

# Charter of the U.S. ATLAS Institutional Board

The U.S. ATLAS Collaboration

26 September, 2013

## 1. Introduction

This document defines the structure and operations of the U.S. ATLAS Institutional Board, as representing the U.S. ATLAS collaboration as a whole. The U.S. ATLAS Institutional Board consists of the representatives of the U.S. ATLAS collaborating institutions and membership. The membership of the U.S. ATLAS collaboration is defined in Section 2. The membership and duties of the U.S. ATLAS Institutional Board are defined in Section 3.

## 2. US ATLAS Membership and Management

- (a) U.S. ATLAS members are those ATLAS members whose primary association is with an U.S. ATLAS Institute.
- (b) The U.S. ATLAS Collaboration refers to those scientists and technical staff from U.S. universities and national laboratories working on the ATLAS experiment.
- (c) A list of U.S. ATLAS Participating Institutions can be found: [here](#).

### (d) Governance

- i. The U.S. ATLAS Operations Program is managed by the U.S. ATLAS Operation Program Managers.
- ii. The U.S. ATLAS Operations Program is defined and described in the U.S. ATLAS Operation Program Management Plan (Operations PMP) [1]. The U.S. ATLAS Construction Project is managed by the Construction Program Managers and described in the Construction Project Management Plan (Construction PMP).
- iii. The U.S. ATLAS Operations Program Manager and deputy serve as the U.S. National Contact Physicists to the ATLAS collaboration.

### (e) Collaboration

- i. The U.S. ATLAS institutions are part of the international ATLAS collaboration.
- ii. ATLAS membership is defined by the ATLAS collaboration [here](#).
- iii. The ATLAS collaboration is governed by the ATLAS constitution [2].

### (f) Hierarchy of governance

- i. It is the intent of this document to be in harmony with other appropriate ATLAS and U.S. ATLAS management documents described in section 2.
- ii. In the case of conflict, the policies set out in the ATLAS constitution, or in the US ATLAS Operations Program Management Plan or the Construction Project Management Plan, take precedence over this charter, as appropriate.
- iii. It is expected that any such conflicts will be resolved in consultation with the U.S. Management Advisory Committee (cf. Section 9).

### 3. US ATLAS Institutional Board

#### (a) **Mission Statement**

The U.S. ATLAS Institutional Board is an organization of representatives from U.S. universities and national laboratories committed to the scientific objectives of the ATLAS experiment at the CERN Large Hadron Collider. The U.S. ATLAS Institutional Board exists to facilitate the involvement by U.S. scientists and technical staff on the ATLAS experiment; to provide a forum in which issues of general interest to the U.S. ATLAS collaboration can be discussed; and to enhance communication between the U.S. ATLAS Operations and Construction management and representatives of the U.S. ATLAS collaboration members.

#### (b) **Membership**

- i. The U.S. ATLAS Institutional Board consists of one member from each collaborating institution within the U.S. ATLAS collaboration.
- ii. For the purposes of Institutional Board membership, collaborating institutions include all universities and national labs with membership within the U.S. ATLAS collaboration, including both institutions that have been accepted for full institutional membership on ATLAS, and institutions associated with a larger institute, including those institutions working towards full institutional membership with ATLAS.
- iii. **Selection** The selection of the institutional representative on the Institutional Board shall be set by the institution. The institution will communicate the name of the representative to the Institutional Board chair
- iv. **Designation of Votes**
  - At any meeting in which the Institutional Board is called upon to vote, the Institutional Board representative may designate another member to cast that institution's vote.
  - The name of the designee shall be communicated to the Institutional Board chair at least one day before the Institutional Board meeting.

#### (c) **Duties of Institutional Board Members**

- i. The Institutional Board deals with general issues of policy affecting the U.S. ATLAS Collaboration.
- ii. The duties of the Institutional Board members include:
  - Attend Institutional Board meetings;
  - Upon the request of the Operation Program Manager (OPM), discuss and solicit comments on applications of new U.S. institutions to join ATLAS, and forward the conclusions of these comments to the OPM;
  - Respond to solicitations of membership for committees within U.S. ATLAS, and make appropriate recommendations;
  - Identify candidates for open positions within ATLAS, and to communicate these names to ATLAS;
  - Vote for the Institutional Board chair and deputy chair, and at-large members of the Management Advisory Committee;
  - Serve on committees when requested, in order to help identify candidates for management positions within U.S. ATLAS.

- Nominate members of the ATLAS collaboration from their institution for talks at conferences and workshops, as appropriate

#### 4. Institutional Board Officers

- (a) The Institutional Board is presided over by a Chair and a Deputy Chair.
- (b) These officers call and preside over the meetings of the Institutional Board, and facilitate communication between the U.S. ATLAS institutions and the U.S. ATLAS Operations and Construction Programs.

(c) **Institutional Board Chair**

- i. The presiding officer of the Institutional Board is the Institutional Board Chair.
- ii. The Institutional Board Chair must be a member of U.S. ATLAS in good standing, an author in ATLAS, and associated with a U.S. ATLAS full institution.

iii. **Term of Office**

The term of office for the Chair is two years, at the end of which the Deputy Chair assumes the office of Chair for a two year non-renewable term.

iv. **Election**

The election of the Institutional Board Chair shall proceed as described in Sect. 8.

v. **Duties**

The duties on the Institutional Board Chair shall include:

- Preside over all meetings of the Institutional Board.
- The Chair will serve on the U.S. ATLAS Management Advisory Committee and on the U.S. ATLAS Nomination Committee for Operations and Construction Program Management positions.
- Form nomination committees as requested by the U.S. ATLAS Operations or Construction Project Management, or the Designated Laboratory Official;
- Form *ad hoc* committees as the need arises, based on suggestions from the Institutional Board or upon the judgement of the Institutional Board Chair;
- Enhance communication between the U.S. ATLAS Operations Program and Construction Project Managers and the U.S. ATLAS collaboration;
- Represent the institutions within the U.S. ATLAS collaboration at annual agency reviews, at Joint Oversight Group (JOG) meetings, and other meetings with funding agencies as needed.
- As a member of the U.S. ATLAS collaboration, the Institutional Board Chair may from time to time meet informally with the management of the ATLAS collaboration and funding agencies or other external bodies.

(d) **Institutional Board Deputy Chair**

- i. In the absence of the Chair, the Institutional Board Deputy Chair shall be the presiding officer of the Institutional Board.
- ii. The Institutional Board Deputy Chair must be a member of U.S. ATLAS in good standing, an author in ATLAS, and associated with a U.S. ATLAS full institution.

iii. **Term of Office**

The term of office for the Deputy Chair is two years, after which the Deputy Chair will assume the office of Chair for a non-renewable two year term.

iv. **Election**

The election of the Institutional Board Deputy Chair shall proceed as described in Sect. 8.

v. **Duties** The duties of the Institutional Board Deputy Chair shall include:

- The Deputy Chair will preside over the Institutional Board meetings in the absence of the Chair.
- The Deputy Chair will serve as the designee of the Chair for Institutional Board meetings and committee meetings for which the Chair cannot be in attendance.
- The Deputy Chair may perform other duties as assigned by the chair and consistent with the Institutional Board charter and U.S. ATLAS Operations and Construction Program Management Plans.

(e) **Removal from Office**

- i. A petition for removal of the Chair or Deputy Chair by 25% of the Institutional Board members will result in a special meeting of the Institutional Board.
- ii. This meeting will be presided over by the MAC Chair, at which a vote for removal of the officer will take place.
- iii. A vote of the majority of the Institutional Board members will be required for removal.
- iv. Upon removal of the Chair, the Deputy Chair shall assume the duties of Chair for the remainder of the current Chair's term, with a new election called for Deputy Chair.
- v. Upon removal of the Deputy Chair, a special election shall proceed for a Deputy Chair to serve for the remainder of the term.

## 5. Institutional Board Meetings

- (a) The Institutional Board Chair organizes meetings on issues of general interest and represents U.S. ATLAS on issues that affect the Collaboration.

(b) **Regular Meetings**

- i. The Institutional Board shall meet regularly, typically once per month.
- ii. **Meetings With the Designated Laboratory Official**  
Periodically the Designated Laboratory Official may be asked to participate in an Institutional Board meeting, in order to provide feedback from the funding agencies, and to collect input from the Institutional Board concerning program management performance and issues.
- iii. **Open Meetings**  
Under normal circumstances the meetings are open to the U.S. ATLAS collaboration
- iv. **Option for Closed Meetings**  
Closed meetings may be called by the Chair to discuss sensitive issues.

(c) **Other Meetings**

Other meetings of the Institutional Board may be called by the Chair to address specific issues as needed.

(d) **Annual U.S. ATLAS Workshops**

- i. Each year there will be a U.S. ATLAS Workshop.
- ii. The workshop is arranged by the Analysis Support Group in cooperation with the Institutional Board (cf. 6a).
- iii. **Board Meeting**  
During this workshop there will be an open Institutional Board meeting, in which votes by the Institutional Board members or their designees may be taken if needed.

## 6. Institutional Board Committees

(a) **Internal Institutional Board Committees**

There shall be committees with members appointed by the Institutional Board Chair. These shall advise and aid the Institutional Board and its officers in the discharge of their duties. The composition of these committees shall be presented to the Institutional Board members for their concurrence.

i. **The Internal Institutional Board Nominations Committee**

- A. The Institutional Board Nominations Committee shall consist of a committee chair plus three U.S. ATLAS members.
- B. The term of office of the Institutional Board Nominations Committee members is two years with term of office starting on January 1.
- C. The Institutional Board Nominations Committee members are appointed by the Institutional Board Chair. The mode of Institutional Board approval is Concurrence.
- D. The role of the Institutional Board Nominations Committee is to create a slate of candidates for the following Institutional Board elections:
  - Institutional Board Deputy Chair
  - At-large members of the Management Advisory Committee
- E. The Committee will solicit nominations from the U.S. ATLAS Institutional Board representatives with no limit to the number of nominations. The list of people nominated is not released to the collaboration. If the nomination list has more than 3 people listed, the Committee will select a short list of no more than 3 names to send to the Institutional Board. The Committee will check with potential candidates to confirm that they are willing to serve. The nominations are due six months before the last Institutional Board meeting before the expiration of the term of the office.

ii. **Other Committees Internal to the Institutional Board**

Other internal standing committees may be formed to assist in specific tasks related to the operation of the Institutional Board.

iii. **Ad Hoc Institutional Board Committees**

As the need arises, there may be *ad hoc* committees with members appointed by the Institutional Board Chair, which shall advise and aid the Institutional Board and its officers in the discharge of their duties. The composition of the committees shall be nominated by the Institutional Board Chair and presented to the Institutional Board members.

(b) **Committees Formed at the Request of OPM or CPM**

The Operation Program Manager or the Construction Project Manager may request the Institutional Board, through its Chair, to assist in filling the Level 1, 2, or 3 management positions within the Operations Program or Construction Project. The OPM or deputy, or the CPM or deputy, in discussion with the Institutional Board Chair, will determine the procedure by which the Institutional Board nominates candidates in the case of such a request. In the past, *ad hoc* committees have been formed, and direct calls for nominations have been issued, in order to identify and nominate candidates for the following position:

- Operations Level 1 Managers.
- Construction Project Managers
- Upgrade R&D Manager
- U.S. ATLAS Physics Advisor and Deputy
- U.S. ATLAS Outreach Coordinator
- Others as requested by the Operations Program Managers or the Construction Project Managers.

Recommendation to the Operations Program Manager or Construction Project Manager on the above positions were made in the following way:

i. **Institutional Board Operations/Constructions Nomination Committees**

- A. The committee consists of four members of U.S. ATLAS, one of whom is appointed to serve as chair.
- B. The committee members are appointed by the Institutional Board Chair. The mode of Institutional Board approval is Concurrence.
- C. The Committee solicits nominations from the U.S. ATLAS Institutional Board representatives with no limit to the number of nominations. The list of people nominated is not released to the collaboration. If the nomination list consists of more than three people, the Committee will select a short list of no more than three names to send to the Operations Program Manager for the appointment.
- D. The nominations are due one month after the Committee is formed.
- E. The Operations/Constructions Program Manager brings the selected person to the Institutional Board for concurrence before the position is announced.

The Program Managers may ask for formation of committees for other purposes. Such committees will be formed by the IB chair in discussion with the Program Managers.

(c) **Committees Formed at Request of Designated Laboratory Official.**

The Designated Laboratory Official (DLO) may ask for assistance from the Institutional Board, through its chair, in fulfilling the positions of Operations Program or Construction Project Manager or Deputy. The DLO in discussion with the Institutional Board Chair will determine the procedure by which the Institutional Board will nominate candidates in case of such a request. In the past, the procedure below has been followed:

i. **Institutional Board Nomination Committee for Operations and Construction Program Manager or Deputy**

- A. The U.S. ATLAS Institutional Board Nomination Committee for Operations and Construction Program Management positions will consist of the Institutional Board Chair (ex

officio), and three U.S. ATLAS members appointed by the Institutional Board chair, with one committee member appointed as chair of the committee.

- B. The Committee will solicit nominations from the U.S. ATLAS Institutional Board representatives with no limit to the number of nominations. The list of people nominated is not released to the collaboration. If the nomination list consists of more than three people, the Committee will select a short list of no more than three names to send to the Designated Laboratory Official for the appointment.
- C. Designated Laboratory Official will bring the selected person to the Institutional Board for concurrence before the position is announced.

The DLO may ask for formation of committees for other purposes. Such committees will be formed by the Institutional Board chair in discussion with the DLO.

(d) **Other Committees**

i. **Management Advisory Committee (MAC)**

- A. The U.S. ATLAS Management Advisory Committee (MAC) membership consists of the U.S. ATLAS Management Board, which is described in section 3.2.3 of the Operation Program Management Plan [1]; the Institutional Board Chair and Deputy; and the three US ATLAS at-large members elected by the Institutional Board.
- B. The MAC meets quarterly or as needed.
- C. The terms of the at-large members of the MAC are three years, staggered among the three members, with the possibility of renewal.
- D. The at-large member of the MAC serving in the third year of the member's term will serve as MAC chair.
- E. Qualifications of the at-large members of the MAC include being an ATLAS author from a U.S. ATLAS full institution, and not currently serving as a U.S. ATLAS Level 2 manager.
- F. The selection of the at-large members of the MAC are described elsewhere in this document.

ii. **The U.S. ATLAS Speakers Committee**

- A. The Speakers Committee coordinates the presentations at U.S. National meetings such as APS, DPF, Fermilab "Wine and Cheese", and U.S. LUO meeting.
- B. The Speakers Committee consists of a chair, a deputy chair, and the members of the U.S. ATLAS Analysis Support Panel (ASP).
- C. The term of office of the Speakers Committee chair is one year. The term of office of the deputy chair of the Speakers Committee is one year, after which the deputy becomes the chair of the Speakers Committee.
- D. The Institutional Board chair will appoint a nominations committee for the deputy chair of the Speakers Committee, consisting of the Analysis Support Manager and Deputy Analysis Support Manager, and two Institutional Board members chosen by the Institutional Board chair.
- E. The nomination committee nominates the new deputy of the Speakers Committee to the Institutional Board, who are asked to concur.
- F. The selection of the members of the ASP is described in the Analysis Support Management Plan [3].

iii. **The Student Well-Being Committee**

U.S. ATLAS Students are an important resource and have unique vulnerabilities in the large ATLAS Collaboration given that the host laboratory is located outside of the U.S.

- A. The Institutional Board Student Well-Being Committee shall consist of a committee chair plus two U.S. ATLAS members.
- B. One of the committee members shall be faculty or senior research scientists, and one a postdoctoral researcher or a graduate student at the time of appointment.
- C. The term of office of the Student Well-Being Committee members is two years with term of office starting on January 1.
- D. The Institutional Board Student Well-Being Committee members are appointed by the Institutional Board Chair. The mode of Institutional Board approval is concurrence.
- E. The committee works in conjunction with existing support structures available at home institutes and at CERN. Common effort with the US LHC Users Organization and other CERN-based US Collaboration Users groups is expected.
- F. Issues of interest include, but are not limited to work climate, access to mental health services, and job and advancement opportunities.

iv. **The Outreach/Education Committee**

U.S. ATLAS has a responsibility to communicate research findings with the public, given our public funding, and an interest in sharing the excitement of our field in order to sustain broad support for our work moving forward. Traditionally, host laboratories have provided outreach and education infrastructure. The necessity of this committee reflects the reality that our host laboratory is located outside of the US.

- A. The Institutional Board Outreach and Education Committee shall consist of a committee chair plus two U.S. ATLAS members.
- B. The term of office of the Institutional Board Outreach and Education Committee members is two years with term of office starting on January 1.
- C. The Institutional Board Outreach and Education Committee members, other than the chair, are appointed by the Institutional Board Chair. The mode of Institutional Board approval is concurrence.
- D. The committee will be chaired by the U.S. ATLAS Outreach Coordinator, who is appointed by the Operations Program Manager. The committee will work in conjunction with existing outreach efforts within ATLAS experiment, the US LHC Users Organization, and institutional and laboratory outreach programs.
- E. The committee will work to ensure that efficient and effective use of limited resources is made in order to maximize the impact of outreach activities.

## 7. External Relations

- (a) The U.S. ATLAS Operations Program Manager (OPM) and Deputy Operations Program Manager (DOPM) serve as the U.S. National contact Physicists (NCP) to ATLAS and thus represent the U.S. in discussions with international ATLAS management.

- (b) As the official contact between the U.S. and ATLAS management, the OPM and DOPM meet regularly with ATLAS management to discuss issues specific to the U.S. Prior to each such meeting, the OPM and DOPM will meet with the MAC to review the topics to be discussed and query them for additional topics. Following each such meeting, the OPM and DOPM will again meet with the MAC to report on the outcomes.
- (c) Each U.S. institution that has full membership on ATLAS is represented on the ATLAS Collaboration Board.

## 8. Institutional Board elections

As the need arises, elections may be called and votes by the Institutional Board members received and tabulated. Votes by the Institutional Board are of three kinds.

- (a) **Elections of Institutional Board Officers and At-large Members of the MAC**
  - i. After a slate of candidates has been produced by the Nominations Committee (cf. Sect. 6) the Nominations Committee will serve as the Election Committee for the subsequent election.
  - ii. The committee will receive the ballots, tabulate votes in accordance to the algorithm described below, and inform the Institutional Board of the outcome.
  - iii. Ballots shall be submitted electronically by the Institutional Board members, with one ballot submitted per U.S. ATLAS institution.
  - iv. **Method of Voting**  
The ballot shall consist of a ranked list of the candidates. The vote tallying will proceed under preferential voting as follows: Each voter's top remaining choice is awarded one vote in each round of counting and the candidate receiving the fewest votes in each round is eliminated from ballots tallied in subsequent rounds of voting. This process is repeated until one candidate receives a majority of the ballots cast in that round.
- (b) **Votes on Issues of Institutional Board Governance**
  - i. Votes on issues of Institutional Board governance shall be held in an Institutional Board meeting in which at least half of the U.S. ATLAS institutions are represented.
  - ii. Votes of this type shall include:
    - Votes on the ratification of the Institutional Board charter;
    - Votes on amendments to the charter;
    - Votes on issues which in the opinion of the Institutional Board chair require a recorded vote of the Institutional Board members; and
    - Votes on the removal from office of the Institutional Board Chair or Deputy Chair.
  - iii. **Method of Voting**  
A tally of the Institutional Board members present will be taken by the chair of the meeting.
- (c) **Concurrence Votes** On several issues, the Institutional Board is asked for its concurrence. Concurrence will imply:
  - A discussion of the issue or candidate presented to the Institutional Board;
  - General consensus of approval as judged by the Institutional Board chair or designee;

- No outstanding issues remain requiring additional action on the part of the Institutional Board, the Institutional Board officers, the Operations or Construction Program Managers, or the Designated Laboratory Official;
- Members of the Institutional Board may move to request a recorded vote of the Institutional Board members on the issue presented.

## 9. Amendments

### (a) Modifications to the Charter

#### i. Process of Amendment

An amendment may be proposed by a majority of the members of the Management Advisory Committee, the Institutional Board chair, or by 20% or more of the Institutional Board members or their designees.

ii. A majority vote of the Institutional Board members will be required to adopt an amendment.

### (b) Assurance of Charter Consistency with Operation and Construction PMPs

- This charter shall be consistent with the U.S. Operations PMP and the Construction PMP.
- Consistency with the Operations PMP and Construction PMP shall be assured by regular review by the OPM or designee, CPM or designee, and the Institutional Board officers.
- This charter may be revised before submission to the Institutional Board for ratification, based on the review by the Management Advisory Committee.
- Future revisions to the charter may become necessary as the Operations PMP and Construction PMP change.

## 10. Ratification

This charter shall be ratified by a majority of institutional votes submitted electronically to the Institutional Board Chair, with a majority of U.S. ATLAS institutions submitting votes.

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Ratified by vote of the Institutional Board October \_\_\_\_, 2013.

For the U.S. ATLAS Institutional Board:

Al Goshaw (Chair)

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*Signature*

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*Date*

Acknowledged:

Srini Rajagopalan (Operations  
Program Manager)

Jon Kotcher (Construction  
Project Manager)

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*Signature*

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*Signature*

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*Date*

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*Date*

## References

- [1] U.S. ATLAS Operations Program Management Plan, U.S. ATLAS 11-2 (Feb., 2012)
- [2] ATLAS Organization, ATLAS Internal Note Gen-No-009 (1994) (revised 2007)
- [3] US ATLAS Analysis Support Management Plan V1.0 (March 12, 2012). Located at this address