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**Delegates Handbook**

**2023 ASSEMBLY OF DELEGATES**

**and**

**REGIONAL AND CONSTITUENCY GROUP CAUCUSES**

**November 9, 2023**

**Hyatt Regency Long Beach**

**Long Beach, California**

Please read the information contained in this document very carefully to be

able to participate fully in the 2023 Assembly of Delegates and caucuses.

Dear Delegate,

By societal Constitution and Bylaws, Sigma Xi, The Scientific Research Honor Society, is governed by volunteer officers, a Board of Directors, and an Assembly of Delegates comprised

of chapter and membership-at-large representatives.

The 2023 Sigma Xi Assembly of Delegates gathers representatives worldwide to act on business and governance items, as authorized by the Society's bylaws and constitution for the 124th year. Delegates vote on governance decisions and resolutions that guide Sigma Xi’s mission and vision, including decisions related to programs, chapters, membership, and the International Forum on Research Excellence (IFoRE).

IFoRE ’23 will feature Key Thought sessions that showcase the ideas, discoveries, and insights presented by selected speakers and participants to illuminate the research process and achieve research excellence. Throughout the weekend, you will have opportunities to connect with peers and mentors; attend lectures, panel discussions, and interactive workshops; explore student and professional research presentations; enjoy science-themed art & and theater; and celebrate during IFoRE receptions, luncheons, and award banquets.

On behalf of the Society, I thank you for your leadership and service and welcome you to the 124th Assembly of Delegates and IFoRE.

Thank you,



Jamie L. Vernon, Ph.D.

Executive Director and CEO

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# I. Attendance and Participation

As a delegate of your chapter, your attendance and participation are required to maintain active

status of your chapter and to meet the requirements for your chapter to be in “good standing.”

To learn more about how your chapter can receive vital local support payments from Sigma Xi headquarters by maintaining your “good standing” status, visit the following webpage:

<https://www.sigmaxi.org/chapters/officer-resource-center/good-standing-criteria>.

# II. Itinerary

 **November 9, 2023 (Hyatt Regency Long Beach Hotel)**

1. Affinity Groups (9:30 am - 11:00 am)

Location: ***Shoreline A*** (see map in your registration packet)

These groups were established to allow delegates to discuss issues related to topics of interest beyond their respective caucuses.

* Women in Science – 9:00 am – 9:25 am
* People of Color – 9:30 am – 9:55 am
* International – 10:00 am – 10:25 am

***Pre-registration is not required to attend, and members may participate in more than one group.***

1. Chapter Showcase (10:30 am – 11:30 am)

Location: ***Shoreline B*** (see map in your registration packet)

1. Assembly of Delegates Meeting I (12:30 pm – 2:00 pm)

Location: ***Regency DEF***

1. Regional Caucus\*
2. Constituency Caucus\*
3. Assembly of Delegates Meeting II (4:10 pm – 5:30 pm)

Location: ***Regency DEF***

1. Welcome Reception and Meet the Presidential candidates (6:00 pm – 7:00 pm)

Location: ***Seaview Rotunda***

1. Curious Conversations with Dr. Robert Pennock – a special program (7:00 pm – 8:30 pm)

Location: **Seaview ABC**

\*See page 10 for information on caucus times and locations.

November 10 – 12, 2023 The International Forum on Research Excellence (IFoRE), powered by Sigma Xi

III. Agenda 2023 Assembly of Delegates

The proposed agenda for the 2023 Assembly of Delegates is presented for review to the delegates for adoption during the Assembly by the voting delegates on November 9, 2023.

**Assembly of Delegates**

**Agenda**

**Thursday, November 9, 2023**

**Regency DEF**

**Dr. Marija Strojnik, President, Presiding**

**Meeting I**

**12:30 pm – 2:00 pm**

1. Welcome and Introductions

2. Report of the Credentials Committee

3. Report of the Standing Rules of the Assembly of Delegates Committee

4. Adoption of the Agenda

5. Appointments

6. Report of the President

7. Report of the President-Elect

8. Report of the Treasurer

9. Report of the Secretary of the Board of Directors

10. Report of the Executive Director/CEO

11. Announcements

12. Recess

**Meeting II**

**4:10 pm – 5:30 pm**

13. Report of the Committee on Nominations Regarding the Office of President-Elect

14. Presentation of the Candidates

15. Chapter Recognition and Awards

16. Presentation of the Evan Ferguson Award

17. Recognition of the Immediate Past President

18. New Business

* Report of the Resolutions Committee
* Acknowledgements

 19. Q & A – Officers Panel

 20. Announcements

 21. Adjournment

# IV. Definitions

1. **Assembly of Delegates (AOD)**: A group of active members, where “members” means any person inducted into a grade of membership eligible for voting in the Society, comprised of one active member from each chapter, referred to hereinafter as a “chapter delegate,” and a number of active members from the membership-at-large (MAL), each referred to hereinafter as a “MAL delegate,” as well as officers of the society and members of the Board of Directors who are not chapter delegates or MAL delegates who serve as non-voting delegates. [Const., Art. III, Sec. 2.A.]
2. **Accredited Delegates**
	* 1. **Chapter Delegate:** Up to three members of a chapter appointed by chapter leaders by July 1 to serve as delegates to the AOD with a single vote. [Const., Art. III, Sec. 2.C. (i), and G.]
		2. **MAL Delegate**: Members of the MAL constituency appointed prior to the convening of the AOD by the director of the MAL to serve as delegates to the AOD. [Const., Art. III, Sec. 2.C. (ii), and G]
		3. Members of the Board of Directors, including officers, *without vote*.
3. **Alternate Delegates**
4. Alternate Chapter Delegate: member of a chapter appointed by chapter leaders prior to the AOD to serve as delegate if an appointed chapter delegate is unavailable for business. [Const., Art. III, Sec. 2.C. (i)]
5. Alternate MAL Delegates: members of the MAL constituency appointed prior to the convening of the AOD by the director of the MAL to serve as delegate to the AOD in the event an appointed MAL delegate is unavailable for business. [Const., Art. III, Sec. 2.C. (ii)]

**d. Caucus:** Scheduled meetings for regions and constituency groups that are held between the first and second meetings of the AOD at which delegates may meet to discuss Society business and business. [Bylaw III, Sec. 2.B.]

**e. Motions/Resolutions**: a proposal to the AOD to take particular action. A main motion brings business before the AOD.

**f**. **Interrupting motions**: Motions that may interrupt to pending business (*e.g.*, Appeal, Call for the Orders of the Day, Parliamentary Inquiry, Point of Order, Raise a Question of Privilege, and Request for Information)

**g. Officers of the Society**: President, president-elect, treasurer, immediate past president, and executive director.

**h. Order of Business:** The proposed agenda of the AOD sets forth the order of business by the presiding officer. The proposed agenda may be amended and shall be adopted by a majority vote.

**i.** **Parliamentarian**: An appointed person who is an expert in the formal rules and procedures of deliberative assemblies.

**j.** **Presiding Officer**: The president of the Society who chairs the AOD.

**k. Standing Rules of the Assembly of Delegates**: Rules for a particular AOD that are consistent with the Constitution and Bylaws but modify the rules of order in the Society’s parliamentary authority, *Robert’s Rules of Order Newly Revised*. Rules of the Assembly will be presented for adoption by a two-thirds vote during Meeting I.

# V. Proposed Standing Rules of the 2023 In-person Assembly of Delegates

The 2023 Assembly of Delegates (AOD) shall be conducted in accordance with the adopted Articles of Incorporation, Constitution and Bylaws, and other rules and procedures of Sigma Xi (the Society). The Society’s adopted parliamentary authority is the current edition of *Robert's Rules of Order Newly Revised*.

These proposed Standing Rules of the 2023 Assembly of Delegates require a two-thirds vote of the voting delegates for adoption.

1. **Delegate Seating.** Only delegates may be seated in the delegates section of the meeting hall.
2. **Badges.** Identification badges containing the delegate materials shall be worn for admission to the AOD. Badges shall not be transferred.
3. **Voting Cards.** At the time of registration, the credentials committee shall issue a voting card to each voting delegate. A voting delegate who loses this card must report to the registration desk to obtain a replacement.
4. **AOD Committees.** The president shall appoint all committees for the functioning of the AOD.
5. **Transfer of Delegate Status.** A member registered as an alternate delegate may, upon proper clearance by the Credentials Committee and up until three hours preceding the convening of the first meeting of the AOD, be transferred from alternate delegate status to delegate status (chapter or MAL), as appropriate, in the event the appointed delegate is unavailable for business.
6. **Recording.** The AOD shall be recorded for the purpose of ensuring accuracy in the drafting of minutes. No other recording shall be permitted.
7. **Recognition.** Delegates shall queue at floor microphones to seek recognition by the chair. Upon queueing, the delegates shall inform the microphone monitor the reason for which they are seeing recognition. Upon recognition by the chair, a delegate shall state his/her name and whether a chapter delegate, a member-at-large delegate, an officer, and/or a member of the Board of Directors.
8. **Motions Submitted in Writing.** Delegates wishing to make a main motion or to offer an amendment to a main motion, shall, before being recognized, email the motion to executiveoffice@sigmaxi.org*.*
9. **Display of Motions.** Main motions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible.
10. **Debate.** Delegates shall have the privilege of the floor on issues before the assembly. To the extent possible, the presiding officer shall recognize speakers in alternating order of speaking in favor or against a motion. Speakers are limited to two speeches of not more than one minute on any debatable question. No one shall speak to a debatable question the second time until all who desire to speak have spoken for the first time. Consideration of each main motion shall be limited to ten minutes, which shall include the consideration of any secondary motions.
11. **Voting.** Votes shall be taken by unanimous consent, voice, or voting card, as directed by the chair. Use of voting cards shall satisfy the requirements for a rising vote and *Division of the Assembly*.
12. **Questions & Answers Period.** A member who is not a delegate may be recognized to speak during the Questions & Answers period in Meeting II. During this period, such members shall seek recognition, as described in rule no. 7.
13. **Technical and Conforming Changes.** The Board of Directors shall be authorized to correct article and section designations, punctuation, grammar, syntax, and cross references and make such other technical and conforming changes as may be necessary to reflect the intent of the decisions arising from the AOD.
14. **Meeting Duration.** The AOD shall continue until all business on the agenda has been completed.
15. **Minutes.** The Executive Committee of the Board of Directors shall review and approve the minutes of the AOD. The minutes of the AOD, including all reports and other materials for the permanent record or printed proceedings, shall be made available to the membership via the Society’s website and online communities.
16. **Electronic Devices.** Non-medical electronic devices shall be placed in silent mode.

# VI. Regional and Constituency Directors and Associate Directors

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|  |
| Region/Constituency | **Director** | **Associate Directors** |
| Membership at Large Constituency Group | Emma Perryemma.perry@maine.edu  | Heather Arnettheatherarnett@ucwv.edu  |
|  |  |  |
| Research & Doctoral Universities Constituency Group | Ray Byrnerhbyrne@sandia.gov | Allison Augustus-WallaceAwall1@lsuhsc.edu |
|  |  |  |
| Comprehensive Colleges and Universities Group | Tieli (Tilly) Wangtwang@csudh.edu | He Wanghwang2@bsu.edu |
|  |  |  |
| Area Groups, Industries, State and Federal Laboratories Constituency | Mary BlissMary.bliss@pnnl.gov  | Elizabeth Ambosbeth@theyer.com  |
|  |  |  |
| Baccalaureate Colleges Constituency Group | Pamela KerriganPamela.kerrigan@mountsaintvincent.edu | Joseph Reczek reczekj@denison.edu  |
|  |  |  |
| Canadian/International Constituency Group | Jennifer Pattersonpattersn@alumni.princeton.edu | Kelly Monteleonekelly.monteleone@ucalgary.ca |
|  |  |  |
| Mid-Atlantic Region | Deborah Goodgoodd@vt.edu  | René Fuantarfuanta@esu.edu  |
|  |  |  |
| Northeast Region | Theodora Pinoupinout@wcsu.edu |   |
|  |  |  |
| Northwest Region | HollyAnn Harrisharris@creighton.edu | Allen Thomasthomasaa@unk.edu |
|  |  |  |
| North Central Region | Bradley SwansonSwans1bj@cmich.edu | Kelly Crowekelly.crowe@msj.edu  |
|  |  |  |
| Southeast Region | Dana A. Baumdana.baum@slu.edu | Lei Sunleighsun01@gmail.com |
|  |  |  |
| Southwest Region | Laura Montier llmontier@houstonmethodist.org | Alli Antaralliantar@hotmail.com |

# VII. Region and Constituency Caucuses

1. In addition to the General Sessions of the Assembly of Delegates time shall be provided for each geographic region and constituency group to meet. Caucuses are held during the recess of the AOD. The regional and constituency group directors, assisted by the associate directors, shall preside over the caucuses.
2. Purpose of the Caucus:
	* Regions and Constituencies gather to discuss matters of interest to science and to the Society as a whole, as well as matters specific to the interest of their region/constituency.
	* To discuss items on the agenda for the Assembly of Delegates that require a vote such as resolutions, motions, policy changes, constitution, or bylaw amendments.

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| --- |
| Regional Caucuses2:00 pm – 2:50 pm |
| **Region** | **Meeting Room** |
| Mid-Atlantic | Seaview C |
| North Central Region | Seaview B |
| Northeast Region | Shoreline B |
| Northwest Region | Harbor A |
| Southeast Region | Harbor B |
| Southwest Region | Shoreline A |
| Constituency Group Caucuses3:05 pm – 3:55 pm |
| **Constituency Group** | **Meeting Room** |
| Area/Industry/State & Federal Labs | Seaview B |
| Baccalaureate Colleges | Harbor A |
| Canadian/International | Harbor B |
| Comprehensive Colleges/Universities | Seaview C |
| Membership-at-Large | Shoreline B |
| Research & Doctoral Universities | Shoreline A |

# VIII. Sigma Xi Elections

### 2023 Election

Electronic voting will take place November 13, 2023, at 8:00 am (ET) through November 26, 2023, at 11:59 pm (ET). Each active full and associate member of Sigma Xi shall have one vote. Eligible voters will receive instructions via email or postcard from Vote-Now, an electronic voting platform provider, on how to cast their vote for the open elected positions. Results of the elections will be announced on the Society’s website and in other membership communications following the close of the election.

2023 Election Candidates

**CANDIDATES FOR ALL OFFICES** are listed below. Candidates’ bios and CVs can be viewed at [2023 Elections](https://www.sigmaxi.org/about/2022-elections). A meet and greet for the presidential candidates will take place Thursday, November 9, 2023, from 6:00 pm – 7:00 pm in the Seaview Rotunda.

* **President-elect** will serve from July 1, 2024 – June 30, 2025, then as President from July 1, 2025 – June 30, 2026, and as Immediate Past President from July 1, 2026 – June 30, 2027.
	+ - Mukund Chorghade
		- Daniel Rubenstein
* **Constituency Directors** (term July 1, 2024 – June 30, 2027)
	+ *Baccalaureate Colleges:* Pamela K. Kerrigan
	+ *Canadian/International:* Jennifer Patterson
* **Regional Director** (term July 1, 2024 – June 30, 2027)
	+ - *Northwest Region:* Allen Thomas, Subrata Saha
		- *Southeast Region:* Sabyasachi Moulik, Mathew Traum
* **Constituency Group Associate Directors** (term July 1, 2024 – June 30, 2027)

 *Membership-at-Large:*  Priyadarshi Sahu, Samuel Williams

 *Research and Doctoral*: Allison Augustus-Wallace, Shola Ololade, Surojit Gupta

* **Regional Associate Director** (term July 1, 2024 – June 30, 2027)

 *North Central Region: Marc Seigar*

 *Southwest Region*: blank

* **Regional Associate Director** (term July 1, 2024 – June 30, 2026) - two-year term

 *Northeast Region*: Julie Ealy, Kestutis Bendinskas

* **Committee on Nominations** (three-year term begins at the conclusion of the voting period)

 *Area Groups, Industries, State and Federal Laboratories Constituency:* blank

 *Comprehensive Colleges and Universities Constituency:* Stephanie Bingham

 *Northeast Region:* John M. de Figueiredo

 *Mid-Atlantic Region:* Xuyi “Kevin” Yue

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