

## APDU Policy/Procedures #021602

### III. (a) Formal Representation of APDU on Committees, Special Groups and Other Organizations\*

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#### *Application*

A. The policy statement and procedures outlined here apply to situations in which the Association of Public Data Users (hereafter referred to as the “Association” or “APDU”) is:

- Invited to hold formal representation on committees, task forces, commissions or other special groups sponsored by other associations and organizations or governmental agencies;
- Entitled to designate a representative(s) by virtue of its formal sponsorship of such committees, task forces, commissions or other special groups; or
- Entitled to designate a representative(s) by virtue of its affiliation with or dues-based membership in another association.

B. Eligibility for consideration under this policy and related procedures is restricted to:

- Designated representatives of APDU member organizations in good standing;
- Persons who hold individual APDU memberships in good standing.

#### *Definitions*

For purposes of this policy and procedures,

- “APDU member” will refer to either of the membership types cited in “B” above;
- “APDU Representative” will refer to the member named as representative to an entity as described in “A” above.
- “Representation opportunities” will refer to position openings in situations as described in “A” above.

#### *Background*

There are occasions when APDU is formally invited to serve on and participate in other associations’ and agencies’ committees, task forces and working groups. There also are instances in which APDU is entitled to name a person or persons to represent the Association because of its affiliation with another association or organization. Typically, such opportunities are directed to the APDU Board of Directors. However, while it is the Board’s responsibility to make and oversee these appointments, it is not always necessary that a Board member serve in these positions. When that determination is made, it becomes critical that the Board receive timely expressions of interest from eligible APDU members.

The APDU Board of Directors has adopted the following APDU Representation policy and related procedures to:

- Better and more widely inform APDU members about Representation opportunities, so that interested and diverse members may submit their names for consideration;
- Create an open identification and fair selection process with ground rules that are known to APDU members;
- Ensure that members named as APDU's Representatives are given guidance and a clear idea of what is expected of them in their formal role; and
- Afford greater opportunity for the APDU membership to benefit from the Representation and have input to the APDU Representative.

### ***Representation Policy and Related Procedures***

#### *Expectations of APDU Representatives*

Two-way communication - to the APDU membership and Board of Directors and from the membership and Board - is a condition of acceptance of the role of APDU Representative. In communicating to the membership and Board, *at minimum*, APDU Representatives are expected to:

- Prepare and submit to the Board of Directors a written report summarizing each meeting or event in which they participate. The report should include not only information received on items of specific interest to the APDU membership, but also potential implications of actions, issues or policies that might not be immediately evident to members. The report should be in a form that can be transmitted to the APDU membership via the most appropriate, available electronic and/or print communication vehicles of the Association (for example, at the time of adoption of this policy, the member listserv, the APDU web site, the APDU Newsletter).
- Summarize their past year's service as an APDU Representative in a presentation to the APDU annual conference, or if unable to attend, in a report that can be delivered in their absence.

In hearing from the membership and Board, *at minimum*, APDU Representatives are expected to:

- Actively seek input into their representation of the Association from the membership via the member listserv or other available communication vehicles of the Association.
- Be available to hear specific questions or concerns from the membership that they would like to see presented at meetings, and or to obtain or clarify specific information for members.

*Notification, Application, and Selection Process*

The following procedures will be used in the event 1) the APDU Board of Directors accepts the Association's participation in or invitation to a specific Representation opportunity or is made aware of a vacancy in a Representative position already held by the Association; and 2) there is no stipulation by the inviting agency or organization that Representation be limited to or held by a specific officer, administrator or director of the Association.

- A. *Notification.* The Board of Directors or a member of the APDU Administrative Office on behalf of the Board will submit a message to the APDU member listserv that includes the following information:
  - 1. Description of the position/role, and any expectations of the position above and beyond what are stated in this policy;
  - 2. Anticipated time commitments;
  - 3. Any relevant reimbursement information, in the event the inviting organization or APDU is able to reimburse for relevant and necessary travel or per diem expenses associated with service;
  - 4. Application form or required format for applicant information;
  - 5. Application deadline and submission information.
  
- B. *Application.* Any eligible APDU member who is interested in the Representation opportunity may apply for consideration to fill the position. All information must be provided as directed in the original notification and by the deadline given in that notification. To apply, members will:
  - 1. Complete the application form or submit information in the prescribed format. In all cases, the application will contain:
    - a. Name, organization, and contact information
    - b. Pertinent background and relevant experiential information such as job responsibilities and education.
  - 2. Submit a written statement of no more than one page describing specifically why they are qualified and should be selected for the Representation opportunity as described in the notification, and how they would seek input from and convey information to the APDU membership in the event of their selection.
  - 3. Submit a copy of their current resume.
  - 4. Secure the support/authorization of their employer, if applicable, and note same.
  
- C. *Selection.* The APDU Board of Directors will receive and review all applications, evaluate them on the criteria established in the notification, and vote on the selection.
  - 1. Any Board member who submits his or her name for consideration must recuse him/herself from the deliberations and voting.
  - 2. The Board will deliberate and vote via conference call or its listserv in the event an opportunity arises that cannot be considered at an in-person meeting.

- a. There will be one vote cast by each Board member for each vacant position.
  - b. The applicant with the most votes will be selected for the position.
  - c. Vote tallies will only be shared within the Board.
3. After the successful applicant has been notified, the Board will notify the APDU membership via the member listserv of whom the applicants were and who was selected.
  4. Given the type of Representation position, the Board may use its discretion to name as “alternate” the member receiving the second highest vote for the position.

### *Tenure*

Unless otherwise limited or stipulated by the inviting agency or organization or the guidelines of the association to which representation is sought, the tenure as an APDU Representative will be limited to two (2) years.

- A. If the opportunity for APDU Representation is continued, the Board of Directors will reopen the application process.
- B. The current APDU Representative will be eligible to re-apply for the same position, except in the event of removal as described in the “Removal” section of this policy.
- C. An APDU member may serve as an APDU Representative on more than one body. However, in the interest of diversity and opening opportunities to the membership, the APDU Board may weigh the benefit of multiple representations in its selection criteria.

### *Substitutions*

In the event APDU Representatives cannot attend a meeting or participate in another event of the body on which they sit, it is the responsibility of the APDU Board of Directors and not the Representative to identify and secure a substitute.

- A. An APDU Representative unable to attend a meeting or other event should immediately notify the APDU Board President:
  1. By telephone, or
  2. If unable to reach the Board President by phone, should email the President and copy the Board Vice-President and APDU Administrative Office ([apdu@apdu.org](mailto:apdu@apdu.org)).
- B. All information from the membership, meeting agendas and other pertinent information, should be forwarded from the Representative to the APDU Board President or APDU Administrative Office under a predetermined plan so that this information may be shared with the person substituting at the meeting.
- C. If time is available and logistics will allow, the APDU Board will ask the alternate Representative, if one was named, to substitute, or in the event one was not named at the time of selection, will attempt to request the applicant who received the next highest number of votes in the selection process. If there is insufficient time, the APDU Board may request an APDU member in the meeting vicinity to substitute.

- D. The substitute must report to the Board on the meeting/event in the same manner as described in *Expectations of APDU Representatives*.

*Removal*

Under certain circumstances, the APDU Board of Directors may end the Representative's term of service before his or her formal tenure was expected to end.

- A. These circumstances may include:
  - 1. The Representative not fulfilling his or her requirements of reporting to or seeking input from the APDU membership.
  - 2. The Representative's persistent inability to attend meetings.
  - 3. The Representative's binding or incurring other obligations on behalf of APDU.
  - 4. Other extenuating circumstances.
  - 5. Request of the organization providing the Representation opportunity.
- B. Removal will be deliberated by the Board and voted upon by the Board.
- C. In the event of the removal of an APDU Representative and if circumstances allow, the Board will name the alternate as the new Representative, or if none was named in the selection process, utilize the original voting tally and ask the person who received the next highest number of votes to fill the vacancy.

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**\*Policy/procedures history: Content of policy and procedures developed and approved at APDU Board of Directors' Winter Board Meeting, February 16, 2002. Final language approved by the Board on February 26, 2002.**

See also, **"Board Procedure for Receiving Materials, Reviewing and Voting on Applicants for APDU Representation Opportunities"**