

SOCIETY FOR RISK ANALYSIS, RISK COMMUNICATION SPECIALTY GROUP
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 provide leadership in advancing risk communication scholarship, pedagogy, and practice.

II. Members of the RCSG

Members shall consist of all people with an interest in risk communication who pay annual member dues to SRA. It is the option of the Board to request dues for RCSG membership.

III. Meetings of Members

The RCSG Business Meeting will be held in conjunction with the SRA Annual Meeting. Announcements of the Business Meeting will be included in the official Annual Meeting program.

IV. Governance of the RCSG

- A. Five officers and three members-at-large will form the Board.
- B. The Board must be composed of SRA members.
- C. The Board shall encourage and promote the advancement of issues related to risk communication generally, collaborate with other RCSG specialty groups or non-SRA entities engaged in similar or related activities when necessary, govern the RCSG by carrying out tasks described in these By-Laws, and interpret these By-Laws when necessary.
- D. The five officers of the Board and their responsibilities are as follows:
 1. Chair: Prepare for the RCSG Business Meeting (e.g., soliciting agenda items and chairing the meeting), solicit RCSG submissions to the SRA Annual Meeting, organize all submissions into RCSG sessions, assist the organizer of the Student Paper Competition when necessary (to be awarded at the RCSG Business Meeting), assist the Chair-Elect in the transition to the newly-elected Board, and take other actions that are in the interest of the RCSG. The Chair may also delegate responsibilities to other Board members.
 2. Chair-elect: the Chair-elect may stand for the Chair at a meeting should the Chair be unavailable. S/he shall also coordinate annual Board elections, assist the Chair in the transition to the newly-elected Board, and assist in other RCSG duties as necessary. The Chair-Elect may also delegate responsibilities to other Board members.
 3. Secretary/Treasurer: Maintain minutes from the Business Meeting, post these minutes on the RCSG website, maintain the financial records of the RCSG, and communicate relevant financial information to the RCSG membership when necessary.

4. Student Representative: Participate in Board meetings by representing the interests of RCSG student members.
5. Communications officer: Will support internal and external communications strategies, and in collaboration with the Chair and other Board Members, help to coordinate RCSG social media account activities. These include writing, editing, and distributing relevant publicity of RCSG activities and related content of interest to RCSG members.

E. The three members-at-large of the Board 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 shall continue serving on the Board in an advisory capacity.
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.

F. Past Officers and additional positions

1. Past officers other than the Immediate Past Chair may serve the RCSG Board in a voluntary, non-voting advisory capacity, as requested by the Board.
2. Additional RCSG members may serve on the RCSG Board in a voluntary, non-voting advisory capacity, as requested by the Board

G. Whenever possible, the Board shall make policy decisions through consensus but, at the discretion of the Chair, may hold a formal vote. In such a case, all five officers and three members-at-large shall vote, with a majority needed to adopt a proposed policy.

V. Elections

A. 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. The election of officers will proceed as follows.

1. The Chair-Elect shall coordinate the elections and designate other Board members to assist when necessary.
2. The Chair-Elect shall solicit nominations by e-mailing all RCSG members via the SRA website. (SRA administration can assist in this process). Such outreach shall begin immediately after the early bird registration deadline for the SRA Annual Meeting (typically late October) to ensure that membership and member contact information are as up-to-date as possible. **The suggested deadline for nominations is 1 week after initial member outreach.**
3. The Chair-Elect 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 Business Meeting. **The suggested deadline to finalize the list of nominees is 1 week after the close of nominations.**

- a. 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 until the next election for the position or (b) appoint multiple Officers to this position in a rotating capacity until the next election for the position.
4. Upon the close of nominations, the Chair-Elect shall immediately send to SRA a list of all nominees, positions for which they are nominated, and relevant biographical information. SRA shall then create an online ballot to be sent to all RCSG members. RCSG shall cover costs for creating the online ballot.
5. Once the ballot is available (typically around mid-November), the Chair-Elect shall work with SRA to send it (via e-mail) to all members. Voting shall be open from that time until the start of the RCSG Business Meeting.
 - a. The Chair-Elect may permit in-person voting at the Business Meeting (via secret ballot) for members who were unable to vote via electronic ballot. The Chair or designate must ensure that paper ballots are printed and available.
 - b. The Chair-Elect shall announce this option at the Business Meeting prior to certifying election results.
 - c. The Chair-Elect must have a list of all current RCSG members (available from the SRA website) and members who already voted online (available from SRA). Any individuals who wish to vote via paper ballot must be a current RCSG member who hasn't already voted electronically.
 - d. The Chair-Elect shall add paper ballot votes to the final election tally prior to certifying the election.
6. The Chair-Elect or designate shall tally all votes at the conclusion of online and in-person voting and announce winners at the end of the Business Meeting.
7. 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.
8. Elected officers shall take office at the end of the Business Meeting.
9. Questions or conflicts regarding any election shall be settled by the Board.
10. 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 for that particular position

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. Communications Officer: 1 year.
6. Councilors 2 years.

V. Amendments to the By-Laws.

- A. Amendments to these By-Laws may be proposed in two ways: By the Board during the RCSG Business Meeting OR by an RCSG member during the RCSG Business Meeting.

- B. In all cases, the proposed amendment shall be presented to RCSG membership in writing at least 1 week prior to the Business Meeting. The text of the amendment shall be e-mailed to the Chair by this deadline, who will then circulate it to other Board members and the broader membership.

- C. Discuss of the amendment shall occur at the Business Meeting. Amendments become effective immediately after approval by a majority of the members attending the Business Meeting.

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 SRA Council.

Date of Initial Bylaws approval by RCSG Members: 12/11/17

Date of Most Recent Amendment: 12/9/19

Date of Bylaws approval by SRA Council: