

# **Bylaws of the Collaboration:**

## **J-PARC muon g-2/EDM**

**Revised on July 30, 2020**

**Revised on January 5, 2017**

### *1. The Collaboration*

- 1.1. The Collaboration is currently identified by "J-PARC muon g-2/EDM" and by the J-PARC experiment number, E34. A more formal name will be adopted in due course.
- 1.2. The Collaboration normally holds meetings open to all members of the collaboration at least two times per year.

### *2. Collaboration Membership*

#### 2.1. Institutional Group (IG)

- 2.1.1. The Collaboration consists of groups of collaborating institutions, where the groups are defined to represent their individual institutions and members to the Collaboration. As the Collaboration grows and changes in function, from proposal to conceptualization, construction, commissioning, operation, and analysis, the group structure may grow or change as needed by agreement of the voting members of the Collaboration Board.
- 2.1.2. Each member of the collaboration will be associated with an Institutional Group.
- 2.1.3. Prospective new members will be considered for existing groups, or for inclusion in the establishment of a new IG if the Collaboration Board decides that an expansion is justified.

#### 2.2. Institutions

- 2.2.1. Recognizing that there may be institutions that have only one or very few members in the Collaboration, the institutions are not necessarily represented individually on the Collaboration Board, but as part of an Institutional Group. Institutions with a larger number of members may be represented as an IG.
- 2.2.2. It is not at this time a requirement for each institution to agree to a Memorandum of Understanding (MOU); an MOU may be necessary in some circumstances, such as for agreements on specific contributions to the collaboration.

#### 2.3. Members

- 2.3.1. Scientists, engineers, technical experts, and students are eligible to request membership. Members will satisfy the following criteria:
  - 2.3.1.1. Members are making or are expected to make a significant contribution to the collaboration.
  - 2.3.1.2. Members spend a significant fraction of their research time on J-PARC muon g<sup>2</sup>/EDM research.
- 2.3.2. A member is considered to be in good standing if she or he is making a significant contribution to the Collaboration on a continuing basis.
- 2.3.3. A prospective new member (or a group of members from one institution) should submit an application in writing (email) to a member of the Executive or the Collaboration Board.
  - 2.3.3.1. If already associated with a member institution that is part of an IG, the application should normally be submitted to the CB representative of that IG.

- 2.3.3.2. Prospective new members who are not already associated with a member institution and IG may apply to join the collaboration if they otherwise qualify.
- 2.3.3.3. Information submitted with an application should include name(s), position(s), institution, and proposed collaboration contribution(s), activities, and/or research interests. Additional information such as curriculum vitae may be submitted or may be requested by the Collaboration Board. A presentation at a subsequent Collaboration Meeting may be requested as an introduction of the member or institution to the Collaboration.
- 2.3.3.4. As stated in the next section, membership decisions will be made by the Collaboration Board.

### 3. *Collaboration Board (CB)*

#### 3.1. Responsibilities

- 3.1.1. The Collaboration Board makes all major decisions on policies and procedures of the Collaboration.
  - 3.1.1.1. This includes decisions on distribution of responsibilities and privileges among the institutions and IGs, such as publications, authorship, invited talks, and thesis topics, at least until these roles are taken by separate specialized committees in the Collaboration.
  - 3.1.1.2. Issues considered by the CB to be of major or fundamental importance to the entire collaboration may be referred to a vote of the membership.
- 3.1.2. The CB receives applications, considers, and makes decisions on membership in the Collaboration, for groups, institutions, and individuals.
- 3.1.3. The CB considers and makes decisions on changes in the structure of the Institutional Groups, such as additions, deletions, or reorganization of institutes and members within them.
- 3.1.4. The CB is responsible for arranging and overseeing election of the spokesperson(s) and for establishing methods to find the best nominees for spokesperson(s).
- 3.1.5. The CB establishes committees and working groups, ad hoc and permanent, within the Collaboration in consultation with the Executive Board.
- 3.1.6. The CB maintains a list of current members of the Collaboration.
  - 3.1.6.1. The Collaboration membership list should be updated and confirmed at least once per year, or more often if necessary.
  - 3.1.6.2. The current membership list should be available to the executive and members at the same location as these bylaws.
  - 3.1.6.3. The membership list should identify each member as appropriate according to name, position (professor, scientist, engineer, student, emeritus, etc.), institution, institutional group, and collaboration activities or interests.
  - 3.1.6.4. Members are responsible to check their identification information and request necessary changes by email to their CB representative.
  - 3.1.6.5. The list of current members will be used to establish the right to vote in collaboration-wide elections and decisions.

#### 3.2. Membership

- 3.2.1. The Collaboration Board consists of one voting member (PhD level or above) from each Institutional Group, plus non-voting (ex-officio) members that include the spokesperson(s) and deputy spokesperson(s).

- 3.2.2. Voting members of the CB are elected for a renewable term of three years by members at the PhD level and above of their Institutional Group.
- 3.2.3. If a CB member cannot attend a CB meeting, that member can designate to the chairperson in advance a replacement from the membership of their Institutional Group to attend that meeting, with full CB member voting privileges.
- 3.2.4. The chairperson of the CB is elected from the membership for a renewable term of two years.
  - 3.2.4.1. The chairperson determines the agenda of CB meetings by advance consultation with the executive and the CB, or from requests of individual Collaboration members, and arranges for it to be made available to Collaboration members prior to the meeting.
  - 3.2.4.2. If absent for a meeting, the chairperson may appoint a co-chair from the membership of the CB to act on his or her behalf.
  - 3.2.4.3. The chairperson may appoint a secretary from the general membership to record the discussions and decisions of the CB.

### 3.3. Meetings

- 3.3.1. The Collaboration Board will meet at each general Collaboration Meeting, normally twice per year.
  - 3.3.1.1. The semi-annual meetings of the CB are open to all members of the Collaboration, space permitting.
  - 3.3.1.2. All reasonable efforts will be made to make the meeting remotely accessible to CB members who cannot attend in person.
- 3.3.2. Other meetings of the CB may be held, and may be open or in camera. They may be held at the same time as a Collaboration Meeting, or may be arranged as a virtual meeting at a time in between general meetings. Urgent decisions can be made if necessary by emails to the CB mailing list.
- 3.3.3. A quorum consists of CB members or their designated replacements representing at least two-thirds of the Institutional Groups.

### 3.4. Votes

- 3.4.1. Each CB member or designated replacement has one vote. No votes can be taken without a quorum.
- 3.4.2. An attempt will be made to reach a general consensus for any decision to be made, with a vote to be taken only when a consensus is not clear.
- 3.4.3. Most votes are decided with a simple majority of those present by show of hands.
  - 3.4.3.1. The admission of institutes and members requires a 2/3 majority of those present.
  - 3.4.3.2. Any change or amendment to these bylaws requires a 2/3 majority of those present, followed by approval by vote of the entire collaboration (PhD level and above).
- 3.4.4. For votes decided by a simple majority, the chairperson will vote only in the event of a tie, and only after attempting to reach a simple majority by discussion and consensus.
- 3.4.5. For a vote with more than two choices, such as selection of a spokesperson or a slate of spokespersons when more than two candidates or slates have been nominated, the choice with the least votes will be dropped and another election held, until a majority decision is reached.

## 4. *Executive Board (EB)*

### 4.1. Responsibilities

- 4.1.1. The Executive Board will establish scientific priorities of the Collaboration, and provide scientific and technical input to the decision-making process.
- 4.1.2. The EB will appoint advisory review committees when necessary to provide advice and recommendations for scientific and technical decisions.
- 4.1.3. Major decisions will be taken only after discussion at a general collaboration meeting, with advance notice of the impending decision and the discussion.

#### 4.2. Membership

- 4.2.1. The EB consists of the spokesperson(s), deputy spokesperson(s), the chair of the CB (ex-officio), and 2 to 3 members elected by the Collaboration Board to provide scientific and technical judgment. The EB may also appoint ex-officio members from inside or outside the collaboration.

### 5. *Collaboration Leadership*

#### 5.1. Spokesperson(s)

- 5.1.1. The spokesperson (or co-spokespersons, if a slate of candidates is chosen) are the scientific and technical leaders of the Collaboration, consulting with the Executive Board and Collaboration Board for advice on all major Collaboration issues.
- 5.1.2. The spokesperson or slate of co-spokespersons are to be elected by a majority vote of the entire collaboration (PhD level and above) for a renewable three-year term.
  - 5.1.2.1. Where more than two choices exist and no candidate or slate receives a majority of the votes, the choice with the least number of votes will be removed from the ballot and the vote taken again.
  - 5.1.2.2. The collaboration board chair shall not participate in this vote, except in the unlikely case of a tie, where the chair will cast the deciding vote.
- 5.1.3. Nominations should be submitted to the Collaboration Board no less than one month prior to the deadline for voting for the election of spokesperson(s).

#### 5.2. Deputies

- 5.2.1. One or two deputy spokespersons are to be nominated by the spokesperson(s), and their selection is to be confirmed by the CB, for a term continuing at the discretion of the spokesperson(s).