

Meetings Council Rules and Procedures

1. Name

The name of the Council is the Meetings Council as described in Bylaws Article III Section 1

2. Purpose

The Meetings Council is responsible for all the needed planning, organization, and execution of the iDICS Annual Meeting. (Bylaws Article III Section 10)

3. Organization

3.1. Council Chair: Vice-President of the Society with the President acting as Co-Chair in an advisory capacity.

3.2. Secretary of the Society will record and distribute any minutes of formal meetings of the Council

3.3. Chair of Exhibits Committee if such a committee exists

3.4. Chair of Program Planning Committee if such a committee exists

3.5. The Council Chair shall appoint additional members as needed to achieve the Councils purpose as stated in Section 2 above.

4. Duties, or Operating Procedures, or Process and Responsibilities

4.1. The Council Chair will work with the Site Selection Committee (or their representative) to help the Executive Board select future meeting locations and dates.

4.2. Once the meeting location has been approved by the Executive Board, the Council Chair will work directly with the meeting administrative staff within the local host country.

4.3. The Council Chair may make all decisions, while working with the local host staff, regarding the call for papers, the conference sponsorship, exhibits, conference budgeting, scheduling of session, and any other aspect regarding the execution of the Annual Meeting that do not directly affect the resources of the Society.

4.4. The Council Chair will submit any request for Society resources needed to execute the Annual Meeting to the Executive Board for approval before being able to commit the Society to any course of action.

4.5. If an Exhibits Committee exists, even in the form of a single individual, it may be assigned responsibilities by the Council Chair regarding the Exhibit and other related tasks for the Annual Meeting. This may include working directly with administrative staff within the local host country or indirectly through the Council Chair.

4.6. If a Program Planning Committee exists, even in the form of a single individual, it may be assigned responsibilities by the Council Chair regarding the call for papers, scheduling of sessions, and other related task for the Annual Meeting. This may include working directly with administrative staff within the local host country or indirectly through the Council Chair.

4.7. The Council Chair, or their delegates, will work directly with the Communication Council Chair to update the iDICS.org website to reflect Annual Meeting information.

4.8. The Council Chair will ensure coordination of classes and certification to be done at the Annual Meeting in conjunction with the appropriate members of the Technical Activities Council.

