PHENIX

*Original version adopted by IB on July 13, 2006 at BNL.*

# PHENIX Policies for the Spokesperson Selection Process

## GOALS

- **The orderly transition from one PHENIX Spokesperson to the next.**
- **Clearly define the process for the formation of a Spokesperson Nominating Committee (SNC).**
- **Clearly define the process for nominations, oral statements of candidacy, and election by vote of the PHENIX Institutional Board.**

## POLICIES AND PRACTICES

### I. Full Adherence to the PHENIX Bylaws:

These policies are intended to remain fully consistent with the PHENX Bylaws, in particular:

*Bylaws Section II. Institutional Board, paragraph 2. Function*

The Spokesperson shall be elected by the Institutional Board every three years.

*Bylaws Section II. Institutional Board, paragraph 3. Meetings*

… the adoption of a slate of nominees for the position of Spokesperson … shall take place at scheduled meetings of the Institutional Board.

*Bylaws Section II. Institutional Board, paragraph 4. Voting*

The Institutional Board shall make decisions based on a simple majority of voting members. Proxy voting at meetings shall be allowed. Electronic voting on issues and candidates presented for a vote via e-mail (or FAX) shall be allowed ...

*Bylaws Section IV. Spokesperson*

The Spokesperson shall be elected by the Institutional Board for a three-year renewable term. There is no limit on the number of terms the Spokesperson may serve.

## II. Formation of a Spokesperson Nominating Committee (SNC)

*1. Selection of chairperson of the SNC and SNC membership*

At a meeting at least five months prior to the end of a Spokesperson's term of office, the PHENIX Institutional Board (IB) shall select a single Member in Good Standing (MGS) to chair, and propose the membership of, a Spokesperson Nominating Committee. The individual shall be charged to choose five active members of the Collaboration, to represent a broad reach in physics interest, institutional affiliation, international balance, and diversity. The chairperson and the members of the SNC shall agree not to be candidates for the position of Spokesperson in this election.

2. *Adoption of SNC Membership*

The selected chairperson of the SNC shall make selections for a balanced slate and confirm that all proposed members are willing to serve. The proposed SNC membership shall be distributed to all members of the Institutional Board for electronic voting to be approved "as a whole." The IB has the option to send the proposed SNC membership back to the chairperson for further work followed by resubmission.

## III. Nomination of candidates for PHENIX Spokesperson

*1. Formation of a proposed slate of nominees*

The SNC shall determine appropriate qualifications for Spokesperson and shall actively search for appropriate candidates among Members in Good Standing of the Collaboration. The SNC shall also invite suggestions from the Institutional Board or any member of the collaboration -- including self nominations. The SNC shall approach suitable potential candidates and confirm their willingness to stand for election. The SNC shall consider all nominations and prepare a slate of candidates. The SNC shall strive to find at least two candidates.

2. *Adoption of a slate of nominees*

At a scheduled meeting of the Institutional Board the SNC shall present the slate of candidates. At that IB meeting additional names may be added to the slate as proposed by IB members only if accepted by a simple majority vote of the IB. In that event, such additional nominations shall be conditional until the potential nominee agrees to stand for election. The slate shall be voted on for approval "as a whole" by a simple majority of voting IB members. At this point the nominations are closed.

## IV. Statements of candidacy

*1. Oral statements*

Following their nomination, each nominee shall present to the IB an oral statement of candidacy while all other nominees are out of the room.

*2. Written statements*

The IB Secretary shall record the oral statements and consult with each nominee to produce written statements for timely distribution to all members of the Collaboration.

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## II. Election of PHENIX Spokesperson

*1. Electronic voting*

The slate of approved nominees and the written statements of candidacy will be distributed to all members of the PHENIX Institutional Board, along with a template for electronic voting. Each IB member shall consult with Collaboration members from their institution before casting one vote per institution. The deadline shall be at a specified time on the day that is two weeks after the invitation to vote.

*2. Contingency*

If no nominee receives a simple majority of votes on the first ballot, then a run-off election shall be held among those candidates receiving the two highest numbers of votes. The deadline shall be at a specified time on the day that is two weeks after the invitation to vote.

*3. Single candidate*

In the event of there being a single candidate, this candidate shall only become Spokesperson upon the approval of a simple majority of voting IB members. If a majority is not obtained, the SNC must subsequently propose a new slate of candidates.

## VI. Adoption and Revisions

These policies were developed in 2006 by the Spokesperson Selection Task Force (SSTF), which was appointed by then Spokesperson Bill Zajc. The SSTF members were Christine Aidala, Peter Barnes, Naohito Saito, Itzhak Tserruya (Chair), and Julia Velkovska. The original version of these policies was adopted by the PHENIX Institutional Board at BNL on July 13, 2006.

Any relevant change in the PHENIX Bylaws that is adopted by the PHENIX Institutional Board must be accompanied by a corresponding change in this document.