

# *Rules of Governance for Publication of The Wildlife Professional and the Editorial Advisory Board The Wildlife Society*

*Approved by Council 22 September 2017, Albuquerque, New Mexico*

*The Wildlife Professional (TWP)*, published six times/year by The Wildlife Society (TWS), serves as one of the Society's primary publications, providing news and information about wildlife management and conservation to TWS members. Publishing articles by TWS staff, wildlife professionals (members and nonmembers) and others in affiliated fields, the magazine helps link members to their professional Society and also helps inform policymakers and the larger natural resources community about wildlife conservation and management issues. TWS Council created the publication as a membership magazine to address members' needs beyond the traditional scope of the Society's scholarly journals and to convey timely information related to professional practice, policy, and wildlife management and conservation science as well as developments within the Society.

The Editorial Advisory Board (EAB) serves to guide the content of *TWP* and is critical to the continued success of the magazine as a member publication. EAB members serve as a conduit to the membership of TWS and have the responsibility to assist TWS staff in determining the content of each issue

These Rules of Governance (ROG) are intended to guide the content of the publication and the oversight of EAB to ensure that *TWP* remains vital, informative and relevant to TWS members.

## **Governance Structure**

Governance of the magazine and the EAB will be achieved by collaboration among three principle individuals: the Publications Subcommittee's Liaison to *TWP* (PSL), who represents TWS Council; *TWP*'s Editor-in-Chief (EIC), who is a TWS staff member; and the Chair of *TWP*'s Editorial Advisory Board (EAB Chair), who is elected by the EAB. All EAB members must be current members of The Wildlife Society.

**PSL:** Serves as the liaison between the EAB and TWS Council, including the Publications Subcommittee.

The responsibilities of this individual are to:

- Keep abreast of significant and ongoing issues related to the content of *TWP*;
- Provide, in consultation with members of the Council's Publications Subcommittee when necessary, general oversight of the magazine's direction to ensure that *TWP* achieves its purpose;
- Participate in *TWP* content discussions and EAB meetings;
- Update TWS Council on upcoming lineups related to potentially sensitive issues;
- Report to TWS Council as necessary regarding *TWP* issues;
- Provide updates to the EAB on Council's feedback or position as it relates to EAB discussions or output;
- Collaborate with the EAB Chair and EIC to select at-large EAB members with diverse and relevant expertise; and
- Resolve conflicts between the EIC and EAB Chair related to any matters.

**EIC:** Directs the general operations of publishing *TWP* and works with the EAB Chair and EAB members to ensure *TWP* serves the needs of TWS, its membership and its operations.

The responsibilities of this individual are to:

- Manage the *TWP* budget, staffing, and editing and production processes;
- Correspond with potential authors about submissions to the magazine;
- Identify EAB members, in consultation with the EAB chair when necessary, to review contributed articles;
- Collaborate with the EAB Chair and PSL to select at-large EAB members with diverse and relevant expertise;
- Develop issue lineups and article summaries for review by the EAB Chair, EAB members, and the PSL;
- Develop an annual list of topics for cover feature articles and special sections by gathering input from relevant TWS stakeholders, including TWS Council, staff, Working Groups and the EAB;
- Provide reports twice annually on the magazine's content and operation to TWS Council;

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- Conduct membership reader survey as appropriate (See Reporting Processes, page 5);
- Participate in EAB conference calls and meetings; and
- Communicate proposed or needed changes in *TWP* production, staffing or content requirements to EAB members.

**EAB Chair:** Provides leadership to the EAB and collaborates with the EIC and PSL to ensure *TWP* serves the diverse needs and interests of TWS members.

These responsibilities of this individual are to:

- Coordinate and oversee all activities of the EAB including meetings, selection of members and operation;
- Serve as chief liaison between the EIC and the EAB;
- Ensure that the EAB is composed of members with diverse and relevant expertise and represents the Society's diverse membership;
- Manage EAB member recruitment in collaboration with the PSL and EIC;
- Manages the election process for the incoming Chair;
- Assist the EIC with reviewer selection as the need arises to ensure the expertise of EAB members are fully realized;
- Keep the roster of past and current EAB members, Working Group rotation schedules and the term limits of each EAB member;
- Serve as a member on special issues committees;
- Work with Working Group Chairs and Section Presidents to ensure consistent representation on the EAB.
- Work to stagger the terms of EAB members in order to retain a mix of new and experienced members within the EAB;
- Provide reports twice annually to TWS Council, including the current status of the EAB, effectiveness of member representation in *TWP*, and dialogue regarding the quality of content and *TWP* operations related to membership interests.

**EAB Members:** Provide representation of the broad spectrum of wildlife conservation and management disciplines in the TWS membership.

The responsibilities of these individuals are to:

- Suggest themes, topics or issues for *TWP* cover stories;
- Apprise the EAB of trends in their areas of expertise that are relevant to the TWS members and *TWP*;
- Act as honest and impartial brokers of sound information and professional contacts;
- Provide members feedback on published *TWP* issues;
- Provide the EIC with a list of expertise areas for the purposes of reviewing contributed articles;
- Review submitted articles as requested by the EIC and by the requested deadline.
- Suggest article topics and solicit authors in collaboration with the EIC and EAB Chair;
- Provide suggestions for news items for the State of Wildlife section of *TWP*;
- Suggest recently published papers for the Science in Short section of *TWP*;
- Provide the names of knowledgeable contacts for articles written by *TWP* staff;
- Provide suggestions on the content of articles written by *TWP* staff, including relevant journal papers or ideas for sidebars;
- Participate in six bimonthly EAB conference calls and any special meetings.

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**EAB Structure and Processes**

**EAB Composition:** The EAB is comprised of not more than 25 current TWS members. TWS Council members and non-TWS members are excluded from serving on the EAB. Ideally, the composition of the EAB represents the

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diversity of TWS' membership in terms of geographic location, employer type, demographic diversity, and areas of wildlife expertise.

The EAB is composed of three categories of members:

1. representatives of TWS Working Groups
2. one representatives from each TWS Section
3. at-large members

**Appointment Process:** TWS Working Groups and Sections will choose representatives of their respective organizational units according to the schedule maintained by the EAB Chair. Approximately one-third of TWS Working Groups will be represented at any one time. At-large members will be invited to serve on the EAB by the EAB chair in collaboration with the EIC and PSL.

**Terms:** The following term lengths apply to the three categories of EAB members.

**TWS Working Group Representative**

Term: 2 years, with no option to extend.

TWS has more than 25 Working Groups. To accommodate and encourage participation from all Working Groups, representatives will be rotated onto the EAB every 2 years per the schedule maintained by the EAB chair.

**TWS Section Representative**

Term: 3 years, with the option to extend for a one additional 3-year term if reappointed by their Section.

**TWS at-large Member**

Term: 3 years, with the option to extend for one additional 3-year term if requested by the EAB Chair.

**EAB Composition:** The expertise of EAB members will be directly relevant to TWS membership and may include, but not be limited to, at least one of the following areas:

- State/Provincial Wildlife Agencies
- Wildlife Health and Disease
- Conservation and Hunting/Trapping
- Invasive Species Management
- Endangered and Rare Species Management
- Forestry
- Wetlands
- Wildlife Education
- Human-Wildlife Conflict/Damage Management
- Law and Policy
- Tools and Technologies
- Energy Development
- Climate Change
- Human Dimensions
- Habitat Restoration
- Urban Wildlife
- Federal Natural Resource Agencies
- Wildlife Genomics
- Economics and Funding Issues
- Native Peoples and Tribal Lands Management
- Military Lands Management
- International Wildlife Management

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**Engagement:** The EIC and EAB Chair will keep each other advised in the event that an EAB member is not fulfilling the responsibilities outlined in the Governance Structure. The EAB Chair will communicate any concerns to the EAB member so that the member has the opportunity to re-engage their responsibilities to the EAB. EAB members who do not fulfill the responsibilities outlined in the ROG may be requested to step down and will be replaced by the EAB Chair. Sections or Working Groups would be asked to provide new representation to the EAB should their representative not fulfill the responsibilities.

**Operation:** The EAB will follow Roberts Rules of Order when conducting business. If the Chair is not available for a regularly scheduled conference call, he/she will request another EAB member conduct the call and record the minutes of the conference call.

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**EAB Chair Description and Election Processes**

**Description:** Ideally, the EAB Chair should be a well-recognized and respected leader in the wildlife profession with broad knowledge of management and conservation issues, a reputation for fair and sound judgement, a wide network of contacts in the wildlife profession, and an ability to work cooperatively with TWP staff. Experience in leadership positions of other TWS organizational units is desirable. Previous experience as a member of the EAB is required.

**Term:** 3 years with the option to be elected for a second 3-year term.

**Election Process:** New chairs will be elected to begin a term at the beginning of a calendar year. Elections need at least 50 percent of EAB members voting. The individual with the majority votes will be named the EAB Chair. A run-off election will be conducted if a tie should occur. The current EAB Chair shall notify the PSL, the EIC, and EAB members of his/her intent to step down or pursue a second term.

The EAB Chair is elected by the members of the EAB.

The current EAB Chair will appoint a subcommittee of EAB members to run the election per the following process:

- Solicit nominations from the current list of EAB members.
- Solicit recommendations from the EIC and the PSL from the current list of EAB members.
- Invite past EAB members to run for chair if no nominees are identified from the current list of EAB members.
- Ask nominees to submit a brief resume and statement of interest.
- Circulates the nominees' resumes and statements to all EAB members for consideration.
- Send a ballot with the names of the nominees to all current EAB members.
- Tally the votes.
- Verify the votes with the PSL.
- Notify the candidates of the outcome.
- Notify the EAB, TWS Council and the EIC of the election results along with the resume and statement of interest of the newly elected EAB Chair.

NOTE: If there is only one nominee identified to run for Chair, a write-in space will be provided for the election.

**Engagement:** If the EAB Chair does not fulfill the responsibilities outlined in the ROG, the members of the EAB or the TWS President will discuss any potential actions that may be required, including dismissal. If the EAB Chair is unable to serve or departs before the end of his/her term, the TWS President may appoint an interim chair until a suitable replacement is elected by the EAB following the procedures outlined above.

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## **Reporting Processes**

**Reports to TWS Council:** The EAB Chair and EIC will separately prepare reports for TWS Council twice annually. All reports will be shared with members of the EAB.

The EAB Chair's report will summarize function, role and progress of the EAB, including any feedback or requests for actions by Council.

The EIC's reports will summarize the magazine content since the previous report, including a breakdown of the articles published in the magazines rotating features, a list of authors and their affiliations, number of published pages and number of ad pages, and any significant issues regarding publication of the magazine.

**Reader Surveys:** To ensure that *The Wildlife Professional* remains relevant and vital to TWS members, a statistically valid readership survey with a non-response bias follow-up survey should be conducted as determined by Council, but not longer than every 5 years, to assess member views on content, format and overall relevance of the magazine. The frequency of surveys will be determined by the EIC and the TWS Executive Director, in consultation with the PSL and Council. The survey will be developed by the EIC in collaboration with the EAB and the results will be shared with Council and the EAB.

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## **Publication Processes**

**Content:** All content published in TWP must be consistent with TWS' mission and strategic plan.

**Balance:** Ideally, each issue will contain an appropriate balance of content that covers issues of relevance to TWS members, including, but not limited to, utilitarian and non-utilitarian values of wildlife and their habitats and science and policy. In addition, articles should reflect the broad geographic, employment, and demographic diversity of TWS' membership.

**Subject Areas:** The magazine has a variety of rotating features, including Commentary, Conservation, Education, Ethics, Health and Disease, Human-Wildlife Connections, Law and Policy, Research and Practice, Professional Development, Reviews, Tools and Technology, and Wildlife Imaging. Some of these categories generate more articles than others; however, the EIC, EAB Chair and EAB members should attempt to ensure that all categories are occasionally represented. These categories may be revised by the EIC in collaboration with the EAB Chair and PSL.

**Commentaries:** TWP accepts editorials, or opinion pieces, that may not necessarily reflect the views of TWS, as noted in the masthead. These pieces are published to encourage discussion and debate about important issues affecting wildlife management, conservation, and the Society. However, these articles may not extend unreasonably beyond TWS official position statements or be used to promote the agendas of advocacy groups.

**Content Development:** The EIC will collaborate with the EAB Chair and the EAB to develop topics annually for cover features and special sections. The EIC will prepare brief summaries of the proposed articles for the EABs review. The EAB will discuss the merits of proposed articles during its scheduled conference calls and/or meeting and come to consensus on the topics.

**Content Review:** To help ensure the accuracy of TWP's content, the EIC will solicit reviews from at least two EAB members for all contributed articles and cover features written by TWP staff. Some articles may not require review, such as commentaries or others articles about personal experiences as judged by the EIC. Members will provide

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timely reviews (general a two week period) on the suitability of the article for publication. The EIC will relay comments and decisions to the authors. Authors are ultimately responsible for the accuracy of an article's content.

**Collaboration with Authors:** The EIC will notify authors in a timely manner regarding status of their submissions, and will work closely with authors throughout the editing and layout processes to ensure author(s) is/are satisfied with the published article.