

Constitution and Bylaws of the Particle Accelerator Science and Technology Technical Committee of the IEEE Nuclear and Plasma Sciences Society

Particle Accelerator Science and Technology Technical Committee Constitution

Article I - Name and Object

Section 1. The organization shall be known as the Particle Accelerator Science and Technology (PAST) Technical Committee (TC) of the IEEE Nuclear and Plasma Sciences Society (NPSS), hereafter referred to as the Committee.

Section 2. The Committee shall strive for the advancement of particle accelerator science, engineering and technology; its allied applications, engineering, arts and sciences; the dissemination of information pertaining to these fields; and the maintenance of high scientific and technical standards among NPSS members.

Section 3. The Committee shall aid in promoting close cooperation and exchange of technical information among its members, and to this end shall aid in the organization of the Particle Accelerator Conferences held in North America and act as an interface between NPSS and the three entities - xPAC conferences {NA-PAC (North American Particle Accelerator Conference) and IPAC (International Particle Accelerator Conference)}, APS-DPB (American Physical Society Division of Physics of Beams), and the PAC-OC (Particle Accelerator Conferences Organizing Committee). It shall represent the PAST community interests in IEEE, act as a liaison between IEEE and other organizations in the area of particle accelerators and promote IEEE and NPSS membership.

Section 4. The Committee shall attempt to provide information on particle accelerators to those who request it.

Article II – Fields of Interest

Section 1. The field of interest of the Committee is particle accelerators, and their related technologies and applications. The Committee shall foster publication or other dissemination of original contributions to the theory, experiments, educational methods, and applications of particle accelerator science, engineering and technology, and to the development of standards. Areas of technical activity will include, but not be limited to, the following:

Section 2.

1. Accelerator technology including theory, design, construction and operations
2. Beam diagnostics
3. Advanced accelerator concepts and future directions
4. Applications of accelerators in nuclear physics, high energy physics, radiation sources, industry and medicine, and technology transfer
5. Beam dynamics and electromagnetic fields
6. Colliders
7. Linear accelerators
8. Circular accelerators
9. High intensity electron and ion beams
10. Instrumentation, controls and operations
11. Light sources and free electron lasers
12. Electron and ion sources, and injectors
13. Radio frequency power systems
14. Pulsed-power high power systems
15. Accelerator room temperature and superconducting magnets

Article III – Membership

Section 1. Members of the Committee are members or affiliates of the NPSS who have a professional interest in particle accelerators and applications. Only members of the Committee are entitled to vote on Committee matters.

Article IV – Administration

Section 1. The Committee and its affairs shall be managed by an Executive Committee (ExCom) consisting of voting and non-voting members. Voting membership shall consist of elected members and certain ex-officio members as specified herein and by the Bylaws. Non-voting membership shall consist of members who are appointed to specific positions for specific terms by the ExCom Chair following approval by the voting membership of the ExCom. The number of elected members-at-large for ExCom shall be four (4) members plus one (1) GOLD elected member-at-large with a two year term. The elected PAST-TC member-at-large for AdCom is a separate elected member serving on the ExCom as well. The number [eight (8)] of elected and immediately previously elected members {five (5) directly elected members-at-large, the Past Chair, the elected PAST-TC member-at-large for AdCom and the previously elected PAST-TC member-at-large for AdCom) shall always exceed the number of ex officio members with voting rights.

Section 2. The terms of office of the elected members-at-large shall be four years unless specified differently herein and in the Bylaws. The GOLD member-at-large term shall be for two years. Election of members-at-large shall be held annually to fill

vacancies for the coming year. The terms of office of the other members shall be as specified in the Bylaws.

Section 3. The ExCom of the Committee shall be managed by a Chair, Vice-Chair, and Secretary, in accordance with their powers and duties as defined hereunder and in the Bylaws. The Chair, with approval of the ExCom, shall appoint a Secretary for the ExCom, an ex-officio position with voting rights. The Secretary need not be chosen from among the elected members-at-large, but should be a member of the Committee. In the event of the Chair's absence or incapacity, those duties shall be performed by the Vice-Chair, and then by the Secretary if the Vice-Chair is not available.

Section 4. Duties:

- (a) The Chair of the ExCom is responsible for the overall operation of the ExCom and the PAST-TC.
- (b) The Vice-Chair maintains/updates the Constitution, Bylaws, and Guidelines for Operation, and provides support as requested by the Chair.
- (c) The Secretary serves as the recording secretary for the ExCom and the PAST-TC (e.g., takes minutes of all meetings) and distributes ExCom/PAST-TC materials.

Section 5. The Chair, as soon as possible after election, shall appoint Chairs of the subcommittees provided for in the Bylaws, after approval of those nominations by the voting membership of the ExCom. All appointees serve at the pleasure of the Chair. The Chair shall be an ex-officio member of all subcommittees of the ExCom.

Section 6. Fifteen (15) voting members of the ExCom are the eight (8) elected members-at-large (includes ExCom Past Chair, ExCom Chair, ExCom Vice Chair, elected PAST-TC member-at-large for AdCom, immediately past elected PAST-TC member-at-large for AdCom), and the following seven ex-officio members: ExCom Secretary, present xPAC Conference Chair, two past xPAC Conference Chairs, and the three upcoming future xPAC Chairs. Non-voting members included in ExCom are the present IEEE-NPSS AdCom President and Chairs of the ExCom Subcommittees.

Section 7. The position of Chair shall be filled by succession of the Vice-Chair, subject to the approval of ExCom. In odd numbered years, beginning in 2017, a Vice-Chair shall be elected by the voting members of the ExCom from among the non-GOLD eligible members-at-large of the ExCom to serve for two years. Following this two-year term, they will be the sole candidate in an election for Chair to serve for two years, as specified in the Bylaws. If this succession is not approved by ExCom, the procedure specified in the Bylaws will be used to select the next Chair.

- (a) All directly non-GOLD elected members of ExCom are eligible for election as Vice-Chair or Chair. The term on the ExCom of the Vice-Chair and of the Chair shall automatically extend until they vacate their offices. During this period, the Vice-Chair and the Chair shall be considered full members with a vote. No individual may be elected as Vice-Chair immediately after a term as Chair.

- (b) In the event that neither the Chair nor the Vice-Chair is able to take office as prescribed in the Bylaws or if both are incapacitated or if both offices become vacant, the ExCom shall promptly elect an Acting Chair from among the members-at-large to assume the duties of Chair until either the Chair or Vice-Chair takes office or resumes their duties.
- (c) If the Vice-Chair is unable to become Chair at the end of the two-year term, both the Vice-Chair and Chair positions will be considered vacant. A new Chair and a new Vice-Chair shall be elected by the voting members of the ExCom from among the eligible non-GOLD members-at-large of the ExCom. In this case, the Chair would serve two years and then become the most recent Past Chair, and the Vice-Chair would succeed to Chair as prescribed above.
- (d) If the position of Vice-Chair is vacated at any other time during the two-year term, a replacement Vice-Chair will be elected by the voting members of the ExCom from among the non-GOLD eligible members-at-large to complete the remainder of the term.

Article V – Nomination and Election of ExCom Members-at-Large

Section 1. Nominating procedures shall be as prescribed in the Bylaws and shall include provision for nomination by Society members.

Section 2. Election of the members-at-large of the ExCom shall be as prescribed in the Bylaws. Members-at-Large shall be elected to overlapping terms in successive years.

Section 3. If a member of the ExCom does not complete a term, the vacancy shall be filled at the next regular election for the unexpired portion of the term.

Article VI – Meetings

Section 1. The ExCom may hold meetings, subject to applicable IEEE and NPSS rules and regulations.

Section 2. A majority of the voting members of the ExCom shall constitute a quorum. No member shall have more than one vote by reason of multiple offices or ExCom responsibilities.

Section 3. A majority of the legal votes cast by those members of the ExCom attending a meeting shall be necessary for the conduct of its business except as otherwise provided in this constitution.

Section 4. Business of the ExCom may be handled by any written means which includes (but is not limited to) correspondence, fax or e-mail if, in the opinion of the Chair, matters requiring prompt action can be adequately handled in that manner. A

majority of the voting members of the ExCom is required to take action in such a case. Such actions are to be promptly confirmed in writing by the Chair to the ExCom.

Section 5. The ExCom shall meet as required to conduct business and in accordance with the Bylaws.

Article VII – Amendments

Section 1. Amendments to this Constitution may be initiated by petition submitted by a two-thirds vote of the ExCom, such petition being submitted to the AdCom of the NPSS for approval. After such approval, the proposed amendment shall be publicized in the IEEE-NPSS Newsletter, with notice that it goes into effect unless 20 Committee members object within 90 days of the date of mailing of the notice. If such objections are received, a copy of the proposed amendment shall be mailed with a ballot to all members of the Committee at least 30 days before the date set for the return of the ballots; the ballots shall carry a statement of the deadline for their return to the IEEE office. When a mail vote of the entire Committee membership is made necessary, approval of the amendment by at least two-thirds of the ballots returned shall be necessary for its enactment.

Section 2. As an alternative to the procedure outlined in Section 1 above, 10 members of the Committee may submit a petition to the AdCom of the NPSS. If approved by the NPSS AdCom and after notification of the ExCom, the proposed amendment shall be submitted to the membership by mail ballot as described above.

Section 3. Committee Bylaws, and amendments thereto, may be adopted by two-thirds vote of the Committee at a Committee open meeting, provided that notice of the proposed Bylaw or amendment has been sent to each member of the Committee at least a week prior to such meeting. Alternatively, a Committee Bylaw or amendment may be adopted by a two-thirds mail vote of the members of the ExCom, provided a 30-day period is provided for such responses. In either event, the proposed Bylaw or amendment shall be publicized in the NPSS Newsletter. No Bylaw or amendment shall take effect until it has been approved by the Ad Com of the NPSS.

Article VIII – Revision

Section 1. When deemed appropriate, the Chair of the ExCom shall appoint, subject to the approval of the ExCom, a subcommittee to evaluate the effectiveness of this Constitution and its Bylaws, to study the rules of governance required by the activities of the Committee at that time, and to consider modifying these or writing a new Constitution and Bylaws appropriate to the existing and anticipated needs of the Committee. The Subcommittee shall report its findings to the ExCom within one year, who shall report to the next Committee open meeting.

Particle Accelerator Science and Technology *Technical Committee Bylaws*

1. Executive Committee: Article IV of the Constitution provides that the ExCom shall consist of a number of elected members-at-large plus certain ex-officio members. The ex-officio members of the ExCom shall be as deemed appropriate by the ExCom and such other ex-officio members as are provided for in the Constitution and Bylaws of the NPSS.

- 1.1 The fifteen voting members of the ExCom shall be the elected members-at-large (includes the Chair and the Vice-Chair), the past ExCom Chair, ExCom Secretary, elected PAST-TC NPSS AdCom member-at-large, past elected PAST-TC NPSS AdCom member-at-large, the Chair of the present xPAC, the Chairs of the past two xPACs and the Chairs of the upcoming three future xPACs.
- 1.2 The ExCom shall meet at the Particle Accelerator Conferences (xPACs in North America) on dates determined by the Chair with at least three weeks notice to ExCom members in advance of the meeting. Additional meetings may be called at the discretion of the Chair or upon request of a majority of the voting members of the ExCom with at least three weeks notice.
- 1.3 In the absence of extenuating circumstances as approved by the ExCom, an elected member-at-large who misses three successive meetings shall automatically be dropped from the ExCom.

2. Nomination and Election of ExCom Members-at-Large: As specified in Article IV, the ExCom shall include five (5) members-at-large, four (4) serving a four-year term and one GOLD member serving a two-year term. At least one post, plus any vacancies occurring in the previous year, are to be elected each year by the general membership of the Committee.

- 2.1 The Chair of the ExCom is responsible for ensuring that at least one and one-half (1.5) nominations are obtained for each position to be filled. Nominations may be made by any member of the ExCom or any member of the Committee, up until a date fixed each year by the Chair of the ExCom. That date shall be no later than July 1, but may be extended if required. Self-nominations are permitted.
- 2.2 The individual making a nomination must determine in advance that the nominee is willing to serve if elected. A nomination is only valid if it is submitted in writing to the Chair or the Secretary of the ExCom. The name, address, e-mail address, and phone number of the nominee must be included, as well as a short biographical statement. In addition, the nomination must provide either the IEEE membership number of the nominee, or a statement that an application for membership in the IEEE and NPSS has been submitted.
- 2.3 Given that there are more nominations than posts to be filled, those nominees receiving the highest number of votes will be elected. Any vacancy on the ExCom resulting from an uncompleted four-year term shall remain unfilled until the next regularly scheduled election. At that time, the

remainder of the uncompleted term shall be filled by the nominee receiving the next highest vote total after determination of the regular four-year terms. In the event of a tie vote by the general membership of the Committee, the individual selected will be determined by a majority vote of the voting members of the ExCom. The tie-breaking vote of the ExCom members shall be conducted by fax or electronic mail by the Secretary of the ExCom. The Secretary shall endeavor to obtain the results as far as possible in advance of the next ExCom meeting.

- 2.4 The Chair of the ExCom shall arrange, before April 1, for a call for nominations to be conveyed to the whole membership through the NPSS Newsletter.
- 2.5 Current members-at-large of the ExCom who are serving full terms are ineligible for nomination.
- 2.6 All nominees must be either members in any grade of IEEE and NPSS or must have submitted an application for membership in IEEE and NPSS at the time the nomination is forwarded to IEEE Headquarters. An affiliate member of NPSS is not eligible to be a nominee for members-at-large.
- 2.7 The Secretary shall annually arrange for the distribution to the members of the Committee, on or about July 31, of a ballot to elect the candidates to fill members-at-large vacancies on the ExCom. The ballot shall be accompanied by a short biographical statement from each nominee.
- 2.8 Forty-five days after distribution of the ballots, the IEEE Headquarters shall count and tabulate the votes received and report the results to the Secretary of ExCom, who, in turn, shall notify the Chair.
- 2.9 The Chair of the ExCom shall submit to the Secretary of the NPSS AdCom the names of the candidates elected to fill the designated vacancies.
- 2.10 A member-at-large who is elected to fill an uncompleted term is eligible for renomination to the ExCom for a term beginning at the expiration of the partial term.

3. Functional Subcommittees: The Chair of the ExCom shall appoint the chairs and members of the following Functional Subcommittees, subject to ratification by the ExCom:

- (a) Membership Subcommittee: To recommend to the ExCom and to implement approved actions for increasing Committee membership and encouraging Senior and Fellow member status. The subcommittee will maintain an up-to-date searchable list of Committee members with identification of Senior and Fellow members.
- (b) Publicity, Education and Outreach Subcommittee: To identify/ recommend to the ExCom and to implement approved actions for improving knowledge about PAST, supporting students taking accelerator related studies, supporting and publicizing WIE activities, supporting the NPSS Distinguished Lecturers Program and providing information for outreach in various communities.

- (c) Website Subcommittee: To manage, up-date and improve the PAST-TC website on the IEEE-NPSS web page.
- (d) Nominations Subcommittee chaired by the Past Chair: To recommend to the ExCom for their approval the slate of candidates for each electable position on ExCom, and possible chairs and members of the ExCom Functional Subcommittees. The Chair of the Nominations Subcommittee shall actively encourage the broadest possible representation from throughout the accelerator community on the ExCom and in its activities.
- (e) Conferences Subcommittee: To recommend to the ExCom and to implement approved actions for ensuring xPAC conferences are meeting the needs of the Committee members and are planning adequately for the future.
- (f) Minicourse Subcommittee: To identify, encourage, and solicit potential PAST minicourses at future xPACs.
- (g) Awards Subcommittee: To identify, encourage, and solicit Committee member candidates for various IEEE awards, including the Particle Accelerator Science and Technology Awards.

- 3.1 Each subcommittee shall submit a written report of its activities to the ExCom Secretary prior to the next ExCom Meeting.
- 3.2 The membership and activities of the Functional Committees should be publicized to the Committee membership through an Annual Summary report in the NPSS Newsletter.
- 3.3 The Chair may authorize additional Functional Subcommittees if deemed necessary for the efficient functioning of the ExCom.
- 3.4 The terms of office of Chairs of the Functional Subcommittees shall be one year.
- 3.5 The Chairs of the Functional Subcommittees must be members of the Committee.

4. Beginning of Terms of Office: All terms of office of elected members-at-large of the ExCom shall begin January 1 of the year immediately following their election.

5. Open Business Meeting of the Committee: An annual open Business Meeting of the Committee shall be held in conjunction with a Particle Accelerator Conferences (xPACs in North America) on dates determined by the Chair with at least three weeks notice to Committee members in advance of the meeting - to be conveyed to the whole Committee membership through the NPSS Newsletter.

6. Records: The secretary shall maintain a permanent record of all non-routine motions passed by the ExCom, written minutes of the Annual Meeting of the NMISC, a roster of all ExCom members, and a membership roster of all ExCom subcommittees. The secretary must provide a tabulation of the most recent five years of motions and a copy of the ExCom constitution and bylaws to each newly elected member-at-large to the ExCom.

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