

EPIC COLLABORATION CHARTER

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4 **VERSION HISTORY**

5 The EPIC Collaboration Charter was drafted in the Fall of 2022 by Pietro Antonioli , Olga
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7 Rosi Reed, Ralf Seidl and Peter Steinberg with guidance from Vicki Greene and Frank Sabatie
8 and input from the collaboration. The first draft was presented to the interim EPIC collaboration
9 memberships on 6 Oct. 2022 and put to a vote on XX XXXX 2022.

10 This charter is intended to be a living document with changes made by a super-majority vote
11 of the Collaboration Council as needed.

12	Contents	
13	1 Introduction	4
14	2 Relationship between the Collaboration and the EIC Project	4
15	3 Community Values	5
16	4 Membership	5
17	4.1 Membership in the collaboration	5
18	4.2 Admission and Suspension from the Collaboration	6
19	4.3 Good Standing in EPIC	6
20	4.4 Rights of EPIC members	6
21	4.5 Authorship	7
22	5 Collaboration Council	7
23	5.1 Role and responsibilities	7
24	5.2 Composition	8
25	5.3 Collaboration Council operations	9
26	5.4 Dismissal of Collaboration Council (Vice-) Chair and Spokesperson	10
27	5.5 Standing committees	10
28	6 Spokesperson and Executive Board	12
29	6.1 Spokesperson	12
30	6.2 Executive Board	12
31	7 Voting and Election Provisions	13

32 1 Introduction

33 EPIC (Electron-Proton/Ion Collider Experiment) is a collaboration of international institutions
34 which have joined together to design, construct, commission and operate the EPIC detector to
35 exploit the physics potential of the Electron-Ion Collider (EIC) which is being jointly realized
36 by Brookhaven National Laboratory (BNL) and the Thomas Jefferson National Accelerator
37 Facility (JLAB). The EPIC collaboration shall strive for excellence in scientific research and
38 for promoting advances in basic science within the nuclear physics community as well as to
39 broader audiences. Henceforth EPIC is referred to as "the Collaboration." This Charter describes
40 the overall governance structure of the Collaboration, including the Collaboration Council, the
41 Executive Board, and the Spokesperson position. The key components of this Charter are the
42 separation of policy-making and executive powers, as well as limited terms in office. The Charter
43 is accompanied by a set of supplementary Policies (such as Code of Conduct, Publication Policy,
44 and others) that define specific details of various aspects of Collaboration functions. Changes
45 to the Charter require support by a super-majority of the Council, while changes to Policies
46 require a simple majority of the Council votes, as detailed in the Voting and Elections provisions
47 of this charter. The Collaboration Council, composed of Representatives of all participating
48 institutions, is the governing body of the Collaboration. It makes all major policy decisions
49 within the Collaboration. The Collaboration is led by a Spokesperson who is responsible for
50 the scientific and technical direction of the experiment, following the policies agreed by the
51 Collaboration Council. The Spokesperson is the principal representative of the Collaboration in
52 interactions with BNL, JLAB, DOE and its committees, the broader physics community, and
53 the general public. The Spokesperson elections are carried by the Collaboration Council Board.
54 The Executive Board is concerned with the day-to-day operation of the Collaboration and serves
55 as the advisory body to the Spokesperson. It is the responsibility of the Collaboration Council
56 leadership to ensure that this document, and supplemental Policies it defines, is kept up to date
57 in a timely fashion and accessible to all members of the Collaboration.

58 2 Relationship between the Collaboration and the EIC Project

59 The Collaboration is responsible for the design and the operation of a detector system that
60 achieves the EIC physics programmatic goals, as defined in the NAS report, and fulfills the
61 DOE mission need. During the design and construction of EPIC, the EIC project will be an
62 important partner to carry out this mission. It will be an invaluable source of information and
63 technical guidance to optimize the design of EPIC and its integration into the EIC machine.
64 However, in their oversight role, the EIC Project is not part of the collaboration, nor does it
65 bear direct responsibility towards EPIC management.

66 Whenever unforeseen constraints identified by the EIC Project require substantial modifications
67 to the detector design, the Collaboration will work with the EIC Project on related technical
68 proposals, will assess the impact on physics capabilities of EPIC and will report their findings
69 to the EIC project. In cases of particular relevance, this may even necessitate the Spokesperson
70 to call for a Collaboration Council vote on the proposed changes.

71 **3 Community Values**

72 The Collaboration is guided by the principles of democracy, equity, integrity and responsibility.
73 We are committed to foster a respectful, diverse, tolerant, and welcoming environment with
74 high scientific standards and a culture that promotes the development of excellence in scientific
75 research, human collaboration, and the nurturing of scientific careers.

76 All Collaboration members shall have the rights and obligations set forth within the provisions
77 of our governance documents. This includes access to any and all data taken in the course of
78 the operation of the experiment.

79 The Collaboration Code of Conduct (CoC) is a separate document from this Charter that will be
80 developed and maintained by the Diversity, Equity and Inclusion committee in consultation with
81 the Council. Adoption and any additional amendments to the CoC require a simple majority
82 vote of approval by the Council.

83 All Collaboration members must adhere to the Collaboration Code of Conduct. The fulfillment
84 of the mission of the Collaboration depends on collegial and respectful interactions among all of
85 the people engaged in its daily life and special events. To establish and maintain a welcoming,
86 inclusive environment, every member of the Collaboration agrees to:

- 87 • Strive for excellence in scientific research;
- 88 • Uphold the highest standards of professional ethics;
- 89 • Communicate respectfully: avoid insulting, dismissive, or hateful remarks and actions;
- 90 • Respond to observed cases of inappropriate behavior so as to promote a shared under-
91 standing of our accountability for our actions and for the effects they may have.

92 All members of the Collaboration are accountable for their actions. It is crucial to work together
93 in responding to actions that undermine a positive environment for all professional activities.
94 Violations of the Code of Conduct should be reported to any member of the Diversity, Equity,
95 and Inclusion (DEI) Committee, Spokesperson, and/or Collaboration Council leadership and
96 will be handled in the manner described in the Code of Conduct policy.

97 **4 Membership**

98 **4.1 Membership in the collaboration**

99 Individuals become members of the EPIC Collaboration through their connection to institu-
100 tions. Institutions are admitted into the collaboration by a process indicated below, which
101 includes planned contributions to the experiment, and typically require two PhD-level scientists
102 to maintain viability. At least one member of each institution will be selected, by a process
103 determined by each institution, to serve as Institute Representative (IR) on the Collaboration
104 Council (CC). The precise number of Institute Representatives depends on the overall size of the
105 group (i.e., members from the same institution), and is defined below. Although the standing of
106 an individual member, e.g. their authorship status, depends in part on their meeting of collab-
107 oration requirements, the standing of all members in a group can be affected by the fulfillment

108 of group-wide obligations. Within a group, Collaboration members will include PhD scientists,
109 graduate students, engineers and other technical staff. However, qualification for authorship on
110 publications may be modified in the future.

111 **4.2 Admission and Suspension from the Collaboration**

112 All institutions currently participating in EPIC will receive immediate membership upon ratifi-
113 cation of this charter, signifying initial formation of the Collaboration.

114 After initial formation, new institutions are admitted to EPIC by a super-majority vote as
115 described in Voting and Elections provisions of this Charter, after a proposal made to the
116 Collaboration Spokesperson and Executive Board. The application proposals should then be
117 presented to the CC for review at least two weeks ahead of a CC meeting. These proposals
118 should include planned contributions to detector construction, operation, or upgrades, as well
119 as plans for contributions to EPIC physics. Upon admission, each group should name the IR to
120 serve on the CC. Institutions may choose to leave the collaboration anytime, upon which their
121 responsibilities may need to be reallocated to other institutions. Institutions can also be asked
122 to leave (or be “suspended”) at the discretion of EPIC CC leadership. This will typically be
123 based on inability to fulfill responsibilities to EPIC (based on the periodic review of the group
124 activities). The Collaboration Council will need to endorse each suspension by a super-majority
125 vote, according to procedures described in the Voting and Election section.

126 Individual members may be dismissed for specific reasons, e.g. due to violations of the EPIC
127 Code of Conduct. Dismissal proposals stemming from the collaboration are submitted to the
128 EPIC management team for review, and may be referred to the Collaboration Council for a
129 decision according to the regulations defined in the CoC .

130 **4.3 Good Standing in EPIC**

131 The notion of being a "member in good standing" is crucial for determining access to experi-
132 mental resources, as well as being a precondition for authorship of scientific and technical papers
133 produced by the collaboration. Members in good standing must belong to institutions in good
134 standing - if a group loses its standing, then all of its members do as well. However, individual
135 members may lose their status, even if the group standing remains. Institutions will be reviewed
136 yearly by EPIC CC, and held to standards determined by a Membership Committee. These
137 standards will be fully documented, and may evolve by proposals to the collaboration council.
138 They will include, but are not limited to, considerations of service work, shifts, and other con-
139 tributions to the EPIC experiment. Finally, participation of a group’s IR in Council matters
140 will be an important part of a group’s overall standing.

141 Upon creation of the EPIC collaboration, all currently-participating institutions will be pro-
142 moted to good-standing based on their existing contributions. However, they will be reviewed
143 during the next 6-12 months by the Membership Committee, and their continued good standing
144 will rely on appropriate contributions made over that period.

145 **4.4 Rights of EPIC members**

146 EPIC members immediately receive:

- 147 • access to EPIC communication tools (e.g. email lists, discourse, mattermost channels)
- 148 • access to *all* data collected by the collaboration (both raw, reconstructed, and further
- 149 processings)
- 150 • access to simulated data and the scientific codes used for published results

151 Membership in good standing in the EPIC collaboration provides additional benefits including:

- 152 • Eligibility to serve as technical or physics group conveners or subconveners, and other
- 153 Collaboration roles and bodies.
- 154 • Eligibility to give talks on behalf of the EPIC collaboration
- 155 • Eligibility to become an author on EPIC papers, physics and technical (according to the
- 156 publication policies, discussed in [4.5](#))

157 4.5 Authorship

158 The application of the authorship policies, defined in a specific policy document, will be the
 159 responsibility of the Publication Committee (PC), however, some guidance is provided here.
 160 The minimum requirement is that an author should be a member in good standing (MGS).
 161 However, each author will also need to qualify by providing a well-defined contribution to EPIC
 162 as the basis for their authorship. It is expected that the work required for qualification will
 163 involve a task requiring about six months to complete, to facilitate involvement from members
 164 with shorter-term positions. This will only be needed once in a member’s tenure in EPIC, unless
 165 they leave or are dismissed, whereupon a requalification may be needed.

166 On individual papers, exceptional authorship can be granted for specific cases, and typically for
 167 individuals who contributed substantially to the publication. Examples include collaborators
 168 who left EPIC less than a year ago, non-PhD students, or even non-members who contributed
 169 substantially to a paper or analysis. Approval of exceptions is made by the spokesperson and
 170 publication committee.

171 Individual members who are dismissed for cause lose their authorship status immediately, and
 172 become ineligible for inclusion on future EPIC papers.

173 5 Collaboration Council

174 5.1 Role and responsibilities

175 The EPIC Collaboration Council is the governing body of the Collaboration of international
 176 institutions. The CC makes all major policy decisions within the Collaboration.

177 A non exhaustive list of CC exclusive powers therefore includes:

- 178 • approval of Charter modifications and Collaboration policies
- 179 • major policy decisions

- 180 • admission, suspension, and dismissal of institution members
- 181 • election and dismissal of Chair and Vice-chair of the Collaboration Council
- 182 • election and dismissal of the Spokesperson
- 183 • ratification of the management plan put forward by the elected Spokesperson and bi-annual
184 review of management reports, typically in the form of a presentation at the Collaboration
185 Council meeting.
- 186 • election of at-large members of the Executive Board as discussed below
- 187 • endorsement, upon proposal by the Spokesperson in consultation with the Executive
188 Board, of major roles in the Collaboration including, for example, Physics Coordinator,
189 Technical Coordinator, Working Group conveners.
- 190 • endorsement or election of members of any other committee (examples: Election Commit-
191 tee, Publication Committee, Conference and Talks Committee, etc.) the CC shall decide
192 to establish via this Charter or specific policies.

193 In all elections and endorsements of different roles in the Collaboration, the CC or the Executive
194 Board should appropriately manage the process calling for nominations, taking into account
195 diversity and inclusion principles as stated in the Charter, and informing transparently the
196 Collaboration members. Especially for major election roles (Spokesperson, CC (Vice-) Chair)
197 the CC shall be assisted by the standing Elections Committee, as prescribed by the voting and
198 election provisions of this Charter.

199 As the Spokesperson is accountable to the Collaboration Council, the CC is accountable to the
200 whole Collaboration. The CC shall report on its activities at least twice per year to the whole
201 Collaboration at general meetings.

202 5.2 Composition

203 The EPIC Collaboration Council is composed of at least one individual Representative from
204 each participating institution. Each institution selects its representative(s). Institutions having
205 more than 10 members in good standing as defined by this Charter and related policy have an
206 additional IR. Institutions having more than 20 members have two additional IR members. An
207 institution cannot have more than 3 IR in the Council.

208 Every year the Collaboration Council composition is reviewed on the basis of the assessment of
209 the members in good standing in each institution.

210 The Collaboration Council shall be lead by the elected Chair and Vice-chair drawn among its
211 members. Any CC representative can serve at most two two-year terms in the CC leadership
212 position. The election procedures of the new Collaboration Council leadership (Chair and Vice-
213 chair) are described in the Voting and Elections provisions of this Charter.

214 The Spokesperson and Deputy Spokesperson(s), if applicable, are *ex-officio* non-voting members
215 of the Collaboration Council.

216 In addition, early career members of the Collaboration are represented on the CC by three at-
217 large early career members, elected by their peers; at least one of whom should be a graduate
218 student. Each early career member will have one vote in the CC decisions.

219 Early career members of the Collaboration comprise all graduate students and those with no
 220 more than five years post PhD experience (not counting career interruptions). Candidates for
 221 at-large positions can be either self-nominated or nominated by any collaborator after a call for
 222 nominations by the Election Committee. Early career members of the Collaboration elect the
 223 at large representatives in the CC. Elections take place at least every two years. The term for
 224 early career CC representatives is two years. An early career member elected during their fourth
 225 or fifth year after PhD shall serve in office until the completion of their two year term.

226 **5.3 Collaboration Council operations**

227 The CC meetings are held at least twice a year, usually during collaboration meetings, convened
 228 by the CC Chair and Vice-chair. Online meetings and remote participation in the CC meetings
 229 are permitted. All Collaboration members receive information of the matters to be discussed at
 230 the Collaboration Council.

231 The meetings of the Council are generally open to all Collaboration members. Each meeting
 232 agenda has, however, space for an in-camera meeting restricted to Council members only. The
 233 CC meeting can further include a closed session without the Spokesperson and the Deputy
 234 Spokesperson(s).

235 Meetings should be conducted in a collegial and professional manner. While informal discussions
 236 are allowed, any member of the Council can require the CC leadership to strictly adhere to the
 237 procedures of the Robert’s Rules of Order ¹.

238 The draft agenda of the CC meeting and any associated documentation should be made available
 239 to CC members at least two weeks before the meeting so that members have the opportunity to
 240 request the Chair to add items to the agenda. Those issues that require votes shall be clearly
 241 stated on the agenda.

242 The voting rules in the Collaboration Council are specified in section 7 of this Charter.

243 At the discretion of the CC Chair and Vice-chair, additional meetings can be called with at least
 244 two weeks’ notice.

245 Moreover, a written request from one third or more of CC members, addressed to the CC
 246 Chair, Vice-chair and the Spokesperson, must result in a CC meeting being called with a two
 247 weeks’ notice. If the Collaboration Council Chair fail to call the meeting, the meeting must be
 248 exceptionally called by the Spokesperson.

249 Any CC voting member unable to attend a given meeting can communicate in advance of
 250 the meeting a substitute from the same institution (replacement voting member). Any CC
 251 voting members who are neither present nor represented by a replacement voting member at a
 252 Collaboration Board meeting may assign their voting proxy to any other voting member who
 253 is present, with the limitation that no single voting member shall be in possession of more
 254 than two voting proxies in addition to that voting member’s nominal vote. The early career
 255 representatives may only give their proxy to another early career representative. A voting proxy
 256 shall be established with the notification and acceptance by both the CC Chair and Vice-chair
 257 or the Chair’s designee and the voting member who has been assigned the voting proxy.

¹When required, the Collaboration will follow the rules as set out in the latest version of the classic Robert’s Rules of Order: <https://robertsrules.com/>

258 It is expected that all Institutional Representatives will actively participate in the CC business
 259 and discuss all upcoming decisions with the members of their institutions. Any CC member who
 260 missed three consecutive meetings, elections or CC major votes without assigning a replacement
 261 voting member or a voting proxy, will have their voting privileges suspended for one year, and
 262 will not be counted towards the required quorums in the CC votes. The announcements of such
 263 suspensions should be made by the CC leadership to the CC mailing list.

264 The CC chairperson shall arrange for the minutes of meetings to be taken and shared with the
 265 CC within two weeks of the meeting date. The minutes must be approved at the subsequent
 266 meeting.

267 The CC Chair and Vice-chair should provide a summary report for each CC meeting to the
 268 Collaboration members.

269 **5.4 Dismissal of Collaboration Council (Vice-) Chair and Spokesperson**

270 The procedure of dismissal here described is intended as a protection for the Collaboration in
 271 case of serious dysfunctionalities in the apical roles and/or threats to the reputation of the
 272 Collaboration due to the acts of the Spokesperson or the Council Chair or Vice-chair.

273 Upon request of one third of CC voting members in writing, a special meeting of the Council
 274 shall be convened to dismiss one of the following: the Spokesperson, the Deputy Spokesperson,
 275 the Collaboration Council (Vice-) Chair. If the dismissal resolution is addressed to both the
 276 Collaboration Council leadership the meeting will be exceptionally convened and chaired by the
 277 Spokesperson. The meeting will be convened in closed session. A dismissal resolution must be
 278 approved by the Council's super-majority, as detailed in section 7 of this Charter.

279 **5.5 Standing committees**

280 All EPIC CC Standing Committees, with the exception of the Nomination Committee, will be
 281 led by leadership teams consisting of a Chair and a Vice-chair, elected in the similar way to the
 282 CC leadership, as described in the Voting and Election Provisions of this Charter. All members
 283 of the Standing Committees, including the (Vice) Chair, could serve a maximum of two two-year
 284 terms on each specific committee.

285 **Conference and Talks Committee:** The Conference and Talk Committee (CTC) is respon-
 286 sible for the oversight and management of all oral and poster presentations given at scientific
 287 conferences on behalf of the Collaboration. This includes the selection of presenters, with the
 288 goal of equitable distribution of presentations across the Collaboration, as well as internal qual-
 289 ity assurance, approval and archival of presentations, following effective and efficient procedures
 290 as detailed in the EPIC conference policy. The committee will assist the Council in developing
 291 and enforcing, upon adoption of, the EPIC conference policy.

292 The Conference and Talks Committee, in particular their chair(s), will act as the interface
 293 between the collaboration and organizing committees of conferences as appropriate.

294 The committee must have a DEI liaison to assist with equitable distribution of presenting op-
 295 portunities.

296 The leadership of the CTC is elected by the Collaboration Council as described in the Voting

297 and Election Provisions of this Charter. Nominations for the members of the CTC should be
 298 solicited from the entire Collaboration. After calling for nominations, the CTC Chair shall put
 299 forward the proposed committee composition to be endorsed by the CC.

300 **Diversity, Equity and Inclusion committee:**

301 The Diversity, Equity and Inclusion (DEI) Committee develops the Collaboration Code of
 302 Conduct (CoC) policy, and, upon approval of the policy by the CC, is in charge of maintaining
 303 it. It also handles any violations of it by members of the collaboration according to the policies
 304 specified in it. The Diversity, Equity and Inclusion committee will consist of a minimum of 5
 305 members that shall cover a diverse representation of all backgrounds present in the collaboration,
 306 such as career status, regional representation, ethnicity, gender identity and sexual orientation,
 307 etc.

308 The leadership of the DEI Committee is elected by the Collaboration Council as described in
 309 the Voting and Election Provisions of this Charter. Nominations for the members of the DEI
 310 committee should be solicited from the entire Collaboration. After calling for nominations, the
 311 DEI Chair shall put forward the proposed committee composition to be endorsed by the CC.

312 **Election Committee:** The Election Committee will consist of at least three Collaboration
 313 Council members appointed by the Collaboration Council Chair after soliciting the nominations
 314 from the Collaboration Council. The Election Committee, with approval of the Council, is
 315 charged to solicit nominations for elected positions, organize the voting process and report
 316 to the Collaboration Council (and Collaboration wherever specified) on vote outcomes. The
 317 Election Committee can be called to assist the Collaboration Council in other significant voting
 318 matters, such as Charter and/or Policy modifications.

319 **Membership Committee:** The Membership Committee (MC) is responsible for the devel-
 320 opment of the Membership policy and oversight of its fair implementation. The Membership
 321 Policy shall define the process for establishing, and maintaining "Good Standing" status for
 322 Collaboration members, and the requirements for the authorship within EPIC. The committee
 323 will assist the Council in developing and enforcing, upon adoption of, the EPIC Membership
 324 policy.

325 The leadership of the MC is elected by the Collaboration Council as described in the Voting and
 326 Election Provisions of this Charter. Nominations for the members of the MC should be solicited
 327 from the entire Collaboration. After calling for nominations, the MC Chair shall put forward
 328 proposed the committee composition to be endorsed by the CC.

329 **Publication Committee:** The Publication Committee (PC) is responsible for the oversight
 330 and management of all EPIC publications (papers and proceedings), following effective and
 331 efficient procedures as detailed in the Publication Policy of the EPIC Collaboration. The Pub-
 332 lication Policy shall define the process for publication of scientific articles, requirements for
 333 ensuring high quality and reproducibility, and provisions for data and analysis code preserva-
 334 tion. The committee will assist the Council in developing and enforcing, upon adoption of, the
 335 EPIC publication policy.

336 The Publication Committee will take care of the author-, institution, and acknowledgement lists
 337 and act, in particular their chair(s), as the interface between the Collaboration and scientific
 338 journals.

339 The leadership of the PC is elected by the Collaboration Council as described in the Voting and
 340 Election Provisions of this Charter. Nominations for the members of the PC should be solicited

341 from the entire Collaboration. After calling for nominations, the PC Chair shall put forward
342 the proposed committee composition to be endorsed by the CC.

343 **Ad-hoc committees:** The Collaboration Council chairs may convene ad-hoc committee(s)
344 with the approval of the CC to deal with emergent policy matters or to handle disputes.

345 6 Spokesperson and Executive Board

346 6.1 Spokesperson

347 The EPIC collaboration will have an elected Spokesperson who will serve at the discretion of
348 the Collaboration Council and with the advice of the Executive Board with a significant pres-
349 ence at BNL. Their task is to run the collaboration, represent its interest to the EIC project,
350 the host laboratory, the accelerator division, other collaborations and relevant funding agencies.
351 They are also responsible for the planning of experimental running periods in accordance with
352 guidance from the executive board. The spokesperson is required to report their activities in
353 Collaboration Council meetings. They solicit nominations and propose conveners for working
354 groups and other as-needed task-forces. They appoint additional coordinators that are responsi-
355 ble for specific aspects of the experiment, such as physics coordinator, technical coordinator, etc.
356 These coordinators need to be endorsed by the CC. Furthermore, the spokesperson can suggest
357 or assign members of additional ad-hoc committees in consultation and with endorsement by
358 the Executive Board.

359 The Spokesperson is elected by the Collaboration Council as detailed in the Voting and Election
360 provisions. Each term shall last two years and a maximum of two terms serving as Spokesperson
361 is possible. The Spokesperson is the final entity responsible for publishing scientific results in a
362 timely and reasonable fashion and organizing collaboration meetings.

363 If the Spokesperson does not act to the benefit of of the collaboration, the Collaboration Council
364 may impeach the Spokesperson following the process described in this Charter.

365 6.2 Executive Board

366 The role of the Executive Board is to counsel the Spokesperson on physics policy, instrumen-
367 tation choices and candidate suggestions for leadership positions. Three at-large members are
368 elected by the Collaboration Council with one additional member each to be selected by the
369 Diversity, Equity and Inclusion committee and the early career group. The Spokesperson and
370 Deputy Spokesperson(s), if applicable, are ex-officio members. Additional representatives may
371 be appointed by the Spokesperson upon endorsement by the CC. It is expected that top level
372 activity coordinators will be members of the Executive Board.

373 The terms of the elected at-large members of the Executive Board will be two years and limited
374 to two terms.

375 Details of Executive Board appointments, functions, and duties, as well as any standing commit-
376 tees under the Executive Board purview, will be further detailed in the Collaboration operational
377 policy.

378 7 Voting and Election Provisions

379 This section defines the voting rules for the Collaboration Council in elections and general voting
380 matters and establishes the operation procedures for the Election Committee.

381 **Voting:** All Collaboration Council decisions are made through a vote. Ballots for routine
382 decisions and Charter modifications are generally open unless a secret ballot is requested by any
383 Council member. All other ballots are secret. Votes on charter or policy modification, elections,
384 admission of new institutions, suspension of current institutions or individual collaborators must
385 be announced three weeks ahead of time and include specific details on how the voting will
386 occur. Voting on routine Council matters, such as adoption of the minutes, may be done
387 through the in-person ("show of hands") vote; a simple majority of those CC members present
388 will be required to advance such decisions. Electronic voting on all major issues (elections,
389 endorsements, membership, charter or policy modifications) is expected. Information about
390 upcoming elections should be distributed to the whole Collaboration three weeks ahead of the
391 vote.

392 A quorum of at least 2/3 of the voting Council members is required for a valid vote on all major
393 matters, including charter adoption or modification, acceptance or suspension of institutions
394 or individual members, Spokesperson and Council (Vice-) Chair elections. A simple majority
395 requirement for the vote corresponds to a positive vote by more than 50% of the CC votes cast.
396 The votes requiring super-majority decision must secure an approval by at least 2/3 of all voting
397 Collaboration Council members.

398 All endorsement votes will require a simple majority to advance the decision. The voting thresh-
399 old requirements for other major votes are specified throughout the Charter and in the details
400 below.

401 **Collaboration Council Chair Election:** The election of the new Collaboration Council
402 leadership takes place annually, nominally aligned with a regular CC meeting. The newly elected
403 CC leader serves the first year of the two-year term as the Vice-chair of the CC and then as the
404 CC Chair for the second year of their term to provide continuity of the leadership.

405 In the first election, the CC Chair and Vice-chair will be elected simultaneously. After the first
406 election, the CC Chair serves a one-year term.

407 The Election Committee solicits nominations from the Collaboration Council, actively seeks
408 candidates as needed, and oversees the election. It solicits candidate statements, shares them
409 with the CC, and/or organizes meetings with nominees who agreed to stand for the election
410 at least three weeks ahead of the vote. Elections of the CC (vice-) Chair must be announced
411 publicly to the entire Collaboration at least three weeks before the vote.

412 The CC (Vice-) Chair is elected by a simple majority of the votes cast in the election. If there
413 are more than two candidates or teams running in a given election, the election should proceed
414 via ranked vote. Any CC representative can serve at most two terms in the CC Chair line.

415 **Spokesperson Election:** The Collaboration leadership will be held by a single spokesperson.
416 The election of the new Collaboration leadership takes place every two years, nominally aligned
417 with a regular CC meeting. The Election Committee solicits nominations for the Spokesperson
418 from the Collaboration as a whole, actively seeks candidates as needed, and oversees the election.
419 They request candidate statements and written management plans, share these with the CC
420 and the Collaboration, and organize open meeting(s) with nominees who agreed to stand for the

421 election at least three weeks ahead of the vote. The winning candidate may select up to two
422 Deputy spokesperson(s) to assist them in a day-to-day collaboration business. The spokesperson
423 shall, within one month following the election, present to the Council for its review their plan
424 for carrying out the designated Spokesperson duties, providing on-site presence, proposed EB
425 composition, etc.

426 Elections of the Spokesperson must be announced publicly to the entire collaboration at least
427 three weeks before the vote. It is expected that each CC representative will proactively engage
428 their institution in a discussion of Spokesperson candidates and will solicit and consider their
429 institution members' input before casting a vote. The Spokesperson shall be elected by a sim-
430 ple majority decision. If there are more than two candidates running in a given election, the
431 election should proceed via ranked vote. An individual is eligible to serve at most two terms as
432 Spokesperson.

433 **Chair Election process for the CC Standing Committees:** The election of a new lead-
434 ership for each Standing Committee (with the exception of the Nomination Committee) takes
435 place annually, nominally aligned with a regular CC meeting. The newly elected Standing Com-
436 mittee leader serves the first year of the two-year term as the Vice-chair of the corresponding
437 committee and then as the Chair for the second year of their term to provide continuity of the
438 leadership.

439 In the first election, the Chairs and Vice-chairs will be elected simultaneously. After the first
440 election, the Chairs serve a one-year term.

441 The Election Committee solicits nominations from the Collaboration Council and the entire
442 Collaboration, actively seeks candidates as needed, and oversees the election. The elections of
443 the Standing Committees' (Vice-) Chairs must be announced publicly to the entire Collaboration
444 at least three weeks before the vote.

445 The (Vice-) Chairs are elected by a simple majority of the votes cast in the election. If there
446 are more than two candidates or teams running in a given election, the election should proceed
447 via ranked vote. Any collaborator can serve at most two terms in the Chair line of the specific
448 Standing Committee.

449 **Admission/suspension of Institutions:** The procedure and the voting requirements for
450 admission of new institutions and the suspension of an individual or institutional membership
451 are described in the Charter and its Membership Policy. All admission or suspension decisions
452 require a super-majority approval by the CC. The Election Committee prepares and oversees
453 the ballots when the admission/suspension votes take place.

454 **Charter/ Policy modifications:** Any Institutional Representative of the Council can propose
455 amendments for the Collaboration charter and/or accompanying policies. Such a proposal should
456 be made in writing to the CC as a whole at least one week before any CC meeting and discussed
457 (proposed for discussion) at the regular CC meeting. For a motion with the general support of
458 the CC, the CC chair shall assemble a charter committee and charge the charter committee to
459 draft the modification according to the proposal. The draft of the changes should be shared with
460 the CC for discussion and additional input at least one month in advance of the next scheduled
461 CC meeting. A call for a vote and a second are required to proceed with the adoption vote.

462 The voting requirements for charter and policy modifications are prescribed in the charter:
463 charter modifications will require a super-majority vote of the CC, while policy modification
464 must pass a simple-majority threshold. The Election Committee prepares and oversees the
465 ballots when policy modification votes take place.