

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

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 promote the advancement of particle accelerator science, engineering, and technology; support their applications; disseminate relevant information; uphold high scientific and technical standards; and engage in outreach activities. It shall foster cooperation and the exchange of technical information among NPSS members, represent the PAST community within IEEE, serve as a liaison with related organizations, and promote membership in both IEEE and NPSS.

Section 3. The Committee shall aid in the organization of the Particle Accelerator Conferences held in North America. The Committee shall act as an interface between NPSS and the APS-DPB (American Physical Society, Division of Physics of Beams) that jointly organize the xPAC conferences (NA-PAC North American Particle Accelerator Conference series, and IPAC International Particle Accelerator Conference series) through coordination of the PAC-OC (Particle Accelerator Conferences Organizing Committee).

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, and applications of particle accelerator science, engineering and technology, and to the development of standards. Areas of technical activity include:

1. Colliders and Related Accelerators
2. Photon Sources and Electron Accelerators
3. Novel Particle Sources and Acceleration Techniques
4. Hadron Accelerators

5. Beam Dynamics and Electro-Magnetic Fields
6. Beam Instrumentation and Controls, Feedback and Operational Aspects
7. Accelerator Technology and Sustainability
8. Applications of Accelerators, and Engagement for Industry and Society

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 their applications. Only members of the Committee that are NPSS members 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 elected and ex-officio members, both of which are voting members. The elected ExCom members shall be:

- The PAST ExCom Chair, Vice-Chair, and Past-Chair with two-year terms (3 positions), hereafter referred to as the Chair, Vice-Chair, and Past-Chair
- Four members-at-large (4 positions)
- One Young Professional (YP) member-at-large with a two-year term (1 position)
- Two PAST-TC members elected as members-at-large to the NPSS Administrative Committee (AdCom) (2 positions)

The ex-officio ExCom members shall be:

- The PAST ExCom Secretary (1 position), hereafter referred to as the Secretary
- the present xPAC Conference Chair (1 position)
- two past xPAC Conference Chairs (2 positions)
- two future xPAC Conference Chairs (2 positions)

Non-voting members include the present IEEE-NPSS AdCom President and Chairs of the ExCom Subcommittees that are not elected ExCom members.

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

Section 3. The ExCom shall be managed by a Chair, Vice-Chair, and Secretary. The Chair, with approval of the ExCom, shall appoint the ExCom Secretary. 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 is responsible for the overall operation of the ExCom and the PAST-TC.
- (b) The Vice-Chair maintains/updates the Constitution, Bylaws, 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 material.
- (d) The Chair and NPSS AdCom members-at-large are expected to attend all NPSS AdCom meetings in a year. Chair can delegate to the Vice-Chair attendance at the AdCom meeting.

Section 5. The position of Chair shall be filled by succession of the Vice-Chair. A Vice-Chair shall be elected by the ExCom voting members from among the ExCom non-YP members-at-large.

- (a) No individual may be elected as Vice-Chair immediately after a term as Chair.
- (b) If neither the Chair nor the Vice-Chair are able to take office 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, 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 ExCom non-YP members-at-large. 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-YP members-at-large to complete the remainder of the term.
- (e) If AdCom members-at-large becomes incapacitated for the remainder of their term, the vacancy shall be filled following the NPSS rules for AdCom.

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

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

Section 2. Election of the ExCom members-at-large 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 a complete 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 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. ExCom members may vote in absentia either by informing the Chair in writing or through a proxy. The proxy must be a voting ExCom member.

Section 4. ExCom business may be conducted by written communication when, in the Chair's judgment, prompt action is required and can be effectively managed in this manner. Any action must be approved by a majority of the ExCom's voting members and shall be promptly confirmed in writing by the Chair to the full ExCom.

Article VII – Amendments

Section 1. Amendments to this Constitution may be initiated and approved by a two-thirds vote of the ExCom and submitted to the NPSS AdCom approval. Upon AdCom approval, the proposed amendment shall be publicized in the IEEE-NPSS Newsletter, with notice that it will take effect unless at least 20 Committee members object within 30 days of the publication. If such objections are received, a ballot shall be distributed to all Committee members at least 30 days prior to the deadline for ballot submission. If a vote of the full Committee membership is required, the amendment must be approved by at least two-thirds of the ballots returned to be enacted.

Section 2. As an alternative to the initiation of the proposed amendment, at least 20 members of the Committee may submit a petition to the NPSS AdCom. If approved by the NPSS AdCom and after notification of the ExCom, the proposed amendment shall be submitted to the membership by ballot as described above.

Section 3. A Committee Bylaw or amendment proposal may be adopted by a two-thirds 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 NPSS AdCom.

Article VIII – Revisions

Section 1. When appropriate, the Chair may appoint a subcommittee, subject to ExCom approval, to evaluate the effectiveness of the Constitution and Bylaws, assess the governance needs of the Committee considering its current activities, and recommend revisions or the drafting of a new Constitution and Bylaws to address the Committee's present and future requirements.

Bylaws

1. Executive Committee (ExCom): The Constitution provides for the membership and voting rights.
 - 1.1 The ExCom shall meet at the Particle Accelerator Conferences (xPACs in North America) on dates determined by the Chair. Additional meetings may be called at the discretion of the Chair or upon request of a majority of the voting members of the ExCom.
 - 1.2 In the absence of extenuating circumstances as approved by the ExCom, an elected member-at-large who misses three successive meetings may be dropped from the ExCom at the discretion of the Chair.
2. Nomination and Election of ExCom Members-at-Large: Any vacancies occurring in the previous year, are to be filled each year by the general membership of the Committee.
 - 2.1 The Chair 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 Committee, up until a date fixed each year by the Chair. That date shall be no later than 1 July 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 Secretary. The name and e-mail address of the nominee must be included, as well as a short biographical statement. The nomination must provide the nominee's IEEE membership number, or a statement that an application for membership in the IEEE and NPSS has been submitted.
 - 2.3 An affiliate of NPSS is not eligible to be a nominee for members-at-large.
 - 2.4 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. A member-at-large who is elected to fill an uncompleted term is eligible to serve a full term.
 - 2.5 The Chair shall arrange, before 1 April for a call for nominations to be conveyed to the whole membership through the NPSS Newsletter.
 - 2.6 Current ExCom members-at-large who are serving full terms are ineligible for nomination.
 - 2.7 The received nominations will be passed on to the IEEE NPSS AdCom Nominating Committee Chair. Nominally 45 days after distribution of the ballots, the IEEE Headquarters shall count and tabulate the votes received and report the results to the Chair.
 - 2.8 The Chair shall submit to the NPSS AdCom Secretary the names of the candidates elected to fill the designated vacancies.
3. Functional Subcommittees: The Chair may appoint the chairs and members of Functional Subcommittees, subject to ExCom approval. Examples of subcommittees are:
 - (a) Membership Subcommittee: To recommend and implement actions for increasing Committee membership and facilitating Senior status.
 - (b) Publicity, Education and Outreach Subcommittee: To recommend and implement actions for improving knowledge about PAST-TC, supporting students, supporting the NPSS Distinguished Lecturers Program and providing outreach information.
 - (c) Nominations Subcommittee chaired by the Past-Chair: To recommend the slate of candidates for each electable position on ExCom, and possible chairs and members of the ExCom Functional Subcommittees. The Nominations Subcommittee Chair shall actively encourage the

broadest possible representation from throughout the accelerator community on the ExCom and in its activities.

(d) Awards Subcommittee: To identify, encourage, and solicit Committee member candidates for various IEEE awards, including the PAST Doctoral Student Award and the two PAST Awards. To identify possible actions for others to nominate individuals for Senior status and for Fellow status.

3.1 Each subcommittee shall report its activities in the regular ExCom meetings.

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 terms of office of Chairs of the Functional Subcommittees shall be up to three years.

3.4 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 1 January of the year immediately following their election.

5. Open Business Meeting of the Committee: An open Business Meeting of the Committee shall be held in conjunction with a Particle Accelerator Conference (xPACs in North America) on dates determined by the Chair.

6. Records: The secretary shall maintain a permanent record of all non-routine motions passed by the ExCom, written minutes of the Annual Open Business Meeting of the Committee, 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 Committee constitution and bylaws to each newly elected member-at-large to the ExCom.

7. Alternates:

Members-at-Large: An elected member-at-large may designate any Committee member in good standing to represent the member-at-large at the PAST ExCom meeting. The representative shall have the privilege of the floor but may not vote on any matters coming before the PAST ExCom.

Approved by ExCom on 12 August 2025.

Approved by AdCom on 8 November 2025.