600 follow NCA on Twitter, and 1,650 follow NCA on Instagram. To see all of NCA’s social media activity:

- Like NCA on Facebook at [www.facebook.com/NationalCommunicationAssociation/](http://www.facebook.com/NationalCommunicationAssociation/),
- Follow NCA on Twitter at <https://twitter.com/NatComm>, and
- Follow NCA on Instagram at <https://www.instagram.com/nationalcommunicationassoc/>.

Since November 2019, NCA has signed-on to fifteen letters or statements about an array of public policy matters, including opposing anti-Asian hate speech in the wake of COVID-19, the ICE rule threatening the deportation of international graduate students, and censorship of LGBTQ+ literature in school libraries. All public statements and letters are available <https://www.natcom.org/advocacy-public-engagement/public-policy/public-policy-related-profession>.



NCA released another video in the Concepts in Communication series, focused on detection deception and featuring Norah Dunbar. And NCA has dropped 34 episodes of *Communication Matters: The NCA Podcast*, including a special series of “public programs” podcasts that replaced NCA’s annual public programs series. There have been over 7,300 downloads of the podcast since its debut in January 2020. <https://www.natcom.org/ncapodcast>

## **Diversity Council**

**Submitted by:** Rachel Alicia Griffin, Chair

### **2020 Diversity Council**

Elizabeth Parks, Asian/Pacific American Caucus

Kami Anderson, Black Caucus \* outgoing member in 2020

Deryl Johnson, Caucus on LGBTQ Concerns \*new member in 2020

Jim Cherney, Disability Issues Caucus \*new member in 2020

Michael Lechuga, La Raza Caucus \* outgoing member in 2020

Ashley Mack, Women's Caucus

The Diversity Council (DC) continues to have a great deal of ongoing business that has been understandably impacted by our dire societal landscape rife with the pandemic and its consequences, racialized unrest, and a tenuous election year. Some of our workload has needed to be delayed and/or streamlined to prioritize time, energy, and progress.

I would also be remiss not to underscore that because our council is comprised via NCA's caucuses—each with their own respective history of activism—many council members amid our widespread commitments to inclusion, diversity, equity, and access (IDEA) are: stretched even more thin in terms of service; teaching courses that are incredibly relevant to this cultural moment; and/or identify as scholar-activists. In this context, we are committed to fulfilling our responsibilities to NCA in ways that prioritize being realistic about our bandwidth and compassionate in terms of what council members can and cannot feasibly do in these incredibly trying circumstances.

### **As such, the Diversity Council's Ongoing Business Includes:**

1. The Distinguished Scholars Award (DSA) data analysis unfortunately needed to be paused and, in conversation with NCA's Officers, our council is in the process of streamlining our approach to this project since completing our analysis on the original timeline between the February 2020 and August 2020 NCA leadership retreats became understandably impossible.

We certainly plan use the DSA controversy and analyses completed thus far to inform our council's recommendations for NCA's development of a Strategic IDEA Plan. However, council members are currently unable to take on the full scope of the intensive qualitative research project designed to span 2020. Additionally, so much has happened (within the discipline and beyond) that is relevant to inclusion, diversity, equity, and access since we designed this project that focusing beyond the DSA controversy will improve the breadth and depth of our recommendations.

2. Building upon previous years' momentum, the DC successfully advocated to increase the 2020 Student Caucus Travel Grant program based upon the continued increase among 2019 applicants. Our 2020 funding increase (30K) was approved by the Finance Committee; however, amid our convention going entirely virtual, these funds will be used to cover membership fees for graduate student members of caucuses in place of travel. For future conventions, with the funding increase,

we anticipate being able to fund travel for approximately 300 applicants capped at up to \$300.00 each.

- 2020 marks the second year that the Diversity Council has programming slots to fill. We will use 1 for our business meeting and the remaining 3 for panel discussions. Consistent with our first year, we are again hosting 1 session focused on serving and leading in NCA, 1 session that mirrors the convention planner’s foci, and 1 session that speaks to and with a historically disenfranchised group and/or interests that are not explicitly represented among our caucuses. This year’s sessions are as follows:

**Thursday November 19<sup>th</sup> 8am—9:15am:** “Best Practices in Addressing Hidden Dis/Abilities: Pedagogy, Praxis, and Performance in the Basic Course”

**Thursday November 19<sup>th</sup> 2pm—3:15pm:** “Raise Your Voice: How to Become a Leader in NCA”

**Saturday November 21<sup>st</sup> 12:30pm—1:45pm:** “Inclusion, Diversity, Equity, and Access of/by/for U.S.-Based International Scholars in NCA”

We are also virtually hosting the annual **Intercaucus Reception** on **Saturday November 21<sup>st</sup> 6:30pm—8:30pm.**

- 2019 marked the first year that our council aimed to create 1 annual bibliography of publications authored by members of all 6 caucuses. In 2019, 3 caucuses participated (Asian /Pacific American, Black, and La Raza) while the remaining 3 caucuses (Disabilities Issues, LGBTQ, and Women’s) did not partake. In 2020, we are hoping to compile a bibliography from all 6 caucuses.

Long-term our vision remains for this annual bibliography to function as both a research and teaching resource to help ensure that communication scholars’ work—especially those who identify with historically disenfranchised groups—is taught, cited, and recognized. This resource will be annually shared with the Education Council.

- On June 8<sup>th</sup> 2020, the National Office and Officers posted the Diversity Council’s Antiracist Call to Sustained Action.

**Looking toward the immediate future and 2021, the DC has identified 7 specific goals that we jointly feel are achievable amid and despite our challenging societal landscape:**

- Advocating for our name change via Legislative Assembly to the: Inclusion, Diversity, Equity, and Access (IDEA) Council. Adding inclusion, equity, and access to our council’s name is key for three primary reasons:
  - Doing so marks us as communicatively consistent with current research and activism across multiple disciplines, institutions, and grassroots organizations.

- The use of only “diversity” is commonly perceived to be mostly or solely focused on issues of race, ethnicity, and/or nationality whereas the combination of all 4 terms together has far more social capital and pragmatic applicability at the intersections of identities.
  - The use of “inclusion” in particular mirrors the recommendation of the Inclusivity Taskforce (and others) to utilize a name, framework, and approach that ideally invites members who identify with myriad privileged identities and constituencies to partake in IDEA initiatives.
2. Successfully onboarding our Chair-elect once this person is approved via the Leadership Development Committee.
  3. Leveraging our council in full support of helping to establish the Indigenous Council (if the proposal for this new caucus is passed by Legislative Assembly).
  4. Creating an annual IDEA award that is specifically hosted by our council.
  5. Making formal recommendations to NCA’s Executive Committee for NCA’s Strategic Inclusion, Diversity, Equity, and Access Plan at the February 2021 retreat.

Our recommendations will be anchored by the impetus to help create longstanding IDEA infrastructure in NCA. While the strategic IDEA plan will not (and should not) belong to any one council, the DC will play both a short-term and long-term role in crafting, implementing, and assessing the plan. We envision the plan as an organic framework informed by careful archival work and decades of NCA members’ IDEA labor that will function in service to our membership and organizational values in ways that withstand changes in leadership and contextually attend to IDEA issues and phenomena as they arise. Our council is also especially interested in ensuring that the strategic plan prioritizes amplifying NCA’s unique voice in media, activist, and societal conversations about the role of communication in advancing inclusion, diversity, equity, and access.

6. Working with the National Office to prioritize removing gender dichotomous language and/or notating the changes in gendered language throughout NCA’s website, history, materials, etc. and expanding the conversation about gendered pronouns beyond, for example, badge stickers and partnering pronouns with names via introductions. While these are important practices in implementing gender inclusivity, our council views these practices as part of a much larger conversation that we need to continue having.
7. Crafting another Antiracist Call to Sustained Action that challenges the ways that White Supremacy, and anti-Asian xenophobia specifically, are likely to intensify as we societally endure what may be the hardest weeks and months yet during the pandemic.

In closing, we extend immense gratitude to our outgoing members this year for sharing their valuable time and energy in service to the DC and NCA:

Kami Anderson, Black Caucus  
Michael Lechuga, La Raza Caucus

## **Publications Council**

**Submitted by:** J. Kevin Barge, Chair

This report summarizes the activities of the Publications Council since the February/March 2019 Executive Committee meeting in Washington, DC.

### 1. Editorial Appointments:

Two editors-elect were approved by the Legislative Assembly: Robyn Boylorn (*CC/CS*) and Jake Simmons (*TPQ*). Current editors have been notified and have begun the transition process to the new editors-elect.

### 2. Diversity, Equity, and Inclusion Activities: The Publications Council met with the Diversity Council during the NCA Leadership Retreat. Several action steps were brainstormed (e.g., reviewer training) and are being developed.

### 3. 2020 Indianapolis NCA Meeting

The Publications Council will sponsor the following programs virtually at the 2020 Annual Convention in Indianapolis:

- Publications Council meeting. Currently scheduled for November 3, 2020.
- Journal Editor's Workshop

We will not do the How to Get Published/Meet the Journal Editors double session this year.

### 4. Upcoming Editor Recruiting:

Editors-elect for six of the Association's journals will need to be appointed in 2020:

- *Communication Monographs*
- *Communication Teacher*
- *Critical Studies in Media Communication*
- *First Amendment Studies*
- *Quarterly Journal of Speech*
- *Review of Communication*

### 5. Publications Council Composition:

Cara Finnegan (University of Illinois) and Tom Nakayama (Northeastern University) will rotate off this year on the Publications Council and will need to be replaced in 2021.

## Research Council

Submitted by: Charles E. Morris III, Chair (2020-2022)

Current Members: Richard Craig (2020-2022), Qingwen Dong (2019-2021), Norah Dunbar (2018-2020), Shinsuke Eguchi (2020-2022), Tina Harris (2018-2020), Shaunak Sastry (2019-2021)

Here are updates regarding key agenda items since the last RC report.

**Mid-Career Scholars' Writing Retreat.** The RC accepted all six applicants for the 2020 MCSWR. Because of the COVID-19 pandemic, the RC made the decision in March to postpone the MCSWR until summer of 2021. The RC consulted with host Patrice Buzzanell and the Department of Communication at University of South Florida, who concurred with the decision and welcomes hosting the MCSWR next summer. The dates are still being worked out. The RC extended the invitation to all six accepted applicants to attend the MCSWR in 2021, and a number expressed an intention to attend. The RC also will have an application process for 2021.

**Research Cultivation Grant (RCG).** At the February 2020 NCA Leadership Retreat, the proposed RCG was endorsed by the Finance Committee and unanimously supported by the Executive Committee. The RCG affords up to \$60,000 in grant funding for first-time external grant seekers. In late May and early June, working with LaKeshia Anderson, the RC crafted and approved the RCG call for applications. The RC was very pleased that there were 18 applications for the inaugural RCG. In October, the RC reviewed and deliberated the RCG applications, ultimately selecting 5 excellent applications for full or nearly full funding. Announcement of the recipients will be forthcoming from NCA.

**Woolbert Award (2020 Award and Award Revision).** In April and May the RC worked to insure a strong pool of nominations. That work proved to be challenging, and at the deadline there were 5 excellent nominations, fewer than we had hoped. The deliberations took place in early August. This year's Woolbert Award recipient is Dr. Mohan Dutta, Massey University, for his article, "Communicating about Culture and Health: Theorizing Culture-Centered and Cultural Sensitivity Approaches," published in *Communication Theory* (2007).

The RC also proposed changes to the Woolbert Award eligibility requirements. The RC believed that the existing parameters have been disadvantageously restrictive in terms of eligibility dates of publication (10-15 years exclusively) and in the exclusion of submissions that have previously won an NCA Award. The RC submitted its brief to the NCA Awards Trustees Committee. The ATC approved the proposed changes. Going forward, any article older than 10 years will be eligible. Additionally, the rule prohibiting nominations for articles that previously received other NCA awards has been eliminated.

**NCA Convention Programming.** The RC successfully planned three panels for the 2020 convention. Typically slots for this year would be earmarked for the Woolbert Award panel and the Mid-Career Scholars' Writing Retreat panel. However, the Woolbert Award winners were unable to attend the convention and the MCSWR was postponed due to the pandemic, so the RC developed two panels as substitutions. Thanks especially to Qingwen Dong, Shinsuke Eguchi, and Shaunak Sastry for organizing these panels. Unfortunately, when the NCA convention moved to a virtual format because of the pandemic, two of the scheduled panels were cancelled.

- Emergent Approaches to Communication Studies on Diversity, Equity and Inclusion [Scheduled for a synchronous session at the convention]
- Doing Communication Research Under the Duress of COVID-19: Tips to Cope with Uncertainty, Anxiety and Stress [Cancelled]
- Reflections on the “Social Justice Turn” in Communication: Problematizing, Materializing, Globalizing Critical Futures of the Discipline [Cancelled]

## Teaching and Learning Council

**Submitted by:** Shannon VanHorn, Valley City State University

**Members:** Members: Vinita Agarwal, Salisbury University, Chair Elect; Joe Mazer, Clemson Susan Ward; Delaware County Community College, Eletra Gilchrist-Petty, University of Alabama, Huntsville; Tara Reed, Tarrant County College South; Eddah Matua, St. Cloud State University; Andy Kai-chun Chang, LaGuardia Community College

The Teaching and Learning Council supports and promotes disciplinary pedagogy through facilitation of professional development opportunities for Communication educators and through dissemination efforts beyond the discipline. The board works jointly with the director of academic and professional affairs.

During the past year, the TLC has been working on the following tasks:

1. **Conference Panels:** We developed three panels for the conference this fall's conference:

***Continuing the Conversation: Intersecting Communication and STEM Across the Discipline***

Co-chairs: Tara Reed, Tarrant County College South, and Eletra Gilchrist Petty, University of Alabama, Huntsville; Presenters: Eletra Gilchrist Petty, University of Alabama, Huntsville; Vince Meserko, California Polytechnic State University, San Luis Obispo; E. Michelle Ramsey, Penn State University, Berks; Tara Reed, Tarrant County College South; Haijing Tu, Indiana State University Courtney N. Wright, University of Tennessee

***Internalizing Communication Pedagogy: Integrating Global Consciousness and Boundaries of Self in the Age of COVID-19***

Chair: Vinita Agarwal, Salisbury University; Presenters: Sarah Amira De la Garza, Arizona State University; Ahmet Atay, College of Wooster; Satoshi Tivosaki, Southern Illinois University Carbondale; Vinita Agarwal, Salisbury University; Phaedra C. Pezzullo, University of Colorado, Boulder; Bala A. Musa, Azusa Pacific University; Renu Parivadath, University of South Carolina Upstate

Respondent: Gust A. Yep, San Francisco State University

***The Power of Introversion: Making Space for Introverts in Communication Course Classrooms***

Chair: Susan Ward, Delaware County Community College; Presenters: Andy Kai-chun Chuang, La Guardia Community College; Scott Myers, West Virginia University; Virginia E. Horan, Suffolk County Community College, Brentwood

2. **Online Teaching Material:** In March, when it became apparent that universities were pivoting to a form of online teaching, we quickly gathered information, links, video, graphics, articles, and other helpful materials for a section entitled “Online Teaching.” The Online Teaching section is broken down further to help readers choose a topic to assist them. You can find it online on the NCA web page, under [Academic and Professional Resources>Teaching and Learning.>Online Learning Resources](#). This is a living web page; it gets updated periodically. The sections are:
  - Advice and Tips for Faculty
  - Advice and Tips for Students
  - NCA Journal Articles Relevant to Communication Amid Crisis
  - Course Development Resources
  - Hyflex Learning
  - Technology and Teaching/Learning Platforms
  - Other Resources
3. We continued to update the Undergraduate Course Syllabi Project.
4. We have collected syllabi for the following graduate courses:
  - Communication Instruction
  - Health Communication
  - Organizational Communication
  - Qualitative Research
  - Quantitative Research
  - Communication Theory
5. We are continuing to collect activities for online courses.
6. We have been collecting information for a new section in the TLC website: Resources for Teaching about Diversity, Inclusion, Gender, and Privilege. We hope to have this up by the time of LA; no later than the end of the year.

Please note that all items that appear in the Teaching and Learning section on the NCA website is open source, so please share with your colleagues and grad students.

Thank you to our outgoing members, Susan Ward and Joe Mazur.

**Routledge, Taylor & Francis**



**Confidential Publishing Report**

***NCA Journals***

November 2020

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## 1 Production Status

We expect that all NCA journals will complete publication of the current volume before the end of the year.

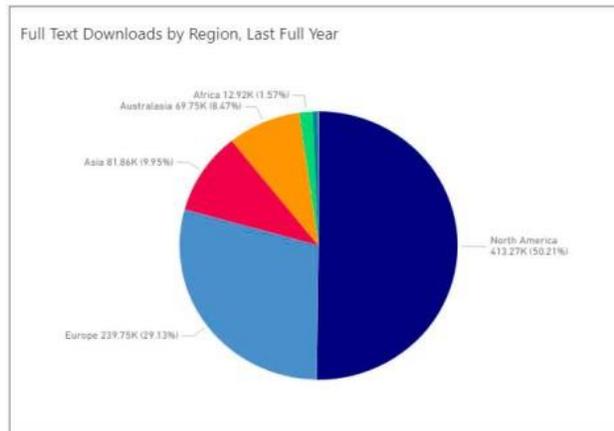
## 2 Sales Reach and Visibility

We offer a range of pricing options designed to create maximum visibility for NCA’s journals within global library networks. University libraries have access to the journals through core subscriptions and online sales agreements, with additional organizations also able to access the journals through EBSCO.

*Communication Education* and *Communication Teacher* are sold jointly as the Communication Education Pack. *Quarterly Journal of Speech* and *First Amendment Studies* are also sold jointly as the Quarterly Journal of Speech Pack.

## 3 Marketing and Promotion

### 3.1 NCA Journal Readership



Our network marketing strategy is designed to ensure that NCA journals benefit from highly targeted promotion focused on article-level marketing. These promotions leverage the web of connections attached to every published article with the aim of increasing readership and increasing opportunities for citation.

The number of full-text downloads for NCA journals reached 823,092 in 2019; an increase of around 180,000 downloads over the previous year. NCA’s journals are read by a global audience, with 49% of downloads to the portfolio coming from regions outside of North America in 2019, a 3% increase on the previous year. The full distribution of downloads by region can be seen in the chart above.

### 3.2 NCA Online Journals Platform

The NCA Online Journals Platform continues to provide members with access to all the current and archive content of the 11 publications (as well as access to an additional selection of Routledge, Taylor & Francis journals). This is a great benefit for existing members and incentive for new members, who may not have existing access to all publications via institutional subscriptions. In 2019 there were over 94,000 downloads to NCA journal content via the Online Journals Platform.

Members also have access to four additional Routledge, Taylor & Francis international communication studies journals via the NCA online journals portal: *Environmental Communication*, *Howard Journal of Communications*, *The Journal of International Communication*, and *Women's Studies in Communication*. Providing NCA member access to these international publications encourages collaboration and exchange across the global Communication Studies research community.

### 3.3 Public Outreach

We continue to work in tandem with the NCA External Affairs and Publications team in the National Office to promote key articles, generate social media interest and support authors with greater public engagement. We draw on themes that tie in with current issues across the globe. Spotlighting communication research on an international platform also connects research from the Association's publications with current NCA initiatives.

To coincide with a National Office press release about an article published in *Communication Monographs*, "Exploring the effects of pillow talk on relationship satisfaction and physiological stress responses to couples' difficult conversations", we carried out a paid Twitter campaign which ran for a week soon after the article was published. This gained 37,105 impressions and 800 engagements, including retweets, clicks, and likes.



### 3.4 Presidential Address and Awards Sponsorship

Routledge, Taylor & Francis are sponsors of the NCA 106<sup>th</sup> Annual NCA Presidential Address and Awards Presentation. Part of this sponsorship goes towards supplementing the prizes for student recipients of NCA awards. The 2020 student award recipients are:

- Luxuan Wang, Rutgers University – Donald P. Cushman Memorial Award
- Kate Rich, University of Texas – James L. Golden Outstanding Student Essay in Rhetoric Award
- Hailey Nicole Otis, Colorado State University – Stephan E. Lucas Debut Publication Award.



## 4 Editorial Stewardship

### 4.1 Clarivate Analytics Social Science Citation Index® and Impact Factors

In June 2020, the 2019 Clarivate Analytics (formerly known as Thomson Reuters) Social Science Citation Index® (SSCI) Impact Factors (IFs) were released. The below journals were listed in the Journal Citation Reports® (JCR):

| Journal  | JCR®          | JCR®             |
|--|---------------|------------------|
| <i>Communication Monographs</i>                    | Communication | n/a              |
| <i>Journal of Applied Communication Research</i>   | Communication | n/a              |
| <i>Critical Studies in Media Communication</i>     | Communication | n/a              |
| <i>Quarterly Journal of Speech</i>                 | Communication | n/a              |
| <i>Communication and Critical/Cultural Studies</i> | Communication | Cultural Studies |

Of the 11 NCA journals, eight are indexed in the Web of Science. In addition to the above journals listed in the Social Science Citation Index, *Text and Performance Quarterly* is indexed in the Arts & Humanities Citation Index and *Communication Education* and *Journal of International and Intercultural Communication Research* are listed in the Emerging Sources Citation Index. Journals in these Web of Science Indices do not receive an Impact Factor but are recognized as academically sound publications in their fields.

The 2019 Impact Factors were released in July this year, and the 2-year and 5-year Impact Factors for each journal are listed below:

| Journal  | 2-year IF | 5-year IF |
|--|-----------|-----------|
| <i>Communication Monographs</i>                    | 3.843     | 3.695     |
| <i>Journal of Applied Communication Research</i>   | 0.959     | 1.289     |
| <i>Critical Studies in Media Communication</i>     | 1.616     | 1.452     |
| <i>Quarterly Journal of Speech</i>                 | 1.182     | 1.089     |
| <i>Communication and Critical/Cultural Studies</i> | 1.058     | 1.089     |

The 2-year IFs have increased for most of the NCA journals listed in the Journal Citation Reports. There has been a significant increase for *Communication Monographs* in particular, which is now in the top 10 journals in the Communication category of the Journal Citation Reports. This is in



part due to the Special Issue on Advances in Methods and Statistics edited by Tamara D. Afifi, which was published in 2018 and has received a high number of citations. *Critical Studies in Media Communication* has also seen a substantial increase in Impact Factor, moving the journal to Q2 of the Communication category this year.

As IFs are based on citations of content from the previous two years, journal IFs can fluctuate from year to year, as cited papers drop out of this citation window. In humanities and social science disciplines, high-impact research often remains relevant and referenced for several years after publication, as evidenced in the 5-year IFs noted above.

#### 4.2 ScholarOne Manuscripts™

Submission data from ScholarOne Manuscripts™ (SIM) have been supplied to the Editors and the Publications Council to facilitate reporting to the Legislative Assembly. There has been a strong increase in the number of submissions to the *Journal of International and Intercultural Communication*, *Critical Studies in Media Communication*, *Communication Monographs*, *Communication Education and Communication and Critical/Cultural Studies*, over the course of the past year as outlined below:

| Journal   | Jan-Sep 2020 % change in submissions vs Jan-Sep 2019 |
|---|--|
| <i>Journal of International and Intercultural Communication</i> | 80%  |
| <i>Critical Studies in Media Communication</i>                  | 25%  |
| <i>Communication Monographs</i>                                 | 15%  |
| <i>Communication Education</i>                                  | 38%  |
| <i>Communication and Critical/Cultural Studies</i>              | 53%  |

##### 4.2.1 Crossref Similarity Check

All articles submitted to NCA journals are run through Crossref Similarity Check software by our dedicated in-house Crossref team. The team then alerts NCA Editors to any results showing overlap between submitted articles and materials that are already published or available elsewhere as preprints, theses or conference presentations. This process supports the integrity of the peer review process by ensuring that NCA journals publish original, high-quality research that includes all appropriate references and citations.



### 4.3 Journal Development

#### 4.3.1 Special Issues

Several special issues have been published in NCA journals throughout 2020. Published and planned special issues for 2020 include:

- Histories and Trajectories of Performance Studies, *Text and Performance Quarterly* 40.1
- The Subcontinent Speaks: Intercultural Communication perspectives from/on South Asia, *Journal of International and Intercultural Communication* 13.2
- The Centennial of (White) Woman Suffrage: Gender and Democratic Engagement at the Intersections, *Quarterly Journal of Speech* 106.2
- When Teaching Fails: Stories of Communication in Education, *Communication Education* 69.4
- Race, Coloniality & Free Speech, *First Amendment Studies* 54.2
- Afrofuturism's Transcultural Trajectories, *Critical Studies in Media Communication* 37.5.

Following consultation with the Publications Council during 2017/18, from Volume 20, 2020 *Review of Communication* has published four themed issues a year. The 2020 themed issues are:

- Psychoanalysis as a Philosophy of Communication. 20.1
- Rhetoric Society of America Project in Power, Place, and Publics, 20.2
- *Black Panther* in Widescreen: Cross-disciplinary Perspectives on a Pioneering, Paradoxical Film, 20.3
- (Re)Sounding Pedagogy: Critical Communication Pedagogies of/for/in Sound, 20.4.

Several journals continue to publish forum sections reflecting on important topical issues, such as the *Communication Education* "Wicked Problems" series, the *Journal of Applied Communication Research's* forums on "Communication and Resilience" and "Food (In)Security Communication" and the *Communication and Critical/Cultural Studies'* forums on "The Future of Communication and Critical/Cultural Studies" and "Communication and Whiteness".

We promote special issue and forum content to a wide audience, in line with journal objectives, to encourage scholarly communication across related disciplines.

### 4.4 NCA Studies in Communication Short-Form Book Series

The short-form book series *NCA Focus on Communication Studies* launched in 2019, with two books published and further books in the pipeline. The series offers both established and early-career academics the flexibility to publish cutting-edge commentary on topical issues, policy-focused research, analytical or theoretical innovations, in-depth case studies, or short topics for specialized audiences.

The series builds on top-downloaded articles published across NCA journals. The NCA Publications Council works with Routledge, Taylor & Francis in selecting articles for potential expansion in the series. The first books in the new *NCA Focus on Communication Studies* series were:



- *The Twitter Presidency: Donald J. Trump and the Politics of White Rage* by Brian L. Ott and Greg Dickinson  
Sales to date: 376 (240 hardback, 108 eBook and 30 paperback)
- *Mobile Devices and Technology in Higher Education* by Jeffrey H. Kuznekoff, Stevie M. Munz and Scott Titsworth  
Sales to date: 97 (69 hardback and 29 eBook, with the paperback forthcoming).

Forthcoming projects include:

- Adam Key, *Rhetoric, Resistance, and Restoration in Prison Education: Convict Ed* (Full manuscript due January 2021).

#### **4.5 Authors and Researchers**

##### *4.5.1 Support for Authors and Researchers*

Our dedicated Author Services website is designed to provide support and guidance for all authors across the research lifecycle: <http://authorservices.taylorandfrancis.com/>. Routledge, Taylor & Francis has recently introduced extensive [Editorial Policies](#) to support authors with the publishing process. These policies outline the ethical standards authors should meet when submitting work to the journals.



## 5 Editorial Contact Details

The team at Routledge, Taylor & Francis working on the NCA journals comprises the following people:

**Fiona Richmond**, Global Head of Portfolio, [fiona.richmond@tandf.co.uk](mailto:fiona.richmond@tandf.co.uk)

Fiona is the Global Head of Portfolio for Media, Communication, and Cultural Studies journals at Routledge, Taylor & Francis and is a liaison to the National Office and Publications Council.

**Sophie Wade**, Portfolio Manager, [sophie.wade@tandf.co.uk](mailto:sophie.wade@tandf.co.uk)

Sophie is Portfolio Manager for Media, Communication, and Cultural Studies. She is responsible for all day-to-day publishing issues relating to the NCA journals and is the first point of contact for Editors.

**Iain Matthews**, Marketing Manager, [iain.matthews@tandf.co.uk](mailto:iain.matthews@tandf.co.uk)

Iain is the Marketing Manager for NCA journals and oversees promotional and marketing activities for the journals.

**Matthew Atkins**, Production Supervisor, [matthew.atkins@tandf.co.uk](mailto:matthew.atkins@tandf.co.uk) |

Matthew is the Production Supervisor for NCA journals and oversees the journal production teams and the whole production process.

Routledge, Taylor & Francis has its main office at the Milton Park office, near Oxford, in the UK.

Taylor & Francis Group  
4 Park Square  
Milton Park  
Abingdon  
Oxfordshire OX14 4RN  
  
United Kingdom

## **Interest Group Reports**

Each Interest Group is asked to submit an annual report to the Legislative Assembly. The electronic reports can be found on the NCA website at the following URL: [www.natcom.org/interestgroupreports](http://www.natcom.org/interestgroupreports).

## **Journal Editor Reports**

Each journal editor is asked to submit an annual report. The electronic versions of these reports can be found on the NCA website: <https://www.natcom.org/nca-editor-reports>.

## **Report of the Nominating Committee**

The 2020 Nominating Committee, chaired by Richard West offers the following slate of candidates for the 2020 election. The candidates for Second Vice President will address the Legislative Assembly.

### **2020 NCA Election Ballot**

#### **Second Vice President**

*One will be elected with a term beginning in **January 2021***

Walid Afifi, *University of California, Santa Barbara*  
Bonnie Dow, *Vanderbilt University*

#### **Leadership Development Committee (At- Large Members)**

*Two will be elected to serve two-year terms beginning in **January 2021**.*

Tina M. Harris, *Louisiana State University*  
Joseph P. Mazer, *Clemson University*

#### **Legislative Assembly (At- Large Members)**

*Three will be elected to serve three-year terms beginning in **January 2021**.*

Chris Ingraham, *University of Utah*  
Amy King, *Charleston Southern University*  
Mark Ward Sr., *University of Houston-Victoria*

#### **Nominating Committee (At- Large Members)**

*Four candidates will be elected to serve a one-year term beginning in **January 2018**.*

Ambar Basu, *University of South Florida*  
Byron Craig, *Illinois State University*  
Joy L. Daggs, *Northwestern Missouri State University*  
Kimberly Johnson, *Tennessee State University*  
Nancy Wiencek, *Rider University*

Balloting for the election will open on Tuesday, December 1 and will close on Monday, December 28 at 5 p.m. EST. All individual members of NCA as of November 30 are eligible to vote in the election. If you are eligible to vote and do not receive an electronic ballot on Tuesday, December 1 or if you would like to request a paper ballot, please contact NCA's National Office at [inbox@natcom.org](mailto:inbox@natcom.org).

## Business

### Election of the 2021 Leadership Development Committee

The Legislative Assembly will elect two continuing members of the Legislative Assembly to serve on the Leadership Development Committee for a two-year term and one continuing member of the LA to fill a one-year term due to a vacancy. Article V, Section 1(A) of the NCA Bylaws states:

The Leadership Development Committee shall consist of the following members: Immediate Past President, President, First Vice President, Second Vice President, four At-Large representatives appointed by the Legislative Assembly from among the current members of the Legislative Assembly, four At-Large members elected by vote of the individual membership of NCA, and Executive Director (non-voting). The At-Large representatives appointed by the Legislative Assembly and the At-Large representatives elected by the individual NCA membership shall serve staggered two-year terms, with two representatives appointed by the Legislative Assembly and two representatives elected by the individual membership of NCA each year. The Immediate Past President shall serve as Chair of the LDC.

Members who will serve on the 2021 Leadership Development Committee include:

- |  |  |
|--|--|
| <p>Kent Ono, Chair<br/>         David T. McMahan<br/>         Roseann Mandziuk<br/>         To be elected (12/20)<br/>         Trevor Parry-Giles<br/>         Sumana Chattopadhyay<br/>         Lijiang Shen<br/>         To be elected (12/20)<br/>         To be elected (12/20)<br/>         Nina Lozano<br/>         D.L. Stephenson (now vacant)</p> | <p>Immediate Past President<br/>         President<br/>         First Vice president<br/>         Second Vice President<br/>         Executive Director (without vote)<br/>         Elected (At-Large, 2019)<br/>         Elected (At-Large, 2019)<br/>         Elected (At-Large, 2020)<br/>         Elected (At-Large, 2020)<br/>         Elected (Legislative Assembly, 2019)<br/>         Elected (Legislative Assembly, 2019; resigned, 2020)</p> |
| <p>1. _____<br/>         2. _____</p>  | <p>Elected (Legislative Assembly, 2020)<br/>         Elected (Legislative Assembly, 2020)</p>  |

## **Business**

### **Financial Reports**

Finance Committee Chair, Raymie McKerrow, will present the budget projections for calendar year 2021 along with a review of revenues and expenses for calendar year 2020.

**National Communication Association  
Proposed Calendar Year 2021 Budget**

|  | Proposed 2021 Budget | 2020 Budget      |
|--|----------------------|------------------|
| <b>Operating Revenue</b>                                   |                      |                  |
| Membership Dues  | 630,000              | 715,000          |
| Convention Revenue   | 767,000              | 913,000          |
| Royalties  | 932,000              | 900,000          |
| Chapter Renewals, Fees & Sales                             | 268,000              | 268,000          |
| Advertisement Income                                       | 87,000               | 112,000          |
| Editor Stipend Revenue                                     | 140,000              | 140,000          |
| Program Revenue  | 25,000               | 25,000           |
| Subscription Sales   | 13,000               | 19,500           |
| Rental Income  | -                    | 57,600           |
| Contributions  | 5,000                | 10,000           |
| Extra Unit Affiliation                                     | 7,000                | 7,000            |
| Other  | 5,000                | 5,000            |
| <b>Total Operating Revenue</b>                             | <b>2,879,000</b>     | <b>3,172,100</b> |
| <b>Operating Expenses</b>                                  |                      |                  |
| Salaries & Wages   | 1,115,000            | 1,155,000        |
| Payroll Taxes  | 93,000               | 96,000           |
| Employee Benefits  | 276,500              | 275,900          |
| Professional Services                                      | 333,500              | 360,500          |
| Advertising  | 31,000               | 31,000           |
| Taxes  | 61,000               | 61,000           |
| Interest Groups  | 50,720               | 50,720           |
| Awards   | 28,500               | 27,000           |
| Program Grants & Sponsorships                              | 261,000              | 242,500          |
| Membership Fees & Merchandise                              | 16,000               | 16,000           |
| Travel & Meetings  | 146,000              | 177,500          |
| Communication & Outreach                                   | 23,000               | 23,000           |
| Food & Beverage  | 101,000              | 63,000           |
| Audio & Visual   | 150,000              | 145,000          |
| Building Maintenance & Utilities                           | 50,000               | 66,300           |
| Office Expenses  | 88,000               | 138,800          |
| Information Technology                                     | 153,500              | 153,000          |
| Fees   | 59,000               | 60,800           |
| Dues & Subscriptions                                       | 149,000              | 149,000          |
| Insurance  | 34,600               | 30,850           |
| Editor Stipends  | 176,000              | 176,000          |
| Program Expenses   | 37,500               | 48,000           |
| Miscellaneous  | 34,250               | 34,250           |
| <b>Total Operating Expenses</b>                            | <b>3,468,070</b>     | <b>3,581,120</b> |
| <b>Change in Net Assets - Operating Surplus/(Loss)</b>     | <b>(589,070)</b>     | <b>(409,020)</b> |
| <b>Non-Operating Revenue</b>                               |                      |                  |
| Investment Income  | 386,000              | 386,000          |
| <b>Total Non-Operating Revenue</b>                         | <b>386,000</b>       | <b>386,000</b>   |
| <b>Non-Operating Expenses</b>                              |                      |                  |
| Investment Fees  | 42,000               | 42,000           |
| Depreciation Expense                                       | 135,000              | 135,000          |
| <b>Total Non-Operating Expenses</b>                        | <b>177,000</b>       | <b>177,000</b>   |
| <b>Change in Net Assets - Non-Operating Surplus/(Loss)</b> | <b>209,000</b>       | <b>209,000</b>   |
| <b>Total Revenue</b>                                       | <b>3,265,000</b>     | <b>3,558,100</b> |
| <b>Total Expenses</b>                                      | <b>3,645,070</b>     | <b>3,758,120</b> |
| <b>Change in Net Assets - Surplus/(Loss)</b>               | <b>(380,070)</b>     | <b>(200,020)</b> |

## 2021 NCA Budget Summary

### Preamble

Pursuant to the NCA Bylaws and NCA's policies and procedures, the National Office has prepared the 2021 Budget and this summary explanation of the specific items found in that budget. In constructing this budget, several basic principles were followed. First, a reminder that the past two NCA budgets (e.g., 2019 and 2020) appear significantly different from past NCA budgets in large part because of important streamlining and efficiencies in reporting and accounting. Second, the National Office believes that the budget should reflect realistic and informed projections of both revenue and expenses for the coming year. Third, a budget ought to reflect the association's actual, material operating revenues and expenses; the 2019 and 2020 NCA Budgets removed from the operating projections items and/or funds that do not factor in to NCA operations—this practice is continued with the 2021 budget. Finally, the 2020 budget adheres to very conservative assumptions regarding likely revenues for the association while also working to adjust expenses to accurately reflect anticipated needs and expectations. This final principle is especially relevant given the impact of the COVID-19 pandemic on NCA activities and NCA members.

### Revenue

The 2021 budget projects total revenue of \$2,879,000; considerably less than the \$3,172,500 that was projected in 2020 (~9% decrease).

First, NCA's revenue projections for 2021 do not include projected **investment income**; this projection is only for operating revenue. Anticipated investment revenue for 2021 is \$386,000 (the same as 2020); none of that revenue figures in to NCA's operations and is thus irrelevant to projected operating revenue. The 2021 budget accounts for investment revenue as a non-operating source of income.

Second, a large source of NCA's operating revenue comes from **membership dues**. A significant factor that typically influences membership levels is the location of NCA's annual convention, and NCA's budgets have usually forecasted quite conservatively to account for location-specific attributes and historical patterns. In addition, for 2021, the impact of the COVID-19 pandemic on NCA and NCA members must be anticipated. Thus, for 2020, NCA projected dues income of \$715,000. These are highly conservative estimates; from 2013-2016 (four fiscal years), NCA averaged \$766,447 in membership dues revenue before seeing a significant decline in dues revenue in 2017; as a function of the controversial Dallas convention membership dues revenue for 2017 was \$601,040; for 2018, membership revenues rebounded to \$742,529 (though a portion of that increase derived from a re-accounting of funds from life memberships) and in 2019, membership revenues remained consistent at \$725,188. NCA membership dues revenue for 2021 are projected to be \$630,000—a slight increase from 2017, but nonetheless considerably lower than NCA's 2020 projected membership revenue (~12% decrease).

Third, NCA generates income from our **student organizations** through membership fees, chapter renewals, and merchandise sales. The 2021 budget forecasts revenue of \$268,000, the same level of revenue forecast for 2020.

Fourth, the 2020 budget assumes declines in several miscellaneous revenue categories. For **career advertisements** (e.g., the NCA Career Center, COMMNotes, and *Spectra*), revenue has declined over the past several years and the projection for 2021 is \$25,000 less than 2020: \$87,000. NCA anticipates a steep

decline in academic job posting revenue for 2021 owing to the ongoing impact of the COVID-19 pandemic on college and university budgets and hiring. For several years, NCA has received **rental income** for the Carriage House and access rental income for a construction project underway next door to the National Office. For 2020, the projection was for \$57,600 revenue in this category, but that revenue stream has ended and is not included in the 2021 budget.

Fifth, much of NCA’s **convention revenue** comes from registration fees. Conservatively, the 2020 budget projected total convention revenue to be \$913,000 and much of that revenue will not be realized because of the reimaged convention. NCA anticipates that the 2021 Annual Convention will return to something resembling normal, though attendance may decline as a function of the COVID-19 pandemic’s lingering effects as well as the convention’s location in Seattle. Thus, NCA is projecting a significantly reduced level of convention revenue for 2021: \$767,000 (~16% decrease).

Sixth, the majority of NCA’s revenue related to **publications** comes from journal royalties from Taylor & Francis and from EBSCO. In addition, NCA receives considerable support from Taylor & Francis for its editor stipends; roughly 80 percent of the editor stipends are supported by T&F. In all, NCA projects revenue from publications for 2021 to be \$1,072,000 (up ~3% from \$1,040,000 projected in 2020).

| Revenue Category      | 2020 Budget        | 2021 Budget        |
|-----------------------|--------------------|--------------------|
| Membership Dues       | \$715,000          | \$630,000          |
| Student Organizations | \$268,000          | \$268,000          |
| Convention            | \$913,500          | \$767,000          |
| Publications          | \$1,040,000        | \$1,072,000        |
| Miscellaneous Revenue | \$236,100          | \$142,000          |
| <b>Total</b>          | <b>\$3,172,500</b> | <b>\$2,879,000</b> |

### Expenses

The 2021 budget projects total operating expenses of \$3,468,050; this projection is a ~3% decrease from the 2020 budget for expenditures, \$3,581,120. This projection continues a downward trend in NCA’s expenses despite a number of Executive Council approved increases in programmatic spending.

#### *General & Administrative Expenses*

NCA is projecting 2021 general and administrative expenses to be \$2,048,250. Expenses in this category for 2020 were projected at \$2,303,300 (~11% decrease for 2021).

As is the case for most service-oriented organizations (e.g., membership associations, learned societies), NCA’s largest expense in this category is **compensation, benefits, and taxes**. Compensation includes salaries for full-time staff members. The 2020 budget includes a pool for salary increases for the staff

consistent with cost of living adjustment as specified in NCA’s financial policies; NCA is not budgeting for a merit-based increase in employee salaries. Some benefits, including retirement contributions and FICA, are tied directly to salaries. Other benefits cost the same amount for everyone or differ across individuals based on variables other than salary. These include health, dental, and life insurances. All told, NCA is projecting expenses of \$1,469,000 for compensation, benefits, and taxes in 2021; in 2020, NCA projected expenses of \$1,521,900 in this category (~3.4% decrease for 2021).

Other **general and administrative expenses** include building maintenance (e.g., utilities, janitorial services, alarm monitoring), several related to technology (e.g., phone, Internet, technical maintenance fees, computer supplies), real estate taxes, credit card and other professional fees, legal and design services, organizational insurance, travel, training, and general office expenses. All told, NCA is projecting expenses for \$579,250 for other general and administrative costs and functions; in 2020, NCA projected expenses of \$614,950 in this category (~5.8% decrease for 2021).

#### *Executive Office Expenses*

NCA is projecting 2021 executive office expenses to be \$92,500. Expenses in this category for 2020 were projected at \$148,800 (~38% decrease for 2021).

The major categories of expenses in this area are for **meetings and events** and **governance/National Office travel**. The 2021 budget reflects projected expenses for these categories and allocates the expenses to reflect NCA’s actual practice. As such, some National Office travel expenses are reduced in expectations of limited travel in 2021. In addition, NCA anticipates that the 2021 Leadership Retreat will occur virtually and have budgeted meeting expenses accordingly. To support both governance meetings and events as well as National Office and governance travel, NCA is projecting expenses for 2021 to be \$35,500 (~61% decrease).

Other **governance** expenses include NCA’s election service, dues for partner advocacy organizations and sponsorships of other meetings and events, officer initiative funds, etc. All told, these expenses are projected to be \$57,000 for 2021.

#### *Academic/Professional Resources*

NCA is projecting 2021 academic/professional resources expenses to be \$411,720. Expenses in this category for 2020 were projected at \$412,720 (~.2% decrease for 2021).

NCA’s largest expense for academic/professional resources comes from **grant-making**, including grants for the annual NCA Doctoral Honors Seminar, the NCA Institute for Faculty Development (the “Hope” conference), Student Caucus Travel Grants, Advancing the Discipline Grants, and the Alta Argumentation conference. For 2021, the budget projects \$259,000 for grant-making. Importantly, this projection includes grants for the newly approved Research Cultivation Grants (\$60,000) as well as the increases in Student Caucus Travel Grants (to \$90,000). Whether or not these funds are actually spent or disbursed will depend upon the progress made vis-à-vis the COVID-19 pandemic. Additionally, this budget does not allocate the \$55,000 previously approved for the Center for Communication, Community Collaboration, and Change (CCCC) as per the EC’s decision at the February 2020 meeting.

Prior NCA budgets reported incurred costs for **student organizations** well in excess of the fees that NCA pays to our vendor for membership certificates, pins, and honor cords. NCA has adjusted these figures accordingly for the last two budgets; for 2021, NCA is projecting expenses in service of our student organizations to be \$31,000, a 5% decrease from 2020.

### *Convention*

NCA is projecting 2021 annual convention expenses to be \$585,600. Expenses in this category for 2020 were projected at \$505,100 (~16% increase mostly due to the convention’s location).

The largest **convention** expense is for AV services which is included in the site charges. Food and beverage is used for several events including, among others, the welcome reception, the convention planners’ meetings, the International Scholars’ Reception, and the Diversity Council reception. Professional services expense includes a meeting planning consultant, a photographer, a sign language interpreter, temporary personnel, movers, webinar services, on-site IT support and other small items.

### *External Affairs & Publications*

NCA is projecting 2021 external affairs and publications expenses to be \$299,000. Expenses in this category for 2020 were projected at \$356,000 (~16% decrease for 2021).

The largest external affairs and publications-related expense is **editor stipends** for eleven journals. NCA also incurs production and distribution costs for membership communication and outreach and subscriptions (the cost of providing our members with access to journals, both electronic and print). Expenses of **video production** and the NCA podcast are also included in this category.

| Expense Category   | 2021 Budget        |
|--|--------------------|
| General & Administrative Revenue (e.g., compensation; office expenses; professional fees and services) | <b>\$2,048,250</b> |
| Executive Office (e.g., governance; meetings & events; travel)   | <b>\$92,500</b>    |
| Academic & Professional Resources (e.g., program grants; student organizations; public programs)       | <b>\$442,720</b>   |
| Convention   | <b>\$585,600</b>   |
| Publications (e.g., video production; editor stipends)   | <b>\$299,000</b>   |
| <b>Total</b>   | <b>\$3,468,070</b> |

## Business

### Bylaws Revision—Change the Name of the Diversity Council

According to Article X of the NCA Bylaws:

**Section 1. Proposed Amendments.** Proposed amendments to these Bylaws shall be submitted for a vote of the Legislative Assembly upon:

- A. A petition signed by at least twenty percent (20%) of individual members submitted to the President at least 90 days prior to a meeting of the Legislative Assembly, or
- B. A petition signed by at least twenty percent (20%) of the members of the Legislative Assembly submitted to the President at least 90 days prior to a meeting of the Legislative Assembly, or
- C. A majority vote of the Executive Committee of the Legislative Assembly.

**Section 2. Adoption.** A two-thirds vote of the Legislative Assembly shall be required for adoption of an amendment to these Bylaws.

The NCA Executive Committee has unanimously approved the following revisions to the NCA Bylaws (to change the name of the Diversity Council to the Inclusion, Diversity, Equity, and Access [IDEA] Council recommends them to the Legislative Assembly.

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#### *Bylaws Revisions (in red)*

#### ARTICLE III: LEGISLATIVE ASSEMBLY

**Section 1: Members.** The Legislative Assembly shall consist of the following representatives, which representatives are sometimes referred to in these Bylaws as “Directors”:

- A. President.
- B. First Vice President.
- C. Second Vice President.
- D. Immediate Past President.
- E. Second Vice President Elect.
- F. Executive Director (non-voting).
- G. Members of the Finance Committee.
- H. Publications Council Chair.
- I. Research Council Chair.
- J. Teaching and Learning Council Chair.
- K. ~~Diversity~~ **Inclusion, Diversity, Equity, and Access (IDEA)** Council Chair.

**Section 2: Election and Terms.**

- E. The Chairs of the Publications Council, Research Council, Teaching and Learning Council, and ~~Diversity~~ **IDEA** Council shall each be elected by the

Legislative Assembly for a term of three years. The Leadership Development Committee will provide a slate to the Legislative Assembly for approval.

**Section 6: Committees**

- A. Executive Committee of the Legislative Assembly.** The Executive Committee shall consist of the following members: President, First Vice President, Second Vice President, Immediate Past President, three Finance Committee Members, Publications Council Chair, Research Council Chair, Teaching and Learning Council Chair, **Diversity IDEA** Council Chair, and Executive Director (non-voting).

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**ARTICLE V: STANDING COMMITTEES**

**Section 1: Leadership Development Committee.**

- B. Duties.** ... Chair of the **Diversity IDEA** Council ...

**Section 2: Nominating Committee.**

- A. Members.** The Nominating Committee shall consist of the following members, each of whom shall serve one-year terms:
- c.** The **Diversity IDEA** Council Chair.

**Section 6: Diversity Inclusion, Diversity, Equity, and Access (IDEA) Council.**

- A. Members.** The **Diversity IDEA** Council shall consist of a Chair and one representative from each of the Association's Caucuses. The Chair of the **Diversity IDEA** Council shall be elected by the Legislative Assembly from a slate provided by the Leadership Development Committee for a term of three years. The Leadership Development Committee will consult with the **Diversity IDEA** Council during the selection process. Each of the Association's caucuses shall elect one of its members to serve on the **Diversity IDEA** Council for a term of three years. Terms of the **Diversity IDEA** Council members shall be staggered.
- B. Duties.** The **Diversity IDEA** Council is responsible for monitoring and making recommendations to enhance the diversity of the Association.

## Business

### Affiliate Approval

The Executive Committee has approved the affiliate status of the Association of University Presses and forwards the application to the Legislative Assembly

Application for NCA Affiliate Status—Association of University Presses

#### I. Rationale:

The Association of University Presses (AUPresses) was founded as the Association of American University Presses in 1937 by more than twenty university presses from the United States and Canada. University press representatives began meeting informally in 1921 following annual gatherings of the National Association of Book Publishers. This growing group developed a number of joint promotional activities, including cooperative sales catalogues and cooperative advertisements, and formally constituted the organization 16 years later.

Today the Association, representing more than 150 member publishers worldwide, maintains offices in New York, NY, and Washington, DC, and is served by a professional staff of seven. We continue to be defined by evolving responses to a timeless objective: assisting our member presses through professional education, cooperative services, and public advocacy.

We seek NCA Affiliate Status because we wish to create a reliable path for reaching the community of scholars gathered at NCA annual conferences who seek information about university press publishing. Our member presses exhibit regularly at the NCA conference, sending editorial and marketing professionals as representatives.

#### II. Articles of Incorporation

AUPresses is a not-for-profit 501(c)3 corporation. (Original paperwork on file.)

##### A. Mission Statement

AUPresses advances the essential role of a global community of publishers whose mission is to ensure academic excellence and cultivate knowledge.

##### B. Governing document

<http://www.aupresses.org/about-aaup/aaup-governance/bylaws>

(as revised August 29, 2017. Our original constitution was adopted on February 8, 1937.)

##### C. Names and affiliations of current board members and officers

- Kathryn Conrad, President, 2019-2020, Director, University of Arizona Press

- Niko Pfund, President-Elect, 2019-2020, President, Oxford University Press
- Jennifer Crewe, Past-President, 2019-2020, Associate Provost and Director, Columbia University Press
- Jean Kim, Treasurer, 2019-2020, Director of Finance and Operations, Stanford University Press
- Alice Ennis, Treasurer-Elect, 2019-2020, Chief Financial Officer, University of Illinois Press
- Greg Britton, Editorial Director, Johns Hopkins University Press, 2017–2020
- Anthony Cond, Director, Liverpool University Press, 2018-2021
- Robbie Dircks, Associate Director and CFO, University of North Carolina Press, 2019-2020
- Mary Francis, Director, University of Pennsylvania Press, 2019-2022
- Dennis Lloyd, Director, University of Wisconsin Press, 2017–2020
- Lara Mainville, Director, University of Ottawa Press, 2019-2022
- Gita Manaktala, Editorial Director, MIT Press, 2017–2020
- Fredric Nachbaur, Director, Fordham University Press, 2018-2021
- Peter Berkery, ex officio, Executive Director, AUPresses

## Business

### New Caucus Proposal

At its August meeting, the NCA Executive Committee considered a proposal for the formation of a new caucus. Article VII, Section 4 of the NCA Bylaws provides for the creation of new interest groups:

**Section 4. Creation.** Divisions and Sections may be created by the Legislative Assembly upon receipt of petitions signed by at least 200 members of the Association. Caucuses may be created by the Legislative Assembly in response to petitions signed by at least 50 members of the Association.

Petitions of signatures for the new division were certified by the National Office; the Executive Committee makes the following recommendation to the Legislative Assembly:

**Indigenous Caucus**—*The proposed caucus is forwarded to the Legislative Assembly with an endorsement from the Executive Committee.*

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#### Proposal for the Establishment of an Indigenous Caucus

Founded under another name in 1914, NCA is currently home to 49 Divisions, seven sections, and six caucuses. The six caucuses represent the primary identity of membership including groups such as the Women’s Caucus, the Black Caucus, La Raza, Asian/Pacific American Caucus, and Caucus on LGBTQ. Sections represent secondary identity groups such as masters students and community colleges. Interest Groups are comprised of professional academic interests such as Rhetoric or Theatre.

Currently, nowhere within NCA is there a group which represents Indigenous identity. While many Indigenous individuals might find some acceptance within other groups, there is no group currently comprised of Indigenous individuals nor allies of Indigenous individuals. There are some interest groups, based in academic research area only, that might house the current research focused on Indigenous issues and individuals; this creates research without a community of agency. This research would focus on methods and not necessarily the community of content, or research context. Similarly, none of these groups could create sufficient support or research to create an entirely new area of communication research. An Indigenous Caucus holds exactly that potential. In the existing paradigm and structure, Indigenous individuals are examined without a community in which to voice a response or to guide the general tide of research.

Similarly, in light of the United Nations Declaration of the Rights of Indigenous Peoples and Canada’s Truth and Reconciliation Commission, it is listed within both documents that the academic environment make space for specifically Indigenous individuals. UNDRIP and TRC both recommend that Indigenous students be afforded the opportunity to create sacred space not only for culture but for the decolonization of academic content and the creation of decidedly Indigenous content. While both the United States and

Canada supported UNDRIP, no significant steps have been taken to incorporate the UNDRIP recommendations. Canada has taken small steps to act on the TRC Calls to Action, but those steps have since stagnated. This caucus could provide the necessary impetus for action for programs across the continent to incorporate strides toward the UNDRIP recommendations and the TRC Calls to Action.

Currently, Indigenous individuals are afforded only a portion of their identity, agency, and research recognized. While an Indigenous academic may find a place within the Experiential Education Interest Group for their research into Land Based Education, the specific cultural agency must be scrubbed from the research to afford for the broadest understanding by that non-Indigenous audience. Indigenous culture is one of complete personal inclusion. Research is necessarily tied to culture, identity, gender identification, and relationship with the content of the research. All of these elements are linked, inextricably, in a chain. That chain can only be accommodated completely within a caucus that includes cultural content and identity.

There are some smaller organizations specifically created for Indigenous academic endeavours, however, they are smaller in nature and specific to other disciplines such as leadership and research methods. NCA houses the unique opportunity to create one of the largest venues for Indigenous agency within academia to date.

A message posted to CRNET saw 70 signatures of NCA members on the day the announcement was made. Half of those stating they already conduct research within the arena of Indigenous studies. Another quarter espouse interest in the topic area. The final quarter are interested in exploring Indigenous studies research. One third of the respondents identify as Indigenous. The remaining 2/3 of respondents identify as an ally or believe that the caucus is necessary to repair or create a more robust understanding of the incomplete or incorrect perceptions of communication modality of Indigenous populations, traditions, communities, and individuals. There are some groups that believe that researching Indigenous content without an Indigenous academic venue is research malpractice and cultural appropriation and Indigenous exploitation.

Attempts have been made to establish an Indigenous organization within NCA. However, it is believed that this current application will be successful as it contains a broader vision and a distinct approach.

The general function and direction of the Caucus will be provided by the membership. For convention, it is proposed that one slot for convention be reserved for Indigenous scholars and another for new approaches to Indigenous research. Finally, at least one slot would be reserved for Indigenous student papers to allow Indigenous student scholar access to the Academy. The number of slots is largely dependent upon the size of the membership, therefore the Caucus may begin with a smaller convention footprint. It is also proposed that an Indigenous elder be included at the beginning of official convention activities such as the gathering of the legislative assembly to offer a local welcome and a small teaching in order to promote cultural understanding and to begin to understand that we all work on stolen land.

It is proposed that the Indigenous Caucus be rooted inextricably within Indigenous culture. Beginning each gathering with sacred smudge, inviting a local elder on site, creating a non-hierarchical (noncolonial) structure balanced based on the medicine wheel or directional teachings and concluding each convention with a circle, drumming, and circle dance. While no one cultural approach will suit all Indigenous people, each convention presents an opportunity to learn. Organizers from the Caucus will focus on local traditions for the convention functions; seeking local Indigenous input and guidance. It is the earnest hope of

organizers that this Caucus will create a cultural safe and sacred space allowing for increased agency and the birth of new avenues of research affording improved understanding of Indigenous communication.

There are many other activities that can be incorporated into convention such as sweat lodges, blanket exercises, storytelling circles, pipe ceremonies, local visits, Pow Wow, Fancy Dress grand procession, seasonal feast, and namings. All of these activities could be leveraged much like preconference short courses for the education of the membership that members might better serve their student populations and local Indigenous communities as well as decrease racism and the dominant colonial academic paradigm.

Signatures verified: 51

## Special Recognition

The following people will be recognized for their significant service to NCA.

### Outgoing Executive Committee Members

- **Star Muir**, Officer
- **Raymie McKerrow**, Finance Committee Chair
- **Shannon VanHorn**, Teaching & Learning Council Chair

### Outgoing Editors

- **Deanna Dannels**, Editor, *Communication Education*
- **Debbie S. Dougherty**, Editor, *Journal of Applied Communication Research*
- **Todd Sandel**, Editor, *Journal of International and Intercultural Communication*

### Presidential Citations

- **Melbourne Cummings**
- **Jesse Delia**, *University of Illinois*
- **Department of Communication Studies, Colorado State University** (host of 2020 Doctoral Honors Seminar)
- **Larry Grossberg**, *University of North Carolina, Chapel Hill*
- **Marsha Houston**, *University of Alabama*
- **Wenshu Lee**, *California State University, Chico*
- **Ramona Liera-Schwichtenberg**, *Wichita State University*
- **Gordon Nakagawa**
- **Tom Nakayama**, *Northeastern University*
- **Dolores Tanno**, *University of Nevada, Las Vegas*
- **Judith Trent**, *University of Cincinnati*
- **Philip Wander**

## **2020 Leadership Development Committee Report**

**Background:** The Leadership Development Committee (LDC) met on Monday, November 16, 2020, to develop a slate of candidates for nomination. The 2020 LDC Chair, Star Muir, will announce the candidates to the LA and ask the LA to approve the slate.

**Mission:** The National Communication Association advances Communication as the discipline that studies all forms, modes, media, and consequences of communication through humanistic, social scientific, and aesthetic inquiry.

NCA serves the scholars, teachers, and practitioners who are its members by enabling and supporting their professional interests in research and teaching. Dedicated to fostering and promoting free and ethical communication, NCA promotes the widespread appreciation of the importance of communication in public and private life, the application of competent communication to improve the quality of human life and relationships, and the use of knowledge about communication to solve human problems. NCA supports inclusiveness and diversity among our faculties, within our membership, in the workplace, and in the classroom; NCA supports and promotes policies that fairly encourage this diversity and inclusion.

**Goal 1: Cultivate Communication Research**

Objective 1.1: Foster collaboration among researchers

Objective 1.2: Advocate for disciplinary research to policymakers, campus administrators, and the public

**Goal 2: Enhance Communication teaching and learning**

Objective 2.1: Support curricular development

Objective 2.2: Advocate for Communication education to policymakers, campus administrators, and the public

**Goal 3: Disseminate knowledge about Communication**

Objective 3.1: Maintain appropriate outlets for sharing Communication research within the discipline

Objective 3.2: Translate Communication research for public engagement

**Goal 4: Facilitate professional development for Communication scholars and educators**

Objective 4.1: Foster career advancement

Objective 4.2: Foster professional success in teaching, research, service, and administration

Objective 4.3: Advocate for inclusive, positive, just, and safe academic workplaces to policymakers, campus administrators, and the public

**Goal 5: Manage the association effectively and efficiently**

Objective 5.1: Maintain financial health and stability

Objective 5.2: Maintain appropriate member and staff human resources

Objective 5.3: Maintain appropriate risk management strategies

Objective 5.4: Modernize technological capabilities

Objective 5.5: Improve governance processes



# BYLAWS

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## ARTICLE I: NAME AND PURPOSE

**Section 1: Name.** The name of this corporation shall be “National Communication Association” (hereinafter, “NCA” or “the Association”).

**Section 2: Purpose.**

- A. The National Communication Association advances communication as the discipline that studies all forms, modes, media and consequences of communication through humanistic, social scientific and aesthetic inquiry. NCA serves the scholars, teachers, and practitioners who are its members by enabling and supporting their interests in research, teaching, and practice. Dedicated to fostering and promoting free, inclusive and ethical communication, NCA promotes the widespread appreciation of the importance of communication in public and private life, the application of competent communication to improve the quality and diversity of human life and relationships, and the use of knowledge about communication to solve human problems.
- B. NCA has the goal of fostering and promoting a diverse and inclusive organization.
- C. NCA is organized exclusively for charitable, educational and scientific purposes within the meaning of the Internal Revenue Code (IRC) Section 501(c)(3), as amended (or corresponding provisions of any subsequent federal tax laws).
- D. No part of the net earnings of NCA shall inure to the benefit of, or be distributable to, its members, Directors, Officers, employees, or other private persons, except that NCA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of IRC Section 501(c)(3) purposes.

## ARTICLE II: MEMBERSHIP

**Section 1: Membership Categories.** NCA shall have the following individual membership categories: Retired, Student, Life, and Regular. In addition, NCA shall have the following group membership category: Department/Program.

- A. Retired membership is open to any person interested in the Association’s purpose who has been a member of the Association for at least twenty-five years and is no longer working full time.
- B. Student membership is open to any person interested in the Association’s purpose who is currently enrolled for higher education credit and does not have a terminal degree.
- C. Life membership is open to any person interested in the Association’s purpose who does not fit into the categories of Retired or Student membership.
- D. Regular membership is open to any person interested in the Association’s purpose who does not fit into the categories of Retired or Student membership.
- E. Department/Program membership is open to any department or program at an institution of higher education with an interest in the Association’s purpose.

**Section 2: Admission to Membership.** Any individual or group that meets the qualifications of a membership category specified in Section 1 may be admitted to membership in accordance with policies and procedures established by the Executive Committee of the Legislative Assembly.

**Section 3: Rights and Responsibilities.**

- A. An individual member shall have the right to vote and hold elected or appointed office as specifically provided in these Bylaws. All individuals serving in leadership positions including, but not limited to, Officers, Directors, or members of any committee shall be required to hold membership in the Association.
- B. In order to maintain membership status, an individual or group member shall pay annual dues by the member's renewal date. Dues for each membership category shall be established by the Legislative Assembly.
- C. Privileges and responsibilities of each membership category shall be established by the Executive Committee of the Legislative Assembly.

**ARTICLE III: LEGISLATIVE ASSEMBLY**

**Section 1: Members.** The Legislative Assembly shall consist of the following representatives, which representatives are sometimes referred to in these Bylaws as "Directors":

- A. President.
- B. First Vice President.
- C. Second Vice President.
- D. Immediate Past President.
- E. Second Vice President Elect.
- F. Executive Director (non-voting).
- G. Members of the Finance Committee.
- H. Publications Council Chair.
- I. Research Council Chair.
- J. Teaching and Learning Council Chair.
- K. Diversity Council Chair.
- L. A number of representatives from each Interest Group, determined in accordance with Section 2(G) below.
- M. Nine At-Large Directors.
- N. Six Directors appointed by the Legislative Assembly according to appointment procedures adopted by the Legislative Assembly; selection to recognize emerging interests and critical problems and to achieve a balanced representation of teaching levels, ethnic and minority group interests, sex, age, and academic status.
- O. Three Directors from each of the four regional communication associations (Central States Communication Association, Eastern Communication Association, Southern States Communication Association, and Western States Communication Association).
- P. National States Advisory Council representative.
- Q. Association of Communication Administration Executive Committee representative.

**Section 2: Election and Terms.**

- A.** The President shall, after a one-year term, succeed to the office of Immediate Past President. The Immediate Past President shall serve for a term of one year. The First Vice President shall, after a one-year term, succeed to the office of President.
- B.** The Second Vice President shall, after a one-year term, succeed to the office of First Vice President.
- C.** The Second Vice President-Elect shall be elected by plurality vote of individual members and shall become the Second Vice President when the current Second Vice President succeeds to the office of First Vice President. A quorum shall consist of 1/20<sup>th</sup> of the individual membership. The ballot for the Second Vice President election shall be developed by the Nominating Committee.
- D.** The Finance Directors shall be elected by the Legislative Assembly for a term of three years. Terms of the Finance Directors are staggered and one Finance Director shall be elected each year. The Leadership Development Committee will provide a slate to the Legislative Assembly for approval after consultation with the Finance Committee. The Finance Committee Chair shall be the Finance Director serving the third year of the three- year term.
- E.** The Chairs of the Publications Council, Research Council, Teaching and Learning Council, and Diversity Council shall each be elected by the Legislative Assembly for a term of three years. The Leadership Development Committee will provide a slate to the Legislative Assembly for approval.
- F.** The representatives from each Interest Group, the number of which representatives shall be determined according to clauses (a) through (e) below depending on the size of the Interest Group, shall be appointed to the Legislative Assembly by that Interest Group for terms of one year.
  - a. Divisions and Sections with fewer than 500 members have 2 representatives.
  - b. Divisions and Sections with 500-999 members have 3 representatives.
  - c. Divisions and Sections with 1,000-1,499 members have 4 representatives.
  - d. Divisions and Sections with 1,500 or more members have 5 representatives.
  - e. Each Caucus has one representative.
- G.** The Editors of the official Journals of the Association shall each be elected by the Legislative Assembly for a term of three years. The Publications Council will provide a slate to the Legislative Assembly for approval.
- H.** The At-Large representatives on the Legislative Assembly shall be elected by plurality vote of individual members of the Association for a term of three years. A quorum shall consist of 1/20<sup>th</sup> of the individual membership. Three (3) of these At-Large representatives shall be elected each year. The ballot for the at-large representatives on the Legislative Assembly election shall be developed by the Nominating Committee. No member shall be eligible to serve two consecutive full terms as an At-Large representative.
- I.** The six individual representatives appointed by the Legislative Assembly shall serve staggered terms of three years, such that two of these representatives shall be appointed each year.
- J.** The representatives from the four regional associations, the National States Advisory Council representative, and the Association of Communication Administration Executive Committee representative shall each be appointed to the Legislative Assembly by their respective association or council for terms of three years.

**Section 3: Duties.** The Legislative Assembly shall exercise fiduciary responsibility over the affairs of NCA and is responsible for the overall strategic direction and policymaking of the Association.

**Section 4: Meetings.**

- A. The Legislative Assembly shall meet at least annually at or around the national convention.
- B. The agenda shall be determined by the President in consultation with the Executive Director. The Legislative Assembly will approve the agenda at the start of the meeting.
- C. The President shall preside at meetings.
- D. A quorum shall consist of a majority of the members of the Legislative Assembly.
- E. The Legislative Assembly may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. The Legislative Assembly may also take action by written consent of the majority of the Legislative Assembly, including using email.
- F. Legislative Assembly meetings shall be open to all NCA members.

**Section 5: Vacancies.**

- A. A vacancy in the office of President, First Vice President, Second Vice President, or Second Vice President Elect shall be filled for the balance of the term in which the vacancy occurred by appointment of the Executive Committee of the Legislative Assembly. The person so appointed to fill such vacancy, after the conclusion of that term, shall not automatically succeed to subsequent office as set forth in Section 2(A), (B) and (C), respectively. Rather, such subsequent office shall be filled by member vote, following the same procedures as set forth in Section 2(D) for the Second Vice President election.
- B. A vacancy in the office of Immediate Past President may be filled by appointment of the Officers from the pool of past Presidents of the Association.
- C. Vacancies among the nine at-large and six appointed representative positions (described above in Section 1(A)(n) and (o), respectively) may be filled by appointment of the Executive Committee of the Legislative Assembly. Members selected to fill these vacant positions shall complete the balance of the calendar year in which the position became vacant. The position will then be filled for the remainder of the term, if any, following the process described in Section 2 above usually used to fill the position.
- D. Vacancies among the representatives of Interest Groups, the four regional associations, the National States Advisory Council and the Association of Communication Administration Executive Committee may be filled in the same manner as the original representative was appointed.

**Section 6: Committees**

- A. **Executive Committee of the Legislative Assembly.** The Executive Committee shall consist of the following members: President, First Vice President, Second Vice President, Immediate Past President, three Finance Committee Members, Publications Council Chair, Research Council Chair, Teaching and Learning Council Chair,

Diversity Council Chair, and Executive Director (non-voting). The Executive Committee shall administer the policies of the Legislative Assembly and shall, between annual meetings of the Assembly, serve as the chief administrative authority of the Association. The Executive Committee shall have authority to set association fees other than membership dues and to establish standing rules and procedures to govern the conduct of elections. The Executive Committee shall meet regularly. The agenda of meetings shall be determined by the President in consultation with the Executive Director. The Executive Committee may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. The Executive Committee may also take action by written consent of 2/3 of the Executive Committee, including using email.

- B. Finance Committee.** The Finance Committee shall consist of the Finance Committee Chair and the two other Finance Directors. The Finance Committee is responsible for providing guidance and information to the Legislative Assembly on the financial affairs of the Association and shall have such other responsibilities as are established from time to time by the Legislative Assembly or Executive Committee of the Legislative Assembly. The Finance Committee shall meet regularly. The agenda of meetings shall be determined by the Finance Committee Chair in consultation with the Executive Director. The Finance Committee may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. The Finance Committee may also take action by written consent of 2/3 of the Finance Committee, including using email.

#### **ARTICLE IV: OFFICERS**

**Section 1: Officers.** The Officers of the Association shall be the President, First Vice President, Second Vice President, Immediate Past President, Treasurer, and Secretary. The President, First Vice President, Second Vice President, and Immediate Past President shall be elected and assume such offices in the manner set forth in Article 3. The office of Treasurer shall be held by the Finance Committee Chair and the office of Secretary shall be held without vote by the Executive Director.

#### **Section 2: Duties.**

- A. President.** The President shall preside at all meetings of the Legislative Assembly and the Executive Committee of the Legislative Assembly and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Legislative Assembly.
- B. First Vice President.** The First Vice President shall perform the duties of the President during such time as the President is unable or unwilling to perform the same, shall be in charge of the planning of the program for the annual convention, and shall perform such other duties as may be assigned by the President or by the Legislative Assembly.
- C. Second Vice President.** The Second Vice President shall perform the duties of the First Vice President during such time as the First Vice President is unable or unwilling to perform the same, and shall perform such other duties as may be assigned by the President or by the Legislative Assembly.

- D. Immediate Past President.** The Immediate Past President shall perform such duties as may be assigned by the President or by the Legislative Assembly.
- E. Treasurer.** The Treasurer shall perform all duties incident to the office of Treasurer and shall perform such other duties as may be assigned by the President or Legislative Assembly.
- F. Secretary.** The Secretary shall perform all duties incident to the office of Secretary and shall perform such other duties as may be assigned by the President or Legislative Assembly.

## **ARTICLE V: STANDING COMMITTEES**

### **Section 1: Leadership Development Committee.**

- A. Members.** The Leadership Development Committee shall consist of the following members: Immediate Past President, President, First Vice President, Second Vice President, four At-Large representatives appointed by the Legislative Assembly from among the current members of the Legislative Assembly, four At-Large members elected by vote of the individual membership of NCA, and Executive Director (non-voting). The At-Large representatives appointed by the Legislative Assembly and the At-Large representatives elected by the individual NCA membership shall serve staggered two-year terms, with two representatives appointed by the Legislative Assembly and two representatives elected by the individual membership of NCA each year. The Immediate Past President shall serve as Chair of the Committee.
- B. Duties.** The Leadership Development Committee shall develop a slate of candidates for the following positions, such slate subject to election by the Legislative Assembly: Finance Committee member; Chairs and members of the Publications Council, Research Council, Teaching and Learning Council, Resolutions Committee, and Convention Committee; Chair of the Diversity Council; Nominating Committee at-large member and Nominating Committee Chair; and members of award selection committees unless otherwise specifically provided in applicable award agreements. In addition, the Leadership Development Committee shall develop a slate of candidates for four Nominating Committee at-large members, such candidates subject to election by the NCA membership.

### **Section 2: Nominating Committee.**

- A. Members.** The Nominating Committee shall consist of the following members, each of whom shall serve one-year terms:
  - a. The Chair of the Nominating Committee, who shall be elected by the Legislative Assembly from the candidates selected by the Leadership Development Committee, as set forth in Section 1(B) above.
  - b. One representative chosen by each Interest Group.
  - c. The Diversity Council Chair.
  - d. One representative from each of the four regional associations represented on the Legislative Assembly, chosen by each regional association.
  - e. Four at-large members elected by the full voting NCA membership from the slate of candidates developed by the Leadership Development Committee, as set forth in Section 1(B) above.

- f. One at-large member elected by the Legislative Assembly from the candidates selected by the Leadership Development Committee, as set forth in Section 1(B) above.
- B. Duties.** Each year, the Nominating Committee shall prepare a ballot for the election of the Second Vice President, three at-large members of the Legislative Assembly, and two at-large members of the Leadership Development Committee to be elected by the full voting NCA membership.

### **Section 3: Publications Council.**

- A. Members.** The Publications Council shall consist of a Chair and six members elected by the Leadership Development Committee from a slate of candidates developed by the Legislative Assembly. The Leadership Development Committee will consult with the Publications Council during the selection process. The Publications Council Chair and Council members shall serve for a term of three years. Terms of the members of the Publications Council shall be staggered, such that terms of two members shall expire each year.
- B. Duties.** The Publications Council shall be responsible for supporting the Association's publishing program, including recommending editors to the Legislative Assembly for the Association's Journals and filling Journal editor vacancies as necessary.

### **Section 4: Research Council.**

- A. Members.** The Research Council shall consist of a Chair and six members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Leadership Development Committee will consult with the Research Council during the selection process. The Research Council Chair and Council members shall serve for a term of three years. Terms of the members of the Research Council shall be staggered, such that terms of two members shall expire each year.
- B. Duties.** The Research Council shall be responsible for supporting the creation and dissemination of knowledge about communication.

### **Section 5: Teaching and Learning Council.**

- A. Members.** The Teaching and Learning Council shall consist of a Chair and six members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Leadership Development Committee will consult with the Teaching and Learning Council during the selection process. The Teaching and Learning Council Chair and Council members shall serve for a term of three years. Terms of the members of the Teaching and Learning Council shall be staggered, such that terms of two members shall expire each year.
- B. Duties.** The Teaching and Learning Council shall be responsible for supporting disciplinary pedagogy.

### **Section 6: Diversity Council.**

- A. Members.** The Diversity Council shall consist of a Chair and one representative from each of the Association's Caucuses. The Chair of the Diversity Council shall be

elected by the Legislative Assembly from a slate provided by the Leadership Development Committee for a term of three years. The Leadership Development Committee will consult with the Diversity Council during the selection process. Each of the Association's caucuses shall elect one of its members to serve on the Diversity Council for a term of three years. Terms of the Diversity Council members shall be staggered.

- B. Duties.** The Diversity Council is responsible for monitoring and making recommendations to enhance the diversity of the Association.

**Section 7: Resolutions Committee.**

- A. Members.** The Resolutions Committee shall consist of a Chair and five members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Chair shall be selected from among the first- and second-year members of the Resolutions Committee to serve a term of one year. Resolutions Committee members shall have staggered three-year terms.
- B. Duties.** The Resolutions Committee shall be responsible for reviewing proposed public statements and providing related recommendations to the Legislative Assembly.

**Section 8: Convention Committee.**

- A. Members.** The Convention Committee shall consist of a Chair and five members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Chair shall be selected from among the first- and second-year members of the Convention Committee to serve a term of one year. Convention Committee members shall have staggered three-year terms.
- B. Duties.** The Convention Committee shall be responsible for providing recommendations on issues related to convention locations.

**Section 9: Meetings.**

- A.** Meetings of any Standing Committee may be called by the chair of the committee or by any two members of the committee. The date, location, and agenda of the meetings shall be determined by the committee chair.
- B.** A quorum shall consist of a majority of the standing committee members.
- C.** Standing committees may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. Committees can also take action by written consent of 2/3 of the Committee, including using email.

**Section 10: Vacancies.** Standing committee vacancies may be filled by the Executive Committee of the Legislative Assembly. Members selected to fill vacant positions shall complete the balance of the term which became vacant.

**ARTICLE VI: EXECUTIVE DIRECTOR**

Authority for the day-to-day management of the Association shall be vested in an Executive Director whose employment and termination shall be the responsibility of the Executive Committee of the Legislative Assembly. The Executive Director shall have such authority and duties as are determined by the Executive Committee of the Legislative Assembly. The Executive Director shall be responsible

for hiring and termination of staff and paid contractors.

## **ARTICLE VII: INTEREST GROUPS**

**Section 1: Divisions.** Interest groups for members with shared focus on particular topics of substantive study shall be known as Divisions.

**Section 2: Sections.** Interest groups for members sharing common professional settings shall be known as Sections.

**Section 3: Caucuses.** Consistent with the Association's commitment to equal opportunity, interest groups representing historically underrepresented demographic groups in terms of gender, race, ethnicity, sexuality, and ability shall be known as Caucuses.

**Section 4: Creation.** Divisions and Sections may be created by the Legislative Assembly upon receipt of petitions signed by at least 200 members of the Association. Caucuses may be created by the Legislative Assembly in response to petitions signed by at least 50 members of the Association.

**Section 5: Dissolution.** Any Division or Section failing for two consecutive years to maintain at least 100 members shall be dissolved. The Legislative Assembly shall have authority to dissolve Caucuses.

**Section 6: Convention.** Each Interest Group will have a role in planning the program for the annual convention.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern NCA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order NCA may adopt.

## **ARTICLE IX: MISCELLANEOUS**

**Section 1: Conflict of Interest.** The Association shall maintain a conflict of interest policy and annual disclosure process that shall apply to all Chairs and Officers and any other individuals specified by the Executive Committee of the Legislative Assembly.

**Section 2: Indemnification.** NCA will indemnify employees, Officers, Directors, and volunteers as determined by the Executive Committee of the Legislative Assembly and based on facts and circumstances.

**Section 3: Dissolution.** Upon the dissolution of NCA, all of its assets and property of every nature and description remaining after the payment of all liabilities and obligations of NCA shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, as amended (or corresponding provisions of any subsequent

federal tax laws), consistent with the purposes of NCA, as determined by the Legislative Assembly.

## **ARTICLE X: AMENDMENTS**

**Section 1: Proposed Amendments.** Proposed amendments to these Bylaws shall be submitted for a vote of the Legislative Assembly upon:

- A.** A petition signed by at least twenty percent (20%) of individual members submitted to the President at least 90 days prior to a meeting of the Legislative Assembly, or
- B.** A petition signed by at least twenty percent (20%) of the members of the Legislative Assembly submitted to the President at least 90 days prior to a meeting of the Legislative Assembly, or
- C.** A majority vote of the Executive Committee of the Legislative Assembly.

**Section 2: Adoption.** A two-thirds vote of the Legislative Assembly shall be required for adoption of an amendment to these Bylaws.

*Adopted November 2016; Amended November 2018*