The ISA Long-Range Planning Committee (LRPC) met at San Francisco ISA Annual Convention in April 2018 and discussed two items brought before our committee. The first involved a request from the program chairs to consider changes to the participation guidelines and incentivizing sections to correctly complete the ranking of their program items within the time limits required. The second involved a membership request to consider revisions to the ISA officer election structure and process. We have collected information on both of these requests for the GC to consider. There are no action items from the LRPC at this time.

**Participation Guidelines & Section Incentivization**

The current ISA participation guidelines are intended to ensure the maximum number of people have a chance to participate in the Annual Convention. Program Chairs, ISA Headquarters and the GC often receive complaints about whether this policy is fair, evenly enforced, and how participants might be taking advantage of loopholes to get more appearances. The current policy limits participants to 4 appearances and 2 appearances as an author. Appearances are enforced by item (paper, roundtable, panel, etc.) hence if a participant is a chair and a discussant on the same panel, that counts as a single appearance. However, if the participant is an author and a chair on the same panel that counts as two appearances because the paper and the panel are considered separate items. These limits are enforced for submissions. Ultimately, the Program Chair(s) have control of the program and the number of appearances an individual can make on the final program. The policy can be found at: [https://www.isanet.org/Help/Knowledge-Base/ID/61/Annual-Convention-Participation-Limits](https://www.isanet.org/Help/Knowledge-Base/ID/61/Annual-Convention-Participation-Limits)

In examining how well these guidelines are working, we consulted with the 2019 Program Chairs Nukhet Sandal and Jenifer Whitten-Woodring. They reported satisfaction with the initial participation limit of 4 at the submission stage (not including committee panels or distinguished scholar panels; the final limit was 6 when Section Program Chairs (SPCs) add people to panels as chairs and discussants who are fulfilling service roles). While some scholars did inquire about extra appearances, the Program Chairs applied the limits without exception, citing the increased number of applications every year, the more than 1000 applicants who were left out of the 2019 program, and the difficulties of scheduling even more appearances per person. The co-chairs expressed satisfaction with the current participation limits and pointed out that the limit is line with the policies of other sizable professional organizations like APSA, ASA, or AAR. They also noted that “it was easier for us to hold the line on these limitations because of the hard work done by the 2018 program chairs,” and that “this will get easier each year as long as program chairs consistently follow the rules.”
With regards to incentivizing sections to correctly complete the ranking of their program items within the time limits required, this was a significant problem experienced by the 2018 Program Chairs who requested the LRPC examine the issue. In some instances, the lack of coordination in ranking co-sponsored panels, combined with misunderstandings over section panel quotas and limits, lead to a great deal of confusion and inadvertent panel cancelations. The 2018 program co-chairs asked that safeguards be implemented to prevent this from happening in the future.

In response to these concerns, the ISA headquarters instituted new procedures based on the 2018 Program Chair recommendations which were intended to address the prior problems experienced with section and caucus panel allocations and co-sponsorship. Early in the scheduling process for the 2019 Annual Convention, Headquarters notified SPCs of new procedures regarding co-sponsorship and these are attached (Preliminary Information for ISA 2019 Section & Caucus Program Chairs). These procedures clearly specified how co-sponsorship would work toward the section’s panel quota. They also specified how to rank co-sponsored panels, what would happen if a group co-sponsored more items than were allowed by their quota, the maximum number of co-sponsors for any given program item, and co-sponsorship in relation to specialty programs.

These new procedures appear to have alleviated this problem for the 2019 conference. According to the 2019 Program Chairs, sections completed their rankings in a timely fashion and there were no major issues in terms of SPCs completing the program. The Program Chairs were proactive in contacting SPCs to trouble-shoot problems as they emerged. In instances where sections over-allocated either regular panels or co-sponsored panels, ISA Headquarters was able to quickly identify these violations and enforce new procedural rules to ensure fairness and reduce confusion. Thus, the new procedures appear to have been effective at addressing the problems experienced with the 2018 Program.

Based on their experiences, the 2019 Program Chairs did make two recommends. First, the minimum number of participants on roundtables should be increased to five. It is difficult to justify a session that features only 4 people with the increasing number of submissions. Regular panels have 5 papers, plus a chair and a discussant. In order to align the roundtables with the traditional panel structure, they propose five required participants (not three) in addition to a chair, which should still give each participant plenty of time to make remarks and have a quality discussion.

Second, the SPCs should be able to see the full names of paper presenters on panels in the current online system. The Program Chairs pointed out that in the current online system one can only see the surnames and that it would be helpful to see the entire name in order to avoid the problem of “all male” panels among other things.

**Officer Election Structure & Process Revisions**

The current ISA nomination process and structure involves a Nominating Committee which provides a slate of Officers to the membership for approval or rejection. These officers include a President, 3 Vice-Presidents, 6 GC Members-at-Large (and potentially the Treasurer). The Committee evaluates nominees, based on three criteria for leadership: a) international scholarly recognition; b) a history of service with the association and knowledge of the association; and c) theoretical, methodological, geographical, gender, ethnic, and racial diversity among the leadership of the association. It then forwards its nominees to the membership for approval or rejection. The Nominating Committee is a permanent standing committee of ISA consisting of nine committee members serving three-year, staggered terms. Committee members are appointed by the ISA President and approved by the ISA Governing Council. The full description of the process can be found at: [https://www.isanet.org/ISA/Governance/Committees/Nominating](https://www.isanet.org/ISA/Governance/Committees/Nominating)
To provide a point of comparison on how other associations select their officers, LRPC member Matthew Hoffmann examined election procedures in 6 other professional academic associations. The comparative results are attached (“ISA Election Comparators-1”). These associations included the American Political Science Association (APSA), the American Sociological Association (ASA), the African Studies Association, the American Historical Association (AHA), the Latin American Studies Association (LASA), and the British International Studies Association (BISA). These were chosen for diversity in geography and association size. While the Nominating Committee of the ISA and APSA are appointed by the Presidents, the Nominating Committee members of ASA and LASA are appointed by their Governing Councils. Both ASA and LASA also require that there be a slate of at least two candidates put forward for each open position to be elected.
APPENDIX I – COMPARATOR ASSOCIATION ELECTION PROCEDURES

AMERICAN POLITICAL SCIENCE ASSOCIATION

Officers and Council:

- President-elect – succeeds the current President for a one-year term at the end of the annual meeting of the Association in the year following election as President-elect. (The President who has most recently completed the term in office becomes the Immediate Past President at that time.)
- Three vice-presidents – one-year terms. (Must be former council members)
- Treasurer – three-year term. (Elected every third year.)
- Eight members of the Council – three-year terms. (There are twenty-four at-large members of the Council; eight are elected each year for overlapping terms; members of Council may not serve consecutive terms.) At-large members of the Council may not serve consecutive terms.

Election Procedure:

- Nominations committee of 6 is appointed by the APSA presidents (3 per year, each committee member serves 2 years). Committee members selected with “due regard for geographic distribution, field of professional interest, methodological orientation, types of institutions where members are employed, race, ethnicity, gender and gender identity, sexuality disability, and other important forms of diversity”
- The Committee nominates to the membership candidates for the positions of President-elect, three Vice Presidents, eight at-large Council members each year, and a Treasurer every three years
- APSA Members can suggest candidates to nominations committee
- Nominations Committee prepares a slate with “due regard for geographic distribution, field of professional interest, methodological orientation, types of institutions where members are employed, race, ethnicity, gender and gender identity, sexuality disability, and other important forms of diversity”
- Nominations by petition are allowed (if 50 members support a petition for council member or officer, that person gets on the ballot)
- Election occurs electronically over the summer before APSA meeting with a minimum of 30 days of voting
- 10% of APSA membership must vote for valid election
- Contested slots require plurality vote, uncontested slots require more for votes than against.

Relevant Documents:

https://www.apsanet.org/ABOUT/Governance/Elections

AMERICAN SOCIOLOGICAL ASSOCIATION

Officers and Council:

- President, a President-Elect, a Past President, a Vice-President, a Vice-President-Elect, a Past Vice-President, a Secretary, and the members of the Council.
• The President-Elect and the Vice-President-Elect shall serve for one year and shall then automatically become President and Vice-President respectively for one-year terms.

• The Secretary shall be elected by the voting membership for a three-year term and is ineligible for re-election. The Secretary-Elect shall serve for one full year prior to the three-year term as Secretary, during which year the Secretary-Elect shall sit as a non-voting member of the Council.

• The Council shall consist of a maximum of nineteen voting members: up to seven ex officio, and precisely twelve elected-at-large. The ex officio members shall be the President, Past President, President-Elect, Vice-President, Past Vice-President, Vice-President Elect and Secretary. The members-at-large shall be elected for staggered three-year terms, with four elected each year. No member-at-large shall be eligible for re-election to the Council as a member-at-large until one year after the expiration of the prior term, and no individual shall be eligible for re-election as a member-at-large of the Council after having served two such terms.

Election Procedures:

• Council Members-at-Large, under the guidance of the Vice President-Elect, provide nominations for vacancies on the Committee on Nominations.

• Members are encouraged to suggest nominees

• Committee on Nominations prepares a slate with two candidates for: President-Elect, Vice President-Elect, and Secretary-Elect and for each opening among Council Members-at-Large, the Committee on Committees, and the Committee on Publications.

• Petition candidates are allowed (petitions supported by 50 members for council or 100 members for officers are placed on the ballot).

• Appears to be paper ballot (though that is unclear from the bylaws)

• Majority/plurality voting rules with no mention of quorum

Relevant Documents:

http://www.asanet.org/about-asa/governance/election-information/nomination-and-election-policies-and-procedures
http://www.asanet.org/about-asa/governance/asa-constitution-and-bylaws

African Studies Association

Officers and Council:

• Board of Directors model with board consisting of president, vice-president, secretary, treasurer, past-president

• Vice-president ascends to presidency after one year.

• Board members constitute various committees (finance, nominations, etc.)

Election Procedures:

• The Nominations Committee is chaired by the Vice President. It makes recommendations for the Association's annual election slate and reviews policies related to membership.

• Electronic voting

Relevant Documents:

Latin American Studies Association

Officers and Council:

- President, Vice-President, Treasurer, Past-president
- Vice-President automatically ascends to presidency, new vice-president elected by membership every year. Treasurer serves for 3 years, members elects every 2
- The Executive Council shall consist of: eleven voting members (the Immediate Past President, President, Vice President, Treasurer, a Graduate Student, and six elected members), and the following ex officio members with voice but no vote: the LASA Executive Director, the Editor of the Latin American Research Review, the current Congress Program Chair(s), the Editor(s) of the Latin American Research Commons (LARC), and the Strategic Plan Oversight Committee.
- Elected council members serve 2-year terms, staggered so that 3 members are elected each year

Election Procedures:

- A Nominations Committee of no fewer than five persons nor more than seven, including a chairperson, shall be appointed by the Executive Council every year to select candidates for Vice President and Executive Council.
- In constituting the Nominations Committee, the Executive Council shall endeavor to achieve diversity of region, discipline, gender, and by such other criteria as may be judged appropriate.
- The Nominations Committee must put forth at least two candidates for each position opening to be elected.
- The Nominations Committee in making its selections, and the Executive Council in reviewing them, shall take into account the following attributes for candidates, adhering to these guidelines:
  - Each nominee for office on the official ballot must have been a member of the Association in good standing for at least one year prior to nomination;
  - Disciplines: The Committee shall seek to assure that at least four different disciplines are represented on the Executive Council at all times;
  - Geography: The Committee shall seek to assure representation on the Executive Council from the various regions in which members reside;
  - Age and academic rank or its equivalent: The Committee shall seek to assure that younger members are represented on the Executive Council at all times;
  - Gender: The Committee shall seek to assure that all genders should be represented among the nominees for the Executive Council at all times.
  - Electronic balloting
  - Top 3 council candidates elected, next 3 serve as alternates

Relevant Documents:

https://lasaweb.org/en/constitution-laws/

British International Studies Association

Council and Officers:

- Executive Committee model with: Chair, Vice-Chair, Honorary Secretary, Honorary Treasurer, 8 elected Trustees
- All elected positions are for a term of 2 years
**Election Procedures:**

- BISA is constituted as a charitable corporation, so their election procedures are opaque however based on their website descriptions, it appears that members nominate other members to serve on the Executive committee and voting by members is done via emails.
- According to their Elections & Nominations page, “nominations are invited from Full, Emeritus & Early career members of BISA for election to the Executive Committee, specifically for the positions of Honorary Treasurer, Vice-Chair and two Committee members (see below for role descriptions) We ask that nominees be based in the UK for logistical reasons."  
- Our Executive Committee, is our main governing body. The Executive Committee manages our income, funds and activities, according to our governing documents. Committee members come from a wide range of academic backgrounds and comprise of the four honorary officers, including the chair, and eight ordinary members.

**Relevant Documents:**

https://www.bisa.ac.uk/index.php/elections-and-nominations  
https://www.bisa.ac.uk/files/About%20BISA/Articles_of_Association ‐As_Amended_June_2013.pdf

**American Historical Association**

**Council and Officers**

- Six elected officers: the president, president-elect, immediate past president, and the vice presidents of the Professional, Research, and Teaching divisions  
- Ten elected councillors: three members representing each division and one at-large member with no divisional responsibilities (the at large member is a graduate student—Ph.D. candidate)  
- Three appointed officers: the executive director, the editor of the American Historical Review, and the treasurer as nonvoting members  
- President and president-elect serve one-year terms  
- The vice-presidents shall be elected for staggered three-year terms.

**Election procedures:**

- There shall be an annual election for the offices of president, president-elect; a vice-president; and members of the divisions, Nominating Committee, Committee on Committees; and the unexpired term of any elected position that is vacant.  
- The nominating committee shall nominate two persons for each elected office of the association, except in the case of the president  
- Nominations from members are encouraged  
- Nominations committee develops the slate of candidates  
- Election shall be by plurality of the votes cast for each vacancy.

**Relevant Documents:**