

**BYLAWS OF THE PUBLIC DIALOGUE AND DELIBERATION DIVISION
OF THE
NATIONAL COMMUNICATION ASSOCIATION**

ARTICLE I. NAME, AUTHORITY, AND PURPOSE

Section 1. The name of this interest group is the Public Dialogue and Deliberation Division of the National Communication Association (NCA).

Section 2. The authority of this organization is derived from Article VII of the Constitution and Article VI of the Bylaws of NCA, and its powers and procedures are those prescribed therein.

Section 3. The purpose of the Public Dialogue and Deliberation Division shall be to promote scholarship, teaching, practice, and public engagement related to the practice of public dialogue and deliberation. Toward that larger goal, a primary function of the Division is to conduct panels, sessions, and business at the annual meeting of NCA.

ARTICLE II. MEMBERSHIP

Section 1. Membership in this Division is open to any member of NCA who is interested in promoting the Division's purpose.

Section 2. The full membership of the Division shall be those persons who identify themselves as members of the Public Dialogue and Deliberation Division with their NCA membership.

ARTICLE III. MEETINGS AND ELECTIONS

Section 1. At each annual business meeting, or via an online voting platform following and initiated within twenty days of the annual business meeting, elections shall be held to select various officers, committee chairs, committee members, representatives and liaisons of the Division as specified in these Bylaws.

Section 2. Nominations for each election will be reported by the Nominating Committee as specified in Article V of these Bylaws.

Section 3. Following the report of the Nominating Committee and any nominations made from the floor, the elections shall be conducted by the chair of the Division in such a way as to provide for election by a plurality of those voting at the meeting.

ARTICLE IV. OFFICERS

Section 1. The officers of the Division shall be: a chair, a vice-chair, a vice-chair elect, an immediate past chair, and a secretary. On December 31, the vice-chair shall succeed to the office of chair, the vice-chair elect shall succeed to the office of vice-chair, and the chair shall succeed to the office of immediate past chair.

Section 2. The chair shall preside at meetings of the Division, shall discharge the usual responsibilities adhering in such office, shall provide advice to the vice-chair as requested, and shall serve as a representative of the Division on the Legislative Assembly of the Association. The chair shall present an annual report to the Legislative Assembly in such form and manner as the Assembly prescribes and will make a report to the Division at the annual business meeting of the Division. The term of the office shall be one year.

Section 3. The vice-chair shall, in cooperation with the first vice-president of the Association, after consulting with Division officers and committees, plan that portion of the program of the Association for which the Division is responsible. The vice-chair will present a report on the program planning at the annual business meeting of the Division. The term of office shall be one year.

Section 4. The vice-chair elect shall cooperate with the vice-chair in planning the convention programs of the Division. The term of office shall be one year.

Section 5. The secretary shall perform the customary duties of that office, including preparing and disseminating minutes of the annual business meeting. The term of the secretary shall be three years.

Section 6. The immediate past chair will provide such assistance as requested from the chair in assembling reports, setting the agenda for the annual meeting, and ensuring continuity in the operation of the Division. The immediate past chair shall serve as a representative of the Division on the Legislative Assembly of the Association and to the NCA nominating committee. The term of office shall be one year.

Section 7. In the event of an incapacity of an officer, the Executive Committee of the Division (see Article V) shall, at its discretion and in accordance with the bylaws of the Association, divide the uncompleted duties among existing officers, or elect a replacement to serve until the next business meeting, or establish a nomination and election procedure for selecting a replacement.

ARTICLE V. COMMITTEES

Section 1. The Executive Committee of the Division shall consist of the chair, the vice-chair, the vice-chair elect, the immediate past chair, and the secretary. It shall, between annual meetings of the Division and of the Association, serve as the chief administrative

authority of the Division. If a committee position is vacated, the Executive Committee may appoint an individual to fill that position for the remainder of the unfinished term.

Section 2. The Nominating Committee shall consist of five (5) members elected at the annual business meeting of the Division.

Sec. 2.1. Nominations for members of this committee shall be made via open nominations from the floor in the business meeting.

Sec. 2.2. Committee members serve two-year terms, with two members chosen in even numbered years and three members in odd numbered years.

Sec. 2.3. The Nominating Committee shall be chaired by a person chosen by the members of the committee at the beginning of each calendar year. Members are encouraged to select a person who has served on the committee during the previous year.

Sec. 2.4. Except for the provisions of these Bylaws, the Nominating Committee shall proceed without instruction to select a slate of at least two (2) confirmed nominees for each position to be filled at the election to be held at the next annual meeting. A confirmed nominee is one who has agreed to be nominated and to serve if elected.

Sec. 2.5. The Nominating Committee shall slate candidates for each of the Division's officer positions (see Article IV), as they become vacant.

Sec. 2.6. The Nominating Committee will encourage representation of the communication discipline's regional associations when identifying candidates for offices, including the Nominating Committee itself.

Section 3. The Executive Committee may appoint, or propose the election of, such ad hoc committees as they deem appropriate in furthering the purposes of the Division. Division members not on the Executive Committee who wish to form such committees should submit such requests directly to a member of that committee.

Section 4. The Division in its annual meetings may, upon application by interested members or on its own initiative, create additional standing committees or other subsidiary bodies as it shall deem appropriate in furthering the purposes of the Division. The Executive Committee may create such committees or bodies on an interim basis only, subject to definitive action at the next annual business meeting.

ARTICLE VI. PARLIAMENTARY AUTHORITY

In the absence of any provision to the contrary in the Constitution or Bylaws of NCA or in the bylaws of the Division, all business meetings of the Division and of its committees or other subsidiary bodies shall be governed by the parliamentary rules and usage

contained in *Robert's Rules of Order, Newly Revised*. The normal conduct of business may operate with a more informal process, akin to the Committee of the Whole (Section 51 of *Robert's Rules*), with the more formal parliamentary conventions employed when requested by a member or necessitated for the orderly conduct of business.

ARTICLE VII. AMENDMENTS

Section 1. Amendments to these Bylaws may be initiated by the Executive Committee or by a petition addressed to the committee and signed by at least twenty five (25) members of the Division. The full membership must be notified of the proposed amendments at least sixty (60) days prior to the next business meeting. Any member seeking to propose Bylaws amendments is also encouraged to share draft amendments widely among the membership for deliberation prior to circulating a petition or initiating them via the Executive Committee.

Section 2. For the adoption of a proposed amendment, a three-quarters majority vote of the Division members casting ballots will be required at any business meeting or in an election conducted via an online voting platform following and initiated within twenty days of the annual business meeting.

Adopted by the June, 2015 special election conducted by NCA.

Amended November 20, 2015, at the NCA business meeting to permit electronic voting.