

## **C011.01 - C011.09 CSSA DIVISION OFFICERS**

A. Status: Officers of the CSSA Divisions

B. Composition and Tenure:

Officers are elected for each of the following CSSA Divisions:

- C011.01 Division C-1 Crop Breeding and Genetics
- C011.02 Division C-2 Crop Physiology and Metabolism
- C011.03 Division C-3 Crop Ecology, Management, and Quality
- C011.04 Division C-4 Seed Physiology, Production, and Technology
- C011.05 Division C-5 Turfgrass Science
- C011.06 Division C-6 Forage and Grazinglands
- C011.07 Division C-7 Genomics, Molecular Genetics, and Biotechnology
- C011.08 Division C-8 Plant Genetic Resources
- C011.09 Division C-9 Biomedical, Health-Beneficial, and Nutritionally Enhanced Plants

The officers of each CSSA Division are elected CSSA members as follows:

The Chair of the Division

The Chair-Elect of the Division

The most recent Past Chairs of the Division

The Divisional Representative to the Board of Directors

Divisional officers must hold the Active membership category or another category having the same privileges of Active membership (Emeritus, Corporate).

Terms are based on a calendar year (January 1 through December 31). The Chair-Elect serves a 1-year term; the Chair serves a 1-year term; the Past Chair serves a 1-year term, the Past-Past Chair serves a 1-year term (total of 4 years). The Divisional Representative to the Board of Directors serves a 3-year term.

If the Chair should resign or become unable or unavailable to serve out the term of office, the Chair-Elect shall succeed to the position of Chair.

If the Chair-Elect should resign or become unable or unavailable to serve out the term of office, the person shall be replaced by the other nominee on the ballot for Chair-Elect.

If the immediate Past Chair should resign or become unable or unavailable to serve out the term of office, the person shall be replaced by the next available most recent Past Chair.

If a Divisional Board Representative is unable to attend a Board meeting, the Division Chair, Chair-Elect, or immediate Past Chair may serve as a substitute. An alternate substituting for the Divisional Board Representative shall serve as a voting member of the Board.

If the Divisional Representative to the Board of Directors should resign or become unable or unavailable to serve out the term of office, the other nominee on the ballot for Divisional

Representative shall automatically succeed to the office to complete the term. In the event that both the elected representative and the alternate are unable to serve, then the Divisional Chair shall serve as the Divisional Representative to the Board of Directors.

C. Functions:

The officers of each Division shall be responsible for the policies of the Division, subject to the approval of the CSSA Board of Directors.

Nominations:

The officers of each Division shall nominate candidates (with their permission) for the office of Chair-Elect of the Division and two candidates (with their permission) for the office of Divisional Representative to the CSSA Board of Directors, when that office is to become vacant. To share with the candidates a list of responsibilities for each office.

To report the names of the nominated candidates to the CSSA President through the appropriate Divisional Representative on the CSSA Board of Directors. The Divisional Representative reports the names of the candidates to the Board of Directors. Biographical information will be collected by Headquarters staff.

Chair-Elect:

1. Assists the Chair of the Division in any appropriate way, including organization of the Division's technical program and business meeting at the annual meeting.
2. Assists the Chair of the Division with long-term program planning, including development of symposia one year hence and beyond.
3. Succeeds as Chair of the Division in the event the current Chair should resign or become unable or unavailable to serve out the term of office.
4. Other activities as dictated by individual Divisions.

Chair:

1. Schedules the time, arranges the agenda, and conducts the annual business meeting of the Division.
2. Serves as Division program chair with the assistance of the Chair-Elect. Organizes the program of technical sessions for the annual Division meetings; arranges papers in a coordinated program; arranges symposia and field trips when these are deemed desirable.
3. Serves as a member of the C711 Program Planning Committee.
4. Serves to help nominate the Division Chair-Elect candidates and Divisional Representatives to the CSSA Board of Directors.
5. Serves as a member of the C101 Committee on Nominations for CSSA President-Elect
6. Develops plans that maintain or enhance the viability of the Division and supports the needs of Division members.
7. Implements actions approved by Division members.
8. Communicates and reports information to and from Division members in a time efficient manner as needed to conduct business of the Division and CSSA.
9. Responds in a timely manner to requests for Division action from the CSSA President, Executive Committee, or Board of Directors.

10. Submits an annual summary report of Division activities to the CSSA Board of Directors, as requested.
11. Other activities as dictated by individual Divisions.

Past Chair:

1. Coordinates the process to help nominate Divisional Representatives to the CSSA Board of Directors and the Division Chair-Elect candidates.
2. Other activities as dictated by individual Divisions.

Past-Past Chair

1. Serves to help nominate the Division Chair-Elect candidates

Divisional Representative to the CSSA Board of Directors:

1. Serves the Division on the CSSA Board of Directors. Minutes from Executive Committee and Board of Directors meetings are posted at [www.crops.org/about-society/executive-committee-minutes](http://www.crops.org/about-society/executive-committee-minutes)
2. Reports pending Board of Directors activity and actions at annual Division business meeting. Collects Division consensus on issues pending Board of Directors action.
3. As appropriate, reports Division discussions, actions, and resolutions to the CSSA Board of Directors.
4. At the Board of Directors meeting during the annual meeting, provides the names of nominees for the upcoming ballot for Division Chair-Elect and, when appropriate, Division Representative to the Board of Directors.
5. Serves on the C211 Budget and Finance Committee; C201 Organization, Policy, and Bylaws Committee; or C537 Science Policy Committee.
6. In conjunction with Division officers, develops procedures to ensure that Divisional web pages are kept up-to-date.
7. Other activities as directed by the Division, Board of Directors, or Executive Committee.

D. Presidential Responsibilities:

The CSSA President cooperates with the officers of each Division in any way to promote harmony and better functioning of the Society.

Aided by the Headquarters staff, conducts the election and reports the results.

Aided by the Headquarters staff, writes congratulatory letters to the successful candidates and notifies the unsuccessful candidates of the election results