

**ORGANIZATIONAL COMMUNICATION DIVISION
OF THE
NATIONAL COMMUNICATION ASSOCIATION**
Revised November 2016

ARTICLE I. NAME, AUTHORITY AND PURPOSE

- Section 1. The name of this group shall be the Organizational Communication Division.
- Section 2. The basic purpose of the Organizational Communication Division is to promote the research and teaching of communication in organizational settings. The Division is concerned with the creation of meaning, the production of messages, and the processing of information that constitutes and connects organization(s). The Division embraces diverse theoretical and methodological approaches to research and theory-building relevant to organizational communication.

ARTICLE II. MEMBERSHIP

- Section 1. General membership in the Division is open to any member of the Association who is interested in promoting the Division's purposes.
- Section 2. The full membership of the Division shall be those persons who elect Division membership with their NCA membership.

ARTICLE III. MEETINGS

A business meeting shall be held at the time and place of the annual convention of the Association. Additional meetings may be scheduled by the Executive Committee.

ARTICLE IV. OFFICERS AND COMMITTEES

- Section 1. The officers of the Division shall be the Chairperson, Vice-Chairperson, Vice-Chairperson-elect, and Secretary.
- Section 2. The Chairperson shall preside at business meetings of the Division, and shall work with the Vice-Chair-elect in membership recruitment for the Division. The Chairperson shall serve a one-year term.
- Section 3. The Vice-Chairperson shall, in cooperation and consultation with appropriate officers of the Division and the Association, plan the program of the Organizational Communication Division for the annual NCA convention. The Vice-Chairperson will chair the program planning committee and will be responsible for compiling the ratings and ranking for the papers submitted for competitive evaluation by the program committee. The Vice-Chairperson shall serve a one-year term and succeed to the office of the Chairperson in the next successive year.
- Section 4. The Vice-Chairperson-elect shall serve as a paper evaluator and member of the program committee. The Vice-Chairperson-elect shall assist the Vice-Chairperson in program planning. The Vice-Chairperson-elect shall coordinate the pre-

conference should the individual and the division wish to sponsor such an event. The Vice-Chairperson-elect shall serve a one-year term and succeed to the office of the Vice-Chairperson in the next successive year.

Section 5. The Secretary shall perform the customary duties of that office and shall be responsible for internal communication among the members. The Secretary shall prepare minutes for the business meeting to be distributed for review and preliminary approval by the executive committee within two months following the meeting, but not later than February 20. The Secretary shall send announcements, memoranda, and newsletter information to members of the Division via the Division's listserv and shall channel appropriate information to *Spectra*. The Secretary is responsible for ensuring that business meeting agendas and minutes, along with important announcements and newsletters, are posted to the Division's website. The Secretary is elected in odd numbered years and shall serve a two- year term.

Section 6. A group of Paper Evaluators shall be elected by the Division membership to serve as members of the program committee. The number of paper evaluators elected shall be determined by the Vice-Chairperson in consultation with the Executive Committee. The paper evaluators self-nominate at the annual business meeting or by signing up online; paper evaluators serve a one-year term. The paper evaluators shall be responsible for rating and ranking competitive papers and panels.

Section 7. A Chairperson for the Awards Committee shall be elected at the annual business meeting on even numbered years and serve a two-year term. The Chairperson of the Awards Committee shall be responsible for accepting nominations and coordinating the evaluation for the following categories:

- outstanding scholarly book
- outstanding edited book (in years with sufficient worthy nominations the Awards Committee may give an additional, separate award for edited books),
- outstanding textbook (textbook nominations may include first editions or revisions, provided the nominated work has not received the division's book award previously)
- outstanding article or book chapter (in years with sufficient worthy nominations the Awards Committee may give an additional, separate award for state-of-the-art review articles or chapters such as meta-analyses or synthetic reviews), and
- service engagement award.

Nominations may be made by Division members or recommended by an appointed nominating committee. The Chairperson of the Awards Committee, in conjunction with the Chairperson of the Division, shall select three or more distinguished scholars in organizational communication to evaluate the nominations and select the award winners. In the event that a member's work is nominated, a new member will be appointed. In the event that a work authored or

edited by the Chairperson of the Awards Committee is nominated, the Division Chairperson shall assume the chairperson's role for Awards Committee.

Nominations for scholarly book and textbook awards bridges a three year period (e.g., in 2017, the publication period for nominations would be 2015-2017). The Chairperson of the Awards Committee shall present the award at the Division's business meeting at the annual NCA Convention.

- Section 8. The immediate past chair shall serve as the Division's representative to the NCA Nominating Committee.
- Section 9. The Executive Committee of the Division shall consist of the Chairperson, the Vice-Chairperson, the Vice-Chairperson-elect, the Immediate Past Chairperson, and the Secretary. The Executive Committee shall serve as chief administrative authority of the Division between annual business meetings of the Association and the Division.
- Section 10. Special committees with tenure ordinarily limited to one year and with specific duties appropriate to the needs of the Division shall be appointed by the Chairperson, with the advice and consent of the Executive Committee, or shall be elected by a majority vote of individuals in attendance at the annual business meeting.
- Section 11. All officers, paper evaluators, and committee members shall take office at the conclusion of the annual business meeting, or immediately after voting has been concluded if online voting is being used.
- Section 12. Representatives to the Legislative Assembly shall be the current chair, immediate past chair, and 2nd past chair of the Division. In years where a fourth or fifth representative is required (when Division membership exceeds 999 or 1499, respectively) representatives shall be elected from the floor at the business meeting to serve the following year.

At least two representatives, including the current chair or his/her designate, and one of the elected representatives shall attend the Legislative Assembly each year.

ARTICLE V. ELECTIONS

- Section 1. The Nominating Committee of the Division shall be comprised of the past three chairpersons of the Division and headed by the immediate past Chairperson.
- Section 2. The Nominating Committee shall prepare a slate of two names for each vacancy to be filled in that calendar year. Additional nominations can be made from the floor at the annual business meeting. Elections shall be by a plurality vote. Election results will be announced at the business meeting.

Section 3. The number of paper evaluator nominees will be determined by the Vice Chairperson. The Vice Chairperson will distribute a form via the NCA OCD listserv for self-nominations for paper evaluators/reviewers, paper respondents, and session chairs after the NCA convention, but before January 31st of the program year.

ARTICLE VI. PROGRAM PROPOSALS AND CONVENTION PAPERS.

Section 1. Individuals may submit both program proposals and competitive papers to the program committee. Competitive papers shall be selected through a blind review process. The paper evaluators shall read the papers and assign ratings and rankings to each one. The Vice-Chairperson shall decide on the system for distributing the papers and shall compute a z score to determine the ranking of papers. The top 5-10 papers according to z scores (the exact number to be determined by the Vice-Chairperson based on a substantial break in the scores) shall be sent to a new group of at least three readers (selected by the Vice-chairperson from the group of elected paper readers) who will rate and rank these papers. Their ratings and rankings shall be the basis for determining those selected for the "Top 3" (or "Top 4") panel. The Vice-Chairperson shall distribute a copy of the z scores and other information on the evaluation process to each person who submitted a paper or proposal.

Section 2. Competitive papers and program proposals shall be rated separately. The following criteria shall guide the evaluation of the papers and proposals: (1) originality, (2) interest to Division members, and (3) overall quality. All competitive paper submissions shall include full papers with abstracts. Program proposals shall include a statement of the purpose of the panel, a rationale for presenting the panel, a list of the names and titles of participants, a brief summary of each participant's paper, and a statement indicating that each participant is willing to attend the convention.

Section 3. The Vice-Chairperson shall work with the first Vice-President of the Association to schedule programs. The Vice-Chairperson, in conjunction with the members of the program committee, shall decide on the number of competitive paper programs and the number of panel proposals, in accordance with the directives of NCA.

ARTICLE VII. PARLIAMENTARY AUTHORITY

All meetings of the Division, its committees, or other subsidiary bodies, shall be governed by the parliamentary rules and usages contained in the current edition of *Robert's Rules of Order*.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to these Bylaws may be initiated by a majority of the Executive Committee, by a majority of the Division membership at a business meeting, or by a petition addressed to the Chairperson and signed by twenty-five members of the Division.

Section 2. The adoption of a proposed amendment requires a two-thirds majority vote of those present at the annual business meeting of the Division.

- Section 3. These revised Bylaws shall become effective after ratification by a majority vote of the Division at the 2003 business meeting.
- Section 4. Proposed amendments to ARTICLE IV, Section 5; ARTICLE IV, Sections 8 and 12 shall become effective after ratification by a majority vote of the Division at the 2007 business meeting.
- Section 5. Proposed amendments to Article IV Sections 5, 6, 7, and 11; Article V Sections 2 and 3 became effective after ratification by a majority vote of the Division at the 2016 business meeting and an online vote of the Division conducted immediately after the 2016 meeting.