

Bylaws for the INT's National Advisory Committee (NAC)

August 12, 2016

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1 Preamble

The purpose of the National Advisory Committee (NAC) of the Institute for Nuclear Theory (INT) is to give advice to the Director of the INT and to facilitate three-way communication between the national nuclear theory community, the INT, and the Office of Nuclear Physics at the DOE. The vitality of the INT relies on the quality and balance of the NAC, and by having an engaged and insightful NAC Chair. It is not a federally appointed committee; its composition and role are determined by these by-laws.

2 Summary of by-laws

The NAC meets in Seattle for one day every summer to select upcoming INT programs and workshops, and throughout the year serves to advise the INT Director. Members of the NAC serve for three years. New members are selected by the NAC from a list of nominations, and their names are discussed with the DOE before an appointment occurs. Chairs are selected from current NAC members and serve for two years; their stay on the NAC is extended to four years, if necessary, to ensure at least two years as Chair.

3 Annual meeting

The NAC will meet annually at the INT, at a time set by consensus of continuing NAC members at the previous meeting. New members will be informed of that date when they are invited to join. The purpose of the meeting is to (i) discuss any issues of importance regarding the INT and advise the Director concerning these issues; (ii) review program and workshop proposals and make recommendations to the Director of the INT on how to proceed with future programs and workshops; (iii) select new NAC members to replace departing ones, and, if necessary, select a new Chair. Travel and lodging expenses for members to attend the meeting are to be paid by the INT, within the usual reimbursement restrictions. Meetings will typically have a short executive session, but the INT Director is expected to be present and take minutes at the rest of the meeting; DOE representatives are welcome to also attend.

4 NAC members

4.1 Number and term

The goal is to have nine NAC members at each meeting, but the number can be allowed to fluctuate in order to avoid having too many or too few new members in a given year. Generally, members of the NAC serve for three years. Chairs will have their term extended to four years, if necessary, so that they can chair a minimum of two meetings. The term begins when they agree to their appointment to the NAC, and ends following their last NAC meeting.

4.2 Selection

New NAC members to replace those departing are selected from a list of nominees solicited from the nuclear theory community at large; they are voted on at the NAC meeting. Nominations from the community are active during three consecutive NAC meetings. The number of new members to be selected will be decided by the Chair after discussions with the Nuclear Theory Program Manager and with the INT Director prior to the meeting. Members of the NAC do not have to be either theorists or from the United States. An effort should be made to have the NAC represent the interests of the entire US nuclear physics community. A nominee should not be from the same institution as a continuing NAC member and prior members of the NAC are ineligible for nine years after completing their term.

The NAC is to carry out votes with discussion, whose format can be decided on by the Chair, ending up with a primary candidate and backup candidate for each position that is open. These names will be kept confidential from the public. The Chair will present the list of primary and backup candidates to the Nuclear Theory Program Manager for endorsement. An approved candidate will be contacted by the NAC Chair and asked to join the NAC. If the person declines for some reason, the Chair will proceed to backup candidates in consultation with the DOE.

4.3 Role

The role of NAC members is to provide advice and to assist in the selection of events to be organized at the INT. NAC members are expected to offer advice on the appointment of a new Senior Fellow or Director at the INT, but normally do not get involved with the selection of 5-year Fellows or postdoctoral associates. At least one NAC member, usually the Chair, would be on any search committee for a new Senior Fellow or Director. NAC members are expected to actively solicit scientifically compelling INT program proposals to be considered at the annual meeting.

5 Chair

5.1 Role

The annual meeting will be chaired by a person selected to be Chair by the NAC from among its members, who should consider himself or herself to be an advocate for the interests of the US nuclear physics community. The Chair will work with the INT Director to develop the agenda prior to the meeting, will help ensure that there is an adequate portfolio of program and workshop proposals for the NAC to consider by soliciting new proposals and by getting other NAC members to solicit proposals. The Chair will also work with the Director to collect nominations for new NAC members. Following the annual meeting, the Chair will communicate with the Nuclear Theory Program Manager about the outcome of the meeting. Throughout the year, the Chair is expected

to discuss any other issues of importance to the functioning of the INT with the Director and the DOE.

During the NAC meeting the Chair has wide latitude to adjust voting procedures or discussion format to best facilitate the meeting.

5.2 Eligibility, election, and term

At a Chair's second meeting in that role, the Chair's replacement is selected from existing NAC members for the following two meetings. Any NAC member at their first or second NAC meeting is eligible. The procedure is for the replacement to be nominated; any candidate can decline to be considered. The list is voted on by all members present at the meeting in a secret ballot. Choices are ranked, and there is a runoff between the top two vote getters if necessary. In case of a tie runoff vote, both names would be discussed by the Chair, the Director, and the Nuclear Theory Program Manager before a selection is made.

The term for a Chair is for two years and encompasses two meetings in Seattle; it begins October 1 prior to the first meeting following election, and ends September 30 two years later, following the second meeting chaired. Thus someone elected Chair at their second NAC meeting will have their term on the NAC extended to four years.

6 Conflicts of interest

During the NAC deliberations any member with a conflict of interest should recuse themselves from the discussion of the proposal and should not vote. Discussion of a proposal for which the NAC member is a co-proposer constitutes a conflict of interest, although the conflicted NAC member can answer questions about the proposal posed by other NAC members. Being on a proposal for a community service project, such as a summer school, or being the colleague of a proposer, does not constitute a conflict of interest unless the NAC member in question feels incapable of rendering an objective judgement, or feels their presence would make their colleagues uncomfortable speaking their mind.

7 Amending these by-laws

Changes to these by-laws can be made by consensus among the NAC Chair, the INT Director, and the DOE's Nuclear Theory Program Manager; the NAC Chair is expected to be responsive to requests for changes from the general NAC membership.