

# CEDA TOPIC PROCESS AND DEADLINES

- Steve Mancuso, Miami University, Committee Chair (May 2006)

This report describes the current set of processes and deadlines used by the CEDA Topic Committee (TC) currently. Some of these provisions have been used for many years. Several have become regularized only recently. The CEDA Constitution governs some of these steps (as indicated below). Tradition and decisions made by the Topic Committee govern the remainder.

## 1. **Topic Area Paper Commissioning – Summer Conference**

Beginning in the summer of 2005 the Topic Committee implemented a forward-looking process of topic area paper commissioning. This new process was begun to address two problems – one, an absolute and severe shortage of topic papers; and two, the idiosyncratic nature of some of the topic areas for the few papers that were submitted.

At the summer conference the Committee narrows down a list of approximately 10 possible topic areas to roughly 6. This list of 10 is devised and offered by a subcommittee of the TC and developed in the preceding months of April and May. The six selected topic areas are then assigned to individual TC members or others who volunteer (or who are politely drafted). They are responsible for seeing that solid papers are written for their areas by the March 1 deadline – or for rejecting the area as non-viable.

This process in no way is exclusive – additional papers on any topic area may be submitted to the committee by the March 1 deadline. This process is entirely governed by decisions of the Committee.

## 2. **Open Meetings – November through March**

This period of time covers the annual NCA meeting. There have also been occasional meetings at ADA Nationals. The meetings are not regularly scheduled, although some have become relatively annual events, such as the open meeting at the Wake Forest tournament.

Generally what occurs at these meetings is the suggestion of specific topic areas as well as discussion of policies being considered by the Topic Committee, such as rotation. This process is entirely governed by decisions of the Committee and actions of Committee members.

### **3. Topic Area Papers Due – March 1**

The Topic Committee sets this date as the target date for all those wishing to submit topic area papers to the TC for consideration. This includes the papers commissioned by the Committee at the summer meeting as well as any others that individuals write. This deadline is set by decision of the Topic Committee.

### **4. Meeting at the National Tournament – CEDA Nationals**

The Topic Committee traditionally meets at the CEDA Nationals tournament. Most years the meeting supplements the decision making process regarding what topic areas to put on the ballot. When the topic area ballot has already been submitted prior to this meeting, the meeting has been used as an open forum for the discussion of the options on the ballot.

### **5. Reporting Topic Areas for Ballot – “Within two weeks of the national tournament”**

During the month of March the Topic Committee decides on a ballot for topic areas. The Topic Committee must report to the Executive Secretary no fewer than three problem areas to be voted on. The CEDA Constitution governs this date.

### **6. Distribution of the Topic Area Ballot – late March/early April**

The Executive Secretary distributes ballots to the members for the selection of the topic area. Traditionally this election takes place over one month immediately following the submission of the list of areas to the Executive Secretary. The dates and processes for this are governed by tradition.

### **7. Preparation for the Summer Conference – April and May**

Once the topic area is chosen by election, the TC has a few weeks to prepare for the Summer Conference. Typically subcommittees are made responsible to investigate and prepare reports on various aspects of possible specific wordings. This process is governed by decisions made by the Topic Committee.

**8. Summer Conference – Generally early June**

By tradition the Topic Committee meets for 2.5 days in early June on the Wednesday-Friday of the Summer CEDA Conference. During this meeting the TC: (a) adopts 6 areas to commission for papers for the following year, and (b) writes at least three resolutions under the selected topic area. These dates and processes are governed by tradition and decisions made by the Topic Committee itself.

**9. Reporting Topic Wordings for Ballot – “Early July”**

The Topic Committee must report to the Executive Secretary no fewer than three resolutions corresponding to the winning topic area. The CEDA Constitution governs this date and process.

**10. Distribution of the Topic Wording Ballot - “Early July”**

The Executive Secretary distributes ballots to the members for the selection of the topic. The CEDA Constitution governs this date.

**11. Topic Announced – “Last Friday in July”**

The Executive Secretary announces the winning topic wording from the membership election. The CEDA Constitution governs this date.