

KLF Collaboration Governance

- Goal: To define and organize a Collaboration that can effectively build and operate a KLong beam experiment in Hall D of Jefferson Lab
- Drafted document aimed at defining initial organization to accomplish the construction and operation phases of the experiment
 - Committees
 - Officials
 - Procedures
- Expect future additions to cover details such as shift taking, publication procedures, etc...

KLF Collaboration Committees

- Planning Committee (PC)
 - Main voting body of Collaboration
 - Membership: Institutional representatives
 - Responsible for organizing working groups, electing officials, making decisions about long-term plans
- Executive Group
 - Membership: Spokesperson, Hall D Leader, PC Chair, Technical Coordinator, and Analysis Coordinator
 - Responsible for short-term decision making
- Editorial Board
 - Responsible for quality of publications and publicly presented results (data or simulation)

KLF Collaboration Officials

- Spokesperson
 - Official representative of Collaboration
 - Elected, term of 3 years
- Planning Committee Chair
 - Responsible for organizing meetings, votes
 - Elected, term of 2 years
- Analysis Coordinator
 - Responsible for overseeing collected data and physics analyses
 - Elected, term of 3 years
- Hall D Leader
 - Official representative of the lab, appointed
- Technical Coordinator
 - Responsible for coordinating the design and construction of beamline and detector components, appointed

KLF Collaboration Membership

- Membership open to any institution interested in pursuing physics enabled by a KLong beam in Hall D
- Each member institution must develop a Letter of Intent outlining their proposed contributions to the Collaboration, including:
 - 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 personnel, including the anticipated percentage of a full-time equivalent person (%FTE) for each contributing member.

Path Forward

- Further discussion of contents of governance documents
- Decide to vote on ratification
 - 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, to move each institution from provisional to full membership, or to withdraw their proposed membership from the Collaboration

Procedures

- Voting
- Adding and Removing Members
- Endorsing Experiments
 - Process for approving experimental efforts beyond the approved PAC proposal
 - Endorsement implies commitment from Collaboration to support the effort (operate detectors, staff shifts, process data, etc...)
 - Outlines internal review process