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Particle Accelerator Conferences - Organizing Committee (PAC OC) Bylaws
(as Revised 2012 May 19)

The following bylaws are used for both the IPAC conference series held in North America (one every three years) and the NA-PAC conference series (one every three years). The North American IPAC and NA-PAC are separated by approximately 18 months with the IPAC usually held in the Spring and the NA-PAC usually held in the Fall.

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Particle Accelerator Conferences
North America
Organizing Committee

Bylaws

Article 0. Preamble:

Particle accelerators are now an essential part of modern life in North America as well as the world, with applications that include but are not limited to discovery science, medicine, industry, energy and the environment, as well as security and defense. A diverse constituency nurtures, develops and utilizes the accelerator science and technology that enables such a broad spectrum of activities in North America. The Particle Accelerator Conferences NA-PAC and IPAC bring together this diverse constituency. The Organizing Committee for these Particle Accelerator Conferences provides the forum for integrated stewardship of accelerator science, engineering, technology and application in North America by:

- Integrating the support of the two professional societies that embrace accelerator science, engineering, technology and applications for mutual benefit;
- Arranging regular conferences to promote technical exchange, sharing and discussion of leading-edge science, engineering, technology and applications;
- Supporting the involvement of undergraduate and graduate students;
- Fostering mutually beneficial interactions between research, technology development and industrial application;
- Providing a focal point for interaction with other accelerator communities in the world, in particular with Europe and Asia;

Article 1. Function:

The Particle Accelerator Conferences Organizing Committee (PAC OC) for the Particle Accelerator Conferences held in North America is a non-profit body overseeing these meetings of individuals involved in aspects of research and development for accelerators, related technologies and applications. These conferences referred to as xPAC in this document include both the North American Particle Accelerator Conference (NA-PAC) and the International Particle Accelerator Conference (IPAC) held in North America. The PAC OC determines the locale for upcoming conferences, ensures good local management for the conferences, ensures that effective conference programs are planned and is the body that holds the corporate memory of past and future xPACs. The PAC OC operates under conference rules established by the IEEE. They also operate under a Memorandum of Understanding signed in May 1993 between IEEE-NPSS, APS-DPB and PAC OC.

To oversee and manage each IPAC conference held in North America and each NA-PAC conference, two subcommittees reporting to the PAC OC will operate following PAC OC Bylaws and specific rules described in following Articles 3 and 4. Article 3 defines the

makeup, responsibilities and operations of an IPAC OC, formed for each IPAC conference held in North America, and similarly Article 4 defines a NA-PAC OC, formed for each NA-PAC conference.

Article 2. PAC OC Membership:

Membership on the PAC OC consists of representatives from major American institutions and organizations involved in active and significant accelerator activities. The PAC OC can decide to add non-voting members and to add new voting members to the PAC OC membership. All organizations and institutions have one voting member. No individual can represent more than one organization/institution simultaneously. The representatives of American institutions and organizations for the IPAC OC and for the NA-PAC OC are based on the PAC OC membership list. At the end of each NA-PAC conference, when the present PAC OC chair becomes past chair and the next future IPAC conference chair becomes PAC OC chair, the onus is on present members to interact with their institution leader to ensure that they can continue as the member representing their institution. If not, the member must inform the chair to contact the institution leader for the name of the individual who will be representing their institution on the three OCs (PAC OC, IPAC OC, and NA-PAC OC). A note from the new PAC OC chair will remind members of this duty. If someone can no longer be a member of their OCs during their three-year term of tenure for a particular xPAC, then the chair must get a replacement nomination from the institution leader or have the present PAC OC agree to the replacement suggested by the individual stepping down.

PAC OC voting membership on the basis of institutions and organizations includes the following: the IEEE-NPSS chair for the Particle Accelerator Science and Technology (PAST) technical committee (TC), an elected member to the IEEE-NPSS PAST committee, the APS-DPB chair-elect [also serves as the Scientific Program Committee (SPC) assistant chair], two active xPAC conference chairs, two active xPAC SPC chairs, past conference chairs of last two xPACs, future xPAC conference chairs approved by PAC OC, a representative from South/Central America; initially from LNLS: The Brazilian Synchrotron Light Laboratory, a representative from the US Department of Energy, as selected and confirmed by a PAC OC vote; initially from the Office of High Energy Physics and three industrial representatives[1]. Each of the ten (10) following laboratories and two (2) universities has a permanent voting member on the PAC OC unless their slot is covered via the PAC OC chair position: Laboratories; Argonne National Laboratory, Brookhaven National Laboratory, Fermi National Laboratory, Los Alamos National Laboratory, Lawrence Berkeley National Laboratory, Lawrence Livermore National Laboratory, Oak Ridge National Laboratory, SLAC National Accelerator Laboratory, Thomas Jefferson National Accelerator Laboratory, and TRI University Meson Facility (TRIUMF) Canada: and Universities; Cornell University (CLASSE), and Michigan State University (NSCL).

[1] Each industrial representative must have participated in xPAC Industrial Exhibits in the past. A meeting of exhibitors at each xPAC will determine those individuals whose names will be passed to PAC OC in time for approval at the conference PAC OC meeting.

In addition to the above listed fixed membership for Laboratories and Universities, there are four (4) members on the PAC OC who represent special universities involved in accelerator research, development and/or operation (a few universities are combined as one initially, for locale and size reasons only). The four (4) members are determined using procedures described in Appendix A. Initial representation for the PAC'09 OC and the initial nine (9) subcommittee members are listed in Appendix B. For reference, PAC OC members for PAC'07 initiated in 2005 by the PAC'07 chair are listed in Appendix C.

Agenda items, voting and discussions follow the normal rules of parliamentary procedure as laid out in Robert's Rules of Order (http://www.robertsrules.com/default.html). Approval of items voted on by members attending a meeting requires a 2/3 majority in favor of the motion, unless otherwise stated in the bylaws. The quorum for votes to be official is ¾ of the voting OC membership. Mundane items such as approval of minutes and approval of agenda require only a simple majority vote of those in attendance. In the following articles, concurrence is achieved by a simple majority vote in favor by the PAC OC members involved in determining any issue raised for concurrence - such as venue, budget, program and chairs selection (conference and scientific program) for a particular conference.

All matters associated with business related to PAC OC bylaws are only voted on by the PAC OC voting members.

Prior to a particular meeting, members unable to attend a meeting should let the PAC OC Chair know in writing or by e-mail who will attend on their behalf with their voting privileges or who has their proxy vote.

Article 3. IPAC OC Subcommittee:

The IPAC OC subcommittee reports to the PAC OC, and is responsible for managing and overseeing each IPAC conference held in North America, following all aspects of the PAC OC bylaws, except for only those specific aspects that might differ as described in this Article. As described elsewhere, the IPAC OC is responsible for reviewing finances, management and programs of the past IPAC conferences held in North America. For future conferences they are to review meeting space, hotel arrangements, proposed finances (approving draft budgets and registration fees) and related conference items. They are responsible for quickly obtaining PAC OC concurrence on their conference items, especially budget and other contract issues. While the PAC OC retains ultimate authority over its conferences, it is generally expected that concurrence with the decisions of the IPAC OC and NA-PAC OC subcommittees will be based on the soundness of budgets and the consistency of plans with the Bylaws. The IPAC OC must be planning six years in advance and soliciting bids for particular areas of the country where future IPAC conferences will be held.

The IPAC conference series normally will be held in the Spring, approximately separated by 18 months from the NA-PAC conference series normally held in the Fall. Appendix E describes meeting schedules and times which could reduce travel impacts. Together, the

interleaved conference series will follow the east-mid-west-east-mid-west-etc 18 month rotational cycle of conference venue.

Voting membership on the IPAC OC consists of 16 members from the PAC OC as described below, 8 members from Europe as described in Article 15 and 8 members from Asia as described in Article 15.

The 16 members from the PAC OC are the IEEE PAST TC Chair, APS-DPB Chair-Elect, IPAC conference chair, IPAC SPC chair, most recent past IPAC conference chair, two future IPAC conference chairs approved by the IPAC OC and the PAC OC, South/Central America representative, one industrial representative, four representatives from laboratories as selected by the Laboratory Standing Subcommittee (LSS) described in Appendix F, one University representative – either Cornell or Michigan State who then rotate, and two members from universities selected by SUSS as described in Appendix A. Appendix G shows a possible arrangement for the selections, depending on the locale for the conference.

Selection of the 8 members from North America who will serve on the IPAC OCs organized by Europe and by Asia is the responsibility of the current North American IPAC OC chair, and could be based on the following positions – IEEE PAST TC Chair, IPAC OC Chair, IPAC SPC Chair, past IPAC OC chair, future IPAC OC Chair, future IPAC SPC Chair, and a total of two members from SUSS, LSS, Cornell and MSU – remembering that four of these eight individuals will also serve on the corresponding IPAC SPC and therefore should have the necessary technical skill base to participate effectively as a deputy coordinator for one of the scientific program main classifications.

Article 4. NA-PAC OC Subcommittee:

The NA-PAC OC subcommittee reports to the PAC OC, and is responsible for managing and overseeing each NA-PAC conference held in North America, following all aspects of the PAC OC bylaws, except for only those specific aspects that might differ as described in this Article. As described elsewhere, the NA-PAC OC is responsible for reviewing finances, management and programs of the past NA-PAC conferences. For future conferences they are to review meeting space, hotel arrangements, proposed finances (approving draft budgets and registration fees) and related conference items. They are responsible for quickly obtaining PAC OC concurrence on their conference items, especially budget and other contract issues. The NA-PAC OC must be planning six years in advance and soliciting bids for particular areas of the country where future NA-PAC conferences will be held.

The NA-PAC conference series normally will be held in the Fall, approximately separated by 18 months from the IPAC conference series normally held in the Spring. Appendix E describes meeting schedules and times which could reduce travel impacts. Together, the interleaved conference series will follow the east-mid-west-east-mid-west-etc 18 month rotational cycle of conference venue.

The NA-PAC OC should consider additional features for the conference format, including tutorials during morning sessions that are not plenary, and Short Courses for retraining, education, capability enhancement and/or scientific/engineering/technical refreshing (not connected to the successful USPAS) on the weekend prior to the conference.

Voting membership on the NA-PAC OC consists of 20 members from the PAC OC as described below, 2 members from Europe as described in Article 15 and 2 members from Asia as described in Article 15.

The 20 members from the PAC OC are the IEEE PAST TC Chair, APS-DPB Chair-Elect, NA-PAC conference chair, NA-PAC SPC chair, most recent past NA-PAC conference chair, two future NA-PAC conference chairs approved by the NA-PAC OC and the PAC OC, South/Central America representative, one industrial representative, five representatives from laboratories as selected by the Laboratory Standing Subcommittee (LSS) described in Appendix F, two University representative – Cornell and Michigan State, and four members from universities selected by SUSS as described in Appendix A. Appendix G shows a possible arrangement for the selections.

Article 5. OC Chairs:

At the conclusion of the last event for a particular xPAC, the present xPAC OC chair passes on the chairmanship to the next host who becomes the chair of the appropriate xPAC OC until that conference is completed. In addition, the special bell (donated by EPAC to PAC) and related equipment passes to the new chair. For IPAC OC this transfer includes the special gavel, sound block and case; items donated to IPAC by APS-DPB.

At the conclusion of the last event for a particular xPAC, the present PAC OC chair (also chair of the xPAC OC for that particular xPAC) passes on the PAC OC chairmanship to the next xPAC conference chair/host who becomes the chair of the PAC OC until that xPAC conference is completed.

Article 6. Replacement of OC Members:

OC members recognize that they are serving the international accelerator community and participate on their particular OC with the international community in mind, as well as their home institution interests. They should consider when it would be appropriate to have someone else represent their institute. They must inform the chair(s) of a representation change by letter, e-mail or as an additional item at one of the appropriate OC meetings. Such changes need to be recorded in the meeting minutes.

If a member is no longer able to communicate with their OC relative to a membership change, then the PAC OC Chair will contact the Head of the Institute that individual represented, to obtain a new member nomination. A 2/3 majority voice, e-mail or memo vote by existing members will determine acceptance of the new representative.

In addition, changes in the PAC OC membership to accommodate new institutions or institution changes can be decided by a 2/3 majority vote at one of the PAC OC meetings.

Article 7. OC Meetings:

Each xPAC OC meets at least every 18 months to review finances, management and program of their most recent xPAC, and to ensure planning for at least six years in advance. One of the meetings is held in conjunction with the site for the next xPAC, usually about 1 ½ years before the event. This meeting reviews the meeting space, hotel arrangements, proposed finances (approves draft budget and registration fees), scientific program issues and related conference items for their conference series. The other OC meeting is usually held during their xPAC. Appendix E describes meeting schedules and times which could reduce travel impacts.

The PAC OC meets approximately every 18 months to review finances, management and program of the most recent xPACs, and to ensure planning for six years in advance is underway. Meetings are held in conjunction with an xPAC conference, after the xPAC OC meeting held at the conference. Meetings review future conference space, hotel arrangements, proposed finances (approves draft budget and registration fees), scientific program issues and related conference items; information provided mainly by the appropriate xPAC OC chairs. An order of business for the PAC OC meeting is for the IPAC OC Chair to raise issues, discussions and suggestions resulting from the most recent PACCC meeting (held at an IPAC conference), in order for the PAC OC to take action if appropriate or to instruct one of the xPAC OC Chairs to take appropriate action. Another order of business is discussion on correspondence between EPS-AG, ACFA, APS-DPB, IEEE-NPSS PAST and PAC OC on conference issues/communication, for determination of any appropriate committee response/action.

OC meeting minutes will be circulated to members within two months of the respective meeting date.

The most recent past xPAC chair should prepare a summary document on their conference within a year of the conference, to be available at upcoming OC meetings (held during xPAC). This document should include finances (planned and actual), conference agenda, invited speakers list, number of papers presented, brief summary of local arrangements, industrial exhibitors list, local committee list and responsibilities, comments from the chair and committees, comments collected from attendees and industrial exhibitors, number of attendees, institutions represented with attendee numbers, countries represented with attendee numbers and future recommendations.

A PAC OC information archive will be passed from conference chair to conference chair within 3 months of chair change, which includes meeting minutes, conference reports and all correspondence to the PAC/xPAC OC chair in their official position as PAC/xPAC OC chair. It is the duty of the present PAC OC chair to maintain existing archives, especially information on the PAC OC web site. The IEEE PAST TC chair will ensure that the PAC OC web page is maintained and up-to-date on the IEEE-NPSS PAST web page with conference information available to any web page browser viewing the PAST web site and with a special set of pages (meeting minutes, finance reports, conference reports, conference data, MOUs, awards, etc.) for xPAC OC members that is password protected, password changes every 18 months.

Article 8. Conference Proposals:

The PAC OC reviews the success of past conferences and ensures that the xPACs are following the east-mid-west 18 month rotation cycle of conference venue so that all regions of North America have ample opportunity to participate at many levels. In the past it has been observed that best attendance occurs when the host is close to a major accelerator center. Host institutions should be prepared to make a presentation to the appropriate xPAC OC that discusses local management, finances, locale and amenities, scientific program committee formation and schedule. A simple majority vote of those in attendance at the xPAC OC meeting determines where a future conference will be held. At the xPAC conference xPAC OC meeting, the next xPAC within a six year time frame will be discussed. A suggested xPAC OC chair for that future conference will be agreed upon and a letter sent by the PAC OC chair presiding at the time of that meeting to that individual requesting him or her to organize that future xPAC in the series. If the individual accepts the request, then that individual must obtain their institution's agreement on hosting the conference and investigate possible conference sites that would be able to host the expected attendance. Status of the future site will be reported at the next xPAC meeting, at which time the xPAC OC should either approve or request changes to the proposed venue and operation. Part of overall approval involves endorsement from the PAC OC and the PAST TC Chair. If the proposed chair declines the request, then it is the responsibility of the present xPAC OC chair to work with the xPAC OC to obtain an alternate suggestion.

Article 9. Local Organizing Committee:

The xPAC Conference Chair from the host institution arranges for a Local Organizing Committee (LOC) Chair, a Scientific Program Committee (SPC) Chair, a conference administrator, a conference editor and a conference treasurer. The LOC Chair organizes all of the other activities important for conference success, including a subcommittee that reviews submitted student support applications and recommends those students whose participation at the conference will be supported financially from the conference budget. The student program can be supported by up to 6% of the anticipated revenue in the preliminary budget (the preliminary budget being submitted for IEEE approval about 18 months prior to the conference). Students financially supported by the conference are expected to assist the conference by serving as session secretaries for oral session chairs, by managing microphones during oral session question periods, by assisting poster session chairs and by other tasks assigned by the conference, SPC or LOC chairs.

The LOC chair appoints individuals to manage different aspects of the conference support including the following areas: registration; exhibition space and exhibitor arrangements; companion program; awards session and poster session; laboratory tours; teacher's day events; women in engineering/science event; satellite and ad hoc meetings; IT support and internet café; social events (welcome reception, coffee breaks, reception prior to the awards session, chair's reception, banquet).

The conference treasurer should set up banking with the IEEE banking service. Any contracts exceeding an anticipated cost of $25,000 must be reviewed and approved by IEEE prior to being let (needs IEEE signature); copies to the PAST TC Chair for

approval feedback to IEEE. The conference budget must be prepared with 15% contingency. Expenses for xPAC OC meetings, PACCC meetings, PAC OC meetings, PAST TC meetings and any approved conference site selection subcommittee visit are covered by the appropriate xPAC conference at/for which these events are held.

Any support staff assisting the conference, unless under a legal signed contract between a US or Canadian entity and the conference, must abide by IEEE and APS rules for travel and per-diem costs. Because such support staff are considered volunteers there is no honorarium or fee paid from the conference for services provided. The conference is expected to support their lodging expenses at the conference and to provide them with light refreshments while at the conference.

The xPAC OC Chairs and the PAC OC Chair must be IEEE members, as must the SPC chairs. The conference treasurer should also be an IEEE member. Although not recommended, the chair can get exemption from the PAST TC Chair for a particular person as treasurer who is not an IEEE member based on their exceptional capabilities for the job, and the fact that the chair will be their immediate supervisor and will sign for all large conference expenses. A suggested timetable for conference planning is given in the attached Appendix D.

Article 10. Scientific Program Committee, Papers and Publications:

Selection of the SPC chair requires xPAC OC approval, and the SPC chair's name should be included in the host institution proposal. The SPC chair organizes an international program committee to determine an exciting conference program, based on suggested names from the xPAC OC and other names to ensure that all areas of interest to the xPAC are covered in the SPC, including university interests. In addition, the SPC determines session chairs for all of the conference sessions. The xPAC OC will also pass on suggestions for invited talks and possible speakers that should be considered. The xPAC OC and the PAC OC approve the final SPC member team and eventually the invited program assembled by the SPC chair and this team.

The standard makeup of the Scientific Program Committee (SPC) shall include 2 or 3 early career members of the accelerator community, ideally at the post-doc level. These members are selected by the SPC Chair and would serve for only that conference.

Papers published are not peer reviewed. Only those papers presented as either oral presentations or posters that were manned by the author (or an author representative) will be published as a record of the conference. The JACoW format for papers is to be used, as are the associated SPMS systems developed for the xPAC conferences.

Article 11. Conference General Format:

The xPAC will be held at a location where most of the attendees can interact professionally, culturally and under a relaxed atmosphere that encourages friendly discussions and strengthening of contacts.

The meeting format consists of a welcoming reception Sunday evening, chair's reception Monday evening for VIPs and the LOC, plenary sessions Monday morning and Friday afternoon, and separate poster sessions and parallel oral sessions every other morning and afternoon from Monday to Friday. Sessions normally start at 8:30 AM each day. The number of parallel oral sessions is determined based on the number of expected attendees (N_{att}) used in preparation of the draft budget approved by the xPAC OC with PAC OC concurrence. The number of parallel oral sessions is determined by rounding up to the nearest integer value the expression $N_{att}/500$. A 'Louis Costrell' Awards Session is normally held Thursday afternoon for presenting IEEE, APS and conference awards, and talks from some awardees on the basis of their particular award. A conference banquet is normally held Thursday evening. A student poster session is usually planned for Sunday afternoon and a Teacher's Day usually for Wednesday morning. The Women in Engineering/Science event is usually planned for Wednesday evening. Whether posters for each of the separate poster sessions per day are mounted all day is a decision of the xPAC OC based on their available overall poster space – but the posters must be manned for the agreed time (usually one hour at least) in the morning or the afternoon session that the posters are assigned.
An industrial exhibit is held in association with the conference, with a suggested opening Monday morning and closing Wednesday afternoon.
A strong companion program helps strengthen participant ties, with the conference providing funds to cover a companion welcoming breakfast on Monday morning.

The poster areas should be coordinated with the industrial exhibit and the coffee breaks, with enough space provided for sitting areas and tables with chairs for ad-hoc discussions. Adequate space for coffee breaks (coffee and condiments separated by at least 2m), informal discussions, satellite meetings, computer internet cafes, and meals should be planned. The conference does not charge organizers of satellite meetings for room space that is part of the conference/hotel contract space.

Article 12. Conference Registration Fees:

Each xPAC OC must approve conference registration fees for its respective xPAC at an xPAC OC meeting at least 18 months prior to that conference, and then receive concurrence from the PAC OC. Early registration fees (up to one month prior to the conference) should be at least 10% less than late registration fees. Registration fees for current members of IEEE-NPSS, APS-DPB and/or EPS-AG will be at least 10% less than the regular registration fees. In addition, retired, one-day and student registration fees should be less than 1/3 of the regular late registration fee, a fee that includes all privileges and amenities of the full registration fee, except not the conference banquet for one-day registrations. No refunds will be provided for any cancellations received by the conference registrar that are within 40 days of the conference opening date, except in extenuating circumstances that are individually reviewed and approved by the xPAC Chair and the PAST TC Chair.

Article 13. Operations:

After the accounting books have been closed for the most recent xPAC, any management reserve/loss is returned to IEEE, which then shares the reserve/loss between IEEE-NPSS

and APS-DPB. The books should be closed within the calendar year of the conference. Start-up funds for a conference are available from IEEE-NPSS ($25k) and APS-DPB ($25k) once IEEE has approved the conference budget, on the basis of their receiving confirmation that the PAC OC and the PAST TC Chair have approved the budget.

Article 14. Conference Sponsors:

Obtaining financial sponsorship from various industries, government entities and learned societies is strongly encouraged in order to reduce conference costs.

Article 15. IPAC and NA-PAC Conference Series in North America:

The above bylaws are used for the IPAC conference series held in North America (one every three years) and the NA-PAC conference series (one every three years); separated by approximately 18 months from each other with the IPAC usually in the Spring and the NA-PAC usually in the Fall. For IPAC in North America and NA-PAC, both the European Physical Society - Accelerator Group (EPS-AG) and the Asian Committee for Future Accelerators (ACFA) will inform the appropriate conference chair of their selection of eight (8) individuals to be voting members for OC meetings related to the IPAC to be held in North America and their selection of two (2) individuals to be voting members for OC meetings related to NA-PAC. Four (IPAC) and two (NA-PAC) of these individuals from each region will also be members of the appropriate SPC. EPS-AG and ACFA will make their selections known prior to the first OC meeting of the particular conference, as advertised by the appropriate conference chair.

Article 16. Bylaw Revisions:

Revisions to these bylaws can be obtained using the following procedures:

1. Submission of proposed bylaw change(s) to the present PAC OC chair from the standing subcommittee on bylaws (usually chaired by the past PAC OC chair).
2. Chair distributes proposed bylaw change(s) to PAC OC membership within 5 working days of receipt at their workplace – regular mail, courier mail or E-mail.
3. Discussion of proposed bylaw change(s) by meetings, teleconferences, telephone conference calls or E-mail to inform all PAC OC members of the proposed bylaw change(s) and to allow modifications, changes, and/or improvements – no more than 8 weeks allowed for this step.
4. Once step 2 is complete, publication of the proposed bylaw change(s) to all PAC OC members for a period not less than 2 weeks and not more than 4 weeks.
5. Voting on the proposed bylaw change(s) can be accomplished at a meeting, by teleconference, by telephone conference call or by E-mail.
6. OC Chair collects vote information which is held in the PAC OC archives for at least two years.
7. For a bylaw change to be approved, a 2/3 majority in favor of the bylaw change must be obtained on the basis of the total OC bylaws voting membership subset.

If a bylaw change has an impact on the Memorandum of Understanding between IEEE-NPSS, APS-DPB and PAC OC, then prior to implementing the change approved by the PAC OC, the change must be endorsed by both the IEEE-NPSS AdCom and the APS-DPB Executive Council.

Appendix A:
Special University Standing Subcommittee

At each PAC North America (NA-PAC) conference (approximately three (3) years separation after NA-PAC 2011) the Special University Standing Subcommittee (SUSS) will meet to determine the two (2) new members who will represent them on the PAC OC for the period until the next NA-PAC conference. In addition, SUSS can make a proposal for adding or removing universities from the SUSS list of institutions, a proposal that needs approval from the PAC OC before becoming official.

Following the meeting, the SUSS chair will inform the PAC OC chair in writing of four items: 1) the names of the four (4) members who will represent SUSS at future PAC OC meetings, 2) the name of the two individuals who will represent SUSS on the future IPAC OC, 3) the name of the individual who will chair SUSS in the future and 4) any proposal for changes to the SUSS membership (for PAC OC approval). The SUSS meeting does not have a quorum limit. Votes are determined on the basis of those attending the SUSS meeting.

First order of business for SUSS is selection of a future SUSS chair, determined by the largest vote received by a particular nominee. The present chair only votes in the event of a tie vote. Following discussion and suggestions for the two (2) future representatives (can be a person who was or is representing the group) to serve on the PAC OC, a vote will be held with each member of SUSS voting for up to two (2) names out of the PAC OC approved list of institutions. Election of the two individuals is based on those receiving the highest number of votes. Each elected member serves a term covering two NA-PAC conferences (approximately six (6) years after 2011), except for the initial startup of the SUSS as listed in Appendix B. In this manner, there will be some continuity for representation on the PAC OC, with two members continuing in their position when two new members are added. Under no circumstances can one institution have more than one representative serving PAC OC on behalf of SUSS.

Appendix B:

Special University Standing Subcommittee (SUSS) Members

Table 1: Four initial SUSS representatives for PAC'09 OC, term starting 2007 July

University Name	University Representative	Serving Term
University of Wisconsin	Joe Bisognano (chair)	until NA-PAC 2011
University of Maryland	Dave Sutter	until NA-PAC 2011
University of Colorado	John Cary	until PAC 2009
UCLA/USC	Chan Joshi	until PAC 2009

Table 2: University Membership on SUSS

University Name	University Representative
Indiana University	Mark Hess
LSU	Victor Suller
MIT	Bill Barletta
Stony Brook U	Vladimir Litvinenko
Texas A&M/U of Texas	Al McInturff
UCLA/USC	Chan Joshi
University of Colorado	John Cary
University of Maryland	Dave Sutter
University of Wisconsin	Joe Bisognano

Appendix C

PAC OC membership initiated in 2005 for PAC'07

Marion White	Argonne National Laboratory	mwhite@aps.anl.gov
Vinod Sahni	APAC'07 Chair	vcsahni@cat.ernet.in
Joe Bisognano	APS-DPB representative	jbisognano@src.wisc.edu
Tom Roser	Brookhaven National laboratory	roser@bnl.gov
Bill Weng	PAC'11 Chair, BNL	weng@bnl.gov
Georg Hoffstaetter	Cornell University	hoff@mail.lepp.cornell.edu
Chris Prior	EPAC'06 Chair	C.R.Prior@rl.ac.uk
Vladimir Shiltsev	Fermi National Accelerator Lab	shiltsev@fnal.gov
Ilan Ben-Zvi	IEEE-NPSS representative	benzvi@bnl.gov
Alan Todd	Industrial Representative	alan_todd@mail.aesys.net
Dennis Friesel	Indiana University	Dennis.Friesel@parttec.com
Swapan Chattopadhyay	Thomas Jefferson National Accelerator Lab	swapan@cockcroft.ac.uk
Tom Wangler	Los Alamos National Lab	twangler@lanl.gov
Steve Gourlay	Lawrence Berkeley National Lab	sagourlay@lbl.gov
Glen Westenskow	Lawrence Livermore National Lab	gw@llnl.gov
Stan Schriber	PAC'07 Chair, MSU	schriber@nscl.msu.edu
Lou Costrell	IEEE representative	costrell@nist.gov
Norbert Holtkamp	Past OC Chair PAC'05, ORNL	holtkamp@sns.gov
John Galayda	Stanford Linear Accelerator Center	Galayda@slac.stanford.edu
Bob Siemann	Past OC Chair PAC'03, SLAC	siemann@slac.stanford.edu
Paul Schmor	PAC'09 Chair, TRIUMF	schmor@triumf.ca
John Cary	University of Colorado	cary@colorado.edu
Dave Sutter	University of Maryland	accelphys@aol.com
Christine Petit Jean Genaz	CERN	Christine.Petit-Jean-Genaz@cern.ch
Bruce Strauss	Department of Energy	bruce.strauss@science.doe.gov
Shin-Ichi Kurokawa	KEK	shin-ichi.kurokawa@kek.jp

Appendix D

Suggested timetable of events leading to conference

Item	Time (T=0)
CD-ROM(or USB smart stick) of proceedings mailed	*T + 5 months*
Conference proceedings on web	*T + 2 months*
Conference opening day	*T*
Registration deadline	*T – 1 month*
Abstracts of posters and invited talks on web	*T - 3 months*
Acceptance letters and guidance to authors	*T – 3 ½ months*
Conference program on web	*T – 4 months*
SPC chairs program committee	*T – 4 ¾ months*
Deadline for submitted and invited abstracts	*T – 5 months*
Invitation letters to invited speakers	*T – 7 ¾ months*
SPC chairs program committee for invited talks and agenda	*T – 8 months*
Letter advertising conference to possible attendees and exhibitors	*T – 12 months*
Host institution opens conference web page	*T – 18 months*
Host institution begins advertising for conference	*T – 18 months*
PAC OC meet at conference site to approve operations	*T – 18 months*
Chair takes over as chair of PAC OC	*T – 24 months*
Chair gets approval for SPC, LOC chair and treasurer	*T – 5 years*
Chair signs contracts with hotels and conference venue (with IEEE)	*T – 5 years*
Chair receives approval for conference site from OC	*T – 5 years*
Chair reviews possible sites for conference	*T – 5 ½ years*
Chair receives approval from host institution	*T – 5 ½ years*
Chair selected by PAC OC and official letter sent to individual	*T – 6 years*

Appendix E:
OC Meeting Schedules

The following table lists a possible 10 ½ year timetable for OC and SPC meetings which could minimize travel, and allow for coordination and information sharing between the various committees. Within the table the color red is used for IPAC, the color blue is used for NA-PAC and the color black is used for the PAC OC.

OC Meeting Schedule Table		
Events	**Months from IPAC**	**Years**
IPAC OC Meeting ***followed by*** PAC OC Meeting - during IPAC conference	Spring	0.00
SPC for NA-PAC invited schedule	10	0.83
IPAC OC review next North America IPAC site ***and*** SPC for NA-PAC program schedule	12	1.00
NA-PAC OC Meeting ***followed by*** PAC OC Meeting - during NA-PAC conference	18	1.50
SPC for IPAC invited schedule	28	2.33
NA-PAC OC review next NA-PAC site ***and*** SPC for IPAC program schedule	30	2.50
IPAC OC Meeting ***followed by*** PAC OC Meeting - during IPAC conference	36	3.00
SPC for NA-PAC invited schedule	46	3.83
IPAC OC review next North America IPAC site ***and*** SPC for NA-PAC program schedule	48	4.00
NA-PAC OC Meeting ***followed by*** PAC OC Meeting - during NA-PAC conference	54	4.50
SPC for IPAC invited schedule	64	5.33
NA-PAC OC review next NA-PAC site ***and*** SPC for IPAC program schedule	66	5.50
IPAC OC Meeting ***followed by*** PAC OC Meeting - during IPAC conference	72	6.00
SPC for NA-PAC invited schedule	82	6.83
IPAC OC review next North America IPAC site ***and*** SPC for NA-PAC program schedule	84	7.00
NA-PAC OC Meeting ***followed by*** PAC OC Meeting - during NA-PAC conference	90	7.50
SPC for IPAC invited schedule	100	8.33
NA-PAC OC review next NA-PAC site ***and*** SPC for IPAC program schedule	102	8.50
IPAC OC Meeting ***followed by*** PAC OC Meeting - during IPAC conference	108	9.00
SPC for NA-PAC invited schedule	118	9.83
IPAC OC review next North America IPAC site ***and*** SPC for NA-PAC program schedule	120	10.00
NA-PAC OC Meeting ***followed by*** PAC OC Meeting - during NA-PAC conference	126	10.50

Appendix F:
Laboratory Standing Subcommittee

At each PAC North America (NA-PAC) conference (approximately three (3) years separation after NA-PAC 2011) the Laboratory Standing Subcommittee (LSS) will meet to determine who will represent them on the xPAC OCs for the period until the next NA-PAC conference. In addition, LSS can make a proposal for adding or removing laboratories from the LSS list of institutions, a proposal that needs a 2/3 majority vote approval from the PAC OC before becoming official.

For purposes of equalizing representation from the three major regions of the continent, the following identification of the laboratories is used for this representation: East – BNL, TJNAF, and ORNL; Mid – ANL, FNAL, and LANL; West – LBNL, LLNL, SLAC-NAF, and TRIUMF. All regions have three representatives, except for the West which has four.

Following the LSS meeting, the LSS chair will inform the PAC OC chair in writing of four items: 1) the names of up to four (4) members who will represent LSS at future IPAC OC meetings, 2) the names of up to five (5) individuals who will represent LSS on the future NA-PAC OC, 3) the name of the individual who will chair LSS in the future and 4) any proposal for changes to the LSS membership (for PAC OC approval). As described in Appendix G, the phrase "up to" above is necessary because in some cases non-laboratory individuals could be filling the conference chairs and/or SPC chair slots, slots automatically filled for the xPAC OC. The LSS meeting does not have a quorum limit. Votes are determined on the basis of those attending the LSS meeting.

First order of business for LSS is selection of a future LSS chair, determined by the largest vote received by a particular nominee. The present chair only votes in the event of a tie vote. Following discussion and suggestions for future representatives (can be a person who was or is representing the group) to serve on the xPAC OCs, a vote will be held with each member of LSS voting for names out of the PAC OC approved list of institutions. Election of individuals is based on those receiving the highest number of votes. Each elected member serves a term covering three years. Under no circumstances can one institution have more than one representative serving xPAC OCs on behalf of LSS.

Appendix G:
xPAC OC North American Members

The following nine (9) members of the PAC OC are automatically North American voting members on either the IPAC OC or the NA-PAC OC: IEEE PAST TC Chair, APS-DPB Chair-Elect, appropriate xPAC conference chair, appropriate xPAC SPC chair, most recent past appropriate xPAC conference chair, two future appropriate xPAC conference chairs approved by the appropriate xPAC OC and the PAC OC, South/Central America representative, one industrial representative selected by the industrial exhibitors.

LSS could base laboratory selection out of the 10 PAC OC laboratories on the fact that almost every time xPAC is hosted, it is hosted by one of the listed laboratories, meaning that usually the host region has two members automatically selected (chair and SPC chair), while the two other regions have either one or two members automatically selected (past chair, two future chairs) as listed in the following table – leaving 5 not selected to be on the xPAC OC. For IPAC this will mean that one of the West region laboratories will sit out of the IPAC OC while for NA-PAC all laboratories are represented. In the cases where either the conference chair and/or the SPC chair happen to be from an institution not part of the 10 laboratories, the LSS will have to decide how to reduce their selection by the appropriate regions where these institutions reside.

LSS Selection of Laboratories - assuming no other Institutions		
Region	IPAC OC	NA-PAC OC
East	**Members:** Chair-East, Past-Mid, Future-West/Mid: further selection probably should be 2 West, 1 Mid and 1 East because most likely the SPC chair is the East as well - then all three regions have 3 reps on IPAC OC. The West then has to decide who sits out.	**Members:** Chair-East, Past-Mid, Future-West/Mid: further selection probably should be 3 West, 1 Mid and 1 East because most likely the SPC chair is the East as well - then all three regions have their full complement on NA-PAC OC.
Mid	**Members:** Chair-Mid, Past-West, Future-East/West: further selection probably should be 2 East, 1 West and 1 Mid because most likely the SPC chair is the Mid as well - then all three regions have 3 reps on IPAC OC. The West then has to decide who sits out.	**Members:** Chair-Mid, Past-West, Future-East/West: further selection probably should be 2 East, 2 West and 1 Mid because most likely the SPC chair is the Mid as well - then all three regions have their full complement on NA-PAC OC.
West	**Members:** Chair-West, Past-East, Future-Mid/East: further selection probably should be 2 Mid, 1 East and 1 West because most likely the SPC chair is the West as well - then all three regions have 3 reps on IPAC OC. The west then has to decide who sits out.	**Members:** Chair-West, Past-East, Future-Mid/East: further selection probably should be 2 Mid, 1 East and 2 West because most likely the SPC chair is the West as well - then all three regions have their full complement on NA-PAC OC.

Section 1. IPAC OC

The remaining seven (7) members of the PAC OC who are voting members on the IPAC OC consist of 4 members selected by the LSS as indicated above, one of either Cornell or Michigan State (rotated per conference starting with Cornell in 2015), and 2 members selected by the SUSS.

Section 2. NA-PAC OC

The remaining eleven (11) members of the PAC OC who are voting members on the NA-PAC OC consist of 5 members selected by the LSS as indicated above, both Cornell and Michigan State and 4 members selected by the SUSS.

Appendix B:

Special University Standing Subcommittee (SUSS) Members

Table 1: Four SUSS representatives for PAC OC, term 2013/10 – 2016/10

University Name	University Representative	Serving Term
University of Maryland	Dave Sutter (chair)	until NA-PAC 2016
Illinois Institute of Technology	Linda Spentzouris	until NA-PAC 2016
University of Colorado	John Cary	until NA-PAC 2016
MIT	Bill Barletta	until NA-PAC 2016

Table 2: University Membership on SUSS

University Name	University Representative
Indiana University	Mark Hess
LSU	Victor Suller
MIT	Bill Barletta
Stony Brook U	Vladimir Litvinenko
Texas A&M/U of Texas	Al McInturff
UCLA/USC	Chan Joshi
University of Colorado	John Cary
University of Maryland	Dave Sutter
University of Wisconsin	Joe Bisognano
Illinois Institute of Technology	Linda Spentzouris