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Particle Accelerator Conference North America Organizing Committee

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Bylaws

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1. Function:

9 The Organizing Committee (OC) for the Particle Accelerator Conference (PAC) is a non-
10 profit body overseeing the meetings in North America of individuals involved in aspects
11 of research and development for accelerators, related technologies and applications. The
12 OC determines the locale for upcoming conferences, ensures good local management for
13 the conferences, ensures that effective conference programs are planned and is the body
14 that holds the corporate memory of past and future PACs. The PAC OC operates under
15 conference rules established by the IEEE. They also operate under a Memorandum of
16 Understanding between IEEE-NPSS, APS-DPB and PAC OC.

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2. OC Membership:

18 Membership on the OC consists of representatives from major North American
19 institutions and organizations involved in active and significant accelerator activities,
20 plus representatives from European and Asian xPAC committees. The OC can decide to
21 add non-voting members and to add new voting members to the OC membership. The
22 host institution has two voting members on the OC; the Conference Chair and the
23 Scientific Program Committee Chair. All other institutions have one voting member.
24 At the end of each conference, when the present OC chair becomes past chair and the
25 next future chair becomes the OC chair, the onus is on present members to interact with
26 their institution leader to ensure that they can continue as the member representing their
27 institution. If not, the member must inform the chair to contact the institution leader for
28 the name of the individual that will be representing their institution on the OC. A note
29 from the new OC chair will remind members of this duty. If someone can no longer be a
30 member of the OC during their term of tenure for a particular PAC, then the chair must
31 get a replacement from the institution leader or have the present OC agree to the
32 replacement suggested by the individual stepping down. Voting membership on the basis
33 of institutions and organizations includes the following: the IEEE-NPSS technical chair
34 for the Particle Accelerator Science and Technology (PAST) committee, the elected
35 member to the IEEE-NPSS PAST committee, the APS-DPB chair-elect [also serves as
36 the Scientific Program Committee (SPC) assistant chair], PAC conference chair, PAC
37 SPC chair, past conference chairs of last two PACs, future PAC conference chairs
38 approved by PAC OC, past chair of EPAC (or IPAC-Europe), past chair of APAC (or
39 IPAC-Asia), and an industrial representative. Each of the ten (10) following laboratories
40 and two (2) universities has a permanent voting member on the PAC OC unless their slot
41 is covered via the PAC OC chair position: Laboratories; Argonne National Laboratory,
42 Brookhaven National Laboratory, Fermi National Laboratory, Los Alamos National
43 Laboratory, Lawrence Berkeley National Laboratory, Lawrence Livermore National
44 Laboratory, Oak Ridge National Laboratory, Stanford Linear Accelerator Center, Thomas
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1 Jefferson National laboratory, and TRI University Meson Facility (TRIUMF) Canada:
2 and Universities; Cornell University (LEPP), and Michigan State University (NSCL).

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4 In addition to the above listed Laboratory and University fixed membership, there are
5 four (4) members on the PAC OC who represent special universities involved in
6 accelerator research, development and/or use (a few universities are combined as one
7 initially, for locale and size reasons only). The four (4) members are determined using
8 procedures described in Appendix A. Initial representation for the PAC'09 OC and the
9 initial nine (9) subcommittee members are listed in Appendix B. For reference, PAC OC
10 membership for PAC'07 initiated in 2005 by the PAC'07 chair is listed in Appendix C.

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12 Agenda items, voting and discussions follow the normal rules of parliamentary procedure
13 as laid out in Robert's Rules of Order (<http://www.robertsrules.com/default.html>).

14 Approval of items voted on by members attending a meeting requires a 2/3 majority in
15 favor of the motion, unless otherwise stated. The quorum for votes to be official is 3/4 of
16 the voting OC membership.

17
18 All matters associated with business related to PAC OC bylaws are only voted on by
19 PAC OC members from North American institutions and organizations.

20
21 Prior to a particular meeting, members unable to attend a meeting should let the OC Chair
22 know who will attend on their behalf with their voting privileges or who has their proxy
23 vote.

24 25 **3. OC Chair:**

26 At the conclusion of the last event for a particular PAC, the present OC chair passes on
27 the chairmanship to the next host who becomes the chair of the OC until that conference
28 is completed. In addition, the special bell and related equipment passes to the new chair.

29 30 **4. Replacement of IOC Members:**

31 OC members recognize that they are serving the international accelerator community and
32 participate on the OC with the international community in mind, as well as their home
33 institution interests. They should consider when it would be appropriate to have someone
34 else represent their institute. They should inform the chair of a representation change by
35 letter, E-mail or as an additional item at one of the OC meetings. Such changes need to
36 be recorded in the meeting minutes.

37
38 If a member is no longer able to communicate with the OC relative to a membership
39 change, then the OC Chair will contact the Head of the Institute that individual
40 represented, to obtain a new member nomination. A simple majority voice or memo vote
41 by existing members will determine acceptance of the new representative.

42
43 In addition, changes in the OC membership to accommodate new institutions or
44 institution changes can be decided by a vote at one of the OC meetings.

1 **5. OC Meetings:**

2 The OC meets at least once a year to review finances, management and program of the
3 most recent PAC, and to plan for six years in advance. One of the yearly meetings is held
4 in conjunction with the site for the next PAC usually 1 ½ years before the event (held
5 either in December or January). This meeting reviews the meeting space, hotel
6 arrangements, proposed finances (approves draft budget and registration fees) and related
7 conference items. The other OC meetings are usually held during the PAC.

8
9 Minutes of OC meetings will be circulated to members within two months of the meeting
10 date.

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12 The most recent past PAC chair should prepare a summary document on their conference
13 within a year of the conference, to be available at an upcoming OC meeting (held during
14 PAC). This document should include finances (planned and actual), conference agenda,
15 invited speakers list, number of papers presented, brief summary of local arrangements,
16 industrial exhibitors list, local committee list and responsibilities, comments from the
17 chair and committees, comments collected from attendees and industrial exhibitors,
18 number of attendees, institutions represented with attendee numbers, countries
19 represented with attendee numbers and future recommendations.

20
21 A PAC OC information archive will be passed from chair to chair within 3 months of
22 chair change, which includes meeting minutes, conference reports and all correspondence
23 to the PAC OC chair in their official position as OC chair. It is the duty of the present
24 chair to maintain the existing archive.

25
26 **6. Proposals:**

27 The OC reviews the success of past conferences and follows the east-mid-west rotation
28 cycle of conference venue so that all regions of North America have ample opportunity to
29 participate at many levels. In the past it has been observed that best attendance occurs
30 when the host is close to a major accelerator center. Host institutions should be prepared
31 to make a presentation that discusses local management, finances, locale and amenities,
32 program committee formation and schedule. A simple majority vote of those in
33 attendance at the OC meeting determines where a future conference will be held.

34 At the PAC conference OC meeting, the next PAC within a six year time frame will be
35 discussed. A suggested OC chair for that future conference will be agreed upon and a
36 letter sent to that individual requesting them to organize that future PAC in the series by
37 the OC chair presiding at the meeting that picked the future OC chair. If the individual
38 accepts the request, then that individual must obtain their institution's agreement on
39 hosting the conference and investigate possible conference sites that would be able to
40 host the expected attendance. Status of the future site would be reported at the next PAC
41 meeting, at which time the OC should either approve or request changes to the proposed
42 venue and operation. If the proposed chair declines the request, then it is the
43 responsibility of the present chair to work with the OC to obtain an alternate suggestion.

1 **7. Local Committee:**

2 The Conference Chair from the host institution arranges for a Local Organizing
3 Committee (LOC) Chair, a Scientific Program Committee (SPC) Chair, a conference
4 administrator, and a conference treasurer. The LOC Chair organizes all of the other
5 activities important for the success of the meeting, including a subcommittee that reviews
6 submitted student support applications and recommends those students whose
7 participation at the conference will be supported financially from the conference budget.

8
9 Selection of the SPC chair requires OC approval, and the SPC chair's name should be
10 included in the host institution proposal. The SPC chair organizes an international
11 program committee to determine an exciting conference program, based on suggested
12 names from the OC and other names to ensure that all areas of interest to the PAC are
13 covered in the SPC. In addition, the SPC determines session chairs for all of the
14 conference sessions. The OC will also pass on suggestions for invited talks and possible
15 speakers that should be considered. The OC approves the invited program assembled by
16 the SPC chair and their team.

17
18 The OC Chair must be an IEEE member, as should the SPC chair. The conference
19 treasurer should also be an IEEE member. Although not recommended, the chair can get
20 dispensation from IEEE for a particular person as treasurer who is not an IEEE member
21 based on their exceptional capabilities for the job and the fact that the chair will be their
22 immediate supervisor and will sign for all large expenses.

23
24 An approximate suggested timetable for conference planning is given in the attached
25 Appendix D.

26
27 **8. Papers and Publications:**

28 Papers published are not peer reviewed. Only those papers presented as either invited
29 oral presentations or posters that were manned by the author (or an author representative)
30 will be published as a record of the conference. The JACoW format for papers is to be
31 used, as are the associated SPMS systems developed for the xPAC conferences.

32
33 **9. Conference General Format:**

34 The PAC will be held at a location where most of the attendees can interact
35 professionally, culturally and under a relaxed atmosphere that encourages friendly
36 discussions and strengthening of contacts.

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38 The suggested meeting format consists of a welcoming reception Sunday evening, chair's
39 reception Monday evening for VIPs and the LOC, plenary sessions Monday morning and
40 Friday afternoon, and poster sessions with no more than 3 parallel oral sessions each
41 other morning and afternoon from Monday to Friday. A 'Louis Costrell' Awards Session
42 should be planned for Wednesday afternoon. A conference banquet is usually held
43 Thursday evening. A student poster session could be planned for Sunday afternoon and a
44 Teacher's Day for Wednesday morning.

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1 An industrial exhibit is held in association with the conference, with a suggested opening
2 Monday morning and closing Wednesday afternoon.

3
4 A strong companion program helps strengthen ties between participants.

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6 The poster areas should be coordinated with the industrial exhibit and the coffee breaks.
7 Adequate space for coffee breaks, informal discussions, satellite meetings, computer
8 internet cafes, and meals should be planned.

9
10 **10. Conference Registration Fees:**

11 Registration fees for the conference must be approved by the PAC OC at the PAC OC
12 meeting 18 months prior to the conference. Early registration fees (up to one month prior
13 to the conference) should be at least 10% less than late registration fees. Registration
14 fees for current members of IEEE-NPSS, APS-DPB and/or EPS-AG will be at least 10%
15 less than the regular registration fees. In addition, retired, one day and student
16 registration fees should be at least 1/3 of the regular late registration fee.

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19 **11. Operations:**

20 After the books have been closed for the most recent PAC, any management reserve left
21 over is shared between IEEE-NPSS and APS-DPB. The books should be closed within
22 the calendar year of the conference. Start-up funds for the conference are available from
23 IEEE-NPSS (\$25k) and APS-DPB (\$25k) once IEEE has approved the conference
24 budget.

25
26 **12. Conference Sponsors:**

27 Obtaining sponsorship from various industries, government entities and learned societies
28 is encouraged in order to reduce conference costs.

29
30 **13. International Particle Accelerator Conference (three-year cycle series):**

31 In the event of agreement to the formation of an international particle accelerator
32 conference series (three-year cycle series), then the above bylaws would be used for the
33 international conference series held in North America with a change to the OC that
34 includes increased voting participation only for matters related to those conferences from
35 Asia and Europe by including the past, present and future conference chairs of the EPAC
36 (or new name) and the past, present and future chairs of the APAC (or new name).

1 **14. Bylaw Revisions:**

2 Revisions to these bylaws can be obtained using the following procedures:

- 3
- 4 1. Submission of proposed bylaw change(s) to the present PAC OC chair from the
 - 5 standing subcommittee on bylaws (usually chaired by the past PAC OC chair).
 - 6 2. Chair distributes proposed bylaw change(s) to PAC OC membership within 5
 - 7 working days of receipt at their workplace – regular mail, courier mail or E-mail.
 - 8 3. Discussion of proposed bylaw change(s) by meetings, teleconferences, telephone
 - 9 conference calls or E-mail to inform all PAC OC members of the proposed bylaw
 - 10 change(s) and to allow modifications, changes, and/or improvements – no more
 - 11 than 8 weeks allowed for this step.
 - 12 4. Once step 2 is complete, publication of the proposed bylaw change(s) to all PAC
 - 13 OC members for a period not less than 2 weeks and not more than 4 weeks.
 - 14 5. Voting on the proposed bylaw change(s) can be accomplished at a meeting, by
 - 15 teleconference, by telephone conference call or by E-mail.
 - 16 6. OC Chair collects vote information which is held in the PAC OC archives for at
 - 17 least two years.
 - 18 7. For a bylaw change to be approved, a 2/3 majority in favor of the bylaw change
 - 19 must be obtained on the basis of the total OC bylaws voting membership subset.
 - 20

21 If a bylaw change has an impact on the Memorandum of Understanding between IEEE-
22 NPSS, APS-DPB and PAC OC, then prior to implementing the change approved by the
23 PAC OC, the change must be endorsed by both the IEEE-NPSS AdCom and the APS-
24 DPB Executive Council.

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Appendix A: Special University Standing Subcommittee

At each PAC North America (PAC-NA) conference (approximately three (3) years separation after PAC-NA 2011) the Special University Standing Subcommittee (SUSS) will meet to determine the two (2) new members who will represent them on the PAC OC for the period until the next PAC-NA conference. In addition, SUSS can make a proposal for adding or removing universities from the SUSS list of institutions, a proposal that needs approval from the PAC OC before becoming official.

Following the meeting, the SUSS chair will inform the PAC OC chair in writing of three items: 1) the names of the four (4) members who will represent SUSS at future PAC OC meetings, 2) the name of the individual who will chair SUSS in the future and 3) any proposal for changes to the SUSS membership (for PAC OC approval). The SUSS meeting does not have a quorum limit. Votes are determined on the basis of those attending the SUSS meeting.

First order of business for SUSS is selection of a future SUSS chair, determined by the largest vote received by a particular nominee. The present chair only votes in the event of a tie vote. Following discussion and suggestions for the two (2) future representatives (can be a person who was or is representing the group) to serve on the PAC OC, a vote will be held with each member of SUSS voting for up to two (2) names out of the PAC OC approved list of institutions. Election of the two individuals is based on those receiving the highest number of votes. Each elected member serves a term covering two PAC-NA conferences (approximately six (6) years after 2011), except for the initial startup of the SUSS as listed in Appendix B. In this manner, there will be some continuity for representation on the PAC OC, with two members continuing in their position when two new members are added. Under no circumstances can one institution have more than one representative serving PAC OC on behalf of SUSS.

The initial SUSS chair should complete the TBD items for university representatives listed in Table 2 of Appendix B, by soliciting suggestions and having votes using telephone, E-mail, teleconference and/or other communication means.

1 **Appendix B:**
 2 **Special University Standing Subcommittee (SUSS) Membership**
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6 **Table 1: Four initial SUSS representatives for PAC'09 OC, term starting 2007 July**

University Name	University Representative	Serving Term
University of Wisconsin	Joe Bisognano (chair)	until PAC-NA 2011
University of Maryland	Dave Sutter	until PAC-NA 2011
University of Colorado	John Cary	until PAC 2009
UCLA/USC	Chan Joshi	until PAC 2009

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 11 **Table 2: University Membership on SUSS**

University Name	University Representative
Indiana University	TBD by subcommittee by 2007 December 31
LSU	Victor Suller
MIT	TBD by subcommittee by 2007 December 31
Stony Brook U	TBD by subcommittee by 2007 December 31
Texas A&M/U of Texas	TBD by subcommittee by 2007 December 31
UCLA/USC	Chan Joshi
University of Colorado	John Cary
University of Maryland	Dave Sutter
University of Wisconsin	Joe Bisognano

Appendix C

PAC OC membership initiated in 2005 for PAC'07

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Marion White	Argonne National Laboratory	mwhite@aps.anl.gov
Vinod Sahni	APAC'07 Chair	vcshahni@cat.ernet.in
Joe Bisognano	APS-DPB representative	jbisognano@src.wisc.edu
Tom Roser	Brookhaven National laboratory	roser@bnl.gov
Bill Weng	PAC'11 Chair, BNL	weng@bnl.gov
Georg Hoffstaetter	Cornell University	hoff@mail.lepp.cornell.edu
Chris Prior	EPAC'06 Chair	C.R.Prior@rl.ac.uk
Vladimir Shiltsev	Fermi National Accelerator Lab	shiltsev@fnal.gov
Ilan Ben-Zvi	IEEE-NPSS representative	benzvi@bnl.gov
Alan Todd	Industrial Representative	alan_todd@mail.aesys.net
Dennis Friesel	Indiana University	Dennis.Friesel@parttec.com
Swapan Chattopadhyay	Thomas Jefferson National Accelerator Lab	swapan@cockcroft.ac.uk
Tom Wangler	Los Alamos National Lab	twangler@lanl.gov
Steve Gourlay	Lawrence Berkeley National Lab	sagourlay@lbl.gov
Glen Westenskow	Lawrence Livermore National Lab	gw@llnl.gov
Stan Schriber	PAC'07 Chair, MSU	schriber@nscl.msu.edu
Lou Costrell	IEEE representative	costrell@nist.gov
Norbert Holtkamp	Past OC Chair PAC'05, ORNL	holtkamp@sns.gov
John Galayda	Stanford Linear Accelerator Center	Galayda@slac.stanford.edu
Bob Siemann	Past OC Chair PAC'03, SLAC	siemann@slac.stanford.edu
Paul Schmor	PAC'09 Chair, TRIUMF	schmor@triumf.ca
John Cary	University of Colorado	cary@colorado.edu
Dave Sutter	University of Maryland	accelphys@aol.com
Christine Petit Jean Genaz	CERN	Christine.Petit-Jean-Genaz@cern.ch
Bruce Strauss	Department of Energy	bruce.strauss@science.doe.gov
Shin-Ichi Kurokawa	KEK	shin-ichi.kurokawa@kek.jp

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Appendix D

Suggested timetable of events leading to conference

Item	Time (T=0)
<i>CD-ROM(or USB smart stick) of proceedings mailed</i>	<i>T + 5 months</i>
<i>Conference proceedings on web</i>	<i>T + 2 months</i>
<i>Conference opening day</i>	<i>T</i>
<i>Registration deadline</i>	<i>T - 1 month</i>
<i>Abstracts of posters and invited talks on web</i>	<i>T - 3 months</i>
<i>Acceptance letters and guidance to authors</i>	<i>T - 3 ½ months</i>
<i>Conference program on web</i>	<i>T - 4 months</i>
<i>SPC chairs program committee</i>	<i>T - 4 ¾ months</i>
<i>Deadline for submitted and invited abstracts</i>	<i>T - 5 months</i>
<i>Invitation letters to invited speakers</i>	<i>T - 7 ¾ months</i>
<i>SPC chairs program committee for invited talks and agenda</i>	<i>T - 8 months</i>
<i>Letter advertising conference to possible attendees and exhibitors</i>	<i>T - 12 months</i>
<i>Host institution opens conference web page</i>	<i>T - 18 months</i>
<i>Host institution begins advertising for conference</i>	<i>T - 18 months</i>
<i>PAC OC meet at conference site to approve operations</i>	<i>T - 18 months</i>
<i>Chair takes over as chair of PAC OC</i>	<i>T - 24 months</i>
<i>Chair gets approval for SPC, LOC chair and treasurer</i>	<i>T - 5 years</i>
<i>Chair signs contracts with hotels and conference venue (with IEEE)</i>	<i>T - 5 years</i>
<i>Chair receives approval for conference site from OC</i>	<i>T - 5 years</i>
<i>Chair reviews possible sites for conference</i>	<i>T - 5 ½ years</i>
<i>Chair receives approval from host institution</i>	<i>T - 5 ½ years</i>
<i>Chair selected by PAC OC and official letter sent to individual</i>	<i>T - 6 years</i>

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