

AAPT Executive Board WebEx Meeting, May 6, 2011

Members on online at some time during the meeting:

Steve Iona, Beth Cunningham, Gay Stewart, Marina Milner Bolotin, Greg Puskar, Steve Shropshire, David Cook, Jill Marshall, David Sokoloff, Karl Mamola, Marie Plumb, and Jan Tobochnik

Highlights from the Conference Call:

Quotas for Workshops

- The number of participants per workshop seems to be decreasing. The number of workshops cancelled at the meetings seems to be increasing.
- There was some uncertainty whether the minimum number of participants/workshop was 5 or 12.
- There does not seem to be any consistency in the cost to AAPT for workshops. It depends on the venue.
- It was unknown if the workshop cancellations were for often held workshops or new ones.
- Between 200-300 people are involved in workshops
- Sokoloff will appoint a committee to bring a recommendation. (Committee = Sokoloff, Marshall, Stewart + staff from Executive Office)

Associate Membership

- The two points of view seem to be: AAPT has spent money to establish the Associate Membership; therefore, we should see it through the 3-year trial period. vs. AAPT is losing money with each Associate Membership, and so the model is not sustainable.
- It was unclear if the AM is losing money since indirect costs are confusing. Perhaps a more fair rate is \$69/year.
- There were some questions whether the AM should have a time limit and be used as a membership incentive/trial.
- AAPT has a very poor history of converting trial memberships to regular memberships.
- Some thought that there was a lack of publicity for the membership
- The membership offer will be emphasized through the Section Reps.

Strategy Day with AIP

- Iona will send out a summary of the AIP presentation to the Publications Committee
- AIP could benefit from a better understanding of AAPT's work/products.

2011 Budget

- It appears that AAPT has \$577k in "debt" (\$438k in bills and \$140k in projected loss for 2011). There was an accounting error when we were developing the 2011 Budget and a \$10k entry was made rather than a \$100k entry. Therefore, we are expecting \$90k less membership revenue.

Physics Store

- There appears to be a loss of \$50-100k/year for the store
- Sokoloff encouraged Cunningham to look at ways to decrease the loss in the Store.

AAPT Executive Board WebEx Meeting, May 11, 2011

Members on online at some time during the meeting:

Steve Iona, Beth Cunningham, Gay Stewart, Diane Riendeau, Paul Zitzewitz, Greg Puskar, Steve Shropshire, David Cook, Jill Marshall, David Sokoloff, Karl Mamola, Marie Plumb, Jan Tobochnik, Michael Brosnan, Shirley Hyde, Marilyn Gardner, and Tiffany Hayes

Highlights from the Conference Call:

AEO Search

The procedures were reviewed.

- Sokoloff indicated that he would be comfortable if it was understood that the Executive Officer pre-screened the applications and offered suggestions to the Search Committee, and that the Committee not need to travel for interviews.
- There was some discussion regarding the Board interviewing the candidates
- There were questions about the length of the initial contract: 18 month, 12 month
- There were comments about making PER “desirable” versus including stronger wording.
- There were questions about the need for a PhD versus PhD “preferred”
- The Board will vote electronically on the posting and it will be sent out ASAP

Fundraising

- It was pointed out that the Executive Board, and especially the Finance Committee, may not have the expertise to do fundraising.
- There were questions about assistance from AIP.
- The Board should be polled to identify interest in participating on a subcommittee.

Ad Hoc Committee on Alternative Access

- Marilyn Gardner reported on a meeting she attended hosted by the American Society of Association Executives. At that meeting, registrants pay for the entire meeting, but only attend some sessions. The entire meeting is available electronically. She wondered if this might be a way to better involve AAPT’s international members.
- There will be two sessions available electronically in Omaha.
- Cook encouraged the group to contact Amy Flatten, APS international Affairs Department for additional information about an APS alternative access initiative.
- Questions were raised about registration fees for remote presenters, fees to access the presentations in real time versus after the meeting. These questions will require a Board policy.
- It will be important the Area Committees understand that this endeavor needs to be revenue neutral.
- For the Omaha experiment using a WebEx presentation of two sessions, the remote audience will be volunteers; they will submit an evaluation. There will be no registration fee required for this experiment. Future work will require cost-estimates

APS/AAPT Initiatives

- Cunningham met with Kate Kirby, APS Executive Officer.
- Kirby indicated that there is strong APS “member support” for their education initiatives. Cunningham will try to strengthen communication with APS with regular meetings involving Hodapp, Kirby, and Plisch.
- In the past, the APS-Committee on Education had AAPT and AIP liaisons. Cunningham will follow-up on the changes.
- Cook pointed out the value he saw in attending APS meetings (Executive Committee and FED) and being able to talk about AAPT programs. He was troubled that in many APS reports AAPT attributions were omitted.
- Cunningham noted that the APS committees seem more active than our Area Committees.

Awards Committee Items

- Cook wondered about offering Awards only when they were fully endowed. The consensus of the Board was not to offer the Phillips at this time and that the Awards Committee could consider offering the Jackson Award in Ontario.
- The re-naming of the Jackson Award will be voted on electronically.

AJP Search Update

- The Board will receive an electronic motion approving the appointment of David Jackson, Dickinson College as the next AJP Editor.
- Some preliminary information was presented about the transition costs and costs associated with the new office.

Computational Physics Statement

The Board will receive an electronic ballot to vote on the Computational Physics Statement

Board Orientation

- Questions were raised about the need and especially the timing of the Board Orientation for new members.
- Historical information about the Primers was mentioned.
- The importance of having an updated Executive Board Handbook was mentioned.
- April is too late for an orientation since the Vice-President is immediately involved in the work of meeting planning.
- It is important that at least some of the new members know about the workings and the staff contacts at the Executive Office.
- Nominees for the Board need additional information about the time commitments and other obligations.
- There seems to be some mismatch between the timing of the meeting planning and the timing of the meetings that involve planning.
- Sokoloff mentioned the difference between a computer programming manual and a user’s guide. He prefers a user’s guide type document to help with the planning work that he has done.
- There is some mentoring through the Presidential Chain

- Perhaps there is a need for a WebEx conference involving the EO, the President, and the new members of the Board.
- It is awkward that the Vice-Chair of the Section Reps is elected at a meeting and immediately begins service.
- Perhaps an orientation could be scheduled between time of the election and the Winter Meeting.
- Cook volunteered to write information for potential candidates to consider before accepting a nomination. Sokoloff will look at the Handbook for additional clarification

Area Chair Recognition at a Ceremonial Session

- Comments included whether everything needs to take place at a meeting. Could recognition be in the e-NNOUNCER?
- COGS should consider the role of the Area Chairs. COGS should consider extending the term of the Chairs to be 2-years.
- Could a WebEx meeting among the Chairs help them better focus their work?
- Could Section Representatives and Section Officers also be recognized?
- Could a certificate of thanks be sent from the Executive Office?

There seemed to be a strong feeling to increase the recognition of the Area Chairs, but not at a national meeting.

Non-Member Invited Speakers

This item was addressed in October 2010 when the Board voted to offer full meeting registration to non-member invited speakers.

The continuing comments included:

- A desire to have Area Committees use members as resources.
- That it is rare to have the same person give several talks over several years.
- That there is a financial impact with free registrations.
- APS does not charge a registration fee for invited speakers
- International meetings often waive non-member invited speaker registration fees.
- Many invited speakers will never become AAPT members
- We do not want members to drop their membership and then seek to be invited speakers.

Electronic Motions January-June 2011

The following motions were voted on by the Executive Board during January – June 2011:

- AAPT Electronic Motion regarding Associate Executive Officer
- AAPT Executive Board Motion to submit NSF TUES grant for
- Physics Education Research Users Guide
- Approval of Executive Officer's Objectives and Strategies January – June 2011
- Non-Member Subscription Pricing for 2012
- Recognition Of Warren Hein As Executive Officer Emeritus
- Change The Name of the Jackson Award.
- Adopt A Statement On Computational Physics In The Undergraduate Program
- AJP Editor – David Jackson
- AAPT Electronic Motion regarding Associate Executive Officer
- Guidelines for AAPT Executive Board Meetings Held Electronically
- First-Time Attendee High School Teacher Day
- AAPT-IUPAP Appointments
- AIP Governing Board Appointments

AAPT Electronic Motion regarding Associate Executive Officer

Following the WebEx conference call on May 11, 2011, the Board is asked to approve the AAPT Associate Executive Officer description and job posting.

Several changes were made in the documents as a result of suggestions from the Board:

AIP Job Ad:

- Under "Qualifications," changed (Ph.D.) to (Ph.D. preferred).
- Under "Qualifications," changed "A demonstrated interest in physics education and physics education issues is desirable." to "Must have a demonstrated interest in physics education and physics education issues."

Job Description:

- Under "Qualifications & Experience," beginning of first sentence changed to "Must be an experienced, successful educator with a strong background in physics or a related discipline (Ph.D. preferred)..."
- Under "Specific Responsibilities Include," added the following phrase to the fourth bullet item "and interface with the AAPT committees and AAPT's state and regional sections." (This reflects the duties listed in the AIP job ad.)

Motion:

The AAPT Executive Board approves the revised versions of the AAPT Associate Executive Officer Job Description and AIP Job Advertisement, and the Board further directs Beth Cunningham to initiate the search process.

Vote: 8-Yes, 1-Abstain, 2- no vote

**AAPT Executive Board Motion to submit NSF TUES grant for
Physics Education Research Users Guide**

The grant to the NSF-TUES is to continue work on a Physics Education Research Users Guide. This work would supplement some funding for ComPADRE.

Beth Cunningham would serve as a Co-PI (to review budget on a quarterly basis, assist in conducting conference calls/WebEx meetings between co-PI's, assist in writing annual and final reports, and along with Bruce Mason provide coordination between this work and other ComPADRE work) and AAPT would receive approximately \$50k to cover Cunningham's salary and costs associated with handling the financial details for the grant (*e.g.*, process payments to individuals or for supplies, draw down funds from NSF, provide quarterly financial reports). AAPT will also receive recognition on any resources that result from this work.

The motion made by the Review Board is:

AAPT Executive Board approves the submission of the PERUG grant to the NSF where Dr. Beth Cunningham will act as a co-PI and AAPT will receive funds to act as the fiscal agent.

Vote: 11-Yes, 0-No

Recognition of Warren Hein as Executive Officer Emeritus

As a result of the electronic meeting on Friday, February 25, 2011, David Sokoloff offers the following motion:

The AAPT Board recognizes the contributions of Warren Hein who served as Associate Executive Office and then as Executive Officer of the American Association of Physics Teachers providing leadership to advance the organization's mission and facilitate the contributions of its members. Moreover, we look forward to his continued service to the Association as Executive Officer Emeritus

Vote: 11-Yes

**Approval of Executive Officer's Objectives and Strategies
January – June 2011**

Following the conference call on Thursday, April 21, 2011, President Sokoloff has offered the following motion to be voted on electronically:

Motion: The AAPT Executive Board thanks Beth Cunningham for preparing the document “Executive Officer’s Objectives and Strategies January – June, 2011 as revised April 18, 2011” and approves it with the following changes and additions:

1. Change the inclusive dates to January – July 2011 since most items entail reports to the Board in July.
2. Add statements on strategies to improve cost-control accounting.
3. Add a statement regarding the completion of the AAPT annual audit.
4. Add a statement emphasizing the role of the EO in the establishment of new indirect cost rates with the NSF.
5. Add strategies that work to address the decrease in non-member and consortia journal subscriptions, and to track whether the 2010 decrease is indicative of a continuing problem.
6. Add statements that indicate that the report to the Board in July will include objectives and strategies for at least the remainder of 2011, i.e., July – December 2011 and that more of these will inform the Board of what the goals will be rather than emphasizing what is currently happening.

Vote: Vote: 10-Yes, 1-Abstain

Non-Member Subscription Pricing for 2012

Information was presented by Beth Cunningham and Marilyn Gardner regarding subscription price increases for institutional subscribers (usually libraries). The income from these subscriptions currently makes up approximately \$1.5 million. By increasing the subscription fees, this would increase the AAPT income up to about \$2.1 million.

There are two options presented. Since there is a deadline of June 27 for an AIP informational mailing, you are asked to vote yes or no on each option. (This will increase the odds of having at least one of the proposals pass). The minimum number of affirmative votes to pass is eight. If both motions pass, it is understood that the motion with the highest percent increase will take precedence.

Please vote on each of these motions:

Motion 1: I approve an 18% increase for Print and Online Subscriptions and 9% increase for Online Only for non-member subscriptions for AJP and TPT (see chart below).

Motion 2: I approve a 25% increase for Print and Online Subscriptions and 10% for Online Only Subscriptions for non-member subscriptions for AJP and TPT (see chart

below).

Membership Dues & Subscription rates 9 % Online & 18% Print & Online increase and 2012 Postage

Journal	Type	Domestic	Foreign	Airfreight
AJP	Print and Online	840	925	945
	Online only	699	N/A	N/A
	TYC Print and Online	672	757	777
	Online only	657	N/A	N/A
	Single copy	70	88	88
TPT	Print and Online	539	599	604
	Online only	448	N/A	N/A
	TYC Print and Online	431	491	526
	Online only	421	N/A	N/A
	Single copy	62	80	80

Membership Dues & Subscription rates 10 % Online & 25% Print & Online increase and 2012 Postage

Journal	Type	Domestic	Foreign	Airfreight
AJP	Print and Online	890	975	995
	Online only	705	N/A	N/A
	TYC Print and Online	712	797	817
	Online only	663	N/A	N/A
	Single copy	70	88	88
TPT	Print and Online	571	631	638
	Online only	452	N/A	N/A
	TYC Print and Online	457	517	522
	Online only	425	N/A	N/A
	Single copy	62	80	80

Vote: 9%/18% 9-Yes, 0-No, 2 no vote

10%25% 8-Yes, 0-No, 2 no vote

The larger percentage will be the one posted.

Change in the Name of the Jackson Award

That the official name of the “Jackson Award” be The John David Jackson Award for Excellence in Graduate Physics Education.

The discussion within the Awards Committee focused on inserting the word “Graduate” and using the term “Education.” The word “Graduate” more clearly identifies the target audience for the award. The term “Education” is intended to be broader than “Teaching.” Family representatives suggested the use of Jackson’s full name to the Committee.

Vote: 9-Yes, 2-no vote

Adopt A Statement On Computational Physics In The Undergraduate Program

That the AAPT Executive Board endorses the statement

“The American Association of Physics Teachers urges that every physics and astronomy department provide its majors and potential majors with appropriate instruction in computational physics”

and that the statement be publicized in the same way that similar AAPT statements on other issues have been publicized.

This statement has been reviewed by several Area Committees and has undergone small revisions since the Board first saw the draft.

Vote: 8-Yes, 1-Abstain, 1-no vote

AJP Editor – David Jackson

The AJP Editor Search Committee recommends that David Jackson, Dickison College, be appointed AJP Editor.

Motion:

The Executive Board approves the appointment of David Jackson, Dickinson College, as AJP Editor for a three-year term. The Board further accepts the estimated compensation package and transition costs as presented ($\pm 5\%$).

Note: There are still uncertain costs for Associate Editor. These costs are not part of the compensation package or the transition costs. Also, all Editor appointments are for renewable three-year terms.

Vote: 10-Yes, 1-no vote

GUIDELINES FOR AAPT EXECUTIVE BOARD MEETINGS HELD ELECTRONICALLY

See guidelines included in the Appendix.
The motion was to approve the Guidelines.

Vote: 9-Yes, 1-Abstain, 1-no vote

First-Time Attendee High School Teacher Day

David Sokoloff has asked the Board to vote on the following motion:

Motion: The AAPT Executive Board designates that Tuesday; August 2, 2011 will be First-Time Attendee High School Teacher Day at the WM2011 in Omaha, NE. High school teachers attending this day--who have not previously attended a National AAPT Meeting--will have a special one-day registration fee of \$75 for this meeting only.

David indicated that both Tiffany and Beth support this proposal. "We have already talked about the details in our Board meeting, and, if approved, I will work with Jill to arrange the schedule."

If approved, David will work with Dan Crowe regarding publicity and selection.

Vote: 9-Yes, 2-No

AJP Editor Adjustments

As we continued negotiations with David Jackson regarding the AJP editor position, the costs have exceeded the +/- 5% in the original motion.

Beth Cunningham has been taking the lead on these negotiations. Her summary is as follows:

Transition Costs (summer and fall 2011):
\$243,292 (original estimate was \$237,414)

Additions to the original estimate now include accurate salaries for both David Jackson for the

summer and fall and for Jan Tobochnik for the fall.

Annual Editor Salary Costs (for 2012):
\$88,764 (original estimate was \$73,778)

Additions to the original estimate now include an accurate 2011-12 academic year salary for David (plus an estimated 4% increase in salary for fall 2012) plus three rather than two months of salary during the summer.

Please note that Dickinson will be covering David's benefits, which translates to a savings to AAPT of at least 20%. I doubt that any other institution would give us such a great deal. In addition, Dickinson is providing an office and computer to support David's work as AJP editor. David is aware of AAPT's financial constraints and is working to contain the cost of an associate editor. Even with the additional month of salary during the summer for David, the total cost of the new editorial office (editor salary, associate editor salary, and other editorial office costs) is estimated to be less than the current annual costs of the editorial office (\$179,600 versus \$219,000).

Based on this, the Board should be asked to approve the additional costs.

Motion:

The AAPT Executive Board approves the new costs for the transition of the AJP Editorial Offices (\$243k vs. \$237k) and the compensation arrangements (\$89k vs. \$74k) for David Jackson as new AJP Editor.

Vote: 10-Yes, 1 no vote

AAPT-IUPAP Appointments

In the past week or so, with help particularly from Mary Beth Monroe, Bernie Khoury, Gordon Ramsey, and Dean Zollman, David Cook has come to understand AAPT's relationship with the International Union of Pure and Applied Physics (IUPAP) and its subgroups the U.S. Liaison Committee (USLC) and the International Commission on Physics Education (ICPE). In brief, AAPT has two representatives on the USLC, one of which is ex officio, the AAPT Executive Officer, and the other of which AAPT has full authority to identify. AAPT can also nominate one individual for consideration first by the USLC and then ultimately by the IUPAP General Assembly for membership on ICPE. (Note: The USLC and the IUPAP General Assembly have essentially always accepted the AAPT-identified nominee for ICPE.)

Gordon Ramsey's first three-year term on the USLC comes to an end sometime in the next few months, but he is eligible for reappointment. Dean Zollman's current three-year term on ICPE ends at the close of the IUPAP General Assembly on 31 October 2011 in London, and he is NOT eligible for reappointment. Thus, AAPT is in the position of needing to appoint (or re-appoint) a member to the USLC, and to appoint a candidate for consideration to the ICPE to replace Dean Zollman. These are for three-year terms that will end in 2014.

Gordon Ramsey is willing to be reappointed to the USLC for a second three-year term. David Sokoloff has expressed interest in representing AAPT for a three-year term on ICPE. That term, if he is selected by the IUPAP General Assembly, will begin this fall after their meeting. Technically, according to AAPT policies (see Part II, Section IV.S.1 of the AAPT Executive Board Handbook), appointments of this sort are to be made by action of the AAPT Executive Board on the recommendation of the President-Elect. Therefore, we have the following motions from the Presidential Chain:

Motion 1. The AAPT Executive Board appoint Gordon Ramsey to serve a second three-year term as AAPT's representative to the US Liaison Committee of the International Union of Pure and Applied Physics.

Motion 2. The AAPT Executive Board send the name David Sokoloff to the US Liaison Committee as AAPT's candidate for a three-year term as a US representative to the International Commission on Physics Education of the International Union of Pure and Applied Physics with the request that this name be passed on for consideration at the General Assembly in the fall of 2011 for appointment to the International Commission on Physics Education.

Vote:: 11-Yes on both motions

AIP Governing Board Appointments

Traditionally, we have the senior three members of the Presidential Chain as appointed representatives. This means that as Alex Dickison cycled off, Jill Marshall should cycle on.

Likewise, we traditionally appoint the Executive Officer to be on the Governing Board.

Motion:
The AAPT Executive Board appoints Jill Marshall (term to end 2014) and Beth Cunningham to the AIP Governing Board.

Vote: 8-Yes, 3-no vote

APPENDIX to ELECTRONIC MOTIONS SECTION

AMERICAN ASSOCIATION OF PHYSICS TEACHERS POSITION AVAILABLE

POSITION: Associate Executive Officer

LOCATION: College Park, MD

REPORTS TO: Executive Officer

Essential Functions:

The American Association of Physics Teachers (AAPT) is seeking a highly motivated, energetic individual with excellent interpersonal skills to serve as Associate Executive Officer (AEO). A good knowledge of physics and physics education is essential; experience with management, budgeting, and funding issues is also important. The AEO will work with Association members, officers, and staff, as well as with leaders of other physics and science societies, to foster the dissemination of physics knowledge, particularly by teaching and improved physics education. The AEO will oversee academic grants, interface with the AAPT committees and AAPT's state and regional sections, and advise the Executive Officer on academic issues. The AEO is appointed by the Executive Board and reports to the Executive Officer.

The AEO will be in residence at the AAPT National Office in College Park, MD. This is a permanent position and the terms of the appointment, including starting date and salary, are negotiable. Nominations are encouraged.

Qualifications:

Must be an experienced, successful physics educator with a strong background in physics or a related discipline (Ph.D. preferred) plus a combination of management and budgeting experience and experience in writing proposals and managing grants/contracts is required. Must have a demonstrated interest in physics education and physics education issues. The successful candidate must be willing to travel.

If you feel you have the qualifications and would like to apply for this position, please forward the following: (1) your curriculum vitae; (2) a statement on interests and accomplishments in physics and physics education, (3) an account of management and budgeting experience, as well as of proposal writing and grant management; and (4) the names of and contact information for 3-5 references.

Applications and nominations should be submitted to: American Association of Physics Teachers, AEO Search, c/o AIP, Human Resources, One Physics Ellipse, College Park, MD 20740-3845 or email to: aiphr@aip.org.

All applications and nominations will be handled in strict confidence

AMERICAN ASSOCIATION OF PHYSICS TEACHERS

JOB DESCRIPTION

Position Title: Associate Executive Officer

Reports To: Executive Officer

Position Classification: Exempt, Regular Full-Time

Qualifications & Experience:

Must be an experienced, successful physics educator with a strong background in physics or a related discipline (Ph.D. preferred) and management experience such as at the department chair level or above at an academic institution; excellent communication skills, both oral and written; experience in writing and managing grants and/or contracts; a demonstrated interest and active involvement in physics education and physics education issues. Some travel is required throughout the year to attend AAPT National Meetings and other conferences and seminars.

Position Summary:

The Associate Executive Officer will work with staff, officers of the association, members of the association and leaders of other physics and science education societies to promote the goals of the association and enhance the understanding and appreciation of physics through teaching.

Specific Responsibilities Include:

- Take an active role in fund raising including writing grant proposals to private and federal funding agencies, serve as co-principal investigator on grants as designated by the Executive Officer and Executive Board, serve as project director for some grant funded projects, and authorize payments of all grant-related expenditures. (45%)
- Serve as Authorized Organization Representative via the FastLane system for submission of all proposals approved by the Executive Board to NSF. Track all grants submitted by the association and monitor performance and compliance with all NSF reporting deadlines and guidelines. (5%)
- Serve as member of the management team and assist in all staff-related functions and services such as performance evaluation, the association's technology infrastructure, payroll and salary adjustments, hiring, etc. (10%)
- Serve as AAPT's representative to other science and education associations as assigned by the Executive Officer (e.g. the Coalition for National Science Funding, Project Kaleidoscope, AIP Advisory Committee on Physics Education, etc) and interface with the AAPT committees and AAPT's state and regional sections. (10%)
- Work with the Executive Officer, Chief Financial Officer, and the rest of the management team to help develop the annual budget and then assist in

providing budget oversight on a monthly basis to monitor actual income and expenses as compared to the budgeted income and expenses. (10%)

- Serve as liaison to AIP's Public Policy Center staff and other associations with public policy staff, monitor state and federal policies that affect STEM education to alert membership about important legislation, and communicate with appropriate bodies about AAPT's priorities on education issues. (10%)
- Attend Executive Board meetings and prepare materials for the Executive Board such as budget updates, reports on grants, and other reports as directed by the Executive Officer. (5%)
- Work on other projects as assigned by the Executive Officer. (5%)

5/11/2011

GUIDELINES FOR AAPT EXECUTIVE BOARD MEETINGS HELD ELECTRONICALLY

The AAPT Executive Board sets the times for its meetings and sets its agenda. Prior to 2011, the Board met face-to-face at the national meetings and at ACP in the fall and spring. If the Board is to meet electronically, then certain precautions should be observed to assure that there is appropriate involvement by all members of the Board during the meeting and in any decisions that are made.

If the Board chooses to call a Regular Meeting with electronic participation,

- The meeting date and time needs to be set at least eight-weeks in advance.
- The agenda for the meeting needs to be finalized for the Board members at least three weeks in advance of the meeting.
- The relevant documents for the discussions, needs to be available at least one week in advance of the meeting. These documents should include any motions that would be voted on to allow for the possibility of preliminary discussion. (These documents have sometimes been called Board Packet or ibook).
- At least eight voting members of the Board must be participating in the meeting.
- If the Board votes on motions presented in the Board documents, they must pass with at least eight affirmative votes. A roll-call voting process should be used. Amended motions or motions suggested during the meeting, must be voted on electronically outside of the meeting.
- As with all Board Meetings, a record (*e.g.*, minutes) must be kept of the proceedings.

Several of these guidelines are based on the procedures used for electronic voting on motions.

These guidelines are designed to guarantee that Regular meetings held electronically meet or exceed the provisions mentioned in the AAPT Constitution:

- A quorum of the Executive Board shall be one-half of the voting membership of the Board.
- Special meetings of the Executive Board shall be announced in writing to its members with at least four weeks advance notice. The reason for the meeting must be set forth in the announcement. Such special meetings may be called by the President or by a majority of members of the Executive Board eligible to vote.

There are no limitations set for Board Conference Calls. However, no votes can be taken during a conference call. Any follow-up voting must be done at a Regular Meeting or using the electronic voting procedures.