

# THE NCME GOVERNANCE HANDBOOK



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This handbook provides guidance and timelines to NCME members elected to serve on the Board of Directors, or to those chairing or serving on volunteer committees and/or appointed task forces.

This handbook shall be made available to members and the general public on NCME's website. In addition, the NCME Staff will distribute links to the handbook volumes to incoming board members and officers by March of each year.

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# Leadership of the National Council for Measurement in Education

## The Board of Directors

The Board of Directors (the “Board”) sets policy and governs the National Council for Measurement in Education (NCME). The nine members of the Board are elected for three year terms by the NCME membership.

Three members of the Board consist of the current president, past president and vice-president. These members comprise an Executive Committee within the Board.

The six additional directors are elected according to the following approach. Each year, two Board positions become open, one for an “at-large member,” and the other for one of three types of members on a three year cycle: (a) a candidate employed by a local educational agency, (b) a candidate employed by a state or federal agency, or organization and (c) a candidate employed by a testing organization.

The Board must hold at least one in-person meeting annually. Currently, the Board meets on two separate occasions during the Annual Meeting and two or three other times during the year for one to two days. Additional meetings may be called by the President. Meetings may be conducted in person, by video conference, or audio conference.

A list of NCME’s Board of Directors since 1990 is provided in Appendix A.

## Roles and Responsibilities of NCME Leadership

### President

The President serves as chairperson of the Board and the Executive Committee, represents the organization in its interactions with other organizations, performs activities that generally fall to the chief officer of an organization, and is ultimately responsible for all editor and committee member appointments (though this responsibility can also be delegated to others). Persons elected to this office serve a three-year term on the Board as Vice President, President, and Past President. A list of [NCME’s Past Presidents can be found on the NCME website](#).

Specific responsibilities of the president include

## **Chairing Board Meetings**

The President chairs all meetings of the Board of Directors.

## **Directing Annual Program**

The President should communicate any expectations he/she may have about the Annual Conference Program to the Program Committee co-chairs and chair of the Training and Development Committee well in advance of program planning activities so that those expectations can be taken into account. Program co-chairs should be advised of the impending deadlines for the call for proposals that is due immediately after the annual meeting.

## **Board Liaisons**

The President is responsible for appointing the new Board members as committee liaisons and monitoring their work to ensure that progress is being made on committee agendas. Regular (at least monthly) communications are essential, as are reminders of deadlines for committee appointments and reports.

## **Monitoring Annual Budget**

The President is responsible for working with the Budget and Finance Committee and the Central Office to monitor the budget. The President works with the Chair of the Budget and Finance committee and the association management group to prepare a financial report to the membership that is delivered to the membership by the Chair of the Budget and Finance Committee at the NCME Annual Conference Breakfast.

## **Pursuing Strategic Plan**

The President is responsible for planning the meetings of the Board of Directors and for proactively pursuing the NCME Strategic Plan. It is the President's responsibility to make sure that the Strategic Plan reflects current priorities of the organization and that steps are being taken to pursue each one of the strategic objectives. In this regard, the President is responsible for structuring the meeting agendas of the Board to keep their focus on the Strategic Plan.

## **Monitoring Contracts**

The President needs to be aware of the current status of major contracts and to take any necessary steps, with the Board's consent, to secure that contract for the next several years. Currently NCME has contracts with Talley Management Group for management services, AERA for meeting services, AERA and APA for matters related to the Standards for Educational and Psychological Testing, Wiley for publishing NCME journals, Higher Logic for website hosting and All Academic for providing services and software for the annual meeting proposal submission system.

## **Maintaining Continuity with the Outgoing President**

The President should ask the Past President about any outstanding special initiatives that the President should oversee during his/her year as President. Special initiatives could include special reports, task forces, and other projects that may be of a continuing character and cross the terms of several Presidents.

## **Maintaining Communication with Past Presidents**

The President is responsible for making sure that the Past Presidents are informed of organizational issues and engaged as necessary and appropriate in NCME affairs. To this end, each year at the Annual Conference, the current President meets with the Past Presidents at a luncheon.

## **Making Special Appointments as Needed**

The President will periodically need to make special appointments of NCME members to serve as representatives to special committees. These appointments are made at various times, depending on the scope and function of the particular committee.

## **Outgoing Governance Members**

The President should send communication of thanks to outgoing members and chairs who have contributed their time to NCME activities throughout the year.

## **Convening Business Meeting**

The President convenes the business meeting of the organization at a formal Breakfast that is held during the NCME Annual Conference. At that meeting, the President also delivers an address to the NCME members who attend the breakfast.

## **Enforcing Board Policies**

The President is responsible for implementing all the policies approved by the NCME Board. The NCME Historical and Legal Governance Handbook and past minutes of Board of Directors meetings provide the historical record for these policies.

## **Reviewing and Updating the NCME Handbooks**

On January 1<sup>st</sup> the handbooks will be posted so that Board members and committee chairs can review and suggest revisions. On March 15, the President and Vice President will review the suggested revisions and revise the handbook to reflect the revisions that they deem appropriate. The revised handbooks will be posted on the NCME website.

## **Vice President**

The Vice President serves as a member of the Board and the Executive Committee and replaces the President if he/she is unable to carry out the responsibilities of the office. The Vice President is the incoming President (also known as the President-elect).

Specific responsibilities of the president include

### **Planning the Program for the Annual Conference**

In preparation for the annual conference during the year that the Vice President serves as President, the Vice President must appoint (1) two individuals to serve as co-chairs of the NCME Annual Conference Program and (2) one or two individuals to chair or co-chair the Training and Development sessions that typically precede the annual meeting. The co-chairs are usually named one year in advance of the annual meeting so that they can consult with the current program co-chairs on schedules, activities, and expectations. The NCME Executive Director will provide the program co-chairs with a description of their responsibilities, a copy of the program co-chair information contained in the NCME Operational Governance Handbook, and a copy of the committee's most recent reports.

### **Serving as Liaison to the Membership Committee, Archives Committee and the Website Management Committee**

The Vice President is responsible for serving as Board liaison to these committees, and also oversees the staffing of the committees.

### **Attending Past President's Luncheon**

The Vice President attends the past president's luncheon held during the annual meeting with the (outgoing) president in order to learn more about the event.

### **Staffing the Standing Committees**

The Vice President is responsible for overseeing the process of staffing the standing NCME committees (described in a subsequent section of this handbook). T

### **Appointment of Committee Chairs**

The Vice President is responsible for overseeing the appointment of Committee Chairs on an annual basis. The process by which this is to occur is described in the section of this Handbook on NCME Committees.

### **Coordinating Board Liaisons and Committee Meetings at Annual Conference**

The Vice President should arrange with the Board Liaisons and committee chairs a time and place for each Board Liaison to meet with his/her committee chairs during the annual meeting (such as at the Monday meeting of the NCME Board of Directors). The Vice President should

also make sure that the Board Liaisons encourage their Committee Chairs to meet with their Committees during the Annual Conference.

### **Review and Update the NCME Handbooks**

On January 1<sup>st</sup> the handbooks will be posted so that Board members and committee chairs can review and suggest revisions. On March 15, the President and Vice President will review the suggested revisions and revise the handbook to reflect the revisions that they deem appropriate. The revised handbooks will be posted on the NCME website.

### **Other Activities**

The Vice President is responsible for other activities and assignments as delegated by the Board and President.

### **Past President**

The Past President serves as a member of the Board and the Executive Committee. The Past President serves in this position for one year following his/her year as President.

Specific responsibilities of the president include

#### **Advising the Current President**

The Past President serves as an advisor to the President and Vice President and carries out requests made by either the President or Vice President. The Past President should also provide the necessary support to ensure that the NCME Strategic Plan has continuity across the terms of presidents.

#### **Appointing Nominations and Elections Committee**

The President appoints the chair and works with this chair to appoint committee members of the Elections Committee. (See the description for the Nominations and Elections Committee.)

#### **Maintaining Continuity of Special Initiatives**

The Past President should inform the President of all outstanding special initiatives that will require the President's attention during his/her term.

#### **Planning a Luncheon for Past Presidents**

The Past President oversees the plans developed by NCME's management services provider for the Past President's Luncheon to be held at the annual conference.

## **Conducting an Evaluation of Central Office**

The Past President conducts the annual evaluation of central office management services and writes a report that summarizes the results of the evaluation and is delivered to the Executive Director.

## **Chairing the Nominations Committee**

The Past President serves as chair of the Nominations Committee and appoints two additional members to serve one-year terms. See nomination procedures.

## **The Executive Committee**

The Executive Committee of the Board consists of the President, Vice President, Immediate Past President. The Executive Committee is expected to meet on a monthly basis and has power to act for the Board between meetings of the Board unless expressly prohibited in this Handbook or in the Bylaws.

## **The Six Board Directors**

Specific responsibilities of Board Directors include

### **Attending and Actively Participating in all meetings convened by the President**

These generally include quarterly meetings held in-person in the winter, spring, summer and fall. The spring meeting is always scheduled to coincide with the annual conference.

### **Preparing for meetings by reading the “Board Book”**

The Board Book is assembled by NCME’s Executive Director and provides relevant background on all agenda items for each meeting.

### **Responding to Board-related Communications in a Timely Manner**

Board members can expect to receive emails and/or phone calls in regard to issues of concern to NCME and its membership throughout the year. Board members are expected to respond to these in a timely manner.

### **Serve as a Liaison to one or more NCME Committees, SIGIMIES and/or Task Forces**

Each Board member will serve as a liaison to one or more NCME Committee. In this capacity, the Board member will (1) get be in regular contact with the chair of the committee,

(2) will, whenever possible, attend meetings of the committee and be included on all related email correspondence, and (3) be prepared to provide insights to the rest of the Board on issues related to the work of the committee during quarterly meetings.

## **Staff in Support of NCME Leadership**

### **Managing Director**

The Managing Director is responsible for all management office operations, ensuring service delivery defined under the management company's contracted scope. The Managing Director is responsible for the supervision of all support staff deployed by the management company.

### **Chair of Budget and Finance Committee**

The chair of the Budget and Finance Committee serves as the de facto treasurer of the NCME Board and is expected to sit in on Board and Executive Committee Meetings. This role does not come with voting rights with respect to matters taken up by the Board during its meetings.

## **Officer Nomination and Election Procedures**

According to Article V of the Bylaws, the Immediate Past President must appoint a Nominations Committee on or before June 1 of each year. According to the Bylaws, the Committee, having first obtained the agreement of each nominee, is to report its nominations to the President by August 1. This is done in order to meet the election schedule. Ballots are sent electronically to NCME members by mid-November, voting closes by the end of December, and the vote count is completed and verified by mid-January.

The Nominations Committee selects three slates of candidates: (1) at least two members for Vice President; (2) at least two members for the "At-Large" slate for the Board of Directors; and (3) at least two members for the slate that varies each year for the Board of Directors ("Testing Organization" starting in 1993, "Local Education Agency" starting in 1994, and "state or federal Agency or Organization" starting in 1995). In such cases where there are more than 2 candidates for a position, the selection of the winner will be conducted by rank-choice voting. The details of this procedure follow:

The rank-choice voting process will ask NCME members who are eligible to vote to rank each candidate in terms of their preference, with a rank of 1 being assigned to their first choice, a rank of 2 to their second choice, and so forth. Votes would be counted in a series of rounds to determine the winner.

In the first round, if one candidate receives more than 50% of the first-place votes, that candidate is declared the winner and no other rounds are necessary. If no candidate receives more than 50% of the first-place votes, then the candidate or candidates who received the fewest first-place votes are eliminated and, in the next round, each vote for an eliminated candidate would instead be counted toward the next highest-ranked candidate on that voter's ballot. Depending on the number of candidates, additional rounds of counting could occur, with the last-place candidate or candidates in each round being eliminated, and the votes for an eliminated candidate going to the voter's next choice out of the remaining candidates. A tie for last place in any round would be broken by comparing the tied candidates' support in earlier rounds. Ultimately, the candidate who was, out of the remaining candidates, the preference of a majority of voters will be declared the winner.

The configuration for the three-year cycle, beginning with the 2013 election, is as follows:

To take office in 2021, 2024, 2027

1. Local Educational Agency. Nominees should be NCME members. At the time of nomination, they must be employed by a local educational agency. A slate containing a minimum of two nominees shall be provided.
2. At-Large. Nominees should be NCME members. A slate containing a minimum of two nominees shall be provided.

To take office in 2022, 2025, 2028

1. Testing Organization. Nominees should be NCME members. At the time of nomination, they must be employed by a testing organization. A slate containing a minimum of two nominees shall be provided.
2. At-Large. Nominees should be NCME members. A slate containing a minimum of two nominees shall be provided.

To take office in 2023, 2026, 2029

1. State or Federal Agency, or Organization. Nominees should be NCME members. At the time of nomination, they must be employed by a state or federal educational agency or organization. A slate containing a minimum of two nominees shall be provided.
2. At-Large. Nominees should be NCME members. A slate containing a minimum of two nominees shall be provided.

# NCME Committees

## Terms of Office

Unless otherwise noted, on most committees, members serve a three-year staggered term. The chair is selected from among those holding three-year appointments. Chairs are usually appointed from members who are beginning their second or last year on a committee. In some instances, committee chairs may be asked to serve a second year (as long as their three-year term is not expiring), and members may be allowed to serve up to two consecutive terms on some committees. Student members are always appointed for a one-year term but may be renewed twice and serve up to three consecutive years, as long as they remain a full-time graduate student and are in good standing (i.e., have paid their dues). The final decision when it comes to the appointment of committee chairs rests with the Vice-President. The timing of this is such that the Vice-President provides these approvals in the months leading up to the end of that person's term, right before they take over as President at the conclusion of the NCME Annual Conference.

## Guidelines: General Responsibilities for all Committee Chairs and Members

### Committee Chair

The committee chair is responsible for managing the annual activities of the committee. The term of a committee chair begins at the culmination of the NCME annual conference and extends until the culmination of the following year's annual conference. In general (see below for exceptions), a new committee chair should be selected each year according to the following process:

1. By no later than January 31 of each fiscal year, the outgoing committee chair will meet with the Board Liaison to the committee to discuss who from amongst the current committee members would be good choices to become the incoming committee chair. The choice should be based on a combination of experience with the committee and quality of participation with committee activities.
2. The Board Liaison and outgoing committee chair will then communicate the choice via email or phone with the Vice-President's consideration and approval.
3. Once approved, the outgoing committee chair will then contact the designated person by email, with the Board Liaison and Vice-President cc'd to invite them to serve as committee chair following the annual conference.

With the exception of the Graduate Student Issues Committee (GSIC), all chairs must be regular members or emeritus members of NCME.

## Exceptions

1. On some committees (e.g., Budget and Finance Committee) it is common for a chair to serve three year terms
2. On some committees (e.g., Conference Committee), two members of a committee can serve as “co-chairs.

These exceptions must be approved by the Vice-President

## Recruitment of New Members

1. On most committees members serve staggered three year terms with two new members joining each year as two old members step off. Each committee typically has a student representative that serves a single year.
2. By the end of January of each year, the chair is expected to arrange a meeting with the committee’s Board liaison to identify and recruit new members to the committee.
3. In recruiting new members to join a committee, chairs, with input from their current committee members, should attempt seek out a diversity of representation in terms of professional affiliation (e.g., academia, testing industry, government, non-profit, etc.), interests (e.g., large-scale assessment, classroom assessment, licensing and certification), experience, gender and race/ethnicity.
4. Before a new member is invited the person needs to be approved by the committee’s Board liaison and the Vice-President.
5. Once approved, it is the chair’s responsibility to extend an invitation to the candidate, and make plans for the new committee member to participate in a meeting of the full committee during the spring conference or immediately following it.
6. New committee members should be directed to this Handbook for general information about their role and responsibilities. Other information can be conveyed more informally by the chair.

It is important for this process to promote the diversity of committees and provide a broad group of members the opportunity to serve on standing committees. NCME members volunteer by indicating interest on their membership/membership renewal forms. All expressions of interest are acknowledged in membership/renewal confirmations. The volunteer process opens in November and closes on January 15<sup>th</sup>.

*All committees need to be fully staffed by the first day of each Annual Conference.*

NCME members are asked to volunteer on an annual basis; although some information about the offer to volunteer is carried over in the Member’s record in the database, individual members are expected to volunteer each year and specify the committees on which they are interested in serving. The NCME Managing Director is responsible for updating the Governance Roster with the new committee members. The updated Governance Roster should be prepared by April 1st. When a member volunteers to serve on a committee, they should be asked to provide a brief statement of interest that explains (a) their current professional role, (b) why they would like to

join the committee and (c) what they feel they would be able to contribute to the committee. This statement can be used by the existing committee chairs to recruit and select new membership.

### **Setting Goals and Convening Committee Meetings**

At the start of each new NCME fiscal year following the spring meeting, the chair is expected to confer with the committee's Board liaison to establish a timeline for committee activities over the coming year. Following this meeting, the chair should establish a schedule for periodic meetings with the full committee to facilitate the completion of those activities. (For details on the typical activities associated with each committee, see the following major section.)

### **Providing Quarterly Updates on Committee Activities to the Board**

Committee chairs are responsible for submitting short updates of committee activities prior to quarterly Board meetings. These updates all follow the same basic template and can be found here. These reports can serve as occasions to make formal requests to the Board. Following each Board meeting, the committee's Board liaison will contact the committee chair to discuss any relevant feedback from the Board. The most important report is the final report of the fiscal year prior to the Board meeting at the spring conference. This report should provide a reflection on accomplishments of the committee over the past year.

### **Committee Members**

Committee members are expected to attend scheduled meetings, respond to emails or phone calls from the committee chair in a timely manner, and generally play a collaborative role that ensures that the committee meets its charges. Both NCME leadership and NCME committees are staffed by volunteers, and this is greatly appreciated!

### **Process for Intervening with a Non-Responsive Committee Member or Committee Chair**

In the event that a committee member is no longer contributing to the work of a committee (e.g., the person is no longer responding to emails, does not attend scheduled meetings, does not complete tasks they had promised to complete) the following steps should be taken.

1. The committee chair should send an email to the committee member with the Vice-President cc'd, to inquire whether the person is still able and willing to serve on the committee. If the answer is yes, the committee chair should reiterate the expectations of the role and the need for the person to be more responsive. If the person is unable or unwilling to meet these expectations, the Vice-President has the authority to remove the person from the committee.

2. If the person does not respond to the email from the committee chair, the Vice-President is expected to reach out to contact the person by email or phone to make the same inquiry described above. If the person does not respond to the Vice-President, or is unable or unwilling to meet these expectations, the Vice-President has the authority to remove the person from the committee.

The same basic process described above should be followed for committee chairs, but the process described in step 1 should be initiated by the Board Liaison to the committee.

## **The Committees: What they Are and What they Do**

### **Annual Conference Program Committee**

#### **Composition**

Six members, and one graduate student member. Two new members appointed by the Vice President each year. The committee is composed of the co-chairs from the upcoming conference (appointed directly by the current President), the conference that follows (appointed directly by the Vice President), and the just past conference (appointed directly by the past President). The student appointed is traditionally the Chair of the Graduate Student Issues Committee.

#### **Duties**

This committee

1. plans and organizes the Annual Conference program; revises call for submissions;
2. works closely with incoming President to plan invited sessions; solicits recommendations and identifies NCME sponsored sessions;
3. recruits a plenary speaker, if desired;
4. recruits reviewers and adjusts evaluation procedures and timelines as needed;
5. provides feedback and decisions regarding all submissions;
6. coordinates schedule, room assignments with AERA to avoid conflicts;
7. develops a final program for distribution and communicates with presenters concerning the schedule;
8. confirms invited presenters (e.g., award addresses);
9. provides overall leadership and direction for the program;
10. resolves conflicts and problems; and
11. provides a report to the Board following the Annual Conference on recommended changes in policy and procedures related to the Annual Conference program.

## Archives Committee

### Composition

6 members (and one additional student member for up to a 3-year term)

### Duties

Develop and implement a policy and plan for the NCME Archive. The primary purpose of the Archive is to hold information for extended periods of time, which is of historical interest and is not needed for daily business. The archives will emphasize electronic materials; physical artifacts and documents will also be maintained. The electronic and physical archives should consist of a storage and access system that will provide reasonable assurance that NCME's institutional records will be available and retrievable for as long as desired. The committee will develop, maintain, update, and implement the NCME Archive in conjunction with the Website and other committees under Board supervision.

## Award Committees

Each of the awards committees has the same responsibilities for each of their respective awards:

1. reviews and revises the call for nominations;
2. distributes the call (via website, email, print);
3. solicits nominations;
4. reviews nominations;
5. makes selection;
6. disseminates news of the selection; and
7. arranges for the award citation, cash prize and plaque; and recommends procedural or policy changes to the Board regarding this award.

**Note: Awards need not be given each year.**

### Alicia Cascallar Award

#### Description

The [Alicia Cascallar Award](#) for an Outstanding Paper by an Early Career Scholar has been established to honor Alicia's professional commitment and accomplishments and to continue her practice of mentoring and encouraging promising new scholars in the area of educational measurement. The award will be given to an early career scholar for an outstanding paper presented at the Annual Meeting. A cash award of \$1,000, a citation, and a waiver of NCME conference fees for the following year will be provided as partial support for an early career member of NCME to travel to the annual meeting. The award will be presented at the NCME Annual Meeting.

#### Composition

Eight members, six appointed and one permanent member representing the family, and one student member.

## **Annual Award for Exceptional Achievement in Educational Measurement**

### **Description**

The NCME [Annual Award for Exceptional Achievement in Educational Measurement](#) is established to recognize exceptional achievement in multiple categories. To be eligible for this award, the contribution must have occurred initially during the previous three years. (1) The award may be given to recognize an outstanding technical or scientific contribution to the public or the field of educational measurement, which could include a book or publication which is an application of technology, or innovative ways of solving practical and theoretical measurement problems, inventive instrument development techniques, creative testing procedures or products, or scientific contributions of measurement to research methodology. (2) The award may also be given to recognize exceptional service, such as a practitioner might provide to a state, district, consortia, or client, excellence in teaching, or outstanding mentorship. Exceptional service might include novel, technically sound methods of addressing real-world issues, facilitating data usage in making decisions, such as designing exceptionally informative score reports, and so on. Awards are determined by the Annual Award for Exceptional Achievement in Educational Measurement Committee. The recipient of the Annual Award for Exceptional Achievement in Educational Measurement receives a plaque and a \$1,000 cash payment. The award will be presented at NCME's Annual Meeting.

### **Composition**

Seven members, six appointed and one student member.

## **Bradley Hanson Award for Contributions to Educational Measurement**

### **Description**

The [Bradley Hanson Award for Contributions to Educational Measurement](#) has been established to honor Bradley Hanson's contributions to the field of educational measurement and to further advance the goals embodied in his work. Applicants must describe a recently completed research project or propose a new research project that promises to make a substantive contribution to the field of educational measurement or the development, instruction or mentoring of new professionals in the field. A typical time frame for the expected completion of a proposed project is one to two years. Please see the list of previous recipients and their projects for more information. The recipient will be awarded \$1,250 and a commemorative plaque from NCME, which will be presented to the recipient at the NCME Annual Meeting.

### **Composition**

Eight members, six appointed, one permanent member representing the family, one student member.

## **Brenda Loyd Dissertation Award**

### **Description**

The [Brenda H. Loyd Outstanding Dissertation Award](#) honors an outstanding dissertation in the field of educational measurement. The winner of the award will receive \$1,000 and a commemorative plaque from NCME. In addition, the advisor or committee chair for the award-winning dissertation will receive a letter of congratulations.

### **Composition**

Seven members, six appointed and one student member. Special attention should be given to members with expertise in reviewing dissertation research and publications.

## **Excellence in Public Communications Award**

### **Description**

The NCME [Excellence in Public Communications Award](#) is presented for media contributions that effectively advance the public's knowledge and understanding of educational measurement. Recipients may be recognized for a particular piece of media coverage published within two years of the annual NCME conference at which the award is to be presented, or for a distinguished record of disseminating knowledge of educational measurement to the general public over time. An award need not be given each year. Award recipients receive a plaque and a \$1,000 cash payment.

### **Composition**

Seven members, six appointed and one student member.

## **Jason Millman Promising Measurement Scholar Award**

### **Description**

The [Jason Millman Promising Measurement Scholar Award](#). In 1995, the Department of Education at Cornell University initiated the Jason Millman Promising Scholar Program to honor the lifetime work of Dr. Jason Millman, to recognize his contributions to the field of applied measurement, and to continue Dr. Millman's support of scholars in their formative years who are just beginning their research careers. Since 2003, the National Council on Measurement in Education with the support of the Millman endowment has continued the tradition of this award. As in the past, it is designed to honor Dr. Millman's work by recognizing a scholar at the early stages of his/her career whose research has the potential to make a major contribution to the applied measurement field. In addition to recognition by NCME, the successful candidate will receive \$1,000. Only one candidate will be chosen to receive the award each year and will be presented the award at the annual meeting.

### **Composition**

Seven members, six appointed and one student member. New members should be selected based on their familiarity with the accomplishments of members early in their careers.

## **NCME Career Contributions Award**

### **Description**

The [NCME Career Contributions Award](#) is an annual award and honors a person whose contributions over a career have had a widespread positive impact on the field of educational measurement. These influential contributions might include one or more of the following: theoretical or technical developments; ideas or conceptualizations of information to the public about educational measurement that have widely influenced public understanding; and/or applications of theory through procedures, instrument, or program development that have influenced broadly the nature of measurement and practice. The recipient of the award will receive a monetary award of \$3,000. Additionally, there will be a plenary award ceremony with an invited presentation by the award recipient at the Annual Meeting.

### **Composition**

Seven members, six appointed and one student member.

## **Budget and Finance Committee**

### **Composition**

Five members (no student member). The chair may serve for three consecutive years.

### **Duties**

This committee has overall responsibility for monitoring NCME budget, finances, and investments. This committee

1. reviews monthly financial statements and reports to the President;
2. drafts an annual budget for Board review and approval;
3. develops investment policy in collaboration with NCME's investment advisor for Board review and adoption;
4. reviews periodic investment reports and reports to the President; prepares written reports for each Board meeting; and
5. identifies potential sources of new revenue for the Board to consider; and responds to requests from the President for financial advice.

The committee must review any new business item that has potential significant fiscal implications on NCME finances prior to action by the Board. The committee chair or another member of the Budget and Finance committee designated by the chair will attend each meeting of the NCME Board of Directors. The chair should provide overall financial guidance to the Board.

## **Committee on Informing Assessment Policy**

### **Composition**

Six members and one student member. New members should be selected based on their experience in assessment and measurement-related policy, their ability to initiate and follow-through on collaborative efforts with other major scientific and educational policy groups and their interest and willingness to devote substantial time to these efforts during their term.

### **Duties**

This committee exists to provide education policy makers with access to the expertise within NCME and organizationally on issues involving uses of tests in public policy. A second, but related role of the committee is to increase the visibility of NCME as a resource for policy-makers in educational assessment. This committee develops strategic policy initiatives that address educational measurement and assessment. In collaboration or consultation with the Outreach and Partnerships committee, members network with external groups and organizations that are actively engaged in these issues to identify issues of most relevance and which provide an opportunity for NCME to respond in an appropriate manner. Two types of activities should be considered: short-term activities that will result in a specific deliverable or outcome (e.g., inter-association position on an important policy issue, identifying NCME members with expertise who can represent the organization in testimony or develop written comments for NCME in relation to proposed guidelines, legislation, etc.); and longer-term projects that provide more substantive responses on policy and technical issues. In addition, the Committee keeps NCME leadership informed of important policy issues that are emerging and any proposals for addressing such issues and challenges.

Specific activities this committee is responsible for include: (1) identifying national educational assessment policy issues that could benefit from NCME member expertise and input; (2) coordinating NCME members in an appropriate response to the policy issue (including arranging special sessions at NCME annual meeting); (3) acting as liaison to Board regarding the issues and NCME member response; and (4) other related activities as assigned by the President or Board

## **Diversity Issues and Testing Committee**

### **Composition**

Six members and one student member.

### **Duties**

This committee will assist NCME in the identification of issues relevant to diverse members, organize a symposium for the Annual Meeting, and collaborate with other NCME governance groups to address issues of relevance and importance to diversity in NCME's internal governance and all activities. The committee will also make recommendations to NCME and its governance groups concerning ways to ensure that diversity is considered throughout its work.

Finally, the committee will work with external groups to further these interests and goals in educational measurement and recommend new initiatives, as appropriate to the Board. The committee should complete a comprehensive report every three years reporting on the diversity of NCME membership, governance involvement, and other efforts over time.

Diversity issues are broad in scope and involve

1. the diversity of individual characteristics and experiences of both members and the general population that are affected by assessments (e.g., race, ethnicity, gender, language, religion, nationality, learning styles and special talents);
2. the diversity in the types of organizations and work settings that NCME members and educational measurement professionals are employed; and
3. the diversity of educational institutions involved in training the next generation of educational measurement specialists, and related professionals, as well as the educational backgrounds and interests of current regular and graduate student members.

## **The Mission Fund Development Committee**

### **Composition**

At least six members (plus one graduate student member); chair is appointed by the President annually. The Chair may serve for up to three consecutive years; a commitment to serve one additional year as non-chair to facilitate training of a new chair is desirable. While prior experience fundraising or serving on a Development Committee in an organization similar to NCME may be desirable, especially for the Chair, interest in and commitment to serving on the committee is of key importance. Terms and appointments are intended to promote continuity and longevity of service, given the complexity of committee responsibilities.

### **Duties**

This committee is responsible for providing potential donors with a tangible means to support advancing NCME's mission in the science and practice of educational measurement and for recognizing students, junior scholars, researchers, and practitioners in the field. Other responsibilities:

1. Defining charitable giving opportunities distinct from existing NCME awards (e.g., setting grant priorities and funding goals and implementing a structure for donation receipt);
2. Preparing and implementing a donor solicitation plan (e.g., using best practices for direct solicitation and fundraising campaigns, educating donors on NCME needs, tapping donor interests);
3. Developing and implementing the process for publicizing giving opportunities for NCME Fund Development and policies and practices for Board approval (e.g., annual and planned giving, major gift and solicitation development, review of development activities relative to funding goals, quarterly and annual reporting, etc.);
4. Working with the NCME Budget and Finance Committee to make recommendations on assets (if any) to be contributed, yearly budget development, and accounting and auditing procedures; defining and implementing the process for making grants (e.g.,

Chair reporting at all Board meetings, appointment and management of subcommittees for specific new grants, reporting proposed grantees for approval to the NCME Board, etc.);

5. Developing timelines for completion of major activities in coordination with those of the Budget and Finance Committee, Website Management Committee, Award Committees, and Board

## **Graduate Student Issues Committee**

### **Composition**

Nine members (six students and three faculty). One student member is appointed chair for the second year of his/her term upon recommendation of the current Chair and approval of the Board Liaison.

### **Duties**

This committee is broadly responsible for ensuring that NCME meets the needs of graduate students and that graduate student issues are foremost in the organization's strategic planning and initiatives. The committee's regular responsibilities include:

1. identifying policies and initiatives that will assist in graduate student recruitment, renewal, and retention (and collaboration with the Membership Committee to meet these objectives);
2. working with the NCME management company to track graduate student membership trends over time and report on graduate student membership annually at the Board meetings;
3. developing initiatives and incentives that will result in conversion of graduate student memberships to regular memberships (develop appropriate metrics to track and evaluate these processes annually);
4. recruiting graduate students to serve within NCME governance and working with the central office and committee chairs to ensure all graduate student positions in governance are filled prior to the Annual Meeting;
5. organizing and recommending programming and training sessions for the Annual Meeting;
6. monitoring NCME initiatives and activities to ensure graduate student needs and opportunities are appropriately incorporated;
7. developing brochures and other materials (print and web based) that meet the varied needs of graduate students (e.g., internships, career opportunities in education measurement); and
8. developing recommendations to the Board for initiatives, policies, and processes that will address the needs of graduate students.

## **Membership Committee**

### **Composition**

Six members and one additional student member. The student member is appointed annually by the Chair of the Graduate Student Issues Committee, in consultation with the outgoing chair of the membership committee.

### **Duties**

This committee has overall responsibility for monitoring NCME membership, retaining membership, recruiting new members into the organization, and membership recognition.

Specific responsibilities include:

1. Working closely with the NCME management company to track membership during the year and provide longitudinal membership data to the Board at each meeting (student, regular, renewals, new members, etc.);
2. Defining the types of individuals NCME may seek to recruit (qualifications, work setting, and educational background) and rationale for expanding membership base in this fashion;
3. Developing targets for recruitment activities (e.g., increase NCME membership by 200 in the next three years); develop policies, programs, and recommendations to maximize the recruitment of new members, membership renewals and retention;
4. Evaluating and improving current processes used to obtain membership renewals;
5. Overseeing and evaluating all recruitment and retention efforts to determine which strategies are most effective;
6. Evaluating and revising timeline for renewals;
7. Identifying and evaluating potential initiatives that may increase renewals, reduce time to renew, and increase retention of members and student members;
8. Collaborating with the Graduate Student Issues Committee to retain student membership and convert to full membership upon graduation;
9. Collaborating with the Outreach and Partnership Committee to design new recruitment activities (e.g., mailings, conference attendance, newsletter articles) and encourage and facilitate new memberships from partner organizations;
10. Continuing to coordinate membership activities at the annual meeting booth and member services; and identify and evaluate the NCME value proposition for members and graduate students. This committee will work in close collaboration with the Website Content Editor.

## **Nominations Committee**

### **Term of Office**

One-year term, non-renewable. However, the same person could serve in non-consecutive years.

## **Composition**

Three members (no student member). The Past-President serves as the chair. He or she appoints two additional members; one who is another former Past-President and one who is a former Board Member. Final appointments require Executive Committee approval.

## **Duties**

This committee nominates at least two members for Vice President, and at least two members for each of the two positions on the Board of Directors to be filled following the rotation outlined in this Handbook.

## **Elections Committee**

### **Term of Office**

One-year term, non-renewable. However, the same person could serve in non-consecutive years.

### **Composition**

Three members (no student member). (Usually members reside near NCME's Central Office for reasons of convenience and economy).

### **Duties**

This committee works with the NCME Managing Director to:

1. obtain statements, photographs, and biographical sketches from the candidates;
2. review these documents for compliance to specifications and for accuracy;
3. create the final text for all ballot materials; and
4. verify the accuracy of the ballot materials and text describing the voting procedure once posted to the web.

## **Outreach and Partnerships Committee**

### **Composition**

Six members and one student member. New members should be selected based on their experience in outreach and involvement with relevant organizations.

### **Duties**

This committee is responsible for developing strategic partnerships with external groups and organizations to advance the science and practice of measurement in education. The committee's mission includes identifying other organizations and groups for potential collaboration with NCME on a short-term and long-term basis and working with these groups to

develop and implement plans for collaborative initiatives. Short-term activities may be those that result in a specific deliverable or outcome (e.g., inter-association position on an important policy issue, development of a joint publication on careers or other professional issues, efforts to provide training and development in measurement to members in related associations). Long-term activities or partnerships may include such things as reduced dues for members of other associations, or the planning and execution of an annual symposium at the NCME or other annual meetings. All new or continuing activities or partnerships should be developed to achieve specific goals related to the NCME strategic plan. In addition, expected outcomes should be stated in advance, and an evaluation should be conducted by the committee of all short-term activities before seeking continuation. Long-term partnerships should also be evaluated on a regular basis in relation to the same strategic goals, expected outcomes, and costs.

Specific activities for which this committee is responsible include:

1. developing criteria for identifying other organizations and groups which NCME should collaborate with on a short-term or long-term basis;
2. identifying potential groups, strategies, and objectives for any collaboration;
3. proposing initiatives (and their relevant goal(s), strategies, deliverables, implementation plan, fiscal implications, timelines, and evaluation plan);
4. developing and maintaining a mailing list of individuals to receive complementary copies of EM:IP and other NCME materials, as appropriate;
5. evaluating existing and new relations with external groups.

## **Publications Committee**

### **Composition**

Six members and one student member. Traditionally, at least one former NCME editor is asked to serve on this committee. New members each year should have experience in either the business or academic side of publishing. Members should have extensive experience serving as an editor or associate editor for major scholarly journals, serving as editors of scholarly books, or negotiating/operating journals or book series with commercial publishers. In addition, experience in promotion and sales of journals and books is highly relevant.

### **Duties**

This committee is responsible for maintaining direct contact with all publishers on behalf of NCME. The committee should

1. work directly with the publisher(s) and NCME management company to review and report sales volumes, distribution, citations and other metrics relevant to evaluating the success of NCME journals and books to the Board;
2. maintain long-term trend data on these metrics and provide recommendations concerning publication policies, new initiatives or promotions, page limits, format and other related issues;
3. actively monitor submissions, the timeliness of the review and publication process;

4. look for ways to continuously improve NCME's publications program to respond to member needs;
5. provide assistance as needed to resolve disputes about publications;
6. initiate proposals for new publications; and
7. coordinate the searches for new editors.

## Standards and Test Use Committee

### Composition

Six members and one student member. New members should be selected who have expertise and experience relevant to the use and development of professional standards in testing.

Effective in 2013, upon request of the President and the agreement of the chair, the chair of the committee will serve as liaison to the Joint Committee on Standards Revision for the *Standards for Educational and Psychological Testing* (hereafter referred to as "the *Standards*"), at the time the Joint Committee is formed. The chair of this committee should be a member of the Executive Committee. All members will then be invited to remain on the committee at the time the committee becomes involved in the public review process, through an additional term appointment or provisional appointments.

### Duties

The committee provides input to the Board concerning the *Standards* regarding the need for a revision or progress when they are under revision. The committee monitors meetings of the Committee to Revise the Standards and should receive all reports from NCME's liaison to the Committee to Revise the Standards. The Standards and Test Use Committee is responsible for coordinating the NCME review of the draft Standards. The committee also performs scheduled, recurring reviews of existing standards and guidelines that govern the application of the *Standards* in particular contexts and have received a Level II or Level III endorsement by NCME and makes recommendations to the Board for revisions of these standards and guidelines.

The purpose of these reviews is to ensure that the existing standards and guidelines remain current with the *Standards* and with professional practice and that such standards do not supplant or supersede the *Standards*. The committee makes recommendations to the Board regarding the need for and development of new standards and guidelines addressing testing or test use. The committee represents NCME in working with external groups in the development or review of standards and guidelines concerning testing and test use. At the Board's request, the committee reviews and makes recommendations to the Board on all new standards or guidelines developed within NCME or externally that have been submitted for NCME approval. Standards and guidelines that have received a Level II or Level III approval by NCME include, but are not limited to:

- *Standards for Teacher Competence in Educational Assessment of Students (1990)*

- *The ABCs of School Testing (1993)*
- *The Code of Professional Responsibilities in Educational Measurement (1995)*
- *Competency Standards in Student Assessment for Educational Administrators (1997)*
- *Standards for Psychological and Educational Testing (1999)*
- *The Code of Fair Testing Practices in Education (2004)*

The committee oversees communication to NCME members related to the *Standards* and other standards and guidelines addressing testing and test use. When needed, the committee will seek input from members on standards-related statements being newly developed or under revision.

## **Training and Professional Development Committee**

### **Composition**

Three members, and one additional student member. The committee is composed of the chairs from the upcoming conference, the conference that follows, and the just past conference.

### **Duties**

This committee organizes training sessions and publicity for the Annual Conference, as well as at other times and for other conferences, on an as-needed basis.

During the first year, assists in implementing the training and development program and other activities for the upcoming conference, as well as initiating planning for the next year. During the second year, takes responsibility for organizing the training sessions for the Annual Meeting. During the third year acts as advisor to the newly appointed member and the member who serves as the Chair.

## **Website Committee**

### **Composition**

Nine members and one additional student member.

### **Duties**

This committee is responsible for

1. developing website policies and procedures; overseeing website updates, organization, and functionality;
2. auditing website traffic and making necessary revisions to the design.

3. ensuring written permission is secured (from award winners etc.) before publishing a personal likeness on the NCME website. Sample permission request: "In accordance with the European Privacy Law, do you grant permission to post this photo of you on the public facing NCME website?"

The committee will evaluate the design of the website every three years and be prepared to implement, and evaluate a redesigned website based on the evaluation. The committee is also responsible for assisting the Publication Committee in the selection of the Website Content Editor, and is to work in close collaboration with the Website Content Editor. Editorial policy decisions and plans for work that involve the central office staff and fall outside the current contract should be submitted to the Board for review and approval. Written reports and responses to inquiries from the Board should be provided when requested.

# NCME Membership

NCME seeks members from among university professors and students of research, measurement, and educational psychology; testing research and development organizations; state and federal agencies involved in assessment and measurement; school districts; personnel involved in assessment and measurement; and associations and organizations serving educators and public workers in the area of assessment and measurement.

NCME seeks to have a membership with ethnic diversity and gender equality. If continued membership of any person is believed to be contrary to the interests or purposes of NCME, the Board may terminate that person's membership by a two-thirds vote.

## Membership Types

### Active Members

Any person actively engaged in the field of educational or psychological measurement, who desires to promote the purpose of the Council, and who pays dues as prescribed in the NCME Bylaws. An active member shall be entitled to vote and hold elective office.

### Emeritus Members

Any person who has been an active member of the Council for at least 10 years, is at least 60 years of age, is no longer employed on a full-time basis, and who pays dues as prescribed in the Bylaws. An emeritus member shall be entitled to vote and hold elective office.

### Student Members

Any graduate student interested in the field of educational and psychological measurement. Student status must be verified by an Active or Emeritus member. Students should be interested in promoting the NCME Mission, and should not be employed full-time. Student members do not have the right to vote or hold elective office. Student members may participate on NCME committees, present at annual meetings, and participate in other NCME events. Graduate student membership is free for one year.

## Membership Dues

In 2007 the bylaws were revised and the Board of Directors was given responsibility for establishing the dues for all membership categories (See Bylaws Article VI, Section 2). Prior to 2007, the bylaws required that the membership ratify the dues assessment. At its July, 2011, meeting, the board approved an increase in 2012 dues to the levels specified below. It also recommended that future boards consider regular dues increases to offset increasing expenses.

### Current Membership Dues (beginning in 2017)

Active Member	\$95.00
Student Member	\$45.00
Emeritus Member	\$45.00

## Benefits of Membership

Membership in NCME includes three publications, instructional materials on measurement topics, Annual Meeting and training programs, and involvement in major efforts to improve testing practices.

### Publications

All NCME members receive three quarterly publications:

The *Journal of Educational Measurement* (JEM) publishes articles on technical and theoretical developments in measurement and improvements in the application of measurement methods in educational settings. Reviews of new testing instruments and publications are also included.

*Educational Measurement: Issues and Practice* (EM:IP) features articles that deal with the practical aspects of testing in educational settings. This publication is aimed at practitioners and users of tests, and it is intended to provide a forum for presenting major perspectives on current testing issues and problems. Issues of recent focus include state accountability and assessment systems, minority issues in testing, the role of computers in testing, measurement skills for teachers, use of assessments to improve instruction and student learning, and credentialing exams.

The *Newsletter* publishes announcements and brief descriptions of current activities, both internal and external to NCME, that are of interest to the membership. The *Newsletter* is intended to provide the broad diversity of NCME members with timely information about important current events in educational measurement, practice, and research. The *Newsletter* is also intended to inform the membership about the activities of its Board and committees. The *Newsletter* is an electronic publication and members should be encouraged to distribute it widely to interested and relevant parties.

In addition to these publications, NCME members are also entitled to substantial discounts on all NCME special or sponsored publications.

## Instructional Materials for Classroom Use

NCME has developed the Instructional Topics in Educational Measurement Series (ITEMS), which are instructional materials for teachers and students of educational measurement (see [www.ncme.org](http://www.ncme.org)). These materials consist of instructional modules, self-tests, and a list of references for learners and instructors. Selected topics include item response models, preparing essay tests, scoring tests, equating test scores, and setting standards. The materials are published in *Educational Measurement: Issues and Practice* and are available on the NCME website.

## Annual Meeting and Training Programs

All NCME members receive the *Annual Meeting Program* electronically or in print, and are encouraged to participate in the Annual Meeting, which is held at the same time and location as the Annual Meeting of the American Educational Research Association. NCME members are also encouraged to attend training programs on timely measurement topics. The training programs are offered at the Annual Meeting, sometimes before the meeting and at other times during or after the meeting. In recent years, training programs have been offered on such diverse topics as use of IRT software, reliability issues, equating, graphical models, and job searching for graduate students.

## Involvement in Major Efforts to Improve Testing Practices

NCME also serves its members by taking an active role in projects for improving testing practices. For example, NCME, along with AERA and APA, have participated in the development of five editions of the *Standards for Educational and Psychological Testing*. NCME worked with several organizations on the development of the *Code of Fair Testing Practices in Education* and the *Standards for Teacher Competence in Educational Assessment of Students*. In addition, NCME has authored and endorsed the *Code of Professional Responsibilities in Educational Measurement*. NCME also monitors new testing legislation and provides technical advice on this legislation when appropriate. These and many other initiatives are being taken by NCME to improve testing and measurement practices around the country.