

## **Publications Committee Charter**

### **June 2024**

The ACCP Publications Committee is a Standing Committee. The chair is appointed by the ACCP Incoming President every two years with the change in administration. The ACCP Bylaws (Article VII, Section 3g) indicate that the Board of Regents shall “confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article XI, Section 2a of the Bylaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

The Publications Committee meets regularly to hear reports on operational and strategic elements of journal operations and to work in collaboration with the Editors-in-Chief (EiCs) in the best interest of the journals to make recommendations for Board consideration.

#### **Committee Membership**

The ACCP Bylaws (Article XI, Section 2e) states “the Publications Committee shall consist of at least seven members, including the Chairperson (a Regent), two Fellows and at least three representatives from the membership at large. The Editor of each of the Journals shall be an *ex officio*, non-voting member of the Publications Committee..” There is no stated limit to the number of Members on the Committee.

In addition, Article V, Section 1a of the Bylaws indicates that the President shall be an “*ex officio* member of all Standing Committees.”

Committee membership should be representative of ACCP’s membership and should therefore include representation from academia, industry and regulatory agencies, as well as MDs, PharmDs and PhDs or other degrees associated with the healthcare professions and biomedical or pharmaceutical sciences.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP Bylaws, Article XI, Section 1), unless approved by the President.

#### **Committee Role**

As per Article XI, Section 2e of the ACCP Bylaws, the Publications Committee activities include, but are not limited to, the following.

The Publications Committee shall recommend to the Board of Regents policies for all publications of ACCP including, but not limited to, *The Journal of Clinical Pharmacology*, *Clinical Pharmacology in Drug Development*, proceedings of symposia and seminars or conferences that may be presented under ACCP auspices.

The Publications Committee is also responsible for providing input (ideas for theme supplements, special issues, specific topics) for publications that is relayed to the EiCs and Associate Editors, plus identifying areas to contribute towards the success of ACCP Journals and participating in the review and discussion of the Publisher’s report.

The Publications Committee Chair will be appointed by the ACCP President to lead a Search Committee for the next Editor-in-Chief of the ACCP Journals. The Chair will work with the President to identify the members who shall serve on the EiC search committee. The procedure for the EiC search and appointment have been outlined separately.

The Publications Committee shall, through the Editors, maintain relationships with such publishing firms as may be designated to provide such services to ACCP. The Editors will be responsible in turn for the appointment of Associate or Assistant Editors, members of the Editorial Boards of the journals and specific publication policies of the journals.

#### **Staff Support**

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures.

**How & When the Committee Meets**

The Publications Committee may meet in person at the Annual Meeting and as required for the purpose of managing the business of the committee and ACCP journals.