HANDBOOK FOR

TECHNICAL GROUP OFFICERS

Updated January 2024

Prepared by the Council of Technical Groups

Contents

Preface

Congratulations on your election to the position of HFES Technical Group (TG) officer! We hope you enjoy your term. This handbook will help you become familiar with the details of your role and those of your TG's other officers.

Suggestions for changes to this edition, as well as questions and comments, may be sent to the HFES central office (see Appendix A, Contact Information).

Some HFES Basics

HFES operates through a partnership between paid staff and HFES members who volunteer their time.

On the volunteer side, the Society is run by a group of HFES members called the Executive Council, or EC. The EC is composed of 12 individuals, each of whom serve a 3-year term. Each year, HFES members elect 4 individuals: A president, a secretary-treasurer, and two members at large. The individuals elected as president and secretary-treasurer serve one year as "elect" (e.g., president-elect), a second year in the role (e.g., president) and the third year as "immediate past" (e.g., immediate past president). At-large members also serve three-year terms, and so two are in their first year, two are in their second, and two are in their third. The role of the EC is to develop strategic goals for the Society and establish mechanisms to achieve those objectives (typically through committees, TGs, task forces, etc.).

On the staff side, the Society is headed by an Executive Director, whose role is to implement the policies and procedures established by the Executive Council under the direction of the President and the Secretary-Treasurer. The Executive Director is supported by staff members who have defined areas of expertise. Information on the current Executive Director and areas of expertise for individual staff members can be found here). The primary staff members who support HFES are located in Washington, DC and that office is often called the "Central Office."

The Executive Council meets with HFES staff members on a monthly basis (virtually) and twice a year in person (for two days each time). Those meetings are where the Society leadership makes decisions about our annual activities and budget and where they make plans for the upcoming year.

In addition to the Executive Council and staff, the activities of the Society are organized into Divisions: Scientific Publications, Technical Standards, Internal Affairs, Education, and Outreach. The organizational chart showing the activities governed by the EC and by the Divisions can be seen here. In this chart, you will see that Technical Groups are part of the Internal Affairs Division, as part of the Council of Technical Groups (which is composed of all TG chairs). The role of the Division Chair is to communicate with the committees/activities under its purview about the current strategic priorities that have been developed by the EC and to see how the committees under its purview can contribute to those priorities.

The roles and responsibilities of members and employees of the Society who are serving on any committee/task force/etc. within the Society are governed by two documents: our by-laws and our Operating Rules (or ORs). In your role, the ORs will be more relevant to you as they outline the rules for how TGs work within HFES (see Chapter 15).

Role of the Council of Technical Groups

As the chair of your TG, you are automatically a member of the Council of Technical Groups (COTG), the body that oversees technical groups and makes recommendations to the HFES Executive Council in matters regarding policy and governance of TGs. The COTG supports the TGs by providing counsel to existing groups, encouraging and assisting groups in formation, and overseeing the expenditure of TG and COTG funds for special purposes. Operating Rules describing the COTG in detail can be found in Appendix B *(§15.14)*.

The COTG convenes an annual meeting of TG chairs during the HFES Annual Meeting, in order to discuss policy matters, solve problems, and distribute information. On occasion, the COTG will contact TG chairs on a variety of matters, including the creation of new technical groups, voting, and updates from the society.

Roles of TG Officers

Although there is some variation among groups, TG officers typically consist of those roles listed in the following section. Note that the HFES Operating Rules (OR) require that there be at least a TG chair, a vice chair, a program chair and a vice program chair (See Appendix B). The duties of each position are listed in *OR § 15.5* and these typical roles are explained in more detail below.

Chair

The chair works with the HFES staff in scheduling the TG's annual business meeting and arranging other events and with other officers to ensure that TG activities are being carried out. **The chair also represents the TG as a member of the Council of Technical Groups** and should join the COTG forum and participate in COTG discussions and activities as frequently as possible.

In short, the TG Chair has the following responsibilities:
- Oversees TG finances
- Ensures the TG has sufficient funds for its activities
- Sets the membership dues rate for the following calendar year
- Manages the (required) annual business meeting
- Prepares the agenda for the meeting
- Presides over the meeting
- Ensures that the minutes or a summary of the meeting is distributed to all TG members
- Represents the TG as a member of the COTG
- Is the primary conduit for information exchange between the TG and the COTG and between the COTG and the TG officers and membership
- Ensures that the TG meets its minimum requirements
- Ensures that the Handoff Template (provided later in this document) is completed each year

Vice Chair

The vice chai assists the current chair as needed, though ultimate responsibility for the TG's operation lies with the current chair. The duties are overlapping.

Program Chair

This is an elected position. The program chair is responsible for overseeing the technical review of proposals submitted for the HFES Annual Meeting. A *"Handbook for Program Chairs"* is made available online each year.

In short, the TG's Program Chair has the following responsibilities:

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- Develops the TG's technical program through solicitation and review of technical paper submittals and symposia/panel discussion proposals.
- These activities shall be carried out by a committee comprising the program chair and at least 2 additional technical group members, 1 of whom shall be the program chair designate (i.e., Program Chair-Elect).

Vice Program Chair

The program chair-elect shadows the Program Chair and assists the program chair with the technical review of papers for the annual meeting.

In short, the TG's vice program chair has the following responsibilities:
- Shadows the Program Chair, providing any support needed
- Prepares to take on the role for the next annual meeting

Communications Chair (not required by HFES Operating Rules)

The communications chair is responsible for coordinating all electronic communications to TG members and keeping the TG's official community page (or other electronic communication mediums) active and up to date. TGs that do not keep their community page up to date are subject to disaffiliation from HFES.

This position is an appointed position. The TG Chair makes the appointment.

Secretary-Treasurer (not required by HFES Operating Rules)

In some groups, these offices are separated: one person is secretary and another is treasurer. Although the secretary-treasurer may be responsible for the TG's finances, the Operating Rules stipulate that this is ultimately the chair's responsibility. Therefore, close coordination between these offices is essential. All financial records (checkbook, bank statements, etc.) for TGs are held in the HFES central office. Invoices and expense reimbursement forms should be sent to HFES staff at info@hfes.org.

Each group may wish to assign additional duties to these positions. To ensure continuity over time, it is strongly recommended that you document these additional roles on your TG community page on the HFES website. See "Transition of Officers and TG Archives" later in this guide.

Some TGs assign special, continuing offices for a variety of purposes, such as social activities chair, special events chair, or student outreach chair. Again, to ensure continuity, it is best to document these roles as existing, alongside the duties assigned to each one, as well as preparing a plan for transition of the role (e.g., role-elect) to have one person leading and another 'learning the ropes'.

If an officer other than the chair is unable to continue his or her term, the TG chair appoints a new officer to serve the unexpired term unless there is a vice officer, in which case the vice officer replaces that person.

Officer Requirements

TG officers: TG chair, program chair, TG vice chair and vice program chair: must be Full Members of HFES and members of the technical group. When you solicit nominations for TG vice chairs, please remind the membership that nominees must be Full Members. Prospective nominees who are not can contact HFES Member Services department for assistance.

All other officers may be associate, affiliate, early-career professional, or student members of HFES and members of the technical group.

TG Responsibilities

TGs have responsibility for a number of activities that occur throughout the year. A suggested Calendar of Events (Appendix C) has been created listing when these events typically take place, showing the responsibilities of each TG officer in that month.

Communications with TG Membership

Each technical group is responsible for publishing a minimum of 2, although preferably more than 2, <u>newsletters per calendar year</u>. In the past, these were paper documents that were physically mailed to all members of the TG (and the cost associated with mailing them was the initial driver of TG dues). These days, we have other ways in which we can communicate with members. Currently, the primary method for communicating with TG members is through HFES Connect.

Communications to members might contain a current officer list with contact information, purpose statement, a summary of the group's activities during the past time window, a listing of presentations being sponsored by the TG at the upcoming annual meeting, financial (budget) information for the TG, or an address from the chair. One of the privileges of the TG chair is to provide a chair's bi-annual address to the TG membership via the community page. These addresses may discuss technical issues, events and trends in the field, items of potential concern to members, and similar topics, at the chair's discretion.

Prior to distribution of any electronic communication, the TG chair should be given the opportunity to review its contents.

HFES Connect

Every TG has its own community page on HFES Connect (https://connect.hfes.org/home). HFES Connect facilitates discussion among its members and sends out email notifications of the latest posts. Members can adjust their preferred email frequency for different communities (e.g., real-time vs. weekly). Discussion post authors can post across communities; however, edits and replies will not appear in other communities. A TG wishing to set up a new online Community on HFES Connect for its group must contact HFES. We would note that people have reported difficulties using this system. In Appendix D, there is a guide to using HFES Connect, developed by Jennifer Winner.

TG chairs may see a real-time count of the number of TG members by looking at their Community page. Example:

When one remits dues, the system fairly quickly updates the TG member count in the respective Community. TG chairs may also download member rosters that include email

addresses. The Central Office does not typically send membership rosters to the TGs but is happy to provide them upon request.

Web Sites and Online Platforms

In addition to using HFES Connect, a number of TGs have established websites and/or online communities (e.g., LinkedIn, X) to improve communication among members and to promote themselves to nonmembers. Guidelines for establishing websites are provided below.

Conduct Review Process for Annual Meeting Program

Each TG is responsible for refereeing papers in its field of interest and conducting at least 1 technical session at the annual meeting. The Society's annual meeting is usually held in late September to late October. The planning process begins after the conclusion of the prior year's meeting, usually in November or December. As soon as the program chair is elected or appointed, the HFES central office staff begins work on the call for proposals, mailed in December or January.

Proposals are generally due in February or March, and the program chair is responsible for coordinating the proposal review by drawing reviewers from the TG membership.

Conduct Annual TG Business Meeting

Each TG is required to conduct an annual business meeting at the HFES annual meeting. These meetings are often combined with social events (e.g., receptions or meals). TGs with closely related technical interests may choose to organize joint business meetings.

Each summer, the HFES executive director asks TG chairs to choose among several available time slots for their meetings. Groups with similar technical interests—and therefore members in common—should try to avoid scheduling concurring meetings. Chairs of TGs with overlapping interests are encouraged to discuss business-meeting scheduling.

Groups that wish to provide food and/or drinks as part of their receptions may make those arrangements with the executive director at this time. HFES *Operating Rule § 15.9* gives specific guidance pertaining to Technical Group expenditures.

The TG chair officiates at business meetings and may wish to solicit agenda items from the TG membership via the community page prior to the business meeting. Typically, the agenda consists of a financial report, a report on the TG's annual meeting sessions, a report from the communications chair, and discussion of new or existing activities and programs, such as awards, meetings, membership building, and the TG's mission. A suggested agenda for this meeting can be found in Appendix E. Because most TGs have a surplus of funds, a typical discussion item concerns ways to make use of TG funds. *Be sure to consult the Operating Rules for guidelines regarding the use of such funds.* All matters to be put to the vote of the TG must be done using email or a online survey tool.

The chair should arrange for minutes to be recorded and then published on the community page or other official electronic medium for members who cannot attend.

Manage TG Finances

All of the formal information required to handle the TG's finances is contained within the ORs (specifically section 15.9). For convenience, here is a quick overview of that information.

- Membership dues go into an account maintained by the Society. The Society maintains, at no cost to Technical Groups, records of all Technical Group related revenue and expenses as well as membership data. Technical Group fund balance statements are posted quarterly to the COTG community (and can be requested to be sent by email).
- Each TG should have an annual budget approved by the TG chair and the detail of actual expenses must be published each year (this can be through HFES Connect)
- There are three categories of expenses:
- TG operating expenses: in the past, this included telephone, postage, printing of physical newsletters.
- TG activities held in conjunction with the annual meeting: Sponsorship of symposia, special sessions, or invited speakers (but the session content must be approved by the Technical Program Committee and any expenses must comply with Society rules on what can be compensated (see section 15.9.1.2)
- TG activities held apart from the Society's annual meeting: Such as conferences, symposia, workshops (which need approval from the COTG). Again any expenses must comply with Society rules on what can be compensated (see section 15.9.1.3)
- The person who needs to approve specific expenditures is governed by section 15.9.2 of the Operating Rules
- The appropriate category for a TG's expenditures that do not clearly fit into 1 of these 3 categories shall be determined by the technical group chair and the COTG-Executive Committee (whose members are the current, -elect, and immediate past chair of the COTG)

Produce and Circulate a Financial Report

The Operating Rules require that TGs publish a financial report to their membership once each year. Updates may be requested at other times by contacting the society staff (see Appendix A).

TG funds and accounting are maintained at the HFES central office under the direction of the executive director. Reports on TG account activity (expenditures and current balance) are sent to TG chairs shortly after the end of the year and on request in late summer (around August 30th). The Operating Rules require that TGs publish a financial report once each year on community page.

Conduct Elections

New TG officers should be elected in the **late fall** so that they can begin their term of office in January. Thus, TGs generally should begin their election process in the **early fall**, taking advantage of the annual meeting to solicit nominations for officers. The community page is another vehicle for soliciting nominations, so the chair should coordinate this effort with the communications chair.

The process for conducting TG elections is described in *Operating Rule § 15.6.* The election can be conducted via email or online survey. It is permissible to receive votes via e-mail or online survey as long as the votes can be verified. Members benefit from the opportunity to learn about each candidate through a biographical statement or other description, the parameters of which may be established by the chair.

Note that voting for officers or other required votes **may not be conducted at the business meeting.** All matters to be put to the vote of the TG must be done using email or a online survey tool.

Be sure to include space for a write-in candidate, especially in the case of only one nominee for a vacant office.

* Please notify the HFES central office staff (see Appendix A) immediately upon receiving the election results so that records may be updated.

Ensure Smooth Transition of Officers and TG Archives

The ability of incoming officers to make a successful transition to office depends to a large extent on the information he or she receives from the outgoing officer. Each TG officer should retain copies of correspondence and materials for his or her successor, and each successor should add to that archive.

Although the existence of handbooks for the offices of chair, program chair, and communications chair helps to ensure continuity, there is always something to pass along to the incoming officer, such as unpublished news items, lists of annual meeting proposal reviewers, and correspondence with the COTG and HFES. This is *especially* true for existing or planned financial agreements, whether for sponsors, or Inter-society operations. Keep detailed notes and records!

A template has been created to help ensure a successful transition to the new TG Chair (Appendix F, Handoff Template). This template should be completed each year and shared with the Chair-Elect and the HFES Executive Director.

Online Resource for TG Chairs

As a current TG chair, you have been added to the HFES TG Chairs' Community. The community facilitates communication among the TG chairs, COTG officers, and the HFES staff and allows you to connect with other TG chairs, share information with one another, ask questions, and get ideas about what other TGs are doing to engage their membership.

If your e-mail address should change at any time, please update your contact information in your HFES membership profile with your new e-mail address.

Websites and Online Communities

A number of TGs have established websites to improve communication among members and to promote themselves to nonmembers. HFES offers all TGs the use of its web server. TGs can access this web server via an FTP address. Each TG has a username and password. Usernames and passwords have been created for each TG and are available from HFES.

If a TG elects to have its website hosted by another entity, the TG needs to provide the URL address so it can be linked to the HFES website. Please contact HFES (see Appendix A) if your site is not linked to the HFES site.

Additionally, many TGs have established communities on other social media platforms such as LinkedIn, Twitter, Facebook, and Instagram for promotion towards a wider audience. These platforms are created by the TGs and it is the responsibility of the TGs to maintain these

platforms with updated information. A TG wishing to set-up a new online Community for its group must contact HFES (see Appendix A for contact information).

All TG websites and community pages are required to abide by the guidelines found on Appendix G (HFES Policies) to ensure that HFES policies, as well as laws concerning copyright and decency (Appendix H), are observed.

Example web sites and online communities can be found here:
- Websites: Aging; Children's Issues; Health Care
- LinkedIn: Cybersecurity; Extended Reality; Surface Transportation
- X (Twitter): Extended Reality; Health Care; Surface Transportation

Special TG Activities

The Society's Operating Rules encourage TGs to engage in special activities (see *§15.4* in Appendix B). Below are some examples of activities that have proved informative and successful for TGs in the past, and TG chairs are encouraged to share ideas for special activities by communicating with other chairs individually (see Appendix B) or via the community page.

Conferences

Occasionally, TGs will team with other associations to sponsor a conference, workshop, seminar, or other technical gathering.

Arrangements for each event are usually worked out between the sponsors; however, before making an agreement with another association to participate in inter-organizational activities, consult the HFES executive director for guidelines concerning such temporary affiliations.

TG officers are not permitted to enter into any type of agreement with an association, hotel, caterer, or other vendor or supplier in connection with special meetings, mailings, or other activities. If such a meeting is approved by the COTG and/or Executive Council, the executive director will make such arrangements on the TG's behalf.

Be sure to give the executive director plenty of advance notice if your TG is thinking of planning a special conference or meeting, especially if affiliations with other associations are considered. Joint conferences may not be scheduled at times that conflict or compete with the HFES Annual Meeting without permission of the Executive Council.

See *OR § 15.9.1.3* for special guidelines concerning TG expenditures for conferences not associated with the HFES Annual Meeting.

Special Annual Meeting Programs

Over the years, a number of TGs have organized special sessions at HFES annual meetings. For example, the Forensics Professionals Technical Group (FP TG) developed mock trial panels that spanned two 90-minute sessions and videotaped them. This effort resulted in more interest in the FP TG and in a new HFES video product.

The Safety Technical Group (S TG) established an annual invited address, which is given by a prominent professional from human factors or other field. The addresses have been produced as videotapes and sold to benefit the TG. A number of TGs make arrangements for an invited speaker, some of whose expenses may be covered by TG funds.

Membership Surveys

Periodic surveying of a technical group's membership may reveal important information about members' satisfaction with the group and their changing needs for information delivery and other services.

After the survey has been distributed and data collected, be sure to (a) discuss the results among the officers and (b) share the information with members on the TG community page.

Membership Drives

Not all HFES members affiliate with a technical group, which means there is always potential for membership building.

The central office (see Appendix A) can assist a TG that would like to recruit members by providing a list of member contact information. The list can be segmented to target particular subsets of the membership (though there may be limitations) so the TG doesn't have to contact all HFES members indiscriminately.

Developing Publications and Webinars

The technical groups represent a vast mine of technical knowledge for the Society. The HFES Scientific Publications Division and the Webinar Coordinator are particularly interested in developing state-of-the-art reports, monographs, and webinars from input provided by the TGs. TG chairs are encouraged to explore these possibilities with their officers and members.

TGs may be asked for feedback about new book proposals submitted to the Society or to conduct technical reviews of materials submitted for publication.

Awards

Some groups honor their members via TG awards, such as for the best student paper published and presented at the Annual Meeting. To inquire about instituting a new award, contact the current COTG chair (see Appendix B, *OR § 15.13*).

APPENDIX A – Contact Information

HFES RESOURCES

For a list of the HFES staff and their functional areas of responsibility, please visit
https://www.hfes.org/About/Leadership-and-Administration

Mailing Address:

HFES
2001 K Street, NW
Third Floor North
Washington, DC 20006

HFES Website*:*	**Main Email Address:**
http://hfes.org	Info@hfes.org

Tel. + 1 (202) 367-1114
Fax: + 1 (202) 367-2114

TECHNICAL GROUP OPERATING RULES

Chapter 15. TECHNICAL GROUPS

RELEVANT BYLAWS

ARTICLE IV – Affiliations

Section 5.

The Executive Council may authorize the establishment of Technical Groups subject to any conditions adopted by the Council. The Chair of a Technical Group shall be a Full Member of the Society.

The Council of Technical Groups shall assist in the formation, development, and operation of Technical Groups. The Council of Technical Groups shall be composed of a representative from each Technical Group, with a chair elected by the representatives.

15.1 Objectives of Technical Groups (TGs)

15.1.1 The objectives of a technical group are to (1) consider issues in the field of interest and to analyze the implications of these issues from a human factors perspective; (2) clarify the need for and to encourage human factors research, application, and education in the field of interest; (3) provide opportunities for technical interchange among professionals in the field of interest; (4) disseminate information from the field of interest to members of the technical group, the Society, and the public; (5) provide leadership in the field of interest by, for example, establishing cooperative efforts with professional and technical organizations outside the Society; and (6) promote opportunities for growth in professional skills and knowledge of Society members within the field of interest.

15.2 Technical Group Membership

15.2.1 <u>All interested persons</u>, regardless of Society membership, are eligible for membership in any technical group. Persons who are not members of the Society can join a technical group through the Society, without applying for Society membership. All technical group memberships shall be on a calendar-year basis.

15.2.2 Technical group membership shall be at least <u>75</u> individuals, and at least half of the technical group members shall be Society members. Technical groups falling below the required membership levels can petition the Council of Technical Groups Executive Committee (COTG-EC) for an extension to meet such levels. The technical group shall have 2 years from the date on which the extension is granted to attain the required membership level. At the time of reevaluation, the criterion values used shall be the previous year's Society and/or technical group membership, and not the levels existent at the time of the extension request. The COTG-EC shall monitor that these requirements are met as described in this Chapter.

15.3 Technical Group Requirements

15.3.1 Each technical group shall publish at least 2, although preferably more than 2, <u>newsletters per calendar year</u>. Each technical group can determine whether these newsletters

should be distributed electronically or by mail, or both. Publications consisting primarily of the technical group membership list shall not be included in this total. A technical group shall actively participate in each Society annual meeting by, at a minimum, conducting a business meeting, refereeing papers in its field of interest, and conducting at least 1 technical session.

15.3.2 In undertaking these activities, the technical group is expected to (1) involve its members as broadly as possible, (2) take considerable initiative with respect to its own technical program organization, (3) satisfy the normal schedule and reporting requirements of the Technical Program Committee (TPC), and (4) ensure that all activities comply with relevant Society Operating Rules, described elsewhere in this chapter.

15.3.3 Failure to meet these requirements shall be handled in accordance with the procedures specified in Section 15.8. At any time, a technical group petition the COTG-EC for a 1-year waiver of any of these requirements due to extenuating circumstances. Waiver periods cannot be extended nor can successive waivers be granted.

15.4 Other Technical Group Activities

15.4.1 Technical groups are encouraged to conduct other activities consistent with the goals and the regulations of the Society. These include (1) solicitation of nominations for Society awards, (2) sponsorship of annual meeting social events, (3) conduct of special technical sessions, (4) interaction and cooperation with other organizations having human factors interests, (5) conduct of separate conferences, and (6) publication of conference proceedings and special reports.

15.4.2 When special activities are conducted in conjunction with the Society annual meeting, they shall be subject to the approval and/or scheduling requirements of the Technical Program Committee. Technical groups are encouraged, within the limits of their resources, to sponsor symposia, workshops, or invited speakers at the annual meeting of the Society. Arrangements for these activities are to be made through the standard channels. Although it is generally not the policy to waive registration fees or reimburse travel expenses for HFES members, TGs offer honoraria, cover registration, and/or reimburse travel expenses for both members and nonmembers who are serving as invited speakers within the limits outlined in 15.9.1 (Expenditure Approvals).

15.5 Technical Group Officers and Terms of Office

15.5.1 Technical groups shall have, as a minimum, a chair, a Society annual meeting program chair, and an annual meeting program chair designate, each of whom shall be a Full Member of the Society and a member of the technical group. A webmaster, communications chair, or any other officer also be appointed or elected, who shall also be a member of the Society and a member of the Technical Group. Each technical group elect or appoint such other officers as it considers desirable for effective operation. Although not encouraged, multiple offices can be held by 1 individual in the same or in different technical groups, and multiple terms of office are permitted.

15.5.2 The term of office for the technical group chair shall be 2 years, whereas the terms for all other officers shall be determined by the technical group. Approximately one-half of the technical group chairs shall begin their terms of office starting in even-numbered years and the other half in odd-numbered years as designated by the COTG Executive Committee. In the event that a technical group chair is elected as COTG chair-elect, that person shall resign as chair of the technical group and shall appoint a new representative to serve the unexpired term of office.

15.5.3 Notification of all election results shall be sent to the Executive Director and the COTG within 1 month before the annual meeting.

15.5.4 The technical group chair <u>oversees TG finances</u>, making that the technical group account at all times has sufficient funds to support required activities such as those specified in Section 15.9, in particular for newsletter production and distribution, balloting processes, and administrative functions. The chair shall determine the technical group membership dues rate for the following calendar year, and shall notify the Society executive director of this rate prior to or during the Society annual meeting. The chair shall prepare the agenda for the annual business meeting, preside over the meeting, and ensure that the minutes or a summary report of this meeting are distributed to the TG membership. The TG chair shall assure that nominations and voting for TB officers is proper and timely, reporting such to the COTG chair annually.

15.5.5 The technical group chair is also the primary <u>conduit for information</u> exchange between the technical group and the COTG, and is expected to participate in COTG affairs and to ensure that the other technical group officers and membership are apprised of COTG activities and issues.

15.5.6 <u>The annual meeting program chair</u> develops the TG's technical program through solicitation and review of technical paper submittals and symposia/panel discussion proposals. These activities shall be carried out by a committee comprising the program chair and at least 2 additional technical group members, 1 of whom shall be the program chair designate.

15.5.7 <u>The annual meeting program chair</u> designate is understudy to the program chair and becomes the program chair when the current program chair's term of office expires. Ordinarily, the program chair and program chair designate shall be different people.

15.5.8 <u>The communications chair</u> is responsible for the collection of information relevant to the field of interest, and for the preparation and distribution of not less than 2 newsletters per year.

15.5.9 In the case of an inactive technical group officer, or for other serious causes, the COTG-EC appoint officers to serve in place of, or in addition to, those elected by any technical group.

15.6 Technical Group Elections

15.6.1 Every member of the technical group shall be afforded the opportunity to nominate officers and to vote for those nominated. Attendance at the technical group's annual business meeting shall not be required for participation in these election processes. Accordingly, technical groups are encouraged to conduct <u>mail ballots</u> and to distribute the requisite Call for Nominations and technical group officer ballots as part of the technical group newsletters, although alternative balloting procedures that meet these requirements and all reporting requirements can be developed and implemented. Each technical group can determine whether it wants to handle such communications, and the actual vote either electronically, by mail or both.

15.6.2 The technical group chair shall solicit and include on each <u>ballot arguments</u> in favor of and in opposition to the proposal under consideration. The time limit for the return of ballots shall not be less than 3 weeks from the posted date of ballot distribution. A simple majority of those technical group members voting shall be used to approve or disapprove items under consideration.

15.7 Technical Group Formation

15.7.1 Members of the Society interested in forming a new technical group shall file a <u>petition</u> with the COTG. This petition shall indicate (1) the proposed name of the technical group; (2) its purpose, objectives, and specific area of interest; (3) a list of officers including, at a minimum, a chair, a Society annual meeting program chair and program chair designate, and

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communications chair; and (4) a list containing the names of individuals interested in joining the proposed group. At least half of such individuals shall be Society members, and there shall be at least 75 names on the list. The technical group chair, and Society annual meeting program chair, and the communications chair shall be Society Full Members.

15.7.2 The COTG shall consider whether establishment of the proposed group is justified and not in conflict with existing technical groups. Following such consideration, the COTG shall vote on the proposal and shall forward the results of the vote, along with a recommendation, to the HFES Executive Council, which, in turn, shall vote on approval or disapproval. The new technical group begin functioning immediately upon Executive Council approval, and the COTG shall contribute up to $1000 to the new technical group to cover actual initial operating expenses (e.g., newsletter expenses). No repayment of this contribution is expected. If the proposed group is not recommended by the COTG, the COTG chair shall provide the group with the reasons for the negative recommendation. The proposed group may include changes or other responses to the COTG's recommendation as part of the proposal package sent to the Executive Council.

15.8 Technical Group Dissolution

15.8.1 At the request of the membership of a technical group through its officers, on the recommendation of a two-thirds majority of the COTG, or on its own initiative, Executive Council dissolve any technical group. In the latter case, it is expected that Executive Council shall solicit and consider the recommendation of the COTG before taking action, and that any action shall be for cause. Cause be the repeated failure of a technical group to meet the requirements specified in Section 15.2 or Section 15.3.

15.8.2 Failure to meet technical group requirements shall be met with increasing levels of remedial intervention. For the first instance of an unfulfilled requirement, the COTG chair shall notify the technical group chair and they shall work together to seek an effective solution. Should the technical group fail a second time within a 3-year period to fulfill a specific requirement, Executive Council shall issue a warning to the technical group, and the COTG chair, the technical group chair, and the Executive Council liaison to the COTG shall develop and submit to Executive Council a plan that details proposed corrective action and a strategy for precluding any further reoccurrence of the problem. Upon the third failure to meet this same requirement within 5 years of the first instance, the COTG chair shall place before the COTG a recommendation to dissolve the technical group. Results of this COTG ballot shall be conveyed to Executive Council for consideration as part of their review of the viability of this technical group in determining whether to dissolve the technical group.

15.9 Technical Group Finances

15.9.1 All funds shall be held in accounts maintained and supervised by the Society Executive Director. The Society Central Office shall provide, at no cost to the technical group, basic membership and financial administrative services including member billing processes, membership list maintenance, and account balance tabulation. Upon request, the Central Office shall prepare and supply, at cost, mailing lists for distribution of technical group materials.

15.9.2 The budget approved by the technical group chair and a detail of actual expenditures shall be published each year in the technical group newsletter and shall be presented at the annual business meeting of the technical group. These data shall be distributed for information purposes to Council and to the COTG Budget and Finance Committee twice yearly at times specified by the Society executive director. Should material changes in the budget be necessary throughout the year, such changes shall be considered by the COTG.

15.9.1 Categories of Technical Group Expenditures - Three general categories of technical group expenditures are distinguished. The appropriate category for expenditures that do not

clearly fit into 1 of these 3 categories shall be determined by the technical group chair and the COTG-EC. Regardless of category or level of expenditure, proposed contractual agreements with individuals, groups, agencies, or organizations outside the Society shall be submitted to the COTG-EC for review and approval.

15.9.1.1 *Category A – Technical group operating expenses*. These include items such as telephone, postage, stationery, and newsletter printing. Such expenditures shall be authorized by the appropriate technical group officer, and the Society executive director shall require suitable documentation prior to distribution or reimbursement of funds.

15.9.1.2 *Category B – Expenses associated with technical group activities held in conjunction with the Society Annual Meeting*. Technical groups can, with the approval of the Technical Program Committee, sponsor symposia, special sessions, or invited speakers at the annual meeting. Such activities shall comply with the relevant Society Operating Rules such as those detailed in Chapter 7 (Annual Meeting), Chapter 9 (Finances), and Chapter 12 (Awards). Expenses associated with such activities shall be authorized per the specifications detailed in Section 15.9.

15.9.1.3 *Category C – Expenses associated with technical group activities held apart from the Society Annual Meeting.* Technical groups sponsor conferences, symposia, and workshops, with the approval of the Council. Such activities shall comply with the relevant Society Operating Rules such as those detailed in Chapter 9 (Finances), Chapter 12 (Awards), and Chapter 17 (Co-sponsored Technical Meetings). Reduced registration or other fees for technical group members attending such activities are encouraged as a benefit to members of the sponsoring technical group. Expenses associated with such activities shall be authorized per the specifications detailed in Chapter 17.

15.9.2 Expenditure Approvals - For Category B and Category C expenditures as described in Section 15.9.1, 4 levels of approval are distinguished:

15.9.2.1 *Level 1* – The proposed expenditure represents less than 33% of the current balance in the technical group account. Approval of the technical group chair is required.

15.9.2.2 *Level 2* – The proposed expenditure represents between 33% and 66% of the current balance in the technical group account. In addition to the approval associated with Level 1 expenditures, the full technical group membership shall be given the opportunity to vote on the proposed expenditure (see Section 16.4.3).

15.9.2.3 *Level 3* – The proposed expenditure represents more than 66% of the current balance in the technical group account or a loan of up to $3000 in COTG funds is requested. In addition to the approvals associated with Level 2 expenditures, the COTG Budget and Finance Committee shall approve the proposed expenditure.

15.9.2.4 *Level 4* – The proposed expenditure includes a request for the loan of Society funds or the loan of more than $3000 of COTG funds. In addition to the approvals associated with Level 3 expenditures, such COTG loans shall be approved by the COTG and the loan of Society funds shall be approved by the Council.

15.10 Technical Group Operating Rules

15.10.1 Technical groups can, at their own discretion, develop operating procedures through which to specify and guide TG operations. Such operating procedures shall neither conflict with nor supersede Society Bylaws or Society Operating Rules, and shall be updated when appropriate.

15.11 Central Office Support for Technical Groups

15.11.1 The Central Office shall provide mailing lists of individuals to whom copies of all technical group newsletters, announcements, etc., are to be distributed. Ordinarily, this list shall include Council members, the Central Office, members of the COTG, and editors of Society and technical group publications.

15.12 Technical Group Consultant Listings

15.12.1 Listings of consultants published by technical groups shall indicate that the Society does not endorse or certify the competence of those listed.

15.13 Technical Group Awards

15.13.1 Each technical group can, with the concurrence of the COTG-EC, provide awards within their area of interest. Such awards provide formal recognition to persons who have made outstanding contributions to the technical group's area of interest.

15.13.2 Award Approval Procedure - Proposals for technical group awards shall contain a written description of the award that includes the purpose of the award, qualifications for the award, award nomination procedures, award criteria, and budget allocations for the award. The proposed award shall be approved by a majority of the TG members casting ballots and submitted to the COTG-EC for approval.

15.13.3 Award Budget Allowances - The total budget for a technical group award not exceed the costs of a certificate or plaque, award administration costs, and a monetary award not to exceed $500. Proposed monetary awards larger than $500 shall be approved by the COTGEC. As specified in Chapter 6 – Annual Meeting, hotel, meal, and award luncheon ticket expenses be paid by the technical group for award recipients who are neither technical group nor Society members. When the proposed total expenditures for any award exceed $1000 the expenditures shall be submitted to the entire membership of the technical group for approval, and require additional approvals per the specifications of Section 16.8.2.

15.13.3.1 If the award is to be presented at a conference other than the Society annual meeting, the technical group also pay registration fees for the recipient to the meeting where the award is presented. Registration fees for the Society annual meeting not be part of the budget unless the recipient is neither a Society nor a technical group member.

15.13.4 Award Reporting Requirements - The status of technical group award activity, including the names of recipients, shall be published annually in the newsletter of the sponsoring technical group. This information, along with the number of award nominees and the judges for each award, shall be sent to the Council, the COTG chair, and the Society Awards Committee twice yearly at times specified by the Society executive director.

15.14 Objectives and Requirements of the Council of Technical Groups (COTG)

15.14.1 The COTG is the coordinating body for the technical groups. Its objectives and requirements are to: (1) provide guidance, counsel, and financial or other support to the technical groups, (2) serve as the Society's focus for technical issues, (3) identify new areas of technical interest, (4) establish policies regarding, and to authorize activities of, the technical groups, (5) encourage and aid the formation of new technical groups as warranted, (6) advise the Society Executive Council on matters of policy that involve technical considerations, and (7) conduct a business meeting at the Human Factors and Ergonomics Society annual meeting. The COTG shall conduct activities relevant to the technical life of the Society.

15.14.2 The COTG shall hold an <u>open business meeting</u> in conjunction with the annual meeting of the Society. The COTG chair shall publish and distribute an agenda to each technical group chair at least 2 weeks prior to the meeting.

15.15 Council of Technical Group Officers

15.15.1 <u>Terms of Office</u> - The COTG consists of 3 officers, (chair, chair-elect, and past chair), and the chair of each technical group. Each COTG member except the chair shall have 1 vote in matters placed before the COTG. On these matters, the chair shall cast a ballot only in the event of a tie vote among the COTG membership. The chair does vote on matters placed before the COTG Executive Committee. The management company person responsible for membership shall be a nonvoting, ex officio member of the COTG.

15.15.1.1 All COTG officers shall have served 1 full year as a technical group chair, and shall be a Full Member in good standing of the Society. The COTG chair cannot concurrently serve as an officer in any technical group. The terms of office for the COTG chair-elect, chair, and past chair shall start and finish at the annual COTG business meeting.

15.15.2 <u>Duties</u> - The COTG chair shall (1) supervise the conduct of routine business, (2) present policies and procedures to the COTG and/or COTG-EC for ratification, (3) ensure that COTG activities are conducted in compliance with Society Bylaws and Operating Rules, (4) represent the technical groups and the COTG to the Society Executive Council, (5) disseminate and update the COTG Handbook, (6) oversee COTG finances, and (7) provide oversight of the activities and viability of each Technical Group. Compliance with the Bylaws and Operating Rules includes assuring that nominations and voting for TG officers is proper and timely.

15.15.2.1 Routine business includes:
- preparing the agenda for the COTG annual business meeting
- encouraging TG chairs to attend COTG meeting at the Annual Meeting
- presiding over the meeting
- ensuring that the minutes of this meeting are distributed to the Council and executive director

15.15.3 The <u>chair-elect</u> shall act as the understudy to the chair in order to become acquainted with the business and operation of the COTG in preparation for assuming the duties of the chair. In the event that the chair does not serve a full term, the chair-elect shall succeed to the remainder thereof and continue through his/her own term. The COTG chair-elect shall also serve as the chair of the COTG Budget and Finance Committee and, as such, is responsible for the day-to-day handling of COTG finances.

15.15.4 The <u>past chair</u> (immediate) shall provide advice and counsel to the COTG chair.

15.16 Council of Technical Group Elections and Ballots

15.16.1 A <u>call</u> for nominations for COTG chair-elect shall be distributed to the COTG by email or mail not less than 4 months prior to the annual COTG business meeting. Self-nominations and the names of other individuals who consent to nomination shall be returned to the COTG chair not later than 4 weeks from the posted date of the Call for Nominations. At least 2 individuals so nominated shall be required to hold an election. If more than 3 qualified individuals accept nominations, only the 3 most frequently nominated shall be included on the chair-elect ballot. Ties for the third position on the ballot shall be resolved by random selection. Election ties shall be resolved by a vote at the COTG business meeting.

15.16.2 Chair-elect <u>ballots</u> shall be distributed to the COTG not less than 2 months prior to the annual COTG business meeting. These ballots shall include nominee-supplied biographical sketches and, if desired by a nominee, a brief position statement. The time limit for return of

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election ballots shall not be less than 3 weeks from the posted date of ballot distribution. The chair-elect shall be elected by a simple majority of the COTG members casting ballots.

15.16.2 For ballot proposals, the chair shall solicit and include on each ballot arguments in favor of and in opposition to the proposal under consideration.

15.16.3 For votes taken at the annual business meeting, a quorum shall be composed of two-thirds of the COTG members or their designated proxies. Proxy designations shall be made by the technical group chair to the COTG chair prior to the COTG annual business meeting.

15.16.4 A simple majority of those COTG members voting shall be used to approve or disapprove items other than technical group formation and dissolution, which require a two-thirds majority as specified in Section 16.6 and Section 16.7.

15.17 Council of Technical Group Committees and Liaisons

15.17.1 The COTG Executive Committee shall consist of the COTG chair, the chair elect, the past chair, and not less than 2 technical group chairs appointed by the COTG chair. The service of these TG chairs to the COTG-EC shall be limited to one-year terms. In addition, the designated Executive Council Liaison to the Council of Technical Groups shall serve on the COTG-EC as a nonvoting, ex officio member.

15.17.2 The COTG-EC, chaired by the COTG chair, (1) handles routine administrative actions and day-to-day business matters relating to the Council of Technical Groups, (2) monitors technical group compliance with relevant Society regulations, and (3) selects COTG representatives to other organizations. On matters to be placed before the full COTG for consideration, the COTG-EC shall review each matter, make recommendations regarding any COTG action, and provide a rationale for such recommendations.

15.17.2 Each year, the COTG-EC shall nominate an individual to serve as the COTG liaison to the Technical Program Committee. Upon acceptance of this nomination by the TPC chair, the liaison shall serve as the representative of the technical groups in addressing such Society annual meeting issues as technical paper review procedures, session allocations, procedures and deadlines for calls for papers, and review of submittal acceptance/rejection ratios. (See Chapter 18). The COTG liaison to the TPC shall see that each TG is informed of the normal schedule and reporting requirements of the TPC (see Chapter 18).

15.17.3 The COTG Budget and Finance Committee, chaired by the COTG chair-elect, shall be composed of the COTG chair and not less than 1 COTG representative appointed by the Budget and Finance Committee chair. The designated Executive Council Liaison shall serve as a non-voting, ex officio member of the Budget and Finance Committee.

15.17.3.1 The Budget and Finance Committee prepares and oversees the COTG's annual budget and all other financial matters in accordance with the relevant Society Operating Rules, such as those detailed in Chapter 8--Finances. This Committee reviews and approves technical group budget requests as specified in Chapter 18.

15.17.3.2 At each COTG annual meeting, the newly-installed COTG chair, who is also the past chair of the Budget and Finance Committee, shall present the COTG budget for his/her term of office for approval by the COTG. Proposed expenses include, but are not limited to, normal operating expenses such as telephone, postage, stationery, and officer travel to the Council midyear meeting in accordance with Society Operating Rules.

15.18 Council of Technical Group Loans to Technical Groups

15.18.1 When there are insufficient resources within the technical group for such purposes as sponsorship of symposia or other special projects, technical groups can request the loan of COTG funds. Such requests shall include a completed technical group budget approval request form detailing the amount required and proposed repayment schedule and shall be submitted for approvals in accordance with the specifications of Section 15.9 (Technical Group Finances) and, as appropriate, with Chapter 17 (Co-sponsored Technical Meetings). COTG funds so approved for use by a technical group shall be returned on a mutually agreed-upon schedule. No surplus from the use of COTG funds or loss of COTG funds is expected. The COTG shall be the first funding source to be reimbursed by the technical group.

APPENDIX C – CALENDAR OF EVENTS

JANUARY	FEBRUARY	MARCH
TG Chair • Meet with new officers; ensure orientation to the TG • Get organized	**TG Chair** • Work with executive committee to identify TG initiative, activities for the year	**TG Chair** • Ensure work on initiatives is happening
Program Chair • N/A	**Program Chair** • Typical deadline for annual conference submissions • Send call for conference submission reviewers	**Program Chair** • Assign proposals to reviewers • Ensure receipt of completed proposals (typically around March 30)
Communications Chair • Update website	**Communications Chair** • Request and generate content for "newsletter" 1	**Communications Chair** • Work on content for "newsletter" 1

APRIL	MAY	JUNE
TG Chair • Ensure work on initiatives is happening	**TG Chair** • Ensure work on initiatives is happening	**TG Chair** • Ensure work on initiatives is happening •
Program Chair • Typically receive information from the Technical Program Committee re: # of sessions allocated (poster, paper, panel)	**Program Chair** • Make decisions for acceptance and rejections, send letters (typically mid-May) • Assign session dates/times and send to HFES (typically around May 28)	**Program Chair** • Complete scheduling of sessions in HFES system, check for author conflicts • Notify all accepted authors of their presentation date/time • Ensure that all final proceedings papers are uploaded (typically around June 3)

Communications Chair
• Generate draft of "newsletter" 1
• Get draft reviewed by executive committee of the TG
	Communications Chair
	• Send "newsletter" 1
		Communications Chair
		• Send out calls (including deadlines) for:
		  o any TG awards (early career, student travel, student best paper, etc.)
		  o Session chairs/co-chairs

		General • Preliminary program available (around June 15)

JULY	AUGUST	SEPTEMBER
TG Chair • Ensure work on initiatives is happening • Discuss with executive committee ideas for annual business meeting	**TG Chair** • Plan and organize business meeting (date, time, agenda) • Finalize TG award committee(s) and begin award reviews (early career, student travel, student best paper, etc.) • Ensure work on initiatives is happening • Help recruit nominees for the two Vice positions	**TG Chair** • Make final award decision(s) and notify awardees (early career, student travel, student best paper, etc.) • Finalize planning for business meeting (including a summary of work done on initiative) • Help recruit nominees for the two Vice positions
Program Chair • Finalize program and enter session chair/co-chairs in HFES system	**Program Chair** • N/A	**Program Chair** • Turn over all materials to the incoming TG Program Chair
Communications Chair • Communicate with Program Chair to get summary of sessions to be offered at the annual meeting • Start preparation of "newsletter" 2 (to include conference program information)	**Communications Chair** • N/A	**Communications Chair** • Send "newsletter" 2 (listing sessions to be offered at ASPIRE (the annual meeting)

OCTOBER	NOVEMBER	DECEMBER
TG Chair • Hold Annual Business Meeting • Recruit new officer candidates • Discuss progress made on any TG initiative from the year • Help recruit nominees for the two Vice positions	**TG Chair** • Ensure election is held for new Vice Chair and Vice Program Chair	**TG Chair** • Election results publicized to TG • Notify HFES central office of new officers • Handoff of materials from the year to the incoming TG Chair
Program Chair • N/A	**Program Chair** • N/A	**Program Chair** • Handoff of materials from the year to the incoming Program chair
Communications Chair • Note information that should be communicated to TG membership from the Annual Meeting	**Communications Chair** • Prepare "newsletter" 3 (summarizing events at the annual meeting and the business meeting)	**Communications Chair** • Distribute "newsletter" 3 • Handoff of materials from the year to the incoming Communications chair
General • ASPIRE (the HFES International annual meeting)		

APPENDIX D – USING HFES CONNECT/LESSONS LEARNED

TGs are encouraged to use HFES' community management platform, *HFES Connect*, to push announcements and opportunities to members. This method is only as effective as the members' settings are deliberate. Here is a quick guide to become a savvy HFES Connect user (developed by Jennifer Winner):

- Access HFES Connect here: https://connect.hfes.org/home
- Username and password are the same as your HFES log in.
- Once you join a TG, these should show up under the 'My Communities' list (Figure 1).
- All current members are automatically members of the main "HFES Member Forum" community.
- Clicking on the title of the Technical Group, or the "Discussions" button on the bottom right will take you to the page to see the latest posts within that community.
- Once you're within the 'Technical Group' option within HFES Connect, you can adjust your settings to select your preferred email frequency for receiving discussion posts (Figure 2).
- The second way to adjust preferred email settings is to access account settings via the drop-down box in the top most right section of the screen (Figure 3) and navigate to "Community Notifications" under "My Account" (Figure 4). Notification setting options may be set here (Figure 5).
- You may select different frequency of emails for different communities (e.g., real-time vs. weekly).

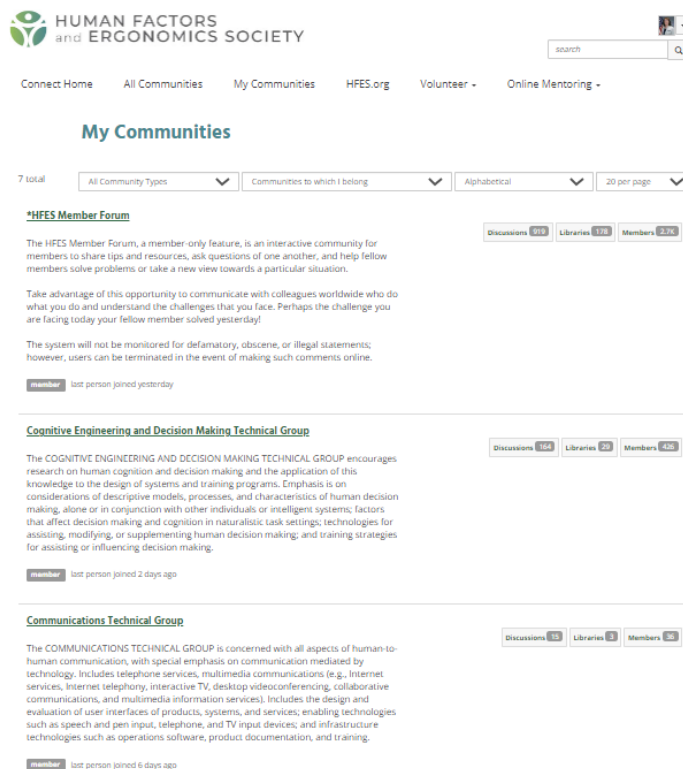Figure 1. Select HFES Community email frequency.
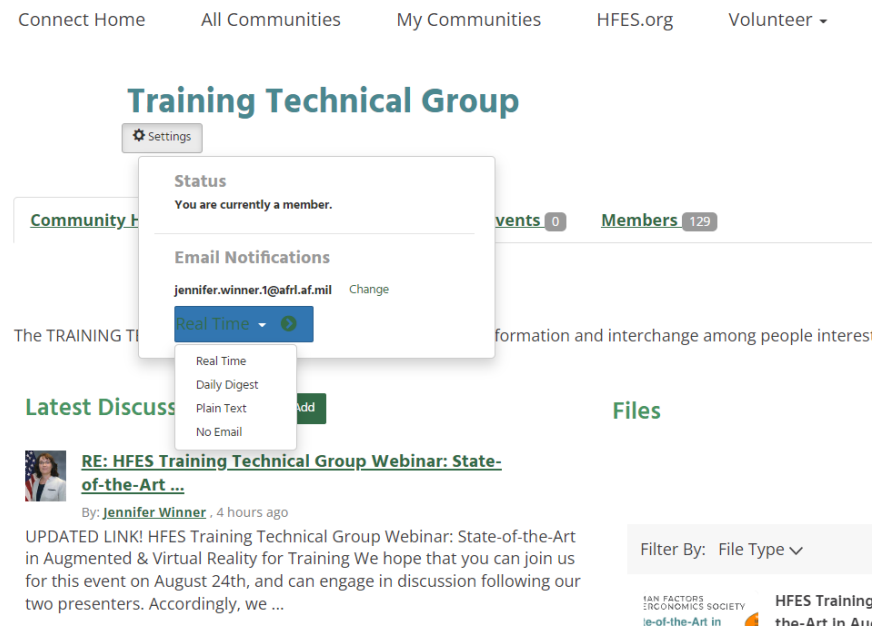
Figure 2. Select HFES Community email frequency.

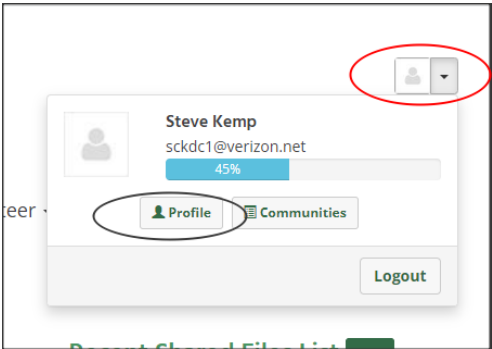Figure 3. Access User Profile (top right corner of screen)

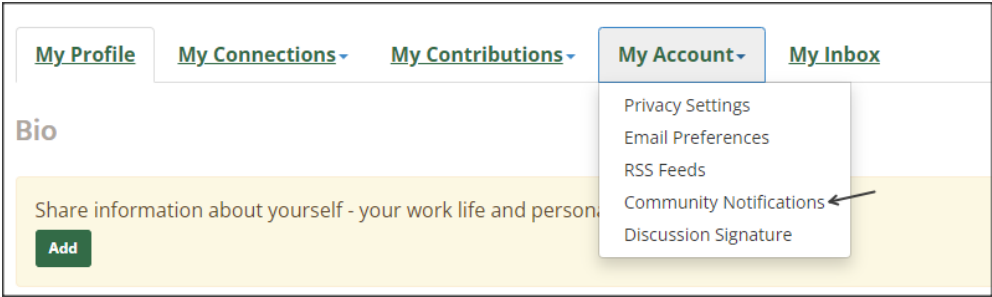Figure 4. Modify email settings under "My Account" and then "Community Notifications"

Figure 5. Community Notifications

HFES Connect Posting Lessons Learned

- The community needs to be set up to allow non-members for them to receive the notifications they opt into (real time or digest). As long as this flag is set, nonmembers may join any TG and so they should be receiving emails to inform them when content is posted to the communities to which they belong.
- Authors can edit the contents of an existing post that they made, but there is no option to delete or replace attachments in those posts.
- When adding a new discussion post, you can select the optional "cross post to" option. Once posted, it will shoot out emails to members for both communities according to their email frequency settings.
- If you edit a post from the main community in which you posted it, those edits will not appear in the optional "cross post to" community. You will have to go into that second community, into the discussion post, and make those edits there also.
- If you reply to a post from the main community in which you posted it, the reply will not appear in the optional "cross post to" community discussion thread. You will have to go into that second community, to that discussion thread, and reply there also.

APPENDIX E – Annual Business Meeting Agenda Template

Each TG is required to hold a business meeting annually. Following is a template that can be used as a guide. HFES staff will contact each TG to request scheduling details.

HFES Technical Group Business Meeting Template

1. Meeting Details
    a. Chairperson: _____
    b. Secretary/Minutes' keeper: _____
    c. Date: _____
    d. Time: _____
    e. Location: _____
    f. List of attendees (if desired for recordkeeping purposes)
2. Call to Order
    a. Conducted by Chairperson
3. Old Business
    a. Overview of the state of the TG
    b. Review of the TG Budget
    c. Review of the Program (from the Program Chair)
        i. # of submissions/acceptance rate/# of sessions, etc.
    d. If the TG does awards, they probably belong here (announcement of winners)
    e. Revisiting points of order or issues from previous meetings
        i. Progress on initiatives
        ii. Note of any challenges hampering progress
    f. Promotion of TG events at the annual meeting and beyond
        i. Networking event
        ii. Dedicating time for sponsors to address the membership
4. New Business
    a. Presentation of new agenda items that have developed since the previous meeting
    b. Breaking news of concern to the membership
        i. For example, relevant publications
    c. Members can ask in advance to have an item in this section
5. Any Other Business
    a. Members have the opportunity to raise any new issues at this time (dedicated time for this purpose)
6. Adjournment
7. Filing and/or Posting of Minutes
    a. Include note of the officer or person submitting the minutes

APPENDIX F – Handoff Template

The following be completed each year, submitted to the Executive Director, and handed off from the current TG Chair to the incoming TG chair.

Handoff Template Information

1. Committee Name
2. Committee Purpose
3. Committee Members, Position, responsibilities, and affiliations with other HFES committees
4. Meeting Frequency and date of last meeting
5. Committee Initiatives
   a. Completed
        i. Brief description of purpose and link to committee goals
        ii. Roles & responsibilities
        iii. Any issues or comments
   b. Ongoing
        i. Brief description of purpose and link to committee goals
        ii. Timeline
        iii. Roles & responsibilities
        iv. Status
   c. Planned
        i. Brief description of purpose and link to committee goals
        ii. Expected Timeline
        iii. Roles & responsibilities
6. Other notable activities
7. Notes

APPENDIX G – HFES Policies and Guidelines for Technical Group Websites

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Policies

The following items must appear on all HFES Technical Groups and local and student chapters:

1. HFES logo, which you can obtain from HFES

For external audiences

For internal audiences

HFES's brand identity can only be established and preserved through accurate and consistent usage throughout North America and the world. Alterations and distortions of our common name and logo dilute their impact, weaken our identity, and endanger the legal protections afforded our trademarks. Uniform use of our name and logo is essential for creating an internationally recognizable identity and reference. Please review **Guidelines for the Use of the HFES Logo**.

Note: If you would like to modify the logo or incorporate it into your own logo or other graphic element, please send the Communications Department a copy before you post your graphic on your site.

2. The group's name must include "HFES" or "Human Factors and Ergonomics Society," such as "Aerospace Systems Technical Group of the Human Factors and Ergonomics Society", "Arizona Chapter of the Human Factors and Ergonomics Society", or "HFES Old Dominion University Student Chapter"

3. A link to the HFES website (http://hfes.org) must appear on the home page.

Guidelines
1. If your website is not hosted by HFES, send the HFES staff (see Appendix A) the URL for your site. The HFES website contains links to all active TG and chapter Websites.

2. Be sure to notify the central office (see Appendix A) whenever your Website URL changes.

3. Test all the links throughout your site regularly to ensure they are still active; update as needed.

APPENDIX H – A GUIDE FOR HFES-AFFILIATED GROUPS:

Copyright, Decency and Information Dissemination

The following brief guidelines are intended to assist groups affiliated with the Human Factors and Ergonomics Society, such as chapters and technical groups, with the task of responsible information dissemination.

Growth, particularly in the area of electronic information dissemination, has raised concerns about protection of intellectual property rights and issues involving suitability, appropriateness, and decency. These guidelines address such issues in regard to the distribution of information in print or by electronic means (e.g., E-mail, bulletin boards, list servers, World Wide Web).

HFES Policies and guidelines for Technical Group Websites

Copyright

Unless the author of information presented in print or electronic form explicitly states otherwise, he or she owns the information, and anyone wishing to use or redistribute it must first obtain the author's permission. Whether or not a statement such as "Copyright 2006 by John Jones" appears in the document, it must be assumed to be copyrighted. (Simply stating that a document is copyrighted establishes the ownership; it need not be formally registered with the Copyright Office.) Reuse of even a small portion of the work without permission may violate the author's copyright.

If you intend to reuse, redistribute, or upload information, you must first obtain permission unless an explicit license for reuse is included in the document. In addition, if you are redistributing or reprinting the document, the copyright owner may require that you obtain the permission of others (the author, for instance) and/or that you include a specific acknowledgment of the original source as conditions of reuse.

The Human Factors and Ergonomics Society requires that anyone wishing to reuse HFES-copyrighted material must obtain permission from the Society as well as the senior author (even if the requester is the senior author). Acknowledgment of the original source is also required.

By their nature, messages posted to publicly accessible news groups are assumed to be copyable without the need to obtain the author's permission. This is referred to as "implied license" to reuse the work. However, there are very few other instances of implied license allowing reuse of another's work without permission.

According to the Society's legal counsel, "the courts have determined that bulletin board operators having knowledge that unauthorized copies of materials may be made in connection with the operation of the bulletin board can be held liable for copyright infringement, as well as for trademark infringement, unfair competition, and otherwise."

Antitrust and Defamation

Issues of confidentiality, privacy, antitrust, and libel can arise in electronic communication media such as bulletin boards. According to the Society's legal counsel, "antitrust violations such as 'statements that could be construed as price-fixing, boycotting of certain supplier companies or firms, or even allocation of markets among suppliers'] have been considered per se antitrust violations in certain circumstances." In addition, "bulletin board operators can be held liable as publishers of defamatory comments when controlling the content of online information. Potentially defamatory, obscene, or other improper communications can be problematic."

HFES advises that the system operator state clearly that "the system will not be monitored for defamatory, obscene, or illegal statements but that users can be terminated in the event of making such comments online."

With regard to privacy and confidentiality, "anything placed online (including E-mail) should be considered permanent and accessible and discoverable in litigation."

References

Glassie, J. C. (1996, May 21). Memorandum from the Law Offices of Jenner & Block, Washington, DC.

Lessig, L., Post, D., & Volokh, E. (1996). Cyberspace law for non-lawyers (http://www.lessig.org/content/articles/works/cyberlessons/index.html) (August 1996)