

HDCA Executive Council Meeting Minutes - March 19, 2015

Present: Séverine Deneulin, Anneta Potsi (left the meeting at 2:30 pm UK), Ortrud Lessmann, Zina Nimeh, Henry Richardson, Graciela Tonon, Zina Nimeh, Sridhar Venkatapuram, Melanie Walker, Gareth Wall, Kathy Rosenblum

Chair: Henry Richardson

1. 2015 EC Nominations Update

- a. Melanie Walker, as chair of the Nominating Committee reported that the slate is not yet complete. The candidates for Treasurer, Network Coordinator, Education Officer and Officer-at Large are in place and a candidate for President-elect is being sought. Once the slate is finalized, the EC will vote by email to approve.

2. Fellows Review/Renewal

- a. The EC discussed proposed amendments to the Book of Regulations (BoR) regarding Fellows. These were offered by Melanie Walker, with friendly amendments by Henry Richardson. These amendments are appended, showing the proposed changes.
- b. There was consensus that Fellow candidates should not be required to be dues paying members of the HDCA at the time of nomination or election. There was consensus that after they are elected and enjoy one year of free membership, Fellows should be required to become dues paying members.
- c. There was a unanimous vote to approve the amendments to the Book of Regulations as proposed by Melanie and Henry (track changes version attached to these minutes.)

3. Treasurer's Report - 2014 and 2015 Finances

- a. Treasurer Gareth Wall distributed a report on HDCA income and expenditures from 2012-2014, and budgeted income/expenditure for 2015. Membership dues last year were surprisingly high. Credit card transaction fees are higher which represents a greater number of memberships and conference registrations. Gareth will look into whether we can find lower rates with another credit card processing firm.
- b. Some of the numbers still need revising. Gareth and Kathy will go through in more detail to see what other areas of the budget might need to be flagged to the EC. Reserves at \$236,000 as of today. Gareth invited EC members to provide input on the budget for discussion at subsequent meetings.

4. 2015 Conference Update

- a. Henry Richardson, in his capacity as chair of the 2015 Local Organizing Committee, reported that they have received slightly more than 500

submissions. This includes multiple submissions by one person submitting under different categories, as well as panel submissions.

- b. This volume has slowed the review process, but that will shortly get underway.
- c. The conference will begin at about 5 pm on Thurs. 10 with the aspirations panel, and end on Sun. 13 by 5 pm. There are many events planned for pre-conference day (these are listed on the conference website).
- d. Anyone who is interested in scholarships can get in touch with Gareth. Total of \$20,000 available for scholarships.

5. HD Handbook Proposal

- a. Anneta Potsi presented a proposal for a book about putting the human development approach into practice, seeking HDCA cooperation.
- b. There was general consensus that this was not a matter for the EC to approve or for the HDCA as an organization to endorse or promote, but Anneta is welcome to approach individual HDCA members, including EC members, as well as others in pursuing this project.

6. MOOC proposal

- a. Gareth Wall presented a recommendation by the Finance Committee that we spend a portion of our healthy reserves on outreach and promotion of the association. One idea is to produce a MOOC (massive open online course.) The EC could establish a small working group to research costs, logistics and types of MOOCs, and the possibilities of partnering with a specific or a group of universities with distance learning and/or MOOC development experience. We might be able to find additional funding outside of HDCA, for example from HDRO or the World Bank. Partial funding might also come from universities that we partner with.
- b. It was agreed that the idea would be discussed further at the conference in Washington, D.C. and a plan developed. Henry will ask about the budget for the bioethics MOOC, and Gareth welcomes relevant information from others.
- c. Another idea is to do a video(s) about the CA. Good resource to use in the classroom and for outreach.

7. AOB

- a. It was proposed that minutes of the EC's actions should be posted for members, in the interest of transparency.

Minutes submitted by Kathy Rosenblum

HDCA – Book of Regulations -revisions

approved March 19, 2015

1. Board of Directors (Executive Council, EC)

- 1.1. President, President-Elect, and Vice President. Beyond the job description and tenure of these Officers as fixed in the Bylaws, the office of the President will normally include providing input as to the construction of the Nominating committee and the Programme committee for the first conference of his or her presidency, and reviewing proposals for the Second conference in his or her Presidency prior to the Directors' meeting and decision.
The office of the Vice-President includes chairing the Nominating committee.
- 1.2. Past President. The Past President shall serve as general purpose member of the EC and will perform such tasks as agreed to mutually between the EC and the past President. The Past President shall have the opportunity to serve for one 2 year term after the end of their Presidency.
- 1.3. Secretary Beyond the job description given in the Bylaws the Secretary's tasks include emailing members, helping form committees, emailing EC, helping with the Elections, pro-actively making sure new Directors are engaged and know their responsibilities, further drafting correspondence for President, overseeing Administrator and overseeing Membership work of Web Manager.
- 1.4. Treasurer. The job description and tenure of this Officer is fixed in the Bylaws.
- 1.5. Conference Officer. The Conference Officer shall be responsible for organizing the bidding process, based on which the EC selects a new conference venue. Furthermore, the Officer shall work with the local Conference Manager and Conference Chair to ensure that the conference organization process runs well, and prepare conference reports for the EC with them. The Officer shall safeguard that HDCA concerns are sufficiently taken on board in the conference organization process, while the conference organizers are also sufficiently supported by the HDCA. The Officer shall furthermore be responsible for making sure that relevant documents, information and lessons learnt from past conferences are available for future conferences, and updated as needed.

- 1.6. Editor. The editor shall be the editor-in-chief of the Journal of Human Development and Capabilities. The Editor shall be responsible for all aspects of the production of the editions of the Association's Journal.
- 1.7. Information Officer. The Information Officer shall be primarily responsible for compiling the annual bibliography of CA-related publications, the production of the HDCA electronic newsletter and the maintenance of the HDCA website and its associated links. The Officer shall also be in charge of dissemination of relevant HDCA products.
- 1.8. Education Officer. The Education Officer shall be primarily responsible for interacting with, and coordinating training events, academic degrees, short courses, and human development teaching-related initiatives undertaken by members. The Officer shall also be responsible for overseeing the production of Maitreyee as a form of educational material for the membership on human development-related topics.
- 1.9. Network Coordinator. The Network Coordinator shall be responsible for maintaining the links between the HDCA members and the various capability and human development networks in particular the Thematic Groups and regional networks of HDCA. The Officer shall be responsible for the institutional connections of the corporation and the guidelines for the Thematic Groups and network. She/he shall receive and process requests for formal affiliation of events of these networks to HDCA as the head of the Affiliation Committee.
- 1.10. Officers-at-Large. Elected Officers-at-large shall serve as general purpose members of the EC and have such other powers and duties as designated by the EC in consultation with each Officer at Large at the beginning of their term. The elected Officer at Large shall work with the EC to determine the specific tasks to be undertaken. In addition, the Conference Manager (see §4.2.2) shall serve as an Officer-at-Large of the EC from the moment the next conference venue has been chosen by the EC. He or she shall serve for two (2) years. A person who joins the EC as Officer at Large by virtue of being Conference Manager shall have no obligations to undertake specific tasks other than those tasks following from having the position of Conference Manager in the year up to the conference, and serve as an active member of the Conference Advisory Committee in the year after the conference. There would also be an expectation that the Conference Manager would continue strengthening HDCA presence in the region through networking and capacity building during the second year on the EC.
- 1.11. Aide Memoires. For all Offices an Aide Memoire describes the main tasks in more detail. The Officers obtain the Aide Memoire at the beginning of

their term and are responsible for updating it before handing it over to their successor.

- 1.12. New Positions can be created by the EC with a majority of two thirds of all Officers then in office.

2. Fellows (Honorary Members)

- 2.1. Election. As stated in the Bylaws, Fellows are elected by a majority of Fellows. ~~Fellows are elected by existing Fellows. Elections shall be held every five years, and occasionally at other times as required. The Directors of the Association are also Fellows by virtue of their Office, and~~ their outstanding contribution to the Association.

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- 2.2. Tenure. The Fellows are elected for a term of five (5) years. Normally ~~their term is renewed so long as they~~ have generally paid their membership dues, and contributed to the Association in the previous five years, unless the EC or Fellows decide otherwise, with the exception of the Directors whose term ends five (5) years after they were last elected into office and will be renewed only at the initiative of the Nominating Committee for Fellows. A distinction of 'Lifelong Fellow' will be awarded to all Past Presidents, and may also be awarded by election to selected Fellows. Lifelong Fellows are not subject to any review process, but it is expected that they will continue contributing to the Association.

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- 2.3. Number. The number of Fellows should be kept at a reasonable number in relation to the General Membership.

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- 2.4. Powers. The Fellows are advisors of the Association. They are permitted to hold any office of the corporation. They have the right to raise issues to the EC by a written statement signed by at least three (3) of them, which the EC must discuss in its next meeting and reply to the Fellows' concern in writing.

- 2.5. Contributions of Fellows. The Fellows will be expected to become members of the HDCA by paying the annual membership fee, and to contribute to the Association

(i) in accordance with requests from the EC including:

- selecting papers for the annual conference,
- attending the annual conference;
- chairing sessions at the annual conferences, including junior scholar (PhD candidates) sessions ;
- mentoring junior scholars,
- giving keynote lectures at the annual conference
- allocating prizes,

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- nominating suitable candidates for positions in HDCA and the Journal,
- assisting with fundraising and institutional development and
- creating institutional arrangements within the association.

(ii) The fellows may also contribute to the Association by:

- promoting HDCA-membership among their students and institutions
- supporting the Thematic Groups by e.g. establishing contacts to publishers or hosting events
- submitting papers to the Journal, recommending others to submit papers, and refereeing papers.

2.6. Privileges. The fellows will

- receive free membership during their first year,
- be invited to an annual meeting of Fellows with dinner, normally during the annual conferences, at which the direction of the Association will be discussed and any other issue Fellows wish to raise.

3. Committees

- 3.1. Executive Committee. There shall be an executive committee of the EC composed of the President, Vice President, Secretary and Treasurer. The Past President can serve on this committee if he/she so desires. The Executive Committee is permitted to take decisions without consulting the Executive Council when the issue at hand calls for immediate decision. Any decisions so taken have to be reported to the Board in their next regular meeting.
- 3.2. Nominating Committee.
 - 3.2.1. Appointing the Members of the Nominating Committee. Within two (2) months following the annual meeting, the President and the Board of Directors (Executive Council) will appoint a nominating committee of five (5) individuals to oversee the election of Directors and Officers whose terms expire before or during the next annual meeting.
 - 3.2.2. Members of the Nominating Committee. The Vice President of the EC shall chair the nominating committee. The five other individuals on the committee shall be Fellows who reflect the diversity of both the geographic location of the Association's members and of their academic disciplines. Particular consideration will be given to the participation of Fellows with seniority who are not open to being nominated for election. The committee chair will consult closely with the current President, as well as Past Presidents, during the nominations and election process.
 - 3.2.3. Tenure. Each member of the Nominating Committee will commit to serve for 2 years in order to ensure continuity. If a space becomes vacant before the second year, it will be filled by the President.
 - 3.2.4. Nomination Process. Said nominating committee shall solicit from the General Membership and the Fellows nominations for such Directors and Officers, and shall present to the Directors its slate of candidates within

three to four months. The nominating committee is charged with reducing the number of candidates for the President, Treasurer and Secretary positions to at most two candidates, each of whom must be regarded by the nominating committee as eminently qualified. In the case of the President candidates, the nominating committee will make decisions on qualifications after consultation with past HDCA presidents. Further, the Chair of the nominating committee will approach candidates for President to enquire whether they would be willing to stand in a competitive election and to serve in office if elected (as is done with candidates for all other positions.) The Directors, at their next meeting following submission of the nominating committee's slate of candidates, shall approve or modify such slate and shall notify the Vice President, within one month of receipt of the nominating committee's list, as to the Directors' slate of candidates.

- 3.2.5. Preparation of Elections. The secretary shall distribute a list and short biographies of the candidates for Directors and Officers, in alphabetical order by position, nominated as described above, to the General Members.
- 3.2.6. Overseeing Elections. The nominating committee oversees the electronic elections and the Vice President shall share the results of the elections with the Directors.
- 3.2.7. Reporting the results. The chair of the nominating committee presents the results of the elections in the annual meeting of the General Membership which approves the results. He or she reports on the elections to the Board of Directors in the meeting following the elections and prepares a written report to be published to the General Membership within two (2) month after the elections.
- 3.2.8. In the case of candidates obtaining an equal number of votes, a random draw conducted by the President will be held to decide the outcome.
- 3.3. Nominating Committee for Fellowships The Vice President shall chair the committee. The President appoints two other fellows within two (2) months following the annual meeting in those years when the election of new Honorary Members (Fellows) are held.
- 3.3.1. Nomination Process. Said nominating committee for fellowships shall solicit from the Fellows and the General Membership nominations for such Fellows, and shall present to the Directors its slate of candidates within three to four months. The Directors, at their next meeting following submission of the nominating committee's slate of candidates, shall approve or modify such slate. In doing so, the Directors shall generally expect candidate fellows to be of recognized high standing and achievement in the field of human development and/or capability. In addition, in certain cases, the Directors may approve the forwarding of candidates based on their outstanding contributions to the Association. In all cases, the Directors shall look favorably on the fact that a candidate is a member in good standing of the Association; but the Directors may also approve the forwarding of candidates who are not members of the Association. The Directors shall notify the Vice President, within one

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month of receipt of the nominating committee's list, as to the Directors' slate of candidates.

- 3.3.2. Preparation of Decision about Renewing Fellowships. The nominating committee for fellowships prepares a list of the fellows whose fellowships should be renewed (or not) based on their level of contribution to HDCA for the Directors to agree upon at their next meeting during the conference. This review of Fellows will be conducted every two years, to start in March 2015. Fellowships may not be renewed where dues have not been paid for at least two years.
- 3.3.3. Preparation of Elections. The secretary shall distribute a list and short biographies of the candidates for Fellows, in alphabetical order by position, nominated as described above, to the current fellows.
- 3.3.4. Overseeing Elections and Reporting the Results. The committee oversees the electronic elections. The Vice President reports on the elections to the Board of Directors in the meeting following the elections and presents the results of the election in the next Fellows' meeting. He or she prepares a written report to be published to the General Membership and the Fellows within two (2) month after the elections and presents the results of the elections in the annual meeting of the General Membership.
- 3.4. Finance Committee.
- 3.4.1. Members of the Finance Committee. The treasurer is the head of the Finance Committee and selects two other persons to serve in the committee as well. These members are approved by the EC.
- 3.4.2. Tenure. Members of the Finance Committee serve for three (3) years.
- 3.4.3. Powers and reporting. The Finance Committee oversees all financial matters of the association, supports the Treasurer and reports to the EC at least once a year.
- 3.5. Affiliation Committee
- 3.5.1. Members of the Affiliation Committee. The network coordinator is the head of the affiliation committee. Two other members are appointed by the EC.
- 3.5.2. Tenure. The members of the committee shall serve for three (3) years in such a way that there is always a member from the last committee staying.
- 3.6. Powers and reporting. The Affiliation Committee answers, approves and oversees requests for affiliation as determined in the guidelines for affiliation. It reports to the EC at least once a year.
- 3.7. New Committees can be created by the Board of Directors as seen necessary by a simple majority of those officers present at a meeting. Any committee has to report to the EC at least once a year.

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4. Conference Committees and regulations

- 4.1. Conference. The Association holds an international annual conference, unless decided otherwise by the EC. The Conference is organized by the local Conference Manager and the Conference Chair, supported by a local

Organizing Committee, the Conference Program Committee, the Conference Advisory Committee and by the Conference Officer (and other members of the Executive Council as appropriate or useful). The venue is chosen by the EC more than a year before the conference.

4.2. Conference Chair, Conference Manager and Conference Officer.

4.2.1. Conference Chair. The Conference Chair represents the hosting institution and heads the Conference Program committee. He/she may or may not coincide with the Conference Manager.

4.2.2. Conference Manager. The conference manager shall be responsible for coordinating HDCA's conference and for ensuring that conference registration processes produce membership records, membership dues information, and website materials including conference papers for upload into the HDCA records and in the correct format. The Conference Manager is the head of the Local Organizing Committee and a member of the Program Committee.

4.2.3. Conference Officer. The Conference Officer should be voted by the General Membership after the Nominating Committee screens candidates and makes sure that they qualify for the position.

4.3. Conference Program Committees. A Program Committee will be constituted for each of the Association's annual conferences.

4.3.2. Members. Half of the members of each Program Committee will be appointed by the EC, as its representatives (as far as possible, the conference theme will be taken into account). One of these members appointed by the EC will be the Conference Officer. Half of the members will be appointed by the relevant meeting's Conference Chair, in response to local interests and/or the conference theme. The relevant Conference Manager will be one of the members of the Program Committee.

4.3.3. Tenure. Each Program Committee serves for up to 20 months until the start of the conference.

4.3.4. Chair. Each Program Committee is headed by the relevant Conference Chair.

4.3.5. Powers and reporting. The Program Committees select keynote speakers, with the exception of the speakers for the Mahbub Ul Haq lecture series and the Amartya Sen lecture series. The Program Committees will furthermore support the relevant Conference Manager and Chair in all questions and issues concerning the conference theme, call-for-papers, review process, selection of papers, program and assignment of scholarships. The Program Committees report to the Executive Council.

4.3.6. Non-interference: Any Program Committee operating in the period preceding the close of the previous year's conference must take care not

to interfere with or undercut the efforts either of the Program Committee working on that previous conference or of that conference's Local Organizing Committee. In particular, no Program Committee may issue invitations to keynote speakers until after the previous meeting's roster of keynote speakers has been settled.

4.4. Local Organizing Committee.

4.4.2. Members. The Conference Manager and the Conference Chair select the members of the Local Organizing Committee and present them for approval by the EC when they start their work. The Conference Manager is the head of the Local Organizing Committee.

4.4.3. Tenure and Powers. The Local Organizing Committee does the main organizing work as outlined in a separate document of recommendations by previous conference managers. They start their work when the EC chooses their institution as a venue, until the conference is over.

4.5. Conference Advisory Committee

4.5.2. Members and Tenure. The Conference Advisory committee consists of all past conference managers. It is an opt-out committee where all past conference managers automatically become members. In addition, the chair of the committee can invite other people with useful skills and/or experience to join the committee.

4.5.3. Powers. The Conference Advisory Committee serves new Conference Managers as a point of call for clarification, guidance and advice. It keeps a document of recommendations for Conference Managers and Chairs and supervises / provides input for the updating of this document, which is the responsibility of the chair of the committee.

4.5.4. Chair. The Conference Advisory Committee is chaired by the Conference Officer

4.6. Sen/Haq Lecture Series Committee

4.6.2. Members. The EC appoints the members of the Sen / Haq Lecture Series Committee.

4.6.3. Powers. The Sen/Haq Lecture Series Committee selects the next speaker in these respective Lecture Series, after consultation with the local Conference Chair and taking into consideration the theme of the conference where the Lecture will be given

4.7. Meeting of the General Membership. During the conference a meeting of the General Membership takes place.

5. Journal

5.1. Editor. The Editor shall be the Editor-in-chief of the Journal of Human Development and Capabilities. The Editor shall be responsible for all aspects of the production of the editions of the Association's Journal.

- 5.2. Election of the Editor. The Editor should be voted by the General membership after the Nominating Committee screens candidates and makes sure that they qualify for the position. It will be acceptable practice for there to be one candidate for this position, as is normal for the position of President.
- 5.3. Managing Editor. For the administration and management of the journal, the Editor will be assisted by a Managing Editor, appointed by the Editor in consultation with the Executive Committee of HDCA.
- 5.4. Additional Journal Staff. The Editor may nominate additional Journal staff, such as co-editors or assistant editors, to be appointed by the Executive Council
- 5.5. Associate Editors. On matters of editorial decisions, the Editor (and Co-editors) will be assisted by a team of Associate Editors and Book Review editors, chosen by the Editor.
- 5.6. Advisory Board. The journal will have an Advisory Board consisting of eminent scholars. The Editor will invite members of the Board for specific terms
- 5.7. Publisher. Selection of a publisher for the journal shall be made by the Executive Council in consultation with the Editor.
- 5.8. Budget. The journal shall operate within the budget approved by the Executive Council of HDCA.

6. Amendments

The Book of Regulations may be altered, amended or repealed by vote of two-thirds of the Directors then in office. Not later than the time of giving notice of the meeting of General Members next following the amending or repealing by the Directors of any Regulations, notice thereof stating the substance of such change shall be given to all General Members.