NCB-ESA Committee Guidelines

Procedures and Guidelines-President-Elect
1. The President-Elect serves as a member of the Executive Committee.
2. The President-Elect should appoint his/her chairs for the Local Arrangements and Program Committees a year in advance so they can work with the current chairs.
3. The President-Elect, with the President, reviews committee appointments, help to solicit volunteers and fill vacancies by the time of the annual meeting or shortly thereafter. Appoint ad-hoc committee chairs as needed.
4. The President-Elect appoints a Vice-Chair for the National ESA Awards Committee. The Vice-Chair ensures continuity within the Awards Committee.
5. The President-Elect works with the Chair of the Student Affairs Committee to appoint officers as needed. The typical progression is the Vice-Chair assumes the role of Chair. The 3rd presiding member should be selected on the basis of number of remaining years before degree completion and interest in student affair activities.
6. The NCB President-Elect, along with the SAC Chair, appoints student representatives to the following committees:
   a. Program
   b. Linnaean Games
   c. Local Arrangements
   d. Student Awards
   e. Student Affairs
7. The President-Elect should inform the Chair of the NCB Student Affairs Committee and the Chair of the National ESA Committee on Student Affairs about the appointments to the Student Affairs Committee in a timely manner.

Procedures and Guidelines-President
The President oversees the affairs of the North Central Branch, and in particular, develops plans for the annual meeting. The following are the guidelines and a chronology of events for the President:
1. Prepare regular letters to membership: following the annual meeting, end of summer, December, and prior to the annual meeting. Letters are timed for call for papers, symposia submissions, and for award deadlines.
2. Submit the name of a nominee for President-Elect of the Entomological Society of America. In the situation where the nominee is a "Nominee of the Branch," the President-Elect should consult fully with the Executive Committee.
3. Submit two nominees each for Director-Elect and a representative to the Certification Board as NCB representative three year term becomes vacant. The NCB Nominating Committee will present the nominees to the Executive Committee. Nominations due to the ESA office by June 1.
4. Submit North Central Branch nominee for Secretary-Treasurer of ESA (every third year).
5. Appoint student to be NCB Student Representative to the National Committee on Student Affairs (every 2 years).
6. Write letter of congratulations to nominees and award winners.
7. Assist in development of program for award luncheon.
8. Also send Secretary-Treasurer a photo for front cover of program.
9. Invite ESA Executive Director and National President to attend Annual Meeting by January 15.
10. Plan Executive Committee meetings. The first meeting is held the first day of the branch meeting. The second meeting is held the day before the Final Business meeting. E-mail requests for agenda items about 30 days in advance.

11. Plan final business meeting with Secretary-Treasurer.


13. Appoint chair of the Nominating Committee and provide committee and President-Elect with list of vacancies to fill.

Procedures and Guidelines-Secretary-Treasurer

The By-Laws (Article II, Section 3) states: "The Secretary-Treasurer shall serve as business officer, keeping the accounts and records of the Branch; distribute to the membership program suggestion forms and print and distribute the programs; be in charge of registration at the annual meeting; report annually to the Branch, having the accounts audited prior to the Branch meeting by a committee selected by the President; furnish a suitable fidelity bond, the premium to be paid by the Branch; receive remuneration for personal expenses incurred in attending Branch meetings, subject to approval of the President; and be eligible for re-election to a second term. The election of the Secretary-Treasurer shall take place one year in advance of taking office."

On-Going Activities:
1. Pay bills and maintain financial records.
2. Send sympathy letters to families of deceased NCB members. Send copies of these letters to the NCB Resolutions Committee Chair.
3. Serve as a "clearing house" for all NCB news releases. Prepare items of interest for ESA Newsletter whenever possible.
4. Maintain list of "Items to Discuss" for next Annual Meeting, plus list of tabled items from previous Annual Meeting.
5. Route routine mail to the appropriate NCB Officers or committee chairs.
6. Maintain files of hotel correspondence and contracts. Be knowledgeable about hotel changes that may affect upcoming NCB Annual Meetings.
7. Watch for key dates regarding membership mailings. Prod frequently whenever deadlines get close. Do not let Program Chair get behind. Proper anticipation of problems insures adequate safety in meeting printing and mailing deadlines.

NCB E-mail notifications:
1. NCB mailings are sent to the membership in June, August, and January.
4. Obtain high resolution images and files of designated material from the NCB President, committee chairs or other appropriate individuals approximately one month prior to the meeting.
5. Insure that you have enough time for printing, preparation, and collating.

New Secretary-Treasurer Initial Activities:
1. Establish checking account and some type of savings account upon receipt of funds from Local Arrangements Chair, ESA (subvention check), and/or previous Secretary-Treasurer. A balance of $25,000 (ca. two years’ operating expenses) should be maintained to cover Branch expenses in the event of unanticipated revenue losses.
2. Become familiar with financial records, account book procedures, and current investment company.
3. Review the file system and become familiar with the most frequently used files:
   a. Constitution and By-Laws
   b. Proceedings of last meeting
c. Mailings and mailing procedures  
d. Minutes of Executive Committee Meetings and Business Meetings  
e. Hotel contracts  
f. Past programs, NCB and others  
g. Treasurer's books  

6. Pay outstanding bills from previous meeting.

**Monthly Guidelines:**

**April**

1. Write appropriate "thank you" letters as per Resolutions Report  
2. Write letters to families of deceased NCB members as per Resolutions Report.  
3. Pay any outstanding bills resulting from the Annual Meeting.  
4. Establish contact with new NCB President.  
5. Deposit any outstanding checks (ESA subvention, registrations, etc.) resulting from the annual meeting.  
6. Routine filing and correspondence.

**May**

1. Obtain electronic copies of the following for the June NCB mailing:  
   a. NCB President’s letter (from NCB President)  
   b. Updated Committee list (from NCB President)  
   c. NCB Award of Merit announcement (from NCB Award of Merit Committee Chair).  
   d. C. V. Riley Award announcement (from NCB C. V. Riley Award Committee Chair)  
   e. J. H. Comstock Award announcement (from NCB Student Awards Committee Chair)  
3. Maintain contact with NCB President.  
4. Routine filing and correspondence.

**June**

1. Prepare and email June NCB mailing.  
2. Contact past Local Arrangements Chair regarding completion of the Final Report.  
3. Maintain contact with NCB President and develop plans for the Program Planning Meeting.  
4. Routine filing and correspondence.

**July**

1. Obtain electronic copies of the following for the August NCB mailing:  
   a. NCB President’s letter (from NCB President)  
   b. NCB election nomination form (from NCB Nominations Committee Chair)  
   c. National ESA Awards announcement (from NCB National ESA Awards Committee Chair)  
   d. Graduate Scholarship announcement (from NCB Student Awards Committee Chair)  
   e. Graduate Student Awards Competition announcement (from NCB Student Awards Committee Chair)  
   f. Call for Papers/Posters (from NCB Program Chair)  
2. Maintain contact with NCB President.  
3. Routine filing and correspondence.

**August**

1. Prepare and email August NCB mailing (by mid-August).
2. Send a notice to the ESA Newsletter announcing the dates and contact person for the upcoming NCB Annual Meeting.
3. Maintain contact with NCB President.
4. Routine filing and correspondence.

September
1. Contact NCB Nominations Committee Chair to insure that the nomination process is underway.
2. Maintain contact with NCB President.
3. Routine filing and correspondence.

October
1. Prepare proceedings (minutes) of the NCB Annual Meeting and send to the Executive Committee for their comment and approval. Send a copy of the approved proceedings to the ESA for posting on the web.
2. Maintain Contact with NCB President.
3. Routine filing and correspondence.

November
1. Maintain close contact with the NCB Program Chair and NCB Local Arrangements Chair regarding developments for the upcoming NCB Annual Meeting.
2. Contact the NCB Nominations Committee for an update. Request information from the hotel or Local Arrangements Chair to post on the web.
3. Maintain contact with NCB President.
4. Routine filing and correspondence.

December
1. Obtain mailing labels from the ESA for the January NCB mailing.
2. Obtain electronic copies of the following for the January NCB mailing:
   a. NCB President’s letter (from the NCB President)
   b. Letter of invitation (from NCB Local Arrangements Chair)
   c. Annual Meeting preregistration form (from NCB Local Arrangements Chair) in on the web.
   d. Synopsis of paper/poster titles from the NCB Program Committee Chair
   e. Meeting Highlights /Items of Interest (from NCB Local Arrangements Chair)
   f. Student Activities (from NCB Student Affairs Committee Chair)
   g. Nominee bio-data sheet (from NCB Nominations Committee Chair)
   h. Work with ESA to develop a ballot for President-elect and work with ESA on electronic election.
   i. Work with ESA to ensure that hotel registration materials or links are available on the webpage.
3. Maintain contact with NCB President, NCB Program Chair, and NCB Local Arrangements Chair.
4. Routine filing and correspondence.

January
1. Prepare and email January NCB mailing (by mid-January)
2. Obtain electronic version of the program from the NCB Program Chair. Obtain a photo of the NCB President for use on the cover of the Program. Make copies of the program.
3. Close books (December 31) and prepare Treasurer's Report.
4. File tax returns if required.
5. Obtain the names of the various award recipients from the respective award committee chairs.
6. Obtain photos of the NCB Award of Merit and C. V. Riley Award recipients to be displayed at the upcoming NCB Annual Meeting.
7. Prepare the following award plaques:
   a. NCB Award of Merit engraved as follows:
   b. C. V. Riley Award engraved as follows:
   c. NCB Graduate Scholarship Award engraved as follows
   d. Prepare a plaque for the outgoing NCB President engraved as follows:
   e. Prepare a plaque for the outgoing NCB Secretary-Treasurer engraved as follows:
8. Prepare framed certificates for the Graduate Student Competition Award recipients.
10. Routine filing and correspondence.

February
1. Prepare the Audit Report and send copies to the NCB Audit Committee members.
2. Set a time and place to meet the Audit Committee at the Annual Meeting.
4. Work with the NCB President to develop an agenda for the Annual Meeting.
5. Work with the NCB Local Arrangements Committee Chair to develop complimentary hotel reservations and meeting registrations for the ESA President, NCB President, NCB President-Elect, NCB Secretary-Treasurer, ESA Executive Director and other guests.
6. Routine filing and correspondence.

March
1. Attend the NCB Annual Meeting:
   a. Items to bring:
      a. Programs
      b. Operations Manual
      c. Agenda
      d. List of tabled items and items to discuss
      e. Hotel contract
      f. Treasurer's Report (20 copies)
      g. Budget Report (20 copies)
      h. Audit Report
      i. Award plaques and certificates
      j. NCB Banner
      k. Checkbook
   b. Things to do:
      a. Work with the NCB Program Chair regarding reimbursement of invited speaker expenses. Reimbursement may be issued as an honorarium at the Annual Meeting or based on actual expenses submitted after the Annual Meeting.
      b. Write checks to Graduate Scholarship and Graduate Student Competition award recipients.
      c. Greet honored guests such as the ESA President, ESA Executive Director, invited speakers, etc.
e. Record minutes at the Opening Session, First and Second Executive Committee Meetings, and First and Second Business Meetings.

f. Present the Treasurer's Report at the First Executive Committee Meeting and the Budget Report at the Second Executive Committee Meeting.

g. Present brief synopses of the Executive Committee Meetings to the membership at the First and Second Business Meetings.

h. Post copies of NCB Standing Committee Reports for membership viewing.

i. Assist the NCB President, NCB Program Chair, and NCB Local Arrangements Chair as needed.

**Procedures and Guidelines—Audit Committee**

The purpose of the Auditing Committee is to check the financial records of the Branch and to determine whether they are in order. The results of the audit are reported to the membership at the Annual Meeting.

The Secretary-Treasurer will provide duplicate copies of bank statements, canceled checks, balance sheet, etc. to the Auditing Committee Chair at least 10 days before the annual meeting.

The Audit Committee will review the provided materials prior to the final business meeting at the annual meeting of the Branch. The Secretary-Treasurer will respond to inquiries from the audit committee for additional information or clarification on a timely basis.

The Auditing Committee may present its report as a simple written endorsement at the bottom of the Secretary-Treasurer's Financial Statement (i.e., "Audited and found correct." followed by the names and signatures of the Audit Committee members). However, the status of the financial records may require a more detailed report.

Common sense is the basis of the audit.

1. Does the Financial Statement account for all the Branch's funds?
2. Does income plus the previous balance equal disbursements plus new balance?
3. Do the amounts of disbursements (expenses) seem reasonable? Are they supported by receipts, bills, etc.?
4. Are all outstanding bills against or due to the Branch paid?
5. Has the IRS Form 990 been submitted for the previous year and are there any other required tax forms which need to be prepared? (ESA may submit rather than the Branch).
6. Is the bank holding the reserve fund paying a reasonable rate of interest compared to current rates?
7. Are the financial records well-arranged and organized?

The Audit Committee will submit a written report to Secretary-Treasurer and NCB President following the annual meeting. The report will be published in a timely manner as part of Branch business in the ESA Newsletter or Branch website. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

**Procedures and Guidelines—Representative to the Governing Board**

The person elected to this position serves a three-year tenure that begins after the close of the annual National Meeting and sits on the NCB Executive Committee. In the meantime, the elected individual will
have been invited to "sit-in" with the GB and benefits from its deliberations prior to and during the ESA Annual Meeting, assuming official duties at the end of that meeting. The GB Representative submits a report to the branch membership, either in the form of a summary printed in the Program of the NCB meeting or orally at the first business meeting of the NCB.

The Representative to the GB represents the Branch at GB meetings in the best way possible. The GB Representative is urged to keep open lines of communication with the NCB members.

**Procedures and Guidelines-Linnaean Games Committee**

1. The NCB Linnaean Games Committee will consist of a nine person committee, including one student representative, gamesmaster, committee chair and six additional committee members.

2. The duties of the members as follows:
   a. Gamesmaster (write, vet questions; assemble question sets for each round with even mix of areas - in close coordination with Committee Chair; oversee games.
   b. Committee Chair (write questions in area of expertise; vet questions with Gamesmaster; assemble question sets for each round with even mix of areas - in close coordination with Gamesmaster; serve as head judge for games & select additional 2 judges to form judging panel for games.
   c. Student Representative (submit 20 bonus questions in area of general entomology and 10 toss up questions relating to society & other trivia.
   d. Six additional committee members to make sure all question areas are covered. Committee membership will be identified by NCB President and Committee Chair developing potential candidates. The Committee Chair will contact potential new member(s) and report back to President;

3. The specific charge to each member will be to:
   a. Provide the committee Chair with 20 toss-up questions in area the following sections and subject areas as follows -

      **Sections:**
      PBT (Physiology, Biochemistry & Toxicology)
      PIE (Plant-Insect Ecosystems)
      MUVE (Medical, Urban & Veterinary Entomology)
      SysEB (Systematics, Evolution & Biodiversity)

      **Subject areas:** Apiculture, Biological Control, Ecology, Economic Entomology, Medical and Veterinary Entomology, Physiology and Biochemistry, Taxonomy, and Toxicology.

   b. Provide the committee Chair with 10 bonus questions.
i. Bonus questions draw heavily on the areas of history and people. In NCB, we also draw heavily on popular media and current events. On the average, two toss-up questions in each game will come from each subject-area category.

c. Send the proposed questions to the Committee Chair not less than one month prior to the first day of the NCB/ESA meetings.

Procedures and Guidelines-Local Arrangements Committee

It is the responsibility of the Local Arrangements Committee (LAC) to work with the Executive, Standing, and Ad Hoc Committees of the NCB to ensure that the annual meeting is well planned. This committee will generally consist of staff from institutions and/or industry located nearest to the meeting site.

The venue for the annual meeting should be determined by the Site Selection Committee and LAC Chair. Approximately one year prior to the meeting, the LAC Chair should negotiate with hotel managers for sleeping room rates, complimentary rooms, wi-fi access, food and drink, and any charges for meeting rooms, etc. The LAC Chair should also secure all meeting rooms that are necessary to conduct the meeting. This agreement should be confirmed in writing from the hotel manager to the President-Elect and Secretary-Treasurer. Because the Program Committee (PC) is responsible for assigning sessions to meeting rooms, it is prudent for the PC Chair and the LAC Chair to visit the meeting hotel prior to organizing the schedule. This onsite inspection will provide an accurate assessment of meeting facilities and a perspective to better assign rooms, etc.

The LAC Chair is also responsible for:
   a. Meeting registration needs, working with ESA Central for online submission and packet pick-ups.
   b. Display of NCB ESA banner.
   c. Poster stands for displays.
   d. Poster stands, easels or a way to display award winners.
   e. Hotel accommodations for the ESA President, ESA Executive Director, NCB President, NCB President-Elect, and NCB Secretary-Treasurer; notification of hotel accommodations to these incumbents should be confirmed.
   f. Ordering special ribbons, available from MARCO, 1600 Woodcrest Road, Harrisburg, PA 17112. These ribbons include National President, President, President-Elect, Past-President, Secretary-Treasurer, ESA Executive Director, Board Members (Executive Committee, Representative to the Governing Board, Local Arrangements Committee, and Program Committee Chair.
   g. Determine the annual meeting registration fee with the help of the Secretary-Treasurer and President.
   h. The fee should be enough to cover anticipated meeting expenses.
   i. Prepare a final report for submission to the NCB Executive Committee.

The LAC Chair appoints the following sub-committees as required to meet the needs of the annual meeting. Whenever possible these sub-committees will be appointed one year before the meeting. This will allow at least one member of each committee to interact with the current LAC. LAC sub-committees will submit all updates to the LAC Chair for room allocation prior to printing of the formal program.

Audio-Visual (AV) and Meeting Rooms Committee
At least one member of this committee must attend the previous annual NCB Meeting. While attending this meeting, this member should make note of special needs to meet their local conditions. This AV committee will establish an area at the meeting which will be used to upload and preview presentations. The committee will provide instructions to moderators indicating AV procedures to be followed. The following list, which may be modified to individual location needs, is a guide:

- Projectors and extra bulbs, projector tables, screens and extension cords
- Pointers and Timers
- Podiums or lecterns with lights
- PA systems, if necessary, for rooms
- Poster stands or ability to display posters

The NCB or ESA Central does not provide computers, projectors, screens or poster stands. The LAC is responsible for bringing these items to the meeting or obtaining locally through rentals, etc. Several months prior to the meeting this committee should check with hotel officials to determine equipment on this list that they can supply.

**Awards Luncheon, Mixers and Other Social Events Committee**

This sub-committee should meet with the hotel staff approximately two months prior to the meeting. This committee needs to:

1. Determine the menu and price for all events.
2. Select a Master of Ceremonies (MC), determine the seating arrangement, prepare a short program, and create a printed program for the Awards Luncheon.

**a. Special Displays and Exhibits Committee**

**b. Special Activities Committee**

This committee has primary responsibility to develop the itinerary, cost, and transportation of individuals to events sponsored by the NCB.

**Procedures and Guidelines-Site Selection**

This committee annually recommends a meeting site and location for the NCB annual meeting two years in advance, i.e., the 2014 Committee will consider location and meeting dates for the 2016 meeting. One approach that can be used is for the committee to review the recent record of NCB meetings to identify those member states that have not recently had the opportunity to host the annual meeting. One or more states are then selected and local entomologists contacted regarding their willingness to assume responsibility for organizing local arrangements and proposing suitable meeting locations. The Committee Chair submits a report about the sites selected to the Executive Committee prior to the Branch meeting. These states are then invited to submit invitations to be acted upon by the Executive Committee at the upcoming NCB meeting. The selection of the time and place for the NCB meeting is subject to the approval of the members at the Final Business meeting.

Responsibility for proposing specific convention centers can be left to the prospective hosts, but the Chair of this committee should make sure that it is understood that our organization poses a somewhat unusual demand on facilities. The past Local Arrangements Chair should be consulted on specific needs for a group of our size. We must have sufficient rooms of reasonable size, preferably accommodating at least 100 persons each, for 6-7 concurrent meeting sessions. That requirement eliminates many otherwise suitable convention centers. Branch meetings should, if at all possible, be scheduled for a Sunday evening - Wednesday noon. The NCB-ESA Location and Time Committee, in establishing meeting
dates, must seek to minimize meeting conflicts with related organizations such as the American Mosquito Control Association. Meeting dates of other ESA Branches should be considered so that the National ESA officers might attend the NCB meeting.

The Meeting Location and Time Committee should contact prospective hosts early to allow sufficient time for invitations to be developed. It may be advisable, although not mandatory, that more than one invitation be solicited. The three most immediate past Chairs of the Local Arrangements Committee will serve on the committee. The Chair of the committee is the person who is in the final year on the committee once a rotational system has been established.

**Procedures and Guidelines-National ESA/Foundation Awards Committee**

- ESA Recognition Award in Entomology
- Entomological Foundation Award for Excellence in Integrated Pest Management
- ESA Distinguished Achievement Award in Extension
- ESA Distinguished Achievement Award in Teaching
- ESA Distinguished Achievement Award in Horticultural Entomology
- Entomological Foundation Recognition Award in Urban Entomology

1. Call for Nominations will be posted on the Branch website and announced by the Secretary-Treasurer to the membership through email by September 15.
2. The Awards page of the website shall:
   a. Include descriptions of each award and set a deadline of December 1 for receiving completed nomination packets.
   b. Provide nomination submission guidelines and a contact for the appropriate Award committee chair.
3. Set "cut-off" date for receiving completed nomination packets at December 1.
4. The Secretary-Treasurer will send email reminders to the membership prior to the December 1 deadline.
5. The committee shall:
   a. not accept incomplete packets.
   b. not assemble packets for the person nominating the potential award winner. That responsibility rests with the person making the nomination.
   c. Consider extending the deadline if there are not sufficient nominations, but the Secretary-Treasurer shall notify the membership of the extension.
6. The Committee chair will:
   a. Request response by February 18.
   b. Tabulate committee responses and send names of winners in each award category by February 21 to NCB Secretary-Treasurer for preparation of certificates or plaques and annual meeting recognition arrangements.
   c. Send results to all persons who had sent in packets.
7. Announce and recognize the nominees for the ESA Awards at the annual meeting of the NCB and forward packets to the ESA headquarters by July 1.
8. Work with vice-Chair of the committee to maintain continuity. The vice-Chair will assume the chair position after the NCB meeting. The President-Elect will appoint the vice-Chair.
9. ESA Award winners, including any NCB winners, will be recognized at the Annual Meeting of the ESA.
10. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for
changes or updating of the committee procedures or guidelines.

**Procedures and Guidelines-Nominating Committee**
The Executive Committee selects a Nominating Committee which consists of three Active Members not currently holding office. This selection occurs at the first Executive Committee meeting. The President contacts these people at the Branch meeting and appoints a Chair of the group. The Nominating Committee presents nominees for vacant positions on the Executive Committee and nominees for Director-Elect and a representative to the Certification Board.

Duties of the Nominating Committee:
1. The Nominating Committee nominates two candidates for each office, including those for the NCB representative to the ESA Certification Board; where vacancies occur or terms of service of incumbents are due to expire at the following annual meeting.
2. The Nominating Committee shall report its nominations to the NCB President and to the Secretary-Treasurer by January 1.
3. The Secretary-Treasurer shall announce the roster of candidates to the Active Members not less than two months prior to the annual meeting (Jan.).
4. The President shall supply a list of nominees and their biographies to the ESA headquarters in early January.
5. The ESA headquarters shall prepare the electronic ballot for North Central Branch elections.
6. The Secretary-Treasurer will send voting instructions (mailed or emailed) to the membership and written ballots shall be available to members upon request to the Secretary Treasurer.
7. The ESA headquarters will supervise the collection and tabulate the results. In case of a tie vote for any office, the Nominating Committee shall decide the tie.
8. A majority of votes cast shall be the deciding factor in all matters put to vote, unless otherwise specified in the Constitution or By-Laws.
9. The Chair will solicit supporting documents from the two nominees for Director-Elect to the Certification Board and will submit all materials to the NCB President.
10. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.
11. The Certification Board consists of a Director, Director-Elect, Past-Director, and one representative from each Branch that has a three year term. The Nominating Committee submits the names of two, nominees each for Director-Elect and Board representative to the NCB President who will forward their names to the ESA national office as the vacancy occurs.

**Election for Director-Elect and Board**
1. Representative occurs at the time of the parent Society's annual election. All Certification Board nominees must be a current Board Certified Entomologist but need not be an ESA member. Representatives to the Certification Board serve a three year term.
2. The Certification Director-Elect serves for one year. The following materials must be submitted for Director-Elect nominees to the Certification Board:
   a. A short paragraph indicating the rationale or justifying why the individual is qualified for the position.
   b. A brief biographical sketch of the nominee(s)
   c. A 2” x 3” black and white photo or digital image to be used for publicity purposes.
3. The Certification Board member will serve for three years with the term of office to coincide with the term of the Branch’s Representative to the Governing Board. No nominating materials need be submitted.

**Suggested Timetable:**

At the Annual Meeting
President and Executive Committee select 3 members to serve on the Nominating Committee. President selects one member to be Chair. President presents a formal charge to the committee regarding specific offices requiring nominations.

January (early)
ESA prepares balloting website which include candidates and their background information. The ESA shall administer this site.

February (1 month before annual meeting)
Secretary-Treasurer’s last chance to announce roster of candidates to the membership and provide voting instructions to the membership.

March 1
ESA provides the President with the results of the election.

March (Mid) (annual luncheon)
Election results announced at awards luncheon at annual meeting.
*Note: The Constitution and By-Laws of NCB do not outline or give specific suggestions on how the Nominating Committee is to proceed to select candidates for office. Each Nominating Committee may proceed as it sees fit.*

April
President of NCB should write to Nominating Committee Chair and informs the Chair of any vacancies to be filled. Chair of the Nominating Committee contacts members of the committee and asks them to begin thinking of names for the vacant positions.

May
Chair of Nominating Committee should write to Secretary-Treasurer or to previous Nominating Committee Chair to obtain a list of previous office holders. This list will be valuable in screening who in the Branch has served in various capacities. It will help to evaluate and rank candidates.

May-September
Nominating Committee Chair should send a letter to all department chairs listing vacant positions and asking them to discuss the openings among staff and solicit candidates in and out of their department who might be considered for an office. Department chairs should ask those interested to send their selection of candidates to the Nominating Committee Chair no later than September 15.

September or October
Chair of Nominating Committee needs to keep a list of names and addresses of all candidates by position. Nominating Committee should look over candidates and narrow the lists of candidates
to about 6 of the strongest for each position. The Nominating Committee Chair should write to each candidate and ask if he or she would be willing to serve in office, if selected.

November
From the list of those who accept, the two strongest candidates should be selected for each office and a biographical sketch should be requested from each to be included in the ballot.

December
Data for each candidate are compiled. This list of candidates and accompanying information shall be forwarded to the ESA headquarters by January 1.

January-March
The Secretary Treasurer shall provide voting instructions to the branch membership and provide written ballots to members without email addresses or upon request. The ESA headquarters shall administer the voting process and return the results to the Branch President by March 1.

Annual Meeting
The Nominating Committee presents the nominees for Director-Elect and when appropriate for Certification Board Representative to the Executive Committee. Election results of other vacant positions are announced at annual banquet by the Branch President.

Procedures and Guidelines-Executive Committee
The Executive Committee of the North Central Branch consists of the President, President-Elect, the Immediate Past-President, the Secretary-Treasurer, the Representative to the Governing Board, and three Committee Members-at-large. The members of the Executive Committee are elected by a ballot (written or electronic) sent to and returned by the membership of the Branch.

Terms of Office
1. President - 1 year
2. Secretary-Treasurer - 3 years and may be re-elected to a second term. The election shall take place 1 year in advance of the date office is taken.
3. Representative to the Governing Board of ESA - 3 years
4. Executive Committee Member-at-Large - 3 years. Of the three members, only one terminates each year. The terms of the office of the Representative to the Governing Board and of the Secretary-Treasurer shall be so arranged that they do not terminate in the same year. No member may occupy more than one office at any one time except for temporary appointments by the Executive Committee or the President.

Vacancies
President -- In case of vacancy in the Office of the President, the President-Elect shall become President.
President-Elect -- In case of vacancy in the Office of President-Elect, the Executive Committee Member-at-Large with the longest term of service shall become President-Elect.
Secretary-Treasurer, Representative to the Governing or Executive Committee Member-at-Large

A vacancy in the position of Secretary-Treasurer, Representative to the Governing Board, or
Executive Committee Member-at-Large, occurring in the interval between meetings, may be filled until the next annual election by temporary appointment by the President with the approval of the Executive Committee.

**Procedures and Guidelines-North Central Branch Honorary Award Committee**

1. Send "Call for Nominations" to the Secretary-Treasurer for inclusion in an e-mail to members by September 15.
2. Write to NCB department chairs and other entomological leaders asking for participation in the National ESA and NCB awards activities. Refer to NCB Awards web site.
3. Set "cut off" date for accepting nomination packets for the Award of Merit by November 17.
   a. Do not accept incomplete packets.
   b. Do not assemble packets for the person making the nomination. That is his or her responsibility.
4. Send the appropriate award packets to the Award Committee on November 20 –response by December 10.
5. Tabulate committee responses and notify NCB President by December 10.
6. Nominations will be automatically extended for one year for those not selected. A nominee may resubmit and update supporting information. The Chair will contact the nominator and the nominee for updated information.

**C. V. Riley Award and NCB Award of Merit**

Send "Call for Nominees" to NCB-ESA Secretary-Treasurer for transmittal to the membership by September 1.
1. Deadline for receipt of nomination packages is December 1. This deadline will be stated in the call for nominations.
2. At the close of the nominating period, the Chair transmits a copy of all nomination packages to the other members of the committee.
3. The committee members may evaluate and rank the nominees on the following point system:
   - Exceptional 5 points;
   - Excellent 4 points;
   - Very good 3 points;
   - Good 2 points;
   - No basis 1 point
4. The committee may designate the nominees as first, second, etc. to avoid ties. The format to be used will be determined by the Chair.
5. Before December 31 by mail, email or phone, the Chair tallies the scores and determines the winner. In case of a tie, further discussion among the members will determine the winner.
6. In case of only one or no nominees being submitted, the Chair should consult with the NCB-ESA President not later than December 3 for permission to extend the deadline to December 15. Under these circumstances, an appeal for nominees should be sent via email to the Branch membership by the Secretary Treasurer indicating the need for nominees and the new deadline.
7. By January 1 or as soon as possible thereafter, in case a time extension for receipt of nomination was granted, all individuals nominated for the award and the award winner shall be notified by the Chair.
8. Have information relating to the awardee ready for inclusion in the program to the Program Chair and to the Secretary-Treasurer for engraving of the plaque by January 31.
9. The Chair of the committee writes to the nominators whose nominees were not selected, acknowledging their support for the C.V. Riley Achievement Award program and thanking them for their efforts.

10. Nominations are automatically extended for one year. A nominee may resubmit and update supporting information. The Chair will contact the nominator and the nominee for update information.

11. Because considerable time and effort is expended in preparing the documentation for a nomination, the material submitted in support of those not selected should be returned to the nominator after the second year of eligibility.

12. As soon as possible after the NCB-ESA meeting the outgoing Chair should pass the "traveling file" for the C.V. Riley Achievement Award Committee to the incoming chair.

13. To provide a more equitable basis for presentation of the nominees, the following guidelines should be added to the awards announcement.

14. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

15. Note to the Nominator. The letter of nomination should not exceed 250 words. The following items are suggested for content or subject matter and not as formal paragraph headings. They may be altered or adjusted to best highlight the qualifications and achievements of the nominee.

   i. The items are:
   ii. Areas of responsibility
   iii. Extent of expertise
   iv. Major accomplishments and achievements
   v. Contributions to agency or department, NCB, ESA or science
   vi. Recognitions, honors, awards

**Procedures and Guidelines-Photo Salon Committee**

1. Arrange dates for the insect photo salon entry form with appropriate dates relative to the scheduled meeting of the North Central Branch as soon as possible following the most recent NCB meeting.

2. Contact Program Chair to ensure that time and space have been allocated for two slide presentations as required by the Photographic Society of America.

3. Prepare entry form in cooperation with the representative of the Regina Camera Club.

4. Send entry form to ESA Office with request for publication in an appropriate publication as soon as possible. Request 500 copies be sent to Lloyd Harris for mailing to former entrants.

5. Send mailing labels for above to NCB secretary for duplication. Request 500 be sent to Lloyd Harris. He will need the form at least six months prior to the judging (sample enclosed).

6. Write to potential advertisers, e.g., Kodak, Cannon, Olympus, etc. for advertising in salon catalogue several months prior to the salon. Two ads essential, three maximum if possible.

7. Send Local Arrangements Chair the requirements for presentation of the insect photo salon. The salon is usually presented twice during the meeting at the seventh hour on the second and third nights. We often show the top prize winning slides during the banquet as an enticement to get people to attend the salon following the banquet. Some specific requirements are:

   a. Theater style seating for 125-150 people As large a screen as possible
b. A carousel projector with a remote control button at the podium. Use as high a wattage as possible in the projector.

c. A lighted podium to the right of the screen on a raised stage. Pointer, lighted if possible.

d. Microphone

e. Glass of water at podium

9. Prepare title slides for salon, list of judges, committee members, etc.

10. After the slides are accepted by the camera club, judging is held on a Saturday about two weeks prior to the NCB meetings. After the judging, a script is written, a catalog is written and printed, the PSA report cards filled out and mailed and the total reject slides packaged and returned to the photographers. The accepted slides are assembled into a show.

11. During the process of reviewing and checking the slide show, approximately 14 slides of entomological interest with good contrast are selected, reproduced in black and white and sent to ESA for possible use on the covers of the various publications.

12. Letter award certificates from ESA. Have signed by judges and committee members.

13. Prepare a report for the North Central Branch Executive Committee meeting.

14. Present the salon at the NCB meetings.

15. Sort, package and return slides to the photographers the weekend following the NCBESA meetings.

16. Catalogue printed and mailed to all entrants, officers of NCB, etc.

17. Card catalogue for all accepted slides is updated for future reference. Because slides can only be accepted once, they must be checked against a master list.

18. Prepare a financial statement. Copies sent to ESA Secretary-Treasurer and President for information.

19. Prepare and submit a report to the Photographic Society of America, Nature Division Chair. Order PSA Silver medal for next year's salon.

20. Procure judges for next year's salon.

21. Send list of Chair's personal expenses to Secretary-Treasurer of NCB.

Procedures and Guidelines-Program Committee
A manual is provided elsewhere

Procedures and Guidelines-Resolutions Committee
Committee solicits resolution items from the membership and, where applicable, draft resolutions in consultation with appropriate standing committee(s) for a report at the final business meeting of the annual meeting. Resolutions should be posted for membership review at least 24 hours before the final business meeting.

The Committee shall consider the practices and policies of the NCB and suggest possibilities of improvement through its resolutions. It should be aware of developments in the ESA national organization, the U.S. Congress and other governmental bodies as they may affect the Society and its members.

Standard resolutions shall include:

1. Resolutions of appreciation to the officers, Local Arrangements and Program Committees and others concerned with the annual meeting.
2. Resolutions of congratulations, condolence or sympathy to individuals or groups as may be appropriate.

The Committee chair shall submit a written report to the Secretary-Treasurer within 10 days of the annual meeting for inclusion in the annual report published in the ESA Newsletter.

**Procedures and Guidelines-Student Affairs Committee**

RESPONSIBILITIES include:

- a. Advocate for student interest in NCB-ESA and ESA affairs
- b. Ensure representative student governance in NCB-ESA
- c. Organize student sponsored events
- d. Represent student interests to NCB-ESA and ESA committees
- e. Meet annually with and have regular communication with the NCB-ESA President
- f. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

MEMBERSHIP on the SAC is limited to NCB-ESA members defined as students by ESA. Members of the SAC include a Chair, Vice-Chair, Presiding third member, and regional members. Terms are for two years.

The student member at large to the NCB-ESA Executive Committee will chair the SAC. The North Central Branch President in consultation with the Chair of the SAC appoints the Vice-Chair and Presiding third member to the Student Affairs Committee.

The North Central Branch President in consultation with the Chair of the SAC appoints members of the SAC as student representatives to the following committees.

- NCB-ESA Program committee
- NCB-ESA Linnaean Games
- NCB-ESA Local Arrangements committee
- NCB-ESA Student Awards committee
- NCB-ESA ad hoc committees as considered appropriate
- ESA Student Affairs committee (2 members). Appointment to the ESA Student Affairs Committee is for two years. Ideally, the appointee will have had prior service on the NCB-ESA SAC.

RESPONSIBILITIES of the Committee members are:

**Chair**

- a. Serve as a full voting member of the NCB-ESA Executive committee
- b. Act as a liaison between NCB-ESA officers and students
- c. Maintain contact with student representatives in each department within the Branch and appoint student representatives annually
- d. Initiate interaction among NCB-ESA students
- e. Propose and finalize a yearly agenda of operations for the SAC
- f. Delegate activities to other SAC members

**Vice-Chair**

- a. Assist and substitute for the chair as needed
b. Provide chair with student nominees for NCB-ESA and ESA committees (listed above)

Presiding Third Member
a. Assist chair and vice-chair including substituting for the chair and vice-chair as needed
b. Serve on and act as SAC representative to other NCB-ESA committees as appointed by chair
c. Act as secretary at committee meetings

Regional Members (appointed by the chair in consultation with the NCB President for regional representation to two year terms)
a. Assist in student governance and setting agenda
b. Serve on and act as SAC representative to other NCB-ESA committees as appointed by the chair
c. Serve as liaison between the Student Affairs Committee and other students
d. Assist in nominating a student to replace you when your term is finished
e. Advocate for student and NCB-ESA interests

Suggested Timeline:

April
The chair submits a nomination list to the NCB-ESA President who then appoints student representatives to committees. The President also confers with the chair and appoints committee officers as needed. The usual progression is for the Presiding Third Member to assume the position of Vice-Chair when a vacancy arises.

December
Submit announcements of upcoming SAC activities at the next branch meeting to the NCB-ESA Secretary/Treasurer for inclusion in the January NCB-ESA mailing.

March
Conduct an annual meeting in conjunction with the annual NCB-ESA meeting; including meeting with the NCB-ESA President-Elect. The committee Chair attends the Executive Committee meetings and presents a report of SAC activities for the previous year.

Procedures and Guidelines-Student Awards (and Competition) Committee

Chair Responsibilities:
- Organize the student paper and poster competition
- Work with the NCB Program Chair to ensure that students who submit an application for the student award paper competition have also submitted paper or poster.
- Assign three judges for each session and identify one head judge.
  - Head judge will summarize the scores, resolve ties, and identify the winning students in each session. Judges should submit results to the Student Awards by 5pm on Monday afternoon of the meeting.
- Develop the student competition results for presentation at the awards luncheon on Tuesday
- A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President shortly after the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

Co-Chair Responsibilities:
1. Manage the two student awards: JH Comstock Award (CA) and the NCB Graduate Student Scholarship (GSS).
2. Ensure that the CA and the GSS "Call for Nominations" deadlines are posted on the ESA-NCB Web Site. January 1 is recommended for a March meeting; April 1 is recommended for a June meeting and post on NCB-ESA Web Site.
3. Review the nominations packets for completeness
   a. Do not accept incomplete packets
   b. Do not assemble packets for the person making the nomination.
4. Distribute application packets to the committee immediately after the deadline, with a deadline for evaluation due; two weeks after distribution is recommended.
5. Tabulate committee responses and provide the results to the President. First week in February is recommended for a March meeting and first week in May is recommended for a June meeting.
6. Provide a 250-word abstract and high resolution photo of each winner to the Secretary-Treasurer and Program Chair.
7. Notify all the applicants of the committees' decisions.

Committee Responsibilities:
1. Encourage participation in the NCB-ESA student awards and competition activities.
2. Participate in evaluating the two student awards and participate as judges and moderators in the student competition.
3. Help coordinate the student paper and poster competition activities at the NCB-ESA annual meeting as needed.

J. H. Comstock Graduate Student Award

This award is given to one graduate student from within the NCB to promote interest in entomology at the graduate level and to stimulate interest in attending the ESA Annual Meeting. Student members are eligible to compete for this award in one branch only. Each award consists of an all-expenses-paid trip to the meeting, $1,500 cash prize, and a certificate. Expenses paid include reimbursed airfare, free hotel arrangements, free meeting registration, and a per diem allowance. This annual award should be presented during the NCB-ESA Annual Meeting.

ELIGIBILITY
1. Applicants must be enrolled as a graduate student at half-time and in graduate school at the time of presentation of the Award (December).
2. Students must be pursuing a course leading to a graduate degree with a major in entomology.
3. Application for Society membership (student or active) must have been made prior to January 1 of the year the Award was made.
4. An active member returning for graduate study is not eligible.

NOMINATIONS

Biographical sketch or vitae, including significant awards and achievement related to entomology (strictly limited to 1 page);
1. Statement of nominee’s interests and goals in entomology (strictly limited 2 pages double spaced);
2. Research publications (limited to published or in-press submissions only and must provide complete citation);  
3. List of oral and poster presentations separately for professional meetings;  
4. Letter of support for candidacy from two (2) professional references. Please request e-mail delivery of this letter (either scanned signed document [PDF] or an unsigned Word document that uses the sender’s e-mail to suffice as an endorsement); and  
5. Photograph of the nominee (as a digital image file).

North Central Branch Graduate Student Scholarship

An award of $1,500 will be provided in recognition to graduate student members of the North Central Branch (NCB) of the Entomological Society of America (ESA) for their course work and research culminating in scholarship.

ELIGIBILITY
Candidates must currently be researching an entomological problem at a recognized graduate institution. Candidates must have an overall graduate grade average equivalent to 3.0 or higher on a 4.0 grading scale.

NOMINATIONS

1. Any active graduate student member of the NCB may apply. 
2. Materials must be submitted to the Chair via email as one pdf file; including letters of recommendation (see 3d. below). 
3. Candidates will submit the following nomination materials: 
   a. Biological sketch or vitae (1 page) which should include G.P.A. of both undergraduate and graduate course work;  
   b. Transcripts of all college course work as confirmation of grade point average (unofficial transcripts are acceptable);  
   c. Description of research (1 page);  
   d. Three (3) letters of recommendation from faculty members of his/her institution using electronic media (Please request e-mail delivery of letters: either scanned signed document [PDF] or an unsigned Word document that uses the sender’s e-mail will suffice as a confirmation of authenticity of the letter); and  
   e. A photograph of the nominee (high-resolution digital image file).

Student Awards Timeline:

1. Chair will work with Executive Committee to set a deadline for applications. Typically, this is 70-90 days before the meeting. 
2. Review award guidelines and revise as necessary; post guidelines, deadline and contact information on the website. 
3. Chair will set a deadline for committee members to review and evaluation applications. Typically, this is 40-50 days before meeting because the Treasurer needs time to have the plaques created. 
4. Chair will compile evaluations and select winners based on high score. 
5. Chair will notify President and Treasurer of winners along with a biosketch/photo for program. 
6. Chair will notify applicants of final decision before the meeting. 
7. Chair will present the winners at the Awards Luncheon.
Student Competition Timeline:
1. Chair will send a call for volunteer judges 60 and 30 days before the meeting.
2. Chair will schedule a training meeting for Sunday evening with Program Chair.
3. Chair will assign volunteers to sessions and send out instructions before the meeting.
4. Chair will provide copies of the forms/abstracts at the meeting and instruct judges to determine First Place, Runner-up and Honorable Mention for each session.
5. Chair and Co-Chair will create powerpoint presentation of the winners for the Awards Luncheon.
6. Chair will send a copy of each evaluation to the students within 2 weeks of the meeting.

Procedures and Guidelines-Archivist
The Iowa State University Library, Department of Special Collections, serves as the archives for the North Central Branch. To ensure proper preservation of future historical records and to expedite this process, the following guidelines are suggested.

Guidelines for Materials to be preserved:

1. Correspondence - Certain kinds of correspondence should be kept permanently, whereas others may be disposed on a regular basis. Types of correspondence to be preserved:
   a. Administrative correspondence received
   b. Agenda and minutes of meetings
   c. Printed committee reports and other materials of legal, administrative, or historical value pertaining to the policy, procedure, or function of the branch.

2. Types of materials which need not be retained:
   a. Letters and memos of transmittal that add nothing to the content of the item transmitted
   b. Acknowledgments
   c. Requests for information and publications after the request has been filled
   d. Reservations and confirmations, itineraries
   e. Requests to be added to mailing lists after the addition has been made Invitations to and announcements of meetings.

Chair or President - The President should submit all materials as described under correspondence as well as any additional materials such as lists of branch officers and committee members, and Executive Committee reports and actions.

Secretary-Treasurer - The Secretary-Treasurer should submit all materials as described under correspondence as well as a complete summary of financial matters and activities of the branch.

Committees - Minutes, reports, and other records of all committees, whether standing or ad hoc, should be retained permanently. Records of the ad hoc committee should be deposited with Archivist-Historian at the termination of committee activity while standing committees should submit material annually.

Photographs and Other Media - All photographs having historical significance (i.e., award recipients, officers, members, etc.) should be identified by place, time, and persons. Copies or originals should be
submitted to the Archivist-Historian on an annual basis. Included in the collection should be any newspaper or magazine articles or proclamations associated with branch activities and/or projects.

In summary, fundamentally any file or record which can help explain or document the work of the North Central Branch should be considered for deposit. If there is a question about a particular item, whether to save or not to save, err on the conservative side and keep it rather than discarding it.

**The Branch Archivist/Historian (Duties)**
The Branch Archivist shall be appointed by the President for a five-year term of office and will be the branch representative on the National ESA Committee for Archives. The Branch Archivist shall encourage collection and preservation of historical documents and memorabilia of entomology; stimulate an appreciation for the history of entomology; encourage scholarly studies contributing to a better understanding of the historical role of entomology in American society; and advise the President on solicitation and publication of obituaries of entomologists.

In addition to the above mentioned duties, the Branch Archivist shall maintain interaction between the North Central Branch and the Iowa State University Archivist. After historical materials have been received from past presidents, secretary-treasurers, committee chairs, etc. the following duties should be performed:

1. Sort, remove duplication, and arrange (refer to outline sent to Iowa State University in March 1986) materials for proper storage.
2. Whenever materials are sent to the Iowa State Archives, send a similar listing to the current Branch President. This will allow for a continuous documentation of transferred items.