

2021-9-21 note: This handbook describes the 4S practices of distributed governance that we inherited, enacted during our presidencies (2013-2015, 2015-2017), and passed on to our successors. We wrote it as an informal resource for incoming 4S presidents. We post it as an informal resource for all 4S members, including voting members of Council (elected members, President, and President-Elect) and nonvoting members of Council (Secretary, Treasurer, and former presidents).

## **4S President's Handbook<sup>1</sup>**

### **Getting started**

- It's important to keep in mind that authority to make decisions on behalf of the Society rests solely with Council, and Council reports to the membership. You serve as a voting member of Council and chair its meetings. You also serve as an ex-officio member of all committees. That's where most of the Society's business gets done. While your ex-officio status means that you have standing to participate in committees and offer consultation, our experience is that the Society runs best when committees are authorized to act independently, reporting on progress and raising questions for discussion at scheduled Council meetings.
- You have sole responsibility to appoint committees, both standing and ad hoc. Standing committees should comprise members of Council in the first instance, with additional 4S members seconded in order to provide advice in particular areas of expertise. Creating ad hoc committees is your primary pathway for formulating and enacting new initiatives. All 4S members are eligible to serve on ad hoc committees. Committee chairs should be elected members of Council other than yourself. Appointing a Council member other than yourself to chair an ad hoc committee ensures that it builds a strong working relationship with Council prior to delivering its recommendations. Committees deliberate on their own and report any recommendations to Council.
- Your most pressing task after taking office is to appoint members to standing committees, preferably within the first month. They need to get to work. The 4S Secretary will let you know which committees need members, based on the rotations of incoming and outgoing Council members. It's important to pay attention to the workload of Council members, particularly in relation to the establishment of any ad hoc committees.
- You will find it helpful to get to know existing and new-elected Council members prior to taking office, or as soon as possible thereafter. This can help you to sort out who best fits which standing committees, and can also help you identify issues facing the Society that might warrant the establishment of ad hoc committees.

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<sup>1</sup> Created by Past Presidents Gary Downey and Lucy Suchman, intended as an informal resource for incoming 4S Presidents. Last updated January 2021.

- Get to know the 4S Secretary, 4S Treasurer, and 4S Program Officer, and rely on them heavily as they hold a wealth of organizational knowledge. Remember that all are responsible officers of the Society and should be treated as such.
- Read the [4S Charter](#). It is basically the original document produced in 1976. It does not include the Society's updated statement of purpose, which links 4S explicitly to STS. It also assumes an organization built around an annual meeting and communication through snail mail. The only significant change since the original Charter has been to increase the size of Council from 11 to 16 voting members (including the President and President-Elect), to better distribute growing workloads and include two student representatives as voting members.
- Begin planning the first online meeting of Council for two to three months after taking office. More on this below.
- Begin planning your first "President's Message" for the next issue of the *Technoscience Update* digital newsletter. It will be distributed to the membership a month or so after the annual meeting in which you take office. More on this below.
- Familiarize yourself with the 4S budget. In 2015, Council approved a principle of steady-state budget management around a balance of \$400-450K, averaged over 3 years. The goal is to provide funds for new initiatives while also ensuring that the Society can survive a failed Annual Meeting.
- Clarify with Council the amount of discretionary spending by the President. In 2015, 4S officers informally approved a total amount of \$2,000 per two-year term. The Charter gives Council sole authority over expenditures.
- You take office as President-Elect at the conclusion of the Annual Meeting that follows your election. As President-Elect, you serve as a member of Council. You take office as President at the conclusion of the next Annual Meeting. Note that the Charter does not clearly stipulate when elected officers take office. The timing is an informal practice. Taking office at the conclusion of an Annual Meeting ensures that each President is responsible for two complete annual meetings. It also notifies other elected Council members to expect to begin contributing immediately after the first Annual Meeting that follows their election.

## **Governance**

- Review the 4S [governance](#) structure and history, taking note of who has served in leadership roles over the past several years. This page provides information on the roles of the 4S President, Council, and Officers, as well as a link to the 4S Charter. Familiarize yourself with the 4S prizes.
- Note that 4S publishes the [minutes](#) of Council meetings. It also publishes [4S Committee Reports](#) that announce or report on key Council initiatives. These serve as the public archives of Society decisions and activities.

– Note the section called [4S Resolutions, Reports, and Declarations](#). After Society-wide deliberation, Council approved formal [guidelines](#) for public "resolutions" and "reports" by the Society. It does not have formal guidelines or rules for "declarations." Council introduced this category in 2018, granting itself authority to issue declarations on its own. Some uncertainty about procedures remains. As will be clear from the [archive](#), these formats have been used only occasionally by the Society, and this could be an area for presidential review and renewal. An evolving issue: how can a professional society run by its members participate in public discourse without suppressing minority views among its members?

## **Council**

– The Council has "control and management of the funds of the Society" and sole authority to "adopt rules and regulations for the conduct of its business . . . ."

Section III.D. of the Charter states:

The Council shall set membership dues and have control and management of the funds of the Society.

It shall act as a committee on time and place of meetings, and perform such duties as the Society may delegate to it.

The Council may adopt rules and regulations for the conduct of its business not inconsistent with the Charter of the Society.

The Council will regularly communicate its actions to the membership.

Section V.A.:

Meetings of the Council shall be called by the President or at the request of a quorum of the Council.

- Establishing and maintaining trust with other Council members is paramount. You might consider initiating a brief get-acquainted meeting with each Council member to establish a working relationship, or if time doesn't allow, at least an email exchange with each member to discuss their committee appointments.
- You will schedule Council meetings with the help of the 4S Secretary. The Charter does grant a quorum of Council members the authority to request a meeting, but regularly scheduled meetings are the norm.
- Quarterly meetings have been a common practice. Meetings are generally held online, with the exception of an in-person Council meeting convened on the day prior to the 4S Annual Meeting. You chair the meeting. The President's presence and participation in decision making is essential. The Charter does stipulate that you may appoint a representative to chair in your place; however, no President has done so. If you choose to do so, we recommend that any such appointment be limited to managing the agenda and timekeeping.

- The 4S Secretary collects committee reports and distributes a comprehensive agenda prior to each meeting.
- Council members receive no stipend for their volunteer service. They receive up to \$1,000 for domestic meetings and up to \$1,500 for international meetings to defray the costs of attending the annual meeting.

## **Society Officers**

### *4S President*

Section III.A of the Charter states:

1. The President of the Society shall have general charge of the affairs of the Society.
2. The President of the Society or a member of the Council designated by the President shall preside at all meetings of the Society and of the Council.
3. The President-elect shall assist the President of the Society in management of the Society.

- Because you have "general charge of the affairs of the Society" it is essential for the smooth running of the Society that you keep on top of things. It is important to make yourself available to 4S officers, and to respond promptly to their requests and queries. Most things cannot go forward without your participation and approval.

- Note that you may ask the President-Elect to assist you in managing the Society during your second year. This typically means appointing the President-Elect to serve as your representative in planning the first annual meeting that they will lead.

- Along with formal responsibilities stipulated in the Charter, your central tasks include:

making committee appointments, including establishing ad hoc committees;

planning the 4S Annual Meeting, including the Presidential Plenary and Awards Plenary (in consultation with the Program Officer, Program Committee and Local Arrangements Committee);

overseeing 4S publications, including management of the renewable contract with Sage Publishers to edit the journal *Science, Technology & Human Values* (for more on this see Publications Committee below);

overseeing the succession of President and Council members (in consultation with the Elections Committee).

- You receive no stipend for your volunteer service. You receive reimbursement of your costs to attend the Annual Meeting. You have free housing in the conference hotel, typically a large room or suite on a club floor.

### *4S Secretary*

Section III.B of the Charter states:

1. The Secretary shall be responsible for communicating the agenda of Council meetings, and for transmitting committee reports to members of the Council, at least twenty days before each Council meeting.
2. The Secretary shall keep the minutes of Council meetings, and shall be responsible for the administration of the Society, and the safe-keeping of its records.
3. The Secretary shall be responsible for the conduct of elections.

The Secretary:

- Serves as the main point of contact for the Society and is the primary archivist for its institutional memory.
- Serves as a routine point of contact for Council members and other officers.
- Coordinates the monthly email distribution of Technoscience Update, in collaboration with the 4S web manager.
- Is responsible for keeping the 4S website populated in a timely fashion with appropriate content.
- Receives an annual stipend of \$3000. Receives financial support to defray the cost of attending an Annual Meeting.
- Note that 4S has not formally established an infrastructure to support the collection and preservation of Society archives beyond minutes of Council meeting and committee reports. You may wish to charge an ad hoc committee (currently listed on the 4S website but not active) to pursue this. Records are distributed among current and former officers.

### *4S Treasurer*

Section III.C. of the Charter states:

1. The Treasurer shall receive and have custody of the funds of the Society.
2. A Statement of the Society's accounts shall be transmitted to the Council at least twenty days before the annual business meeting of the Society.
3. The accounts shall be subject annually to an audit by two members of the Society or by a certified public accountant or by its equivalent, and at other times if requested by the President or by a majority of the Council.

### The Treasurer:

- Has signature authority on the 4S account. The President does not.
- Receives an annual stipend of \$3000. Receives financial support to defray the cost of attending an Annual Meeting.
- Note that the Society maintains only an interest-bearing checking account. Council has discussed establishing an investment account but has not formally acted on it.
- Note that Council has not chosen to conduct an annual audit of its accounts. The Levy Company, a CPA firm hired by the Society to complete annual taxes, does provide quarterly reports and general ledgers after checking bank reconciliations. In 2018, Council established a standing Budget Committee to provide oversight of Annual Meeting expenditures and budget planning.

### *4S Program Officer (Annual Meeting)*

- Serves as the Society's in-house meeting planner (in consultation with the President or designee, Future Meetings Committee, and local Meeting Organizers). Travels to future meeting locations, identifies potential sites, and negotiates local contracts. Manages local contacts during the meeting. Settles differences with the hotel or conference center.
- Receives an annual stipend of \$24,000 as well as free housing in the conference hotel during the week of the Annual Meeting.
- Note that this position was created in 2014 for Wes Shrum. He was retiring from the position of 4S Secretary/Treasurer but was willing to stay on as meetings planner. The Society has benefited greatly from his negotiations and renegotiations with hotels, conference centers, and local contractors. He closely monitors every expense to minimize waste. His departure, whenever that happens, will create a big hole in Society operations and likely lead to reduced income from the Annual Meeting, the Society's main source of revenue.

### **Contracted Consultants**

4S employs three Contracted Consultants. The 4S Secretary holds the Society's copies of relevant contracts.

### *ST&HV Managing Editor*

- The *ST&HV* Managing Editor runs the day-to-day operations of the 4S print journal, *Science, Technology & Human Values*. The Managing Editor reports to the Editor(s).

### *ESTS Managing Editor*

– The ESTS Managing Editor runs the day-to-day operations of the 4S online/open access journal *Engaging Science & Technology*. The Managing Editor reports to the Editor(s).

### *Web Administrator*

– Manages web development and maintenance, member services, meeting services, and collecting and collating content for the monthly *Technoscience Update*.

– Note: the long-time holder of this position is Steve Coffee. 4S has benefited greatly from his informed, thoughtful, and attentive administration of the 4S website and associated databases, including on-site attendance at every Annual Meeting.

## **Standing Committees**

– Standing committees are the core of the Society's governance structure. Be sure to align committee appointments with the annual rotation of Council members (4 full members per year), with new members brought in as senior members rotate out. A helpful strategy is to keep the Committees page of the website up to date, as a reference not only for the committees and other 4S members but also for yourself! Past committee chairs can be a valuable source of information about committee practices for both you and incoming chairs and members.

– There are currently 10 standing committees: Publications, Elections, Future Meetings, Travel Grants (for the Annual Meeting), 4S Web, Backchannels, Social Media, 6S, Affiliations, Reports and Resolutions. There are also 7 Prize Committees.

– Consider appointing more senior members of Council to chair Standing committees.

– The archive of 4S committee reports includes only selected reports. Producing a more organized archive of committee reports could be one objective for an ad hoc committee.

– Consider giving each standing committee an annual charge after the 4S meeting to remind members of the timing of expectations for the year. See, for example, the attached charge for the Bernal Prize Committee, 2016.

Section IV.C of the Charter states:

Each year, the President shall appoint one newly elected council member to a three-year term on each standing committee and shall appoint such other committee members as he deems appropriate. [SIC, this might be something to correct in the Charter!]

Non-members of the Society may be co-opted as non-voting committee members where appropriate, with the approval of the President.

Section IV.A of the Charter states:

The Council shall recommend standing committees to the Society membership for its approval or rejection in annual meetings.

Proposals for changes in the standing committee structure may also be moved by any members of the Society in annual meetings.

– Below is additional background on the Publications, Elections, Future Meetings, and Prize Committees. You have specific responsibilities on each.

### *Publications Committee*

Section V B. of the 4S Charter states:

The Society, acting through the Council, will seek to publish appropriate literature (including a journal) for distribution to the membership and for sale.

The publications committee will be responsible for the conduct of the Society's journal and all matters of editorial policy.

The publications committee may from time to time recommend to the Council one or more candidates for the position of editor.

The editor shall be appointed by the Council for a term of up to five years (renewable).

– The current contract with Sage, which commenced on October 1, 2017, will require renewal by December 31, 2022. The negotiation process should get underway by mid-year 2021 to ensure timely completion. Negotiation of the current contract was greatly facilitated by the retention of Renew Consulting for Societies, a London-based consultancy.

– Section 3 of the Sage contract sets out the terms of appointment and responsibility for the *ST&HV* Editor and Editorial Board.

– The Editor of *ST&HV* (currently Edward Hackett, 2017-2022) is appointed by Council based on review and recommendation from the 4S Publications Committee, including review by and consultation with the *ST&HV* Managing Editor.

– The Editor-in-Chief of *ESTS* (currently Aalok Khandekar, 2020-2025) is appointed by Council based upon review and recommendations by the 4S Publications Committee.



- The 4S Secretary holds all contracts, letters of engagement, letters of appointment, etc.

### *Elections Committee*

- 4S holds annual elections for four Council members and a biennial election for President. In addition, the Student Section (6S) holds an annual election for one representative.

Sections II.B.10-12 of the Charter state that:

A nominating committee consisting of the President as chair and four other members of the Society designated by the President, no more than two of whom are officers, shall present to the Society at least six months before the annual meeting at least one nominee for each office to be filled.

Further nominations by petition signed by five members shall be presented to the President at least four months before the annual meeting.

Election shall be by mail ballot, the results to be announced at the annual meeting.

- The Elections Committee serves a vital role in identifying appropriate candidates for President and Council, with input from the membership and review by the President. The work of identifying candidates for 4S Council typically involves balancing demonstrated commitment to 4S (usually through length of membership) with expanded representation (to ensure that Council accurately and fully represents its membership). Candidacy is open to members of the Society only.
- The slate of candidates is prepared by the Committee through an open call to the membership for nominations (distributed through Technoscience) as well as through nominations from 4S Council. The open call should be sent out at least one month before the close of nominations. Such allows the Committee and Council sufficient time to prepare the slate of candidates. Elections typically take place in May or June.
- In most years, the President has assumed responsibility for developing the slate of two candidates for 4S President-elect, in consultation with and approval by Council. In at least one case, Council established the slate through an open call and a series of anonymous votes. It is expected that candidates for President will have previously served on 4S Council. It is important to think carefully about the slate to ensure that candidates accurately and fairly represent the membership and promise to contribute to Society decision making in helpful ways. Once an ordered list of candidates is established, you should approach people from the top of the list to see

if they are able and willing to run. Names on the final slate are completely embargoed, including from each other, until the election notice goes out.

- Following an election, it is customary practice for the President to send thanks to all candidates who ran and congratulations to those who won.

### *Future Meetings Committee*

- You work closely with the Program Officer to maintain a horizon of advance planning for 4S Annual Meetings, particularly with respect to location and venue.
- Every four years the 4S Annual Meeting is held jointly with the European Association for Studies of Science and Technology (EASST). The next joint meeting is in 2024.
- A key task is to identify chairs for the Annual Meeting Program Committee and for the Local Arrangements Committee. The latter usually includes scholars based in the location of the forthcoming meeting.

### *Prize Committees*

- The award of [4S prizes](#) is a longstanding and signature practice of the Society. Most awards are announced in the spring so that recipients can plan to travel to the upcoming 4S Annual Meeting. Award recipients are honored in special sessions and at a Presidential Awards Plenary (usually Friday evening of the conference).
- You are responsible for appointing members to prize committees. Council members typically rotate through prize committees, working their way up from article to book prize committees. Revised governance procedures approved by Council in 2013 provided for the President to appoint non-Council members to the prize committees. To date, presidents have implemented this option by adding one non-Council member to a given committee, as appropriate. One goal has been to ensure that members of book prize committees include scholars who have themselves published books.
- The call for nominations for 4S Prizes is made to members through Technoscience Update and submissions are managed through the 4S website. Nominations for most prizes open in the spring for a December 15 deadline each year. The Making & Doing awards are deliberated and presented at the Annual Meeting.

## **Ad Hoc Committees**

Section IV.B of the Charter states:

The President may appoint ad hoc committees as circumstances dictate or the Council recommends.

- Since ad hoc committees are formed wholly at the discretion of the President, they typically complete their work and make recommendations within the term of the President who appoints them. A subsequent President has authority to re-establish or re-affirm them if their work is incomplete.
- It is helpful for the President to formally charge an ad hoc committee with a memo that is shared with Council. To ensure maximum transparency, this memo should include: committee name, members, background justification, formal charge, committee procedures, important dates, and reporting procedures. See, for example, the attached committee charges for the ad hoc 4S Making and Doing Committee, 2014-2015, and the ad hoc Interim 4S Web Committee, 2014-2015.

## **Attachments**

- Committee charge: John Desmond Bernal Prize Committee, 2016
- Committee charge: 4S Making and Doing Committee, 2014-2015
- Committee charge: Digital Publications Subcommittee, 2014-2015

## **Addendum (2021-9-21)**

### **The 2013 Search Process for Secretary, Treasurer, and Program Officer**

On November 15, 2013, outgoing President Trevor Pinch appointed Steve Zehr as 4S Secretary, Paige Miller as 4S Treasurer, and Wes Shrum as Program Officer. In January 2014, Zehr and Miller took their positions as 4S officers and non-voting members of Council, and Wes Shrum initiated his position as a technical staff member reporting to Council.

Their appointments were the outcome of the year-long 4S Governance Review process initiated by then-President Pinch in October 2012. The review committee consisted of four past-presidents: Wiebe Bijker (chair), Sheila Jasanoff, Mike Lynch, and Judy Wajcman.

The committee recommended that 4S appoint a new Secretary and a new Treasurer to three-year terms (renewable). It also recommended that Council create the new position of 4S Meetings Planner and appoint Wes Shrum to it for a period of five years, during which a process should be developed to facilitate transition to future appointees to this role. Since the new position would be a technical staff position reporting to Council, no change to the Charter would be necessary (see below).

Council adopted all these recommendations at its October 2013 meeting and presented the decisions at the business meeting. There were no objections. Council authorized Pinch to conduct the searches in consultation with President-Elect Gary Downey since there was time pressure [note: Council initiated online meetings the following year].

Shortly after the meeting, Pinch issued the following advertisement for the Secretary and Treasurer positions [Note: the published language asked applicants to cc their inquiries to Downey].

4S is seeking to appoint a new secretary and a new treasurer for a three year (renewable) period. Both positions will receive remuneration of \$3000/annum. If you are interested in either of these positions please send a brief statement of interest to Trevor Pinch at [tjp2@cornell.edu](mailto:tjp2@cornell.edu) by November 15. We hope to make these appointments to commence on January 1, 2014.

Three 4S members expressed interest in the Secretary position. Two members expressed interest in the Treasurer position. One applicant for the Treasurer position, Paige Miller, had been serving as Associate Treasurer for five years. Pinch responded to them all, with cc's to Downey.

Pinch specifically asked Shrum to apply for the new position, with cc to Downey. Shrum agreed. Pinch named the position "Program Officer."

Pinch's appointments to the three positions were his final acts as President.

*The original 4S Charter defined the duties of the Secretary and Treasurer:*

B. The Secretary

1. The Secretary shall be responsible for communicating the agenda of Council meetings, and for transmitting committee reports to members of the Council, at least twenty days before each Council meeting.
2. The Secretary shall keep the minutes of Council meetings, and shall be responsible for the administration of the Society, and the safe-keeping of its records.
3. The Secretary shall be responsible for the conduct of elections.

C. The Treasurer

1. The Treasurer shall receive and have custody of the funds of the Society.
2. A Statement of the Society's accounts shall be transmitted to the Council at least twenty days before the annual business meeting of the Society.
3. The accounts shall be subject annually to an audit by two members of the Society or by a certified public accountant or by its equivalent, and at other times if requested by the President or by a majority of the Council.

*The Governance Review report further clarified the duties of the Secretary and Treasurer, and defined the duties of the Program Officer [Meetings Planner]. Approved by Council in October 2013.*

***c. Appointing a new Secretary***

We propose that 4S appoint a Secretary with the key duty to support the President in running the Society. The Secretary's tasks would include at least the following (of which the first three are currently stipulated in the Charter).

- The Secretary shall communicate the agenda of Council meetings, and transmit committee reports to members of the Council, at least twenty days before each Council meeting.
- The Secretary shall keep the minutes of Council meetings, and shall be responsible for the administration of the Society, and the safe-keeping of its records.

- The Secretary shall be responsible for the conduct of elections.
- The Secretary shall conduct the correspondence of the Society and maintain a record of the same, and monitor and guide all external communications of the Society, such as via the 4S website. The Secretary will be helped in this task by the editor of the 4S newsletter *Technoscience*, who will receive appropriate remuneration as budgeted in the 4S annual budget; and by the 4S Webmaster, who will receive appropriate remuneration as budgeted in the 4S annual budget.
- The Secretary shall support the functioning of the committees, and shall solicit timely reports to be presented to Council.
- The Secretary shall maintain a Manual of Proceedings, tracking all key steps in the yearly cycle of the Society's functioning, so as to guide all (new) officers of the Society. (The current 4S website provides a good starting point for such a Manual with its information on the governance of the Society; interviewing the out-going Secretary-Treasurer Wes Shrum about the current decentralized and automated governing practices would be a crucial second input.)

We recommend that the Secretary serve for a 3-year term, with the possibility of one extension of a second 3 years. The Secretary will be member of Council without voting rights.

We recommend that this "appointing" is done by the President, in consultation with the President-elect and Council, and after publicly soliciting applications.

#### ***d. Appointing a new Treasurer***

We propose that 4S should have a Treasurer, in addition to a Secretary. The Treasurer's tasks would at least include the following (of which the first three tasks are currently stipulated in the Charter).

- The Treasurer shall receive and have custody of the funds of the Society.
- The Treasurer shall transmit a statement of the Society's financial accounts to the Council at least twenty days before the annual business meeting of the Society.
- The accounts shall be subject annually to an audit by two members of the Society or by a certified public accountant or the equivalent, and at other times when requested by the President or by a majority of the Council. The Treasurer will be helped in this task by the technical officer "Associate Treasurer", who will receive appropriate remuneration as budgeted in the 4S annual budget.
- The Treasurer shall be responsible for membership management and providing adequate membership statistics to Council; the Treasurer will be helped in this task by the technical officer "Membership Management" who will receive appropriate remuneration as budgeted in the 4S annual budget.
- The Treasurer shall be responsible for the information technology support for meeting registration and membership management; the Treasurer will be helped in this task by the technical officer "Information & Communication Technology (ICT)", who will receive appropriate remuneration as budgeted in the 4S annual budget.



- The Treasurer shall be responsible for supporting the Travel Grants Committee in administering and organizing the travel grants scheme. The Treasurer will be helped in this task by the technical officer "Associate Treasurer", who will receive appropriate remuneration as budgeted in the 4S annual budget.

We recommend that the Treasurer serve for a 3-year term, with the possibility of one extension of a second 3 years. The Treasurer will be member of Council without voting rights.

We recommend that the Treasurer is appointed by the President, in consultation with the President-elect and Council, and after publicly soliciting applications.

***e. The current practice of organizing 4S annual meetings is consolidated and further developed, in particular by appointing a "4S Meetings Planner"***

We propose that 4S appoint its own meetings planner, rather than hiring an outside professional consultant. The President appoints this 4S Meetings Planner, with the Council's approval, with the key responsibility of planning, organizing and managing the practical and local details of the annual meetings within the conditions set by Council. Tasks of the 4S Meetings Planner will include:

- Investigating possibilities for housing the meeting (both hotels for the participants and meeting spaces for the conference), negotiating prices and conditions, and securing the venue.
- Advising Council and President on the offer(s) received, upon which the President will decide, after discussion with Council.
- Organizing and managing the practical and local details of the annual meetings, including registration, web portal, volunteer support, catering, book exhibition, etc.

The 4S Meetings Planner will receive an appropriate remuneration, to be decided by the President, after consulting Council.

Elaboration: Wes Shrum has expressed interest in acting as 4S' first Meetings Planner. We recommend that the President appoints Wes Shrum for a period of 5 years, during which period a process should be developed to facilitate transition to future appointees to this role.

## Society for Social Studies of Science – Committee Charge

Committee: John Desmond Bernal Prize

Committee Members (Note that this is a suggested composition):

- XX (4S President-elect, Chair)
- XX (member of Council)
- XX (former member of Council)
- XX (student representative)
- XX (previous year's Bernal Prize winner)  
(4S Secretary, ex officio)  
(4S President, ex officio)

### Prize description and criteria

The Bernal Prize is awarded annually to an individual judged to have made a distinguished contribution to the field. Past winners have included many of the founders and prominent scholars who have devoted their careers to the understanding of the social dimensions of science and technology.

The formal statement for this award was set down by the 1988 committee chaired by Ron Giere:

The J.D.Bernal Prize of the Society for Social Studies of Science is awarded for outstanding scholarly contributions to the field. Contributions may be in any discipline that contributes to the study of science and technology as social or cultural phenomena. These include the sociology of science and technology, the history and philosophy of science and technology, science and technology studies, and others. Consideration will be given both to contributions extending over long periods of time and to more recent work of special merit and impact.

In practice, the Prize has usually been awarded for 'a lifetime's work,' since the various 4S book prizes can cater more directly to 'more recent work.'

The prize includes a cash award to help defray the costs of attending the annual meeting to receive it. NOTE: It is important that the prize recipient be notified in time to arrange for travel to/participation in the 4S annual meeting.

### Committee Charge

1. Review eligibility and procedures for the prize for the 4S website (see <http://www.4sonline.org/prizes/bernal>).
2. Work with President to prepare call for nominations in Technoscience (deadline for submission December 15).
3. Agree procedures for committee's review of candidates and selection of winner.
4. Work with President to announce recipient of the award in May issue of Technoscience
5. Work with the President and recipient to plan awards ceremony at annual conference.



## Committee Procedure

The following procedure has functioned well in past years, but each Bernal Committee can develop its own style of working.

1. Chair distributes starting note, including names mentioned in the past (which serves as a reminder for committee members, not as the first set of nominees). See <http://www.4sonline.org/prizes/bernal> for list of previous winners.
2. Members make their nominations (up to two), with brief statements.
3. Additional nominations may come in via the 4S website, to 4S Secretary Steve Zehr who will make them available to the committee chair.
4. Chair prepares complete list and distributes this.
5. Members vote for candidate 1 and candidate 2, with some brief arguments.
6. A second round of email discussion follows as needed.
7. Chair organizes a final voting round, with an appropriately designed voting system (with weighing factors for first and second candidates for example).



Society for Social Studies of Science – Committee Charge

Committee: 4S Making and Doing Committee, 2014-2015

Committee Members:

Sulfikar Amir, Nanyang Technological U, Singapore (chair)  
Joe Dumit, U California, Davis, USA  
Nina Wakeford, Goldsmiths, U London, UK  
Chia-Ling Wu, National Taiwan U, Taiwan  
Sara Wylie, Northeastern U, USA  
Teun Zuiderant-Jerak, Linköping U, Sweden  
Steve Zehr, U Southern Indiana, USA (ex officio)  
Gary Downey, Virginia Tech, USA (ex officio)

Background:

STS gained intellectual standing, in part, by critiquing the linear model of knowledge creation, diffusion, and utilization. Yet 4S, as a professional society, has emphasized exactly that by highlighting the presentation of academic papers and the production of articles and books for academic audiences. STS scholars routinely extend themselves beyond the linear model, formulating and enacting myriad practices of making and doing. Might it be possible to extend the boundaries of 4S to more closely approximate what STS scholars actually do?

The theme of this presidency is critical participation. The term names practices of articulating research-based analysis with scholarly activities that draw on that analysis to critically inflect arenas beyond the field.

Critical participation in STS frequently involves contesting locally dominant images of science and technology. Every STS scholar arguably develops such practices, perhaps most commonly by helping students reflect critically on their expertise, identities, and commitments. Many STS scholars immerse themselves in practices of making and doing, scaling up STS insights through a multitude of projects.

Through successful critical analysis, STS generated for itself the responsibility to formulate, demonstrate, and enact scholarly practices that go beyond the linear model. Is it time for 4S as a professional society to grant greater visibility to such practices, to advance their scholarly contents and provide prominent occasions for talented scholars to better teach and learn from one another?

Committee Charge:

1. Formulate and recommend to Council a call for submissions to the 2015 Denver meeting (and beyond) of exhibits (or other model of sharing scholarly projects) on STS making and doing.



Include in the call for submissions a justification, guidelines for authors, guidelines for the Program Chair to assess submissions, and recommendations to the Program Chair and Program Officer for managing the logistics of project presentations.

I leave it to the committee to propose labeling for the event(s) and wording for the call that maps the full range of activities of making and doing that compel the attention of STS scholars. I offer the term "exhibits" picturing a Thursday exhibition in a ballroom setting devoted exclusively to them.

My preference for at least the first year would be that exhibitors be permitted to also present papers in regular sessions so they would not have to choose between scholarly outlets.

2. Formulate and recommend to Council a sustainable mechanism for assessing exhibited projects and awarding a prize or prizes for the highest-quality, most compelling projects.

Include in the assessment and award plan practices for selecting assessors and criteria for assessment.

Among the criteria, please consider the extent to which other STS scholars can draw from a project to inform and extend their own practices of making and doing. Please also consider the extent to which an exhibited project is reaching audiences beyond the boundaries of STS as a scholarly field.

One possible practice is to ask exhibitors to assess one another's projects on Thursday and then present awards at the Presidential Prize Plenary on Friday.

Committee Procedures:

1. Meet as soon as possible and prepare an initial statement of ideas or summary of committee thinking for the chair to present at the March 21-22, 2014 Council meeting in San Francisco.

Committee members are responsible for brainstorming to the best of their abilities and sharing with one another draft elements for the call for submissions and assessment mechanism. Committee members are free to hold side conversations and exchanges in whatever form they deem appropriate to advance the project as quickly as possible.

The committee chair is responsible for facilitating committee interactions as a whole, collecting draft text from members, preparing draft materials committee members to consider, and then presenting materials to Council along with a report of committee interactions.

2. After receiving comments from Council, the committee develops a formal proposal for Council to consider at its August 19, 2014 meeting in Buenos Aires.

3. After approval by Council, the committee assists the 2015 Program Chair and Program Officer as needed in implementing the approved plan.

4. The committee presents a progress report to Council at its October 2015 meeting.



**Important Dates:**

1. Meet or interact virtually to prepare an initial statement of ideas, potentially an early draft plan: February-March 2014
2. Integrate comments from Council and formalize proposal: March 2014-July 2014
3. Implement approved call for submissions in collaboration with the 2015 Program Chair and Program Officer: August 2014-April 2015
4. Help 2015 Program Chair and Program Officer troubleshoot any problems with implementation: April 2015-October 2015
5. Implement assessment mechanism at 2015 Denver meeting: October 2015

**Reporting Procedure:**

1. Committee chair reports to President.
2. Committee chair keeps President and Secretary apprised of committee progress, including both, as appropriate, in committee communications.
3. Committee chair submits written draft materials and formal proposal to Secretary, with copies to President.



Society for Social Studies of Science – Committee Charge

Committee: Digital Publications Subcommittee, 2014-2015

Committee Members:

Wen-Hua Kuo (chair)  
Abby Kinchy  
Ali Kenner  
Laurel Smith-Doerr  
Katie Vann  
Kelly Moore (ex officio)  
Gary Downey (ex officio)

Committee Charge:

1. Develop and begin implementing a two-year digital publications plan for the 4S.
2. Include in the plan an electronic journal and other digital publications.
3. Other digital publications may include *inter alia* blogs, podcasts, teaching materials, 4S reports and position statements, curated contents, interviews with authors and awardees, reflections on current events, archives of *Technoscience*, archives of Council minutes and other documents, repositories of other digital contents, and links to other digital publications relevant to STS.
4. Include in the plan expected costs for each initiative.

Committee Procedure:

1. Publications chair meets with subcommittee chair to initiate planning.
2. Subcommittee establishes a draft two-year plan for discussion and possible action items at the March 2014 meeting of Council in San Francisco. Publications Committee chair and President participate *ex officio*, meaning they are free to make suggestions at any time but that Subcommittee members have full authority to make recommendations to the Publications Committee and Council.
3. Subcommittee revises plan, begins implementation, and updates Council at August 2014 meeting in Buenos Aires.
4. Subcommittee continues implementation until October 2015 Council meeting. Council will then review and make recommendations for an updated charge for the subcommittee.

Important Dates:

1. Develop preliminary draft plan: February-March 2014
2. Formalize plan and begin implementation: March 2014-August 2014
3. Update plan and continue implementation: August 2014-October 2015

## Society for Social Studies of Science (4S)



### Reporting Procedure:

1. Subcommittee chair reports to Publications Committee chair per agreed procedures.

Written reports copied to the 4S Secretary and 4S Treasurer.

2. Publications chair keeps Council apprised of significant developments.

3. President participates formally to resolve conflicts or other differences.