20.0 User Organization and User Executive Committee Charter

This charter defines the membership and responsibilities of the EMSL User Organization (EMSLUO) and the membership, responsibilities and structure of the EMSL User Executive Committee (UEC).

20.1 EMSL User Organization

The EMSLUO is composed of those who are named as an investigator or participant on an approved EMSL user project in the current fiscal year or in either of the two preceding fiscal years.

The purpose of the EMSLUO is to provide a formal and direct channel for the exchange of information between EMSL management and the users who perform experimental, theoretical, and/or computational investigations with EMSL resources. The EMSLUO will serve as an advocacy group for achieving the greatest overall scientific and technical impacts of EMSL research.

Membership in the EMSLUO is open to all, subject to the conditions above. Membership lists for use by EMSL management and the UEC will be updated at the beginning of each fiscal year and throughout the year as EMSL user projects are initiated to assure communication reaches all new members.

20.2 User Executive Committee

The UEC is responsible for conducting the regular business of the EMSLUO and is charged with providing objective, timely advice and recommendations to the EMSL Director and management team related to matters affecting the EMSLUO, such as operating policies, operating hours for specific instruments, and needs for facilities, infrastructure, and instrumentation. It is also charged with facilitating discussions among facility users, the broader research community and EMSL management on matters important to the users. The UEC is expected to serve as an advocacy group for the EMSLUO and for the EMSL user facility, and promote and encourage research at EMSL by providing forums for organized discussions among the facility users.

20.2.1 UEC Responsibilities

The Committee must carry out the following functions and procedures in a manner that reflects the sentiment of the EMSLUO:

a. Make recommendations to EMSL management on matters affecting the user community, such as operating policies, operating hours for specific instruments, and needs for facilities, infrastructure, and instrumentation.

b. Make recommendations to EMSL management for persons to serve on proposal review panels.

c. Plan, in collaboration with EMSL management, the EMSL Integration Meeting.

d. Provide timely reports to the EMSLUO at the EMSL Integration Meeting and at other times throughout the year as appropriate.
e. Provide advice on other matters affecting EMSL at the request of the EMSL Director.

f. Form, as appropriate, ad hoc committees to deal with special needs of EMSL management or the EMSLUO as identified by the UEC. Ad hoc committee members will consist of EMSLUO members.

g. Oversee the M. T. Thomas Outstanding Postdoctoral Award call and selection process based on appropriate rubrics and policy established in concert with EMSL staff and documented in the EMSL Operations Manual.

h. Meet with the EMSL ombuds person for a one-hour executive session during the annual UEC meeting to mutually discuss interactions between users and staff.

20.2.2 UEC Membership and Terms of Service

The UEC must have at least nine members, including a Chair, Vice Chair, and ex officio Past Chair. Members must represent the EMSLUO. In addition, members must represent research areas included within the scientific focus of EMSL’s user program. No two members may be from the same institution, and neither the Chair nor the Vice Chair may be an employee of Battelle. During the 3-year membership cycle, a reasonable attempt will be made to recruit nominations on the annual election ballot for: (i) an industry representative; and (ii) an individual with experience at other DOE user facilities. The EMSL Director, or UEC Chair with concurrence of the EMSL Director, may appoint additional nonvoting “member-at-large” positions as needed.

The Committee Chair and Vice Chair will be selected by the UEC from among its members. The Chair position term will be for one year, after which the Vice Chair will assume the position of Chair, and the Chair will move into the ex officio position of Past Chair, providing advice and guidance to the current Committee. A new Vice Chair will thereafter be selected by the UEC from among its members at the annual EMSL Integration Meeting.

The UEC Chair is responsible for preparing the agenda for all UEC meetings in collaboration with the EMSL Director, including UEC-sponsored public outreach/information meetings or telecons, and facilitating the meeting schedule and discussion. The UEC Chair is also responsible for managing the annual election cycle. In addition, the Chair, or Vice-Chair in the event the Chair cannot attend, will serve as an ex officio member of the EMSL Scientific Advisory Board.

The UEC Vice Chair is responsible for organizing a Users’ Forum to be held at the EMSL Integration Meeting. The time and location of the Forum will be included in the meeting announcements and online schedule. The Users’ Forum will be accompanied by a webinar, and an agenda will be issued to the EMSLUO at least two weeks prior to the Forum. Findings of the Users’ Forum will be incorporated into the annual UEC report and made available to the EMSLUO following the meeting. In addition, the Vice Chair will stand in for the Chair if he or she is unavailable and will assist the Chair in the discharge of his or her duties.

If the UEC Vice Chair becomes vacant prior to the annual meeting, the Committee will select a new Vice Chair from among its members. If the Chair becomes vacant prior to the annual meeting, the Past Chair will resume the position of Chair for the remainder of the term. If other elected members step down, the positions will remain vacant until the next election.

General members will typically serve a three-year term and cannot serve more than two terms. A member elected to a second term is eligible for Vice Chair only in the first year of the second term. The Vice Chair, Chair and Past Chair will serve from the time they were first elected to the UEC until they have completed the service as Past Chair.
20.2.3 UEC Membership Qualifications

All UEC members must be EMSLUO members at the time of their election and possess the highest personal and professional ethics, integrity and values, and be committed to representing the long-term interests of the EMSLUO and the EMSL user facility mission and vision. UEC members must also have an inquisitive and objective perspective, practical wisdom and mature judgment. The Committee must have diverse experience in areas of science and technology, education, government policy, and industry that are relevant to the EMSL user facility mission, the U.S. Department of Energy, and national and international activities.

Members must be willing to devote sufficient time to fulfilling their duties and responsibilities effectively, and they are expected to serve on the Committee for the entire term. Members should offer their resignation immediately in the event of any significant change in their personal circumstances or principal job responsibilities that would interfere with their UEC responsibilities. Replacement of elected members will follow the steps outlined in section 20.2.4 UEC Elections.

Members may be removed from the Committee for cause by the EMSL Director.

20.2.4 UEC Elections

Elections to select new members will be held every year in late fall/early winter. The election cycle will begin with a formal call for nominations to the EMSLUO by the UEC Chair. The Chair will work with the Committee members to review and select the final slate of nominees, ensuring broad representation across the capabilities and scientific focus of EMSL’s user program. The EMSLUO will vote for the best candidates, using electronic ballot or other method as deemed appropriate by the UEC, but the UEC Chair and EMSL Director will make the final selections of new members to assure a balance of scientific expertise and representation across the Committee.

Committee members will typically serve a three-year term, with approximately one-third of the Committee rotating off each year. Member terms will begin with the annual Integration Meeting and expire at the third Integration Meeting following their election. Members are not eligible to serve more than two terms.

20.3 Meetings and Agendas

All meetings of the EMSLUO and UEC will be organized or facilitated by the UEC Chair. Activities and discussions will be documented, and the reports will be made available to all members of the EMSLUO and to EMSL management.

20.3.1 EMSLUO Meetings

Once a year, a Users’ Forum will be organized by the Vice Chair as part of the annual EMSL Integration Meeting. The location and time of the Forum will be announced as part of the Integration Meeting and posted online as part of the Meeting schedule. The Users’ Forum will also include a webinar for users who may not be able to attend the meeting. An agenda for the Users’ Forum and webinar details will be announced at least two weeks prior to the Integration Meeting. EMSLUO members are urged to make suggestions to the UEC Chair for agenda items.

In addition to the annual meeting, special meetings of the EMSLUO may be called as needed by a majority of the UEC or a majority of the EMSLUO members.
20.3.2 UEC Meetings

The Committee may conduct business where a quorum of its members is present; such quorum must consist of at least fifty (50) percent of the UEC members and include the Committee Chair or Vice Chair. Committee members are expected to prepare for and attend all scheduled Committee meetings.

Once per year, the Committee will meet at EMSL, with reasonable travel reimbursement provided by EMSL based on established PNNL business rules. If deemed necessary by the UEC Chair, additional meetings may be called and held onsite, at a remote location, or via telecon at the Committee’s expense and time.

Prior to each Committee meeting, the UEC Chair will draft the agenda items for the meeting in discussion with the UEC members and EMSL Director. The UEC Chair will also work with the Committee to determine the nature and extent of information that will be provided to the members in advance of each scheduled Committee meeting.

20.4 Role of EMSL Director and Management

EMSL management will partner with the EMSLUO and the UEC to investigate user concerns, evaluate operational recommendations, and respond to requests for information in a timely manner. However, the operations and management of EMSL are vested in the EMSL Director and the EMSL management team. The management team is responsible for assuring that the objectives of EMSL are accomplished within the policies, DOE prime contract, and legal environment within which PNNL operates. The management team is responsible for assuring that the assets of PNNL and DOE are protected.