

CHARTER AND BY-LAWS OF THE PEARC STEERING COMMITTEE

I. STATEMENT OF PURPOSE

The vision of the Practice & Experience in Advanced Research Computing (PEARC) organization is *the creation of a dynamic and connected community of advanced research computing professionals who promote leading practices and the frontiers of research, scholarship, teaching, and industry application*. PEARC advances this vision via its mission: *providing a forum owned by the community to foster exchanges around the ‘state of the practice’ in advanced research computing—discussing challenges, opportunities, solutions, and best practices*.

PEARC provides venues, including an annual meeting, for the full spectrum of advanced research computing professionals and all those interested in the state of the practice and community experiences in promoting the effective use of cyberinfrastructure and advanced digital resources. PEARC is designed to engage and directly benefit advanced research computing professionals, with particular emphasis placed on engaging under-represented minorities, women, and people with disabilities. The PEARC conference provides a range of formal and informal opportunities for people to interact and address their diverse needs and interests.

The PEARC organization annually holds a conference with the official title of “Practice & Experience in Advanced Research Computing,” and will be referred to as “The Conference” or the “PEARC Conference”.

II. ORGANIZATIONAL STRUCTURE

The basic structure consists of the Steering Committee for the PEARC organization and a series of Conference Committees supporting the Conferences (Section V). It is the goal of the PEARC organization to fully represent the diversity of the community we represent. Minimally, the Steering Committee delegates the responsibility for running each annual conference to Conference General Co-Chairs. The membership of the PEARC Steering Committee comprises individuals who volunteer their time, are interested in advanced research computing and advanced digital resources, but who do not necessarily represent any particular organization.

The PEARC conference series is sponsored by the Association for Computing Machinery (ACM) and its HPC and Applications special interest groups (SIGAPP and SIGHPC).

III. CONFERENCE

The Conference series will be established and overseen by the PEARC Steering Committee. The Conference will be held annually, preferably in the summer.

IV. STEERING COMMITTEE

Steering Committee Terminology:

- “Member” refers to a single, real individual who can serve in a role.
- “Role” refers to a position, with associated responsibilities, that is assigned to a member.

The general control of the PEARC organization is resident in the Steering Committee. The Steering Committee will conduct regular monthly meetings. Meetings are held via videoconference, with the possibility of one face-to-face at the PEARC conference (with a virtual option). Additional meetings of the Steering Committee will be scheduled as needed to discuss and resolve issues that may arise in the interim.

The PEARC Steering Committee may organize subcommittees as deemed appropriate and necessary. Members of the Steering Committee will volunteer on at least one subcommittee, attend associated subcommittee meetings, and report to the full Steering Committee. Subcommittee meetings will meet for a minimum of one hour monthly until the work for the subcommittee is completed. Total time commitment for these duties will be at least three hours a month.

A. ROLES

The roles associated with the Steering Committee are described below. Voting types are described in more detail in Section C below. A member can hold multiple roles simultaneously. Members are recommended to consider resigning from any role if they foresee being unable to devote sufficient time to that role in order to allow for someone else to fill that role.

There shall be a minimum of ten and no more than twenty members in voting roles. Any member missing three consecutive Steering Committee meetings without prior approval from the chair or extenuating personal circumstances is considered resigned from their respective roles.

At-Large Seats:

- Description: Represents the community as a whole and not with the intent to reflect the priorities or interests of the organizations of which they are a part.
- Quantity: At least two, no more than twelve.
- Term: Three years. A member may serve no more than two consecutive terms in this role.
- Appointment Method: Steering Committee vote.
- Type: Voting - per seat

Steering Committee Chair:

- Description: Serves as the coordinator of Steering Committee meetings and represents the general consensus of the Steering Committee.
- Quantity: One.
- Term: One year. A member may serve no more than two consecutive terms in this role.
- Appointment Method: Steering Committee vote.
- Type: Voting - per seat

Steering Committee Vice-Chair:

- Description: Supports the Steering Committee Chair and acts on the Chair's behalf when the Chair is unavailable.

- Quantity: One.
- Term: One year. A member may serve no more than two consecutive terms in this role.
- Appointment Method: Steering Committee vote.
- Type: Voting - per seat

Conference General Co-Chairs for Most Recent Conference:

- Description: Responsible for final reporting and close-out of the most recent annual Conference and providing guidance and advice to subsequent Conference General Co-Chairs.
- Quantity: At least two and no more than three.
- Term: One year.
- Appointment Method: Transitions automatically from Conference General Co-Chairs for Upcoming Conference upon conclusion of an annual Conference.
- Type: Voting - aggregate

Conference General Co-Chairs for Upcoming Conference:

- Description: Responsible for the planning and execution of the upcoming annual Conference.
- Quantity: At least two and no more than three.
- Term: One year.
- Appointment Method: Transitions automatically from Conference General Co-Chairs for Next Conference upon conclusion of an annual Conference.
- Type: Voting - aggregate

Conference General Co-Chairs for Next Conference:

- Description: Responsible for the planning of the next annual Conference after the upcoming annual Conference.
- Quantity: At least two and no more than three.
- Term: One year.
- Appointment Method: Steering Committee vote.
- Type: Voting - aggregate

Recording Secretary:

- Description: Charged with keeping the minutes of meetings, maintaining a record of voting proxies for Steering Committee members, ensuring the internal and public websites are kept up to date and maintaining the formal records of the Steering Committee.
- Quantity: At least one.
- Term: One year.
- Appointment Method: Steering Committee Chair appointed.
- Type: Non-voting

ACM / SIG Liaison:

- Description: Represents the ACM and SIGs at Steering Committee meetings.
- Quantity: At least one.
- Term: Indefinite, at the discretion of ACM / SIG.
- Appointment Method: Designated by ACM / SIG representatives.
- Type: Non-voting

Consultants:

- Description: Provides specialized advice and/or services to the Steering Committee (e.g. Conference evaluations, special projects, etc).
- Quantity: As needed.
- Term: Indefinite, at the discretion of the Steering Committee.
- Appointment Method: Designated by the Steering Committee.
- Type: Non-voting

Conference Committee Members:

- Description: Tasked with specific roles and responsibilities related to an annual Conference.
- Quantity: As needed.
- Term: Indefinite, at the discretion of the corresponding Conference General Co-Chairs.
- Appointment Method: Conference General Co-Chairs appointed.
- Type: Non-voting

B. DUTIES AND RESPONSIBILITIES OF THE STEERING COMMITTEE

The Steering Committee collectively will undertake the following obligations.

1. Ensure that the mission and vision of the PEARC Organization are met and evolve as appropriate. This is documented in Section I. Statement of Purpose.
2. Ensure the highest technical and professional standards are maintained for the programs of the Conferences via regular reviews of previous Conferences and future plans.
3. Ensure regular communication and interactions between the conference and sponsoring agencies.
4. Provide continuity for the Conference series. This can include, but is not limited to:
 - a. Maintenance and updates of all conference related digital materials, including PEARC workspaces, historical websites, agendas, meeting minutes, etc, which generally reside on online services.
 - b. Committing to vendors for multiple years, thus spanning multiple Conferences.
 - c. Making arrangements between other entities and the Conference series (e.g. association with sponsoring society or other entity).
5. Establish long-range plans for future Conferences by:
 - a. The appointment of the Conference General Co-Chairs for each annual Conference . The Steering Committee should select Conference General Co-Chairs who have the background and leadership abilities to assemble and manage a creative, forward-looking conference committee.
 - b. Providing assistance to the Conference as requested by the Conference Committee.

Any perceived problems should be handled between the Steering Committee Chair and the Conference General Co-Chairs, bringing in the Steering Committee if necessary.

6. Advise on the plans of the Conference Committee for each annual Conference, including the financial plan and the preliminary technical program. The Steering Committee assigns the Conference General Co-Chairs and Conference Committee with the responsibility and authority to manage the conference.
7. Manage the nomination/selection processes for Steering Committee roles as described above.
8. Provide non-fiduciary financial oversight for the conferences through review of the conference's preliminary, interim, and final financial reports in a timely manner. All budgets and expenditures must comply with policies and procedures of the fiscal agent for the PEARC Conference.
9. Annually review and address any necessary modifications to the By-laws.
10. Serve as advocates for conference attendees and other stakeholders.
11. Advocate for PEARC within relevant public venues.
12. The Steering Committee may (by majority vote) create committees, task forces, or working groups, as deemed appropriate to assist in these and other responsibilities and may determine the composition and powers of those groups. Committees may be ad-hoc (of fixed duration) or standing (of indefinite duration). All standing committees will have a charter that must be approved by a majority of the voting members of the Steering Committee.
13. Commit to at least three hours a month including monthly call and other Steering Committee work including subcommittee work.

All Steering Committee members can bring forth concerns about adherence to these By-laws at any time, and all activity related to that concern must cease until the concern is resolved.

C. VOTING PROCESS

Votes: Each member with at least one voting role gets to participate in voting.

Members in roles designated ‘voting – per seat’ each get a single vote (e.g., if there are 8 members in at-large member seats, each gets a vote). Members in roles designated ‘voting – aggregate’ collectively get a single vote and must decide amongst themselves what a given vote is for that role (e.g., if there are 3 members in the Conference General Co-Chairs role for an upcoming Conference, they collectively get a single vote).

Members with multiple voting roles do not get multiple votes (e.g., a member in both an at-large member seat role and the Steering Committee Chair role only gets a single vote). Members who are in multiple roles of type “voting – aggregate” and not in a voting – per seat role contribute to each of the aggregate votes, but do not otherwise get an individual vote.

Quorum: A quorum is required for all votes; a quorum is half of the maximum number of eligible votes, rounded down to the next whole number, plus one.

Proxy Voting: A member who will be unable to register a vote may designate another Steering Committee member to serve as their proxy for voting. The Recording Secretary will keep a record of designated proxies.

Majority Voting: Voting is handled via secret ballot using majority voting rules. At the discretion of the Steering Committee Chair / Vice Chair, a voice vote process may be used instead for matters not directly related to committee membership or role assignment.

Timing: Voting may take place at any time, including during scheduled Steering Committee meetings as well as asynchronously outside of meetings. Voting regarding Steering Committee roles can be regarding any existing or anticipated future vacancies.

Results: As appropriate, the outcome of the voting process will be shared with the community via announcement at the annual PEARC Conference, press release, and/or posting to the pearc.org web site.

D. NOMINATION PROCESS

All members of the community are eligible to serve in roles on the Steering Committee. Individuals can nominate themselves or nominate another person as a potential Steering Committee member in an At-Large Seat or Conference General Co-Chair role. A nomination may be submitted during the nomination period to the Steering Committee. Nominations and/or self-nominations must include a statement of interest from the nominated individual. Details of this process will be outlined in the call for nominations.

The statement of interest contains all the necessary information to identify the nominee and to express the interest of the nomination. All statements of interest should include:

- Full name and contact e-mail address of the nominee.
- Organization and contact information of the nominee.
- A statement of support of the candidate nominee (maximum of 500 words). This may include (as appropriate)
 - Brief statement of achievements and role in the community.
 - How their work aligns with the mission of the PEARC organization.
 - Assessment of the individual's ability to represent the needs of the community over the interests of the organization from which they come.
 - Assessment of the individual's ability to organize a conference such as the annual Conference.
 - Acknowledgement of flexibility to commit significant time and resources to management of the conference and acknowledgment of leadership support when applicable.

The nomination period can be anytime as determined by the Steering Committee and can consist of multiple calls for nominations per year if needed, or even none if not needed in a particular year.

Nominees who did not self-nominate will be offered a chance to decline their nomination. If they

accept their nomination, they will be asked to supply a statement of no more than 250 words about why they should be elected to the Steering Committee role they are nominated for.

E. VACANCIES

In the event of the incapacity or absence of the Steering Committee Chair and Vice-Chair, one of the Conference General Co-Chairs for the most Recent Conference shall serve as Acting Chair until a successor is appointed. If other vacancies occur, they are filled using the methodology originally used to fill that role.

V. CONFERENCE COMMITTEE

The Conference Committee shall be responsible for the organization, detailed planning, and execution of the associated Conference.

A. MEMBERSHIP

The Conference General Co-Chairs are selected by the PEARC Steering Committee.

The Conference General Co-Chairs will appoint members, at minimum, to the following roles of the Conference Committee as required by the Steering Committee: Treasurer(s)/Finance Chair(s), Technical Program Chair(s), Diversity, Equity and Inclusion Chair(s), and Student Program Chair(s).

The Conference General Co-Chairs are free to appoint other persons to the Conference Committee as appropriate (e.g. Exhibitors Chair(s), Communications Chair(s), Logistics Chair(s), Proceedings Chair(s), Awards Chair(s), Networking & Security Chair(s), Evaluation Chair(s), etc.)

B. DUTIES AND RESPONSIBILITIES

The General Co-Chairs oversee all activities of the Conference and Conference Committees. Major activities include:

- Submit the ACM Preliminary Approval Form with the Conference Committee Treasurer(s).
- Work with ACM, the Treasurer(s), and other committee members as appropriate to select a conference location and arrange a hotel contract.
- Work with the Treasurer(s) and ACM to define and adhere to the conference budget and manage contracted services.
- Submit the detailed Technical Meeting Request Form (TMRF) to ACM, working with the Treasurer(s), Technical Program Chair, and other committee members.
- Complete the Call for Participation (CFP) with the Technical Program and Student Program Chairs.
- Oversee the set-up and maintenance of the conference web site with CFP, venue, and other information.
- Coordinate activities and schedules of the committee chairs and meeting planners, typically through regular conference calls.
- Communicate updates to the PEARC Steering Committee about the Conference

- Committee's work and incorporate feedback and direction.
- Ensure the successful implementation of the planned conference activities, including the technical and student programs.
- Report any discrimination, harassment or violation of code and policies to ACM.

VI. MODIFICATION OF THIS CHARTER AND BY-LAWS

Any modification of this Charter requires two thirds of the eligible votes of the Steering Committee.