
20.0 User Executive Committee Charter

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

20.1 User Executive Committee

The EMSL UEC is charged with providing objective, timely advice and recommendations to the EMSL director and leadership team related to matters affecting the EMSL user community (a user is defined as every named investigator or participant on an approved EMSL user project in the current fiscal year or in either of the two preceding fiscal years), 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 EMSL user community and for the EMSL user facility and to promote and encourage research at EMSL by providing forums for organized discussions among the facility users.

20.1.1 UEC Responsibilities

The **committee** must carry out the following functions and procedures in a manner that reflects the sentiment of the EMSL user community:

- 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. Provide timely reports to the EMSL user community throughout the year as appropriate.
- d. Provide advice on other matters affecting EMSL at the request of the EMSL director.
- e. Form, as appropriate, ad hoc committees to deal with special needs of EMSL management or the EMSL user community as identified by the UEC. Ad hoc committee members will consist of EMSL user community members.
- f. Meet as needed with the EMSL chief operations 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.

20.1.2 UEC Membership and Terms of Service

The UEC must have at least nine members, including a chair, vice chair, and ex officio past chair. Additionally, 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. UEC membership will include a post-doctoral user, with special emphasis on selecting one from underserved institutions. The post-doctoral membership position will be filled via a direct invite-only process by EMSL Leadership. The EMSL director, or UEC chair with concurrence of the EMSL director, may appoint additional nonvoting "member-at-large" positions as needed.

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.

Terms for UEC members commence and end on the date of the annual UEC meeting. Newly elected members will assume their UEC positions at the annual meeting in October following the spring voting period for new members as per guidelines delineated below. Likewise, for members rotating off the UEC, terms end after completion of the third year's annual UEC meeting.

20.1.3 UEC Membership Qualifications

All UEC members must be an EMSL user at the time of their election or within either of the two preceding fiscal years and possess the highest personal and professional ethics, integrity, and values, and be committed to representing the long-term interests of the EMSL user community 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 20.1.4 \(UEC Elections\)](#).

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

20.1.4 UEC Elections

Elections to select new members will be held every year in late winter/spring. The election cycle will begin with a formal call for nominations to the EMSL user community 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 EMSL user community 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 ensure a balance of scientific expertise and representation across the committee.

20.1.5 UEC Leadership Terms and 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. The chair, vice chair, and ex officio positions are one-year terms each. Upon the completion of the annual UEC meeting, the ex officio will rotate off the UEC, the chair will move to ex officio, the vice chair will assume the chair, and the newly elected vice chair will serve

in that position until the end of the following annual UEC meeting. The vice chair and chair work closely together to preserve continuity once the chair moves to ex officio.

The ex officio position of past chair provides 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 COO, 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 User 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.

20.2 Meetings and Agendas

All meetings of the 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 EMSL user community and to EMSL management.

20.2.1 EMSL User Community Meetings

Special meetings of the EMSL user community may be called as needed by a majority of the UEC or a majority of the EMSL user community members.

20.2.2 UEC Meetings

The annual UEC meeting is to be held in October during the same week as the annual EMSL User Meeting. As a standing agenda item, the first order of business at the annual UEC meeting is to elect a new vice chair who will assume the role at the completion of the annual UEC meeting.

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 and/or the EMSL COO. 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.

20.3 Role of EMSL Director and Management

EMSL management will partner with 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.