

«UML» Conference Series

Handbook

Part 2: Statute of the Steering Committee

Version 0.9b – Alternative draft for discussion in 2003 SC meeting at UML'03 in San Francisco.

Table of Contents

| | | |
|-----|---------------------------------------|---|
| § 0 | TERMS | 3 |
| § 1 | RESPONSIBILITIES OF THE SC | 3 |
| § 2 | MEMBERSHIP | 4 |
| § 3 | APPOINTMENT OF CHAIR AND DEPUTY | 4 |
| § 4 | MEETINGS | 4 |
| § 5 | MOTIONS AND VOTING | 4 |

§ 0 Terms

Herein the following abbreviations are used:

SC: <<UML>> Steering Committee.

OC: Organization Committee

PC: Program Committee

PCC: Program Committee Chair

CC: Conference Chair

GC: General Chair

§ 1 Responsibilities of the SC

- 1) To select an organization committee to run an incarnation of the conference in a particular year.
- 2) To oversee the work of and provide guidance to each organization committee, to ensure as far as is possible that the conference is both a scientific and financial success in any particular year, thereby maintaining a high reputation for the conference series.
- 3) To amend the statute of the steering committee (this document) as necessary.
- 4) To make strategic decisions about the continuation and scientific direction of the series, to ensure that the series maintains a high reputation and remains in good health. Such decisions include renaming the conference, refocusing its technical direction, and, in the extreme, deciding to close down the series.

1) Selection of an organization committee

The SC is responsible for selecting a committee to organize an incarnation of a conference in a particular year. Usually the selection will be made at least two years in advance, and will be based on proposals received from potential committees. The procedure for submitting proposals and the details of what needs to go in a proposal are outlined in Part 1 of this handbook.

When received, proposals will be circulated to the SC members and discussed either by email or at a physical meeting. The decision concerning which proposals (if any) to proceed with will be made through one or more motions put forward by the chair or other members of the SC.¹

2) Oversee the work of an organization committee

The work of an organization committee in any particular year will be overseen by the chair of the SC in that year, where a year runs from the SC meeting held at one conference to the SC meeting held at the conference being organized. The deputy chair will oversee the work of the organization committee for the following year, and will then continue to oversee the same conference as chair.

In overseeing a conference, the chair or deputy acts as the first point of contact to the SC as a whole, will keep the SC informed of progress, and will bubble up any significant issues to the SC for discussion, and, if necessary, vote.

Part 1 of this handbook is a resource for organization committees, that has been prepared and updated by past organization committees.

3) Amend the statute of the SC

Proposals to amend the statute of the SC may be put forward by any member of the SC, though usually by the chair. Proposals will be voted on in the usual way, after a suitable period of discussion, either at a physical meeting or by email.

4) Make strategic decisions

Proposals concerning the continuation and scientific direction of the conference may be put forward at any time by a member of the SC. Proposals will be voted on in the usual way, after a suitable period of discussion, either at a physical meeting or by email.

¹ This builds in flexibility.

§ 2 **Membership**

Members of the SC obtain their membership in one of three ways, each detailed below. Once a member there is no limit to how long a person may serve on the SC, with the exception that a member from a sponsoring organization may only be a member for as long as that organization remains a sponsor. A member may resign at any time.

OC member: The PCC, CC and GC of a conference in any year will be invited to join the SC a year before the conference date.

Invited member: The SC may choose to invite a person to join by carrying an appropriate motion.

Representatives of main sponsoring organizations: The SC will include representatives (one each) of the main sponsoring organizations (those that take the financial risk – currently ACM & IEEE). Those organizations may replace their representative at any time.

§ 3 **Appointment of chair and deputy**

A chair is not directly appointed. Instead, the deputy chair will normally take over as chair in the year following the year (or part thereof) in which (s)he is deputy. A person need not be a member of the SC when (s)he is voted to play the role of deputy in the SC. It is the chair's responsibility to accept nominations for a new deputy chair. Nominations must be made by a member of the SC, and with the candidate's consent. A member may not nominate him or herself. If more than one nomination is received, then the chair must oversee a ballot to elect the new deputy. In case of a tie, the ballot will be rerun but with only the tied candidates standing. In case of a further tie, the chair will have the casting vote. The winning candidate is automatically appointed as deputy. The deputy chair may be appointed by the same process at any time in case an incumbent resigns. If the chair resigns, then the deputy chair automatically takes over as chair, and the process to appoint a new deputy is initiated.

§ 4 **Meetings**

There will normally be one physical meeting held every year at the UML conference. It is the responsibility of the chair to organize and set the agenda of this meeting. Normally the next deputy chair will be appointed at this meeting. Business may also be conducted throughout the year by email or virtual meetings.

§ 5 **Motions and voting**

- All members of the SC are eligible to vote.
- Any decision made by the SC must be put forward as a motion, which is then voted on. If a majority of those voting vote to accept the motion, then the motion is carried and will be put into effect as soon as is practicable thereafter. The chair does not vote in the first instance, but, in the case of a tie, (s)he has the casting vote.
- A vote is valid only if at least half the members of the SC cast their vote or abstain.
- Votes may be conducted by email. In this case, it will be the chair's responsibility (or the person to whom (s)he delegates that responsibility) to receive the votes and announce the result (including whether or not the vote is valid). The chair must keep a copy of the email votes as evidence, in case the vote is challenged by a member of the SC.