

LCLS USERS' ORGANIZATION CHARTER AND BY-LAWS

A. Terms and definitions

Several definitions and acronyms used in this document are defined below

LCLS	Linac Coherent Light Source
LCLS/VO	LCLS Users' Organization
LCLS/VOEC	LCLS Users' Organization Executive Committee
SLAC	Stanford Linear Accelerator Center
SSRL	Stanford Synchrotron Research Laboratory

B. Overview

The purpose of the LCLS Users' Organization (LCLS/VO) is to provide an organized framework and independent vehicle for interaction between the scientists who use the Linac Coherent Light Source (the users) and LCLS/SLAC Management. Responsibility for the LCLS and the research programs carried out at the LCLS resides with the LCLS Director. The LCLS/VO shall advise the LCLS Director on matters of concern to users, as well as provide a channel for communication for LCLS users with funding agencies and the public in general.

The LCLS/VO is broadly concerned with representing the interests of the LCLS users to SLAC management, so as to facilitate the availability and effective use of LCLS for the research community.

The LCLS Users' Organization Executive Committee (LCLS/VOEC) is a formal organizational unit of the SSRL_VO. The LCLS/VOEC members are elected by the members of the LCLS Users' Organization, and they typically meet several times each year. The VOEC communicates the needs and desires of users regarding LCLS operating policies, use of LCLS, user support, and other relevant issues of concern to those engaged in research at this facility.

LCLS management will engage the LCLS/VO (through the LCLS/VOEC) in discussions regarding current and/or future strategic plans for the facility to ensure evaluation of user interests and the most efficient and optimal utilization of the facility. To this end, a representative of the LCLS/VO shall be invited to attend selected LCLS management meetings where operational issues impacting users are discussed.

C. Functions

The LCLS/VO shall be advisory to the LCLS Director. Toward this end, the Users' organization shall:

- serve as an advocacy group for the Facility and its user community;
- provide a channel of communication between the LCLS user community and LCLS management.
- provide advice to the LCLS Director

D. Organization

1. Membership

All scientists involved in an LCLS proposal are automatically members of the LCLS/VO.

2. Meetings

An annual LCLS Users' Meeting will be held at SLAC (the site of LCLS). The LCLS/VOEC shall be responsible for the annual Users' Meeting program, and shall provide appropriate advance notice of the meetings to LCLS/VO members.

A general meeting of the LCLS/VO will be held annually, to coincide with the annual LCLS Users Meeting.

The LCLS/VOEC shall meet at the time of the Users' Meeting and at such other times as called for by the Chair or by a majority of the VOEC membership. A quorum consists of a majority of the LCLS/VOEC membership.

LCLS/SSRL will be jointly responsible for providing coordinated administrative and financial support for the SSRL/LCLS annual Users' Meetings.

3. Executive committee

The LCLS Users' Executive Committee (LCLS/VOEC) will conduct the business of the LCLS/VO.

Members of the LCLS/VOEC are elected by the LCLS/VO membership as follows:

1. Four new members of the LCLS/VOEC will be elected each year by members of the LCLS/VO through an electronic voting procedure.
2. Candidates for open VOEC positions shall be solicited from the LCLS/VO one to three months before the annual Users' Meeting.
3. The open election period shall precede the Users' Meeting by no less than two weeks, and will close at the Users' Meeting. A brief biography of each candidate will be distributed to LCLS/VO membership prior to the election.
4. All LCLS/VO members are eligible to vote.
5. Candidates are elected on a 'first past the post' basis: the four candidates with the highest number of individual votes are selected for membership of the LCLS/VOEC.
6. New members of the LCLS/VOEC will be announced at the Users' Meeting.
7. The elected members' terms expire at the third following Users' Meeting so that, in general, the LCLS/VOEC will have 12 regular members
8. As far as practically possible, the LCLS/VOEC will aim to have diverse representation covering the broad range of techniques and disciplines which comprise the LCLS user community

In the event that a position on the VOEC should be vacated before expiration of its term, the committee shall appoint a member of the LCLS/VO to fill the vacant position.

The LCLS/UOEC may appoint other subcommittees comprised of UOEC or LCLS/VO representatives as it deems appropriate.

4. Officers

The officers of the LCLS/VO will be a Chair and a Vice-Chair.

The Chair of the LCLS/VO will also be the Chair of the LCLS/UOEC. The Chairperson's term of office shall be for 1 year, beginning immediately after the annual users' meeting. The Vice-Chair will normally succeed the Chair at the first meeting following the election of new UOEC members. To assure continuity and to realize benefit from the experiences gained as a UOEC officer, the Chairperson shall continue to serve on the LCLS/UOEC for two additional years. If the vice-chair is unavailable to succeed the Chair, a new Chair shall be elected by the LCLS/UOEC.

The Vice-Chair shall be elected by the Users' Executive Committee from among its members at the first LCLS/UOEC meeting following the election of new officers. The Vice-Chair shall stand in for the Chairperson if he/she is unavailable and shall assist the Chair in the discharge of his/her duties. His/her term of office shall be 1 year, upon expiration of which term he or she shall assume the position of Chair. The Vice-Chair will assume primary responsibility for organizing the annual user meeting.

Officers' terms on the LCLS/UOEC may be extended as needed to perform the above services.

E. Amendments

Proposed changes to the bylaws shall be presented to the LCLS/VO membership, who will cast votes through electronic means. An open voting period of no less than two weeks is required. These bylaws shall be amended by a favorable vote of two-thirds of ballots cast.