



PROFESSIONAL DEVELOPMENT COMMITTEE BYLAWS

Purpose Statement

The Professional Development Committee will provide strategic leadership for professional development program activities that address the needs of minerals, metals, and materials professionals. The committee's responsibilities encompass both technical and non-technical professional development programs as well as certifications through a variety of delivery formats, including in-person courses, webinars and one-on-one mentoring activities.

Responsibilities

- Advocate for a culture of professional development within the Society and a professional development portfolio of activities that supports such a culture.
- Provide advice to volunteers, staff and others on expanding opportunities for professional development programs.
- Assure the quality of the Society's professional development programs to be consistent with the TMS brand.
- Develop mentoring programs that serve professionals with career development and/or career transitioning needs, especially targeting a younger generation of professionals as well as graduate students.

Committee Structure

The committee will consist of a Chair, Vice-Chair, Past-Chair and at least eight additional members. All committee members are voting members.

- Chair, serving a two-year term
- Vice Chair, serving a two-year term
- Past Chair, serving a one-year term immediately following the year after the conclusion of their term
- One representative appointed from each technical division, serving a two-year term
- The committee members will be appointed at-large with preference of the following construct: members who are members of or will liaise with five technical divisions, the Membership, Diversity, & Development Committee; Diversity, Equity, and Inclusion Subcommittee; and Emerging Professionals Subcommittee. The Professional Development Director serves as an ex-officio member and serves as the liaison between this committee and the TMS Board of Directors.

Appointment of all nominees will be approved by the Vice President of TMS and serve two-year terms. Members may be re-appointed to successive terms.

The committee will establish subcommittees and/or ad hoc task groups as needed to most effectively accomplish its objectives and engage TMS volunteers. Subcommittees and ad hoc task groups can be established and/or disbanded by the Chair as required.

In the event that the chair or vice chair is elected by the Committee during their term as a division representative, a replacement representative should be appointed by the appropriate division to complete the term. If the chair or vice chair was appointed as an at-large member, then a replacement at-large member may be appointed by the Professional Development Chair.

Committee Appointments

Nomination Process for Chair

The chair serves for a term of two years. Chair candidates may self-nominate. If there are multiple candidates, there may be a discussion (in the absence of the nominees) among the current voting committee members. Those not present can notify the Chair in writing of their preference prior to the meeting. A subsequent vote will be held under the jurisdiction of the Professional Development Director. Any voting member who is also a nominee will be excluded from the vote. Upon counting the votes, the new Chair will be announced by the Professional Development Director. Appointment will be by majority vote; if there is a tie between two or more candidates, the current (outgoing) Chair's vote will prevail. If there is a single candidate only, he/she will be appointed by acclamation. The Chair's term will begin at the completion of the Annual Meeting.

Nomination Process for Vice Chair

The Vice Chair serves for a term of two years and will automatically ascend to the position of committee Chair. If the vice chair cannot serve in his/her capacity anymore or cannot serve as the chair in the upcoming term, notice should be given to the chair three months before the annual meeting. Then a Vice Chair election will be conducted. Vice Chair candidates may self-nominate. If there are multiple candidates, there may be a discussion (in the absence of the nominees) among the current voting committee members. Those not present can notify the Chair in writing of their preference prior to the meeting. A subsequent vote will be held under the jurisdiction of the Chair. Any voting member who is also a nominee will be excluded from the vote. Upon counting the votes, the new Vice Chair will be announced by the Chair. Appointment will be by majority vote; if there is a tie between two or more candidates, the current (outgoing) Vice Chair's vote will prevail. If there is a single candidate only, he/she will be appointed by acclamation. The Vice Chair's term will begin at the completion of the Annual Meeting.

Expectations of Membership

Upon agreeing to serve on the Professional Development Committee, committee members are expected to remain active throughout their terms and to make every effort to fully participate in all meetings and teleconferences of the committee and any subcommittees to which they are assigned. If for whatever reason volunteers find they will only be able to participate in a limited capacity or not at all, they are encouraged to talk with the Professional Development Chair and staff liaison about their availability to continue in the role.

While it is highly desirable that committee members fulfill their term, and it is critical to the success of the committee that the majority of volunteers complete their term with full participation, it is understood that volunteers' personal and professional situations can change. It is critical to have a quorum at meetings and teleconferences in order to vote on committee business. A committee member who is repeatedly absent or nonresponsive may be asked to step down from being a voting member of the committee. The Chair has the authority to revoke membership in the committee if necessary.

Meeting Schedule

The committee shall meet a minimum of two times per year (in person or virtually), and at other times as required at the discretion of the Chair. One of these meetings shall be held at the TMS Annual Meeting.

Quorum

At all meetings of the Professional Development Committee, the presence of the majority of members in office shall constitute a quorum. In addition to those members who are present in person at a meeting, members shall be deemed as present at such meeting if a telephone or other communication equipment by means of which all persons participating in the meeting can hear each other at the same time is used. The act of a majority of the members at a meeting at which a quorum is present shall be the act of the Professional Development Committee.