

National Communication Association
Health Communication Division Bylaws

2021

1. *Establishment.* The Health Communication Division (hereafter, the Division) is a constitutionally established division of the National Communication Association (hereafter, NCA).
2. *Membership.* Members of the Division are members in good standing of NCA who elect affiliation with the Division.
3. *Purpose.* The purpose of the Division is to advance theory, research, teaching, and practical applications of human and mediated communication related to health care and health promotion.
4. *Meetings.* The Division holds one business meeting annually at the NCA convention and conducts the rest of its yearly activities by correspondence.
5. *Officers.* Officers of the Division include: (a) Chairperson (hereafter, Chair); (b) Vice Chairperson (hereafter, Vice Chair); (c) Vice Chairperson Elect (hereafter, Vice Chair-Elect); (d) Immediate Past Chair; (e) Secretary; and (f) Graduate Student Representative, (g) DE&I Committee Chair, (h) DE&I Committee Vice Chair, (i) DE&I Committee member, (j) LA Committee Representatives.

6. *Officers' Duties*

6.1. *Duties of the Chair*

- 6.1.1. The Chair is responsible for all fiscal decisions regarding the Division's budget.
- 6.1.2. When relevant, the Division Chair, in consultation with the incoming Pre-Conference Chair, appoints a new Pre-Conference Vice Chair and Pre-Conference at-large member (see 9).
- 6.1.3. The Chair is contacted by NCA's Executive Secretary with information and guidelines concerning participation in the LA. The Chair provides this information to the three LA Representatives for the Division. Prior to the NCA convention, the Chair provides the LA with a report of Division activities. The LA report follows the most current guidelines set by the LA, a copy of which can be obtained from NCA's Executive Secretary.
- 6.1.4. The Chair prepares the agenda for, and presides over, the NCA business meeting.
- 6.1.5. The Chair is responsible for maintaining the Division's historical records. At the end of each NCA business meeting, the Chair forwards the updated historical records to the new Chair.
- 6.1.6. The Chair serves on the NCA-ICA committee for the Dissertation and Thesis Awards in Health Communication. The Chair helps to evaluate submissions.
- 6.1.7. If needed, the Chair acts as the first Legislative Assembly representative. If needed, the Chair also appoints a fourth and fifth representative (see 10).
- 6.1.8. At each NCA, the chair, at their discretion, may coordinate some form of mentoring/development event for Health Communication Graduate students using excess

Divisional funding (e.g., a breakfast for graduate students hosted by senior Health Communication Scholars), to be held in the name of Dale E. Brashers.

6.1.9. At the end of the NCA business meeting, the Chair becomes the Immediate Past Chair and assumes the responsibilities of that office as described below.

6.1.10. If the Vice Chair-Elect is unable to fulfill their duties, the Chair, in consultation with other Division officers, appoints another Vice Chair-Elect.

6.2. *Duties of the Vice Chair.* Due to the heavy workload of this position, the Vice Chair can, if needed, call upon the Graduate Student Representative for organizational assistance (see 6.6.3); however, the Vice Chair remains personally responsible for all duties. The Vice Chair shall succeed to the Division Chair in the event of the death, disability, or resignation of the Chair.

6.2.1. The Vice Chair attends a convention programming meeting organized by NCA's First Vice President. This meeting is held during the prior convention. At this meeting, the Vice Chair receives information about the theme, location, and facilities of the next convention and its planning, as well as rules about programming. The Vice Chair takes notes and presents a brief report to the Division at the current (not the following) NCA business meeting.

6.2.2. The Vice Chair announces (via email, web post, etc.) the Division's call for papers to at least all division members, and more widely if possible; included should be an announcement of the Top Student Paper award.

6.2.3. The Vice Chair provides information to NCA's First Vice President (typically in early December) concerning: (a) the names and affiliations of the current Division officers; (b) the Division's call for papers; and (c) a proposed time for the Division's business meeting.

6.2.4. The Vice Chair receives submitted convention papers and panels, records them, distributes them to submission evaluators. The Vice Chair is responsible for distributing a call to solicit names of submission evaluators. At least half of all evaluators must hold a Ph.D. in either Communication or a related discipline. Graduate student evaluators must have passed their comprehensive/qualifying examinations in Communication or a related discipline. All submissions must be read and evaluated by at least one faculty member evaluator, but preferably two if each submission is evaluated by three persons. The Vice Chair can assign two or three reviewers to a submission. For example, given a hypothetical 100 submissions, if there are 20 faculty member evaluators and 10 graduate student evaluators, then 10 teams of 3 evaluators (each team consisting of two faculty member evaluators and one graduate student evaluator) each review 10 submissions. If two reviewers are assigned, the Vice Chair can assign one faculty member and one graduate student to a submission. The Vice Chair collects, summarizes, and rank orders evaluations and uses the resulting data to make programming decisions. When distributing papers to evaluators, the Vice Chair makes all reasonable efforts to eliminate bias regarding conflicts of interest between authors and evaluators; this includes ensuring that competitive student papers, which are eligible for the Top Student Paper award (see 6.2.5), are not reviewed by a majority of graduate student evaluators. Papers are grouped into programs and titled (Panels are already titled at submission by their submitters). The Vice Chair rank orders all programs for NCA's First Vice President.

6.2.5. The Vice Chair identifies the top four (i.e., highest ranked) competitively submitted papers that are accepted for presentation. Papers from panel submissions are not eligible. All of the authors are awarded a Top Paper award, and the Vice Chair communicates this information to the

Chair. The Vice Chair also identifies the top (i.e., highest ranked) competitively submitted 'student' paper that is accepted for presentation. Again, papers from panel submissions are not eligible. The authors, who must all be students, are awarded the Top Student Paper award. If the Top Student Paper is also one of the Top Papers, then its authors are given both awards (i.e., the Top Student Paper is not then given to the next highest ranked 'student' paper). The Vice Chair communicates all of this information to the Chair.

6.2.6. The Vice Chair identifies and assigns program chairs. The Vice Chair has discretionary power over the specific format of programs (e.g., eliminating respondents in favor of allocating more time to speakers and/or audience participation). The Vice Chair provides the names of program chairs to NCA's First Vice President.

6.2.7. Once the First Vice President of NCA indicates how many programs have been accepted (and not before this time), the Vice Chair contacts all program submitters with the results.

6.2.8. The Vice Chair prepares a programming report and presents it at the NCA business meeting. This report includes at least: (a) the number of papers submitted; (b) the percentage of papers accepted; (c) the number of panels submitted; and (d) the percentage of panels accepted.

6.2.9. The Vice Chair arranges for any awards given by the Division, which are presented at the NCA business meeting. These awards include some form of commendation (e.g., plaque) for the: (a) Outstanding Health Communication Scholar Award (see 8.3); (b) Dale E. Brashers Distinguished Mentor Award (see 8.4); (c) Early Career Scholar Award (see 8.5); (d) Distinguished Book Award author(s) (see 8.6), (e) Distinguished Article Award author(s) (see 8.6); (f) Top Paper author(s) (see 6.2.5); (g) Top Student Paper author(s) (see 6.2.5); and (h) Outstanding Contributions to Promoting Equity and Inclusion Award.

6.2.10. The Vice Chair serves on the NCA/ICA committee for the Dissertation and Thesis Awards in Health Communication. The Vice Chair helps to evaluate submissions in early spring.

6.3 *Duties of the Vice Chair-Elect.* The Vice Chair-Elect shall succeed to the Division Vice Chair in the event of the death, disability, or resignation of the Vice Chair. The Vice Chair-Elect plans that portion of the program of the annual meeting for which the Division is responsible a year in advance in cooperation with the Second Vice President of the Association.

6.3.1 The Vice Chair-Elect is responsible for polling the Division membership regarding resolutions to be put forward to the elected NCA Committee on Resolutions for that committee's review and possible presentation to the Legislative Assembly.

6.3.2. The Vice Chair-Elect oversees and fulfills the duties of the Nominating Committee (see 8).

6.3.3. If needed (see 10), the Vice Chair-Elect acts as one Legislative Assembly representative.

6.3.4. The Vice Chair-Elect is responsible for sending out a call to Division members at least four weeks prior to the NCA to solicit prospective candidates for the following officer positions: (a) Vice Chair-Elect; (b) Secretary (every other year); (c) Graduate Student Representative (who must be a Ph.D. student who has completed their comprehensive/qualifying examinations in Communication or a related discipline); (d) Legislative Assembly Representatives for the Division (usually three representatives). It is necessary that a slate of names is generated for at least the Vice Chair-Elect and Secretary (if applicable).

6.3.5. The Vice Chair-Elect is responsible for organizing and conducting election of division officers and award reviewers. The Vice Chair-Elect communicates the results of the election to the Chair.

6.4. *Duties of the Immediate Past Chair*

6.4.1. If needed, the Immediate Past Chair acts as the second Legislative Assembly representative (see 10).

6.4.2. The Immediate Past Chair serves on the NCA/ICA dissertation and thesis award committee.

6.4.3 The Immediate Past Chair serves as the NCA nominating committee representative.

6.4.4. The Immediate Past Chair chairs the Outstanding Health Communication Scholar Award Committee (see 8.3).

6.4.5. The Immediate Past Chair chairs the Dale E. Brashers Distinguished Mentor Award Committee (see 8.4).

6.4.6. The Immediate Past Chair chairs the Early Scholar Career Award Committee (see 8.5).

6.4.7. The Immediate Past Chair chairs the Distinguished Book and Article/Chapter Committee (see 8.6).

6.5. *Duties of the Secretary*

6.5.1. The Secretary takes minutes at two NCA business meetings, one for each year they hold the office. The Secretary types up the minutes for each NCA business meeting, and distributes copies of them to the attendees of the following year's business meeting (this can be done electronically 1-2 weeks before the conference).

6.5.2. The Secretary is responsible for maintaining the Division listserv and posting emails with important announcements to division members on a regular basis.

6.6 *Duties of the Graduate Student Representative*

6.6.1. The Graduate Student Representative is a member of the pre-conference committee (see 9.2) and assists in all ways possible.

6.6.2. The Graduate Student Representative assists the Vice Chair-elect with setting up the elections of division officers (if needed).

6.6.3. The Graduate Student Representative assists the Vice Chair (if needed).

7. *Officer Succession.* A new Vice Chair-Elect is elected at each NCA business meeting. This person assumes the position of Vice Chair-Elect (and its responsibilities) at the conclusion of this meeting. Over the next three years, at the conclusion of each NCA business meeting, the Vice Chair-Elect becomes the Vice Chair, then becomes the Chair, and then becomes the Immediate Past Chair. The Secretary has a two-year term. A new Secretary is elected during the NCA business meeting constituting the present Secretary's second term; the incoming Secretary assumes the office at the completion of this meeting.

7.1 *Diversity, Equity, & Inclusion Committee*. Each year, division members will nominate and elect a DE&I Vice Chair for a 2-year term (the DE&I Vice Chair will become Chair in Year 2). Every other year the division members will nominate and elect a DE&I committee member (2-year term).

8. *Committees*. There are seven primary committees: (a) Outstanding Health Communication Scholar Award Committee; (b) Distinguished Book and Article/Chapter committee; (c) Dale E. Brashers Distinguished Mentor Award Committee; (d) Early Career Scholar Award Committee; (e) Doctoral and Early Career Pre-Conference Committee (see 9.2); (f) Diversity, Equity & Inclusion Committee; and (g) Fundraising Committee. There are two secondary committees that fall under the purview of the Diversity, Equity, & Inclusion Committee: (a) Outstanding Contributions to Promoting Equity and Inclusion Award; and (b) Grad Diversity, Equity, and Inclusivity Grants Committee.

For award committees (a-d above): The Vice-Chair Elect will solicit reviewers for the awards committees when soliciting officer nominations (at least four weeks prior to the conference). The division members will elect six reviewers, and each reviewer will serve on two awards committees. The Immediate Past Chair will assign elected reviewers to the awards committees. If fewer than six reviewers are recruited from the membership, the Immediate Past Chair will solicit reviewers and assign them to the awards committees.

8.1 *Outstanding Health Communication Scholar Award Committee*. This committee is made up of the Immediate Past Chairs of ICA's and NCA's Health Communication Divisions and three elected Division members who have their Ph.D. in Communication or a related discipline; it is chaired by the Immediate Past Chair.

8.1.1 *Description*. The Outstanding Health Communication Scholar Award recognizes a significant and original contribution, in the form of a monograph, book, and/or program of research, to the study and application of the field of Health Communication.

8.1.2 *Nomination Criteria*. There are five nomination criteria. The scholar's work must have: (a) a significant and long-lasting effect on the field of Health Communication; (b) strong heuristic value; (c) influence over others' work; (d) originality regarding theory, research, and/or practice; and (e) contributed to the development of Health Communication as a distinct field of study.

8.1.3. *Nomination Procedure*. Although nominations are open to anyone who has made a significant contribution to the Health Communication field, preference is given to members of ICA's and NCA's Health Communication Divisions. Nomination packets include: (a) A single, detailed letter of nomination addressing the aforementioned criteria; (b) the scholar's vita; and (c) the single most influential or representative piece of work from the scholar. Self nominations are encouraged.

8.1.4. *Award Procedure*. The call for nominations goes out in January of each year in the form of a letter to all NCA and ICA Health Communication Division members. The deadline for nominations is July 1 of each year. A final decision is made by September 1. Some form of commendation is given to the award recipient (e.g., certificate or plaque).

8.2 *Distinguished Book and Article/Chapter Committee*. This committee is made up of the Immediate Past Chairs ICA's and NCA's Health Communication Divisions and three elected Division members who have their Ph.D. in Communication or a related discipline; it is chaired by the Immediate Past Chair.

If any of the committee members are themselves authors of a nominated publication, or if they were a managing editor of the book or journal at the time of the nominated publication, they must remove themselves from the committee. In this case, the Immediate Past Chair appoints a replacement (with their

permission, and with the above requirements in mind). If the Immediate Past Chair must remove themselves, they are replaced by the Division Chair; the Division Chair may appoint an alternate to chair this committee (with their permission, and with the above requirements in mind). Authorship and editorship are only one form of conflict of interest and others might be considered.

8.2.1. *Description.* The Distinguished Book and Article/Chapter Awards recognize research that has made, or offers the promise of making, a significant contribution to scholarship in Health Communication theory, research, and/or practice. Awards are considered in two categories: (a) outstanding scholarly book; and (b) outstanding article or chapter published in a Communication (or related discipline's) journal or edited volume. Textbooks are not eligible for the book award. To provide sufficient time for a book to be evaluated (and to have impact), books are not eligible for the award until they have been published at least 5 years.

8.2.2. *Nomination Procedure.* Nomination packets should include: (a) a brief rationale and explanation of the significance of the nominated piece to the advancement of health communication theory, research, and/or practice; (b) four copies of the nominated article (or four copies of one or more chapters from the nominated book); and (c) published reviews of the nominated work (if available). Self-nominations are encouraged.

8.2.3. *Award Procedure.* The deadline for nominations is July 1 of each year. The committee makes a final decision by September 1. Award recipients are contacted and asked to attend the NCA Division meeting to receive their award. Some form of commendation is given to the award recipients (e.g., certificate or plaque).

8.3 *Dale E. Brashers Distinguished Mentor Award Committee.* This committee is made up of the Immediate Past Chair and three elected members of the NCA Health Communication Division, all of whom must come from different academic pedigrees, with one who must be a graduate student.

8.3.1. *Description.* The Dale E. Brashers Distinguished Mentor Award recognizes significant contributions to the field of health communication through mentorship of and advocacy for the discipline and its members. These contributions can take many forms, such as mentorship at the scholarly (e.g., role-modeling through exceptional scholarship, division leadership, etc.), institutional (e.g., development of health communication within a college or university), departmental (e.g., development of health communication within an academic department), and, perhaps most importantly, individual (e.g., teaching and mentorship of scholars who contribute to the broader discipline) levels.

8.3.2. *Nomination Procedure.* Nomination packets should include: (a) A rationale and explanation of the significance of nominee contributions to the field of health communication, institutions, departments, and/or individuals through the provision of exceptional mentorship; (b) the scholar's vita; and (c) optional letters of support of the nomination (maximum of three).

8.3.3. *Award Procedure.* The deadline for nominations is July 1 of each year. The committee makes a final decision by September 1. Award recipients are contacted and asked to attend the NCA Division meeting to receive their award. Some form of commendation is given to the award recipients (e.g., certificate or plaque).

8.4 *Early Career Scholar Award Committee.* This committee is made up of the Immediate Past Chair and three elected members of the NCA Health Communication Division, all of whom must come from different academic pedigrees, with one who must be a graduate student.

8.4.1. *Description.* The Early Career Scholar Award recognizes a communication scholar who has made a substantial positive impact on health communication research, yet who is currently early in her/his career. Nominees should have a productive record of high-quality publications and show evidence of sustaining their upward scholarly trajectory. In addition, nominees' research should be of theoretical significance to health communication, offer practical contributions, and demonstrate methodological strength.

8.4.2. *Nomination Eligibility.* To be eligible for this award, a nominee: (a) must have a PhD in Communication, (b) should have received their PhD within the last seven years (e.g., to receive the 2018 Early Career Award, the nominee should have earned a PhD between 2010-present), and (c) must be a member of NCA's Health Communication Division the year that she/he is being nominated.

8.4.3. *Nomination Procedure.* Nomination packet should include: (a) nomination letter (3 pages max), the scholar's vita, and (c) 5 journal articles written by the scholar.

8.4.4. *Award Procedure.* The deadline for nominations is July 1 of each year. The committee makes a final decision by September 1. Award recipients are contacted and asked to attend the NCA Division meeting to receive their award. Some form of commendation is given to the award recipients (e.g., certificate or plaque).

8.5. *Diversity, Equity, and Inclusivity (DE&I) Committee.* This committee is made up of the division's Executive Committee Chair (1-year term), Executive Committee Vice-Chair Elect (1-year term), DE&I Chair (1 year), DE&I Vice Chair (2-year term; Vice Chair will become Chair in Year 2), DE&I Member (2-year term) (5 Members)

8.5.1. *Rationale.* The Diversity, Equity, and Inclusivity (DE&I) Committee was created as an ad hoc unit following deliberations at the unit's 2019 NCA business meeting. This ad hoc committee recommends the development of a standing committee as part of the NCA Health Communication Division's leadership structure. Here we briefly provide our rationale for a standing committee, along with a proposal for the development of the committee.

The ad hoc committee believes issues of DE&I are central to the communication discipline and to the successful functioning of our division. Because issues of DE&I are so crucial to individual and societal well-being, and because our division is committed to understanding and promoting better health outcomes for everyone, we are committed to increasing the representation of underserved populations and scholarship in all facets within our discipline. As stated by the National Collaborating Centres for Determinants of Health and Health Public Policy, "health is shaped by a multi-dimensional overlapping of factors such as race, class, income, education, age, ability, sexual orientation, immigration status, ethnicity, indigeneity, and geography." Thus, we cannot ignore this reality, and we need to take greater steps to acknowledge these factors and integrate them in our scholarship and practices.

A standing committee approved by the membership will facilitate the ongoing work of increase DE&I. Having a clear set of roles and responsibilities will ensure that the work of the committee will be supported by the membership and that their actions and recommendations can be implemented.

We developed the proposal with a clear understanding of the workload of the division's Executive Committee and the time burdens we all face. We therefore propose ways that the DE&I Committee can function without adding significantly more work for the division's executive committee officers.

We also recommend ways that the DE&I Committee also can recruit and involve volunteers for specific tasks that it would oversee.

8.5.2. *Preamble.* The DE&I Committee will collaborate with the NCA Health Communication Division's Executive Committee officers to ensure the division cultivates an organization in which all members are valued, respected, enabled, and supported to achieve their professional goals in teaching, research, and service. The committee will work towards:

- a. Increasing attention to and acceptance of all the ways that people differ, with particular attention to those groups who experience disenfranchisement on the basis of historical and structural inequities, including but not limited to the categories of race, ethnicity, gender, sexual orientation, gender identity, citizenship status, ability, nationality, geographic location, religion, socioeconomic status, veteran status, relationship status, institution status, and their intersections.
- b. Formulating and implementing strategies that continually enhance inclusivity in our division and discipline, in order to promote equity and bring a variety of voices with different backgrounds, perspectives, and ways of knowing to discussions and programming.
- c. Challenging exclusionary practices in the Association, division, and in our research, teaching, and service and working to eliminate barriers to equitable services, spaces, resources, scholarship, and publication.

8.5.3. *Origin.* The NCA Health Communication Division's DE&I Committee was created as an ad hoc committee following deliberations at the division's 2019 NCA business meeting (and related discussions in prior years). Members in attendance and this ad hoc committee recommended the development of a standing committee.

8.5.4. *Charge for the Standing Committee.* To oversee and coordinate the division's commitment to DE&I, as described in the Preamble. This will include:

- a. Working with the division's Executive Committee and others to initiate, advise, and mobilize support for appropriate action related to issues of DE&I in the discipline and the division.
- b. Facilitate the development of diverse executive committees, award committees, and other committees.
- c. Review current award processes, encourage broad representation, and promote transparency and inclusion in terms of DE&I.
- d. Work with the Executive Committee Vice Chair to develop at least one specially-designated session at each year's NCA conference that is mindful of engaging with the conference theme and issues of equity and inclusion (for example, mentoring of marginalized members could be an initial theme).
- e. Review the division's bylaws to examine issues related to DE&I and report on recommended changes to the Executive Committee and the membership.
- f. Review nomination materials for the Promoting E&I Award and select a recipient. The DE&I Committee Chair will inform the Executive Committee Chair and Vice Chair of the recipient. The Executive Committee Vice Chair will order a plaque for the award recipient.
- g. Review applications for the Grad-DE&I Grants and select recipients. The DE&I Committee Chair will be in charge of completing an [NCA check-request form](#) for each

recipient and submitting the completed forms to the Executive Committee Chair. The Executive Committee Chair will submit the check requests to NCA.

- h. Work with the Grad-DE&I Fundraising Committee to obtain financial support for the grants.

8.5.5. *Committee Composition.* A minimum of three members, two of whom will be elected for staggered two-year terms at the time of the division's fall elections.

- a. The DE&I Committee will consist of the division's Executive Committee Chair (1-year term), Executive Committee Vice-Chair Elect (1-year term), DE&I Chair (1 year), DE&I Vice Chair (2-year term; Vice Chair will become Chair in Year 2), DE&I Member (2-year term) (5 Members)
- b. Election Process for Year 1 (fall 2020): In fall 2020, division members will nominate and elect a DE&I Chair (1-year term), DE&I Vice Chair (2-year term), and DE&I committee member (2-year term).
- c. Election Process for Subsequent Years: Each year, division members will nominate and elect a DE&I Vice Chair for a 2-year term (the DE&I Vice Chair will become Chair in Year 2). Every other year the division members will nominate and elect a DE&I committee member (2-year term).
- d. Additional appointments at the discretion of the division Chair as needed to complete committee responsibilities.

8.6 *Outstanding Contributions to Promoting Equity and Inclusion Award Committee.* The Diversity, Equity, and Inclusivity (DE&I) Committee will review applications for this award.

8.6.1. *Description.* The Outstanding Contributions to Promoting Equity and Inclusion Award recognizes a division member who has clearly demonstrated excellence in promoting equity and inclusion in health communication. These contributions can take many forms, such as: (a) service to the discipline (e.g., promoting equity and inclusion within the Health Communication Division); (b) research (e.g., publications, conference papers, grants); (c) teaching and mentorship; (d) departmental/institutional service (e.g., promoting equity and inclusion within an academic department, college, or university); (e) outreach and impact such as public scholarship and having an impact on organizations/institutions (e.g., schools, colleges, health clinics, hospitals, non-profits), community groups, communities, health practices, and/or public policies; (f) activism and social justice work at any level.

8.6.2. *Eligibility Requirements.* To be eligible, the recipient must be a current member of the NCA Health Communication Division. Current Health Communication Division Executive Committee and Diversity, Equity, and Inclusivity (DE&I) Committee members are not eligible for this award while in service to the Division.

8.6.3. *Nomination Criteria.* The DE&I Committee will assess the nominees' contributions in promoting equity and inclusion in terms of their ability to demonstrate: (a) The promotion of equitable inclusion in health communication (whether that be teaching, scholarship, practices, and/or the discipline); (b) Practices addressing marginalization by giving attention to inequities in power and participation based on one or more points of human difference; (c) Impact may include, for example: (1) Service to the discipline may include mentorship and leadership activities that enhance inclusivity and reduce barriers to equitable participation; (2) Research contributions may/should build understanding of previously underrepresented groups, revise existing theories and practices based on diverse voices, develop theories and practices that promote equity in health communication; (3) Teaching contributions should/may develop new or innovative methods for teaching issues of diversity, equity, and inclusivity in health communication, demonstrate excellence in

addressing marginalization in health communication courses; this may include pedagogical publications that share such insights; (4) Outreach contributions should/may promote equitable practices of health communication, whether that be related to schools, community groups, communities, significant health practices, and/or public policies.

8.6.4. *Nomination Procedures.* Nomination packets should include: (a) a nomination letter (3 pages max) written by the nominee or a nominator that explains the significance of the nominee's contributions to equity and inclusion; (b) the nominee's current CV; and (c) up to two supporting documents and up to three additional letters of support (from any source). Self-nominations are encouraged.

8.6.5. *Excellence in Promoting Equity and Inclusion Award Committee.* This committee consists of the DE&I Committee members (i.e., the DE&I Chair, the DE&I Vice Chair, the DE&I Member, the Executive Committee Chair, and the Executive Committee Vice-Chair Elect).

8.6.6 *Award Review Procedure.* The deadline for nominations is July 1 of each year. The committee makes a final decision by September 1. Award recipients are contacted and asked to attend the NCA Health Communication Division business meeting to receive their award. Some form of commendation is given to the award recipient (e.g., certificate or plaque).

8.7 *Grad Diversity, Equity, and Inclusivity Grants Committee (Grad-DE&I Grants).* The Diversity, Equity, and Inclusivity (DE&I) Committee will review applications for the Grad-DE&I Grants and select recipients. The DE&I Committee Chair will be in charge of completing an [NCA check-request form](#) for each recipient and submitting the completed forms to the Executive Committee Chair. The Executive Committee Chair will submit the check requests to NCA.

8.7.1. *Description.* Grad-DE&I Grants award graduate students who are engaging in activism, teaching, service, and/or research on issues related to diversity, equity, and inclusivity.

8.7.2. *Nomination Criteria.* There are two nomination criteria. (a) The applicant must be a current graduate student at the time of submitting the application. (b) The applicant must be engaged in activism, teaching, service, and/or research on issues related to diversity, equity, and inclusivity.

8.7.3. *Eligibility Requirements.* Graduate students do not have to be a current member of the NCA Health Communication Division when submitting their application for the Grad-DE&I grant; however, they must become a member of the Division upon receiving a Grad-DE&I grant.

8.7.4. *Prioritization of Grant Distribution.* All graduate students meeting the above criteria are encouraged to apply for Grad-DE&I Grants. The DE&I Committee, however, will prioritize graduate student applicants who (a) are from a minoritized or underrepresented community or (b) who conduct research to benefit a minoritized or underrepresented community. After meeting (a) or (b), prioritization may also be given to graduate student applicants who (c) have significant financial need for the grant, (d) who are on the job market in the academic year of the application submission, or (e) who will be presenting at the NCA convention the year of application.

8.7.5. *Nomination Procedure.* The call for grant applications will include a link to an application form for graduate students to complete.

8.7.6. *Award Procedure.* The call for nominations goes out in the summer of each year, prior to August 1, in the form of a letter to all NCA and ICA Health Communication Division Members. The DE&I Committee will evaluate applicants and can determine the application deadline in line with relevant NCA deadlines, including deadlines for submitting grant awardees to the NCA Executive Committee. The application deadline should fall in the months of August or September, ensuring sufficient time for grant applications. The DE&I Committee will make decisions, inform NCA of these decisions to facilitate prompt delivery of the grants, and notify awardees by no later than the start of the NCA Convention. The awardees will be recognized at the Division Business Meeting, in the Division's newsletter, and on the Division's Facebook page.

8.7.7. *Award Number and Amount.* The DE&I Committee will use appropriated funds to award as many Grad-DE&I grants as possible. The DE&I Committee has the discretion to determine the number of grants awarded and grant amount distributed.

8.8 *Fundraising Committee.* This committee was created to raise financial support for the Grad-DE&I Grants. Each year, the Executive Committee Vice-Chair Elect will solicit nominations for the Fundraising Committee and will select two-three members. Members with or without a PhD may volunteer to serve on the Fundraising Committee.

9. *Pre-Conference.* The Division holds an official biannual 'doctoral and early career' pre-conference. Traditionally, the pre-conference is held during even years (e.g., 2016, 2018, 2020). The pre-conference is submitted in accordance with the guidelines of the NCA Pre-conference Division. The Health Communication Division does not preclude any member from submitting other pre-conference proposals, and is open to sponsoring/co-sponsoring other pre-conference proposals submitted by division members, particularly in odd years. Sponsorship/co-sponsorship refer to distributing information about the pre-conference (i.e., advertising) to the Division members through the Health Communication Division's listserv and Facebook page. According to NCA policies, Division money cannot pay for travel, membership fees, or registration fees for speakers or attendees at pre-conferences. To submit a request for Division sponsorship/co-sponsorship, applicants must complete the pre-conference sponsorship/co-sponsorship form and submit the completed form to the Vice Chair prior to the NCA submission deadline. The Executive Committee will review the form and decide whether to provide Division sponsorship/co-sponsorship. The Vice Chair will inform applicants of the decision prior to the NCA submission deadline. Please see [pre-conference form](#) for more details.

A separate unit in NCA reviews pre-conference proposals and selects several pre-conferences for the NCA convention. Divisions are not in charge of selecting pre-conferences.

9.1. *Pre-Conference purpose.* The pre-conference is designed to enhance the teaching, research, and network of advanced doctoral students (i.e., who are finishing coursework, working on dissertation proposals, conducting and writing dissertations, etc.) and junior faculty who recently earned their Ph.D. to support their career trajectory in research, teaching, and service (however, anyone may attend).

9.2. *Pre-Conference committee.* The pre-conference committee (hereafter PC) includes the PC Chair, the PC Vice Chair, at least one PC at-large member, and the Division's Graduate Student representative. The PC Vice Chair assumes the position of PC Chair for the following biannual event. For all positions other than PC Vice Chair, committee membership is a two-year commitment. In years that the pre-conference is not held (traditionally, it is not held during odd years; e.g., 2015, 2017, 2019), the Health Communication Division Chair, in consultation with the incoming PC Chair, appoints a new PC Vice Chair and at least one PC at-large member. In the case that the former PC

Vice Chair is unable to serve as PC Chair, the Health Communication Division Chair is responsible for appointing a new PC Chair.

10. *Legislative Assembly Representatives.* Depending on the Division membership size, the Division has at least two, but no more than five, representatives to the Legislative Assembly (Consult NCA's National Office for the Division's current allotment). Each year, the Vice-Chair Elect will solicit prospective LA Representatives for the Division, and members will elect the representatives (usually three representatives). The elected LA Representatives will attend the following convention's two LA meetings, and they will present a brief report of important LA matters at the NCA business meeting. If the Division is unable to recruit enough LA Representatives for the Division in a particular year, the Chair will appoint representatives. Appointees must be Division members and cannot be students. Relative to extant members, appointees should fairly represent Division sub-specialty interests.

11. *How to revise Division bylaws.* In order for the Division bylaws to be revised, the proposed changes must be distributed to the Division membership online (e.g., through the membership listserv and Facebook page). Division members will be encouraged to ask questions, share their concerns, and offer recommendations for improving the proposed changes. After incorporating membership feedback, the Executive Committee will ask Division members to vote online to approve or reject the proposed changes. Two-thirds of the members who vote online must approve the proposed changes in order for the changes to be officially approved.