

Moved: Mr. Norris  
Seconded: Mr. Ritz

## Motion to Reorganize the PSC Advisory Committees

**Whereas:** ARRL Bylaw 39 states the role and responsibilities of the Programs and Services Committee and

**Whereas:** The rules and regulations concerning advisory committees provides for the organization, structure, and functions of the advisory committees, and

**Whereas:** Rule 1 states that the “Authority for establishing, terminating, or modifying terms of reference of any Advisory Committee rests with the Board of Directors” and

**Whereas:** At both of its 2018 meetings, the ARRL Executive Committee discussed the possibility of revising the advisory committee structure and directed that the Programs and Services Committee consider preparing a proposal on the matter, and

**Whereas:** The 2020 Programs and Services Committee has determined that it is both desirable and necessary to revamp and reorganize the advisory committees in order to:

- Expedite the response to studies of specific issues and questions
- Enhance communications between PSC and advisory committees
- Effectively utilize the subject matter expertise of our volunteer members on various tasking issues
- Expeditiously expand tasking and receive advice on a wide range of subjects in addition to DX and Contests

**Therefore, be it resolved** that the current “Rules and Regulations Concerning Advisory Committees” be replaced with new rules and regulations to be drafted by ARRL HQ Staff and approved by the Executive Committee. The new rules and regulations are to be aligned with the following provisions:

1. The current Advisory Committees (DXAC & CAC) be sunset on June 30, 2021 with thanks.
2. The current advisory committees be replaced with a vetted pool of volunteer experts from which the PSC would select individuals for specific working group tasking.
3. Each Director would seek out and vet a cohort of active ARRL members from within their division with interest and experience in various aspects of the hobby. Special emphasis would be paid to individuals with special skills/interests in various areas of the hobby.

They would include active ARRL members that have expertise in various contesting, DXing or other interest areas that from time to time are brought to the ARRL Board's Programs and Services Committee for consideration. While "generalists" may be included, those with special talents – such as log checking, operating protocols and procedures, awards criteria, for examples – should be especially sought.

4. Individuals are admitted to the pool by the director's vetting and recommendation **plus** PSC's acceptance (to avoid too many in one area and none in another area of interest).
5. Individuals appointed to the Working Group Pool serve through to the next election cycle for Director in the division. When a Director starts a new term, they would need to re-appoint an individual to a new term. A member of the pool may be removed at the discretion of the PSC in consultation with the Director. Should a member of the pool move to another division, their current appointment is cancelled but would be eligible for re-appointment from the new division.
6. The PSC would develop a standardized questionnaire for each candidate to complete. The purpose of the questionnaire is to capture the individuals' experience, skills, and areas of interest/expertise. This data would be administered and maintained by the HQ staff liaison to PSC. Its purpose would be two-fold: 1) to ensure the pool of volunteers covers the necessary range of expertise and interests anticipated to be needed by PSC and 2) to aid PSC in the selection of qualified individuals for a specific working group tasking.
7. After vetting and acceptance, each Director would submit names of potential volunteers as they wish to the Radiosport & Field Services Manager, who would maintain the list of available volunteers. There is no minimum or maximum number of names a Director may have on the list at any time. The goal is to identify the best resources on a wide variety of topics that are willing to serve.
8. When the Programs and Services Committee wishes to have expert input for a topic under discussion, the PSC Chairman, in conjunction with the Radiosport & Field Services Manager, and the PSC liaison to specific program area will select a short term working group from the developed volunteer pool to evaluate and address the tasking presented by the PSC.
9. While no minimum or maximum number of members for any working group is predetermined, it is envisioned that the group in general be a small number in order to help facilitate the work and efficiency of each group. A suggested size would generally be between five and seven individuals, including the group chairman.
10. The PSC Chairman will appoint from the individuals selected one group member to serve as chairman of each appointed working group.

11. While the a working group may seek input from non-members of the group, each working group should be mindful that some taskings that they are presented may be sensitive in nature. As such, working group members need to be mindful of the confidentiality of their work. If the working group believes input from a larger number of the ARRL membership would benefit their work, they should request permission in advance from the PSC Chairman before taking their discussions public for input.
12. The President of the ARRL, in consultation with the Programs and Services Chairman, shall appoint a PSC staff liaison for each broad operating area that implements this structure, similar to the current CAC and DXAC Board liaisons.
13. Each PSC tasking presented to an appointed working group should include specific directions, questions and issues for the group and should include a definitive timeline for the working group's written report to be delivered back to the PSC.
14. Once the PSC reviews the tasking report, the working group is then sunset automatically, unless the PSC requests clarification or further input on the topic under study.
15. There is no limit on the number of times any single individual may be appointed to an advisory working group, but the PSC Chairman and Radiosport & Field Services manager are encouraged to select qualified volunteers from each Division regularly.
16. The Programs and Services Committee, working in conjunction with all members of the ARRL Board and Officers, as well as Headquarters staff, shall develop a means to evaluate on a regular basis the areas of expertise that might be useful when assembling the advisory working group pool of volunteers.
17. At the discretion of their Director, individuals appointed to the advisory committee working group pool should be available, from time to time, to assist the Director in gathering general interests and concerns at hamfests, conventions, and radio club meetings. It is the responsibility of each Director to evaluate the input brought to them by the volunteers, and determine what, if any, merit being forwarded to the Programs and Services Committee for possible consideration.
18. This advisory committee working group model shall initially be used by the PSC for the broad areas of Contesting and DXing. At the discretion of the PSC and with the consent of the Board, this model may be expanded to other areas for which the PSC has oversight jurisdiction.

**ESTIMATED COST TO IMPLEMENT:** The staff time necessary to develop and vet the pools at about 20 hours. Since it is part of their workload already allotted as staff liaisons to the PSC or current advisory committee, there really is no additional cost of labor.

## REFERENCE

### **The Current “Rules and Regulations Concerning Advisory Committees”**

The following rules and regulations provide for the establishment of national Advisory Committees. Such committees shall be composed of amateurs qualified in various specialty areas of concern to the League. The Committees, acting in their areas of specialty, shall undertake studies, review proposals, and make recommendations to the League management. League members interested in serving on Advisory Committees should make themselves known to their Director.

Each ARRL Division is represented on each Advisory Committee. The Division representatives to the national Advisory Committee also serve as special advisors to the Division Director. The Radio Amateurs of Canada (RAC) may also appoint a representative to each Advisory Committee.

1. Authority for establishing, terminating, or modifying terms of reference of any Advisory Committee rests with the Board of Directors.
2. Any proposal to the Board for the establishment of an Advisory Committee shall outline the purpose of the proposed Committee, the proposed scope of its activities and the Standing Committee of the Board to which it shall report. The proposal shall explain why its objectives cannot be met through the existing organizational structure of the ARRL.
3. The membership of any Advisory Committee shall consist of one Full Member of the League from each Division plus the representative to that Advisory Committee from the RAC who shall be a member of the League. Advisory Committee members are expected to be residents of the Division from which they are appointed and may not hold any League elective office (Officer, Director, Vice Director, Section Manager) during their tenure as a member of an Advisory Committee.

Each committee member is appointed by the respective Division Director for a term concurrent with that of the Director. It is recommended that Advisory Committee members shall serve a maximum of six (6) years so as to provide diversity of views within the Division. The Advisory Committee members serve at the pleasure of the Director and shall be responsible to him for the proper performance of their duties. Directors should consider the following in selecting appointees to an Advisory Committee:

- a. Willingness to serve and participate in committee deliberations;
- b. Possession of knowledge and expertise in the committee's field of endeavor;
- c. The ability and willingness to communicate with others in writing and verbally. Communications includes the use of electronic media;

d. The ability and willingness to participate in public forums.

4. Each year, the President shall designate one member of each Advisory Committee as chairman for that calendar year. Chairmen will serve in that post for no more than two one-year terms consecutively. Each chairman shall designate a vice chairman to assist him and to assure continuity in the committee's operation.

5. Each Advisory Committee shall report to an appropriate Standing Committee of the Board. The Chairman of the Standing Committee or his designee shall act as liaison to the Advisory Committee. The Executive Vice President shall designate Headquarters Staff to fulfill the functions of Resource and Administrative Liaison to each Advisory Committee

6. Advisory Committees initiate studies upon request by the Standing Committee of the Board to which they report. Proposals for studies may be made to the responsible Standing Committee by any of the following groups or individuals:

- a. By the Board of Directors;
- b. Between meetings of the Board, by the Executive Committee or the President;
- c. By a committee of the Board;
- d. By the Executive Vice President;
- e. By the Committee at its own initiative.

The Board shall be advised promptly of the responsible Standing Committees' disposition of proposed studies.

Advisory Committee recommendations shall be made in a timely manner to the appropriate Standing Committee and shall be advisory in nature. Status reports shall be submitted, to the Board Secretary, at least (30) days prior to any regular meeting of the Board.

7. Members wishing to express their opinion on a matter being studied by, or within the terms of reference of, an Advisory Committee are encouraged to communicate with their Division representative. To this end, the names and addresses of Advisory Committee members shall appear in QST at least annually. Space in QST and other League publications shall be available to the committees, as appropriate.

8. Advisory Committee members are entitled to the same privileges accorded Assistant Directors.

9. Incidental expenses are reimbursable according to guidelines adopted by the Board. Any expenses for the Radio Amateurs of Canada (RAC) representative to any Advisory Committee shall be paid in accordance with RAC policy.