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## 21.0 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).

### 21.1 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, or who download data from user projects and EMSL's data system, or software/codes developed by EMSL. 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 by User Services and provided to the UEC at the beginning of each fiscal year and throughout the year as EMSL user projects are initiated to ensure communication reaches all new members.

### 21.2 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 to promote and encourage research at EMSL by providing forums for organized discussions among the facility users.

#### 21.2.1 UEC Responsibilities

The UEC provides input to the EMSL director regarding user feedback, both positive and negative, provides a forum for keeping the user community informed about issues affecting users at EMSL, works with the EMSLUO to form collaborations and organize research efforts as appropriate, and serves as an advocacy group for the EMSL user facility.

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. Meet as needed with the EMSL chief operating officer, who serves as ombudsperson for user concerns, during an executive session at the annual UEC meeting to mutually discuss interactions between users and staff.

### 21.2.2 UEC Membership and Terms of Service

The UEC must have at least nine members, including a chair, vice chair, and ex officio past chair, and no two members may be from the same institution. Members must represent research areas included within the scientific focus of EMSL's user program. 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 annual cycle for all terms of UEC membership, including the positions of the vice chair, chair, and past chair, will be July 1 to June 30.

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 so that the total of their service does not exceed six years. 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.

### 21.2.3 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 enough time to fulfill 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 leading to a potential or actual conflict of interest (COI). A COI would arise when a potential or current member has a financial interest, personal activity, or relationship that could impair that individual's ability to act impartially and in the best interest of EMSL or its sponsor. COIs may also include relationships with an individual or entity that has influence or authority over EMSL project work, funding, or employment status. Replacement of elected members will follow the steps outlined in [section 21.2.4 \(UEC Elections\)](#).

Members may be removed from the committee for cause by the EMSL director.

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### 21.2.4 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 by March 31 to ensure a balance of scientific expertise and representation across the committee.

### 21.2.5 UEC Leadership Responsibilities

The UEC chair will serve a one-year term and is expected to moderate UEC meetings during their term. A new UEC vice chair will be selected each year at the annual meeting of the UEC from among its members and will continue in that position until the following June 30. The vice chair will then assume the position of chair for one year and will then move into the ex officio position of past chair for one additional year, providing advice and guidance to the current committee.

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 Science and Technology Advisory Committee. The UEC chair is also responsible for ensuring that the UEC is represented by one or more UEC members at events involved in promoting public awareness of the benefits and significance of national user facilities as well as at the EMSL Integration Meeting.

If the UEC vice chair becomes vacant prior to the annual meeting, the committee will select a new vice chair from among its members via email. 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.

## 21.3 Meetings and Agendas

All meetings of the EMSLUO and UEC will be organized or facilitated by the UEC chair, with at least one annual meeting per year. Activities and discussions will be documented, and the reports will be made available to all members of the EMSLUO and to EMSL management.

### 21.3.1 EMSLUO Meetings

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.

### 21.3.2 UEC Meetings

The committee may conduct business where a quorum of its members is present, either in person or via teleconference; such a quorum must consist of at least fifty (50) percent of the UEC members and include the committee chair or vice chair. It is expected that committee members make every effort to attend scheduled committee meetings in person.

Once per year, the committee will meet, with reasonable travel reimbursement provided by EMSL based on established PNNL business rules if the meeting is held onsite. If deemed necessary by the UEC chair and the EMSL director, additional meetings may be called and held onsite, at a remote location, or via teleconference.

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.

## 21.4 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.