



IUI STEERING COMMITTEE CHARTER

Preamble

The IUI Steering Committee (SC) is a group of individuals self-organized under the principles of free association for the purpose of managing, organizing, and advancing a conference series on Intelligent User Interfaces.

Article I – Duties and Responsibilities

The Steering Committee takes on the duties and responsibilities necessary to perform its stated goals. These duties and responsibilities include:

- a) Ensuring the continuity of the conference as an annual series.
- b) Selection of conference sponsors.
- c) Selection of publishers for conference proceedings.
- d) Selection of Conference and Program Chairs for each edition of IUI.
- e) Selection of conference locations.
- f) Production and management of the various permanent assets of the conference. These include, among others, the conference website, mailing lists, attendee and conference data, demographic and statistical reports, social media accounts and content, online reviewing system, and organizational-knowledge repository.
- g) Fiduciary duties overseeing the financial activities of each conference.
- h) Definition of standards for peer-reviewing and scientific quality for the conference.
- i) Evaluation of the performance of each conference and the members of each organizing committee.
- j) Definition of conference policies that the committee may deem appropriate for the well-being of the conference.

In addition, the Steering Committee may be charged with additional duties and responsibilities by a sponsoring agency as part of a sponsorship agreement.

Article II - Membership

Membership in the IUI SC shall be managed under the principles of openness, diversity, and inclusiveness.

Candidates for membership shall be subject to the following requirements

- A. Candidacy. All candidates for membership in the IUI SC must exhibit qualifications in two areas: *merit and commitment*.
 - 1) Direct merit requirements. Candidates must have previous experience in a significant organizational role for one or more editions of the IUI conference. Significant



organizational roles include Conference Chair and Program Chair. In addition, the performance of the candidate in such significant role(s) must be generally be deemed to have been successful.

- 2) Equivalent merit requirements. A potential candidate who does not fulfill the direct merit requirements may otherwise satisfy the merit requirements by having produced significant contributions to the IUI conference in the past. Contributions may be either organizational or scientific and their significance must be clear and convincing.
- 3) Commitment requirements. Candidates must have attended at least two of the three most recent IUI conferences at the time their candidacy is considered for admission. In addition, if admitted as members, candidates must commit to attend the conference two out of each three years for as long as they are members as well as to attend every year, either in person or by online facilities, the annual IUI Business Meeting held at the conference.

Candidates become members through the following process.

- B. Nomination. Candidates for membership shall be identified by nomination by a third party or by self-nomination. The SC shall maintain an online form in the conference website where nominations shall be submitted. Nominations must be submitted at least sixty (60) days before the start of the next scheduled conference.
- C. Public Comments. The SC shall maintain an area of the conference website that lists the names and submission information for all the active SC candidates. The website will allow the public to submit comments on any of the candidates for a period of sixty (60) days before the start of the next scheduled conference.
- D. Vote. The IUI SC shall schedule a membership vote every year to coincide with the edition of the conference for that year. Voting members shall take into consideration towards their individual votes how well the each candidate satisfies the membership requirements, what public comments have been received for the candidate, and whether the candidate will make a positive and productive contribution to the SC.
- E. Admission. The SC shall notify all candidates of the committee's decision regarding their candidacy within seven (7) days of the membership vote. Admission may be of one of two types: immediate or delayed. A delayed admission may be conferred, at the discretion of the SC, when the delay will facilitate the committee composition guidelines stated in Article III. The maximum delay that the SC can assign is one year.

Article III - Composition

The SC shall strive to maintain a certain composition in its membership that is outlined by the following guidelines.

- A. Number of Members. The number of active members should be nine (9) in order to facilitate discussion, participation, and resolution of issues.



- B. Sector Diversity. The SC should include at least one member each from the academic, industry, and government sectors.
- C. Geographical Diversity. The SC should include at least one member each from the North America, Europe, and Asia regions.
- D. Gender Diversity. The SC should include both male and female members.

Article IV – Defined Working Roles

The SC shall have the prerogative of defining one or more working roles in order to facilitate the operations of the committee and to ensure the timely fulfillment of all its duties and responsibilities.

- A. Rules. The following rules apply to defined working roles.
 - a. Any member of the SC can volunteer for any of the defined roles.
 - b. Roles can have zero or more members assigned to it at any given time.
 - c. A member can only be assigned to one defined working role at any given time.
 - d. Assignment of a member to a role confers only *working* duties to that member; it does not confer any additional rights or privileges to said member.
- B. Charter Roles. The following roles are defined at the charter level.
 - a. Chair. Organizes committee activities and serves as liaison to other bodies such as sponsoring units.
 - b. Peer Reviewing. Defines standards and processes for peer reviewing throughout the conference. Works with program chairs to implement the standards.
 - c. Search. Defines search and solicitation processes for future IUI conference chairs and locations.
 - d. Sponsorship. Defines processes, formats, and techniques to secure financial sponsorship for the conference. Works with sponsorship chairs to execute the sponsorship activities.
 - e. Marketing and Promotion. Defines processes, formats, and techniques to promote the conference through multiple channels such as publicity and social media. Works with publicity and social media chairs to execute the marketing activities.
 - f. Program. Periodically reviews the tracks and formats of the conference program to ensure that the program is optimal, innovative, and compelling to authors and attendees.

Article V – Terms of Membership

Membership in the SC is subject to the following limitations.

- A. Term Limit. Each admission to the SC is granted for a period of three years starting from the effective date of admission. In case of a delayed admission, the delay period will not count towards the three-year limit.
- B. Term Renewal. SC voting members are limited to no more than two consecutive terms.
- C. Emeritus Membership. Any SC member that completes in good standing two terms, whether consecutive or not, shall become an emeritus member of the committee. Emeritus members



have all the rights and responsibilities of other members except for the right to vote during deliberations.

In addition, membership can be terminated for the following reasons.

- D. Voluntary Resignation.
- E. Abandonment. Any SC member who has failed to attend at least two of the three most recent conferences, or who has failed to attend more than one of the IUI Business Meeting during his or her current term is considered to have abandoned his or her membership. All SC members whose terms are terminated by abandonment are not eligible to submit again their candidacy for membership for a period of three years from the effective date of termination.
- F. Cause. An SC membership can be terminated by cause at the discretion of the SC. Termination by cause must be requested in writing by no fewer than three active SC members and must be approved by no fewer than two thirds of the SC active membership. All SC members whose terms are terminated by cause are not eligible to submit again their candidacy for membership for a period of three years from the effective date of termination.

Article VI – Deliberation

The Steering Committee shall strive to resolve all issues under deliberation by means of consensus and consultation with the community at large. The SC may use a voting process of simple majority to decide on issues, however, the SC shall refrain, if at all possible, from implementing decisions where there is a one-vote division among its members. In such cases, the SC shall renew its efforts for consensus.

Article VII – Community Participation

The Steering Committee shall strive to communicate with the IUI Community at large by means of the following mechanisms.

- a) Hold a Business Meeting during each Conference where any member of the community can attend and submit proposals or comments.
- b) Publish in the conference website the notes from each Business Meeting.
- c) Maintain and publicize an e-mail address for members of the community to contact the SC.
- d) Maintain and publicize one or more online channels for community participation and discussion.

Article VIII – Validity and Amendments

This Charter shall be valid and effective after the following process is completed.

- A. SC Approval. Approval by simple majority by the current members of the SC as of July 1, 2012.
- B. Public Comments. Publication of approved Charter Draft in the conference website and solicitation of public comment for a period of sixty (60) days.
- C. Reconciliation. Reconciliation of public comments with Charter Draft.
- D. Publication. Publication of final Charter on the conference website.



This Charter can be amended under the following conditions.

- E. Safe Harbor Period. No changes can be made to the Charter until after three years after the date of publication of the final Charter.
- F. Revalidation. Any changes or amendments to this Charter shall undergo the validation process stated in this Article for the original Charter. Changes and approval of Charter drafts are to be conducted by the active SC members at the time the changes are proposed.