**By-Laws**

**LTER Communication Committee**

Draft updated September 10, 2015

**1. Overview**

The LTER Communication Committee (CC) is an LTER network-wide standing committee as described in the LTER Bylaws Article VII, Section II (2008, Revision 3). The CC creates strategies and pursues activities to improve communication both within the LTER community and with external groups.

**2. Membership**

Membership includes representatives from across the LTER community and partner organizations, with no more than 3 representatives from one site or organization; and including least one representative from the LTER Communications Office (LCO).

*Voting*

Elections and other committee-wide votes may occur in person at the annual meeting, or electronically or by phone during the year.

At least half of the voting committee members must be present or by proxy to constitute a quorum. Elections are decided by a simple majority vote.

**3. Co-chairs**

One or two people (hereafter called “CC co-chairs”) preside over meetings of the CC. One co-chair is an ex-officio member of the LTER Science Council in accordance with the LTER Bylaws Article IV, Section 2.5 (2008, Revision 3).

Co-chairs coordinate the governance and communication of the CC. They ensure communication occurs among CC members and with the LCO and LTER boards/committees. They coordinate meetings, annual reporting, and the online archiving of meeting notes.

The term of a CC co-chair is three years. A co-chair’s term may be extended for one year, by a majority vote, if needed for continuity. An individual may serve as CC co-chair multiple times but not for consecutive terms.

**4. Elections**

Candidates for CC co-chairs [[and EB representative – see section 6]] are drawn from the membership of the CC and must come from an LTER site, rather than a partner organization or the LCO. A CC co-chair must already have served at least one year as a member of the CC.

At least three weeks prior to the election, a CC co-chair issues a general call for candidate nominations via email. Nominated candidates willing to stand for election submit to the co-chairs a one-paragraph description of their experience, qualifications, and goals. Nominations are closed one week prior to voting, and a report of all nominees’ paragraphs is circulated via email to all committee members.

When there are more nominations than positions available, elections are conducted by secret ballot, or via an anonymous online survey. Otherwise a verbal vote is adequate.

**5. Working Groups**

An ad-hoc or standing Working Group (WG) may be formed by a vote of the CC. WG membership is open to all CC members and the wider LTER community. A WG may be formed to pursue communication activity including but not limited to communication strategy, products, and assessment/evaluation. A WG determines its own leadership, agenda, and schedule for communication.

Active working groups are tasked with maintaining a list of members and list of goals, and submitting an annual report to the CC co-chairs. Working groups that choose to disband are still tasked with preparing a final report.

**6. Network Roles**

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The CC elects from its membership a representative to the EB in accordance with the LTER Bylaws (article V, section 2.6). The EB representative serves as liaison between the CC and the EB, providing insight to the EB on matters related to communication and providing updates to Ed-Exec and the CC on current activities of the EB. The term of the EB representative is three years. Terms begin at the annual LTER Science Council meeting in the spring. An individual may serve as EB representative multiple times but not for consecutive terms.

**7. Meetings and Communication**

The CC meets in person at the All Scientists Meeting, every three years. Additional meetings by teleconference are organized by CC co-chairs and/or WG leaders throughout the year to keep CC members up to date on current issues and projects. Notes from all meetings will be archived on the LTER intra-net.

**8. Amendments**

These Bylaws may be amended by two-thirds vote of the CC. Revisions approved by the CC are archived in the LTER Network document archive.