

Proto-Council by-laws

v. 1.1 - 14 sep. 2011

SuperB Proto-Council	BaBar Council
Collaboration Membership Criteria	
Ph.D. physicists, engineers and Ph.D. thesis students who are willing to contribute significantly to the construction and exploitation of the SuperB Detector are eligible to be members of the Collaboration.	Ph.D. physicists, engineers, and Ph.D. thesis students who contribute significantly to the Collaboration, as well as those who contribute significantly to the accelerator and plan to participate in the physics program, are eligible to be members of the Collaboration. A rough guideline is that all collaborators should devote a substantial fraction of their research time to the BABAR program over a period of several years.
Joining the Collaboration	
New institutions wishing to join the Detector Collaboration should contact the Chair of the Proto-Council Membership Office that will direct the applicants to the Technical Coordinators for negotiating possible commitments that the new institutions may consider to take in the Detector Collaboration. Once this step is successfully carried out, the Membership Office will then collect information on the contributions that the new institution is willing to provide to the project and register the institutions with its PI and members. The Proto-Council will ratify new inclusion at the first opportunity.	New institutions, or new groups from within a Collaborating Institution, who wish to join the Collaboration should submit a proposal to the Spokesperson, who will present it to the Membership Committee of the Collaboration Council for consideration. The Council will subsequently vote on the Committee's recommendation to accept or reject the submitted proposal.
The Collaborationa Proto-Council	
The Collaboration Proto-Council, representing the full membership of the Collaboration, is the principal governing body of the Collaboration in the period that will be taken to elaborate and approve the Superb Detector Collaboration Constitution.	The Collaboration Council, representing the full membership of the Collaboration, is the principal governing body of the Collaboration. It selects the Nominating Committee that proposes a candidate for Spokesperson, and it 2 ratifies the nomination. The Collaboration Council also ratifies members of the Executive Board.

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Proto-Council duties	
<p>The Collaboration Proto-Council main duty is to approve, by a two-third majority vote. the Detector Collaboration Constitution, elaborated by the Governance Committee. Once the Constitution is approved the Proto-Council chair will convene the first meeting of the new Council, formed in accordance with the new Constitution, and will organize the election of the Council chair that, once elected, will take over the chairmanship of the meeting.</p>	
<p>In at least one meeting preceding the one in which the Constitution will be presented for approval, the proto-council will have the opportunity to discuss a draft of the Constitution and will provide its written comments to the Governance Committee.</p>	
<p>The Collaboration Proto-Council will also be responsible for appointing a Speakers' Bureau to organize Collaboration presentations at conferences and workshops as appropriate and to determine who will represent the Collaboration at such meetings.</p>	
<p>The Chair of the collaboration Council will also nominate the Membership Office.</p>	<p>The Collaboration Council will concern itself with issues related to the overall framework of the Collaboration. It will ratify the Collaboration by-laws and the organizational structure, insofar as it is specified in the Collaboration Governance Rules, and vote on proposed amendments, which may be introduced by any Council representative or by the Spokesperson. All motions to ratify or modify the organization or governance of the Collaboration must pass by a two-thirds majority vote. The Collaboration Council will appoint a Membership Committee, which will make recommendations to the Council regarding membership issues, including the admission of new institutions. Ratification of such recommendations requires a two-thirds majority vote of the Council. The Membership Committee will also review special cases concerning the membership qualifications of any individual, including situations where potential conflicts of interest may exist. The Collaboration Council will be responsible for developing a publications policy and for appointing a Publications Board to approve papers for publication. The Board will be responsible for maintaining a list of eligible authors for both instrumental and physics papers. The Collaboration Council will also be responsible for appointing a Speakers' Bureau to organize Collaboration presentations at conferences and workshops as appropriate and to determine who will represent the Collaboration at such meetings.</p>

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Proto-Council Membership	
<p>All institutions will be directly participating in the Proto-Council. Collaborating Institutions are responsible for maintaining a current list of their individual members and designating an Institutional Representative to serve on the Collaboration Proto-Council. The Membership Office will ask the institutions to verify and update the list of members and their representative(s) in the proto-Council at least twice a year in September and in March.</p> <p>Each institution counts for one vote in proto-Council ballots.</p>	<p>Institutions with three or more Collaboration members who are Ph.D. physicists are considered Collaborating Institutions and will be directly represented on the Collaboration Council. Collaborating Institutions are responsible for maintaining a current list of their individual members and designating an Institutional Representative to serve on the Collaboration Council for a renewable three-year term. Members of the Collaboration from institutions with fewer than three Ph.D. physicists may affiliate with another institution for the purpose of representation on the Collaboration Council, so long as the affiliated institutions satisfy the requirement of having a total of three or more Ph.D. physicists. Large institutions will be given additional representation on the Collaboration Council. The number of votes for each institution is defined to be one plus the number of Ph.D. physicists divided by ten, rounded down to the nearest integer. An institution may choose to have one representative cast all of its votes, or it may choose to send one representative per vote.</p>
Proto-Council Chairmanship	
<p>The Collaboration Council will elect its own Chairperson and Vice-Chairperson. The Chairperson will guide the affairs of the Collaboration Council and will be responsible for organizing the meetings of the Council. The Vice-Chairperson will chair the Collaboration Council when the Chairperson is not available.</p>	<p>The Collaboration Council will elect its own Chairperson and Vice-Chairperson for non-renewable terms of two years. The Chairperson will guide the affairs of the Collaboration Council and will be responsible for organizing the meetings of the Council. After two years, the Vice-Chairperson will succeed as Chairperson, and a new Vice-Chairperson will be elected. The Vice-Chairperson will chair the Collaboration Council when the Chairperson is not available. The Chairperson, in consultation with the Collaboration, will select candidates for the several boards and committees that are to be established by the Council. One candidate will be selected for each available vacancy. When establishing committees de novo, the Council will ratify or reject nominated candidates by means of a vote for or against the full slate of candidates.</p>
Proto-Council meetings	
<p>The Proto-council meetings will take place during the Collaboration general meetings.</p>	<p>The Collaboration Council will meet at least twice per year.</p>

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<p>Proto-Council voting</p> <p>The Proto-Council decision are to be agreed by consensus wherever possible. Shuold a situation arise where consensus cannot be reached, a time scale shall be set for the decision to be reached at a later date and the matter will then be decided at a subsequent meeting of the Proto-Council Board, by a vote if necessary.</p> <p>Under normal circumstances, representatives to the Collaboration Council must be present to vote; if unable to attend, a representative may designate another member of the Collaboration as a proxy. All votes will require that at least one half of all Council members be either physically present or represented by a designated proxy who is physically present.</p> <p>Requirements for a majority vote or a two-thirds majority vote will be taken to mean a majority or two-thirds majority of all votes cast. Voting will normally be by a show of hands, although a secret ballot for any vote may be requested by any member of the Council. In special circumstances, the Chairperson may determine that a poll of the full Council is necessary and may request absentee ballots.</p>	<p>Under normal circumstances, representatives to the Collaboration Council must be present to vote; if unable to attend, a representative may designate another member of the Collaboration as a proxy. All votes will require that at least one half of all Council members be either physically present or represented by a designated proxy who is physically present. Requirements for a majority vote or a two-thirds majority vote will be taken to mean a majority or two-thirds majority of all votes cast. Voting will normally be by a show of hands, although a secret ballot for any vote may be requested by any member of the Council. In special circumstances, the Chairperson may determine that a poll of the full Council is necessary and may request absentee ballots.</p>