

### Site Selection Committee

1. The committee members will read the Section Bylaws for the description of the committee.
2. Beginning with the annual Section Meeting in year  $x$ , the committee will ask the institutions in the appropriate state to consider hosting the Section Meeting in year  $x+4$ . The committee will give its report to the Section at the Section Meeting in year  $x+1$ , thereby giving the selected host three years to prepare for the annual event.
3. Following the just-completed annual Section Meeting, the committee will solicit and review invitations from institutions wanting to host the future annual Section Meeting. Meetings are held in Oklahoma in odd years and in Arkansas in even years.
4. The committee will check to make sure each invitation is from an office of the institution's administration as evidence of institutional support for the annual Section Meeting. If it is not, then the committee will contact the institution in question and request further information.
5. If multiple invitations are received for a given year, then the committee will usually select the institution that has never hosted the Section Meeting or who hosted a Section Meeting the furthest in the past.
6. The committee will work closely with the proposed host to select calendar dates that are mutually convenient to the institution and to the Section. Generally the annual Section Meeting is held in late March or early April, and special efforts are made to avoid the spring breaks in Arkansas and Oklahoma along with Easter weekend.
7. The information about the proposed host will be forwarded to the Section Secretary by March 1.
8. The committee will present its site recommendation at the annual Section Business Meeting. The selected site will host the Section Meeting three years later.