

A&WMA Publications Committee

Manual of Operations

(Revised October 2019)

1. OVERVIEW

The Publications Committee (hereafter the “Committee”) is a standing committee of the A&WMA Board of Directors. It is responsible for providing overall policy and editorial guidance for the two publications of the Association: The *Journal of the Air & Waste Management Association (JA&WMA)* and *EM magazine*. The objectives of the Committee are to ensure that A&WMA publications are (1) of high technical and editorial quality, (2) directly pertinent to the needs and interests of the Association’s members and environmental professionals in general, and (3) reflect a diverse range of issues and opinions supported by sound science.

2. MEMBERSHIP

Committee membership shall be drawn from the at-large A&WMA membership, representing the Association’s diverse technical topic areas. The main criteria for membership are fulfillment of responsibilities and participation in activities of the committee.

The Association will strive to enlist active members with regulatory, policy, technical, or business experience from government (e.g., federal, state, or local agencies), industry, consulting, or academic organizations, from both the air and waste communities.

2.1. Committee Officers. Officers of the Publications Committee are the Chair, Vice Chair, and Secretary.

2.2. Voting Members. The Committee shall have at least 15 and no more than 20 voting members, including the Chair and Vice Chair. To ensure diversification of member experience and expertise, the Committee should strive to achieve, but not be constrained by the following member composition:

2.2.1. Industry representatives (at least 3)

2.2.2. Government representatives (at least 3)

2.2.3. Academic or consulting representatives (at least 3)

2.2.4. *JA&WMA* Editorial Review Board Chair

2.2.5. *EM* Editorial Advisory Committee Chair

2.2.6. Critical Review Committee Chair

2.3. Non-Voting (Ex Officio) Members. The Committee shall have the following non-voting ex officio members:

2.3.1. *JA&WMA* Editorial Review Board Vice Chair

2.3.2. *EM* Editorial Advisory Committee Vice Chair

2.3.3. Critical Review Committee Vice Chair

2.3.4. *JA&WMA* Technical Editor-in-Chief

2.3.5. A&WMA Staff Liaison

2.4. As described below, each year the Chair will work with the Committee to determine an appropriate number of new and renewing members, and to ensure that an adequate balance of environmental perspectives is represented.

2.5. Committee members who become unable to fulfill their responsibilities (as described below) during their terms will be asked to leave the committee.

2.6. Current subcommittees of the Publications Committee are the Editorial Review Board, the EM Editorial Advisory Committee and the Critical Review Committee.

2.7. The Committee may, from time to time, establish additional subcommittees to assist in meeting objectives or addressing specific issues of interest.

3. MEMBERSHIP TERM

3.1. Three-year term. Voting Committee members shall serve three-year terms, staggered so that approximately one-third of member terms will expire in a given year. Terms for members and officers begin at the Committee's annual meeting, held in conjunction with A&WMA's Annual Conference & Exhibition. Chair and Vice Chair rotation shall occur upon the reconvening of the Publication Committee after the meetings of the subcommittees at the annual meeting in the appropriate years.

3.2. Additional terms. Committee members, including an outgoing Chair, may serve additional terms, upon approval by the Committee.

4. SELECTION AND APPOINTMENT OF MEMBERS AND OFFICERS

4.1. General Membership. Each year, new Committee members should be recommended by existing members and approved by the full Committee, generally at its annual meeting.

Names of candidates for membership may be submitted to the Chair at any time

throughout the year, along with the appropriate biographical information. The Chair will make every effort to distribute information regarding the slate of candidates in advance of the annual meeting, so that committee members will have ample time to consider their qualifications.

If a desirable candidate for Committee membership is identified before the next annual meeting, the Chair may call for a special meeting of the Committee (i.e., via conference call or e-mail) to consider the candidate's qualifications. If the Committee recommends appointing the candidate, the Chair may request a special vote of the Committee to approve the candidate selection.

4.2. Chair. The Vice Chair becomes Chair either upon expiration of the Chair's term or if the Chair position becomes vacant, subject to approval by the Publications Committee and the A&WMA President. The Chair shall serve a three-year term.

4.3. Vice Chair. The Vice Chair of the committee is elected by vote of the Publications Committee, based on nominations from the committee. Nominations are submitted, per request of the Chair (or Secretary) in advance of the annual meeting in which the current Chair and Vice Chair terms expire, or upon notification that the current Vice Chair is unable to complete his/her term. Nominees for Vice Chair should have served at least two years on the Committee.

4.4. Secretary. The preferred option for filling the role of Secretary is for the Vice-Chair to serve as the Secretary. The A&WMA staff liaison will continue to track and report on the committee composition and member terms

4.5. Subcommittee Officers. The officers of all subcommittees are nominated by respective subcommittee membership and approved by the Publications Committee.

5. PUBLICATIONS COMMITTEE DUTIES

The specific duties of the Publications Committee are as follows:

5.1. Provide policy and editorial guidance to A&WMA staff.

5.2. Periodically review A&WMA publications to ensure that they are of high quality and allow balanced treatment of subjects and activities.

5.3. Approve member and officer nominations for all applicable subcommittees.

5.4. Approve actions recommended by the subcommittees, including changes/updates to subcommittee operations manuals.

5.5. Recommend and approve actions that maintain and promote the technical quality of the Association's publications.

6. VOTING AND QUORUM

6.1. Voting. The Committee operates by consensus. When a vote is required, a quorum must be present, be it for meetings or e-mails. The Chair may conduct a vote via e-mail or conference call, in which case a simple majority vote by a quorum is required to pass a motion.

6.2. Quorum. A quorum is defined as 50% of the voting members of the Committee being present.

7. SUBCOMMITTEES OF THE PUBLICATIONS COMMITTEE

7.1 JA&WMA Editorial Review Board (ERB)

The ERB is a standing subcommittee of the Publications Committee. The purpose of the ERB is to evaluate and promote technical excellence in the *Journal of the Air & Waste Management Association (JA&WMA)*. The ERB may also provide expert advice on issues brought before it by the Publications Committee. The ERB serves in an advisory capacity to the Publications Director and Technical Editor(s) and recommends motions for material action to the Publications Committee that it serves.

7.1.1 Duties of the ERB include 1) establishing overall editorial policy for *JA&WMA*; 2) overseeing and evaluating performance of the Technical Editor-in-Chief; 3) reviewing and approving the Technical Editor's recommendations of Associate Editors; 4) providing and/or recruiting peer-reviewers of manuscripts; 5) recruiting authors; 6) assisting the Technical Editor or editorial staff in resolving issues related to *JA&WMA*; 7) evaluating the publication process for efficiency and assurance of quality; 8) preparing editorials; and 9) promotion of *JA&WMA* to subscribers and potential sponsors.

7.1.2. ERB membership consists of 12 to 20 representatives from the A&WMA membership that are approved by the Publications Committee. Other members are nominated to three-year terms to represent the diverse scientific and technical interests of Association members. Nominees should have a record of technical accomplishment as evidenced by written peer-reviewed publications in their areas of expertise. There is no constraint on reappointment of ERB members. Active participation in ERB activities, including attendance at the annual meetings, and representation of different aspects of Association interests is considered in appointment of Committee members. Committee members who are unable to serve out their appointed terms may be replaced following the standard committee member approval procedure.

7.2 *EM* Editorial Advisory Committee (EAC)

The EAC is a standing subcommittee of the Publications Committee. The mission of the EAC is to provide technical advice and guidance to the *EM* Managing Editor, primarily by reviewing articles submitted to be published in *EM* and by championing issues of *EM* on topics of interest to the A&WMA membership. The primary duties of EAC members are to identify topics of interest, solicit articles, and review articles to be published in *EM*, thereby ensuring that *EM* meets its mission by publishing timely, informative, and high-quality content each month. The EAC also serves as a sounding board to help the editorial staff understand the needs and interests of A&WMA members and as a resource for finding additional qualified reviewers for articles submitted to *EM*.

EAC membership requirements, terms, and responsibilities are detailed in the [EAC Charter and Manual](#).

7.3 Critical Review Committee

The mission of the Critical Review Committee is to develop and oversee the Annual A&WMA Critical Review paper and presentation. The Critical Review presentation is a key part of the Association's Annual Conference Technical Program. Often, the Critical Review topic dovetails into the Annual Conference theme and sets a tone for relevant technical sessions. A&WMA Critical Reviews are scientifically important, have a high impact, and provide extended visibility of the Association's activities to industry, regulators, and the scientific community. The Critical Review paper is published in the June issue of *JA&WMA* and a synthesis of comments and critiques is published as a Discussion Paper in the October issue of *JA&WMA*.

Critical Review Committee membership requirements, terms, and responsibilities are detailed in the [Critical Review Committee Manual of Operations](#).