Organizing Principles and Responsibilities of the <u>Steering Group</u> of the North American Research Network in Historical Sociolinguistics (NARNiHS)

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Approved unanimously by the NARNiHS Steering Group at its quarterly meeting: 11 May 2022

The Steering Group of the North American Research Network in Historical Sociolinguistics (hereafter NARNiHS) is responsible for the stewardship and development of the organization and serves as the official point of contact for members wishing to engage with or organize activities under the sponsorship of NARNiHS.

1) The NARNiHS Steering Group (hereafter SG) consists of 9 elected members.
   a) There must always be at least one student SG position among the 9 members, with an ideal maximum of 3 (i.e., 1/3 of SG), in a rotation such that every election cycle allows for electing 1 student (see sections 2, 3, 4, and 7 below).
   b) While it cannot be guaranteed, it is desirable to maintain a broad representation among the members of the SG:
      • geographically (e.g. home institution, etc.);
      • disciplinarily (e.g. by research focus: theoretical, methodological, languages, etc.);
      • socially (e.g. by gender, ethnicity, ability, sexual orientation, etc.).
   c) Depending on the constituency of the Convening Group (see section 5 below) in any given year, the size of the SG can grow to a maximum of 12 members (see section 5.c. below).

2) SG members serve a 3-year term.
   a) SG terms are aligned with the calendar year and thus begin on January 01 and end on December 31. The change in SG membership is announced no later than the NARNiHS Annual Meeting at the LSA Annual Meeting in early January each year.
   b) In the event that an SG member is unable to complete the 3-year term, a new SG member is chosen to finish out the term of the member who has stepped down prematurely. The new member filling the vacated position is the runner-up from the most recent election preceding the resignation of the member being replaced.
   c) Service as a member of the Convening Group can exceptionally cause the term of service of an elected SG member to extend beyond 3 years (see section 5.c. below).

3) SG members may serve up to two consecutive terms.
   a) After two consecutive terms of service, an SG member is required to step down from the SG for at least one year before being eligible to serve again.

4) Terms of service on the SG are staggered so that the term of 3 members of the SG expires every year (i.e., in Year X, the term for positions 1, 2, 3 expires; in Year Y, the term for positions 4, 5, 6 expires; in Year Z, the term for positions 7, 8, 9 expires). This ensures some degree of continuity in the group to help with "institutional/organizational memory".[1]

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[1] To provide organizational stability and continuity during the early years of NARNiHS, the initial (2018) cohort of the NARNiHS Steering Group will follow a staggering of terms as follows: positions 1, 2, 3 expire after a normal 3-year

5) The SG is led by a Convening Group (hereafter CG) that serves as a type of executive committee for the SG and is responsible for facilitating the orderly assembly and overall functioning of the broader SG. The CG consists of three individuals: the convenor, the incoming convenor, and the outgoing convenor.

   a) The term of service of the incoming convenor, convenor, and outgoing convenor is aligned with the calendar year and thus begins on January 01 and ends on December 31.

   b) Each year during its 2nd quarterly meeting at the annual Research Incubator in late April (see 8.a.ii. below), the SG selects from its ranks a new member of the CG. This individual becomes the *incoming* convenor at the start of the following calendar year, serving in the CG alongside the convenor and the outgoing convenor.

   c) The individual selected as incoming convenor serves a 1-year term in that position, followed immediately by a 1-year term as convenor, and a final 1-year term as outgoing convenor; thus each individual selected into the CG is selected for responsibilities across a 3-year period. Should the 3-year period of membership in the CG of any selected individual exceed the natural 3-year SG term of that individual, the individual remains a voting member of the SG until the completion of their service in the CG.[2]

   d) The official transition of office from incoming convenor to convenor to outgoing convenor (i.e., the official movement of the selected incoming convenor through the convening ranks) occurs at the General Meeting that takes place every year in conjunction with the NARNiHS Annual Meeting in January. The venue of the General Meeting allows for a public presence and awareness of the "changing of the guard" in the CG.

   e) Incoming convenor: The incoming convenor works together with the convenor and the outgoing convenor in all aspects of the SG's charge and takes lead responsibility in certain SG activities as determined by the CG. The incoming convenor position provides a period of apprenticeship, allowing the individual to participate fully in the work of the CG in preparation for assuming the convenor position in the following year.

   f) Convenor: The convenor is the lead member of the CG (and thus of the broader SG) and bears ultimate responsibility for coordinating the overall work of the SG and for calling regular and special meetings of the SG (see 8.a. and 8.b. below). The convenor also serves as the official point of contact for the NARNiHS SG when such is required (e.g., interacting on Sister Society business with the LSA).

   g) Outgoing convenor: The outgoing convenor works together with the convenor and the incoming convenor in all aspects of the SG's charge and takes lead responsibility in certain SG activities as determined by the CG. The outgoing convenor position provides continuity in the CG, allowing the CG to take advantage of the experience and "institutional/ organizational memory" gathered by the outgoing convenor during the previous 2 years of participation in the CG.

   h) The overall functioning of the CG is described in the SG-internal document "Operating Guidelines for Effective Functioning of the Convening Group of the North American

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term; positions 4, 5, 6 expire after an extended 4-year term; positions 7, 8, 9 expire after an extended 5-year term. Each of the 9 positions in the initial cohort is eligible for re-election to a second (normal 3-year) term, such that positions 1, 2, 3 could potentially serve a total of 6 years, positions 4, 5, 6 could potentially serve a total of 7 years, and positions 7, 8, 9 could potentially serve a total of 8 years, before being required to step down from the SG for at least one year (see 3.a. above).

[2] This potential extension of term for members of the CG beyond their natural 3-year SG term does not affect the election cycle that ensures staggered terms on the SG as described in sections 4 and 7. This can potentially lead to an expansion of total membership on the SG to 10, 11, or 12 voting members in any given year.

Research Network in Historical Sociolinguistics (NARNiHS)". These CG "Operating Guidelines" are an official document of the NARNiHS SG and are subject to the same provisions for change and ratification as the present document. Note however that, whereas the present document is a public document posted on the NARNiHS website, the CG "Operating Guidelines" is <u>not</u> a public document and is restricted to SG-internal use.

6) The SG also selects from its ranks, during its meeting at the LSA Annual Meeting in early January (see 8.a.i. below), the following officers:
   a) Secretary: The secretary is responsible, with the convenor, for maintaining the records of NARNiHS, including: any documents (both internal and external) generated as a result of SG activity; minutes of any SG meetings; etc. Additionally, the secretary is charged with maintaining an updated NARNiHS membership roster/email list. The secretary is chosen for a 1-year term, renewable up to 3 years (if approved for renewal by the SG), but not to exceed the natural term limit of the individual chosen.
   b) Elections officer: The elections officer is responsible (with the convenor and secretary as election monitors), for managing the SG election every year: collecting nominations, preparing the online voting interface, sending out the ballot, monitoring returns, tallying the votes, and announcing the results (see section 7 below). The elections officer is chosen for a 1-year term, renewable up to 3 years (if approved for renewal by the SG), but not to exceed the natural term limit of the individual chosen.

7) New members of the SG are chosen as follows:
   a) All candidates for SG membership must be active members of NARNiHS (as verifiable by the NARNiHS membership roster/email list maintained by the SG secretary).
   b) Candidates for SG service should be willing to devote the time and energy necessary to ensuring the stability and continuity of NARNiHS as a scholarly research network.
   c) Candidates to replace outgoing SG members shall be identified to the SG elections officer in any of the following ways:
      • through nomination by members of the SG;
      • through nomination by another NARNiHS member;
      • through self-nomination.
   d) The narnihs.elections@gmail.com account is used for all official election correspondence.
   e) A call for nominations is circulated by the SG elections officer via the NARNiHS listserv on November 01, with nominations accepted through November 15.
   f) Candidates identified by the mechanisms listed in 7.c. above are contacted by the SG elections officer to determine willingness and ability to serve. This confirmation of nominees' willingness to stand for election is accomplished during the period November 16-30.
   g) Confirmed nominees are requested (as a part of the confirmation process in 7.f. above) to provide a "statement of introduction/interest" to accompany voting instructions distributed to the NARNiHS membership during the voting period.
   h) Final selection of new SG members is made through a vote by the full NARNiHS membership (as determined by the NARNiHS membership roster maintained by the SG secretary).
   i) Voting opens December 01 and closes December 15.
   j) Voting takes place electronically and anonymously through an online platform, accessible to the SG elections officer as well as to the SG convenor and SG secretary as election

monitors (see 6.b. above).

k) Voting instructions, including the candidate statements of introduction/interest and the link to the online voting platform, are distributed to the NARNiHS membership on December 01.

l) NARNiHS members cast votes for up to three individuals from the pool of candidates. The three candidates receiving the highest raw vote totals are elected as new SG members. The runner-up candidate may be called on to serve on the SG in the event that a sitting member is unable to finish the standard 3-year term (see 2.b. above).

m) Incomplete "open" ballots (which in the online voting environment are defined as ballots that have been started but have not been submitted and thus remain "open") will be processed after the close of the voting period. If such incomplete "open" ballots contain votes for any of the candidates (up to three), those votes will be added to the totals for each candidate.

n) Any tie vote that would result in the election of more candidates than the available number of SG seats (e.g., a four-way tie for highest vote total; a two-way tie for 3rd highest vote total; etc.) is resolved by a vote of the sitting SG. This also applies to the position of runner-up (see 7.l. above and 7.o. below).

o) The elected candidates and runner-up are notified as quickly as possible following the close of voting and are given one week from time of notification to accept the SG position. If any elected candidate declines the SG position, the runner-up candidate is called on to serve in that position.

p) Upon receipt of acceptance from all elected candidates, the SG elections officer prepares a report on the election results, requests verification of the report from the SG secretary and SG convenor as election monitors, and distributes the verified report to the full SG.

q) The final results of the SG election are announced to the NARNiHS membership by the SG elections officer as soon as possible after distribution of the results to the full SG (so as to occur during the active term of the elections officer) and no later than the NARNiHS Annual Meeting at the LSA Annual Meeting in early January each year.

8) The NARNiHS Steering Group convenes (face-to-face and/or by video-conference):
   a) Quarterly:
      i)   During the NARNiHS Annual Meeting at the LSA Annual Meeting in early January.
      ii) During the NARNiHS Research Incubator at the KFLC meeting in mid-April.
      iii) Toward the end of the summer / start of the fall session of the academic year.
      iv) At a convenient time during the 4th quarter of the calendar year.
   b) As needed between quarterly meetings to ensure the smooth operations of the organization and its activities.
   c) If necessary, any quarterly meeting can be delayed, re-scheduled, or cancelled with a unanimous vote of the SG.

9) The NARNiHS Steering Group is charged with the following responsibilities:
   a) Ensure the continuation of NARNiHS as a professional network and the continuation of the NARNiHS SG as the network's representative administrative body.
      i) Establish criteria and mechanisms for NARNiHS membership and actively promote membership in NARNiHS.
      ii) Establish and maintain the organizing principles and responsibilities of the NARNiHS SG (this document) and the operating guidelines of the NARNiHS CG (see section 5.h. above).

    iii) Engage with sister organizations – the Historical Sociolinguistics Network (HiSoN), the Linguistics Society of America (LSA), etc. – in support of common goals.

b) Organize and manage the NARNiHS annual events – the NARNiHS Annual Meeting at the Linguistic Society of America (LSA) Annual Meeting (as an LSA Sister Society), and the NARNiHS Research Incubator as a division of KFLC: the Languages, Literatures, and Cultures Conference – led by the CG (see also section 6 of the CG operating guidelines referenced in section 5.h. above):

    i) Interface with conference organizers/directors for the LSA and the KFLC.

    ii) Produce the call for abstracts for the meetings.

    iii) Set up and manage the abstract submission mechanism.

    iv) Perform peer review of submitted abstracts.

    v) Plan the schedule and program for the meetings.

    vi) Serve as official hosts at the meetings.

    vii) Maintain consistency in the naming convention of the two events:
        Annual Meeting = "NARNiHS [year] Annual Meeting" (long form); "NARNiHS [year]" (short form); this is parallel to the LSA's naming convention for its annual meeting.
        Research Incubator = "[year] NARNiHS Research Incubator" (long form; no short form).

c) Organize and manage NARNiHS presence and participation in disciplinary and language-oriented conferences and meetings selected as significant and highly beneficial to NARNiHS's profile and mission – led by SG members with CG back-up (see also section 6 of the CG operating guidelines referenced in section 5.h. above):

    i) New Waves of Analyzing Variation (NWAV).

    ii) International Conference on Historical Linguistics (ICHL).

    iii) Studies in the History of the English Language (SHEL).

    iv) Les français d'ici (LFDI).

    v) Hispanic Linguistics Symposium (HLS) or Spanish in the US/Spanish in Contact with Other Languages (US/Contact)

d) Vet proposals for NARNiHS branding of events and activities in historical sociolinguistics beyond the NARNiHS annual events:

    i) Publish and maintain guidelines pertaining to NARNiHS branding of such events and activities.

    ii) Receive proposals from NARNiHS members.

    iii) Review proposals for appropriateness of venue and relevance to the mission and goals of NARNiHS.

    iv) Solicit information on the event to publicize the activity.

    v) Solicit a follow-up report on the success of the event to share with NARNiHS members.

e) Maintain the official channels of public communication for NARNiHS-related information and activities and establish new communication channels as necessary. Administrative control, and creation of content and materials disseminated through these communication channels, rests in the hands of the CG:

    i) Website: https://narnihs.org.

    ii) Listserv: narnihs@lsv.uky.edu.

    iii) Twitter: https://twitter.com/narnihs (@NARNiHS).

    iv) Email:
       • NARNiHistSoc@gmail.com (general use).

　　　　　• narnihs.elections@gmail.com (election correspondence).
　　　　　• narnihsmembership@gmail.com ("opt in" for website public membership directory).

10) This is an officially binding, formal administrative document of the North American Research Network in Historical Sociolinguistics (NARNiHS).
　　a) Suggestions for changes to this document can be brought to the full NARNiHS Steering Group by any sitting member of the Steering Group at any time.
　　b) All suggested changes must go through full vetting and a formal vote by the full NARNiHS Steering Group before being officially incorporated into this document.