JACoW COLLABORATION CHARTER

v1.2 - 20150112

BASIC ORGANISATION

- The collaboration comprises representatives of member conferences and Institutes, the **Team** and the **Board of Directors**.
- An honorary position of **President** of the collaboration may be created if it is felt that this will be of benefit to the collaboration. In such a case, the Board will invite the nominee to assume this position.
- Member conferences should nominate representatives for a rolling set of three conferences: the previous, current and future. The change-over being at the point when the current conference has taken place.
- The **Team** comprises a rolling set of **Editors** from member conferences (previous, current and future), **Co-opted Experts** and **JACoW officers**. **Officers** are people carrying out an officially named role in the Team such as **Chair** or **Regional Representative**. The list of JACoW officers is defined by the Team and must include a **Chair**, **Deputy**, **Coordinator** and **Regional Representatives**. The list of all officially named roles (positions) will be published at the collaboration website. The **Chair** and **Deputy(ies)** may be selected from outside the **Team**.
- Certain Officers will automatically become members of the **Board of Directors** - the **Chair**, **Deputy Chair**, the **Coordinator** and **Regional Representatives.** The **Board of Directors** will be chaired by the JACoW **Chair** and will comprise the **Directors** (who are not necessarily members of the Team but are elected by the Team), **Deputy Chair**, **Coordinator** and **Regional Representatives**. The Board may ~~invite~~ appoint other **Officers**, like the ~~Coordinator~~ Repository Manager ~~to serve~~ on the Board. The Chair will have a vote on the board and decisions will be reached by simple majority of votes cast by board members.

CONFERENCES JOINING THE COLLABORATION

Applications for membership from conference series must be approved by the **Board of Directors**. Each conference applying for membership must agree to the basic requirements for publication (as defined on the collaboration website) and agree to contribute proceedings to the website for at least three consecutive conferences. Each conference must also agree to send the relevant people to the annual team meetings. Proposed changes to the basic requirements will be communicated to the series representatives and an acknowledgement/response will be required.

ELECTION OF OFFICERS

The **JACoW Team** elects the **Chair**, ~~and~~ **Deputy Chair**, **Coordinator** and other ~~Officers and~~ Directors by a simple majority of votes cast in a secret ballot.

The positions (titles and outline roles) for JACoW Officers are defined on the Collaboration Website. Nominations for all officers are made by the Team and/or the Board of Directors with the exception of the Board Members (Directors) who are nominated by the Team.

~~All Directors and JACoW Officers are elected.~~ All election voting is done by the Team. Nominations should be sent to the Election Coordinator (who will be nominated by the current **Chair**). The Election Coordinator will confirm that the nominees are able and willing to serve in the position for which they have been nominated. One person may serve in more than one office (e.g. a **Regional Representative** may also be serving as **Coordinator**).

Elections will normally be held at the Annual Team Meeting and in exceptional circumstances and when approved by the Board, an electronic election organised by the **Election Coordinator** could be held.

The Board members will serve mandates of up to three years, for a maximum of two consecutive mandates (6 years consecutive, but may serve for another period of up to 6 consecutive years following a one year break).

The appointments will be made and reviewed by the **Team** at the Annual Team Meeting.

MODUS OPERANDI

- It is the responsibility of the **Editors** or **Editorial Board** of the conference, or a person designated by the **Chair** of the **Scientific Programme Committee** of the relevant conference to prepare a set of proceedings for their conference which complies with JACoW requirements and to deliver them to the **JACoW Webmaster**.
- The existence of the combined site (JACoW) does not detract from the rights of individual conference organisers to publish their proceedings on other web sites, storage media or hard copies of their choice.
- The **Board of Directors** will be the decision making body and will manage the collaboration. The Board of Directors will review the aims and objectives of the collaboration at least once per year. The role of the Directors will be to participate in the decision making and management of the JACoW Collaboration and they will bring expertise and issues to the Board.
- The **Team** will meet at least once per year to review technical matters and to discuss administrative and operational aspects of the collaboration. Technical issues may be discussed in separate/break out meetings.

REPORTING

The collaboration will report annually to the **Stakeholders** at an open meeting. The primary stakeholders are the institutes and the accelerator community that use JACoW. The **Chair** will present a report on the collaboration's activities during the year at the annual meeting and the stakeholders can raise issues if they wish. Institutes will be invited to nominate a representative for JACoW and this person will receive relevant information from the collaboration and a specific invitation to the annual stakeholders meeting.

SANCTIONS

The **Board of Directors** may decide to withdraw from publication or prevent publication of a conference series if a conference fails to meet its obligations to the collaboration.