

## **Bylaws of the ASA Section on Ethnomethodology and Conversation Analysis (Amended 2022)**

### **Article I. Name**

The Section shall be known as the Section on Ethnomethodology and Conversation Analysis (hereafter EMCA).

### **Article II. Purpose**

The Section on EMCA seeks to facilitate communication, expand networks, and provide a forum for intellectual exchange and debate among both established and early-career sociologists, scholars, and teachers. The Section welcomes members with an interest in learning more about, and contributing to, research and scholarship in the broad traditions of ethnomethodology and conversation analysis.

### **Article III. Council and Officers**

The principal governing body of the Section shall be the Council, which shall consist of six members, elected by vote of the section members. Elected members shall serve staggered three-year terms. No Council member may be re-elected until two years shall have elapsed from the end of their previous term.

The elected Officers of the Section shall be a Chair or Co-Chairs, Past Chair or Co-Chairs, and Secretary-Treasurer, who shall be ex-officio members of the Council. The Chair or Co-Chairs shall serve a term of three years and then remain on the Council for a further one year as Past Chair or Co-Chairs. Elections would be held every three years. The Secretary-Treasurer shall serve a four-year term, which may be immediately renewed. No Officer may be re-elected until two years shall have elapsed from the end of their previous maximum term.<sup>1</sup>

The Chair or Co-Chairs shall conduct Council meetings and plan Section Activities, in consultation with the Council. The Secretary-Treasurer shall take and circulate minutes of Council meetings while keeping and presenting official documents and financial records of the Section.

If an elected Office is vacated or a Council member is elected to an Office before the term is completed, the candidate with the next highest vote count is invited to fill the open position for the remainder of the term. If no such candidate is available, the Council may co-opt a regular member of the Section to fill the vacancy for the remainder of the term. A co-opted member shall be eligible for re-election for a three-year term to follow their period of service.

The Council may from time to time create other positions to manage Section affairs, including but not restricted to a Newsletter Editor and a Web/Social Media Editor. The Chair will appoint members to such positions in consultation with other officers and subject to confirmation by the Council.

All regular members of the Section are eligible for election as Officers.

### **Article IV. Powers of the Council**

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<sup>1</sup> The election of (Co-)Chairs will normally take place in even-numbered years and the election of Secretary-Treasurers will normally take place in odd-numbered years.

The Council is vested with the power to carry out all necessary operations of the Section, acting as representatives of the members of the Section. To that end, it shall meet on the occasion of the ASA Annual Meeting and may meet at other times when more than half of the Council can be assembled, whether in person or through electronic means. The Council shall make decisions by majority rule of its assembled members.

#### **Article V. Referenda**

Questions to be brought before the Section membership for approval may originate with the Council itself (if requested by at least three Council members), by a petition of 10 percent of the Section membership, or by 25 members of the Section (whichever is less). Any resolution passed by the annual Business Meeting of the Section and not subsequently accepted by the Council shall automatically be submitted to a vote of the Section membership.

#### **Article VI. Elections and Voting**

The elections of the Section shall be carried out in concurrence with the American Sociological Association and coordinated with its schedule. Newly elected officers and Council members shall assume office on the day following the annual Business Meeting of the Section at the American Sociological Association's Annual Meeting.

#### **Article VII. Nomination Committee**

Each year, the Section Chair or Co-Chairs shall appoint a member of Council as chair of a Nominations Committee. The Nominations Committee chair shall appoint two other members, who may be other members of Council but may not be currently serving as a Section officer. No member of the committee shall serve for more than two consecutive years. The Nominations Committee shall present at least two candidates for each Office or Council vacancy to be voted on by the members of the Section.

#### **Article VIII. Nomination by Petition**

Members of the Section may be nominated for any office by a petition of ten percent of the members of the Section or 25 members of the Section, whichever is less. The choices of the Nominations Committee for each office shall be made known to the membership at least 60 days prior to the deadline for receiving nominations by petition.

#### **Article IX. Award Committees**

The Co-Chairs shall be responsible for the appointment of committee members for each of the various section awards. Committee chairs may not be Officers but may be Council Members. No individual may serve for more than one year as a chair or committee member for a specific award and may not be reappointed to that award committee until at least one year has elapsed. The Section will make the following awards: Best paper by a graduate student (annual); best paper/best book in EMCA (in alternating years); Melvin Pollner Memorial Prize for an outstanding book, article, or chapter that addresses issues relating to ethnomethodology in the inclusive sense reflected in Pollner's intellectual and research concerns (biannual); Garfinkel/Sacks Award for Distinguished Scholarship (annual).

#### **Article X. Membership**

Any member of the American Sociological Association, without regard to the classification of membership, may become a member of the Section. Only full members or student members in good standing may be elected as Officers or Council members.

#### **Article XI. Dues**

Dues shall be in accord with minimum requirements as set by the American Sociological Association.

#### **Article XII. Amendment of the By-Laws**

Amendment of the Section By-Laws requires, first, discussion of proposed changes at an annual meeting of the Section; second, approval by a majority of the Council (including ex officio members); third, approval by the Committee on Sections and ASA Council; fourth, approval of a majority of those voting in a vote submitted to all Section members.

#### **Article XIII Transitional Provisions**

This Article modifies Article III and will expire on the day following the Section Business Meeting in 2019.

At the Business Meeting in 2017, two Council members will retire. Elections will be held in spring 2017 to replace these members for three-year terms. The current Secretary Treasurer will retire and an election will be held to fill the position for a four year term.

In 2018, five Council members are due to retire. Lots will be drawn among those members at the Section Business Meeting in 2017 to determine three members to retire at the Business Meeting in 2018 and two members to continue in office until the Business Meeting in 2019. Elections will be held in spring 2018 for two members to serve three-year terms from the Business Meeting in 2018. The current Co-chairs will retire at the Business Meeting in 2018 and an election will be held in spring 2018 to fill those position(s) for a two year term.

At the Business Meeting in 2019, the two members extended in 2018 will retire. Elections will be held in spring 2019 to replace these members for three-year terms.