

Western Agricultural Economics Association Operating Policies

Membership

Section 1. Application for Membership. Any person eligible for membership in one or more classes of members as hereinafter provided may file with the WAEA office of the Association an application for membership. Upon payment of dues as prescribed for the particular membership class, and upon acceptance of the application for membership, the applicant shall be considered a member in good standing of the Association.

Section 2. Active Members. Those members who have paid their dues for the current year are “active members” in good standing and are eligible for all rights and privileges of Association membership.

Section 3. Dues. Each member shall pay calendar year Association dues in United States dollars. Calendar year dues are payable on or before January 1 of each year. Dues paid after February 1 are considered delinquent and printed back issues of publications are not included in the membership rate. Members would have electronic access to back issues. Changes in the amounts of dues for each class of membership are approved by the vote of the general membership, based on recommendations of the Executive Board. The dues schedule can be found at the WAEA website, www.WAEAonline.org.

Section 4. Default in Dues. A member is in default if dues payment is not received before February 1.

Election of Officers

Section 1. Eligibility to Vote. Not later than the last Friday in October of each year, the WAEA office shall notify all members whose dues are current of the election and provide a ballot. This may be done by first class mail, electronically, or both. Voting rights are determined by the payment of dues on or before the end of the annual meeting.

Section 2. Nominating Rules. Except in highly unusual circumstances, not more than one individual from the same institution (university or division of a government agency) shall appear on the same ballot. As specified in the bylaws, the Nominating Committee shall consider geographical, functional and organizational diversity on the Executive Board in making nominations.

Section 3. Ballot Information. A brief biographical sketch and a statement of goals and concerns for WAEA of each nominee for President-Elect and Director selected by the Nominating Committee shall be included with the ballot. The ballot, biographical sketches, and statements for the candidates shall be clearly labeled.

Section 4. Ballot Validation. Electronic balloting may be used, allowing members to cast a secret ballot.

The electronic vote counts shall be delivered to the most immediate past-president who is chair of the nominating committee of the Association, who shall be responsible for tallying and reporting the results. The results, including the total number of ballots cast and the number of

ballots determined to be invalid and not counted in the final election results, shall be reported to the Executive Board no later than the first Monday in December. The President shall report the results as promptly as possible to the successful and unsuccessful candidates. The specific number of votes cast for each candidate will not be shared publicly with the Board. Official announcement of election results will be made in the next issue of the newsletter. A tie for any office shall be resolved by chance and shall be reported to the Executive Board.

Executive Officers

Conflict of Interest

It is misuse of position for individual officers, directors, and committee members to use the Association for personal gains of oneself or others. Such individuals should avoid involvement in decision-making activities that represent a conflict of interest with regard to the Association. Dealing effectively with actual or potential conflicts of interest is a shared responsibility of the individual and the relevant Board or Committee. Among the corrective measures available to be recommended are these:

- Disclosure to the Board or Committee. In most cases, it is expected that the possibility of subjectivity or bias will be sufficiently offset by disclosing the “other interest” to the entire Board or Committee. The Board or Committee will be expected to take the individual’s “other interest” into consideration when discussions, debates, or decisions occur. WAEA, its governing Board or Committee and the individual will all have fully discharged their duties.
- Recusal. In some instances it may be determined that the avoidance of conflicts of interest, or even the mere appearance of conflicts of interest, will dictate that the disclosing individual should avoid discussions, debates, and decision making on subjects related to the disclosure. The individual will remain a member of the Board or Committee but will withdraw from portions of meetings or activities appropriately.
- Resignation. There could be situations, expected to be rare, in which the Board or Committee member’s “other interest” is so extensive or pervasive that, in the view of the Board, the Committee, or the WAEA membership, the leader’s involvement in discussions, debates, or decision making on any subject will be adversely affected. In that case the individual will be asked to resign. If resignation is not forthcoming, the Board will decide on alternatives consistent with WAEA’s bylaws and governing state law.

General Issues

Section 1. WAEA Council Organization. The WAEA Council shall be advisory in nature and shall consist of the members of the Executive Committee and, in addition, at least one member from each of the nineteen western states of the United States (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming) and four western provinces of Canada (Alberta, British Columbia, Manitoba, and Saskatchewan). Additional membership on the WAEA Council for states or provinces with multiple institutions shall be limited to one each for Ph.D. granting institutions and one other council member representing all other institutions in the state or province. Members representing their entire state or province shall be selected by all members of the state or province. Members representing

Ph.D. granting institutions in states or provinces which have more than one Ph.D. granting institution shall be selected by members affiliated with each respective institution. Members representing all other institutions in states or provinces which have multiple institutions shall be selected by all members not affiliated with Ph.D. granting institutions.

The duties of the WAEA Council shall include advising the Executive Council on such matters as the Executive Council may request from time to time relating to the affairs of the Association at the annual meeting of the Executive Council. All business deliberations and recommendations of the WAEA Council will be reported to the membership via the business meeting in the annual Association conference. the WAEA Council shall recommend to the Executive Board the place for WAEA's annual meeting to be held three years in the future the power to make such decisions.

The duties of the individual members of the Council shall include representing their respective constituencies on the WAEA Council, maintaining WAEA membership, obtaining new members for WAEA, and encouraging attendance at the annual conference.

WAEA Council members shall be elected for two-year terms to begin at the close of the annual meeting with the possibility of succeeding themselves for only one additional two-year term.

The Council members in the last year of their term of office shall be responsible for polling the Association members within their constituencies for the selection of new Council members and report to the Secretary the results of such poll not later than thirty (30) days before the last annual meeting of their terms.

Publications

Section 1. Subscriptions. Subscriptions for Association periodicals are available to non-members on terms established by the Executive Council.

Section 2. Plagiarism Policy. It is the policy of the Western Agricultural Economics Association, that plagiarism in any form is unacceptable and constitutes a serious breach of professional conduct with potentially severe consequences. The WAEA defines plagiarism as the use of someone else's results or words without explicitly acknowledging the original author and source. This includes uncredited copying of and uncited reuse of an author's independently published work. No article will be published where it is determined that plagiarism has been committed, and further disciplinary action will be taken against plagiarists, as appropriate

Section 3. Journal of Agricultural and Resource Economics Editorial Policy. The purpose of the Journal of Agricultural and Resource Economics is to provide a forum for creative and scholarly work in agricultural economics. Submitted manuscripts should have a relationship to the economics of agriculture, natural resources and the environment, and rural and community development.

Papers must necessarily have a problem orientation and demonstrate originality and innovation in analysis, methods, or application. Analyses of problems pertinent to research, extension, and teaching are equally encouraged, as is interdisciplinary research with a significant economics component. Review articles that offer a comprehensive and insightful survey of a relevant subject, consistent with the scope of the Journal of Agricultural and Resource Economics as

discussed above, will also be considered. All articles published, regardless of their nature, will be held to the same scholarly standards.

Section 4. Appointment of Editors. The Executive Council shall appoint editors of the Journal of Agricultural and Resource Economics for terms up to three years. Nothing in an appointment agreement between the Executive Council and a candidate for any position shall be deemed to create a contractual obligation beyond that specified in the bylaws of the Association.

Section 5. Copyright. WAEA is the owner of copyright of the Journal of Agricultural and Resource Economics (hereinafter referred to as the Journal). Sheridan Press is the publisher. There shall be up to four editors for the Journal.

Section 6. Duties of the Executive Council as to Publications

- Select the editors of the Journal.
- Approve editors' nominations of individuals to serve as the Journal's associate editors.
- Determine long-run policies affecting the Journal, including copyright and related policies.
- Determine the annual budget for editorial operations of the Journal subject to the publication contract with Sheridan Press.

Section 7. Duties of Editors

- Determine the content of each regular issue of the Journal and formulate editorial policy.
- Maintain current membership status with the association while editor.
- Consult with the WAEA office and Sheridan Press on all matters relating to production of the Journal and shall work with Oxford under the terms of the publishing contract.

Section 8. Associate Editors. The associate editors will assist the editors in executing Journal policy in the review of manuscripts submitted for publication in the Journal. The associate editors will be appointed by the President on recommendation of the editors and with approval of the Executive Council from among the members of the WAEA. No more than ten associate editors will hold the position at any given time.

Section 9. Page Charges. Major support for this Journal is provided by page charges per printed page, or fraction thereof, payable by the supporting institution or granting agency. Payment does not affect acceptance, scheduling, or form of publication. Instructions for making payment are provided with an invoice upon publication. The level of page charges is determined annually by the contract with Sheridan Press.

Committees

Section 1. How constituted. The Executive Council may provide for the creation of standing committees, task forces and special committees in accordance with the needs of the Association. Appointments and terms to serve will be proposed by the President and approved by the Executive Council.

Section 2. WAEA Membership Requirements. In general, membership on Association committees shall be limited to WAEA members. Exceptions to this policy may be granted by the Executive Council.

Section 3. Current standing committees.

Awards. There shall be an annual awards program committee chaired by the two directors in the last year of their three-year term. The charge is to coordinate the selection of all WAEA award winners except the WAEA Distinguished Scholars according to the purpose of each award, encourage award nominations, manage the awards program, and annually evaluate the WAEA awards program to be certain it is aligned with the current activities of WAEA members, recognizes outstanding contributions to the profession and recognizes contributions that benefit the users of the information produced by the profession. The chair and the subcommittee chairs (through the chair) also make recommendations to the Executive Council on changes to the awards given or instances where special recognition(s) is (are) appropriate. Recommendation topics include the number and delineation of award categories, development of appropriate evaluation criteria, methods to encourage nominations, appropriate recognition of award recipients, and the awards program format.

Nominating. There shall be a nominating committee which shall operate as described in the Bylaws.

Finance Committee. There shall be a finance committee which will be chaired by the past president and its members will include the two directors in the last year of their term and one outside member chosen by the immediate past president. The finance committee will choose the auditor and make recommendations to the Executive Board regarding any issues related to the finances of the WAEA.

Annual Meeting

Section 1. Program Purpose. The awards program of the WAEA recognizes and enhances professional excellence in agricultural and applied economics as defined by the Association. Students, young professionals, and experienced members are selected on the basis of their achievements in research, teaching, extension activities, or other contributions to the profession. The scholarly program of the WAEA may include selected papers, organized symposia, posters, or other scholarly sessions as determined by the President. The review process for these sessions will be chaired by the four directors in the first two years of their term.

Awards Program

WAEA shall present annual awards at the annual meeting.

Section 1. Selection Process. Each award program will be overseen by the Awards Committee and are administered by a subcommittee, except in the case of Distinguished Scholars. The chairperson of each subcommittee is expected to organize the evaluation process to ensure that subcommittee members do not directly evaluate entries in which the members are potential award recipients or, for the theses awards, in which members have served as major advisor of a potential award winner. Subcommittee chairpersons are ineligible for an award from the program category they are administering.

Section 2. Nominating. The specifications for nomination to each award program is outlined below and is specific to each award program.

Section 3. Honorable Mention. The Association may recognize achievements with Honorable Mention in the awards identified below. Honorable mentions are recognized during the annual awards presentation ceremony. Honorable mention is used when the number of allowable awards in a category is insufficient to recognize all award quality nominations. The number of honorable mentions in an award category may not exceed the number of awards allowed in that category. Honorable mention will not be given to a nomination eligible for resubmission in a subsequent year.

The Association will grant the following awards:

Section 4. Graduate Paper or Master's Thesis Award. The purpose of the Award is to recognize outstanding research by graduate students. The award will be called "Outstanding Graduate Paper or Master's Thesis Award of the Western Agricultural Economics Association." This award shall be made annually at the Association's conference. Nominees must have completed a master's degree at an institution within the Association's geographic scope during the past calendar year. Only theses or graduate papers bearing completion dates within the past calendar year will be considered. One graduate paper or master's thesis may be submitted by each institution with no more than one nomination allowed per department. PhD dissertations are not eligible. The evaluation Criteria are: (1) Importance of the problem or subject, (2) significance of the results, (3) quality of work, and (4) effectiveness of reporting. Nominations must be made by agricultural economics departments within the geographic scope of the Association. An electronic copy of each thesis or graduate paper will be sent to the chair of the selection committee. Selection of the award winner(s) will be made by committee.

Section 5. Undergraduate Teaching Awards for more than ten years of experience and ten or less years of experience. The purpose of the Award is to recognize outstanding teaching of undergraduate students and related activities by members of the Association. Two awards may be given. The first will be called the "Teaching Award of the Western Agricultural Economics Association with less than 10 years experience." The second will be called the "Teaching Award of the Western Agricultural Economics Association with more than 10 years experience." These awards may be made annually at the association conference. The winner will receive a certificate. Nominees must be members of the Association and actively teaching and related activities. Previous award winners are not eligible for the same award. The evaluation criteria are: (1) Personal interest in and availability to students, (2) mastery of subject matter (course content), (3) creativity in designing and using innovative teaching methods, (4) impact on learning based on student and peer evaluation, and (5) impact on departmental teaching program. Nominations must be made by Association members and/or departments located within the geographic scope of the Association. The nominator should submit a letter of recommendation, supplementary summary tables and other supporting items if desired. The letter of nomination should summarize the teaching accomplishments of the nominee with respect to the criteria outlined above. The nomination letter is limited to no more than three pages (single space). Summary tables may be added to provide supplemental and supporting data. A maximum of 3 supporting items (letters of recommendation, publications, videos, etc.) may be included. Each letter, publication, video, etc. counts as one item. An electronic copy of all materials shall be sent to the chair of the awards committee.

Section 6. Extension Program Awards (Project and Career). The purpose of the Award is to recognize outstanding extension programs by members of the Association. Two awards may be

given annually. The first shall be called the “Outstanding Extension Program Award of the Western Agricultural Economics Association, for Project”. This will be given to programs that are of less than or equal to five years duration. The second shall be called the “Outstanding Extension Program Award of the Western Agricultural Economics Association, for Career”. This will be given to programs that are of more than five years duration. These awards may be made annually at the Association’s annual conference. The winner(s) will receive a certificate. Nominee(s) must be actively involved in programs of informal education for audiences external to the university. The program may be that of either an individual or a group of individuals working as a team. If given to a team, at least one member of the team must be a member of the Association. If given to an individual, the winner must be a member of the Association. The evaluation criteria are: (1) Importance of the problem or subject, (2) Overall effectiveness of the program, (3) appropriateness of economic analysis, (4) effectiveness of communication methods, (5) evidence of accomplishment of objectives and positive impact on target audience(s). Nomination must be made by Association members and/or departments within the scope of the Association. The nominator should submit a letter of recommendation, supplementary summary tables and other supporting items if desired. The letter of nomination should specify the name(s) of the person(s) nominated, the type of nomination and summarize the extension accomplishments of the nominee(s) with respect to the criteria outlined above. The nomination letter is limited to no more than three pages (single space). Summary tables may be added to provide supplemental and supporting data. A maximum of 3 supporting items (letters of recommendation, publications, videos, etc.) may also be included. Each letter, publication, video, etc. counts as one item. An electronic copy of all materials shall be sent to the chair of the awards committee.

Section 7. Published Research Award. The purpose of the Award is to recognize outstanding research by members of the Association. The award will be called "Outstanding Published Research Award of the Western Agricultural Economics Association." This award shall be made annually at the Association's conference. The winner(s) will receive a certificate. At least one of the of the authors must be a member of the Association in the year the paper was published. Only research reports bearing a publication date within the past calendar year will be considered. Textbooks will not be considered published research for purposes of this award. Current year JARE publications are not eligible. The evaluation criteria are: (1) Importance of the problem or subject, (2) quality of work, (3) significance of the results, and (4) effectiveness of reporting. Nominations must be made by Association members and/or agricultural economics departments within the geographic scope of the Association. An electronic copy of each publication will be sent to the chair of the selection committee.

Section 8. Outstanding Journal Article Award. The purpose of Award is to recognize outstanding contributions to the Association's Journal. The award will be called "Outstanding Journal Article Award of the Western Agricultural Economics Association." This award will be made annually at the Association's conference. The winner(s) will receive a certificate. Only articles published in the Journal of Agricultural and Resource Economics within the past calendar year will be considered. The evaluation Criteria are: (1) Importance of the problem or subject, (2) significance of the results, (3) quality of work, and (4) effectiveness of reporting. The Editor(s) and the Editorial Council will select the article to receive the award.

Section 9. Outstanding Senior Award. The Association will award a certificate to one outstanding senior at each qualifying degree granting institution. Agricultural economics

departments within the geographic scope of the Association shall select the recipients of these awards and notify the President who will issue each recipient a certificate.

Section 10. Distinguished Scholar Award. The purpose of the Award is to grant the highest recognition to members making an enduring contribution over their career to agricultural or other type of applied , resource, and/or environmental economics in the Western states and the WAEA. Normally up to three awards may be given annually. The recipient shall be named a “Distinguished Scholar of the Western Agricultural Economics Association.” These awards may be made annually at the Association’s annual conference. The winners will receive a plaque. A statement regarding the achievements of each Scholar will be read during the presentation. The statement and a picture of the Scholar will be published in the December issue of the Journal of Agricultural and Resource Economics. Nominees must be a current member of the association, and have demonstrated active involvement over their career as a member of the association. Nominees must have demonstrated excellence in two or more of the following areas of performance: (1) basic and applied economics research, (2) integration of knowledge (textbook writing or synthetic reviews), (3) service or outreach drawing on economic expertise, (4) teaching (undergraduate and/or graduate), (5) administration or service. Nomination must be made by Association members and/or departments within the scope of the Association. The nominator should submit a letter of recommendation stating why the person is worthy. A brief vitae of the nominee (not to exceed six pages, double spaced) must accompany the nomination letter. The total nomination package will be limited to a maximum of eight typed, double-spaced pages. The application must include a 150 word bio sketch suitable for use in the awards brochure and an electronic photo suitable for printing purposes. An electronic copy of all materials shall be sent to the Immediate Past-President.

Section 11. Outstanding JARE Reviewer Award. The purpose of Award is to recognize two outstanding reviewers of the Journal of Agricultural and Resource Economics. Two awards may be given. The first will be called the “Outstanding Article Reviewer of the Journal of Agricultural and Resource Economics with seven or fewer years experience.” The second will be called the “Outstanding Article Reviewer of the Journal of Agricultural and Resource Economics with more than seven years experience.” These awards may be made annually at the association conference. The winner will receive a certificate. Nominees must be members of the Association. The Journal editors will select the two reviewers to receive the award.

General Issues

Section 1. Advertising. The Association, its name, logo and its various activities shall not be used for advertising or promotional purposes of a commercial or pecuniary nature, including the vending of a product or service.

Section 2. Annual Audit. The financial records of the Association shall be audited annually by a licensed Certified Public Accountant approved by the Executive Council. The audit shall be approved by the finance committee and the Executive Council.

Section 3. Budget and Finance. The Executive Council shall approve the annual budget for the Association, which approval shall constitute authorization for expenditure. An accrual basis of accounting will be used for bookkeeping

Section 4. Deposits. All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as may be determined by resolution of the Executive Council.

Section 5. Negotiable Instruments. All checks, drafts, notes, bonds, bills of exchange, and orders for the payment of money of the Association under \$5,000 must be signed by any one of the following individuals: the President, President-Elect and EDI Executive Administrator. Any instrument over \$5,000 requires two signatures from those named above. Any staff member who reconciles the bank statement or who prepares checks may not have check signing authority. Withdrawals from the investment account require two signatures, one of which must be the President.

Accounting and financial records will be maintained by EDI in accordance with the current agreement between WAEA and EDI.

Section 6. Purchase and Sale Contracts. The President or the President-Elect shall have the authority to enter into written or oral contracts for the purchase and sale of goods and services on behalf of the Association. The President may delegate this authority, as appropriate, to one or more members of the EDI office staff.

WAEA will not take a position on any public policy issue.

Section 7. Document Retention Policy. In the normal course of business it is expected that documents will be routinely discarded according to an orderly and lawful retention schedule and this practice will continue. However, it is the policy of the Association that there will be no destruction, alteration or mutilation of documents when the Association knows or suspects that there will be a federal investigation of the Association or a policy or program of the Association. This policy is applicable to the staff of the WAEA Business Office and all volunteers involved in the administration of programs and services on behalf of the Association.

Section 8. Insurance Policies. It shall be the policy of the Association to on a yearly basis maintain Directors and Officers (Association Professionals), Media and Publications, General Liability Insurance, and Meeting Cancellation insurance coverage.

Section 9. "Whistle Blower" Protection Policy. It is the policy of the Association that there will be no instances of retaliation against individuals (employees, volunteers, or members) who have complained to the federal government about the commission or possible commission of federal offenses by the Association or the Association's leadership.

Amendments

These Operating Policies may be amended by a majority vote of the Executive Council . .