

KLF Governance Rules and Bylaws

The KLF Collaboration, or simply “the Collaboration” in the context of this document, is a group of scientists who are interested in pursuing a diverse program of physics using a tertiary kaon (K-Long) beam in the Hall D facility at Jefferson Lab (JLab). The governance of the Collaboration is laid down in the following document.

1. Membership

The KLF Collaboration is composed of research institutions who each contribute to the common scientific and technical goals of the Collaboration. The expected contributions of each institution to these common goals are outlined in Letters of Intent (Lols) that are submitted to the Collaboration.

The institutional representative (IR) of each member institute is responsible for keeping a list of researchers who are actively involved in contributing to the goals of the KLF Collaboration, and communicating this membership list to the Spokesperson.

Although members are represented in voting matters by their IRs through the Planning Committee (PC), all members can otherwise contribute equally to the Collaboration, and can bring any concerns or suggestions to any group or representative of the Collaboration.

Groups or individuals that have been found to not meet their commitments described in the relevant Lol, or otherwise found to have violated the rules of the Collaboration over an extended period may be removed from Collaboration membership.

2. Officials

2.1. Spokesperson

The Spokesperson represents the Collaboration to JLab management and the outside world, and is responsible for all planning, procedures, and other scientific and technical affairs. The term for the Spokesperson is three years and is renewable without any restriction on the number of consecutive terms served. Upon the expiration of the stated term, the PC will call for nominations among the collaboration. The PC will appoint a search committee of no less than 2 and no more than 4 members to select no more than two candidates from among the pool of nominees. The nominee(s) will be presented to the PC for a final majority vote.

2.1.1. Deputy Spokesperson

The Deputy Spokesperson will generally carry duties and responsibilities assigned by the Spokesperson. In case the Spokesperson is either removed from office or resigns, the Deputy Spokesperson will be assigned as acting Spokesperson until the collaboration elects a new Spokesperson.

The Deputy Spokesperson will be selected by the Spokesperson from the list of

Collaboration members and be presented to the PC for confirmation. The candidate Deputy Spokesperson can be rejected by a 2/3 majority vote of the PC.

2.2. Analysis Coordinator

The Analysis Coordinator has responsibility for overseeing the quality of the data collected during the operation of the experiment, physics analyses, and coordinating the publication and presentation of physics results in a timely and responsible fashion. The Analysis Coordinator will work with the Executive Group (EG) to coordinate and petition for invited and contributed talks.

The term for Analysis Coordinator is three years. The position is renewable without any restriction on the number of consecutive terms served. Upon the expiration of the term, the PC will call for nominations within the collaboration. A committee nominated by the PC will select no more than three candidates from among the nominees. The nominees will then be presented to the PC for a final vote.

2.3. Hall D Leader

The Hall D Leader is a JLab staff physicist appointed by JLab management. If the Hall D Leader is not already a Collaboration member, the Collaboration will invite them to join.

The Hall D Leader will be the official representative of JLab management within the Collaboration. The Hall D leader will oversee any detector and beamline design, construction, and installation, and will be responsible for all safety, administrative, and engineering procedures.

The Hall D Leader may nominate a deputy, who will carry duties and responsibilities assigned by the Hall D Leader.

2.4. Technical Coordinator

The technical coordinator is responsible for coordinating the design and construction of beamline and detector components. In particular, the coordination of all elements necessary to deliver a high-quality KLong beam to the experimental hall is primarily the responsibility of the Technical Coordinator. The technical coordinator is appointed by the Hall D leader in consultation with the Spokesperson.

2.5. Planning Committee Chair

The Chair of the Planning Committee is responsible for organizing meetings of the PC and representing the PC to the EG and other relevant groups. The PC Chair is responsible for organizing votes among the PC, except for their own election.

The term for the PC chair is two years and can be renewed once. At the end of a term, the PC will nominate an ad hoc committee which will be responsible for nominating at least one and no more than two candidates for PC Chair. A new chair is elected by majority vote of the PC.

3. Committees

Several standing committees are established to help the Collaboration run efficiently. Other Working Groups, consisting of Collaborators working towards a common scientific or technical goal may be organized, and a list of these Working Groups will be kept.

3.1. Planning Committee

The Planning Committee (PC) consists of the representatives of each member institution of the KLF Collaboration. The PC acts as the representative body of the Collaboration, with the overall responsibility of all aspects of the organization and function of the Collaboration. The PC is responsible for organizing Working Groups for accomplishing the common scientific and technical goals required for the preparation and operation of the experiment, and the analysis of data. The PC is also responsible for electing the members of other officers and boards described elsewhere in this document, in furtherance of the activities of the Collaboration.

The PC may organize temporary subcommittees to assist in the performance of these activities or other Collaboration business. These subcommittees may consist of any member of the Collaboration.

3.2. Executive Group

The Executive Group (EG) consists of the Spokesperson, Hall D Leader, PC Chair, Technical Coordinator, and Analysis Coordinator. The EG is responsible for making executive decisions during all phases of the experiment, and for approving the run plan.

3.3. Editorial Board

The publication process is overseen by the Editorial Board (EB). The EB oversees ensuring the accuracy and quality of publications authored by the Collaboration and preliminary results presented at conferences. The EB consists of five members, one of whom serves as the chair of the committee. The term for serving on the EB is two years. The position is renewable without any restriction on the number of consecutive terms served.

The EB Chair is elected by a majority vote of the PC. Upon the expiration of the term, the PC will call for nominations within the collaboration. A committee nominated by the PC will select no more than three candidates from among the nominates. The nominees will then be presented to the PC for a final vote. The other four members of the EB are appointed by the EB chair from members of the Collaboration, in consultation with the Analysis Coordinator and EG.

4. Procedures

4.1. Voting

All issues requiring a vote of the full Planning Committee must adhere to the following guidelines.

1. Ballots shall be distributed and submitted electronically in a way that allows anonymous access to the ballot by the members of the Planning Committee regardless of geographical location.
2. Ballots shall remain open for a minimum of two weeks or ten business days (whichever is longer) after the initial announcement is distributed to the PC.
3. Unless otherwise specified, “two-thirds vote” or “majority vote” implies two-thirds or a majority of those who cast a vote. An abstention does not count as a vote.
4. No election result is valid unless a quorum of the PC participates in the election. An eligible voter may participate in an election but not vote by using the electronic ballot to register his or her abstention.
5. A quorum is defined as more than 2/3 of PC members.

4.2. Adoption and Modification

These rules and bylaws will take effect once ratified by a 2/3 majority of the proposed Planning Committee members. Once ratified, the provisional Planning Committee members will elect a chair, a Spokesperson, and other members of the EG. The EG and Hall D Leader will then work with each member of the provisional Planning Committee to define a Lol, as described in Sec. 4.3, to move each institution from provisional to full membership, or to withdraw their proposed membership from the Collaboration.

These rules and bylaws may be modified at any point thereafter by a two-third vote of the Planning Committee. Any Collaboration member who would like to amend or add to these rules and bylaws should notify the Spokesperson and Planning Committee chair. If it is determined that such an amendment is desirable, then the Spokesperson and PC chair will work to draft a revision that will be submitted to the PC for a vote.

4.3. Admission to Membership

1. The representative of a new group requesting admission to the KLF Collaboration will work initially with the Spokesperson and Hall D Leader to identify areas where the institutional group may contribute.
2. To join the Collaboration, the IR should submit a Letter of Intent (LoI) to the Spokesperson. The letter is expected to outline:
 - the physics interests of the group,
 - expected responsibilities and contributions to the experiment, both in the preparation and operation phases of the experiment, and
 - the available resources and manpower, including the anticipated percentage of a full-time equivalent person (%FTE) for each contributing member.

3. The Planning Committee (PC) and Executive Group will review the Lol, consulting with the IR as necessary.
4. The Executive Group recommends membership to the Planning Committee.
5. The PC votes on the membership of the institutional group. A two-thirds vote is required for approval.
6. The group becomes a member.

4.4. Removal of Members

There are two ways that an institutional group can be removed from the Collaboration:

1. The group leader notifies the Spokesperson of his or her group's intent to withdraw from the Collaboration.
2. An institutional group can be removed by a vote of the Planning Committee if the group is determined (i) to have failed to fulfill their institutional obligations to the experiment; (ii) to have been inactive for a period of at least two years.
 - The request for removal is brought before the Planning Committee by the Spokesperson or Deputy Spokesperson after having concluded either of the two criteria for removal apply.
 - The PC evaluates the request and makes a recommendation to the Spokesperson for a vote on the issue.
 - The Spokesperson notifies the institutional group leader that the PC has recommended a vote on the removal of the group.
 - The group leader has a minimum of sixty days to respond to the recommendation of the PC before the issue moves to the Collaboration for a vote. During this time the PC may withdraw its recommendation.
 - The recommendation is voted on by the PC. Two-thirds vote is required to remove the group from the Collaboration.
3. Any member of the KLF Collaboration may also have their membership removed for excessive violations of the rules of the Collaboration, or of the JLab community standards. The process for this is the same as described for the removal of an institutional group above.

4.5. KLF Collaboration Endorsement

It is expected that additional experimental directions beyond the base KLF program will be proposed. While such proposals must go through the standard JLab experimental approval procedures, it is also expected that such proposals that use the KLF experimental equipment would benefit from a commitment from the Collaboration to operate detector equipment, staff shifts and shifts and calibrate and process the data collected.

Proposals seeking such an endorsement should follow the process described below:

1. The experimental proposal endorsement process should begin with a discussion between the KLF Spokesperson, Hall D leader, and proposal proponents, and may include a presentation to the Collaboration.

2. All proponents of such proposed experiments must be members of the KLF Collaboration, or have a plan approved by the EG and PC for joining the Collaboration and participating in ongoing KLF experiments.
3. The proponents are expected to prepare a document that describes the necessary modifications to configuration of equipment, needed running time, and expected physics impact. This document is referred to as “the proposal” in the following. The responsibilities of member groups for detector operation and calibration should be clearly specified. This information must be presented to the Collaboration.
4. The evaluation of the technical feasibility and physics merit of the proposed experiments will be coordinated by the PC, in consultation with the Hall D Leader. The PC will be responsible for designating at least one and no more than three internal reviewers for each proposal.
5. The internal reviewers should receive a draft of the proposal to review no later than 60 days before an eventual vote by the collaboration. The reviewers are expected to interact with the proponents of the proposed experiment and may request revisions or additions to the proposal to complete their review.
6. After review, the committee will prepare a written response to the charge of the PC that includes a recommendation on whether the proposal is appropriate to be considered for endorsement by the Collaboration. The evaluation of appropriateness should be based on a variety of factors including technical feasibility, physics merit, completeness of the proposal as well as considerations of the schedule and required commitment of the Collaboration. The committee report will be communicated to the proposal proponents and be made available, along with the proposal, to the members of the Collaboration. The EG and PC shall then decide if the proposal will be put up for a vote, which should be initiated no less than 30 days from this decision.
7. The proposal must be approved by a vote of two-thirds of the PC.
8. In exceptional cases, a proposal may be put up for a vote at any time by the KLF Spokesperson and Hall D Leader.
9. If a proposal is not put up for a vote or does not pass the vote for endorsement, the proponents may revise and resubmit their proposal for consideration.