

# **GUIDELINES FOR CREATING/RETIRING ELATE COMMISSIONS**

## Creating Commissions

ELATE members who wish to establish a new commission focused on an aspect of the work and mission of ELATE are invited to do so. In order to create a new commission, a memo should be sent to the current ELATE Chair, indicating the proposed commission name, focus and charge of the commission, along with the names of at least five ELATE members interested in forming the commission. The memo should outline the major objectives of the proposed commission, with those objectives clearly linked to the ELATE mission. The memo will be reviewed by the ELATE Chair and the Executive Committee for approval. If a new commission is approved, an announcement will be made to the ELATE membership inviting participation and an Executive Committee liaison will be appointed.

## Retiring Commissions

When reviewing the commission reports each year, the ELATE Chair and Executive Committee shall discuss the relevancy of the commission, the involvement of ELATE members in the work of the commission and the relationship of the commission to the ELATE mission.

Commission may be "retired" in one of two ways:

1. Members of the commission, via the Commission Chair, may notify the ELATE Chair and EC (via memo) that the commission no longer wishes to function as a commission.
2. The ELATE Chair, upon review by the EC and the commission liaison, may determine that the focus of the commission is no longer relevant, participation has dwindled and/or the commission is no longer serving a meaningful purpose in the organization. In this case, the ELATE Chair will notify the commission, via the Chair, that the EC is considering retiring the commission and request a response to that action from the commission members.