

I. Transition of Caucuses to Independent Forums

A. Creation of independent forums (October 2007 – July 31, 2008):

- Former caucuses may continue activities as independent, informal forums; that the forum objectives and activities must be compatible with TESOL's mission and values;
- Independent, informal forums may form for the purpose of having a presence at the TESOL convention and must be comprised of a minimum of 25 TESOL members to establish a forum
- A forum may request for the annual conventions:
 - one academic session
 - one table top display
 - one 2-3 hour social event
- Forums may establish their own communication means such as independent e-lists
- Forums may raise funds
- Member Relations Manager (MRM) will continue to provide staff coordination for forums

Note: Additional administrative details will be developed and communicated during the transition.

B. Support services during the transition period (April – September 2008):

- announce changes in various TESOL publications
- provide membership lists to forums
- publicize the new forums through a variety of communication means such as Interest Section e-lists or e-newsletters, Advance Program, Program Book, *Essential Teacher*, *TESOL Connections*, and on a limited basis, the Web site
- provide information on how to apply for Interest Section status

C. Follow up Activities:

October 2007:

- Create two new standing committees (on Diversity; on Employment) to focus attention of the entire association on employment and diversity issues and concerns

June-July 2008:

- Amend Bylaws:
 - Bylaw XI. Membership Groups within TESOL; Section 4. Caucuses.
 - Bylaw XII. Convention. Section 3. Other Meetings
- Change various Standing Rules: XI.1 and 4; XV., III.1.II.C; VIII.1.II.C; VIII.3.III; etc.
- Remove caucus selections from all iMIS records on database
- Remove all e-lists, web links, web boards, web pages from TESOL servers
- Remove references in all online materials (immediately) and printed materials (as replaced)

II. Timeline/Follow up Actions for Transition of Caucuses to Independent Forums

Deadlines

Tasks

2007

October
October - April

- Caucuses advised of plan and provided timelines
- Caucuses begin working on transition issues with assistance of Staff Member Relations Manager (MRM)

2008

April 2-4

- Current caucuses and potential forums meet during convention to discuss transition plans and begin the process for submitting academic sessions
- Open meeting during convention to discuss timelines and transition plans

April – July

- Caucuses set up new communication means to facilitate the transition from TESOL e-lists and Web site

May 1

- Forums submit form to TESOL requesting convention related activities for Denver (25 names of TESOL members required for a forum to demonstrate "commitment" to being provided meeting space at convention and to request to submit an academic session proposal)

June 1

- Deadline to submit academic session proposals

June 20-21

- Board votes on Bylaws (update membership group references) and Standing Rule changes (update references to benefits, entities)

July 31

- Completion of current caucus transition to forum status (pending any caucuses applying for IS status)

August

- Issue reminders about changes and forums in *TESOL Connections*
- Issue notices to members about new forums through IS e-newsletters/e-lists (optional), and on Web site

September

- Notice of changes in September issue of ET
- Issue reminders about changes and forums in *TESOL Connections*
- Deadline to submit RAI for October meeting for IS status, if any

2009

March

- Forums function at the Denver convention with meeting notices published in the Advance Program and Program Book for those forums who met the May 1, 2008 deadline