

# **E907 MIPP Collaboration Constitution**

## **Adopted by the collaboration 18 May 2002**

This is a memorandum of agreement between collaborating institutions to perform E907 MIPP at Fermilab. It defines the MIPP constitution. This constitution may be amended by a 2/3 vote of the collaboration.

### ***A: The MIPP Spokespersons***

The MIPP Spokesperson and Co-Spokesperson, collectively the Spokespersons, are the scientific representatives of the MIPP Collaboration. They also serve as the executive managers of the Collaboration.

The Collaboration selects the Spokespersons every two years by the following process:

- "Selection of the Spokespersons" must be placed on the agenda for a Collaboration meeting at least two weeks prior to the meeting.
- Nominations for Spokesperson and/or Co-Spokesperson are accepted by the Institutional Board (IB) (see item B below) Chair privately.
- The Chair consults with nominees to ascertain if they will stand. Those that agree to stand become candidates.
- Election of the Spokesperson proceeds first.
- Each MIPP Author (defined below) casts one vote by secret ballot. Authors unable to vote in person may vote by submitting proxy instructions to the Chair.
- The candidate who polls a majority of the votes cast becomes the new Spokesperson immediately. If no candidate receives a majority, a runoff by secret ballot is conducted between the two candidates receiving the most votes. If the runoff results in a tie, the election will be decided by coin toss by the IB Chair.
- Following election of the Spokesperson, election of the Co-Spokesperson proceeds by the voting process in the preceding two paragraphs.

- At any given time in the progress of the experiment, certain management structures (e.g. Trigger board while taking data, Speakers' board while giving talks on data) will need to be put in place. The responsibility to form these boards lies with the Spokespersons. Advice on the formation of such boards can be sought from the IB.
- The Co-Spokesperson will assume the Spokesperson's responsibilities in his absence.
- R. Raja and E. Hartouni are the initial Spokesperson and Co-Spokesperson, respectively. Their terms are deemed to have started in May 2002.

### ***B: Institutional Board (IB)***

- The institutional board consists of representatives from the institutions that form MIPP. Each Institution belonging to MIPP appoints one of its members to serve on the IB.
- The Institutional Board is advisory to the Spokespersons with two exceptions:
  1. The IB can, in exceptional circumstances, initiate a recall of the Spokespersons by expressing a vote of no confidence in the Spokespersons. This vote requires a 2/3 majority in the IB and initiates a new Spokespersons selection process.
  2. The IB is the final arbiter on issues of collaboration membership.
- The Spokesperson and Co-Spokesperson are "ex Officio" members of the IB. Ex officio members do not vote on issues before the IB, except as their institution's representative.
- The IB meets as necessary. The meetings are called by the IB chair. Meetings are in person or by teleconference. Meeting dates, times, and agenda items are announced two weeks prior to the IB meeting.
- The IB selects its Chair by the following process: "Selection of the IB Chair" must be placed on the agenda at least two weeks prior to the IB meeting.

At the meeting:

- Nominations are accepted verbally by the (outgoing) Chair. Nominees may not be ex officio members of the IB. Nominees must represent their institution on the IB.

- The Chair polls nominees to ascertain if they will stand. Those that agree to stand become candidates.
- Each Institution casts one vote by secret ballot. Institutions unable to send a representative may vote by submitting proxy instructions to the Chair.
- The candidate who polls a majority of the votes cast becomes the new IB Chair at the conclusion of the meeting. If no candidate receives a majority, a runoff by secret ballot is conducted between the two candidates receiving the most votes. If the runoff results in a tie, the election will be decided by coin toss by the Chair.
- The Secretary of the IB is chosen informally by the IB Chair, and serves at the will of the IB Chair.

### ***C: Admitting New Institutions***

The MIPP Collaboration welcomes new institutions.

In the following we outline the procedure for a new institution seeking to join the MIPP Collaboration.

- The leader of the new institution should contact the Spokespersons, who will bring to the attention of the new institution a list of MIPP tasks where help is needed.
- The applicant institution will be requested to identify one or more of these tasks, write a short letter to the Spokespersons mentioning their topic of interest, and specify the hardware/software/manpower help they will render towards the MIPP experiment.
- The Spokespersons will forward the application letter to the IB Chair, who will circulate it to the MIPP IB representatives before the next Collaboration meeting. The Chair will also put consideration of the application on the IB agenda.
- The leader of the new institution will be requested to present a short talk at the next Collaboration meeting.

- At the IB meeting, the IB may approve the proposal, request further information and table the proposal, or reject the proposal. The IB may decide on proposals by consensus or by secret ballot. If the decision is made by secret ballot, majority approval by those present and voting is required.
- The role of an institution within MIPP is specified by an MoU between MIPP and that institution. If an institution fails to meet the responsibilities agreed to in the MoU, it can be removed from the MIPP collaboration by a 2/3 vote of the IB.

### ***D: Technical and Scientific Decision Making***

- Technical decisions, such as running time for various beams and targets, are made as much as possible by consensus within the collaboration as a whole.
- The Spokespersons can appoint committees for advice on these matters as the need arises.
- When consensus is not possible, the Spokespersons will refer matters to the IB for advice. If no consensus is still possible, the matter will be put before the collaboration for a vote.

### ***E: MIPP Authors and Authorship Policy***

The Spokespersons maintain the list of current MIPP Authors.

- Individual institutions are responsible for submitting changes to the Spokespersons. Generally, all MIPP collaborators should be MIPP authors after one year as part of the Collaboration. At the discretion of the Spokesperson and Co-Spokesperson, the length of service requirement may be relaxed for technical collaborators.
- We encourage graduate students and post-docs to lead the analyses, and reward them as the first author(s). The rest of the names are alphabetical.

- Typically the research will be carried out by a group of MIPP physicists (an analysis group). They should produce a MIPP-memo complete with technical details. The level of detail should be sufficient for MIPP colleagues to verify the results.
- When an analysis group is ready to publish an analysis, they ask the Spokespersons to appoint an editorial board for the publication(s).
- Editorial boards consist of three to four physicists, with a Chair. The principal task of an editorial board is to help prepare a physics topic for publication.
- When the analysis group and the editorial board have reached consensus on a paper draft the analysis group will submit the draft to the Collaboration for review.
- The analysis group must accept comments from the Collaboration for a minimum of two weeks. The analysis group must respond to all comments.
- Following the comment period, the analysis group asks the Spokespersons to schedule a presentation of the paper to the Collaboration.
- Decision to submit papers for publication will be made as much as possible by consensus within the collaboration as a whole.
- The submission of papers after the editorial process should be relatively controversy free. However, in case of controversy, if no consensus is possible, the Spokespersons will refer the matter to the IB. If consensus is still elusive, the matter will go before the whole collaboration for a vote.

## ***F: Speakers Board***

When data becomes plentiful, and talks need to be given, the Spokespersons will appoint a Speakers' board. All conference talk requests to speak on MIPP data should go through the Speakers' board.

- The Speakers' board will assign talks making sure that the talks are evenly distributed among those wishing to talk and that effort and job search needs are properly taken into account.

- The Speakers' board members can lobby conference organizers to solicit talks on behalf of MIPP.
- The Speakers' bureau does not adjudicate colloquia at institutions except at Fermilab.