

# **Center for Nanophase Materials Sciences User Group Bylaws and Charter**

*As amended by vote of the User Group on October 29, 2018.*

## **I. NAME**

The name of this organization shall be the Center for Nanophase Materials Sciences (CNMS) User Group (CNMSUG).

## **II. PURPOSE**

The purpose of the CNMSUG is to provide a formal and direct channel for the exchange of information and advice between the management of the CNMS and the investigators who perform experimental and computational nanoscience-focused research at the CNMS. The CNMSUG will also serve as an advocacy group for the experimental and computational nanoscience-focused research activities at the CNMS.

## **III. MEMBERSHIP**

All lead principal investigators on approved CNMS user projects and all badged CNMS users become CNMSUG members for three years from the initiation of their CNMS project.

## **IV. USER MEETINGS**

An annual meeting of the CNMSUG shall be held at a time and in a manner designated by the CNMSUG Executive Committee. The Executive Committee shall plan the meeting, including preparation of the agenda and timely notification of the CNMSUG membership, with assistance from facility staff. If necessary, a special meeting of the CNMSUG, or a subcommittee of it, may be called by a majority of the Executive Committee or a majority of the CNMSUG membership. Questions of order not covered by CNMSUG bylaws are governed by Robert's Rules of Order Newly Revised.

## **V. EXECUTIVE COMMITTEE AND OFFICERS**

A. Executive Committee. The Executive Committee shall conduct the regular business of the CNMSUG and shall have up to 10 members consisting of the Chair, Vice-Chair, a Secretary and up to 7 other members (which should minimally include one industrial representative and one student representative, which is defined as a post doc, graduate or undergraduate student). The Vice-Chair, Secretary, and other Executive Committee members shall be elected by

the CNMSUG membership in an annual election. Other than the Vice-Chair, members of the Executive Committee will serve two-year terms, with half of the membership being elected each year. Terms for members shall begin on the January 1 following an election. Before seeking election to the Vice Chair position, a candidate must serve at least one year as a member of the Executive Committee.

The Executive Committee will issue a call for nominations at least 4 weeks before the CNMSUG annual meeting. Nominations for members of the Executive Committee can be made by a motion and a second at the CNMSUG annual meeting or in writing prior to the meeting with endorsement by two active CNMSUG members. Nominations submitted prior to the conclusion of the annual meeting shall be accepted by the Executive Committee, which shall prepare a slate of candidates for the election. The election process (distributing biographies of the candidates and ballots, tallying the votes, and reporting the results) shall be the responsibility of the Secretary of the Executive Committee, and shall be completed by December 1. An Administrative Assistant may be appointed by CNMS management to support these activities upon request from the Secretary. Election of members shall be by simple pluralities of votes cast, subject to the limitation that no more than three of the Executive Committee members can be ORNL employees or hold a joint faculty appointment within CNMS. In the event of a tie in the number of votes the full UEC membership shall vote among the tied candidates to determine who will serve on the committee. This vote will take place within one week of the close of the election.

In preparing the slate of candidates for the election, the Executive Committee shall attempt to provide appropriate representation on the Executive Committee of the principal activities at the CNMS. In addition, the Executive Committee shall strive to have scientific and institutional diversity reflected in the slate of candidates. To be eligible for election to the Executive Committee, each candidate must be in a position to be a member of CNMSUG at the start of the upcoming term of office. Executive Committee members are eligible for nomination. In the event that an Executive Committee member resigns or is unable to complete their term the Past Chair shall agree to fill that vacancy for the remainder of the term.

Special *ad hoc* committees shall be formed as appropriate, consisting of members of the CNMSUG, to deal with special needs of the CNMS, and any important user issues, as identified by the Executive Committee.

B. Officers. The officers of the Executive Committee shall be a Chair, a Vice-Chair, and a Secretary. The terms of the Secretary and At-Large members shall be two years. At the conclusion of the term of the Chair, the Vice-Chair

automatically becomes the next Chair. If the office of Chair becomes vacant, the Vice-Chair shall assume the position of Chair, and the Executive Committee shall choose an acting Vice-Chair from its membership until the next election. Neither the Chair nor Vice-Chair shall be an employee of ORNL or hold a joint faculty appointment within CNMS. The former Chair shall remain as an *ex officio* member of the committee for one year following his/her tenure. An Administrative Assistant appointed by ORNL management shall be available to assist the executive committee with administrative aspects of the CNMSUG business and organizing committee meetings.

C. Executive Committee Meetings. The Executive Committee shall meet at the time of the annual user meeting and at such other times as called for by the Chair or by a majority of the Executive Committee membership.

D. Functions and Procedures. The Executive Committee shall carry out the following functions and procedures:

- The Executive Committee, reflecting the sentiment of the membership, shall make recommendations to CNMS management on matters affecting the user community such as operating policies, operating hours for specific instruments, and needs for facilities, infrastructure, and instrumentation.
- The Executive Committee, acting on suggestions from the CNMSUG membership, shall make recommendations to CNMS management for persons to serve on proposal evaluation committees.
- The Executive Committee shall plan the annual meeting of the CNMSUG.
- The Executive Committee shall report back to the membership at the annual meeting and at other times as appropriate.
- The Chair or Vice-Chair of the CNMSUG will serve as an *ex officio* member of the CNMS Advisory Committee.

## **VI. ADOPTION OF CHARTER, AMENDMENTS**

This charter shall be adopted if approved by two-thirds of the CNMSUG members voting.

A proposed amendment to this charter, bearing the signatures of at least five CNMSUG members, may be introduced at an annual meeting or upon approval of the Executive Committee. A two-thirds majority of members voting is required for passage of the amendment.