

APPENDIX D

BY-LAWS OF THE PROGRAM COMMITTEE

Approved by the Board of Directors

October 12, 1985

Last amended March 13, 1997

Section 1. The Committee. The Program Committee shall be composed of a chair of the Program Committee and no fewer than 4 members, appointed annually by the incoming President.

Section 2. Naming and Appointing the Program Chair. The Vice President shall, at the Board of Directors fall meeting, 17 or 18 months before the Annual Meeting at which he/she shall preside as President, name the chair of the Program Committee for the program to be presented at that Annual Meeting. The person named, or anyone else subsequently selected by the President, is officially appointed chair by the incoming President one year before the Annual Meeting at which he/she presides. The chair of the Program Committee coordinates the annual program but does not take part in it.

Section 3. Guidelines for the Committee.

I Deadlines:

- a. The call for papers in the "NEWSLETTER" with a deadline of September 1.
- b. A skeleton program (i.e., complete except for session chairs) for Fall meeting of the Board of Directors.
- c. Complete program by December 1 (for February "NEWSLETTER" and Winter issue of *Louisiana History*).
- d. January 5, last day for changes in the printed program.

II The Taylor Rule

- a. Sessions should last from one hour and a quarter to one hour and a half.
- b. A session consists of a chair, two twenty to twenty-five minute papers or three fifteen-minute papers and a commentator (if one is necessary).
- c. Single paper sessions are also possible, provided the papers hold to the twenty or twenty-five minute time limit. Single paper sessions are not encouraged.
- d. The session chair enforces the Taylor Rule.

III Sessions

- a. The number of sessions shall not exceed 17 (2 sessions on Thursday afternoon for Social Studies teachers; on Friday and Saturday concurrent sessions for the time periods given below:
Thursday: 1:30 to --- 1 or 2 sessions for teachers
Friday: 9:00 to 10:15 3 concurrent sessions
10:30 to 11:45 3 concurrent sessions
1:00 to 2:15 3 concurrent sessions
2:30 to 3:45 3 concurrent sessions
4:00 to 5:15 Plenary session
Saturday: 9:00 to 10:15 3 concurrent sessions
- b. The Committee on Teaching History is responsible for securing presenters for the Thursday afternoon session or sessions.
- c. Three sessions can be given over to non-Louisiana history topics. Preference should be given in this order for non-Louisiana history papers: the South, the United States, Central and South America, Europe, and other.

IV Paper and Session Proposals

- a. Individuals proposing a paper or a session for the Annual Meeting Program should provide the Program Committee with an abstract of the paper or papers. The abstract will aid the committee in selecting papers for the program.
- b. The Program Committee chair must confirm receipt of a proposed paper or session within then days of submission.
- c. As soon as possible after the September 1 deadline for paper proposals, the Program Committee should begin putting the program together, that is, accepting papers to be presented at the annual meeting.
- d. The Program Committee chair must, by the time of the Fall Board Meeting (mid-October) inform the individual proposing a paper or session whether or not the paper or session will be part of the Annual Meeting Program.
- e. The Program Committee chair will inform all presenters that a paper proposal that has been accepted for inclusion in the Annual Meeting Program poses an obligation for

the presenter to honor attending the annual meeting and presenting the paper. If, for some reason, the presenter cannot attend the Annual Meeting, then the paper should be submitted to be read by someone other than the meeting.

- f. If the deadline for proposals has been reached and there are insufficient proposals for the number of sessions, the Program Committee shall endeavor to fill the vacant slots (this may mean having to solicit papers) so as to have sessions in all periods of Louisiana history, from colonial to the present. The Secretary-Treasurer and the Managing Editor may be consulted on achieving a well-rounded program.

V Session Chairs and Commentators

- a. It is the responsibility of the Program chair to inform presenters of the names and addresses of the chair and commentator of their session. It is also the responsibility of the Program committee chair to inform presenters that copies of their paper must be sent to the session chair and commentator by February 15. At the same time, the session chair should be sent the presenter's vita.
- b. Session chairs and commentators have the authority to grant extensions for submissions of papers past the February 15, deadline, but this is a matter to be agreed upon between presenter, session chair, and commentator. Session chairs should advise the Secretary-Treasurer of any violation of the February 15 deadline, except where an extension has been granted.
- c. It is recognized that not all sessions require a commentator. Some sessions may be so constructed as to want comments from the audience. The Program Committee will determine whether or not a session has a commentator.
- d. With regard to session chairs and commentators, the Program Committee should try as best it can to determine whether the individuals proposed for these responsibilities will carry them out in a professional manner.

VI Other

- a. No person should appear on the same program more than once, i.e., no one giving a paper should chair or comment at another session.