



CONTENT DEVELOPMENT AND DISSEMINATION COMMITTEE BYLAWS

Purpose Statement:

The purpose of the Content Development and Dissemination Committee is to collaboratively guide and support TMS initiatives and programs related to the development of content and its delivery via any form of media. Additionally, the committee seeks to grow content-related revenue opportunities and to protect and build the TMS brand as a provider of content to the science and engineering community. The scope of the committee's responsibilities includes:

- 1. Strategic Planning**
 - a. Opportunities in Print and Electronic Media
 - b. Opportunities with New Initiatives (such as Open Access publishing)
 - c. Identification of Subject Areas of Content Development Opportunity
 - d. Identification of Content Partnering Opportunities

- 2. Engage Volunteer Members in Content Development**
 - a. Participant Recruitment for Publications Initiatives
 - b. Populate and Oversee Journal Advisory Committees
 - c. Populate and Oversee Book Review Panels
 - d. Provide Other Editorial Appointments as Required

- 3. Oversee TMS Content Assets**
 - a. Oversee Contracts with Commercial Partners
 - b. Evaluate Revenue-Generation Opportunities and Their Associated Risks
 - c. Set Reporting Expectations for Content Initiatives
 - d. Protect the TMS Brand as a Content Provider
 - e. Recommend Action on Content Not Accepted by Commercial Partners

Structure:

The committee will consist of:

1. One Chair: The TMS Content Director (serve as Content Director on the TMS Board of Directors)
2. One Vice Chair
3. One Past Chair (position only exists during the year after the Chair concludes his/her term as Chair)
4. One Representative from Each TMS Technical Division (serve on the Content Asset Subcommittee)
5. One Representative from the Program Committee
6. Up to 15 At-Large Members as Appointed by the TMS Vice President

The committee houses three subcommittees:

1. Strategy Subcommittee (Lead by the Past Chair or elected Vice Chair)
2. Volunteer Engagement Subcommittee (Lead by the Chair or elected Vice Chair)
3. Content Asset Subcommittee (Lead by the Chair or elected Vice Chair)

All committee members hold membership on at least one subcommittee. Each subcommittee consists of:

1. One Chair (a member of the CDDC leadership)
2. At-large Members Appointed from the Full Committee

Term of Office:

1. Chair: 3 years
2. Vice Chair: 3 years
3. TMS Technical Division Representative: Term to be determined by the sponsoring division; 3-year term recommended
4. Program Committee Representative: Term to be determined by the Program Committee; 3-year term recommended
5. At-Large Members (not more than 15): 3-year term recommended

Vice Chair Nomination Process:

The Vice Chair is to serve for a period of three years in anticipation of a subsequent three-year term as Chair of the committee, the latter being subject to the nomination and election process that is in place for this position (TMS Bylaws, Section 3.6).

NOMINATIONS

Prior to the TMS Annual Meeting in which the current Chair's term will be ending, TMS staff will assist the Chair in soliciting nominations from the members of the committee. Nominations (including self-nominations) will be submitted to TMS staff by a specified deadline. All nominations will then be sent to the Chair at least two weeks prior to the committee meeting. Nomination forms should include a one-page description of the nominee's qualifications, including relevant past and present TMS experience; a one-page recommendation letter from a current TMS member; and a one-page biography/curriculum vitae of the nominee.

Upon closing for nominations by the pre-determined deadline date, nomination forms will be distributed among the voting members of the committee on a confidential basis (by TMS staff). If there are no nominations submitted, the Chair, with the help of the Vice Chair and Past Chair (if on the roster at that time), will jointly forward one or more nominees.

SELECTION

Voting will be conducted at a committee meeting, or if desired or necessary, by electronic ballot at least one week prior to the committee meeting. The results would then be announced at the committee meeting.

If there are multiple candidates, there may be a discussion (in the absence of the nominees) among the current voting committee members (those not present can notify the Chair in writing of their preference prior to the meeting) and a subsequent vote will be held under the jurisdiction of the Chair. Any voting member who is also a nominee will be excluded from the vote. Upon counting the votes, the new Vice Chair will be announced by the Chair. Appointment will be by majority vote; if there is a tie between two or more candidates, the current (outgoing) Vice Chair's vote will prevail. If there is a single candidate only, he/she will be appointed by acclamation.

Meeting Schedule:

The committee will meet at least twice yearly, either in person or via teleconference. Additional meetings may be called at the Chair's discretion.

Committee Actions:

Actions of the committee or a subcommittee shall be approved by a majority vote of members participating, provided that a simple majority of members participate in the voting.

Expectations of Membership:

Upon agreeing to serve on the Content Development and Dissemination Committee, committee members are expected to remain active throughout their terms and to make every effort to fully participate in all meetings and teleconferences of the committee and any subcommittees to which they are assigned. If for whatever reason volunteers find they will only be able to participate in a limited capacity or not at all, they are encouraged to talk with the CDDC Chair and TMS Content Senior Manager about their availability to continue in the role. While it is highly desirable that committee members fulfill their term and it is critical to the success of the committee that the majority of volunteers complete their term with full participation, it is understood that volunteers' personal and professional situations can change. It is critical to have a quorum at meetings and teleconferences in order to vote on committee business. A committee member who is repeatedly absent or nonresponsive may be asked to step down from being a voting member of the committee.