

Committee on Meetings and Conferences (COMC)

General Description

- Committee is standing.
- Number of members is about twelve.
- Term is three years.

This is a standing committee of approximately 12 members. The *ex officio* members are the President of the AMS, the Secretary of the AMS and the Executive Director of the AMS (non-voting). There shall be one member from the Board of Trustees, appointed by the Chair of the Board. All other members shall be appointed by the President; these include three members chosen from among the Vice Presidents and Members at Large of the Council, and at least four at-large members.

The Associate Secretaries shall be guests of COMC at all of its meetings.

The Chair is appointed by the President to a one-year term as Chair upon recommendation of the committee. This term can be extended if necessary. The Associate Executive Director for Meetings and Professional Services shall attend COMC meetings and provide administrative and staff support. The Director of Meetings and Conferences will be a permanent invited guest.

The COMC reports to the Council. It shall provide a written review of its activities annually to the Council; ordinarily a preliminary version of this report will be submitted to the ECBT at its November meeting.

Principal Activities

The Committee shall take a long range view of Society activities and structures in the area of Meetings and Conferences. COMC shall:

1. Advise the Council and leadership of the Society and make recommendations concerning Society policy on meetings and conferences; COMC may recommend both modification of existing activities, as well as initiation of new activities and directions.

Because both the Secretariat and the Meetings and Conferences Department are charged with dealing with specific details of meetings and conferences, COMC shall concentrate its efforts on matters of general policy, with a long range view. COMC does not have the authority to direct specific actions.

2. Carry out annual reviews, so that at least every six years it has conducted reviews and appraisals of the principal Society activities in its area of responsibility, such as:
 - a. Sectional Meetings
 - b. Special Lecture Series, Special Projects and Short Course

- c. National Meetings (scientific program)
- d. National Meetings (overall program, including governance meetings)
- e. International Joint Meetings
- f. Cosponsorship of meetings and conferences of other organizations; Conference Programs and Institutes

The results should be reported to the Executive Committee and to the Council.

3. Receive reports pertaining to meetings and conferences policy from committees of the Society, and forward analysis and recommendations to the Council; item report regularly to the membership; maintain an awareness of the views of the membership on issues concerning meetings and conferences; this may involve surveys, focus-group discussions, individual communications and committee correspondence.
4. Fulfill the charges to all policy committees included in Council resolutions as they may pertain to the area of responsibility of COMC.

COMC will coordinate its activities with other policy committees in areas of mutual concern. COMC will foster coordination with other professional organizations and government agencies on cooperative and parallel activities.

Though COMC is charged with attention to policy issues and with taking a long-range view towards matters affecting meetings and conferences, it may be appropriate for COMC to communicate informal suggestions to the Secretariat or the Meetings and Conferences Department for their consideration. Likewise, it may be appropriate for the Secretariat or the Meetings and Conferences Department to seek the informal advice of COMC about ongoing activities.

Council motions concerning policy committee charges

The 11 January 1994 Council approved the following resolution:

The Council charges the committees on Education, Meetings and Conferences, Profession, Publication, and Science Policy to carry out at least every six years reviews and appraisals of Society activities in the areas of their charges and to report the results of these reviews to the Executive Committee and to the Council.

The 7 January 1997 Council approved the following as “policy” regarding co-sponsorship of meetings and conferences of other organizations:

When the Society receives a request for co-sponsorship, this request will be referred to the Secretariat. The Secretariat will then determine whether the proposed co-sponsorship has mathematical merit and is otherwise in the best interests of the Society. If the request is a simple one, then the Secretariat can approve the request without further input; in more complicated cases (e.g., those requesting funding from the AMS), the Secretariat will forward the request to the ECBT and Council with a recommendation.

The Society reserves the right to appoint one or more members to appropriate program and organizing committees. Under normal circumstances the Society reserves the right of first refusal to any conference proceedings. This right should be exercised judiciously in light of the importance of maintaining goodwill between the Society and the organization requesting co-sponsorship; in all cases, the determination as to whether the Society will exercise its right to publish any proceedings should be made in a timely manner.

The 7 January 1997 Council approved COMC's recommendation concerning procedural and policy items regarding international meetings:

1. That the AMS continue to develop its written guidelines concerning the handling of financial arrangements and other organizational aspects of the meetings.
2. The AMS continue to work towards coordination at international meetings, such as
 - a. The involvement of people who already have contact with the country (e.g., who can speak the language and have substantial scientific contacts);
 - b. Coordination between any AMS program committees and counterpart committees in the country involved.

Miscellaneous Information

COMC can create such standing or ad hoc subcommittees as needed to do its work. These subcommittees may include non-COMC members. If the complexity of issues demands, COMC may recommend to the Council the creation of special task forces.

The business of the COMC can be done by US Mail, electronic mail, telephone, FAX or by meetings at or independent of national meetings, for which expense may be reimbursed by the Society. There shall be at least one face-to-face meeting annually for which expenses shall be reimbursed by the Society.

An explanation of travel expense reimbursement of volunteers for this committee is attached. This committee has been designated at **LEVEL B**.

Votes on motions or recommendations taken by mail (US or e-) shall be considered binding provided that:

1. A time for closing the vote is specified, which is at least seven working days following the dissemination of the statement of the motion or recommendation in its final form and unless item three or more members request that the motion or recommendation be placed on the agenda of the next face-to-face meeting of COMC.

Note to the Chair

Committee chairs should be informed, at the beginning of each fiscal period, the budget of their committees and cautioned to remain within the budget. Such items as travel reimbursement to, accommodations for, and meals for guests of any kind fall within these budgets.

Work done by committees on recurring problems may have value as precedent or work done may have historical interest. Because of this, the Council has requested that a central file system be maintained for the Society by the Secretary. Committees are reminded that a copy of every sheet of paper should be deposited (say once a year) in this central file. Confidential material should be noted, so that it can be handled in a confidential manner.

Authorization

Created by Council 930111

Written by committee 1/94

updated 8/24/94

updated 5/04/95

updated 9/08/97

updated 1/3/00

updated 2/29/03

updated 4/27/03

updated 2/16/10

updated 3/01/11

updated 3/05/12

Past Members

Year Members

- 1993 Bettye Anne Case, Robert M. Fossum, Ronald L. Graham, William H. Jaco, Linda Keen, Peter W. K. Li, M. Susan Montgomery, Hugo Rossi, David R. Scott, Nancy K. Stanton, D. L. Sulsky, William Velez, Ruth J. Williams
- 1994 Bettye Anne Case, Robert M. Fossum, Ronald L. Graham, William H. Jaco, Linda Keen, D. J. Lewis, Peter W. K. Li, Frank Morgan, Hugo Rossi, David R. Scott, Nancy K. Stanton, D. L. Sulsky, William Velez, Sylvia M. Wiegand, Ruth J. Williams
- 1995 Roy L. Adler, Bettye Anne Case, Robert M. Fossum, William H. Jaco, Peter W. K. Li, Jerrold E. Marsden, Cathleen S. Morawetz, Frank Morgan, David R. Scott, Alice Silverberg, D. L. Sulsky, Sylvia M. Wiegand, Ruth J. Williams
- 1996 Roy L. Adler, Bettye Anne Case, John H. Ewing, Robert M. Fossum, Isom Herron, Evan G. Houston, James Hyman, Jerrold E. Marsden, Cathleen S. Morawetz, Frank Morgan, D. L. Sulsky, Sylvia M. Wiegand, Ruth J. Williams
- 1997 Roy L. Adler, Bettye Anne Case, John H. Ewing, Robert M. Fossum, Isom Herron, Evan G. Houston, James Hyman, Arthur Jaffe, Jerrold E. Marsden, Joel H. Spencer, Karen Vogtmann, Sylvia M. Wiegand
- 1998 Roy L. Adler, James G. Arthur, Felix E. Browder, Karen L. Collins, Evan G. Houston, Arthur M. Jaffe, Donald E. McClure, Rick Miranda, Karen H. Parshall, Joel H. Spencer, Michael Starbird, Karen Vogtmann, Sylvia M. Wiegand
- 1999 James G. Arthur, Felix E. Browder, Karen L. Collins, Robert J. Daverman, John H. Ewing, Donald E. McClure, Rick Miranda, Karen H. Parshall, Joel H. Spencer, Michael Starbird, Karen Vogtmann, Sylvia M. Wiegand

- 2000 James G. Arthur, Felix E. Browder, Dominic P. Clemence, Karen L. Collins, Michael G. Crandall, Robert J. Daverman, John H. Ewing, Peter A. Kuchment, Rick Miranda, Karen Parshall, Michael Starbird, Karen Vogtmann
- 2001 James G. Arthur, Hyman Bass, Dominic P. Clemence, Karen L. Collins, John B. Conway, Robert J. Daverman, John H. Ewing, Irene Fonseca, Rick Miranda, Karen Parshall, Richard C. Randell, Hema Srinivasan, Karen Vogtmann.
- 2002 Colin C. Adams, Edward J. Barbeau, Jr., Hyman Bass, Dominic P. Clemence, Robert J. Daverman, John H. Ewing, Irene Fonseca, Tepper L. Gill, Craig L. Huneke, Richard C. Randell, Hema Srinivasan, Karen Vogtmann, Carol S. Wood.
- 2003 Colin C. Adams, Edward J. Barbeau, Jr., Robert J. Daverman, David Eisenbud, John H. Ewing, Irene Fonseca, Tepper L. Gill, Craig L. Huneke, Irena Peeva, Richard C. Randell, Hema Srinivasan, Jean E. Taylor, Paul Zorn.
- 2004 Colin C. Adams, Edward J. Barbeau, Jr., Robert J. Daverman, David Eisenbud, John H. Ewing, Tepper L. Gill, Craig L. Huneke, Irena Peeva, Richard C. Randell, Gregory G. Smith, Jean E. Taylor, Paul Zorn.
- 2005 James G. Arthur, Robert J. Daverman, John H. Ewing, Joel Hass, Jon P. McCammond, Irena Peeva, Richard C. Randell, Gail D.L. Ratcliff, Gregory G. Smith, Jean E. Taylor, Catherine H. Yan, Paul Zorn.
- 2006 James G. Arthur, Robert J. Daverman, John H. Ewing, Joel Hass, Judy Anita Kennedy, Jon P. McCammond, John C. Meakin, Gail D.L. Ratcliff, Catherine Roberts, Gregory G. Smith, Carol S. Wood, Catherine H. Yan
- 2007 Robert J. Daverman, John H. Ewing, James G. Glimm, Joel Hass, Judy Anita Kennedy, Jon P. McCammond, John C. Meakin, David B. Meredith, Gail D.L. Ratcliff, Catherine Roberts, Katherine St. John, Carol S. Wood, Catherine H. Yan
- 2008 Robert J. Daverman, John H. Ewing, Skip Garibaldi, James G. Glimm, Aloysius Helminck, Judy Anita Kennedy, John C. Meakin, David B. Meredith, Irena Peeva, Catherine Roberts, Katherine St. John, Ann Trenk, Carol S. Wood
- 2009 Daljit S. Ahluwalia, George E. Andrews, John B. Conway, Robert J. Daverman, Skip Garibaldi, Aloysius G. Helminck, Alex Iosevich, William A. Massey, Donald E. McClure, David B. Meredith, Irena Peeva, Katherine St. John, Ann Trenk
- 2010 Daljit S. Ahluwalia, George E. Andrews, Robert J. Daverman, Skip Garibaldi, David W. Farmer, Mark Green, Aloysius G. Helminck, Alex Iosevich, William A. Massey, Donald E. McClure, Irena Peeva, Janet Talvacchia, Ann Trenk
- 2011 Daljit S. Ahluwalia, Estelle Bator, Robert J. Daverman, Laura De Carli, Benson S. Farb, David W. Farmer, Eric M. Friedlander, Alex Iosevich, William H. Jaco, William A. Massey, Donald E. McClure, Paul Muhly, Janet Talvacchia.
- 2012 Estelle Bator, Robert J. Daverman, Laura De Carli, Benson S. Farb, David W. Farmer, Eric M. Friedlander, William H. Jaco, Robert J. McCann, Donald E. McClure, Anna L. Mazzucato, Paul Muhly, Victoria A. Powers, Janet Talvacchia
- 2013 Estelle Bator, Ruth M. Charney, Laura De Carli, Benson S. Farb, Graham J. Leuschke, Robert J. McCann, Donald E. McClure, Anna L. Mazzucato, Kailash C. Misra, Paul Muhly, Natasa Pavlovic, Victoria A. Powers, Carla Savage, David A. Vogan, Jr.

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Conflict of Interest Policy for AMS Officers and Committee Members

A conflict of interest may exist when the personal interest (financial or other) or concerns of any committee member, or the member's immediate family, or any group or organization to which the member has an allegiance or duty, may be seen as competing or conflicting with the interests or concerns of the AMS.

When any such potential conflict of interest is relevant to a matter requiring participation by the member in any action by the AMS or the committee to which the member belongs, the interested party shall call it to the attention of the chair of the committee and such person shall not vote on the matter. Moreover, the person having a conflict shall retire from the room in which the committee is meeting (or from email or conference call) and shall not participate in the deliberation or decision regarding the matter under consideration.

The foregoing requirements shall not be construed as preventing the member from briefly stating his/her position in the matter, nor from answering pertinent questions of other members.

When there is a doubt as to whether a conflict of interest exists, and/or whether a member should refrain from voting, the matter shall be resolved by a vote of the committee, excluding the person concerning whose situation the doubt has arisen. Minutes of the meeting of the committee shall reflect when the conflict of interest was disclosed and when the interested person did not vote.