

## **Membership Committee Structure and Election Procedures for the Washington State Academy of Sciences**

### *1.0 Introduction*

Electing new members is essential to the growth and vitality of the Washington State Academy of Sciences (WSAS) and to ensure that it includes outstanding individuals who can provide leadership in meeting the Academy's goals and responsibilities. The guiding principle for the election procedures is to identify individuals with outstanding scientific knowledge and a record of achievement who will commit to work on behalf of the Academy in bringing the best available science to bear on the diversity of challenges and opportunities within the State of Washington. The Academy will represent the full range of scientific expertise needed to serve the State of Washington.

### *2.0 Definitions:*

Standing WSAS Membership Committee: This committee conducts the annual process to identify nominees for the membership ballot. It is composed of twelve members. The Chair and Vice Chair are appointed by the Board of Directors, the Section Chair from each of the five sections of the WSAS, and an additional five At-Large members. These 10 members are appointed by the Chair of the Standing Committee. At least one of these 10 members must be WSAS Board members. The WSAS Secretary serves as an Ex Officio non-voting member.

Section Membership Committees: Each section of the WSAS will have a Section Membership Committee that is responsible for (1) encouraging broad participation of the section membership in the nomination process, and (2) in carrying out the primary section election. Each Section Committee Chair will select a Vice Chair who will assist the Chair and serve in her/his absence. The Chair will also appoint a committee of at least 4 and no more than 5 members, including the Vice Chair.

Nominee Evaluation Tool sheets: The Nominee Evaluation Tool sheet is a scoring sheet that is used as part of the nominee vetting process. It is only part of the overall nominee evaluation process and provides a consistent framework for consideration of nominee contributions across all sections of the WSAS.

First Round Balloting: The Section Chair will work with her/his Section Committee to conduct the first round of selection of nominees for the ballot, as described by the procedures below. The number of slots available on the final ballot for the first round of balloting will be determined annually based on the diversity needs of the Academy across Sections as determined by the Membership Committee chair and approved by the full Board. The members of each Section Committee vote on the nominees during the First Round Balloting.

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First Round Nominees: The nominees identified by the First Round Balloting are referred to as the First Round Nominees. These nominees are identified for the ballot by the vetting process led by the Section Chairs within each Section Membership Committee.

Second Round Balloting: Each Section Chair will work with her/his Section Committee to identify nominees for the Second Round of Balloting from the pool of nominees that were not selected via the First Round of Balloting. These nominees are referred to as At Large Nominees. This will be done the procedures described below. Members of the Standing Committee vote on the nominees for this round.

At Large Nominees: These are the nominees identified in the Second Round Balloting. The purpose for the At Large pool is to identify candidates who bridge disciplines, increase the demographic, disciplinary, and institutional diversity of the WSAS membership, and/or address specific emerging issues relevant to WSAS. At Large Nominees are advanced to the final ballot after an affirmative vote of the Full Membership Committee.

Final Annual Ballot: The nominees selected by the First and Second Round Balloting will be presented to the Board of Directors for approval to advance to the Final Annual Ballot. Once approved, the Final Annual Ballot is presented to the entire WSAS membership for voting, using the procedures defined below. The number of nominees on the ballot will be equal to the number of slots available for selection each year. As such, the final vote is an endorsement by the entire WSAS membership on the balloting process defined by these procedures.

### *3.0 Procedure*

To meet the Membership Goals of the WSAS, the WSAS Board has adopted the following Procedures and Sections for election to WSAS Membership.

1. The WSAS Membership Committee is charged with presentation of the membership goals to the overall membership at the Annual Meeting, encouraging broad participation of the membership in identifying and nominating candidates, and coordinating the election procedure of each section to ensure a balanced representation of all relevant expertise in the Academy.
2. The class size for each annual election cycle will be proposed by the Chair and Vice Chair of the Standing Membership Committee to the Board at its January meeting. The recommendation should strive to meet the goals of the overall Academy size and diversity. The proposed class size requires approval of the Board of Directors.
3. Candidates will be nominated for a specific primary section<sup>1</sup> but can be nominated by any current WSAS member regardless of their section. The Chair and Vice Chair of the Standing Committee may not nominate candidates. Section chairs may not nominate candidates for their sections but may nominate candidates for other sections.

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4. Nominations must be led by a primary nominator, who must be a WSAS member. Nominations must be supported by a secondary nominator who must be from a different institution from the nominator, and who does not have to be a member of the WSAS. Nominations must be prepared using official WSAS nomination forms. The primary and secondary nominator must each complete the appropriate forms. No other materials may be submitted with the nomination.
5. Section Membership Committee members who have nominated a candidate under discussion during the committee meetings shall refrain from participating in discussion of that candidate unless requested to do so by the presiding Section Chair of the committee. However, they may vote for any candidate they have nominated. The Chair and Vice Chair of each Section Membership Committee may vote for any candidate.
6. Nominee Evaluation Tool sheets will be used to screen all nominees in every section and will provide the basis for discussions and vetting of candidates prior to voting by the Section Membership Committee. After discussion and vetting, Chairs of the Section Membership Committees will conduct the voting on all candidates within their sections. The nominees with the highest number of votes each section will be advanced to the Board for consideration on the Final Annual Ballot. At the conclusion of the First Round Balloting, the Chair of each section will provide to the Chair of the Standing Membership Committee copies of the Nominee Evaluation Tool sheets and the voting results for that section.
7. In the First Round Balloting, each Section Membership Committee elects nominees from their Section<sup>1</sup> to be candidates on the final ballot.
8. After the First Round Balloting, the remaining slots for the ballot will be filled by the At Large candidates. Section Chairs will work with their committees to develop the list of At Large Candidates. The entire Membership Committee will vote on the At Large Candidates, and the individuals with the highest numbers of votes will be advanced to the Board for consideration on the Final Annual Ballot. Any ties between nominees, will be resolved by an additional vote for those nominees.
9. The final ballot is presented by the Chair of the Standing Committee to the Board of Directors for approval. Once approved, it is presented to the entire WSAS membership for electronic voting at least four months prior to the next Annual Meeting. The number of individuals listed on the ballot will be equal to the number of slots available for the class size of that given year; as such the voting on the final ballot is an endorsement of the elections conducted by the Membership Committee. Successful endorsement requires approval by  $\geq 80\%$  of the voting members; abstentions for a specific candidate are not tallied.

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<sup>1</sup> Each current WSAS member will select a primary section and, if desired, secondary section.

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10. The Secretary will offer elected candidates membership in WSAS with a deadline for acceptance within 30 days of notification. The letter will emphasize the role of WSAS as a working academy and that members are expected to actively participate. This applies equally to those elected to one of the three National Academies during the prior year. Elected candidates by either route will be considered full members upon acceptance and will be formally inducted at the first Annual Meeting following their acceptance. Those that do not accept membership can be considered for nomination and election in the future but do not have priority.
  
11. Nominees not elected are eligible for re-nomination; however, this requires a new nomination. Nominations are not carried over between years.

*Approved at the WSAS Annual Meeting, September 24, 2009.*

*Amended at the WSAS Annual Meeting, September 20, 2012*

*Amended by the Board of Directors, January 9, 2014*

*Amended by the Board of Directors, January 8, 2015*

*Amended by the Board of Directors, May 9, 2019*

## **Washington State Academy of Sciences Membership Sections**

Collectively, WSAS member expertise can contribute to scientific and technical analysis of major issues that Washington State may face, for example: the Puget Sound and other critical ecosystems, impacts of climate change including ocean acidification, sustainable natural resource management (e.g., forests, fisheries, wildlife, soils, minerals, and water), transportation, health and wellness, food security and safety, energy, and STEM education. The WSAS members are grouped into the five Sections shown below. Each member may designate a primary discipline in their section, and a secondary discipline that may be in another section.

### **Section 1: Physical and Mathematical Sciences**

This section encompasses all fundamental physical and mathematical sciences: astronomy, astrophysics and cosmology; atmospheric and ocean science; chemistry; geoscience; materials science; pure and applied mathematics; physics; statistics.

### **Section 2: Engineering and Technology**

This section encompasses all branches of engineering and technology, including advanced manufacturing; aerospace; biological engineering and technology; chemical; civil and environmental; computer information and science; electrical; energy; industrial and systems engineering; materials; mechanical; nanotechnology; nuclear.

### **Section 3: Biological Sciences**

This section encompasses basic and applied biological sciences from molecular to populations to ecosystems perspectives: agriculture; animal; aquatic and marine sciences; biochemistry; ecology; environmental sciences; evolutionary biology; genomics; microbial; plant; soil.

### **Section 4: Health Sciences**

This section encompasses the full spectrum of health care, including basic and clinical biomedical research; dentistry; health services and economics; healthcare education; medicine; mental health; nursing; nutritional sciences; pharmacy and pharmaceutical sciences; public health; veterinary medicine.

### **Section 5: Social and Behavioral Sciences**

This section encompasses basic and applied scientific studies in anthropology; criminal justice; demography; economics; education; management science; political science; psychological and cognitive science; social work; sociology.

*Approved at the WSAS Annual Meeting, September 24, 2009.*

*Amended by the WSAS Board, January 9, 2015*