

# LCLS USERS' ORGANIZATION CHARTER AND BY-LAWS

## A. Terms and definitions

Several definitions and acronyms used in this document are defined below

<b>LCLS</b>	Linac Coherent Light Source
<b>LCLS UO</b>	LCLS Users' Organization
<b>LCLS UEC</b>	LCLS Users' Executive Committee
<b>SLAC</b>	SLAC National Accelerator Laboratory
<b>SSRL</b>	Stanford Synchrotron Radiation Lightsource

## B. Overview

The purpose of the LCLS Users' Organization (LCLS UO) 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 UO 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 UO 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' Executive Committee (LCLS UEC) is a formal organizational unit of the LCLS UO. The LCLS UEC members are elected by the members of the LCLS Users' Organization, and they typically meet several times each year. The UEC 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 UO (through the LCLS UEC) 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 UEC shall be invited to attend selected LCLS management meetings where operational issues impacting users are discussed.

## C. Equity, Diversity and Inclusion Statement

The LCLS UO recognizes that diversity of background, views, and experiences supports both scientific creativity and productivity. Members are expected to adhere to the objectives of enhancing equal opportunities, and encouraging broad participation and inclusion in the activities of the LCLS.

The LCLS UO pledges that all members are treated with respect regardless of sex, sexual orientation, gender identity, gender expression, physical or mental disability, medical conditions, physical appearance, pregnancy or pregnancy-related conditions, age, marital status, race, nationality, socio-economic status, and religion.

The LCLS UO is opposed to all forms of discriminatory behavior, including harassment, bullying, coercion, or any behavior contributing to a hostile environment. This applies to all professional interactions including research environments and community conferences or social events.

## D. Functions

The LCLS UO 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.

## E. Organization

### 1. Membership

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

### 2. Meetings

An annual LCLS Users' meeting will be held at SLAC (the site of LCLS). The LCLS UEC shall be responsible for the annual users' meeting program, and shall provide appropriate advance notice of the meetings to LCLS UO members.

A general meeting of the LCLS UO will be held annually, to coincide with the annual LCLS Users' meeting.

The LCLS UEC 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 UEC membership. A quorum consists of a majority of the LCLS UEC 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 UEC) will conduct the business of the LCLS UO.

Members of the LCLS UEC are elected by the LCLS UO membership as follows:

1. Candidates for open UEC positions shall be solicited from the LCLS UO two to three months before the annual users' meeting.
2. 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 UO membership prior to the election.
3. All LCLS UO members are eligible to vote.
4. Candidates are elected through an electronic voting procedure on a 'first past the post' basis: the candidates with the highest number of individual votes are selected for membership of the LCLS UEC.
5. Elected members generally serve three year terms with the elected members' terms expiring at the third following users' meeting so that, in general, the LCLS UEC will have 15 regular members, with three members from each area of research (AMO, BIO, CSD, HCM, MEC) and one member specifically representing the community engaged in the development of new methods, instrumentation, and XFEL source capabilities. In addition, there will be one student and one postdoc member on the UEC, elected separately from the representatives from each area of science. The student and postdoc members will serve two year terms. The student member must be enrolled in an undergraduate or graduate program and the postdoc member must be in a postdoctoral appointment or hold a postdoctoral research fellowship, at the time of their nomination to the UEC.
6. Member terms will be staggered so that ideally about thirty percent new members will be elected to the LCLS UEC each year.
7. New members of the LCLS UEC will be announced at the annual users' meeting.
8. As far as practically possible, the LCLS UEC 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 LCLS UEC should be vacated before expiration of its term, the committee shall appoint a member of the LCLS UO to fill the vacant position.

The LCLS UEC may appoint other subcommittees comprised of UEC or LCLS UO representatives as it deems appropriate.

The Chair of the LCLS UEC shall serve on the SSRL UEC in an ex officio capacity, and the Chair of the SSRL UEC shall serve on the LCLS UEC in an ex officio capacity, with full voting rights.

#### 4. Officers

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

The Chair of the LCLS UEC will also be Chair of the LCLS UO. The Chairperson's term of office shall be for one year, beginning immediately after the annual users' meeting. To assure continuity and to realize benefit from the experiences gained as a UEC officer, the Chairperson shall continue to serve on the LCLS UEC for two additional years.

The Vice-Chair shall be elected by the Users' Executive Committee from among its members at the first LCLS UEC meeting following the election of new UEC members. 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. The term of office for Vice-Chair shall be one year, upon expiration of which term the Vice-Chair will normally succeed the Chair at the first meeting following the election of new UEC members. If the vice-chair is unavailable to succeed the Chair, a new Chair shall be elected by the LCLS UEC.

The Vice-Chair will assume primary responsibility for organizing the annual users' meeting.

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

#### F. Amendments

Proposed changes to the bylaws shall be presented to the LCLS UO 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.