

## RosEXEC Membership & Elections

Updated 7/21/2023



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### ROSEXEC MISSION

- Serve as a communication and coordination focal point for the US Rosaceae genomics, genetics and breeding community.
- Define research priorities based on input from the industry and research community.
- Facilitate scientific interaction and foster dynamic research teams.
- Promote research priorities.
- Coordinate educational efforts from the research community to the industry and the public.
- Serve as an official steering committee for the Genome Database for Rosaceae.

### RosEXEC member responsibilities:

Attend quarterly RosEXEC meetings and contribute information, novel ideas, and suggestions for community activities and other ongoing efforts. Review GDR (Genome Database for Rosaceae) quarterly reports and provide feedback to the GDR team. Nominate members of the Rosaceae community for RosEXEC elections. Identify opportunities for coordinated research and education within the community.

### Leadership position responsibilities:

RosEXEC Leadership positions rotate each December, after the newly elected RosEXEC members join the committee (selected through a community-wide election each November). The previous Chair becomes the Past-Chair and stays on the committee for one additional year (for continuity). The Vice-Chair becomes Chair and the Secretary becomes Vice-Chair. The new Secretary is determined through an internal RosEXEC vote prior to the in-person Plant and Animal Genome RosEXEC meeting in January.

**Chair.** Coordinates quarterly meetings (January in-person at the Plant and Animal Genome Meetings, April, July, October). Meetings occur prior to the release of the quarterly GDR newsletters in January, April, July, and October). Chair identifies a meeting date (1.5 hours, often starting at 10 am Pacific time), ensuring that GDR representatives are available. Chair coordinates the reservation of the PAG meeting room (for the January in-person meeting) with GDR representatives. Chair requests agenda items from RosEXEC members and develops the agenda based on suggestions and also includes standard items (GDR report, etc) as well as ongoing activity reports. Chair runs the RosEXEC meeting (using virtual meeting links provided by GDR). Chair also does a final approval of the minutes and the GDR newsletter report prior to

public release and identifies the schedule of the RosEXEC election through a discussion during a RosEXEC meeting.

**Vice-Chair.** Assists the Chair as needed and runs the meeting if the Chair is unavailable. Vice-Chair uses the quarterly meeting minutes to write a brief (less than one page) bulleted “highlights” of the RosEXEC meeting for release in the next GDR newsletter (often within a couple weeks of the RosEXEC meeting). Coordinates the GDR election process (asks for nominations, receives the nominations, reviews and seeks additional nominations if needed, forwards the nominations to GDR for the election process, reviews the ballot prior to release, announces the election—see RosEXEC election page).

**Secretary.** Assists the Chair and Vice-Chair as needed. Takes minutes of the RosEXEC meetings and circulates the minutes for comments prior to finalizing. Asks GDR representative to post the finalized minutes on the GDR website.

**Past-Chair.** Provides support to the Chair, Vice-Chair, and Secretary, as needed.

## **RosEXEC Election Process**

The U.S. Rosaceae Genomics, Genetics, and Breeding Executive Committee (“RosEXEC”) has up to 15 U.S. members as well as four non-U.S. members (“International Liaisons”). Four of the U.S. members serve as officers (Chair, Vice-Chair, Secretary, and Past Chair) and there are two ex officio members (Genome Database for Rosaceae [GDR] Liaisons). Each RosEXEC U.S. member serves a three-year term. A membership will extend beyond these three years if an officer role is assumed at any time during the three years. When any member rotates off, they have a mandatory one-year absence of eligibility for RosEXEC membership. The number of members elected to RosEXEC each year depends upon the number of members rotating off the committee. International Liaisons of RosEXEC each serve two-year terms.

RosEXEC membership elections are coordinated by the Vice-Chair. Nominations are sought by all members of RosEXEC using a template email (see sample text below) that provides application information (a brief biographical sketch and vision statement) which will be used in the voting process. In addition to personal outreach, nominations are sought via the GDR mailing list. The goal is to have RosEXEC U.S. membership representation from industry, academic, and federal employees; across the range of Rosaceae crops; and from Eastern, Western, and Southern regions of the United States; and at least one International Liaison representing each of the regions of Asia, South America, and Europe. A brief bio and vision statement are sent by the nominee directly to the RosEXEC Vice-Chair. During the nomination window (beginning in September and finishing in October ~4 weeks), the Vice-Chair monitors the number of applications received and updates RosEXEC members if additional nomination recruitment is needed.

After the nominations window closes (mid-October), the Vice-Chair sends all the applications to GDR Liaison so that the GDR team can prepare the election webpage. The Vice-Chair reviews the election webpage and provides comments back to the GDR team. After any necessary edits are made, the webpage is made public (early November). An email is then sent via the GDR mailing list asking the Rosaceae genomics, genetics, and breeding research community to vote. Sample email text is below.

Voting takes place for approximately three weeks in November and finishes before Thanksgiving week. If needed, an email reminder to the community is sent by the Vice-Chair via the GDR mailing list. After the voting closes, the GDR Liaisons tally the ballots and inform the RosEXEC Chair and Vice-Chair of RosEXEC of its new members. The Chair contacts each of the nominees and informs them of the election results. The Chair informs the RosEXEC members about the election results and sends an email via the GDR mailing list to thank the previous RosEXEC members who are rotating off and welcome the new members. The new RosEXEC members officially begin their terms in January, but are eligible immediately to participate in the process for establishing the next Secretary, including becoming Secretary. At the start of January, the previous Secretary is automatically promoted to Vice-Chair, the Vice-Chair to Chair, and the Chair to Past Chair.

After the voting process and before the January RosEXEC meeting, U.S. RosEXEC members (including new members as well as members about to rotate off) can be nominated or nominate themselves for filling the officer role of Secretary. Nominees are voted upon internally by all RosEXEC members including officers and International Liaisons, by emailing the Vice-Chair (who is about to become Chair).

The RosEXEC mailing list and the RosEXEC membership webpage are updated as soon as possible with all new membership information.

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**Sample text for nominations:**

We are seeking nominations for individuals to serve a three-year term (U.S. members) and two-year term (International Liaisons) on the U.S. Rosaceae Genomics, Genetics, and Breeding Executive Committee (RosEXEC). There are XXX open seats on the 15 member Committee and XXX open seats for International Liaisons to serve <specific regions needed>.

**Please consider nominating a colleague you consider would actively contribute to supporting the mission of RosEXEC:**

- Serve as a communication and coordination focal point for the U.S. Rosaceae genomics, genetics and breeding community
- Define research priorities based on input from the industry and research community
- Facilitate scientific interaction and foster dynamic research teams
- Promote research priorities
- Coordinate educational efforts from the research community to the industry and the public

Committee members are expected to participate in quarterly telephone conference meetings. Additional roles and responsibilities are available on the RosEXEC website ([https://www.rosaceae.org/community/us\\_rosexec](https://www.rosaceae.org/community/us_rosexec)).

Nominators must contact nominees and confirm willingness to serve on RosEXEC. Nominees should then submit a brief bio and vision statement. A community-wide election will be managed by the Genome Database for Rosaceae starting November X -XX, 202\_.

**Send nomination packages by (date) to XXX (email), Vice-Chair of RosEXEC.**

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**Sample text for election/voting email:**

RosEXEC is a representative group of Rosaceae genomics, genetics, and breeding community members that serve as a communication and coordination focal point for the U.S. Rosaceae genomics, genetics and breeding community. See our webpage:

[https://www.rosaceae.org/community/us\\_rosexec](https://www.rosaceae.org/community/us_rosexec)

We are asking the GDR mailing list community to vote for xxx U.S.-based members (202X-202X) and xxx International Liaisons (202X-202X) in an election that will be open November X-XX, 202X. Please NOTE: Non-U.S. community members should only vote for International Liaisons and not U.S. members. Vision statements and CVs are available through the voting link below:

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We appreciate your participation.

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## **RosEXEC ELECTION TIMELINE**

July	Finalize election dates with RosEXEC committee (Chair)
August	Review election process (Vice-Chair)  Confirm how many U.S. and international RosEXEC positions will be filled (Vice-Chair & GDR liaisons)
September	Send out request for RosEXEC nominations using GDR mailing list & ask RosEXEC members to identify and nominate others in the community (Vice-Chair)
October	Receive brief bio and vision statements from nominees (Vice-Chair)  Send reminders to GDR mailing list and RosEXEC if more nominations are needed (Vice-Chair)  Provide brief bio and vision statements for all nominees to GDR representative when the nomination period closes (mid-October) (Vice-Chair)  GDR prepares the ballot for online voting  Vice-Chair checks the ballot and approves it for release
November	Elections are open for about 3 weeks (closing before Thanksgiving) (GDR)  Send out request to the GDR mailing list asking the community to vote on RosEXEC nominees (Vice-Chair)  Send out a reminder to the GDR mailing list several days to one week before the voting closes to remind community members to vote (Vice-Chair)  GDR representatives tally the votes
December	The new members of RosEXEC are contacted (Chair)  New RosEXEC members are added to the RosEXEC mailing list (GDR rep)  The current members of RosEXEC are informed of the election results (Chair)  The results of the election are announced to the GDR mailing list (Chair)  Current and new RosEXEC members vote for a new Secretary (by emailing the Vice-Chair)  Members rotating off RosEXEC complete their duties at the end of December
January	New officers begin their roles in January