

# Southeastern Conference for Public Administration

Policies, Procedures and Guidelines

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# SECoPA Policies and Procedures: Position and Committee Descriptions

*These descriptions summarize and accompany information included in the bylaws; but in event of divergence, bylaws are controlling.*

## 1 POSITIONS

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### 1.1 BOARD MEMBERS

The Board will set Conference guidelines and provide general annual conference oversight including program and finance, ensure a regular audit is conducted, and other duties as required.

### 1.2 BOARD OFFICER: PRESIDENT.

Shall preside at all meetings of the Board, serve as the Chair of the Board of Trustees of the Conference; serve as ex-officio member of all committees; shall appoint the Treasurer for the Board in consultation with the President-elect; appoint the Secretary for the Board; appoint the Chairs for each of the standing committees; and serve as immediate past President the succeeding year. The President will receive (on a monthly basis) an updated roster of ASPA members in District 3 and will ensure that the conference chair forwards to ASPA National the roster of all registrants for the annual conference within a reasonable time period following the close of the conference.

### 1.3 BOARD OFFICER: PRESIDENT-ELECT.

Shall automatically become President at the next annual meeting of the Conference; serve as a member of the Board of Trustees of the Conference, shall consult with the President regarding appointment of the Treasurer; in the absence of the President, assume all the duties and privileges of the President; permanently assume the duties of the President until the next election should the President resign or otherwise be unable to perform the duties of the office, such succession not to preclude the normal assumption of the position of President by the President-elect as provided above.

### 1.4 BOARD OFFICER: SECRETARY.

Shall record and maintain the minutes of meetings of the Board; prepare the correspondence of the Board; maintain files of all matters pertaining to the Board; serve as a member of the Board of Trustees of the Conference; be responsible for conveying official records to the archivist; and perform such other duties as the Chair may direct.

### 1.5 BOARD OFFICER: TREASURER.

Shall act as Treasurer of the Board of Trustees. The Treasurer shall be subject to oversight by the Finance Committee for the Conference and the Conference Chair and will faithfully execute the policies and procedures the Conference Board and the Finance Committee establish. The Treasurer shall be responsible for the collection and dispersal of Conference funds in accordance with such policies as may be established by the Board and under the Articles of Incorporation.

### 1.6 OTHER POSITIONS: ARCHIVIST.

Shall maintain historical records provided by the Secretary. The Board shall appoint the Archivist for a term of not less than three years.

## 2 STANDING COMMITTEES

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The President of the Board shall appoint the Chair and membership of each Standing Committee. The President of the Board may elect to delegate responsibility to each Committee Chair for selecting Committee membership and reporting the members to the Board within 30 days of their selection as Committee Chair. Each Committee should seek to reflect regional diversity in its membership. Subcommittees may be proposed by the committee chairs to the President for joint appointment.

Each Committee Chair will maintain and update an activities checklist needed to be accomplished during the chair's term of office. This checklist and any appropriate documentation will be forwarded to each new Committee Chair at the beginning of their term of office.

#### 2.1.1 Finance Committee.

Responsible for ensuring the financial stability of SECoPA by reviewing and providing guidance for annual conference budgets, assessing and monitoring the SECoPA endowment fund, providing financial reports, and reviewing and recommending financial policies subject to Board approval, and shall provide direct oversight to the Treasurer. The Finance Committee shall be responsible for an annual review of financial statements and securing the auditor.

#### 2.1.2 Nominations and Elections Committee.

Shall include all activities involved in the nomination and election of officers for the Board. The Nominations and Elections Committee shall meet or confer at least 60 days prior to the annual regional conference to prepare a slate of nominees for the offices of President, President-elect, and four Directors. The slate shall be submitted to the Board in their meeting at the Annual Conference for approval. Elections shall be conducted at the annual meeting of the Conference. The Nominations and Election Committee shall be responsible for all preparation, distribution, receiving, and counting of all ballots. The nominations committee generally consists of three people appointed by the SECoPA President, two of whom are usually on the Board of Directors or former members of the Board. The third member is an at-large member of SECoPA. The committee chair should be a current or former SECoPA Board member.

### 2.1.3 *Site Selection Committee.*

Responsible for recruiting and selecting potential SECoPA host chapters and cities, assisting host committees with preparing their SECoPA conference bid, and with vendor contracting processes. The committee shall be responsible for announcing call for future sites for the Annual Conference, reviewing the proposals, and making a recommendation to the Board for approval and notification in accordance with SECoPA Conference Guidelines approved by the Board. The Site Selection Committee shall solicit bids from District III ASPA chapters for the hosting of the annual conference. The call for proposals will be provided at the current year's conference and sent to all chapter presidents at a minimum within one month after the current year's conference ends. Appropriate deadlines will be established for proposal submissions. The proposed site(s) will be submitted to the SECoPA Board at its mid-year Board meeting for approval. The Committee will recommend the conference site two years in advance. The Site Selection Committee will be composed of no less than three members with previous SECoPA conference experience.

## 3 OTHER COMMITTEES

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### 3.1 PROCEDURES COMMITTEE.

Charged with documenting and reviewing conference policies and procedures to provide guidance to annual conference host committees and ensure the long-term viability of SECoPA.

### 3.2 COMMUNICATIONS AND MARKETING DEVELOPMENT COMMITTEE.

Shall be responsible for all activities regarding the dissemination of SECoPA information and the promotion of SECoPA and its activities. The Communications and Marketing Committee shall be responsible for maintaining and updating the SECoPA website, creating and maintaining a list of SECoPA award winners, utilizing the roster of ASPA members in District 3 (updated monthly) for the purposes of direct outreach and notification that membership in District 3 includes membership in SECoPA, and making recommendations and/or establishing policies and procedures regarding the promotion of SECoPA subject to Board approval. The secretary, archivist, and webmaster shall be permanent members of the Communications and Marketing Committee.

### 3.3 ENDOWMENT COMMITTEE.

Provides strategic guidance for the SECoPA endowment, including fund-raising and long-term strategy.

### 3.4 AWARDS COMMITTEES.

SECoPA recognizes contributions to public administration practice and scholarship with several annual awards. Each award has its own committee that solicits nominations, reviews and selects nominees, and presents the award. No later than the end of the annual conference, each award committee chair shall give the award recipient names and institutions to the SECoPA web contact and the Communications Committee Chair.



3.4.1 Senator Peter B. Boorsma Award.

Recognizes significant and established record of international activity and direct involvement in the exchange of international public administration theory and practices. Committee membership: The SECoPA President nominates a Chair and two other members.

3.4.2 Kathryn E. Henley Distinguished Public Service Practitioner Award.

Recognizes sustained outstanding achievement in, and contributions to, public service and public administration through applied practice in the field. The committee will receive and assess nominations and will present the award at a scheduled luncheon or banquet event as part of the general SECoPA Conference. The award may be deferred if the committee determines that none of the submitted nominations meet the criteria or merit presentation of the award.

3.4.3 Donato J. Pugliese Award.

Recognizes a senior SECoPA member who has made contributions to SECoPA and to the profession of public service. *Committee membership:* The award is selected by a committee of three, comprised of the previous year's award winner, the senior ASPA representative from the district, and one member of the SECoPA board appointed by the SECoPA President.

3.4.4 Robert Kline Award.

Recognizes the most outstanding paper written by a master's student enrolled at a school within the SECoPA region. *Committee membership:* shall consist of at least three SECoPA members. The Board President appoint the chair of the committee. The remaining two members are recruited by the committee chair in consultation with the SECoPA President and should be representative of the region.

3.4.5 Morris W.H. Collins Award.

Recognizes the most outstanding paper written by a doctoral student enrolled at a school within the SECoPA region. *Committee Membership:* the committee shall consist of at least three SECoPA members. The Board President appoint the chair of the committee. The remaining two members are recruited by the committee chair in consultation with the SECoPA President and should be representative of the region.

3.4.6 Outstanding Equity Research Award.

Recognizes the most outstanding paper written on an equity issue within the SECoPA region. *Committee Membership:* the committee shall consist of at least three SECoPA members. The Board President appoint the chair of the committee. The remaining two members are recruited by the committee chair in consultation with the SECoPA President and should be representative of the region.

*Approved November 22, 2011.*

*Revised May 30, 2015.*

*Revised October 4, 2017*

*Revised September 20, 2018.*

*Revised September 28, 2022*

# SECoPA Policies and Procedures: Nominations and Elections Committee

## 1 MEMBERSHIP

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The Nominations and Elections Committee consists of three people appointed by the SECoPA President, two of whom are on the Board of Directors or former members of the Board. The third member is an at-large member of SECoPA. It is desirable that the committee members will have been active in SECoPA and be knowledgeable about individuals in the profession of public administration who have served in their local chapters, on national ASPA committees, and on SECoPA committees in the past or otherwise made an impact in the field.

## 2 COMMITTEE CHAIR

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The committee chair shall be a current or former SECoPA Board member.

## 3 BACKGROUND AND DUTIES

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The committee is responsible for having a clear understanding of which board or officer positions are vacant in the upcoming year. The Board consists of twelve members – eight who serve as Directors, with four Officers. The President-Elect automatically becomes President each year at the fall conference. The Secretary and Treasurer are appointed by the President in consultation with the President-Elect for a two-year term. The archivist is appointed by the board for a term of not less than three years. No Director shall serve more than two consecutive terms. Every year, the President-Elect will be a vacant position that must be filled, along with four Directors and any officer or Director positions that are announced as vacant in the previous year and have not been filled by the Board as provided in the bylaws.

## 4 NOMINATIONS

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The committee chair shall seek recommendations from the Nominations and Elections Committee and the Board of Directors for Board vacancies. When considering nominees, the committee shall seek to provide a broad representation of the geographical states that are members of SECoPA, as well as a mix of individuals of diverse backgrounds that would strengthen and provide efficient service to the organization.

Prior to contacting the proposed nominees from the committee, the committee chair shall consult with the President, past President and President-elect as to their knowledge of the qualifications of the

individuals being proposed. Special attention shall be given to the leadership and professional skills that the individuals bring to the Board.

Once a consensus is obtained, the committee chair shall contact the nominees by either email or telephone to request that they serve on the Board. A "slate" shall be completed and provided to the entire Board of Directors prior to the annual meeting and must be approved by a two-thirds (66%) vote of approval by the Board.

The committee chair shall also be sure to invite "new" board members to the "pre-conference board" meeting, which is held at the annual meeting. The committee chair shall also inform the nominees of the requirements of board members stipulated in the SECoPA bylaws. Board membership will be withdrawn when a Director fails to pay any required ASPA dues for any year of his/her eligibility. Officers and board members are expected to attend all SECoPA board meetings unless excused by the President with two absences annually resulting in the member being asked to resign. The committee chair shall also inform the nominees that board members are expected to participate on SECoPA committees. Nominees should understand that a commitment of time is necessary, especially in the officer positions.

Other nominees shall be included in a list that is sent to the President in order to include them in other SECoPA committee assignments. This is a great idea for newer members of SECoPA in order to introduce them to the organization and to enable them to get involved.

*Approved October 5, 2005.*

*Revised October 16, 2016.*

# SECoPA Policies and Procedures: Financial Policies

**Purpose.** SECoPA's long-term viability is best assured through prudent administration of its finances, including the investment of SECoPA balances, management of cash flow, "seed money" to help development of future conferences, incentives for sound conference management and planning, and review of conference expenses relative to annual and long-run income. These policies should assist SECoPA in maintaining financial soundness.

## 1 ANNUAL BUDGET

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The Treasurer shall submit to the board for approval a fiscal year budget for the forthcoming fiscal year (January 1-December 31) at the concluding board meeting of the SECoPA Conference (usually held in September or October) each year.

### 1.1 ONGOING EXPENSES.

The Conference's ongoing yearly expenses fall into the following categories:

- Student Awards (Kline and Collins)
- Award Plaques
- FL Incorporation
- Tax Preparation and Audit
- Postage and Incidental Administrative
- Program Expenses (Award subsidy, Archival)

It is anticipated that revenue from the SECoPA annual conference and interest payments on fund reserves will cover the majority, if not all, of these expenses. The size of SECoPA balances should allow for this, even in low-interest environments. These expenses are expected to grow no faster than inflation.

### 1.2 OTHER EXPENSES:

From time to time the Board may incur expenses related to effective Conference operations. These may relate to computing, archiving, and conferring (e.g., mid-year teleconferencing or business meetings) undertaken to foster Conference objectives. The Board will prudently consider these expenses in light of their contribution to the long-term well-being of the organization.

### 1.3 ADVANCES.

As a means of fostering the Conference's future well-being, SECoPA will provide advances to host committee/chapters of up to \$4,000 thereafter indexed for inflation, as an interest-free loan. These advances must be repaid with the preliminary financial report (60 days after the end of the conference). If a loan repayment is not received, interest will be charged as determined by the Board. SECoPA may have no more than two outstanding advances at any time.

## 2 THE FISCAL YEAR AND REPORTING PERIOD

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For the purposes of Florida incorporation, our legal fiscal year is January 1 to December 31 (e.g., the calendar year). Traditionally, our financial reporting has been approximately consistent with a conference-to-conference period, of October 1 to September 30. Given that our conferences are not held at the same time annually, and that our financial reporting does not allow for exact close-outs at a given day, the October 1 to September 30 timeframe has traditionally had a plus or minus 10-day period deviation. This allowance provides for timely and meaningful reporting at conference business meetings.

## 3 FINANCIAL REPORTING AND AUDIT

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The Treasurer shall prepare a cash flow statement and balance sheet to present to the Board and members at the Annual Board and Business meetings.

The Treasurer shall provide to the President and President-Elect monthly financial reports.

An annual financial audit shall be performed by an appropriately credentialed accounting professional (CPA or CFM) within 60 days of the end of the fiscal year. The Finance Committee shall be responsible for securing the auditor and ensuring that the results are presented to the SECoPA board within the 60-day window.

## 4 CHECK SIGNING

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The Treasurer, President and President-Elect shall have signatory authority on SECoPA accounts, and up to two additional officers may be listed to provide organizational continuity should the Treasurer become indisposed or unable to fulfill their duties. The Treasurer is responsible for executing all checks in payment for expenses provided in the SECoPA financial policies, the annual budget, and other expenses upon SECoPA board approval. Any payment in excess of budgeted amounts will require the prior written approval of the SECoPA President.

## 5 INVESTMENT POLICY OF SECoPA FUNDS

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### 5.1 ACCOUNTS.

SECoPA shall maintain three accounts which consist of an operating account, a reserve account, and an endowment account.

### 5.2 INVESTMENT OBJECTIVES.

SECoPA funds shall be invested with the following priorities, respectively: 1) Security, 2) Liquidity, and 3) Income. The specific objectives vary by the purpose and function of each account, though security is the first priority for each. The operating account will require greater liquidity, necessitating a money market checking account. The reserve account requires less liquidity and may be invested in short-medium term certificates or bonds on the basis of income potential. The endowment account requires no liquidity and should focus on maximizing income potential over liquidity goals.

### 5.3 PERMISSIBLE INVESTMENTS.

To protect the corpus, the SECoPA Board restricts available investments to guaranteed or insured instruments that include money market accounts, certificates of deposit, and U.S. Treasury Bonds.

### 5.4 PERIODIC REVIEW.

The Board will review these policies annually in light of market conditions, diversification, and Conference financial status. The Treasurer may ask for Board review as warranted.

## 6 EARNINGS SHARE POLICY

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It shall be the policy of SECoPA to share all fiscal year-end earnings between the Reserve Fund and the Endowment Fund, while maintaining a \$7,500 balance in the Operating Fund. This policy reflects the Board's objective to grow the Reserve Fund to \$50,000 and the Endowment Fund to \$75,000. The earnings share shall be split by an 80% share to the Reserve Fund and a 20% share to the Endowment Fund. Once the Reserve Fund achieves a balance of \$50,000, this policy shall be reviewed for formula modification to enhance support to the Endowment Fund.

## 7 DOMICILE OF FINANCIAL ASSETS

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Maintenance of SECoPA's funds at a national financial institution has as an advantage that change in personnel (e.g., death or resignation of the Treasurer) will not necessitate the close-out of an account, given the availability of local branches throughout the region.

## 8 REVENUE SHARING OF CONFERENCE NET PROCEEDS

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After any SECoPA loan is repaid, net revenues (i.e., remainder of gross conference proceeds less expenses and write-offs) will be split on a tiered basis as follows:

- \$1 to \$2,500: 50% to SECoPA, 50% to the host chapter/host university or host agency.
- \$2,501 to \$5,000: 40% to SECoPA, 60% to the host chapter/host university or host agency.
- \$5,001 and higher: 30% to SECoPA, 70% to the host chapter/host university or host agency.

## 9 ANNUAL CONFERENCE FINANCIAL REPORTING DUE DATE

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The host chapter will submit a preliminary financial report to the Board with an estimate of net proceeds no later than 60 days after annual conference completion. A final financial report, with a detailed breakdown of conference revenues and expenditures, in a format prescribed by the Board, should be submitted no later than 90 days after conference completion.

## 10 SUBMISSION OF ANNUAL INCORPORATION REPORT TO FLORIDA DEPARTMENT OF STATE

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The Treasurer is responsible for submitting the annual incorporation report to the Department of State; the due date is generally May 1.

*Approved October 5, 2005.*

*Revised October 13, 2010.*

*Revised June 4, 2011.*

*Revised November 22, 2011.*

*Revised September 28, 2013.*

*Revised May 30, 2015.*

*Revised October 4, 2017.*

*Revised June 5, 2018.*

# SECoPA Policies and Procedures: Endowment Fund

This policy applies to the investment and spending of endowment funds of the SECoPA.

## 1 INVESTMENT OVERSIGHT

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Endowment funds of SECoPA shall be managed by the Board of Directors. At the discretion of the Board, an external agent or agency may be engaged to manage the endowment funds of SECoPA; in this case, the external manager(s) shall be directly responsible to the Board of Directors.

## 2 ENDOWMENT OBJECTIVES

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The objective of the SECoPA Endowment Fund is to support the achievement of SECoPA's purpose, as stated in Section 1.1 of the Bylaws.

## 3 GENERAL INVESTMENT OBJECTIVES

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The primary objectives, in priority order, of investment activities shall be safety, yield, and liquidity:

### *1. Safety*

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest-rate risk.

### *2. Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs. Return on investment and fund growth is of secondary importance compared to the safety objectives described above. The core of investments is limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed.

### *3. Liquidity*

Liquidity is the last of our concerns. Per the Financial Policies, the Endowment Fund is intended to be a fund with minimal liquidity.

## 4 STANDARDS OF CARE

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The Standards of Care for SECoPA financial resources, as described in the Financial Policies (See Financial Policies Purpose), shall apply also to the management of the Endowment Fund.

## 5 INVESTMENT VEHICLES

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Approved investments for the Endowment Fund are the same as those listed in the Financial Policies, which include:



- A. Money Market Accounts
- B. Certificates of Deposit
- C. U.S. Treasury Bonds

When selecting an investment, the investment objectives shall be used to assist in determining what is most appropriate. When possible, diversification should also be a consideration in the fund’s portfolio.

## 6 FUND BALANCE

The target balance of the Endowment Fund set forth in the Financial Policies is \$75,000. The minimum balance of the Endowment fund shall be set at \$25,000. Once the minimum balance is reached, then a portion of the funds may be spent. The policy to guide spending is set in Section V. No spending will occur if the minimum balance is not met without a declaration of a state of financial exigency approved by a supermajority of two-thirds of the Board of Directors. Financial exigency” includes, but is not limited to, situations such as imminent threat of bankruptcy, severe conference revenue shortfall, or other financial strain that threatens the continued operations of the organization.

## 7 SPENDING POLICY

The policy objectives of the endowment are twofold: (1) the recognition of outstanding achievement in the field of public administration through support of the SECoPA awards, and (2) to further support scholarly and practice-based exchanges related to public administration in the Southeastern United States. Funds may be spent only on items aligned with the organization’s purpose listed in the Bylaws and these specific policy objectives. Such qualifying expenses include but are not limited to award stipends and other associated costs (plaques, lodging reimbursement if applicable for the award, travel reimbursement if applicable for the award, etc.), conference registration waivers, and fellowships. Funds cannot be used to support expenses other than those related to the SECoPA awards program and similar initiatives related to (1) and (2) above, except under a declaration of financial exigency as described in Section VI. If a condition of financial exigency is declared as described in Section VI, regardless of its current balance the endowment may be drawn upon by the Board to meet the needs of the organization to permit its survival and accomplishment of its purpose or, in the case of the wind-down of SECoPA, the satisfaction of outstanding liabilities prior to dissolution.

The allocation guidelines for the endowment fund are based on the graduated scale of payout rates depicted in the chart below. The percentage of funds available for spending shall be calculated based on the fund balance at the end of the previous fiscal year. The resulting planned spending from the endowment should be budgeted for specific line items as part of the normal budget process of the organization. If a declaration of financial exigency is approved per Section VI during a fiscal year, budget changes and additional spending may be considered by the Board in response to the emergency.

<b>Endowment Balance at Start of Year</b>	<b>Percentage of Endowment Balance Eligible for Spending During That Year</b>
<b>\$0-\$25,000</b>	<b>0%</b>
<b>\$25,000.01-\$50,000</b>	<b>1%</b>
<b>\$50,000.01-\$75,000</b>	<b>2%</b>
<b>\$75,000.01-\$100,000</b>	<b>3%</b>
<b>&gt;\$100,000</b>	<b>5%</b>

**Note: All unspent monies will be reinvested back into the endowment.**

## 8 FINANCIAL REPORTS

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The Endowment fund cash flow statement and balance sheet shall be presented to the Board and endowment committee by the Treasurer or a representative from the finance committee as set forth in the Financial Policies Section 3.

*Approved May 8, 2024*

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# SECoPA Policies and Procedures: Policy Advocacy Committee

## 1 APPOINTMENT AND TERM OF OFFICE

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The SECoPA Policy Advocacy Committee shall consist of 5 members; one member shall serve as chair.

The SECoPA President shall appoint the Policy Advocacy Committee, subject to the approval of the board.

Three (3) members of the SECoPA Policy Advocacy Committee shall serve three (3) year terms, and two (2) members shall serve two (2) year terms.

No member of the SECoPA Policy Advocacy Committee shall serve more than two successive terms.

## 2 PROCEDURAL GUIDELINES

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Any policy initiative or policy statement shall be submitted to the SECoPA President, who shall submit it to the SECoPA Policy Advocacy Committee. The committee shall have up to 90 days to review the initiative or statement and resubmit it back to the SECoPA President with a recommendation.

The SECoPA President shall then submit the recommendation to the SECoPA Board. The SECoPA Board shall consider the recommendation of the SECoPA Policy Advocacy Committee and make a final decision. However, no final decision shall be made by the board, until the policy initiative or statement has been published on a public platform (e.g., SECoPA Blog), for a period of not less than 30 days. Public comments shall be weighed up before taking any final action. Policy initiatives or policy statements shall be clearly related to the ASPA Code of Ethics and/or the SECoPA mission.

*Adopted October 6, 2017.*

# SECoPA Guidelines: Annual Conference

ASPA chapters and/or host universities or host agencies within the boundaries of SECoPA are eligible to bid on hosting the annual SECoPA conference. The chapter may partner with a local university or other agency in making the proposal, or a university or agency may host independently. The proposal must be signed by the President of the chapter, the principal of any partner, or the principal of any university or agency hosting independently. The proposal commits the hosting entity to certain legal requirements. The hosting entity will be responsible for all financial commitments. Since the conference will receive and disburse in excess of \$5,000, the hosting entity must also submit the proposal to the National ASPA Executive Director for review.

## 1 SITE SELECTION COMMITTEE

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The Site Selection Committee will be composed of no less than three members with previous SECoPA conference experience. (Previous conference experience should include having served as a host or worked on a local host committee). The Committee will recommend the conference site two years in advance. The call for proposals will be provided at the current year's conference and sent to all chapter presidents at a minimum within one month after the current year's conference ends. Appropriate deadlines will be established for proposal submissions. The proposed site(s) will be submitted to the SECoPA Board at its mid-year Board meeting for approval.

## 2 CRITERIA

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### 2.1 CITY.

It is hoped that every chapter within SECoPA will take the opportunity to host an annual conference. When two or more chapters are located in a state, co-hosting may be proposed. Inasmuch as practical, the annual conference should rotate among states and different parts of the Southeast, within the SECoPA region.

### 2.2 DATE.

Normally, it is expected that SECoPA will be held the first or second week of October. The local chapter is responsible for identifying any major events in the local area that would cause competition for travel and other arrangements. Under no circumstances will the conference conflict with religious or Federal holidays.

### 2.3 HOTEL.

SECoPA's track record helps each succeeding conference to obtain excellent room rates. Room rates plus tax, around \$135 per night, or less are preferable. SECoPA typically uses between 200 and 250 room nights for each conference (NOT rooms per night, but total room nights).

Space for up to six concurrent sessions with a capacity of 25-40 attendees, plus a ballroom or equivalent for two to four meal functions and one reception should be available. One complimentary room night for every 40 room nights should be available. A small room that accommodates about 25 people should be available for two SECoPA Board meetings.

Parking should be free or at a nominal charge.

Registration space along with exhibit space for 10 to 20 exhibitors should be available.

#### 2.4 TRANSPORTATION.

The city should be easily reached by car or at reasonable airfare. Service between airport and hotel should be readily available.

#### 2.5 HOST CHAPTER AND/OR HOST UNIVERSITY OR HOST AGENCY.

It is important that the host chapter/host university or host agency be active in its local arrangements and indicates current members willing to commit the time and energy needed to plan and implement the conference. If partners are assisting, their commitment should be in writing as to what they will do.

The host chapter/host university or host agency must agree to abide by all the guidelines in this document.

#### 2.6 GENERAL CONFERENCE CHAIR.

The ASPA chapter or host university, or host agency will appoint a General Conference Chair with the appropriate resources (such as: available time, access to potential funding sources, affiliations with local government or universities) who will be responsible to coordinate with the chapter and any partners. See duties below.

#### 2.7 ADA GUIDELINES.

SECoPA will strive to host inclusive and accessible events which enable all individuals to engage and participate fully under the Americans with Disability Act (ADA) reasonable accommodations recommendations. Listed below are the guidelines to follow:

- 1) Websites must be ADA compliant.
- 2) Registration forms must include a question about a person's special needs such as "Do you have any special needs" with contact name, email, and telephone for further information. A request for reasonable accommodation must be made at least two months in advance of a conference.
- 3) Reasonable accommodation might include assistive listening devices and sign language interpreters. Personal items such as hearing aids or wheelchairs need not be provided at the event.
- 4) The Hotel/facility contract(s) must state the meeting facility meets with accessibility requirements as required by the ADA and guarantee reservation for persons requiring "barrier-free" room.
- 5) If providing transportation, ensure there is accessibility vehicles for wheelchair use.
- 6) Service animals, such as guide dogs, must be permitted to accompany an individual with a disability to all areas of the facility where all the attendees are normally allowed to go.

- 7) Presentation documents such as PowerPoint, WORD, and PDF must be accessible and, whenever possible, distributed ahead of the meeting to allow attendees to pre-read or reference at their own pace. Screen sharing is not accessible to persons with vision disabilities-talk as if you were on a teleconference describing the presentation document.
- 8) Presenters should make every effort to ensure their content does not have flickering, blinking, or flashing effects as certain individuals are susceptible to seizures from these effects.
- 9) Incorporate feedback on accommodation into future events to improve accessibility.

*Approved September 26, 2023*

### 3 CONFERENCE COMMITTEES AND REPORTING

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#### 3.1 GENERAL CONFERENCE CHAIR DUTIES.

The success or failure of the annual conference depends chiefly on the planning and management by the General Conference Chair so this person must have the resources to devote a significant amount of time in the first two-three months of planning and in the last two-three months of implementation.

The General Conference Chair is required to:

1. Appoint a **Program Committee** of not less than six professionally recognized individuals (academics or practitioners that have considerable knowledge of the specific program tracks for which they will be reviewing proposals) from government and academia around the region. This committee will be responsible for developing the program theme and tracks, calling for proposals, review of proposals, and final selection of program topics/panels. The call for proposals should be mailed no later than the last week of January or first week of February.
2. Appoint a **Local Arrangements Committee** consisting of a minimum of six people to manage local logistics for the conference including registration. This committee will be responsible for developing a contract with the conference hotel, coordinating with the Program Committee on space needs, arranging transportation for off-site activities, invitations to VIP speakers, signage, printing of all advertising and program, and registration at the conference. The registration announcement and preliminary program information should be mailed no later than July 1 with a cut-off date two weeks prior to the start date of the conference.
3. Appoint a **Treasurer** for the conference, preferably not the local chapter treasurer, who will open a bank account in the name of the conference and keep records on revenue and expenses of the conference. An assistant treasurer may be appointed to assist with the record keeping and registration forms.
4. Appoint a **Sponsorship Committee** with a goal of raising \$10,000 - \$20,000 from local and regional sources.

5. Request a list of members in District III from the SECoPA President or the District III representatives. The membership list should be kept confidential.
  
6. Provide the following reports to the SECoPA President:
  - a. Within one month of the conference award notification, provide the names with contact information of the chairs of each of the committees and the Treasurer.
  - b. Within three months of the conference award notification, provide a copy of proposed final hotel contract. No contract shall be signed until approval is received from the SECoPA President.
  - c. Within six months of the conference award notification, provide the proposed theme and tracks for approval by the SECoPA Board.
  - d. Within six months of the conference award notification, provide a timeline (schedule) for program call, deadline for submission of proposals, selection and approval process, preparation of advertising to be used at current year conference and National ASPA conference, and registration information and deadline.
  - e. Twice per year, prepare a comprehensive report regarding all aspects of the conference planning for the SECoPA Board meetings which normally occur during the ASPA National Conference and at the annual SECoPA Conference.
  - f. Update periodically on any material changes to the conference.
  - g. Three months prior to the conference start date, advise the SECoPA President of any problems not already addressed and solved.

- h. Two months prior to the conference's start date, provide the SECoPA Chair on a weekly basis with the number of registrations received. Three weeks prior to the conference's start date, provide the information on a more frequent and mutually agreed upon schedule.
  - i. 60 days after the end of the conference, provide a preliminary financial report and repay the SECoPA loan of \$4,000 (See Financial section below).
  - j. 60 days after the end of the conference, provide a complete roster of conference registrants.
  - k. 60 days after the end of the conference, forward a list of all award winners to website contact.
  - l. No later than 90 days after the conference, submit the final conference report including a detailed financial report. Remit the amount of the proceeds due to SECoPA.
7. Recruit a minimum of twenty volunteers to staff the conference. Volunteers are needed to assemble attendee packets, register attendees as they arrive, welcome visitors, provide information on local area highlights, host local dine arounds, assist with last-minute copying and A-V needs, pick up VIPs, and any additional last-minute needs.
  8. Schedule periodic meetings with each of the committees.
  9. Arrange a reception at the prior year's conference. Information regarding possible venues for the reception for can be obtained from the prior year host chapter or SECoPA President.

**Note:** ASPA can, upon SECoPA's request, provide administrative services such as credit card processing for conference registration, conference management, registration, or administrative oversight for a fee to be negotiated at the time such services may be needed. If such services are requested, a separate agreement covering these services will be generated with the approval of both parties.

## 4 ADVERTISING

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No mass advertising is done at a future SECoPA conference until after the upcoming conference is over. The next year's conference can be printed in schedules. The next year's conference will be displayed prominently in the final program of the current year's conference.

A reception given by next year's host chapter on one evening coordinated with the current host chapter is strongly desired. It is primarily for the purpose of socializing and getting to know the core group of participants in SECoPA.

Flyers containing the program theme and any deadlines that have been established should be available for the registration packets of the current year's conference. Other "goodies" may be available from the Convention/Visitors Center to help advertise the conference city.

As soon as any information is available, it should be provided to ASPA National. ASPA will promote SECoPA at appropriate times throughout the year on their website, in *The Bridge*, *PA Times Online*, and



*PA Times*, upon request and dependent on timing and space availability. Such promotion will include sending links and other information directing participants to the SECoPA Call for Proposals, sponsorship and exhibits, and registration. SECoPA will also be offered up to a half-page of advertising in *PA Times* during the calendar year of the conference for use in promoting SECoPA; the best time to use this is between the Call for Proposals mailing and the Registration mailing. ASPA will also list SECoPA on its online calendar as an upcoming event.

Flyers and other advertising materials should be submitted to the ASPA national conference; ASPA will include literature promoting SECoPA in conference attendee bags at no cost and will provide one (1) complimentary exhibit/booth space at the ASPA national conference for promotion of SECoPA.

Maintaining contact with the chapter presidents in SECoPA and the District III National Council members about key deadlines is another way to advertise the conference.

SECoPA can use the ASPA name and logo subject to approval from ASPA National and provided such use follows all existing or future branding specifications as established by the ASPA national office.

## 5 FINANCIAL

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Registration fees are recommended by the host chapter/host university or host agency with final approval by the SECoPA Board. Registration fees usually range between \$175 to \$195 for early member registration, increasing with regular registration. Student registration ranges from \$100-\$110 early bird increasing with regular registration.

As soon as the Treasurer has been appointed and has opened a bank account, this information should be provided to the SECoPA President and Treasurer.

An interest-free loan of up to \$4,000 and thereafter, indexed for inflation, is available to each host chapter once they have been approved to host a conference. The loan is due and payable with the preliminary financial report (within 60 days of the end of the conference). If loan repayment is not received, interest will be charged as determined by the Board.

After any SECoPA loan is repaid, net revenues (i.e., remainder of gross conference proceeds less expenses and write-offs) will be split on a tiered basis as follows:

- \$1 to \$2,500: 50% to SECoPA, 50% to the host chapter/host university or host agency.
- \$2,501 to \$5,000: 40% to SECoPA, 60% to the host chapter/host university or host agency.
- \$5,001 and higher: 30% to SECoPA, 70% to the host chapter/host university or host agency.

Examples:

- a) Conference net revenue of \$2,300: \$1,150 to SECoPA, \$1,150 to the host chapter/host university or host agency

- b) Conference net revenue of \$3,800: On first \$2,500; \$1,250 to SECoPA, \$1,250 to the host chapter/host university or host agency; on the remaining \$1,300 net proceeds, \$520 to SECoPA, \$780 to the host chapter/host university or host agency.
- c) Conference net revenue of \$7,400: On first \$2,500; \$1,250 to SECoPA, \$1,250 to the host chapter/host university or host agency; on next \$2,500, \$1,000 to SECoPA, \$1,500 to the host chapter/host university or host agency; on remaining \$2,400, \$720 to SECoPA, \$1,680 to the host chapter/host university or host agency.

A final financial report and remittance will be submitted to the SECoPA President and Treasurer at the same time. This remittance and report are due no later than 90 days after the end date of the conference.

The Conference Treasurer should make periodic financial reports to the General Conference Chair as to whether revenue is received as expected. If difficulties are identified, the SECoPA President and Treasurer must be advised immediately so that appropriate measures may be taken.

Losses incurred by the host chapter/host university or host agency must be thoroughly discussed with the SECoPA President and Treasurer. The host chapter/host university or host agency is/are responsible as long as there are assets; depending on the nature of the loss, SECoPA and ultimately national ASPA may be involved.

## 6 CONFERENCE REGISTRATION WAIVERS

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### 6.1 AWARD-RELATED WAIVERS

The following complimentary registration offers shall be made:

- Winner of the Boorsma Award
- Winner of the Hensley Distinguished Public Service Practitioner Award
- Winner(s) (up to two students total) of the Robert L. Kline Award
- Winner(s) (up to two students total) of the Morris W.H. Collins Award
- Kathryn Hensley
- Peter Boorsma

If awards are named after additional persons in the future those persons should be considered for the complimentary registration and this list should be updated.

SECoPA will rebate the actual costs of the complimentary registrations used to the host chapter. The Donato J. Pugliese award winner receives *no* complimentary registration.

### 6.2 NATIONAL ASPA-RELATED WAIVERS

SECoPA will provide ASPA with two (2) complimentary registrations at the SECoPA annual conference for the President and Executive Director of ASPA or their designees. SECoPA will rebate actual costs for this

to the host chapter if required. SECoPA will provide one (1) complimentary exhibit/booth space to ASPA for promotional purposes.

Other waivers must be agreed between the General Conference Chair and the SECoPA President.

## 7 CONTRACTUAL AND FIDUCIARY RESPONSIBILITIES

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SECoPA and the local host chapter/host university or host agency share responsibility for the conference. A representative from the local chapter/host university or host agency AND a representative from SECoPA will ALL sign the hotel contract to acknowledge ALL groups' responsibility.

ASPA can provide chapters hosting a SECoPA conference, upon request, with liability insurance coverage under ASPA's policy. Please note that this does not constitute event cancellation insurance. Many hotels will ask for insurance information. It can be obtained from the ASPA Executive Director.

**Note:** If a host university or host agency serves as the host, they would need to provide proof of insurance with SECoPA and ASPA as named additional insureds.

See the Conference Management and Oversight section below for additional information on conference chair reporting requirements.

*Adopted June 2, 2005.*

*Revised October 5, 2005.*

*Revised December 11, 2008.*

*Revised October 13, 2010.*

*Revised June 4, 2011.*

*Revised November 22, 2011.*

*Revised May 30, 2015.*

*Revised October 13, 2016.*

*Revised October 4, 2017.*

*Revised June 20, 2018.*

# SECoPA Guidelines: Conference Management and Oversight

The following policies reflect the desire of the Conference to maintain a professional atmosphere leading up to and during the annual conference. They are intended to protect the financial interest of paying participants, the host chapter, and SECoPA, and to maintain and enhance the quality and value of Conference participation.

## 1 PARTICIPANT RESPONSIBILITIES AND PROFESSIONAL ETIQUETTE

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- a) All SECoPA conference presenters (including, but not limited to paper presenters, panel chairs, discussants, and roundtable participants) will be notified of their acceptance and role in the conference by the conference chair(s), the program chair(s) or their designees (track chairs) by July 1.
- b) All SECoPA participants are required to pre-register for the conference by the early registration deadline to be included in the printed program and to participate in the conference.
- c) The conference chair and program chair shall cross-check pre-registration data with the draft program and notify non-registrants (including panelists, presenters, panel chairs, and panel discussants) that they will be removed from the program unless registration is received within a 14-day courtesy window.
- d) Upon closure of the courtesy window, all remaining non-registrants will be removed from the official Conference program.
- e) Any person not listed in the official program shall be permitted to register and attend the conference but shall not be permitted to present a paper or serve in any official capacity, except with the permission of the conference committee and the SECoPA President.
- f) Name badges shall be issued to all registrants upon payment of the registration fee; name badges are required for admission to all official conference events, including panels, luncheons, receptions, and exhibits. In the event that university or agency purchase orders or other payment methods are involved that result in a delay in securing funds at the time of registration, the SECoPA chair, conference chair, or appropriate designer must approve the registration. (Note: Name badges are to be prepared in advance for all pre-registrants, though an indication should be made on the folder for each pre-registrant with any remaining payment due, and they shall not receive a name badge until such payment is made, or until payment arrangements are made to the satisfaction of the conference chair and the SECoPA President.)
- g) Name badges shall be checked by volunteers at the entrance to luncheons, receptions and other “all-attendee” events. For concurrent or plenary sessions, volunteers should rotate among concurrent sessions to ensure that each presenter and discussant, or roundtable participant, has an official conference name badge. Any presenter not in compliance will not be permitted to participate in the session and will be reported to the conference chair immediately.

- h) Special participants are often invited by the conference chair or program chair as award recipients or as guest keynote speakers. Any special participant invited with the conference committee's consent may receive a complimentary registration, and at such an event, shall be provided with an official name badge. Only the conference committee may designate and invite special participants who will receive complimentary registration.

## 2 PRESENTATION ETIQUETTE

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- a) English is the accepted language for graduate-level instruction worldwide. Accordingly, English shall be the official language of the Conference. All presentations must be delivered in English, or the participant must make arrangements for translators/interpreters at his or her own expense. Any presenter requiring translation/interpretation services may request assistance in facilitating them from the Conference Chair. While recognizing the values and benefits of diversity, the Conference is not able to provide translation/interpretation service, is not responsible for the expense of such service, and makes no guarantee regarding the availability of such service.
- b) Papers and presentations are not to be read. Highlights and significant findings should be presented.
- c) A paper presentation presumes a completed paper; a presenter must complete a paper in advance of the conference with sufficient time for other panelists and discussant(s) to read it and make comments. Abstracts, overviews, or outlines are insufficient to fulfill this requirement. Many organized sessions at SECoPA include contributions that do not take the form of a formal paper; such non-paper presentations are exempt from this requirement. All presenters shall adhere to the [Rules for Panelists](#) below.
- d) Panel conveners or panel chairs are responsible for contacting panel participants in advance and structuring the design of the panel and the exchange of papers in accordance with the [Rules for Panel Chairs and Discussants](#) below.

## 3 PARTICIPATION LIMITS

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SECoPA welcomes participation from a broad range of practitioners, faculty and students in the field of public administration. To ensure fair and equal representation, each participant will be limited to no more than two appearances in the program. Included in this limit are authoring/presenting a paper, participating in a roundtable, and serving as a discussant. Certain roles are not subject to this limit, including: (1) service as a panel chair, and (2) any role subject to invitation or approval by the SECoPA board, Program Chair or Conference Chair (see "special participants" above, I.[h]).

## 4 PERFORMANCE MEASUREMENT

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- a) The conference chair shall present to the SECoPA President reports detailing the following information (to date) at 120 days, 90 days, 60 days, 45 days, 30 days, 21 days, 14 days, 7 days, and 3 days prior to the conference start date:

- i. Registration
- ii. Room Guarantees
- iii. Meal Guarantees

These data shall be used for conference planning purposes, namely, for the comparison of projected versus actual data by date and will aid in pre-conference negotiations and adjustments.

- b) Volunteers tasked with rotating from panel to panel to check presenter name badge compliance (see I[g], above) will complete panel information sheets for each concurrent session to identify any panelists not present, and to count attendance. Panel data will be compiled by the Conference Chair and reported to the SECoPA President no later than 30 days after the conference closing date. This data shall be used to track participant interest by program track/topic and will help in structuring program content for future conferences.

## 5 RULES FOR PANELISTS

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- a) All participants in the SECoPA annual conference are required to pay the appropriate registration fee by the early registration deadline. This includes panelists, panel chairs, discussants, and any other participant listed in the printed program.
- b) The panel chair will contact all paper presenters about the panel as soon as possible to provide more information about the conference. If you have specific questions about the SECoPA conference you may visit <http://secopa.org>.
- c) The panel chair will convene panel members in advance of the session (either by email, telephone or in person). This will ensure that the start of the panel will not be the first time you have collaborated with the other participants. Please make yourself available for this meeting/exchange.
- d) The panel chair will determine the technology requirements of the panel members and communicate that information to the planning committee at least 2 weeks prior to the conference.
- e) Panels will run for 75 minutes. The panel chair will plan the presentations to ensure that the session reserves at least 15 minutes for discussion and engagement of the audience. Be sure to keep to the limited time.
- f) If a presenter plans to present a paper, the paper is to be sent to the chair and all other participants on the panel no later than two weeks before the meeting.
- g) Papers are NOT to be read at presentations. Presenters should distill the highlights and present them in an engaging manner. In general, nothing is to be presented verbatim that can be read by the attendees at another time.

- h) Participants should seek out appealing ways to promote discussion and debate (as opposed to the standard talking-heads-behind-the-table approach).
- i) Each presenter should bring copies of the paper for those in attendance at the panel. An electronic copy of the paper should be made available to organizers so copies can be sent electronically to conference attendees who could not make the panel.
- j) At some conferences, panelists fail to present their papers. (These are not people who have emergencies and cannot attend the conference, but those who simply choose not to attend the session.) This is very disconcerting for attendees who selected the panel. The program committee has asked the panel chair and conference volunteers to inform the Program Chair when a presenter fails to attend and participate; the Program Chair will contact the individual's university or organization, if appropriate.

## 6 RULES FOR PANEL CHAIRS AND DISCUSSANTS

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- a) All participants in the SECoPA annual conference are required to pay the appropriate registration fee by the early registration deadline. This includes panelists, panel chairs, discussants, and any other participant listed in the printed program.
- b) The panel chair will contact all paper presenters about the panel as soon as possible to provide more information about the conference and to remind participants of their obligation to pre-register for the conference.
- c) The panel chair will convene panel members in advance of the session (either by email, telephone or in person). This will ensure that the start of the panel will not be the first time you have collaborated with the other participants.
- d) The panel chair will determine the technology requirements of the panel members and communicate that information to the planning committee at least 2 weeks prior to the conference. On the day of the panel, the panel chair should use the time during the break prior to the session to assure that the equipment is in the room and operating correctly.
- e) Panels will run for 75 minutes. The panel chair will plan the presentations to ensure that the session reserves at least 15 minutes for discussion and audience engagement. The chair should moderate questions and answers.
- f) The discussant's role will be to reach for the higher-level issues at the core of the papers. The discussant will identify common themes among the presentations.
- g) If a presenter plans to present a paper, the paper is to be sent to the chair and all other participants on the panel no later than two weeks before the meeting.
- h) Papers are not to be read at the presentations. Presenters should distill the highlights and present them in an engaging manner. In general, nothing is to be presented verbatim that

can be read by the attendees at another time.

- i) Participants should seek out appealing ways to promote discussion and debate (as opposed to the standard talking-heads-behind-the-table approach).
- j) Each presenter should bring copies of the paper for those in attendance on the panel. An electronic copy of the paper should be made available to organizers so copies can be sent electronically to conference attendees who could not make the panel.
- k) At some conferences, panelists fail to present their papers. (These are not people who have emergencies and cannot attend the conference, but those who simply choose not to attend the session.) This is very disconcerting for attendees who selected the panel. The program committee has asked the panel chair and conference volunteers to inform the Program Chair when a presenter fails to attend and participate; the Program Chair will contact the individual's university or organization, if appropriate.

*Approved March 10, 2008.*

*Revised December 11, 2008.*

*Revised October 4, 2017.*



# SECoPA Guidelines: Awards

## 1 KATHRYN E. HENSLEY DISTINGUISHED PUBLIC SERVICE

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### PRACTITIONER AWARD

This award recognizes sustained, outstanding achievement in, and contributions to, public administration and public service through applied practice in the field.

#### 1.1 ELIGIBILITY CRITERIA

The recipient of this award:

- 1) Must have a minimum of five years' service as a public service practitioner.
- 2) May have served in any type of public service environment -- local, state, federal, or international, in either government or nonprofit environments.
- 3) Must have made the considered contributions while providing his/her public service within the SECoPA region.

Current elected officials are not eligible unless the career achievements for which they are nominated occurred during careers in non-elected public service.

#### 1.2 AWARD CRITERIA

Candidates will be assessed on the extent to which they have made a sustained contribution to innovative, effective, and/or inspirational practice. Candidates must have consistently demonstrated ethical behavior in public service. Specific standards should include one or more of the following:

- 1) **Innovation/creativity** – The development and implementation of innovative programs or processes that positively impacted an organization.
- 2) **Leadership** – Ability to inspire, problem-solve, and move an organization forward while working productively with colleagues; a personal commitment to and demonstration of standards of excellence including the highest ethical standards.
- 3) **Impact** - Demonstrated accomplishments that have positively impacted their organization and or community
- 4) **Operational excellence** – The implementation of significant changes or processes that enhanced work productivity, efficiency, effectiveness, and quality

#### 1.3 PROCEDURES AND DOCUMENTATION

To be considered for this award, a candidate must be nominated by a current member of SECoPA. The nominating individual must provide:

- 1) A nominating letter that includes: the nominee's name, position, current employer, and a comprehensive summary of the nominee's contributions to public service that warrant receiving the award, including specific examples of outstanding accomplishments within the areas listed in Section II Award Criteria.

- 2) A resume for the nominee that includes the nominee's position, current employer, current contact address, phone number and email address, employment history, educational attainment, and civic and professional activity and service.

Nominations will be assessed on the extent to which the justification provides specific information and examples related to the criteria listed above.

#### 1.4 SUBMISSION REQUIREMENTS

- 1) The nominating letter and nominee's resume may be submitted electronically as a Microsoft Word attachment or in hard copy. Electronic submission of the packet is strongly preferred and recommended.
- 2) An address for submission of materials is provided below, and all materials not submitted electronically should be submitted to this address.
- 3) The deadline for receipt of all materials will be set by the Chair of the award committee. Only nomination packets received by this date will be considered.

#### 1.5 AWARD PROCESS

The committee will receive and assess nominations and will present the award at a scheduled luncheon or banquet event as part of the general SECoPA Conference. The award may be deferred if the committee determines that none of the submitted nominations meet the criteria or merit presentation of the award.

*Approved March 25, 2010*

*Revised October 6, 2017.*

## 2 MORRIS W.H. COLLINS AWARD

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### 2.1 PURPOSE

To encourage students to present papers by recognizing with an award the most outstanding paper written by doctoral candidates in the SECoPA region.

### 2.2 ELIGIBILITY CRITERIA

Students must be enrolled at a university within the SECoPA region during the academic year preceding the annual SECoPA Conference (e.g., students must be enrolled during the 2008-2009 academic year to be eligible for the 2009 award). Students may be enrolled in a joint master's/doctoral program, but only doctoral students are eligible for the award. Papers may be co-authored with other students. Faculty members **cannot** be co-authors. Students must adhere to the application process as set forth below. Failure to adhere to the process will result in a withdrawal of the award. To receive the award, the author or at least one co-author of the winning paper must register and attend the SECoPA conference, present the paper, and attend the awards function where the award is presented (normally a luncheon).

### 2.3 AWARD

Plaque, \$300 cash award, registration fee waiver. If a paper is co-authored, the cash award will be divided equally among the co-authors. The SECoPA Conference Program Chair will waive up to two registration fees for co-authored papers.

### 2.4 APPLICATION PROCESS

- 1) Award chair issues a call for abstracts, coordinating the call with the SECoPA general call for papers. In that call, the deadline for full paper submission, paper page limit, and submission instructions are set. There is no budget for purchasing advertising; however, members of the committee are encouraged to write articles for the PA Times in lieu of advertising.
- 2) Students submit abstracts to SECoPA conference program chair **and** award chair.
- 3) Extensions of deadline for abstract submission are made by the SECoPA program chair.
- 4) SECoPA program committee accepts or rejects abstracts submitted.
- 5) SECoPA program committee informs Collins award chair of abstract decision.
- 6) Collins award chair e-mails students whose abstracts have been accepted, reminding them of deadline for submitting full paper, page limitations, and instructions on how to submit.
- 7) Extension of the deadline for submission of full paper is at the discretion of awards committee. In general, extensions will **not** be granted.
- 8) Papers are to be no longer than 30 pages, not including references and/or appendices. Papers that exceed the page limitations will **not** be considered, unless the awards committee grants exceptions.
- 9) Winners of awards will be notified by the award chair at least one month prior to the day the conference convenes.
- 10) The winning author, or at least one co-author, must register for the conference, present the paper, and attend the awards function.

## 2.5 EVALUATION CRITERIA

- 1) Topic significance and relevance for public policy and administration.
- 2) Organization, readability, clarity of style.
- 3) Soundness of methodology.
- 4) Appropriate research design.
- 5) Adequate evidence supporting conclusion.
- 6) Adequate literature review.
- 7) Contribution to existing knowledge.

## 2.6 AWARD COMMITTEE MEMBERSHIP

The committee shall consist of at least three SECoPA members. The Board President appoint the Chair of the Committee. The remaining two members are recruited by the Committee Chair in consultation with the SECoPA President and should be representative of the region

## 2.7 ABOUT MORRIS W.H. "BILL" COLLINS



Bill Collins made many contributions to public administration during his distinguished career. At Mississippi State University, he held the John C. Stennis Chair in Political Science and served as the founding director of the Stennis Institute of Government. Before coming to Mississippi State, Dr. Collins served as the Dean of the College of Public Affairs at American University and as Director of the Vinson Institute of Government at the University of Georgia.

He personified the ideals of the American Society for Public Administration. A man who bridged the world of academic theory and governmental practice, Bill was involved in significant governmental reform efforts in several Southern states. As he once advised a younger colleague, "When the Governor asks you to do something, you better say yes." At an age when many retirees play golf and clip coupons, Bill ran for President of ASPA. They said he could not win because of his age and his region. Bill won and brought great credit to SECoPA during his ASPA presidency.

Bill Collins represented the best in public administration. During his half-century commitment to public administration, he mentored countless students and worked continually to diversify both academia and the public service. Above everything else, Bill was a decent, genteel, and honorable human being.

The Stennis Institute has been a past sponsor of the Collins award. Each year, the award committee should ask Stennis Institute after April but in advance of the conference if they are willing and able to sponsor the upcoming conference's award. The previous level of sponsorship was \$750. In the event of sponsorship, the check should be written to SECoPA.

*Approved October 5, 2005.*

*Revised March 19, 2008.*

*Revised March 25, 2010.*

*Revised November 22, 2011.*

*Revised January 19, 2019.*

## 3 ROBERT L. KLINE AWARD

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### 3.1 PURPOSE

To encourage students to present papers by recognizing with an award the most outstanding paper written by master's students in the SECoPA region.

### 3.2 ELIGIBILITY CRITERIA

Students must be enrolled at a university within the SECoPA region during the academic year preceding the annual SECoPA Conference (e.g., students must be enrolled during the 2008-2009 academic year to be eligible for the 2009 award). Students cannot be enrolled in a joint master's/doctoral program; only master's students are eligible for the Kline Award. Papers may be co-authored with other students. Faculty members **cannot** be co-authors. Students must adhere to the application process as set forth below. Failure to adhere to the process will result in a withdrawal of the award. To receive the award, the author or at least one co-author of the winning paper must register and attend the SECoPA conference, present the paper, and attend the awards function where the award is presented (normally a luncheon).

### 3.3 AWARD

Plaque, \$300 cash award and registration fee waived. If a paper is co-authored, the cash award will be divided equally among the co-authors. The SECoPA Conference Program Chair will decide on registration fee waivers for co-authored papers.

### 3.4 APPLICATION PROCESS

- 1) Award chair issues a call for abstracts, coordinating the call with the SECoPA general call for papers. In that call, the deadline for full paper submission, paper page limit, and submission instructions are set. There is no budget for purchasing advertising; however, members of the committee are encouraged to write articles for the PA Times in lieu of advertising.
- 2) Students submit abstracts to SECoPA conference program chair **and** award chair.
- 3) Extensions of deadline for abstract submission are made by the SECoPA program chair.
- 4) SECoPA program committee accepts or rejects abstracts submitted.
- 5) SECoPA program committee informs Kline award chair of abstract decision.
- 6) Kline award chair e-mails students whose abstracts have been accepted, reminding them of deadline for submitting full paper, page limitations, and instructions on how to submit.
- 7) Extension of the deadline for submission of full paper is at the discretion of awards committee. In general, extensions will **not** be granted.
- 8) Papers are to be no longer than 30 pages, not including references and/or appendices. Papers that exceed the page limitations will **not** be considered, unless the award committee grants exceptions.
- 9) Winners of awards will be notified by the award chair at least one month prior to the day the conference convenes.
- 10) The winning author, or at least one co-author, must register for the conference, present the paper, and attend the awards function.

### 3.5 EVALUATION CRITERIA

- 1) Topic significance and relevance for public policy and administration.
- 2) Organization, readability, clarity of style.
- 3) Soundness of methodology.
- 4) Appropriate research design.
- 5) Adequate evidence supporting conclusion.
- 6) Adequate literature review.
- 7) Contribution to existing knowledge.

### 3.6 AWARD COMMITTEE MEMBERSHIP

The committee shall consist of at least three SECoPA members. The Board President appoint the chair of the committee. The remaining two members are recruited by the committee chair in consultation with the SECoPA President and should be representative of the region.

### 3.7 ABOUT ROBERT KLINE

Robert Kline was a Professor of Political Science and Public Administration at Eastern Kentucky University. He was hired at EKU in 1969 to become the first Director of the MPA program. He remained at EKU throughout the rest of his career, becoming Chair of the Department of Government from 1986 until his death in 1993.

In a modern, technical society, we all have to work between two poles: one at which we want to be supportive, sociable, compassionate, and nurturing; and another at which we are expected to be professional and ethical, to maintain high standards, and to judge people on what they can do. Bob handled that double obligation extremely well. Bob devoted his nurturing side to the encouragement and development of his MPA students but, when circumstances required it, helped both them and the program by suggesting that they should not attempt graduate work.

Bob worked at bringing students into professional associations. EKU's MPA program had the ambition to involve students in professional meetings and interaction, and as chair, Bob put money behind such efforts. He wanted to help the students professionalize and network.

Throughout his career, Bob maintained a professional commitment in the classic pattern of the regional university faculty member—yielding a modest but steady research and publication stream on such topics as community development and professionalism among city managers. He was a devoted teacher, and continuously served in public service activities through professional associations (he served on the national board of ASPA and the SECoPA Board). Early in his career Bob worked to facilitate interaction and communication among public administrators to enhance the quality of local governments in Kentucky. In fact, the Robert L. Kline Conference on the Management of Local Government named in his honor after his death celebrated its 26th year in 2003.

*Approved October 5, 2005*

*Revised March 19, 2008*

*Revised March 25, 2010*

*Revised November 22, 2011.*

## 4 SENATOR PETER B. BOORSMA AWARD

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This award recognizes a record of significant international activity by a public administration academic or practitioner. The recipient can be someone who resides either in the United States or resides abroad and who has achieved substantial international recognition. The principal factor in making this award is the contribution that the recipient has made in bridging and facilitating the transplant of excellent public management practices among various countries.

### 4.1 AWARD COMMITTEE MEMBERSHIP

The SECoPA President nominates a Chair and two other members of the Committee. In general, committee members should be familiar with the fields of comparative public administration and international public administration.

### 4.2 SELECTION PROCESS

The call for nominations goes out early in the spring using *PA Times* and ASPA's online outlets. For the past several years, *PA Times* has run one or two advertisements announcing the award as a courtesy to SECoPA. Similarly, the ASPA Online Weekly Newsletter has also run two or three announcements of the award each year. There is no budget for purchasing advertising; however, members of the committee are encouraged to write articles for the *PA Times* in lieu of advertising. In addition, SECoPA members are encouraged to nominate individuals and award committee members are encouraged to urge their colleagues to make nominations.

After the deadline for nominations, the committee reviews the nominations and selects the best candidate who meets the criteria. The award does not have to be given out in any year when no nominee's record demonstrates satisfactory accomplishment. An informal tradition has developed that when the award goes to someone based in the United States, the following year it goes to someone outside the United States and that that pattern repeats itself regularly -- although this is by no means a requirement.

### 4.3 PROCEDURES

It is the responsibility of the chairperson of the committee to initiate the publicity for the award and to coordinate with National ASPA in doing this. Candidates for the award are nominated through the sending of a letter or an email by the nominator which indicates the name of the candidate, their institutional affiliation and provides a summary of the individual's contribution to public administration in an international context. Should the committee members feel it appropriate, they can seek additional information about the candidates from normal scholarly sources or through contacting the individual who made the nomination.

The chairperson of the committee will in an appropriate manner distribute the available information on each candidate to the other committee members and will be responsible for polling the committee in a mutually agreed upon manner to determine the recipient of the award.

### 4.4 EVALUATION CRITERIA

The candidates will be assessed on the extent to which they have established a record of international activities and/or direct involvement in the international promotion of or exchange of theory and good public administration practices. Both practitioners and academicians can be nominated for the award.

#### 4.5 CIRCULATING THE COMMITTEE DECISION

The chairperson will inform both the SECoPA Chairperson, and the individual selected for the award of the decision of the award committee as early as possible. The Chairperson will also forward the name of the recipient to the individual responsible for obtaining the plaques that are presented to the various SECoPA award recipients. Prior to the conference, the chairperson should also send notes to those who nominated individuals for the award thanking them for doing so and indicating the name of the individual who will be the recipient. **The awardee name cannot be made public until the luncheon.**

#### 4.6 PRESENTATION OF THE AWARD

The award with a plaque is given during the conference, preferably at a luncheon, and the conference registration fee is waived for the award recipient.

#### 4.7 ABOUT SENATOR PETER B. BOORSMA



Professor Peter B. Boorsma teaches Public Finance in the Netherlands. He is a former Chair of the Dutch Senate Finance Committee and First Vice President of the Dutch Senate. Professor Boorsma has participated in various projects which have involved transplanting best public administration practices from the Netherlands to countries in Eastern Europe, South America, Africa, and the Far East. Professor Boorsma is the recipient of ASPA's 2005 International Award. His accomplishments and dedication to improving public administration all over the

world brought SECoPA in 2000 to name its own international award after him.

*Revised November 22, 2011.*



## 5 DONATO J. PUGLIESE AWARD

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### 5.1 PURPOSE

This award recognizes sustained, outstanding professional contributions to SECOPA and the profession.

### 5.2 ELIGIBILITY CRITERIA

The recipient of this award:

- 1) Must have a minimum of ten years' service to the profession.
- 2) May be either an academic or a practitioner.

### 5.3 AWARD CRITERIA

Candidates will be assessed on the basis of the quality and extent of their contributions to SECOPA and the profession. Candidates must have consistently demonstrated ethical behavior in public service in accordance with ASPA's code of ethics.

The nominee varies according to the proclivities of the selection committee – sometimes the award has gone to someone who has worked “in the trenches” for SECoPA for many, many years but has little visibility outside SECoPA. At other times it has gone to someone who has worked “in the trenches” plus has widespread visibility in the discipline. The committee considers all possible nominees and selects the most deserving person based on the quality and extent of contributions to SECOPA and the profession.

### 5.4 PROCEDURES AND DOCUMENTATION

To be considered for this award, a candidate must be nominated by a current member of SECoPA. The nominating individual should provide:

- 1) A nominating letter that includes: the nominee's name, position, current employer, and a comprehensive summary of the nominee's contributions to the profession and SECOPA that warrant receiving the award.
- 2) A resume or biographical statement for the nominee, if available. It is helpful if this includes the nominee's position, current employer, current contact address, phone number and email address, employment history, educational attainment, and civic and professional activity and service.

Nominations will be assessed on the extent to which the justification provides specific information and examples related to the criteria listed above.

### 5.5 SUBMISSION REQUIREMENTS

- 1) The nominating letter and nominee's resume should be submitted electronically as a Microsoft Word or pdf attachment.
- 2) The deadline for receipt of all materials will be set by the Chair of the award committee.

## 5.6 AWARD PROCESS

The committee will receive and assess nominations and will present the award at a scheduled luncheon or banquet event as part of the general SECoPA Conference. Awardee names cannot be made public until the luncheon. The award is a plaque. The award may be deferred if the committee determines that none of the submitted nominations meet the criteria or merit presentation of the award.

## 5.7 ABOUT DONATO J. PUGLIESE

Donato Pugliese was affectionately called the “godfather” of SECoPA. Don volunteered a considerable amount of his professional time and energy to ASPA, its regional affiliates and local chapters. This award in his honor was created because he was a model of selfless service to the SECoPA community and is awarded to SECoPA members who exhibit those same qualities of service and encouragement to their colleagues.

*Revised October 6, 2017.*

## 6 OUTSTANDING EQUITY RESEARCH AWARD

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### 6.1 PURPOSE

This award is to encourage scholars to develop and present original research manuscripts which address equity in a tangible way by recognizing the best work in this area with an award for the outstanding paper delivered at the annual conference.

### 6.2 ELIGIBILITY CRITERIA

Any manuscript delivered at the annual SECoPA conference is eligible for this award, provided it addresses a core aspect of equity as its central focus. This might include social equity, race, gender, or class-based equity, income equity, geographical equity, etc. Authors may include faculty scholars, students, practitioners, or any combination thereof. In order to be eligible for this award, contenders must submit their proposal and be invited to present during the annual conference. To receive the award, the author or at least co-author of the winning paper must register and attend the SECoPA conference, present the paper, and attend the awards function where the award is presented. Papers must be self-selected into consideration by their authors by submitting the full manuscript to the evaluation committee following published guidelines on the conference website at a date to precede the conference following the process guidelines set out below.

### 6.3 AWARD

Plaque, \$300 cash award, registration fee waiver. If a paper is co-authored, the cash award will be divided equally among the co-authors. Awardees remain responsible for any other conference attendance costs including but not limited to lodging, airfare, or mileage.

### 6.4 APPLICATION PROCESS

- 1) Award chair issues a call for abstracts, coordinating the call with the SECoPA general call for papers. In that call, the deadline for full paper submission, paper page limit, and submission instructions are set.
- 2) Authors submit an abstract following the SECoPA proposal instructions for the conference year, indicating they would like to be considered for the Award. If so instructed, they should also submit a copy of their abstract directly to the award committee chair for the conference.
- 3) Extensions of the deadline for abstract submission, if any, are made by the SECoPA Program Chair.
- 4) SECoPA program committee accepts or rejects abstracts submitted.
- 5) SECoPA program committee informs Award chair of abstract decision.
- 6) Award chair e-mails authors whose abstracts have been accepted, remind them of the deadline for submitting a full paper, page limitations, and instructions on how to submit.
- 7) Extension of the deadline for submission of the full paper is at the discretion of the awards committee. In general, extensions will not be granted.
- 8) Papers are to be no longer than 8,000 words, not including references and/or appendices. Papers exceeding the word limitation will not be considered unless the awards committee grants exceptions.
- 9) Winners of awards will be notified by the award chair at least one month prior to the day the conference convenes.
- 10) The winning author, or at least one co-author, must register for the conference, present the paper and attend the awards function.

## 6.5 EVALUATION CRITERIA:

- 1) Topic significance and relevance for public policy and administration.
- 2) Focus on a core dimension of equity as the conceptual focus of the paper; these might include but are not limited to:
  - a. Social Equity
  - b. Gender and/or Sexual Identity Equity
  - c. Racial Equity
  - d. Income Equity
  - e. Class-based Equity
  - f. Intersectionality
  - g. Equity issues arising from Nationality, Immigration Status, Religion, or any other definable characteristic.
- 3) Organization, readability, clarity of style.
- 4) Adequate literature review.
- 5) Conceptual clarity and soundness of hypotheses.
- 6) Appropriate research design.
- 7) Methodological rigor, including validity, and reliability.
- 8) Adequate evidence supporting the conclusion.
- 9) Contribution to existing knowledge.
- 10) Practical significance of the findings to policy or management.

## 6.6 AWARD COMMITTEE MEMBERSHIP:

The award committee membership shall consist of at least three SECoPA members. The chair of the committee is appointed by the SECoPA President. The remaining two members are recruited by the committee chair in consultation with the SECoPA President and should be representative of the region.

*Approved September 28, 2022*