

THE  
CALIFORNIA ASSOCIATION OF CRIMINALISTS



COMMITTEE MANUAL

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# 1. ABC CERTIFICATION COMMITTEE

## 1.1. Composition

The ABC Certification Committee shall consist of a minimum of two members, the CAC representative to the Board of Directors and the CAC representative to the ABC Examination Committee. Additional members can be CAC members elected to the position of ABC Member at Large. The Chair of the committee shall be the CAC representative to the ABC Board of Directors. All members of the ABC Certification Committee are supported by the CAC as necessary to complete their duties.

## 1.2. Duties

Duties include but are not limited to the following:

1. Representatives to the Board of Directors and the Examination Committee
  - 3 year + term
  - Attend ABC Board Meetings in person meetings twice/yr.
  - Participate in additional teleconference Board meetings as required
  - Represent CAC interests with the ABC
  - Encourage, organize, and proctor exams
  - Work on tasks as assigned by ABC
  - Discuss and vote on ABC issues
2. Representative to the Board of Directors
  - Prepare reports as necessary to the CAC Board of Directors
3. Representative to the Examination Committee
  - Develop new examinations as directed by the ABC BoD
  - Evaluate results and review feedback from completed examinations every six months
  - Update existing examinations
4. ABC Member at Large
  - 3 year + term
  - Attend ABC Board Meetings in person meetings twice/yr.
  - Participate in additional teleconference Board meetings as required
  - Discuss and vote on ABC issues
  - Vote their conscience on ABC issues

## 1.3. Source

- Original document, Greg Matheson, ABC Certification Committee Chair, August 2017

## 2. AWARDS COMMITTEE

### 2.1. Purpose

The CAC has a long standing tradition of recognizing the Membership for their exemplary contributions to the association as well as to the forensic science community as a whole. In order to recognize the contributions and hard work by the Membership, a series of awards have been created. These awards shall follow a nomination schedule and shall be presented at the semi-annual seminars during the banquet. The Awards Committee is responsible for the maintenance and execution of the process in which the Membership is nominated, adjudicated, and awarded through a variety of awards and honors.

### 2.2. Composition

The Awards Committee consists of the chair and two other members, all of whom do not have a minimum term limit.

### 2.3. Duties of the Committee

#### 2.3.1. Chairperson

1. Provide the Board with a list of nominees for awards to be given and decided upon
2. Provide the Board a recommendation from the Awards Committee on which nominee embodies each category to be awarded from the list of nominees
3. Provide the Webmasters with a list of updates on the names of any award winners
4. Provide a list of names of award winner and their prizes to the Treasurer.
5. Provide the Recording Secretary with an Awards Committee report for the Board meetings
6. Notify nominees and nominators of awards that their applications have been received
7. Notify the winners of awards once approved by the Board

#### 2.3.2. Member #1

1. Arrange for all of the plaques and certificates to be created
2. Provide the Chair a visual proof of all awards created prior to presentation at the seminar
3. Ensure the plaques and certificates arrive at the semi-annual seminars for presentation
4. Provide feedback to the Chair on which nominees are best qualified for the award when there are multiple nominees for an award

#### 2.3.3. Member #2

1. Arrange a panel of three judges each seminar to adjudicate the MOP award
2. Create a packet for each judge containing score sheets for the presentations and posters that will be judged
3. Arrange a meeting with the judges prior to the first presentation to field questions and to provide them with the packets
4. Compile the scores for the MOP and poster presentation winners and provide these to the committee chair
5. Obtain vouchers for the judges that have been activated by the Treasurer
6. Provide feedback to the Chair on which nominees are best qualified for the award when there are multiple nominees for an award

## 2.4. Awards and Nominating Period

- **2.5** AAFS Regional Award - Decided by AAFS
- **2.6** ABC Examination Award - Jul. 1 - Dec. 31
- **2.7** Alfred A. Biasotti Most Outstanding Presentation - Each seminar
- **2.8** Anthony Longhetti Distinguished Member Award - Jan.1 - Jun.30
- **2.9** Best Poster Award - Each seminar
- **2.10** Certificate of Appreciation - Anytime
- **2.11** Edward F. Rhodes Memorial Award - Jul. 1 - Dec. 31
- **2.12** Full Member Seminar Lottery - 60 days prior to each seminar
- **2.13** Paul Kirk President's Award - Jan.1 - Jun.30
- **2.14** Roger Greene III Award - Anytime
- **2.15** Service Award - Anytime
- **2.16** W. Jack Cadman Award - Anytime

## 2.5. AAFS REGIONAL AWARD

### 2.5.1 Purpose

In 1981, the American Academy of Forensic Sciences (AAFS) established an award to acknowledge, recognize and encourage the younger/newer members of the profession who contribute significantly to the forensic sciences. This is the most prestigious of the Academy's awards for regional association members. It is offered on a rotating basis to two or three regional associations each year. The award is always presented at the Academy's annual meeting.

### 2.5.2 Criteria

The criterion for selection of a recipient is left to the discretion of CAC Board of Directors as is the selection of the award winner. Selection will be made, in part, on the basis of a recent presentation of an outstanding scientific paper at a CAC seminar or presenting at the AAFS annual meeting.

### 2.5.3 Nominator

CAC Board of Directors

### 2.5.4 Nominating Period

The award is offered on a rotating basis among participating regional associations each year. AAFS will notify the regional associations (CAC) in November/December the year before the award is offered. After notification, AAFS requires the name of the recipient by December 30.

### 2.5.5 Form of Award

1. Paid registration to the upcoming AAFS Annual Meeting
2. A plaque presented at an AAFS Awards Ceremony
3. Invitations to several receptions, including the President's Reception

### 2.5.6 Awards Committee Action

The following information must be provided to AAFS no later than December 30:

1. Full name of the CAC "AAFS Regional Award Winner"
2. Degrees held
3. Place of Business
4. Position
5. Title of paper to be presented (if applicable)
6. Complete mailing address
7. Telephone number (daytime)

**2.5.7** Source

Memorandum to CAC President Mary Hong from AAFS Meetings and Expositions Manager Sondra Doolittle, December 8, 2009

**2.6. ABC EXAMINATION AWARD**

**2.6.1** Purpose

In 2004, the ABC established an award allowing each member organization to select one individual every year to take an ABC exam [(Comprehensive Criminalistics Examination (CCE), Drug Analysis (DA), Molecular Biology (MB), Fire Debris Analysis (FD), Trace Evidence- Hairs and Fibers (THF) or Trace Evidence – Paints and Polymers (TPP)] without a sitting fee. The ABC named this the Ed Rhodes award, but it has no relation to the CAC award of the same name.

**2.6.2** Criteria

1. No nomination is required; the applicant applies directly to the Awards committee using the Ed Rhodes Scholarship Form available on the ABC website.
2. Any member of the CAC (Affiliate, Provisional, Full, Corresponding, or Life) is eligible.
3. The application may be for any ABC exam.
4. The applicant must meet the minimum qualifications for taking an ABC exam.
5. The first criterion is the applicant's financial need (e.g. students, new employees, or employees without a tuition reimbursement program).
6. The second criterion is the existence of an employer's educational requirements (e.g. employees are required to take an ABC exam, or get credit towards promotion if they are certified).
7. If more than one applicant meets qualifications 2 through 6 then the winner will be selected by random drawing. Applicants who do not meet the criteria for financial need or educational requirements will still be eligible if no other applicants did meet those criteria (and the winner would also be selected by random drawing).

**2.6.3** Nominator

Self-nomination

**2.6.4** Nominating Period

July 1<sup>st</sup> to December 31<sup>st</sup> every year

**2.6.5** Form of Award

No award (certificate, plaque, etc.) is given by the CAC other than the application fee reimbursement. The ABC will waive or reimburse the sitting fee. The exam must be taken a year from the official declaration of this award (awards ceremony of the spring seminar).

**2.6.6** Awards Committee Action

1. Receive applications and verify CAC membership with the Membership Secretary
2. The winner is chosen by random drawing from among the applicants that meet the most award criteria.
3. Forward the name of the winner to the Board of Directors for approval
4. Send a letter to the winner, include notice that the ABC will waive the sitting fee and the CAC will reimburse the application fee
5. Inform the winner that s/he needs to complete the top half of the ABC 108 form and have the bottom part completed by the CAC President
6. Once approved, forward the ABC 108 form to the ABC registrar
7. Send letters to applicants who did not win

**2.6.7** Sources

1. Awards Committee Report to the Board of Directors, May 2004

2. Board of Directors Minutes, August 2004
3. Email communication with Steve Schliebe, ABC Ed Rhodes Scholarship coordinator, April 2013

## **2.7. ALFRED A. BIASOTTI MOST OUTSTANDING PRESENTATION**

### **2.7.1 Purpose**

On January 10, 1986, the Board of Directors approved an award for the most outstanding presentation given by a member at the semi-annual seminars. The intention of this award is to increase the exchange of information in Forensic Science, encourage CAC members to present papers, promote creative and quality presentations, and recognize outstanding presentations at CAC Seminars. In 1998, the Board of Directors honored Al Biasotti by changing the name of the award to the Alfred A. Biasotti Most Outstanding Presentation Award.

### **2.7.2 Criteria**

1. Only CAC members (in any classification) are eligible.
2. Presentation at a CAC Seminar
3. Subject matter
  - a. Laboratory research
  - b. Case study
  - c. Legal or scientific information that would be of interest to Forensic Science
4. Presentation criteria
  - a. Content
    - i. Scientific or technical merit
    - ii. Originality
    - iii. Relevance to forensic issues
  - b. Quality
    - i. Clarity of purpose of the paper
    - ii. Continuity of the format and presentation of the paper
    - iii. Effective transfer of information
      1. Verbal skills
      2. Handouts
      3. Audiovisual aids
      4. Skill in handling questions from the audience
    - c. Personal initiative in the development of the project
    - d. Comparison of the intention of the presentation and the goals reached by the presentation
    - e. Timeliness
      - i. Abstract submitted by the deadline
      - ii. Presentation reasonably given within the time limits
    - f. Credibility of the speaker
      - i. Personal appearance
      - ii. Demeanor

### **2.7.3 Nominator**

A panel of three judges is selected from a list compiled by the Awards Committee. This panel should represent a broad spectrum of the areas in criminalistics.

1. List is compiled from CAC members.
2. List is approved by majority vote of the Awards Committee.
3. Every attempt will be made to vary the judges who serve on the panel at each seminar.
4. A paper presented by a member of the panel is not eligible for the award.

5. The Awards Committee will provide the judges with a suggested method of rating the presentations prior to the seminar.

**2.7.4** Nominating Period

Not applicable

**2.7.5** Form of Award

Most Outstanding Presentation Certificate (signed by the President) and \$200 stipend

**2.7.6** Awards Committee Action

1. Compile a list of members suitable as judges
2. Select three judges from the list before each Seminar and provide them with judging packets
3. Forward the tabulated score sheet of the judging panel to the Board of Directors for approval of the selected presenter
4. Send letter to the winner notifying his/her selection and the requirement to submit the presented paper to the CAC News before the stipend is awarded
5. Obtain coupon codes from the Merchandising Committee
6. Send thank-you letters to judges (also inform them who was selected) and give them \$15 gift certificates with coupon codes for CAC merchandise; coupon codes may be used for online purchases. The certificate should include an expiration date, which is a year from the date of issuance.

**2.7.7** Sources

1. Board of Directors Minutes, January 10, 1986
2. Board of Directors Minutes, March 21, 1986
3. Board of Directors Minutes, January 1998  
- Renamed Alfred A. Biasotti Most Outstanding Presentation Award
4. Awards Committee Revision (approved by Board 8/4/2004)  
- Formerly a subset of defunct "Merit Award", now a stand-alone award

**2.8. ANTHONY LONGHETTI DISTINGUISHED MEMBER AWARD**

**2.8.1** Purpose

This award is designed to honor long term service to the association. The Distinguished Member Award is presented once a year. There is no limit to the number of times a person may be nominated for the award, nor to the number of times may a person receive this award.

**2.8.2** Criteria

1. The candidate must be a member of the CAC in any category.
2. The candidate must have contributed significantly to the association in one or more of the following areas:
  - a. Long term service to the association as a member of the Board of Directors or in committee(s)
  - b. Sustained production of papers or technical notes in newsletters or at seminars
  - c. Organization of study groups, workshops, etc.
  - d. Significant research and dissemination of the information to the forensic science community (i.e. journal or newsletter publications, seminar papers, workshops, study groups, etc.)
  - e. Any other unusual or significant contributions to the improvement of the profession of criminalistics

**2.8.3** Nominator

Any CAC member; self-nominations will not be accepted

- 2.8.4** Nominating Period  
January 1<sup>st</sup> to June 30<sup>th</sup> every year
- 2.8.5** Form of Award  
Plaque and a \$200 stipend from CAC funds
- 2.8.6** Awards Committee Action
  - 1. Receive nominations
  - 2. Collect any additional background information required for each candidate
  - 3. Make recommendation to the Board of Directors
  - 4. Send letters to the winner and any nominators
  - 5. Prepare plaque
- 2.8.7** Sources
  - 1. CAC Newsletter, December 1983 (Karen Sheldon)
  - 2. Board Meeting Minutes, August 2001 (Anthony Longhetti's name added to title)

## **2.9. BEST POSTER AWARD**

- 2.9.1** Purpose  
The Best Poster Award was established to encourage the presentation of scientific work in poster form at the CAC semi-annual seminars in addition to paper presentations which is awarded with the Alfred A. Biasotti Most Outstanding Presentation (MOP) Award. This award will run concurrent with the MOP Award and will be judged by the same panel selected to critique the paper presentations.
- 2.9.2** Criteria
  - 1. Only CAC members (in any classification) are eligible.
  - 2. Presentation at a CAC Seminar
  - 3. Presentation criteria
    - a. Content
      - i. Scientific or technical merit
      - ii. Originality
      - iii. Relevance to forensic issues
    - b. Poster
      - i. Visual development, structure and organization
      - ii. Effectiveness and achievement of purpose
      - iii. Delivery of information, interest and reception
        - 1. Verbal skills
        - 2. Skill in handling questions from the audiences
- 2.9.3** Nominator  
The same 3-panel judges selected in the Biasotti Award
- 2.9.4** Nominating Period  
Not applicable
- 2.9.5** Form of Award  
Certificate (signed by the President) and a credit to the winner's online CAC account in the amount of \$50. This credit can be used toward payment of membership dues, journal orders, seminar registration, study group luncheons, etc.). The award will be credited to the winner's account as soon as the Board is informed of the winner's name.
- 2.9.6** Awards Committee Action
  - 1. Provide Evaluation forms to judges (MOP Award judges)

2. Tabulate scores and forward the recommendation of the judging panel to the Board of Directors for approval
3. Prepare a certificate for the President's signature

**2.9.7** Source

Policy Statement Number: 14-001, Author: Eric Halsing (CAC President), Approved: January 21, 2014

## **2.10. CERTIFICATE OF APPRECIATION**

**2.10.1** Purpose

This award was designed for non-members who have provided some service to CAC, such as guest speakers at dinner meetings, speakers at banquets, guest lecturers at seminars, etc.

**2.10.2** Criteria

No stated criteria

**2.10.3** Nominator

Any CAC member; generally, this will be the Regional Director, Seminar Chair, or other person arranging the guest speaker.

**2.10.4** Nominating Period

Open

**2.10.5** Form of Award

Certificate (signed by the President)

**2.10.6** Awards Committee Action

Prepare a certificate for the President's signature (no other committee or Board action is required)

**2.10.7** Source

AC Newsletter, December 1983 (Karen Sheldon)

## **2.11. EDWARD F. RHODES MEMORIAL AWARD**

**2.11.1** Purpose

Ed Rhodes was a long time criminalist nationally recognized for his trace evidence work, certification effort, and teaching ability. Wherever Ed went, teaching and training were not far behind. He thoroughly immersed himself in the education of forensic scientists, other criminal justice professionals, and students. His ultimate goal was competency in the criminalistics profession. This led to the CAC Certificate of Competency program and subsequently a national certification program run by the American Board of Criminalistics. Ed believed in competency through knowledge, education, and training.

Towards this goal donations from friends and colleagues were made in Ed's memory, and the CAC established the Edward F. Rhodes Memorial Award. The purpose of this award is to give a CAC member who is preparing for a career in criminalistics or is newly employed in the field of criminalistics the opportunity to attend a major forensic or scientific meeting of benefit to forensic practitioners. The award is intended to assist the recipient to pursue educational opportunities outside the normal training activities in which persons in the recipient's situation participate. Examples of forensic meetings can include, but are not limited to, CAC Semi-Annual Seminars, American Academy of Forensic Science meetings, International Symposia, or other regional association meetings. Examples of significant scientific meetings are InterMicro and Promega.

**2.11.2** Criteria

1. Must be a CAC member (affiliate, provisional, or full)
2. Must be preparing for a career in criminalistics (student) or employed in the field of criminalistics less than three years
3. In the spirit of professionalism as exemplified by Ed, an ideal candidate should be willing to give some of him or herself to the requested event. In the case of attending a meeting, the effort may be in time or money, but an applicant who proposes to share ideas, or otherwise participate actively in the meeting or training would receive greater consideration.

**2.11.3** Nominator

Self-nomination sponsored by a Full Member

**2.11.4** Nominating Period

July 1<sup>st</sup> to December 31<sup>st</sup> every year

**2.11.5** Form of Award

1. The award will cover travel, lodging, and registration expenses up to \$1000. This amount may be adjusted by the Board of Directors based on income of the fund and meeting costs. This award must be used a year after it is presented at the awards ceremony of the spring seminar.
2. The award will also include a plaque which reads: *Granted in memory of Edward P. Rhodes III to honor his commitment to the field of Forensic Science and to the California Association of Criminalists.*

**2.11.6** Awards Committee Action

1. Receive applications and sponsorship forms and verify membership status with Membership Secretary
2. Recommend a recipient by majority vote of the committee
3. Forward the qualified applications to the Board along with the Committee recommendation
4. Send letter of congratulations to winner and sponsor, and send letters to other applicants that they did not win
5. Prepare plaque

**2.11.7** Source

Board of Directors Minutes, May 2004

-Removed Endowment Committee approval of three candidates selected by Awards Committee (funding still provided by Endowment)

**2.12. FULL MEMBER SEMINAR LOTTERY**

**2.12.1** Purpose

This award is designed to reward a Full Member of the CAC for their membership by providing funding for the recipient to attend a CAC seminar.

**2.12.2** Criteria

In order to participate in this lottery, an individual must:

1. Be classified as a Full Member of the CAC prior to entering the lottery
2. Agree that the recipient must pay for their seminar expenses (including travel, lodging, & registration) in advance and request reimbursement after the conclusion of the seminar
3. Understand that the above qualifying expenses will be reimbursed up to \$1,000.00.
4. Not be a member of the current CAC Board of Directors

**2.12.3** Nominator

Self-nomination by a Full Member; participation instructions are described in Policy Statement 17-001.

**2.12.4** Nominating Period

Approximately one week after the previous seminar until 60 days prior to the upcoming seminar

**2.12.5** Form of Award

The award will cover travel, lodging, and registration expenses up to \$1000

**2.12.6** Awards Committee Action

1. Request a name be pulled by the Webmaster 60 days prior to an upcoming seminar
2. Send a letter to the winner with all pertinent information about the award
3. Copy the Treasurer and the President on the letter for reimbursement and documentation of the winner

**2.12.7** Sources

1. CAC Newsletter, December 1983 (Karen Sheldon)
2. Awards Committee Revision (approved by Board 8/4/2004)  
-Merged "Merit Award" category into Service Awards
3. CAC Policy Statement 17-001
4. Board of Directors minutes, May 2017  
-Shifting the responsibility for the Full Member Seminar Lottery to the Awards Committee

**2.13. PAUL KIRK PRESIDENT'S AWARD**

**2.13.1** Purpose

In 1982, the General Section of the American Academy of Forensic Science (AAFS) established a fund to recognize outstanding new members to the profession of criminalistics. The General Section yearly awarded a \$100 cash stipend to each of the seven region associations, including the CAC, for this purpose. The CAC Paul Kirk award was an outgrowth of the General Section's award. This AAFS General Section award is now defunct.

The President's Award was established in 1994 to encourage a collegial relationship between the CAC and the Chartered Society of Forensic Sciences, CSFS (formerly Forensic Science Society, FSS) in England by promoting scientific exchange and fellowship between members. The award is granted every year to a young forensic scientist. The winner is selected from the CAC in even numbered years and from the Chartered Society of Forensic Sciences in odd numbered years. The recipient is sponsored to attend a meeting of the sister organization. In 1995 it was established that the winner of the CAC Paul Kirk Award would also be the recipient of the President's Award. Therefore, after 1994, the Paul Kirk President's Award was a combined award that was granted to a CAC member every two years. With the end of the AAFS General Section award, there is no longer a \$100 stipend given to the winner, but Paul Kirk's name was retained in the title of this award.

**2.13.2** Criteria

Candidates must be members of the CAC in any status, and must be employed in the profession for fewer than six years. Employment in the field is defined as full-time employment and shall not include time in pre-professional positions, such as an intern or laboratory technician. During the six-year qualifying period, the candidate should have demonstrated an interest in a professional organization, not limited to the CAC. Candidates must have made at least one of the following contributions to the profession:

1. Research disseminated in the form of a publication (e.g. journal or newsletter), presentation of a paper at a seminar, or delivered at a workshop or study group
2. Sustained production of papers or technical notes in newsletters or at seminars
3. Casework which provided a significant contribution to the investigation or adjudication of one or more cases
4. Training to law enforcement agencies, users of criminalistics services, or other criminalists
5. Involvement in study groups in the form of organizing speakers or group data gathering projects which will benefit the forensic science community
6. Development or design of materials which enhance the quality and integrity of evidence (e.g. evidence collection kits)
7. Any other unusual or significant contribution to the improvement of the criminalistics profession

**2.13.3** Nominator

No requirement; except that self-nominations will not be accepted

**2.13.4** Nominating Period

January 1<sup>st</sup> to June 30<sup>th</sup> in even numbered years

**2.13.5** Form of Award

1. Plaque
2. Travel expenses to and from England to attend the upcoming Chartered Society of Forensic Sciences meeting (the Society will pay the recipient's lodging and registration for the meeting)
3. Note: the CAC will pay the lodging and registration expenses for one CAC Seminar for the CSFS' winner of the Joint Presidents Award (given in odd numbered years).

**2.13.6** Awards Committee Action

1. Receive nominations
2. Collect any additional background information required for each candidate
3. Make recommendations to the Board of Directors regarding selection of award winner
4. Send letters to the winner and all sponsors
5. Prepare award plaque

**2.13.7** Sources

1. Letter to CAC President Rhodes from AAFS Executive Director, May 24, 1982
2. CAC Newsletter, December 1983 (Karen Sheldon)

**2.14. ROGER GREENE III AWARD**

**2.14.1** Purpose

This is the highest award offered by the CAC. The award was instituted in 1963 and is designed to honor individuals who have made truly outstanding contributions to the profession of criminalistics.

**2.14.2** Criteria

1. Any qualifying persons are eligible, not just members of the CAC.
2. The principal reason for making the award would be an outstanding contribution to the field of criminalistics. Contributions which have aided or promoted the work and development of the CAC should be considered to be of importance, but qualified persons outside of this organization are eligible.
3. Under normal circumstances, the award will not be given for a specific paper presented or for some other routine activity. Rather, the award is for unusual and outstanding work. In most instances, the receiver should be what most members would class as a

skilled and experienced worker of high ability and integrity within the professional field of criminalistics. While no monetary or other benefit will be given in connection with the award, it should be considered by the recipient as a sign of respect and admiration for the work in the professional field of criminalistics. Awards may be presented for contributions meeting the basic requirements which have occurred at any time.

4. Contributions will include any one or combination of the following:
  - a. Outstanding and unusual professional work on specific investigations
  - b. Outstanding research and publication of the results or presentation as a formal paper before a meeting of the CAC
  - c. A series of papers, presented at different times covering a wide range of subject matter which shows skillful work
  - d. Unusual contributions to the education of criminalists
  - e. High level direction or development of criminalistics laboratories
  - f. Some other unusual and significant contributions to the improvement of the profession of criminalistics

**2.14.3** Nominator

Any CAC member; self-nominations will not be accepted

**2.14.4** Nominating Period

Open

**2.14.5** Form of Award

A plaque custom-designed for each recipient typically listing biographical information relevant to the award

**2.14.6** Awards Committee Action

1. Receive written nominations
2. Collect additional materials as needed to evaluate the candidate against the award criteria
3. Accept or reject the nomination by majority vote
4. If approved, the nomination is sent to the President. The President will conduct interviews with members of the profession to ensure that the nominee is a person of good standing. The President will then present the nomination to the Board of Directors.
5. If the nomination is approved by a majority vote of the Board of Directors, the Awards Committee will publish an announcement of the candidate, along with a description of the award and selection process, in the CACNews. Also, send a letter to the nominee and the nominator. If the nomination is not approved, send a letter to the nominator only.
6. Remind the Recording Secretary to include a vote on the candidate in the agenda of the next Business Meeting Notice mailed to the Membership
7. Three-quarters of the attending Members must approve the nomination for passage (proxies do not count). Vote should be by secret ballot.
8. If the candidate is approved by the Membership vote, prepare a plaque. Send letters to the nominee and nominator regardless of vote outcome.
9. Arrange for presentation of the award. This is usually done at the Banquet of the next Seminar, but special arrangements can be made to accommodate the winner. The CAC will pay any travel and lodging expenses necessary for the winner to attend the ceremony.

**2.14.7** Sources

1. Awards Committee Report to the Board of Directors, November 8, 1963
2. CAC Newsletter, December 1983 (Karen Sheldon)
3. Minutes of the Board of Directors, July 13, 1990

4. Minutes of the Board of Directors, May 2005 (added Presidential interviews)

## **2.15. SERVICE AWARD**

### **2.15.1 Purpose**

This award is designed to honor members who have provided service to the CAC.

### **2.15.2 Criteria**

This award may be given to any member who has provided a service to the Association. Particular examples include:

1. Service as a member of the Board of Directors
2. Service as a Seminar Chair
3. Service as a Study Group Chair
4. Service in a Committee
5. Organizing a special training session or workshop
6. Repeated contributions to the CACNews
7. Life Membership

### **2.15.3 Nominator**

The following automatically receive this award:

1. Members of the Board of Directors (at the end of their term)
2. Life members
3. Seminar Chairs

All other requests require a CAC member as a nominator.

### **2.15.4 Nominating Period**

Open

### **2.15.5 Form of Award**

Certificate: The standard form of this award is a certificate signed by the President.

Plaque: The Service Award presented to the President is always a plaque, presented at the Seminar when the President takes office. The service award for the Seminar Chair and Co-Chair is always a plaque, presented at the Seminar they are hosting. The Board must approve plaques instead of certificates for other individuals.

### **2.15.6 Awards Committee Action**

1. Certificates (including those for outgoing Board Members) require no action other than obtaining the President's signature
2. Plaques for incoming Presidents and Life Members require no action.
3. Plaques for the Seminar Chair and Co-chairs require no action.
4. Plaques for the hosting laboratory require no action.
5. Plaques for other individuals require approval by the Committee and the Board.

### **2.15.7 Sources**

1. CAC Newsletter, December 1983 (Karen Sheldon)
2. Awards Committee Revision (approved by Board 8/4/2004)
  - Merged "Merit Award" category into Service Awards

## **2.16. W. JACK CADMAN AWARD**

### **2.16.1 Purpose**

This award is intended to honor Full Members who have recently contributed a significant amount of time and effort to the CAC.

**2.16.2** Criteria

1. All requirements must be completed after being elevated to Full Member.
2. Within the five consecutive years prior to receiving the award:
  - a. Attend four seminars (at least one day registration in the General Session), and
  - b. Present at least one paper at the General Session of a seminar and publish the paper or a facsimile of it in the CACNews, and
  - c. Actively serve on a committee, as a Study Group Chair, or on the Board of Directors for at least one year.
3. A member on the Board of Directors is not eligible during their term.
  - a. Since Board Members approve recipients, this prevents a conflict of interest.
  - b. Board members will be eligible once Board term is over.
4. An individual may only receive this award once; however, there is no limit on the number of members who can receive the award each year.

**2.16.3** Nominator

Self-submission/nomination. The member seeking to receive the award shall submit all documentation to support qualification online.

**2.16.4** Nominating Period

Not applicable (continuously granted as members meet criteria)

**2.16.5** Form of Award

Trophy acrylic laser engraved with the CAC logo, award title, year, and recipient's name, appropriate size for display on a desk

**2.16.6** Immediate Past-President Action

1. Review all submitted information from the applicant
2. Communicate with past Seminar Chairs, Regional Directors, and Membership Secretary to verify information.
3. Forward list of qualified members to Board prior to next Board Meeting.
4. Send list of winners to Awards Committee

**2.16.7** Awards Committee Action

1. Receive list of award recipients from Board, and send out letters of congratulations.
2. Prepare awards for presentation at next seminar. The award will state "To Honor Jack Cadman".
3. If recipient does not attend next seminar, have award shipped to winner.

**2.16.8** Sources

1. Awards Committee reports to the Board of Directors October 2003 and January 2004
2. Board approval May 3, 2004

**2.17. Sources**

- Awards Committee Manual, 2017
- Email correspondence, Jonathan Charron, Awards Committee Chair, August 2017/July 2018

### **3. BYLAWS COMMITTEE**

#### **3.1. Duties of the Committee**

1. Review the Bylaws to ensure that they are up to date and self-consistent
2. Work with the Board of Directors to craft additions or revisions to the Bylaws, as needed
3. Serve as a resource to the Board of Directors and to members of the association regarding the meaning and application of the Bylaws

#### **3.2. Duties of the Chairperson**

1. Maintain all reports to the Board of Directors (not already available online) and recent communications relating to the general business of the Committee. These documents should be forwarded to the next Chairman to help maintain continuity.
2. Make each new committee member aware of the committee's duties
3. Promptly inform other committee members of relevant correspondence and other actions taken
4. Prepare committee report in advance of each Board of Directors meeting

#### **3.3. Source**

- Original document, Adam Dutra, Bylaws Committee Chair, August 2017

## **4. CCI ADVISORY COMMITTEE**

### **4.1. Purpose**

The California Association of Criminalists works in collaboration with the California Criminalistics Institute (CCI) to provide forensic training to state and local governments.

### **4.2. Composition**

The CCI Advisory Committee consists of the Immediate Past President and the Training and Resources Committee Chairperson.

### **4.3. Duties of the Committee**

1. Attends meeting(s) called by the CCI Manager to review the CCI program
2. Represents the CAC interests at this meeting
3. Presents to the Board the results of this meeting

### **4.4. Sources**

- Original document, Vincent Villena, CAC President, March 2018
- Email correspondence, Brooke Barloewen, CAC Immediate Past President, March 2018

## 5. EDUCATION COMMITTEE

### 5.1. Background

President George Roche originally established the California Association of Criminalists Education Committee in 1971. He hoped to bridge the gap between forensic practitioners and academia. The goal of the committee was to establish and maintain communication with universities that offered a forensic science/criminalistics program or concentration. President Vincent Villena reinstated this committee to once again establish an interaction between the California Association of Criminalists and California universities offering forensic science programs. The objective of the Education Committee is to inform universities of the many resources available to students and educators through a CAC membership.

### 5.2. General Committee Duties

Duties include but are not limited to the following:

#### 5.2.1. Students

1. Information resource: Scholarships, membership, seminars, workshops, training;
2. Membership recruitment;
3. Recruitment of podium and poster presentations;
4. Internship and volunteer programs; and
5. Employment opportunities

#### 5.2.2. Universities

1. Contact and coordinate with the Program Director and/or Scholarship Coordinator assigned to each academic program;
2. Contact and coordination with forensic science student organizations;
3. Serve as a liaison to encourage collaborative research between academic forensic scientists and practitioners;
4. Encourage faculty presentations at a CAC Seminar;
5. Encourage faculty to participate service activities to the CAC; and
6. Promote universities to host an educational, training, or outreach program with the CAC.

#### 5.2.3. Endowment Committee

1. Screens scholarship candidates prior to funding approval (following board approval of funding to the university but prior to the university disbursing the scholarship funds to the students).
2. Timeline for A. Reed and Virginia McLaughlin Endowment Scholarship Funding Application Process:
  - Applications submitted to Endowment Committee Chair (deadline March)
  - Approval of applications by CAC Board of Directors (CAC Spring Seminar)
  - Disbursement of scholarship funding to university by CAC Treasurer (July)
  - Scholarship check is deposited with the Center for Financial Aid and Scholarships (upon receipt)
  - Advertising/application period for students to apply for this scholarship (February)
  - Review/Selection period by Scholarship Committee (March)
  - Review by University Scholarship Office to confirm GPA and enrollment criteria are met (March)
  - Review by CAC Education Committee members (Northern and Southern liaisons) (March)
  - Disbursement of funding is either by check (in the case of students without Financial Aid Packages) or is deposited directly to a student's Financial Aid Account. All disbursement is handled by the Center for Financial Aid and Scholarships (March)

### **5.3. Chairperson**

1. The chair (no defined term ) will prepare reports as necessary to the CAC Board of Directors; and
2. Communicating with the Endowment Chair regarding approved scholarships.

### **5.4. Committee Members**

1. Education Committee Members - no defined term; and
2. Education Committee Members may attend CAC Board meetings
3. Northern Education Liaison:  
Area responsibilities:
  - Sacramento State University
  - University of California, Davis
4. Southern Education Liaison:  
Area responsibilities:
  - California State University, Los Angeles
  - San Jose State University

### **5.5. Source**

- Original document, Katherine Roberts, Education Committee Chair, February 2018

## 6. ENDOWMENT COMMITTEE

### 6.1. Purpose

The A. Reed and Virginia McLaughlin Endowment Fund was established in 1991 to provide support for various training and research projects that may have a positive impact on the field of Forensic Science. The purpose of the CAC Endowment Committee is to oversee and make recommendations to the Board of Directors regarding the allocation of funds from the A. Reed and Virginia McLaughlin Endowment Fund. The Endowment Fund is used to promote various activities that benefit the educational and professional needs of CAC members and/or advance the field of Forensic Science, including:

- Research projects
- Scholarships
- Training courses and workshops
- Other items determined to have merit

In order to receive funding, interested parties must submit a written proposal outlining the goals, methods of accomplishment, expenses, and other relevant details for consideration. Proposals for training courses should be submitted directly to the Training and Resources (T&R) Committee by the interested party. The T&R Committee will then evaluate and prioritize all such submissions, along with their recommendations, before forwarding them to the Endowment Committee for consideration. The Endowment Committee then evaluates the T&R Committee's recommendations in context with all of the other proposals it has received before submitting a final report with its recommendations for funding to the CAC Board of Directors.

The Endowment Committee does not accept applications or proposals for scholarships directly from students. After a scholarship proposal is received from an accredited academic institution and approved for funding by the Endowment Committee, the money is awarded to a trustee of the institution. The institution is then responsible for the administration of the scholarship funds to qualified students, with oversight from the CAC.

The Endowment Fund is intended to be self-sustaining through long-term financial investment options as determined by the Treasurer. Approved projects are generally funded from the interest generated by the Endowment. This approach protects the principal in the Endowment account and helps to ensure a perpetual funding source for future years. Due to natural fluctuations in the economy and stock market, the amount of Endowment funding available for projects in a particular year will be greatly determined by the recent performance of the financial products in which the Endowment is invested.

The CAC Endowment Committee is comprised of three core members and two ex-officio members: the CAC President-elect and Treasurer.

### 6.2. Duties of the Committee

The core members of the Committee serve an unlimited term with a minimum commitment of three years of service. The Treasurer and President-elect serve on the Committee as determined by their respective terms in office. The responsibilities of each of the core members are outlined below:

#### 6.2.1. Committee Members

1. Review submitted research and training proposals for merit as forwarded by Chair.
2. Communicate with Committee members to review endowment funding proposals;
  - a. Give input on acceptance or rejection of proposals;
  - b. Vote on the prioritization of accepted proposals.

3. Assist the Chair as requested.

#### 6.2.2. Chairperson

1. Update and distribute the “Call for Proposals” document to the Membership Secretary, Editorial Secretary, and Webmaster for dissemination to the membership at large via e-mail, publication in the CAC News, and posting on the CAC website. The Call for Proposals needs to be updated with the current year and submission deadlines prior to distribution. This update should be completed by July 31st in order to meet the August 15th deadline for submissions to the fourth quarter edition of the CAC News. The Call for Proposals announces the open period during which proposals will be accepted and provides guidelines for the formatting and submission of proposals to the Endowment and Training & Resources Committees. The deadline for the submission of training proposals to the T&R Committee is usually around the last Friday in February, while the deadline for submissions to the Endowment Committee is usually the last Friday in March; however, this is only a guideline. The deadlines for the T&R Committee are earlier than those for the Endowment Committee to allow time for the T&R Committee to meet and confer on the submitted training proposals before forwarding them to the Endowment Committee for consideration. An example of the Call for Proposals document is attached ([Attachment 1](#)).
2. As proposals are received by the Chair, they should be reviewed for content and format. If a particular proposal does not include sufficient information regarding how the funds are to be used or other pertinent details that would allow the Committee to fully evaluate the proposal’s merit, it is incumbent on the Chair to attempt to contact the submitter to see if these shortcomings can be fixed prior to the application deadline. However, it is still fully the submitter’s responsibility to submit a comprehensive proposal to the Committee by the application due date. The Committee is under no obligation to extend the submission deadline to accommodate changes that must be made to a proposal for acceptance by the Committee. If the Chair feels the changes that must be made to a proposal are too significant to be accommodated by the submitter in time to make the deadline, the Chair should recommend to the submitter that they consider re-submitting the proposal during the following year’s acceptance period after the recommended changes are made.
3. In late March or April, after all of the proposals have been received, the Chair should send copies of all of the documents under consideration to the other Committee members for evaluation. At a minimum, the Chair should send the President-elect and Treasurer a list of the submitted proposals. Copies of all of the documents under consideration will be sent only at the request of the Treasurer and President-elect.
4. It is the responsibility of the Chair to arrange a meeting of the members to review the various proposals. This can be accomplished through an in-person meeting, telephone conference call, e-mail exchanges, or a combination of these communication types. The Chair and/or other Committee members may choose to attend a Committee meeting at CAC expense if the Chair considers the travel appropriate based on logistics, information to be exchanged, or other relevant considerations. The CAC maintains a travel budget to reimburse members who must travel beyond a 50-mile radius from their home or work location to conduct CAC business, such as committee meetings. The Chair is responsible for ensuring that the budget allocated for Committee business is sufficient to meet the needs of the Committee, including potential travel, for the coming year. Refer to the CAC Travel Policy (CAC website).  
The main focus of this meeting should be to reach a consensus on the priority and funding levels of each proposal that will ultimately be recommended to the Board of Directors. Input from the Treasurer and President-elect at this stage can be particularly helpful in making some of these decisions. The Treasurer can usually provide an update prior to the meeting regarding the anticipated level of funding for any given year.

5. Seed money for the two CAC Seminars to be presented in the upcoming year is provided by the Endowment Fund. Although it is generally assumed that these funds will be automatically approved by the Board, it should be added as a line item (usually Priority #1) among the recommended proposals on the report prepared by the Chair (see number 7, below). At the current time, the typical amount awarded as seed money to a CAC Seminar planning committee is \$3,000. If the planning committee for a CAC Seminar wants to request additional funds, they must apply through the T&R Committee.
6. For those proposals that the Committee approves, the Committee can recommend any dollar amount above or below that which is being requested, as appropriate. For any rejected proposals, the Chair should send a letter to the submitter explaining the reason why the proposal is not being recommended for funding and what, if anything can be improved to allow the proposal to be considered at a later time (e.g., additional information as to how the money will be used, proposal formatting, or experimental design). Any rejected proposals must be resubmitted at a later time (usually the next funding cycle, at the earliest) if the interested party wants them reconsidered by the Committee.
7. The Chair must then prepare a written report outlining the recommendations of the Committee, with each item prioritized in the form of a numbered ranking with the dollar amount of the proposed funding. Information should also be included to update the Board as to the status of previously funded projects. The report should be prepared in advance of the spring CAC Seminar, for consideration by the Board of Directors and inclusion in the Business Meeting held at the Seminar. An example Committee report is attached ([Attachment 2](#)). The Board will then vote on the proposals based on the amount of money available in the Endowment Fund.
8. After the Board of Directors votes on the Committee's recommendations, the Treasurer notifies the Chair as to which of the recommended projects were approved. The Chair then notifies each applicant of the decision to fund or not fund the proposal. A sample Endowment award letter is attached ([Attachment 3](#)).
  - a. Although a typical award letter should include mention of the fact that a CAC contract is being sent to the recipient, who must then sign it and return it by a specified deadline, the involvement of a contract per se may create a problem for some universities, such as UC Davis (UCD). In the instance of UCD, the University views the involvement of a contract as making the donated money a grant, rather than a gift. While gifts currently are subject to a 6% overhead charge, grants have to be approved by the University's grant office and can be subject to a 52% charge. In order to avoid this excess charge, any award letters sent to UCD announcing approved funding for scholarship proposals should be on CAC letterhead and must omit wording referring to a "contract." A sample award letter for UCD is attached ([Attachment 4](#)).
  - b. In addition, an MOU outlining the terms and conditions of a CAC-UCD Scholarship Fund that has been established should be sent to the Director of the Forensic Science Graduate Program for signing, in lieu of a contract. A sample of the current MOU is attached ([Attachment 5](#)).
9. If training classes, such as those provided through the California Criminalistics Institute (CCI), are approved for funding, the Endowment Committee Chair will notify the Chair of the T&R Committee. The T&R Committee may then track the distribution of the funds or otherwise assist with the class.
10. Around June, the Chair sends out contracts to applicants whose proposals have been granted funding. The contracts outline the terms and conditions under which the funds will be awarded. Each contract must be signed by the recipient and returned to the Chair, who then forwards an electronic copy to the Treasurer before the funds are

awarded. Samples of a research project contract and a scholarship contract are attached ([Attachment 6](#), [Attachment 7](#)).

11. Track funded projects that were approved during prior fiscal years.
  - a. Contact recipients periodically and inquire as to status of projects through their completion;
  - b. Report the current status of all in-progress and completed projects to the Board of Directors prior to the Spring CAC Seminar;
  - c. For scholarships, a CAC member (Education Committee) is assigned as a liaison to the recipient university to verify that the scholarship candidates meet all requirements prior to the disbursement of funds.
  - d. Each approved proposal, regardless of the form of final completion (report, presentation, etc.), should acknowledge funding from the Endowment. This includes training, research grants, and scholarships. This requirement is stated in the contracts.
12. Contact the CAC President to request the appointment of new members to the Committee to replace any outgoing members. New appointees will then be contacted and sent a copy of this duties statement and corresponding attachments.

Note: If any Committee member has a personal involvement with a particular proposal under consideration that might create a real or perceived conflict of interest, it is appropriate for that member to abstain from any vote regarding its potential recommendation by the Committee.

Attachments:

- [Attachment 1](#): Sample Call for Proposals
- [Attachment 2](#): Sample Endowment Committee Report
- [Attachment 3](#): Sample Endowment Award Letter
- [Attachment 4](#): Sample UCD Endowment Award Letter (Scholarship)
- [Attachment 5](#): Sample CAC-UCD Scholarship Fund MOU
- [Attachment 6](#): Sample Research Project Contract
- [Attachment 7](#): Sample Scholarship Contract

CAC: A. Reed and Virginia McLaughlin Endowment website:

<http://www.cacnews.org/endowment/endowment.shtml>

### 6.3. Sources

- Duties and Responsibilities of CAC Endowment Committee Members, Version 8/2/12 NR
- Email correspondence, Nessa Rosenbaum, Endowment Committee Chair, June 2017

## 7. ETHICS COMMITTEE

### 7.1. Purpose

The Ethics Committee is the only standing committee that is mentioned in the Bylaws of the California Association of Criminalists. Its purposes are to enforce the CAC Code of Ethics and to ensure the membership receives ethics presentations.

The committee shall consist of three Full or Life Members appointed by the President. Each member shall serve a three-year term and the term shall be staggered. The second year member serves as the chair of the committee. If any member of the Ethics Committee works in the same laboratory as a member accused of an ethical violation or for any reason desires not to participate in the investigation of an accused member, the President shall appoint a replacement member of the Ethics Committee. Such replacement shall serve only for that particular investigation from which the regular member withdraws and the regular member shall continue to serve on the Ethics Committee for all other committee business.

The Board of Directors set forth a list of duties assigned to the Ethics Committee involving its investigatory and educational responsibilities.

### 7.2. Duties of the Committee

#### 7.2.1. Investigatory Duties

- 1.1 Conduct investigations into allegations of unethical conduct forwarded to the committee by the President (according to the guidelines set forth in the Code of Ethics Enforcement)
- 1.2 Prepare and maintain such files as are appropriate to document those investigations
- 1.3 Maintain the confidentiality and respect of any accused member of the CAC by:
  - a. Never disclosing information about an investigation until such time as it is proper to do so (if ever)
- 1.4 Taking care with printed and/or electronic documents (i.e. shredding documents, deleting or password-protecting files containing confidential information)

#### 7.2.2. Educational Duties

1. Ensure that a presentation concerning ethics is given at every CAC seminar
2. Provide general advice about the application of the Code of Ethics to members, provided that all inquiries are:
  - a. submitted in writing
  - b. very specific and framed exclusively as hypothetical scenarios
  - c. cite applicable sections of the Code that are relevant to questions in #2 above
  - d. made with the understanding that the committee is unable to answer questions of a legal nature
3. Support the publication and distribution of ethics-related topics in the CACNews

### 7.3. Duties of the Chairperson

1. Maintain all documents (not already available online) relating to the general business of the Committee (exclusive of investigations of alleged Code violations). This file should be forwarded to the next Chairman to help maintain continuity and should contain:
  - a. copies of all synopses which have been prepared and published by the Board describing the results of any Ethics Hearings in the past
  - b. general correspondence generated or received by the Committee (not related to specific allegations of unethical conduct)
2. Make each new committee member aware of the committee's duties

3. Promptly inform other committee members of relevant correspondence and other actions taken
4. Prepare committee report in advance of each Board of Directors meeting
5. Maintain separate, confidential files for each investigation conducted by the committee. This file should include:
  - a. A chronological log of all correspondence, phone calls, interviews, and other activity related to the investigation
  - b. A list of all persons contacted or interviewed (including last known address and phone number), evidence, documents and/or exhibits reviewed (including last known location)
  - c. original copies of the allegation, notice of referral, statements, declarations of witnesses, requests for continuation, records of certified mail, etc., generated as part of the investigation
6. All records of ethics investigations should be transferred to the appropriate, long-term, secure storage location when the chair's term expires.

#### **7.4. Sources**

- The Bylaws of the California Association of Criminalists, September 23, 2015
- Policy Statement Number 13-005, August 12, 2013
- Email correspondence, Jeffrey Thompson, Ethics Committee Chair, September 2017

## 8. FINANCIAL REVIEW COMMITTEE

### 8.1. Purpose

The Financial Review Committee (FRC) is a revolving committee consisting of three members appointed by the President. Each member shall serve a three-year term and the term shall be staggered, with the second year member serving as the chair of the committee. The Treasurer and the President-Elect serve as ex-officio members to the committee. The objective of the FRC is to conduct an annual audit of the finances of the Corporation.

### 8.2. Duties of the Committee

#### 8.2.1. First-year Member

1. Reviews the Treasurer's reports for the fiscal year under review
2. Reviews PayPal account transactions
3. Submits updates of the FRC Individual Duties document to the Chair, along with any suggestions for improving the review process

#### 8.2.2. Second-year Member (Chair)

1. Ensures that all committee positions have been filled by the President
2. Arranges for the annual review
3. Reviews bank accounts and Quicken reports
4. Reviews implementation of the last review's recommendations
5. Writes updates to the procedures based on own experience and input from other members
6. Addresses any suggestions for improving the review process
7. Submits review report to the October Board meeting

#### 8.2.3. Third-year Member

1. Reviews seminar checking accounts
2. Ensure that taxes were filed for the past year
3. Check against Quicken Reports, Main Checking 6821.pdf that the correct payments were made
4. Review Treasurer's duty statement and Duties of the Financial Review Committee to see if any recommended changes have been implemented. Treasurer will update as needed any changes in account information.
5. Review the Merchandise Committee's information
6. Submit updates of the FRC Individual Duties document to the Chair, along with any suggestions for improving the review process

#### 8.2.4. President-Elect

1. Review the status of the Endowment projects
2. Review Endowment accounts
3. Review equipment inventory

#### 8.2.5. Treasurer

1. Provides the committee of all financial documents related to the fiscal year under review
2. Be available to clarify any issues arising from the review by the rest of the reviewing committee members

### 8.3. Sources

- Financial Review Committee (FRC) Individual Duties, 2015-2016
- Email correspondence, Jennie Smith, Financial Review Committee Chair, August 2017

## 9. FOUNDERS' LECTURE COMMITTEE

### 9.1. Purpose

In August of 1985, a motion was made to the Board of Directors by Steve Shaffer to establish a series of lectures which would be known as the Founder's Lecture. In October of that same year, the Founder's Lecture Committee was formed to facilitate and arrange the lectures. From 1988 to 2013, John DeHaan was the Committee Chair. The lectures take place every 18 months, so that they alternate between North and South.

### 9.2. Duties of the Committee

1. Elicit suggestions from the membership for the Founders' Lecture speaker and possible topics for the lecture
2. From the suggestions, develop a list of possible speakers and topics for the Founders' Lecture and submit this list for Board review
3. Contact the individuals selected (in the order determined by the Board) and extend the invitation to give the Founders' Lecture. Appropriate topics (that the Board has approved) might be suggested to the selected speaker as preferred subject matter for the Lecture.
4. In conjunction with the agency hosting the CAC Seminar, arrange for a time within the Seminar format for the Lecture to be given
5. Arrange for suitable publicity for the Lecture
6. Assist in travel or hotel arrangements for the invited speaker. The speaker's travel, hotel accommodations (up to 3 nights), and full seminar registration expenses will be fully covered by the Founders' Lecture Committee
7. Arrange with the Awards Committee Chair for the presentation of a plaque commemorating the Lecture at the Seminar
8. After the Seminar, gather all applicable expense documents and submit a CAC Expense Claim Form online
9. Ensure that the speaker receives a check from the CAC Treasurer for reimbursement of travel expenses (up to \$1,500)
10. Ensure that the Founders' lecture be submitted for publication in CAC News
11. Because these expenses are incurred only every 1-1/2 years, ensure there is a continuing budget allocation and Seminar Chair notification

### 9.3. Sources

- Duties of the Founders' Lecture Committee, Rev. 12/09
- Email correspondence, Jennifer Mihalovich, Founders' Lecture Committee Chair, August 2017
- Policy Statement Number 18-003, August 23, 2018

## **10. HISTORICAL COMMITTEE**

### **10.1. Purpose**

The purpose of the Historical Committee is to accept, organize, and preserve any historical documents or items belonging or donated to the California Association of Criminalists. These include past president files, records of meetings and seminars, member records, and ethics committee files. This can also include photographs, artwork, and/or other tangible items. Terms for the committee chair and members are indefinite following recommendation and appointment to the committee.

### **10.2. Duties of the Committee**

1. Set up historical displays and/or presentations for the semi-annual seminars as requested
2. Keep track of CAC history including, but not limited to, member records, administrative documents, and ethics committee records
3. Store historically significant CAC items
4. Accept donations of historical items and store donation record sheets
5. Help maintain database of CAC offices and committees and the people who have served in said positions or on said committee
6. Maintain the storage space for the CAC historical committee and all items contained

### **10.3. Source**

- Original document, Lisa Schliebe, Historical Committee Chair, August 2017

## 11. LEGISLATION ANALYSIS COMMITTEE

### 11.1. Composition

The Legislation Analysis Committee shall consist of a minimum of two members, including one member of the CA State Forensic Alcohol Review Committee (FARC). All members of the Legislation Analysis Committee are supported by the CAC as necessary to complete their duties.

### 11.2. Duties of the Committee

Duties include but are not limited to the following:

#### 11.2.1. Legislation Analysis Committee Chair

1. The chair will prepare reports as necessary to the CAC Board of Directors.

#### 11.2.2. Forensic Alcohol Advisory Member

1. This member will serve on the 8-person CA State Forensic Alcohol Review Committee (FARC), representing Criminalists, which keeps Title 17 current with changing technology.
2. This member will keep abreast of changes in legislative law that may affect alcohol and narcotics analysis in crime labs in CA with regards to DUI/DUID laws in order to pass this information on to the general CAC membership.

#### 11.2.3. All Legislation Analysis Committee Members

1. No defined term
2. May attend CAC Board in person meetings twice/yr., if possible
3. May participate in additional teleconference Board meetings as required
4. Review state and national legislation changes applicable to any/all CAC members
5. Provide summaries of legislation that may affect forensic scientists

### 11.3. Source

- Original document, Jessica James, Legislation Analysis Committee Chair, December 2017

## 12. MERCHANDISE COMMITTEE

### 12.1. General Committee Duties

1. The Merchandise Committee has two primary goals:
  - a. To provide specialty merchandise as a convenience to members and for the purpose of member identification
  - b. To establish a profit margin to independently maintain operations and defray costs
2. The Merchandise Committee maintains a stock of "CAC" merchandise for sale to Association members.
3. A selection of items is maintained by the Committee.
4. A supply of merchandise will be available for sale at each semi-annual seminar and/or online.
5. Goods are replaced periodically to replace what is sold.
6. Ideas for new merchandise are solicited from members, and samples are obtained for marketing trials.
7. Maintain an online store so that members (and non-members) may purchase merchandise without attendance at events, between events, or if they reside outside of California.

### 12.2. Duties of the Chairperson

#### 12.2.1. Reports

1. The Chairperson reports in writing to each Board of Directors meeting and each business meeting.

#### 12.2.2. Organization

1. The Chairperson or the designee maintains an inventory of goods on hand and is responsible for ordering replacement stock from vendors.
2. The Chairperson will provide \$50 to a sales representative at the seminars. The representative will ensure that \$50 in small bills is available at the start of the seminar.

#### 12.2.3. Requests

1. The Chairperson considers requests for new merchandise and will seek Board reaction to any major proposal. Items which have adequate sales are retained in stock.
2. The shipping costs will be passed on to the customer.

### 12.3. Duties of the Committee Members

1. The Committee members aid in the procurement of stock items by arranging for production and/or delivery of goods.
2. Members assist when possible at seminars by occupying the sales booth at seminars.
3. Credit card transactions will be completed at the seminar or online.

### 12.4. Sources

- Duties of the Merchandise Committee, Rev. September 2017
- Email correspondence, Michelle Halsing, Merchandise Committee Chair, August 2017

## **13. NEW MEMBER COMMITTEE**

### **13.1. Purpose**

It is a CAC tradition to introduce new members who have been recently voted in the Business Meeting to the Membership in a more relaxed setting. This is typically conducted at the hospitality suite or at the Wine and Cheese Reception of the semi-annual seminar.

### **13.2. Composition**

The New Member Committee shall consist of the Immediate Past President (chair), the Membership Secretary, the hosting Seminar Chairperson, and additional committee members (no term limit).

### **13.3. Duties of the Committee**

1. Hosts New Member Reception held after each of the two CAC business meetings
2. The hosting Seminar Chairperson coordinates the arrangement of a room/venue, food, and beverages for the reception.
3. Sets up activities for the reception including welcoming the new members, introducing them to the CAC and the officers
4. Acts as a resource for new member questions
5. Acts as a resource for the Board of Directors and the President as to recent past history

### **13.4. Sources**

- Original document, Vincent Villena, CAC President, March 2018
- Email correspondence, Brooke Barloewen, CAC Immediate Past President, March 2018

## 14. NOMINATING COMMITTEE

### 14.1. Responsibilities of the Committee

1. It is the function of the Nominating Committee to present the membership with a selection of individuals who are willing and able to serve the Association and can be expected to perform well in office based on past service or reputation.
2. The Board of Directors is made up of nine voting members. Elections are held yearly at the Spring Seminar. With the exception of President-Elect, offices are up for election in alternating years.
3. In even numbered years, the committee is responsible for providing candidates for the following offices: President-elect, Regional Director North, Recording Secretary, and Membership Secretary.
4. In odd numbered years, the committee is responsible for providing candidates for the following offices: President-elect, Regional Director South, Editorial Secretary, and Treasurer.
5. With the exception of President-Elect, all Board positions are a two year commitment. President-Elect is a three year commitment which begins yearly by the election of an individual to the office of President-Elect. The first year is served as President-Elect, the second year as President, and the third year as Immediate Past President. Office changes during the three year period occur automatically and without renewed approval of the membership. Descriptions of each office can be found in the CAC By-Laws and on the CAC website.

### 14.2. Duties of the Committee

1. Announce to the membership the positions which will be coming up for election and the names of the Nominating Committee members. This announcement can through the CAC News, at meetings, on the CAC website and/or through the membership email distribution list.
2. Refer members to the current duty statements on the CAC website for each Board position
3. Encourage CAC members willing to serve to contact one of the committee members. Also contact individuals you or your committee members think might do well in office to determine their interest in serving.
4. Solicit suggestions from the current Board members
5. Inquire if current Board members are interested in running for re-election
6. Divide all the member laboratories into geographical groups (one group for each committee member)
7. Have each committee member phone a CAC member in each lab in their group and solicit nominations. The committee members should stress the duties and commitments required for each office. The potential nominees should be compiled by the Chairperson and the list distributed to the full committee.
8. Contact through committee members all individuals suggested for office to determine if they are interested in running for office and if they understand the duties of that office. To avoid hurt feelings it should be made clear that the names of persons suggested will be submitted to the full committee for consideration and that initial contact does not mean that their names will necessarily appear on the ballot.
9. Discuss in committee (by phone or email) the names suggested
10. If a large number of names are suggested for a single office, try to reduce the number to the two or three best qualified for each position
11. As a courtesy, check with the current President-Elect to see if he or she feels they would have any difficulty working with any of the potential candidates
12. Ask each potential nominee to review the current duty statements on the CAC website. Ask each individual to carefully consider the duties of the office including their responsibility as a Board Member in handling ethics matters. You may wish at this time to inform them of the names of other individuals also under consideration for the same office. This is a simple courtesy since some people may not wish to run against certain other individuals. Give a deadline and ask for a response.

13. Those wishing to be candidates for office should be asked to provide a short biographical statement and a photo for publication in the CAC News.
14. Prepare a report for the Board of Directors and obtain approval, or an indication thereof. All nominations should be submitted by the winter Board of Directors meeting, and no later than March 1.
15. Submit the candidate statements and photos for publication in the CAC News by March 1st
16. Coordinate with the Recording Secretary for ballot printing. If necessary, submit receipts for printing and mailing to the Treasurer.
17. Make a list of persons contacted who expressed interest in running for office at a later date to give to future nominating committees

**14.3. Considerations when selecting nominees for all offices**

1. The candidate is familiar with the duties of the office and still interested in the position.
2. Has time to attend the Board meetings for the duration of the term of office
3. Constantly promotes the CAC in a positive manner

**14.4. Considerations when selecting nominees for President-Elect**

1. Ideally has past Board experience in which performance of duties was good (a list of prior Board members can be obtained from the Awards Committee chairperson)
2. Preferably in a position where he/she will have the necessary time and secretarial support for correspondence
3. Interested in serving the Association for three years
4. Is well thought of and respected professionally
5. Is a reasonably good speaker
6. Has good attendance at meetings
7. Has demonstrated service and commitment to the Association and will make a good representative of the CAC in contacts with other groups
8. Is organized and has the ability to motivate and delegate effectively

**14.5. Considerations when selecting nominees for Treasurer**

1. Has good business sense and is good with figures
2. Able to keep current and get work done in a timely fashion
3. Is reliable and careful with details

**14.6. Considerations when selecting nominees for Recording Secretary**

1. Ability to write clearly and take accurate and quality notes
2. Good attendance at meetings is particularly important
3. Able to keep current and get work done in a timely fashion
4. Able to handle a considerable work load and has access to clerical help
5. Previous Board experience desirable

**14.7. Considerations when selecting nominees for Editorial Secretary**

1. Enjoyment and aptitude for writing (demonstrated ability in publication of papers in journals or newsletter contributions desirable)
2. Gets work done in a timely fashion
3. Able to command necessary support for typing, mailing, etc.

**14.8. Considerations when selecting nominees for Membership Secretary**

1. Well known to members and vice versa
2. Able to keep current and get work done in a timely fashion
3. Good with details
4. Will follow up on projects to make sure they get done
5. Good attendance at seminars

6. Previous board experience highly desirable

#### **14.9. Considerations when selecting nominees for Regional Directors**

1. Supports local meetings by soliciting attendance
2. Has experience organizing local meetings or seminars
3. Is able to plan, organize, and motivate people to make projects happen
4. Can establish and maintain good interpersonal relationships (interacts with Study Groups)

#### **14.10. Sources**

- Nominating Committee Duties, Rev. July 2009
- Email correspondence, Shannon Cavness, Nominating Committee Chair, June 2018

#### Sample of letter to potential nominees

Dear \_\_\_\_\_,

The Nominating Committee is prepared to place your name in nomination for the CAC Board position of \_\_\_\_\_. Please review the duty statement for the position of \_\_\_\_\_ in the Bylaws of the CAC and the Code of Ethics Enforcement of the CAC. These can be found in the membership handbook on the CAC website. As you know, the procedure that was adopted by the membership in 1980 places the responsibility for deciding ethics matters in the hands of the Board of Directors.

If you choose to accept the challenges of this office, please write a short statement about yourself and your activities in the CAC or elsewhere that may help qualify you for this position. Return this statement and a digital photo to me for publication with the list of nominees. I would like to have your statement and photo available within the next week if possible as I wish to have it in the hands of the members at the earliest possible time.

Sincerely,

Chairperson,  
Nominating Committee

## 15. PUBLICATIONS COMMITTEE

### 15.1. Composition

- 15.1.1. Chairperson
- 15.1.2. CACNews Art Director
- 15.1.3. Social Media Specialist
- 15.1.4. Webmasters

### 15.2. Chairperson

- 15.2.1. The Editorial Secretary (Board of Directors – Ed Sec) serves as the Chairperson for the Publications Committee.

### 15.3. CACNews Art Director

#### 15.3.1. Purpose

The CACNews enjoys a worldwide reputation as the premier forensic society newsletter. This success is due in part to the excellent content supplied by membership and outside contributors and also to the easily accessible design of the publication. The acceptance or rejection of content rests solely with the Editorial Secretary and the layout and design of the newsletter is determined by the Art Director (AD). The AD serves as a collection point for articles, original papers, advertisements, announcements, upcoming classes, job openings, letters to the editor, regular columns including the "President's Desk" and the Editorial Secretary's message. The AD works closely with the Ed Sec to coordinate content, reprints, and secure copyright clearances. In addition, the AD receives pre-publication copies of materials submitted to the Ed Sec in order to produce an aesthetically pleasing format for the publication of the newsletter.

One of the primary functions of the AD is to maintain a historical record of our meetings and to promote the seminars to our many members who did not attend, thus encouraging an interest in attending future seminars.

#### 15.3.2. Description of position

1. The CACNews Art Director is a presidentially-appointed position on the Publications Committee, which is chaired by the Editorial Secretary, acting ex officio.
2. The AD attends the semiannual seminars and takes photographs and collects abstracts of papers presented at the meeting. This position is unpaid but may qualify for a reimbursement of travel expenses currently capped at \$500 per semiannual seminar.
3. The AD establishes and maintains a close working relationship with the contract printer of the hardcopy (mailed) version of the newsletter. The AD produces a high-resolution version of the newsletter with a full-color cover and black-and-white interior. The AD resolves technical issues that may arise during the printing and mailing of the newsletter. The AD approves the proof supplied by the contract printer before authorizing the mass mailing to the membership.
4. The AD also works with the CAC Membership Secretary to receive and forward the most recent mailing list to the contract printer.
5. The AD works with the CAC Treasurer to act as a go-between to ensure the contract printer gets paid for their services.
6. The AD works with the current Seminar Chair to coordinate advertising and release information about upcoming themes and topics that will boost attendance.
7. The AD works with the cacnews.org Webmaster to produce a low-resolution full-color version of the newsletter for posting on the website. Since this version has unrestricted distribution, the copyright clearances may be different. To avoid exposing the CAC to claims of copyright infringement, the AD seeks to obtain

permission from copyright holders before placing their content in the newsletter. Usually all that is required is a polite request. Sometimes a small fee is requested. On occasion some graphical elements may need to be suppressed for the online version. (See online version CACNews 4th Q 2011, pg 20.)

8. The AD works with other committee chairs as may be required, including the Nominating Committee (publishing candidate's statements), the Awards Committee (award winners) as well as Regional Directors, should they wish to publish study group activity reports.
9. The AD serves as a de facto historical archivist, supplying other CAC members (subject to Ed Sec approval) with copies of photographs for illustrating member retirements and obituaries.
10. The official CAC logo is available in high-resolution from the AD for approved uses such as seminar promotion.
11. The AD works with the designated advertising contact person to arrange for paid advertising. The current rates are published in an Insertion Order.
12. In the absence of paid advertising on the back cover the upcoming seminar has priority to advertise, without charge, in this space.

#### **15.4. Social Media Specialist**

##### **15.4.1. Purpose**

1. Create social media sites for the CAC to foster community between the organization and the CAC members.
  - When establishing professional social media sites, the Social Media Specialist and CAC Publications Committee shall consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network (for example, it is limited to only CAC members) or a public network (for example, anyone within the forensics field or law enforcement agency).
2. Post CAC content, related to but not limited to organizational events, such as seminars and study groups, CAC related announcements, job opportunities, and vendor advertisements.
3. Monitor and maintain the social media sites to ensure that all content adheres to the CAC purpose, CAC Bylaws, and Code of Ethics.
4. Log all reported non-compliant communications and violations that are brought to the Social Media Specialist and/or the CAC Board's attention.
5. Communicate with CAC members and public regarding any CAC social media site inquiries including complaints, advertisements, and postings.

##### **15.4.2. Responsibilities**

1. To assist in monitoring, as a recommended practice to the extent possible, the social media specialist should examine the default settings for comments on professional social media sites and in general, use more restrictive custom settings. The social media specialist creating the site should adjust settings to more public settings as dictated by need. If the default setting for comments is turned on, allowing any user to post a comment without review, the comments on the site should be monitored regularly.
2. The Social Media Specialist should maintain a detailed log of all reported non-compliant communications as well as any violations that are otherwise brought to the CAC Board's attention. Such reports of non-compliant communications should be immediately shared with the CAC member so that the CAC member may take corrective action, if necessary.
3. The Social Media Specialist, the Publications Committee, or the CAC Board designee will regularly monitor professional social media sites to protect the CAC members.

4. The Social Media Specialist and the CAC board members reserve the right to remove postings and/or disable a page of professional social media sites that do not reasonably align with these Guidelines.

## 15.5. Webmasters

### 15.5.1. Purpose

The purpose of the CAC webmaster positions is to develop and maintain the CAC website [www.cacnews.org](http://www.cacnews.org). This includes many tasks including identifying and securing hosting service, server maintenance, updating content, maintaining the membership database, fixing broken links and images, adding page animations, new pictures, new events, and event registration. If the CAC Board or Publications Committee chair desire to make changes to the website, the webmasters work to implement those required changes.

### 15.5.2. Responsibilities

#### 15.5.2.1. **Webmaster 1**

##### 1. Main Website Updating

###### 1. Online forms

- i. Creating new ones when needed
- ii. Installing the annual SSL certificate so form submissions are secure
- iii. Updating the recipients every time committee/board positions change
- iv. Maintaining backup records of EVERY submitted form (automatic)

###### 2. Posting new job announcements from all over the country

###### 3. Keeping the lists of awards recipients updated for all 11 awards

###### 4. Updating the "announcements" and the photo slider with current material

###### 5. Updating the CAC contacts pages

- i. Committee members
- ii. Board
- iii. Study group chairs

###### 6. Keep historical data updated

- i. CACNews archive
- ii. Past presidents list
- iii. Posting the streaming video and/or text of the Founders Lectures
- iv. Posting new policy statements

###### 7. Maintain backups of every user form on the site in case emails don't get delivered

###### 8. Administering the online merchandise store

###### 9. Updating the membership demographics page ~ every 6 months

###### 10. Posting new salary surveys

###### 11. Updating ethics documents when periodically received

###### 12. Event Posting

- i. Study group meetings
  - Linking to the online registration page
  - Advertising on main page
- ii. Seminar Duties
  - Creating the online seminar info page for each seminar
  - Updates of programs, price lists, abstracts, etc.

#### 15.5.2.2. **Webmaster 2**

1. Maintain/Administer the Wild Apricot membership database
  1. Merge and delete multiple accounts for the same person (i.e. using different email addresses) every six months
  2. Posting e-minutes following every Board, Business, and Transitional meetings
  3. Posting annual budgets
  4. Annual dues
    - i. Managing the annual reminder emails
    - ii. Adding in \$25 late fee when deadline passes
    - iii. Suspending all unpaid members on February 1st
  5. Running the program to select the winner of the Full-Member Seminar Lottery
  6. Periodically review/delete unpaid invoices for past events (for clean financial reports)
2. Study group meetings
  1. Creating the online registration page for the luncheons
  2. Run lists of attendees for host-labs/meeting-chairs
3. Seminar Duties
  3. Creating the online seminar registration page every time there's a seminar
  4. Send out mass emails
  5. Fixing registration issues
  6. Doing full or partial refunds as directed by the CAC Treasurer
  7. Deleting duplicate or incorrect registrations
  8. Sending seminar chairs weekly downloads of the registration lists for both the seminar and for the vendor registrations

#### 15.5.2.3. **Webmaster 3**

1. Managing annual product subscriptions
  1. Wild Apricot (members site)
  2. Justhost.com (main site)
    - i. Domain name
    - ii. Domain privacy
    - iii. Dedicate IP address
    - iv. SSL certificate
    - v. GoToMeeting
2. Maintain and setup meetings for the CAC GoToMeeting Account
3. Maintain the CAC email accounts and mailing lists for the Board Members (once a year)
4. Setup and administer the CAC Square account
  1. For CAC merchandise at seminars
  2. For journal order
5. Setup and administer the "E-Junkie" account for processing web-based CAC Merchandise purchases
6. Assist Treasurer administering the PayPal account, refunds, invoices, merchandise mailing labels (if Treasurer wants this)
7. Setting up Guidebook for seminars

#### 15.6. Sources

- Original document, Meiling Robinson, Publications Committee Chair/Editorial Secretary, June 2018

## 16. SEMINAR PLANNING COMMITTEE

### 16.1. Composition

1. Chairperson
2. Vendor Coordinator – North
3. Vendor Coordinator – South
4. Treasurer (ex-officio member)
5. Last Seminar Chair (rotating member)
6. Next Four Seminar Chairs (rotating members)
  - Chairperson and Vendor Coordinators have no defined terms minimum.

### 16.2. Duties

1. Set up regular meetings after every seminar
2. Provide guidance/suggestions and communications to future chairs
3. Review hotel contracts
4. Review preliminary budget reports from upcoming seminars
5. Write quarterly reports to the Board of Directors summarizing the committee's activities
6. Update the Seminar Planning Guide for website as needed

### 16.3. Seminar Planning Guide

1. The [Seminar Planning Guide](#) is a separate document that details the complete instructions in hosting a seminar.

### 16.4. Sources

- Seminar Planning Committee Details online.
- Seminar Planning Guide for the CAC Semi-Annual Seminar, Updated September 2017
- Email correspondence, Meghan Mannion Gray, Seminar Planning Committee Chair, January 2018

## 17. TRAINING AND RESOURCES COMMITTEE

### 17.1. General Committee Duties

#### 17.1.1. Maintenance of the TRC Video Library

1. A Training Video Library will be maintained by the Training and Resources Committee (TRC). Original training videos will not be used for lending. At least one copy of each video will be kept on hand for lending to the membership. A TRC member will disperse the training video tapes upon specific request from members along with a Video Lending Agreement. The TRC will be responsible for sending the video to the interested member while the interested member shall be responsible for the return of the video to TRC. CAC videos are available on loan at no cost to CAC members ONLY.
2. The TRC is responsible for the CAC's video equipment. The TRC is also responsible for the general service of this equipment.
3. The TRC is responsible for increasing the size of the TRC Video Library by videotaping all quality CAC training sessions and other forensically oriented general interest categories. This may include purchasing tapes through commercial vendors.
  - a. The TRC will obtain oral and/or written agreement from any speaker that may be videotaped during a presentation.
  - b. The TRC will maintain the video lending records.

#### 17.1.2. Training

1. The TRC will determine the training needs of membership, including technical and non-technical/related areas, through surveys or other means. This is typically done on an annual basis prior to the submission of training proposals to the Endowment Committee.
2. The TRC will encourage and provide help to the study groups so that they remain or become viable entities. This could include recruiting group leaders and providing moral support to the leaders/organizers.
3. The TRC will obtain training requests from the membership or other interested parties and review and prioritize training proposals from the Endowment Fund. The results shall be reported in an organized format to the Endowment Committee by the appropriate deadlines.
4. The TRC will follow the Endowment Committee's requested format of these requests for funding of training classes for CAC members.
5. The TRC will assist in organizing funded training courses with the agency proposing the course. The TRC can assist host agencies where necessary.
6. The TRC works in conjunction with any Seminar Chairperson on arranging for workshops.

#### 17.1.3. Projects

1. Projects can be anything which promotes training or organizes information resources. Typical examples of information resources would be literature or video libraries, listings of standard collections or listings of individual experts in a particular field. A project might be organizing a symposium.

### 17.2. Duties of the Chairperson

1. The chairperson reports to the CAC Board of Directors in writing at each Board meeting. Copies of the report are given to each Board member and to each TRC member. A more detailed report

is prepared for each semi-annual business meeting. This is presented in person whenever possible.

2. The chairperson organizes the committee by recruiting new members and requesting them and current members to work on the general duties of the committee. Projects can be assigned to individual members or sub-committees. The chairperson must encourage/direct the committee members so that the goals of the committee are accomplished.
3. The chairperson, on behalf of the CAC, responds to requests from outside sources for information. A typical example would be an attorney in some other state who requests a copy of an abstract of a paper or a copy of a paper which was given at a CAC seminar.
4. Detailed files are maintained so that Association business can be transacted and/or passed on in an efficient manner.

### **17.3. Duties of the Committee Members**

1. The committee members should work diligently to complete TRC projects and accomplish the goals of the committee as determined by the chairperson.
2. Members should also not hesitate to suggest ways that the TRC can contribute to the CAC.

### **17.4. Sources**

- Training and Resources Committee Duties, 2017
- Email correspondence, Trevor Gillis, Training and Resources Committee Chair, August 2017

## 18. REVISION PROCEDURE AND HISTORY

### 18.1. Procedure

1. Only the CAC President, or designee, shall make changes to the Committee Manual.
2. Committee Chairs shall communicate with the President and submit the proposed changes to be discussed in the next Board of Directors meeting.
3. In the event an approval for revision requires urgency, the President may discuss the issues by email or telephonic conference with the Board of Directors.
4. The President, or designee, shall fill in the Revision History to document the exact changes made in the document.
5. The President-Elect shall perform an annual review of the manual prior to the first Board of Directors meeting and annotate the evaluation in the Revision History.

### 18.2. History

<b>Revision History</b>		
<b><u>Version Designation</u></b>	<b><u>Date Revision Effective</u></b>	<b><u>Purpose for Revision</u></b>
1	10/30/2018	Author: Vincent Villena – CAC President 2017-2018. Original document.