

# Public Address Division (PAD) By-Laws

Approved November 18, 2004

Amended November 18, 2006

Amended November 16, 2012

Amended November 22, 2013

Amended November 17, 2023

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## **ARTICLE I. Name, Authority, and Purposes**

Section 1. The name of this organization is the Public Address Division of the National Communication Association (NCA).

Section 2. This organization's authority is derived from Article VII of the Constitution and Article VI of the By-Laws of the National Communication Association, and its powers and procedures are prescribed therein.

Section 3. The purposes of the Public Address Division shall be to promote the study, criticism, research, teaching, and application of the principles of speech communication in all forms of intentional and instrumental public discourse and dialogue, historical and contemporary.

## **ARTICLE II. Membership**

Section 1. Membership in this Division is open to any member of the Association interested in promoting the Division's purposes.

Section 2. The full membership of the Division shall be those persons so designated in the current Directory of the Association or by the Executive Secretary of the National Communication Association.

## **ARTICLE III. Meetings**

Business meetings shall be held in conjunction with the annual meeting of the Association as published in the program for the annual meeting of the Association and on the Division's Website.

## **ARTICLE IV. Elections**

Section 1. At each annual business meeting, elections shall be held to select various officers, committee chairpersons, committee members, representatives, and liaisons of the Division as specified in these bylaws.

Section 2. Nominations of the election will be reported by the Nominating Committee as specified in Article VI, Section 2 of these By-Laws.

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

## **ARTICLE V. Officers of the Division**

Section 1. The officers of the Division shall be: a chairperson, a vice-chairperson, a vice-chairperson elect, an immediate past chairperson, a secretary, and a Webspinner. At the conclusion of the Division's annual business meeting at the Association convention, the vice-chairperson shall succeed to the office of chairperson, the vice-chairperson elect shall succeed to the office of vice-chairperson, and the chairperson shall succeed to the office of immediate past chairperson.

Section 2. The chairperson shall preside at meetings of the Division, shall discharge the usual responsibilities adhering in such office, shall provide advice to the vice-chairperson as requested, and shall serve as a default representative of the Division on the Legislative Assembly of the Association unless this responsibility is delegated to another member of the executive committee during this year of their service. They 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 Division's annual business meeting. The term of office shall be one year.

Section 3. The vice-chairperson shall, in cooperation with the first vice-president of the Association, and after consulting with Division officers and committees, plan that portion of the program of the Association for which the Division is responsible. At such times that the Division's membership allows for three representatives on the Legislative Assembly, the vice-chairperson shall serve as a representative of the Division unless this responsibility is delegated to another member of the executive committee during this year of their service. The vice-chairperson will make a report on the program planning at the annual business of the Division. The term of office shall be one year.

Section 4. The vice-chairperson elect shall cooperate with the vice-chairperson in planning the division's convention program. The term of office shall be one year. The vice-chairperson elect may serve as a delegate to the legislative assembly should another member of the executive committee be unable to attend.

Section 5. The secretary shall perform the customary duties of that office. The term of the secretary shall be three years.

Section 6. The immediate past chairperson will provide such assistance as requested from the chairperson in assembling reports, setting the agenda for the annual meeting, and ensuring continuity in the operation of the Division. The immediate past chairperson shall serve as a the default representative of the Division on the Legislative Assembly of the Association unless this responsibility is delegated to another member of the executive committee during this year of their service. The term of office shall be one year.

Section 7. The Division Webspinner will be responsible for finding a host for and for maintaining the Division's Web site, which will include a copy of the bylaws, announcements and news relevant to the Division, convention previews, and other materials as requested by the officers or of interest to the members. The Webspinner will be recruited and confirmed by the Executive Committee of the Division. The term of office shall be three years. The Webspinner may serve consecutive terms.

Section 8. In the event that Division membership allows more than three representatives on the Legislative Assembly, the nominating committee of the Division will provide at least two nominees for each available position on the Legislative Assembly. Members elected to the Legislative Assembly will serve a term of two years (or until representation is decreased)

Section 9. In the event of the incapacity of an officer, the Executive Committee of the Division shall, at its discretion and in accordance with the bylaws of the Association, divide the uncompleted duties among existing officers, elect a replacement to serve until the next business meeting, or establish a nomination and election procedure for selecting a replacement.

## **ARTICLE VI. Committees of the Division**

Section 1. The Executive Committee of the Division shall consist of the chairperson, the vice-chairperson, the vice-chairperson elect, the immediate past chairperson, **the IDEA Chairperson**, the secretary, and elected representatives to Legislative Assembly. It shall, between annual meetings of the Division and of the Association, serve as the chief administrative authority of the Division. Any member of the executive committee (Immediate Past Chair, Chair, Vice-Chair, Vice-Chair Elect, IDEA Committee Chair) shall be authorized to serve as representative of the Division on the Legislative Assembly. In the event that there are insufficient representatives from the Executive Committee, the chairperson may also delegate this responsibility to another officer of the division.

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

Sec. 2.1. The Nominating Committee shall be chaired by the person receiving the largest number of votes in its election.

Sec. 2.2. Except for the provisions of these By-Laws, 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. 2.3. The Nominating Committee shall slate candidates for each of the following positions as they become vacant: vice-chairperson elect, the PAD IDEA chairperson and committee (five members, elected annually, with the member receiving the greatest number of votes becoming chairperson), secretary (one member), representative to the NCA Nominating Committee (one member), divisional nominating committee (five members), the Marie Hochmuth Nichols Award Committee (two members), the Benson-Campbell Dissertation Research Award Committee (three members, one new member added annually), the Emerging Public Address Scholar Award (three members, one new member added annually), the New Horizons Award (three members, one new member added annually), and a representative on the James A. Winans-Herbert A. Wichelns Memorial Committee (one member).

Sec. 2.3.1 Nominees to the Marie Hochmuth Nichols Award Committees should not also be serving on the Winans-Wichelns Committee, the Diamond Anniversary Award Committee, or the Golden Anniversary Monograph Award Committee. Nominees to the Marie Hochmuth Nichols Award Committee agree that, if elected, they will not accept nomination to an overlapping term on one of these other committees. The composition of the Nichols Committee will consist of two elected members of the division each serving a one-year term. The third member, serving as the committee's chair, is the immediate past chair of the Public Address Division.

Sec. 2.3.2. The Benson-Campbell Dissertation Research Proposal Award Committee will consist of

three elected members of the division, each serving a three-year term. One member is elected each year, and the member in his or her third year on the Committee shall serve as its chairperson.

Sec. 2.3.3 Nominees to the Winans-Wichelns Award Committee should not also be serving on the Nichols Award Committee, the Diamond Anniversary Award Committee, or the Golden Anniversary Monograph Award Committee. Nominees to the Winans-Wichelns Award Committee agree that, if elected, they will not accept nomination to an overlapping term on one of these other committees.

Sec 2.3.4. The division will elect one person to serve as the representative to the NCA Nominating Committee. The term of office shall be one year.

Sec 2.3.5 The Inclusion, Diversity, Equity, and Accessibility (IDEA) subcommittee will consist of five elected members of the division. The chairperson shall be the elected member who receives the greatest number of votes in a given year, and the term of the chair and the committee shall be one year. The chairperson of the IDEA subcommittee is also a member of the executive committee for the duration of their term. The charge(s) of the IDEA subcommittee shall be determined by the IDEA subcommittee chairperson in consultation with the Public Address executive committee based on previous years' charges and the division's needs at a given moment. The elected members of the IDEA subcommittee are advised that they should develop the committee's charges in a given year based on the recommendations of the past IDEA subcommittee chair and in consultation with the Public Address Division executive committee.

Sec 2.3.6 The Emerging Public Address Scholar Award committee will consist of three elected officers who are members of the division, each serving a three-year term. One member is elected each year, and the member in his or her third year on the Committee shall serve as its chairperson.

Sec 2.3.7 The composition of the New Horizons Award committee will consist of three elected officers who are members of the division, each serving a three-year term. One member is elected each year, and the member in his or her third year on the Committee shall serve as its chairperson.

Sec. 2.3.8. In the event of the incapacity or absence of an elected committee member, the Executive Committee of the Division shall, at its discretion and in accordance with the bylaws of the Association, divide the uncompleted duties among existing members, elect a replacement to serve until the next business meeting, or establish a nomination and election procedure for selecting a replacement.

Section 3. The Division in its annual meetings, the Executive Committee, or the officers individually may appoint, or propose the election of, such ad hoc committees as any of them deems appropriate in furthering the purposes of the Division.

Section 4. The Division may, at its annual meetings, create additional standing committees or other subsidiary bodies upon application by interested members or on its own initiative to further the Division's purposes. 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 VII. Representatives and Liaisons of the Division**

Section 1. The Division shall elect representatives who, in conjunction with representatives elected by

the Rhetorical and Communication Theory Division of the NCA, will constitute the three-member James A. Winans- Herbert A. Wichelns Memorial Award Committee of the NCA. In alternate years, the Public Address Division will elect a single member who will serve a three-year term. The member in his or her third year on the Committee shall serve as its chairperson.

Section 2. The Division shall elect such other representatives as are appropriate to serve as liaisons to or representatives on committees of the Association, of other divisions within the Association, or of affiliate organizations to the Association.

#### **ARTICLE VIII. Parliamentary Authority**

Section 1. In the absence of any provision to the contrary in the Constitution or By-Laws of the Association or in the By-Laws 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 usages contained in the current edition of Robert's Rules of Order, Newly Revised.

#### **ARTICLE IX. Amendments**

Section 1. Amendments to these By-Laws may be initiated by the Executive Committee or by a petition addressed to the committee and signed by twenty-five members of the Division.

Section 2. A two-thirds majority vote of the Division at any regular business meeting will be required to adopt a proposed amendment.

Section 3. Any fifty members of the Division may present a petition mandating that the Executive Committee submit a proposed amendment to the full membership. If approved by a majority of the members voting, such an amendment shall be adopted.