

ECAL Institution Board Constitution

Role

The Institution Board (IB) is the highest decision-making body in the ECAL Detector Project of CMS. It must ratify all decisions of importance of the ECAL Technical Board. In particular it must assess the costs of the project and the sources of funding and seek an appropriate balance.

Members

The IB groups together with those who have a position of responsibility in the design, production, and utilisation of the ECAL Detector. No group can be a member of the ECAL IB if it is not counted among the member Institutions of CMS. However, the five person threshold for membership in the CMS Collaboration Board will not apply in the case of membership in the ECAL IB. The Project Manager, Technical Coordinator and Resources Manager are ex-officio members of the IB. The CMS Spokesperson, CMS Deputy Spokesperson and other persons holding positions of responsibility in the CMS Management, as defined in the CMS Constitution, are ex-officio members.

Chairpersons

A Chairperson will be elected to manage the operations of the IB. His/her role will be to organize and supervise the meetings, working with the Project Manager to bring relevant issues to the members in a timely fashion. The term of office is two years. The Chairperson will nominate a Deputy Chairperson to assist him/her during the term. This nomination shall be endorsed by the IB.

The Project Manager shall present one or more candidates for the election of the Chairperson. The election should follow the rules specified for voting in the paragraph "Decision Making". The Chairperson can stand for re-election to successive terms.

Meetings

Meetings of the ECAL IB will be held normally during the ECAL and CMS Weeks. Extraordinary sessions can be convened by the Chairperson at the request of the Project Manager, or at the request of any Institution. At least two weeks notice will be given of extraordinary sessions, whenever possible. However, the decision on the appropriateness of a meeting rests with the Chairperson. Normally, IB meetings will be restricted to the designated representative of each Institution and the ex-officio members.

Issues of importance should be submitted to the IB for decision with adequate time for consideration and consultation. An important item can be submitted in the same meeting if the matter is of urgency and if it is approved by the majority. The decision regarding what constitutes sufficient "urgency" will be made by the Chairperson or the Project Manager.

Decision Making

In general, matters should be decided by consensus of the members, and it should be the task of the Project Manager to build such a consensus. However, in the absence of a consensus on how to proceed in a given instance, the issue will be decided by a majority vote.

At least two weeks notice must be given before a vote can be taken, to allow time for the issue to be publicised and for proxies to be arranged if necessary.

Decisions should be made by the largest possible number of eligible members. Consequently, proxy voting will be allowed on all issues. A proxy can be revoked if the representative is present at the time of the meeting.

The Chairperson shall see that the greatest possible number of eligible institutions participate in the vote.

Competence and Amendments

The IB, in addition to its responsibility for the economic equilibrium of the project, must also monitor the performance of the project and its management team. If shortcomings are found, the IB can recommend to the CMS Spokesperson that a change should be made in the management structure. Votes on these matters require a two thirds majority.

The ECAL Constitution summarizes rules and procedures which are currently accepted practice or have been agreed by the ECAL IB. All procedures and rules must be consistent with the CMS Constitution.

Modifications and amendments to the ECAL Constitution will require the majority of the IB members.

Approved unanimously in the IB meeting of May 30th, 1997

Signed by Detlef Schmidt