



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SCIPAC)**

**STANDARD OPERATION PROCEDURES OF THE
RULES AND MEMBERSHIP SUBCOMMITTEE**

VERSION: 1.0

SEPTEMBER 1, 2011

TABLE OF CONTENTS

I. PURPOSE..... 1

II. GOVERNING BODY AND OFFICERS 1

a. Organization..... 1

i. Structure 1

ii. Size..... 1

iii. Representation..... 1

b. Officers – Roles & Responsibilities 1

i. Chairperson..... 1

ii. Subcommittee Members..... 2

III. OPERATIONS AND PROCEDURES..... 2

a. Meetings..... 2

b. Activities/Duties..... 2

i. SciPAC Charter and SOP review (Sept – Dec) 2

ii. SciPAC Subcommittee SOP annual review (July – Aug)..... 2

iii. SciPAC Voting Membership Nomination Process (May – July) 3

IV. SUBCOMMITTEE MEMBERSHIP 3

a. Requirements..... 3

b. Letter of Appreciation 4

V. TRANSITIONING..... 4

a. Incoming Chair and Co-Chair Preparation..... 4

VI. REFERENCES..... 4

VII. ATTACHMENTS 4

I. PURPOSE

The purpose of this standard operating procedure (SOP) is to establish the duties and responsibilities and the operations and procedures currently employed by the Rules and Membership Subcommittee (RMS).

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The SciPAC RMS governing body shall include the Chairperson (or Co-Chairpersons) and subcommittee members.

ii. Size

Although there is no specific size requirement of the RMS, the nature of the RMS objectives requires a limited number of people (e.g. < 12 members) with experience in nomination procedures. Officers with such experience are the SciPAC Chair, Chair-elect(s), Vice-Chair, COF Liaison, Secretary, and past/present SciPAC voting members. The specified people will be determined by the Chair/Co-Chairs.

iii. Representation

The transaction of business by the SciPAC RMS shall require a quorum.

b. Officers – Roles & Responsibilities

The duties and responsibilities of the SciPAC RMS shall be to:

- Review and update the SciPAC charter as needed or every three years with approval by the OSG.
- Review and update the SciPAC SOP annually.
- Review and update SciPAC subcommittee SOPs annually.
- Facilitate SciPAC voting membership for the following year via the nomination process and OSG approval.

i. Chairperson

The duties of the Chair/Co-Chairs shall be to provide the leadership that ensures timely completion of subcommittee responsibilities included but not limited to SciPAC Charter and as outlined within this SOP. To support these duties, the Chair shall carry out the following:

- Select subcommittee members for each SciPAC year

- Schedule subcommittee meetings as necessary.
- Facilitate the voting membership nomination process and prepare nomination package for OSG approval.
- Initiate a review of the SciPAC charter and SOP with subcommittee members and complete the review.
- Ensure that the SciPAC subcommittee SOPs are updated annually.
- Provide a written summary of the SciPAC Rules and Membership Subcommittee activities to the Executive Secretary of the SciPAC Executive Committee annually, in addition to an oral summary during each full meeting of the SciPAC.

ii. Subcommittee Members

Each member of the RMS is intricate to the overall success of the future SciPAC. Subcommittee members shall support the duties and responsibilities of the RMS and the Chair, attend the subcommittee meetings and will provide written or oral feedback as requested.

III. OPERATIONS AND PROCEDURES

a. Meetings

Meetings are held on an as needed basis according to the suggested timeline outlined in the Activities/Duties section.

b. Activities/Duties

Additional specific procedural instructions are as follows:

i. SciPAC Charter and SOP review (Sept – Dec)

1. The RMS Chair initiates and leads discussion on Charter and SOP review with subcommittee members.
2. The RMS Chair makes edits based on subcommittee discussion and comments.
3. The RMS Chair sends revised Charter for OSG approval through SciPAC Chair and CPO. Note: Charter revision is recommended every three years. However, the Charter should be reviewed annually to keep it up-to-date (track changes), and submitted for OSG approval as soon as there are major content or procedural changes.

ii. SciPAC Subcommittee SOP annual review (July – Aug)

The RMS shall coordinate the annual review of all SciPAC subcommittee SOPs and the availability of updated SOPs by the beginning of the new SciPAC year by accomplishing the following:

1. Establish deadlines for the annual review and submission of the subcommittee SOPs.
2. Notify all the subcommittee Chairs of the annual SOP review and the deadlines.
3. Ensure subcommittee Chairs submit updated SOPs by the end of each SciPAC year.

iii. SciPAC Voting Membership Nomination Process (May – July)

1. Identify the number of slots available for voting membership.
2. Update the self- nomination form to the current year and contact information.
3. Announce open nomination period for SciPAC voting membership. The announcement, with the self-nomination form, is typically sent to the Scientist category via the USPHS listserv. The open nomination period is open for two weeks and is announced each May.
4. Compile the applicant list and corresponding information.
5. Send applicant list to the subcommittee members for evaluation and ranking.
6. Compile all the rankings and send out to the subcommittee members for review.
7. Schedule a meeting/conference call to discuss the rankings and make the final selections (June).
8. Prepare the nomination package of selected applicants accordingly and submit to the CPO for OSG approval by July 1.

Note: The names of the selected nominees cannot be released until approval by the OSG.

9. After OSG approval, inform the nominees of their selection by phone. Send email to other applicants.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

All members of the RMS will be full-time Commissioned Corps personnel who meet the eligibility requirements for appointment to the Scientist category and to be either voting or non-voting members of the SciPAC. Members of the RMS shall be appointed annually by the RMS Chair.

b. Letter of Appreciation

All RMS members will be formally recognized for their contribution to the subcommittee with a letter from the SciPAC CPO at the end of each SciPAC year which may be placed in the officer's eOPF.

V. TRANSITIONING

a. Incoming Chair and Co-Chair Preparation

To ensure a smooth transition when a change in leadership occurs, the outgoing Chairperson/Co-Chairpersons will provide the incoming Chairperson/Co-Chairpersons with an updated SOP and will review the SOP with the incoming Chairperson (e.g. teleconference).

VI. REFERENCES

None

VII. ATTACHMENTS

None