

**This document shows all the proposed changes to the bylaws and comments as to the rationale for the changes.**

**Comment:** These bylaws are being amended to improve consistency, coherence, and readability and to bring them up-to-date with current practices of the Society and the Forum.

## **Bylaws of the Forum on Education**

### **ARTICLE I — NAME**

This Forum of The American Physical Society shall be called the "Forum on Education."

### **ARTICLE II — OBJECTIVE**

The objective of the Forum shall be the advancement and diffusion of knowledge regarding the inter-relation of physics, physicists, and education. The Forum shall provide for all members of the Society an opportunity for discussion of and involvement with matters of physics education.

### **ARTICLE III — ENABLING CONSTITUTIONAL PROVISIONS**

Article VIII of the Constitution and Bylaws of the Society, as said Article may be subsequently revised or amended, is hereby incorporated in these Bylaws by reference.

### **ARTICLE IV — MEMBERSHIP**

The members of the Forum shall consist of members of the Society who have indicated in accordance with procedures established by Council their desire to join the Forum and who meet any other requirements established by Council.

~~1. The members of the Forum shall consist of members [see 1a] of the Society who have made application to the Secretary-Treasurer of the Forum, or who have otherwise indicated in accordance with the procedures established by Council and the Bylaws of the Forum, their desire to join the Forum. The membership shall be maintained from year to year by the payment of the designated dues, provided continuing membership in the Society is maintained. Any member of the Forum may resign upon notice to the Secretary-Treasurer.~~

~~a. For purposes of paragraph 1, the term "members" may include Associate Members with privileges to be defined.~~

~~b. The privilege of voting in elections of the Forum shall be limited to members of the Society whose application for membership in the Forum has been received at least thirty days prior to the date the voter ballots are mailed.~~

**Comment:** Current practice is for society members to join units through their annual membership renewal or by using the "Join This Unit" link on the unit web page.

Procedures and requirements (such as dues) are established by the Council, are subject to change, and do not need to be spelled out in the Forum bylaws.

## ARTICLE V — EXECUTIVE COMMITTEE

**1. Governance.** The Forum on Education shall be governed by an Executive Committee that shall have general charge of the affairs of the Forum.

**2. Composition.** The voting members of the Executive Committee shall be the five officers of the Forum, six Members-at-Large ~~-elected by membership of the Forum~~, and a Forum Councilor, if any. The non-voting members of the Executive Committee shall be the Chair of the APS Committee on Education, the Editor of the Forum Newsletter, ~~the APS Director of Education and Diversity, a member of the APS Executive Board appointed by the President of the APS~~ and a member from the AAPT Executive Board appointed by the President of the AAPT. All members of the Executive Committee ~~(voting and non-voting)~~ must be members of the Forum. ~~The Executive Committee may establish Liaisons with AIP, AIP member societies and other professional organizations.~~

**Comment:** Items being struck are outdated or are not relevant to the composition of the Executive Committee. The requirement that Executive Committee members be members of the forum is stated here and subsequently struck in a couple of later clauses as being redundant.

### **3. Executive Committee Meetings.**

a. The Executive Committee shall meet at least once each year at a meeting called ~~by the Chair of the Forum. the Annual Meeting of the Executive Committee. The Annual Meeting of the Executive Committee may be scheduled independently of the Business Session the Forum.~~

**Comment:** The requirement of holding a separate Business Session is being deleted. See Article IX for explanation.

b. If at least four voting members of the Executive Committee submit a request in writing to the Chair to convoke a meeting, the Chair must do so within sixty days.

c. A quorum shall consist of six voting members of the Executive Committee, two of whom shall be Officers.

~~d. The Chair may conduct Forum business and hold a vote of the Executive Committee by mail, electronic mail, phone, or other means on issues that require attention in the time between annual meetings.~~

~~**4. Proposals for Funding by the Forum.** When outside support for Forum activities is sought, the Executive Committee shall consult with the APS Committee on Education and then submit a proposal to the Executive Officer for funds in accordance with APS Bylaws, Article V.4, which is hereby incorporated in these Bylaws by reference.~~

**Comment:** The Forum has the ability to conduct business under the Society Constitution and Bylaws without the need to statements such as this in the Forum bylaws.

## ARTICLE VI — OFFICERS AND FORUM COUNCILOR

**1. Officers.** The Officers of the Forum shall be a Chair, a Chair-Elect, a Vice-Chair, a

Past Chair, and a Secretary-Treasurer, ~~all of whom must be members of the Forum.~~

**2. Duties of the Chair.** The Chair shall preside at all meetings of the Executive Committee at which his or her attendance is possible. The Chair shall prepare the agenda of Executive Committee meetings and shall perform such other functions as may be provided in these Bylaws. After consultation with the Executive Committee, the Chair shall make all appointments necessary to conduct the affairs of the Forum ~~and shall serve as a voting member of any committee other than the Nominating Committee.~~ The Chair shall prepare a yearly report of the activities of the Forum to be presented at the Annual Meeting and to be made available to the Council and members of the Forum. In the absence of a Forum Councilor, the Chair shall serve as liaison between the Council of the Society and the Executive Committee of the Forum.

**3. Duties of the Chair-Elect.** The Chair-Elect shall act in place of the Chair if the latter is unable to perform his or her duties. The Chair-Elect shall serve as Chair of the Program Committee.

**4. Duties of the Vice-Chair.** The Vice-Chair shall act in the place of the Chair-Elect if the latter is unable to perform his or her duties. The Vice-Chair shall serve as Chair of the Nominating Committee.

**5. Duty of the Past Chair.** The Past Chair shall serve as Chair of the Fellowship Committee.

**6. Duties of the Secretary-Treasurer.**

a. The Secretary-Treasurer shall maintain and preserve the records of the Forum. The Secretary-Treasurer shall notify the Executive Committee of budgetary and financial matters requiring the decision of said Committee. The Secretary-Treasurer shall prepare minutes of Executive Committee meetings and shall submit these minutes to each member of the Executive Committee within six weeks after each meeting. The Secretary-Treasurer shall supervise the Forum elections in accord with Article VII of these Bylaws. The Secretary-Treasurer shall approve and coordinate communications with Members via electronic mail or the Forum Newsletter.

~~The Secretary-Treasurer shall keep the Council and APS Executive Officer informed of the current activities and needs of the Forum. The Secretary-Treasurer shall notify the Forum's Executive Committee of matters requiring its attention; shall notify all members of the Forum of the Forum Business Meeting before each such session; and shall prepare minutes of each meeting of the Executive Committee and of each Business Meeting of the Forum, and submit these minutes to each member of the Executive Committee, and to the APS Executive Officer in a timely fashion.~~

~~The Secretary-Treasurer shall keep available a current and official list of the membership and of applications for membership of the Forum.~~

b. The Secretary-Treasurer shall have responsibility for all funds in the custody of, or placed at the disposal of, the Forum, and shall ~~make~~ authorize disbursements from such funds in a manner that is consistent with the general policies of the Society and the Forum established by the Council. The Secretary-Treasurer shall present a financial report and a proposed budget annually at the meeting of the Executive Committee. He or she shall make an annual financial report to the Executive Committee. The report shall be submitted to the Council after examination by auditors appointed by the Chair.

**Comment:** These changes bring the Secretary-Treasurer's duties up to date.

**7. Duties of the Forum Councilor.** The Forum Councilor, if any, shall serve as liaison between the Council of the Society and the Executive Committee of the Forum and shall keep the Council and the APS Executive Officer informed of the current activities and needs of the Forum. Following each Council meeting, the Forum Councilor shall report to the Chair and the Secretary-Treasurer regarding Council actions that affect the status and operations of the Forum. Reports shall be made to the entire Executive Committee during their ~~regularly-annual scheduled~~ meetings.

## **ARTICLE VII — ~~NOMINATION, ELECTION, AND TENURE OF THE OFFICERS, FORUM COUNCILOR, AND MEMBERS-AT-LARGE~~**

**1. Qualifications.** Officers, the Forum Councilor, and Members-at-Large must be members of the Forum on Education. The APS/AAPT Members-at-Large must also be members of AAPT.

**2. Nomination and Election Procedures.** ~~For Vice Chair, Secretary Treasurer, Forum Councilor, and Member-at-Large.~~

**a. Nomination Procedure.** The Nominating Committee is responsible for preparing a slate of candidates for each year's election. No later than August 1 of each year, the Vice Chair shall invite, via email or the Forum newsletter, all Forum members to suggest candidates for all positions that will be elected that year. If as many as twenty-five members of the Forum, or 1% of the membership, whichever is larger, suggest the same person for the same office by October 1, that person shall be deemed nominated. The Nominating Committee, taking into account suggestions received from members, shall nominate at least two candidates for each open position. The Nominating Committee shall submit the slate of candidates to the Secretary-Treasurer not later than October 15 of each year.

~~Not less than six months before the Annual Meeting, the Secretary-Treasurer shall invite all Forum members to suggest to the Nominating Committee candidates for election for Vice Chair, Secretary Treasurer (during the final year of the term of the current Secretary Treasurer), and for open positions of Members At Large of the Executive Committee. Any member proposed as a candidate for a post on the Executive Committee by at least twenty five members of the Forum, or 1% of the Membership, whichever is larger, not later than eighteen weeks before the Annual Meeting shall be considered to be formally nominated to that post. Not later than fourteen weeks before the Annual Meeting of the Executive Committee, the Nominating Committee shall submit to the Secretary Treasurer nominations of at least two candidates for each post to be filled on the Executive Committee.~~

**b. Balloting Procedure.** The Secretary-Treasurer shall distribute election ballots to all Members, electronically and/or by mail, not later than November 15 of each year, setting a closing date four weeks after balloting has commenced. Ballots shall be returned to and counted by the Secretary-Treasurer or his or her designee. The election shall be decided by a plurality of those voting. If there is a tie, the Executive Committee shall decide the election, with the Chair voting only in the case of a tie among the other Executive Committee members. The Secretary-Treasurer shall communicate the results of the election to the Executive Committee and to the Executive Officer before January

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~~The Secretary-Treasurer shall distribute election ballots to all Members not later than ten weeks before the Annual Meeting of the Executive Committee, stating a closing date at least four weeks prior to the Annual Meeting. Ballots shall be returned to and counted by the Secretary-Treasurer or his or her designee. The election shall be decided by a plurality of those voting. If there is a tie, the Executive Committee shall decide the election, with the Chair voting only in the case of a tie among the other Executive Committee members. The Secretary-Treasurer shall communicate the results of the election to the Chair at least two weeks prior to the Annual Meeting and shall publish the results in a manner designated for the official announcements.~~

~~**c. Nomination and Election Procedures for the Forum Councilor.** During the final year of the term of a Forum Councilor, the Secretary-Treasurer shall determine from the Executive Officer if the terminating Forum Councilor position is to continue. Such determination shall be made by the Executive Secretary based on Forum membership according to rules specified in the Constitution and Bylaws. If the position is to continue, or whenever the Executive Officer informs the Forum that a Forum Councilor is to be elected, the Nominating Committee shall nominate at least two candidates for the position. Nominating procedures and time schedules analogous to those of Section V~2.a of these Bylaws shall apply. The Secretary-Treasurer shall poll the Forum by mail ballot during the year prior to that in which the new Councilor assumes office. Ballots shall be returned to and counted by the Secretary-Treasurer or his or her designee. Election shall be by plurality of those voting. If there is a tie, the Executive Committee shall decide the election, with the Chair voting only in the case of a tie among the other Executive Committee members. The Secretary-Treasurer shall communicate the results of the election to the Chair and to the Executive Officer during the year prior to that in which the Councilor assumes office and shall publish the results in a manner designated for official announcements.~~

**Comment:** The original nomination and election procedure is unduly complicated, with special procedures required for election of a Forum Councilor since the Society bylaws require Councilors to be elected before the end of the year in which they take office. Setting actual dates for the election cycle, with everything complete before the end of the calendar year, will allow the process to be simpler, will not require any special procedures for the Forum Councilor, and will better mesh with Forum's yearly schedule of meetings and other activities.

~~**d. Special Procedures For Members-At-Large.** The six Members-At-Large shall be elected by the membership for three-year staggered terms in two equal categories, General Member-At-Large and APS/AAPT Member-At-Large, of three members each. The yearly election shall be divided as follows: 1) One General Member-At-Large to be elected from at least two nominees from the Forum membership; and 2) One APS/AAPT Member-At-Large to be elected from at least two nominees from the Forum membership who are also members of AAPT.~~

**3. Terms of Office of the Executive Committee.** The tenure of the members of the Executive Committee shall begin at the close of the Annual Meeting of the Executive Committee following their election, except as noted below for the Forum Councilor.

**a. Vice-Chair.** The Vice-Chair shall be elected by the membership for a one year term and shall successively become Chair-Elect, Chair, and Past Chair in the following years

~~for a total of four years.~~ The Chair shall not be eligible for the Vice-Chair office for four years after service as Past Chair.

**b. Secretary-Treasurer.** The Secretary-Treasurer shall be elected by the membership for a term of three years and may not serve more than two ~~successive consecutive~~ terms.

**c. Forum Councilor.** The term of office of a Forum Councilor shall begin at the beginning of the calendar year following his or her election. The Forum Councilor shall serve for a term of four years and may not serve more than two consecutive terms ~~unless otherwise specified by Council.~~

**d. Members-At-Large.** ~~The six Members-At-Large shall be elected by the membership for three-year staggered terms in two equal categories (General-At-Large and APS/AAPT At-Large) of three members each. Each Member-At-Large shall be elected by the membership for a term of three years and may not serve more than two consecutive terms.~~ The tenure of a Member-At-Large of the Executive Committee shall terminate in the event of his/her assumption of a post as an ~~elected~~ Officer of the Forum, ~~either through election or appointment,~~ and the unexpired portion of his or her term shall be filled as hereinafter provided for a vacancy.

**4. Vacancies in Office.** ~~If a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair and shall serve as Chair also in the following year. The Vice-Chair shall serve simultaneously as Vice Chair and Chair-Elect during the remainder of the term and shall continue to serve as Chair-Elect in the following year.~~

~~If a vacancy occurs in the office of Chair-Elect, the Vice-Chair shall become Chair-Elect and shall advance to Chair in the following year. In this case, and also if the office of Vice-Chair becomes vacant for other reasons, the office of Vice-Chair shall remain vacant for the remainder of the term. If the Vice-Chair position is vacant before or during the service of the Nominating Committee, the Chair shall appoint a member of the Executive Committee to be Chair of the Nominating Committee. The offices of both Chair-Elect and Vice-Chair will be filled at the next scheduled election.~~

~~If vacancies occur in the offices of both the Chair and the Chair-Elect, the Vice-Chair shall become Chair and shall continue to serve as Chair in the following year. In this case, the Executive Committee will appoint one of their members to serve the remaining term as Chair-Elect, and the offices of both Chair-Elect and Vice Chair will be filled at the next scheduled election.~~

~~If a vacancy occurs in any other elected position, the Executive Committee may appoint a member of the Forum to fill the position until the next scheduled election or may leave the position vacant. If the vacancy continues beyond the next scheduled election, the position will be filled for a shortened term at the next scheduled election.~~

~~If any member of the Executive Committee is absent from two consecutive Annual Meetings of the Executive Committee without consent of the Chair, that position shall be declared vacant. A member is considered present if he or she attends either in person or electronically.~~

**Comment:** Clarifies what happens in the case of a vacancy.

~~If a vacancy occurs in the office of Chair, the Chair-Elect will succeed and complete the term of the Chair and serve as Chair the following year. If the Chair-Elect succeeds to~~

~~Chair due to a vacancy, the position of Chair Elect will remain vacant for the remainder of the term until the next regular election. If a vacancy occurs in two offices of the Chair line, the remaining member of the Chair line will be promoted to Chair, the Executive Committee will appoint one of their members to serve the remaining term as Chair Elect, and the offices of both Chair Elect and Vice Chair will be filled during the next election. If a vacancy occurs among any other position, the Executive Committee may fill the position with a member of the Forum until the next regular election. If a member of the Executive Committee is absent from two consecutive meetings of the Executive Committee, that position shall be declared vacant.~~

**5. Official Year.** The official year shall extend from the close of one Annual Executive Committee Meeting to the close of the next Annual Executive Committee Meeting.

## **ARTICLE VIII — APPOINTED COMMITTEES**

**1. Nominating Committee.** The Nominating Committee shall consist of the Vice-Chair, and at least two members appointed by the Forum Chair, in consultation with the Vice-Chair, no later than August 1 of each year. ~~All appointed members must be members of the Forum.~~ The APS Executive Board ~~and the AAPT Executive Board~~ shall be invited to appoint one member ~~each~~ to the Nominating Committee. The Vice-Chair shall serve as the Chair of the Nominating Committee. ~~All members of the Nominating Committee must be members of the Forum.~~ The Nominating Committee shall prepare a slate of candidates for election to the Executive Committee in accord with Article VII of these Bylaws. The term of office for members of the Nominating Committee shall be one year. ~~Not later than six months before each Annual Meeting of the Executive Committee, the Chair of the Forum shall appoint two members to a Nominating Committee, neither of whom shall be a member of the Executive Committee.~~

**2. Program Committee.** The Program Committee shall consist of the Chair-Elect, ~~and~~ up to nine members appointed by the Chair, in consultation with the Chair-Elect, no later than June 1 of each year. In addition, one member shall be appointed by the Executive Committee of the Forum on Outreach and Engaging the Public. , upon recommendation of the Chair Elect, to staggered three-year terms. The Chair-Elect shall serve as the Chair of the Program Committee. The Program Committee shall be responsible for the solicitation and selection of invited papers for Forum-sponsored sessions at meetings of the Society and for the arrangement of the programs of such meetings. The term of office for members of the Program Committee shall be one year. ~~The Program Committee shall have the responsibility of assisting the Executive Secretary, or his or her designee, in arranging the meetings of the Society. This activity shall include the scheduling of contributed papers within the areas of interest of this Forum, as well as the arranging, in cooperation with the Executive Officer or his or her designee, of symposia and sessions of invited papers sponsored by the Forum for a meeting. The Program Committee shall be responsible for the solicitation and selection of invited and review papers and for the arrangement of the meeting programs for sessions of the Forum.~~

**3. Fellowship Committee.** The Fellowship Committee shall consist of the Past Chair and up to five members appointed by the Chair, in consultation with the Past Chair, no later than May 1 of each year. All appointed members must be members of the

~~Forum Executive Committee upon recommendation of the then Chair of the Forum for a one-year term.~~ The Past Chair shall serve as Chair of the Fellowship Committee. This Fellowship Committee shall ~~promote-solicit~~ the nomination of candidates for Fellowship, review the qualification of such candidates, and report its recommendation to the Executive Committee for approval before submission is made to the Executive Officer of the Society. ~~The term of office for members of the Fellowship Committee shall be one year.~~

~~4. Terms of Office for Appointed Committees.~~ The terms of committee members appointed or recommended by an incoming Chair shall commence at the beginning of the official year in which he or she assumes office.

**Comment:** Clarifies how committees are established, adds Forum membership as a requirement, and brings the procedure in line with current practice.

## **ARTICLE IX — MEETINGS**

~~1. Regular Meetings.~~ The Meetings of the Forum, shall be held at such times and places as shall be ordered by the Executive Committee after consultation with the Executive Secretary.

~~2. Annual Business Session.~~ The Forum shall hold each year an annual Business Session at a meeting of the society. This Business Session shall be chaired by the Chair of the Forum and be devoted to affairs of the Forum. All transactions at the Business Session are to be considered as advisory to the Executive Committee. No program sponsored by the Forum shall be presented simultaneously with the Business Session.

**Comment:** At the time the Forum was established, this bylaw language was copied from the bylaws of the Divisions of the Society, such as the Division of Nuclear Physics. Divisions do have regular meetings of their members and annual business sessions. However, these are not relevant to a Forum.

## **ARTICLE X IX — PROGRAMS AND ACTIVITIES**

1. The Program Committee shall work with the Executive Officer, or his or her designee, in arranging ~~the meetings of the Forum-~~sponsored sessions at meetings of the Society. This activity shall include the scheduling of invited and contributed papers at meetings of the Society and organizing of Forum-sponsored conferences. The programs of the Forum shall be developed in consultation with the Committee on Education and AAPT as appropriate.

2. The Chair, with the advice and consent of the Executive Committee, may appoint committees or study groups to conduct studies of subjects of concern to the Forum. The results of such studies when made available to members of the Society, and to the general public, shall be done in a manner compatible with such limitations as may be set by the Council.

3. The Executive Committee may authorize Forum sponsorship of or participation in special conferences or workshops, subject to the rules and regulations specified in the Society Constitution, Bylaws, and Operating Procedures.



## **ARTICLE XI — FEES AND DUES**

~~1. Fees, if any, for enrollment, and dues for maintenance of membership in the Forum, shall be established from time to time by Regulation of the Council.~~

**Comment:** Any issues about enrollment or dues fall under Article IV: Membership.

## **ARTICLE XII — PUBLICATIONS**

**1. Official Announcements.** Official announcements shall be made in an appropriate publication of the Society ~~and in such journals~~ or in such a manner as the Executive Committee may direct.

### **2. Newsletter.**

a. The Forum shall publish a Newsletter and distribute it electronically to all members of the Forum and the Council. The Newsletter shall carry the Annual Report of the Chair, articles of interest to the Members, and ~~shall provide space for~~ letters and comments from Members of the Forum.

b. The Editor of the Newsletter shall be elected by majority vote of the Executive Committee for a term of three years. The performance of the Editor of the Newsletter shall be reviewed by the Executive Committee after completion of his or her second year. ~~two of his or her three-year term, at which time his or her performance will be assessed.~~

## **ARTICLE XIII — PROCEDURE FOR AMENDING THE BYLAWS**

Proposals for amendment of these Bylaws may be made by the Council, by the Executive Committee, or by a petition to the Chair signed by not fewer than ten percent of the members of the Forum. If the proposed Amendment originates within the Forum, it must be approved by Council before further action can be taken.

Following Council approval, the Secretary-Treasurer shall distribute copies of the proposed Amendment to all members of the Forum accompanied by ballots, by mail and/or electronically, setting a closing date for voting on the Amendment four weeks after distribution of the ballots. Adoption of the Amendment shall require a two-thirds majority of those voting on the Amendment.

~~Following Council approval, the Secretary-Treasurer shall distribute copies of the proposed amendment to all members of the Forum not less than three weeks before the Business Session, and opportunity for discussion shall be given during the Business Session. With the unanimous consent of those members present and voting, the voting on the proposed Amendment may be carried out at the Business Session. Without that consent, the voting on the proposed Amendment shall be as follows: not later than twelve weeks after said Business Session, the Secretary-Treasurer shall again distribute copies of the proposed Amendment, accompanied by ballot forms. Adoption of the Amendment shall require a two-thirds vote by those voting.~~

**Comment:** Clarifies the procedure and removes the requirement of discussion at a business session since these proposed amendments eliminate the business session.