
ADMINISTRATIVE CHANGES PROCEDURE

Administrative Changes Procedure

Procedure Sections

Last Revised: August 2014

- **Reason for Procedure**
- **Who Should Know This Procedure**
- **Contacts**
- **Applicable ACP Policies**
- **Administrative Changes Procedures at ACP**
- **Roles & Responsibilities**
- **Appendix: Applicable Federal Regulations & Criteria**

Reason for Procedure

This outlines the policies and processes for changing the administration comprised of officers and staff.

Who Should Know This Procedure

- Principal Investigators
- Administrative Staff
- Winter Conference/Summer Workshop Organizers
- Proposal Committee
- Officers
- Trustees
- General Members
- Other: _____

Contacts

Subject	Contact
Administrative Change Questions	President Administrative Vice President Nominations Committee



Applicable ACP Policies

- None
-

Administrative Changes Procedure at ACP

The Aspen Center for Physics is run by the Officers of the ACP Board. See section IV. A. for the ACP Organizational Chart and section I.D. for the ACP Bylaws. The President annually appoints a Nomination Committee which is charged with the annual replacement of three of the nine trustees who are responsible for fiscal and policy administration, and with producing officer candidates who are then voted on by the General Members. The President is elected for a three-year term and is proposed by a Presidential Search Committee, and is then voted on by the General Members.

When an Administrative Vice President is needed, the President will form a Search Committee to find suitable candidates.

Roles & Responsibilities

President: Responsible for appointing committees tasked with finding appropriate administrative personnel.

Committee Members: The Presidential Search Committee and the Administrative Vice President Search Committee are responsible for finding and presenting potential candidates for the respective offices to the trustees. The Nominations Committee is responsible for presenting potential officer candidates to the trustees and potential trustee candidates to the general members.

Trustees: Responsible for attending meetings and voting for officers.

General Members: Responsible for attending meetings and voting for trustees

Appendix: Applicable Federal Regulations & Criteria

None

