

# **RISK COMMUNICATION SPECIALTY GROUP SOCIETY FOR RISK ANALYSIS BY-LAWS**

## **I. Name and Purpose of the Specialty Group.**

The name of the group is the Risk Communication Specialty Group (RCSG) of the Society for Risk Analysis (SRA). The purpose of the group is to facilitate the exchange of ideas and knowledge among practitioners, researchers, scholars, teachers, students and others interested in risk communication. The RCSG seeks to encourage collaborative research in risk communication and to provide leadership and play an active role in advancing issues related to risk communication.

## **II. Members of the RCSG**

Members shall consist of all people with an interest in risk communication who indicate a desire to be members by submitting their names of the Secretary/Treasurer or the Secretariat, and who pay annual dues to the Society for Risk Analysis. It is the option of the Board to request dues for membership to the RCSG.

## **III. Meetings of Members.**

Annual meeting of the RCSG will be held in conjunction with the Annual Meeting of the Society for Risk Analysis. Announcements of the annual meetings will be included in the official program of the Society.

## **IV. Governance of the RCSG**

- A. Four officers and up to three members-at-large will form the Board, which will govern the RCSG on behalf of the members and manage its affairs between annual meetings. The Board must be composed of members of the Society for Risk Analysis.
- B. The four officers of the Board and their responsibilities are as follows:
  1. Chair: Prepare for/chair the RCSG Business Meeting at the Annual Meeting of the Society for Risk Analysis, work with SRA officials to organize RCSG meetings or panels, coordinate and encourage the development of symposia for the annual meeting, assist the Chair-Elect in the transition to the newly-elected Board between the Board Elections and subsequent RCSG Business Meeting, and take other actions that are in the interest of the RCSG. These include but are not limited to Student Paper Awards to be selected by the means deemed appropriate by the Chair and awarded at the RCSG Business Meeting.
  2. Chair-elect: the Chair-elect may stand for the Chair at a meeting should the Chair be unavailable. S/he shall also coordinate the transition to the newly-elected Board between the Board Elections and subsequent RCSG Business Meeting, including creating agenda items for the Business Meeting in concert with the other newly-elected Board members.

3. Secretary/Treasurer: Maintain a record of actions of the RCSG's Officers and the meeting, working as appropriate with the SRA Secretariat, maintain the financial records of the RCSG, and communicate relevant information to the RCSG membership. The
  4. Student Representative: Participate in Board meetings representing the interests and sensibilities of the student membership of the RCSG.
- C. The Chair may also delegate, as necessary, additional Specialty Group-relevant tasks to the Officers.
- D. The three members-at-large are as follows:
1. Immediate Past Chair: When the Chair leaves office at the end of his/her term, s/he becomes the Immediate Past Chair and may also continue serving on the Board of the RCSG on a voluntary basis. If so, the Immediate Past Chair may also assume Specialty Group-related responsibilities as delegated by the Chair.
  2. Councilors: Two (2) members will be elected to the Board every other year as advisors to the RCSG. Each serves a two-year term. The Councilors may also assume Specialty Group-related responsibilities as delegated by the Chair.
  3. The duties of the Board are as follows: Fill vacancies in any office, including its own membership until the next scheduled election; nominate candidates for office and non-officer Board positions and solicit nominations from the membership, propose amendments to the By-Laws or receive petitions for changes in the By-Laws; make decisions and recommendations for any business of the RCSG; encourage and promote the advancement of issues related to risk communication; establish liaisons where appropriate with other societies and groups engaged in similar or related activities; and interpret these By-Laws. Liaisons with other societies or groups will be members of the RCSG Board or appointees of the Board. Whenever possible, the Board shall make RCSG-related decisions through consensus but, at the discretion of the Chair, may hold a formal vote at which time all officers and members-at-large shall vote, with a majority needed to adopt said decision.
  4. Past Officers: Past officers other than the Immediate Past Chair may serve the RCSG Board on a voluntary basis in an informal (non-voting) advisory capacity, as requested by the Board.
  5. Additional positions: Additional members may serve the RCSG Board on a voluntary basis in an informal (non-voting) advisory capacity, as requested by the Board.
  6. Election: All Board positions (except the Immediate Past Chair) shall be filled via elections consisting of a direct vote of RCSG members. Elections shall occur via confidential e-mail ballot prior to the RCSG Business Meeting, with newly elected Board members taking office at the conclusion of the Meeting. The election of officers will proceed as follows.
    - a. The Chair shall ask RCSG member for nominations through the RISK Newsletter, Preliminary Annual Program, an electronic mailing, or other means. All nominations shall be sent to the Chair by the last Monday in September, after which time the Chair shall contact all nominees to ascertain their willingness to serve if elected and gather

- brief biographical information. Those willing to serve shall be added to the ballot. No nominations shall be made at the Annual Meeting.
- b. If no nominations are made for any position on the Board, the sitting Board, at its discretion, will (a) appoint one of the Officers to this position for a term ending at the next annual business meeting, or (b) create a rotational position for that year, and appoint individual members of the Board to terms of rotation, each to be specified by the Board.
  - c. By the first Monday of October, the Chair shall confirm all nominee interest and send to SRA a list of all nominated candidates for Board positions. SRA shall then create an online ballot to be sent to all RCSG members. RCSG shall cover all costs associated with the creation of the online ballot
  - d. Once available, the Chair shall work with SRA to send the e-mail ballot to all members on/around the third Monday of October. Voting shall be open for a period of 10 business days upon ballot availability, although this period may be slightly adjusted depending on logistical issues that may arise.
  - e. The Chair shall tally all votes at the conclusion of voting and shall announce all winners via the RCSG e-mail list.
  - f. Officers shall be elected by a plurality vote. In the case of a tie, the Chair shall choose a winner by drawing lots or a similarly random act, with results then communicated to RCSG members.
  - g. Elected officers shall take office at the conclusion of the Annual Meeting.
  - h. Questions or conflicts regarding any election shall be settled by the Board.
  - i. In the event that an officer is unwilling or unable to complete his/her term of office, the Board may fill the vacancy with an individual of their choosing on an interim basis until the next election, at which time a replacement will be elected to fill the remaining term of the officer if necessary.

G. The terms of office for RCSG officers are:

1. Chair: 1 year.
2. Chair-elect: 1 year, after which s/he automatically succeeds the Chair.
3. Secretary/Treasurer: 1 year.
4. Past-Chair: 1 year.
5. Councilors: 2 years.

## **V. Amendments to the By-Laws.**

Amendments to these By-Laws may be proposed in three ways:

- A. By the Board during the RCSG Business Meeting.
- B. By an RCSG member during the RCSG Business Meeting.
- C. By an RCSG member via a petition containing the signatures of 25 percent of the RCSG members submitted 30 days prior to the RCSG Business Meeting.
- D. In all cases, the proposed amendment shall be presented to the RCSG membership in writing, with discussion occurring at the RCSG Business Meeting.

- E. Following the meeting, the Chair shall coordinate with SRA to create an online ballot as quickly as possible, and the ballot shall remain open for 10 business days.
- F. The Chair shall then tabulate the results and communicate them to RCSG members.
- G. Amendments become effective immediately after approval by two-thirds of the members returning their online ballots.

**VI. Implementation of these By-Laws.**

These By-Laws will go into effect with a majority vote of those present at the Annual RCSG Business Meeting followed by approval of these By-Laws by the Society for Risk Analysis Council.

**Date of Bylaws approval by RCSG Members:**

**Date of Bylaws approval by SRA Council:**