

User Executive Committee Charter

Revised June 2020



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1.0 Committee Function and Objectives

The User Executive Committee (UEC or Committee) is an independent body charged with providing objective, timely advice and recommendations to the leadership of the Atmospheric Radiation Measurement (ARM) user facility with respect to the user experience. The Committee reports directly to the ARM Technical Director in his/her capacity as chair of the ARM Infrastructure Management Board (IMB) and serves as the official voice of the user community in its interactions with ARM management. This charter defines the membership, responsibilities, and structure of the UEC.

2.0 Membership

2.1 Size of Committee and Selection Process

The UEC shall have at least 10 members consisting of the Chair, Vice-Chair, and eight or more other members; no more than two members shall be from the same institution. The members shall be elected using electronic ballot or other method as deemed appropriate by the UEC. A request for nominations and the ballot will be distributed to the “ARMAI” mail list, which includes active ARM users and other members of the science community with an expressed interest in ARM. Terms for members shall begin on January 1 following an election in the fall. In order to ensure representation from all the ARM scientific domains, there shall be at least one member representing each domain. The ARM scientific domains are:

- Cloud measurements
- Cloud modeling
- Aerosol measurements
- Aerosol modeling
- Precipitation processes
- Radiative transfer
- Land-atmosphere interactions.

In addition, an effort will be made to represent the following cross-cutting themes:

- Aerial measurements
- High-resolution modeling
- Global-scale modeling.

An individual may represent both a scientific domain and a cross-cutting theme. Remaining positions, not assigned as specific capability representatives, shall be considered “member-at-large” positions. Election of members shall be by simple pluralities of votes cast. The Chair will fill vacant UEC positions by initiating a call for nominations distributed to the “ARMAI” mailing list. The Chair and ARM Technical Director may jointly appoint members directly if gaps in expertise are identified following the election

results. Maintaining representation for each of the ARM science domains will be the responsibility of the Chair. When a member representing a capability is replaced, the Chair will select nominees that are qualified for the position before a full vote is cast by the user community. A minimum of one chairperson from one of the four DOE Atmospheric System Research (ASR) science working groups (Aerosol Processes, Warm Boundary-Layer Processes, Convective Processes, High-Latitude Processes) will be included on the UEC. If, following the voting process, one or more of the ASR working groups are not represented, the UEC Chair will appoint representatives from the group of ASR working group chairs to fill those gaps.

In the event that the ARM Technical Director determines that changes in the represented science domains or cross-cutting areas are required, or if ASR working group structure changes, the ARM Technical Director will provide an amended charter to the UEC. In that event, any affected individuals on the UEC will have the option to complete their terms.

Ex officio members will include the ARM Technical Director, the ARM Associate Director for Operations, and the ARM Engineering and Process Manager.

2.2 Qualifications

Members of the Committee and its subcommittees should possess the highest personal and professional ethics, integrity, and values, and be committed to representing the long-term interests of the ARM facility and the ARM mission. They must also have an inquisitive and objective perspective, practical wisdom, and sound judgment. The Committee and its subcommittees should contain diverse experience in areas that are relevant to ARM's mission and national and international activities. All members are expected to have been active users of the facility within the last five years. Members must be willing to devote sufficient time to carrying out their duties and responsibilities effectively and should be committed to serve on the Committee and its subcommittees for the entire term. Members should offer their resignation in the event of any significant change in their personal circumstances, including a change in their principal job responsibilities. Members may be removed from the Committee for cause by the ARM Technical Director.

In addition to soliciting nominations for each of the science themes, we will accept nominations to add a young investigator to the Committee. The Committee will seek student candidates currently pursuing a PhD or an early career scientist who is within five years of obtaining a PhD as of January 1 of the election year. The young investigator may be associated with any of the science themes and will serve a two-year term.

2.3 Terms of Service

Committee members will serve up to four-year terms. Elections will be held every other year to elect new members. Staggering of the terms will permit continuity of operation and institutional knowledge. The UEC shall have a Chair and a Vice-Chair, each serving two-year terms. Subsequent to the election of new UEC members, the UEC shall select a Vice-Chair from among the members of the Committee. The Vice-Chair shall serve during the ensuing two-year period and succeed to Chair after the following election. If the office of Chair becomes vacant, the Vice-Chair shall assume the position of Chair and an interim Vice-Chair shall be chosen to serve until the following election only.

2.4 ARM Staff Coordinator

The ARM Technical Director will appoint a staff member to provide staff support to the UEC, which includes organizing the meetings, taking meeting minutes for the Committee, and other duties agreed upon by the UEC Chair and ARM Technical Director.

3.0 Governance Principles

ARM's business is conducted by staff distributed around nine national laboratories and other institutions under the direction of the IMB, led by the ARM Technical Director, to enhance the long-term value of ARM for the U.S. Department of Energy (DOE), the relevant national laboratories, and the public.

3.1 Role of Management

The operations and management of ARM are vested in the ARM Technical Director and the Infrastructure Management Board who report directly to the DOE's Program Manager. The management team is responsible for ensuring that the objectives of the ARM facility are accomplished within the policies and legal environment within which the ARM laboratories operate. The management team is responsible for ensuring that the assets of DOE are protected.

3.2 Role of the User Executive Committee

The UEC provides input to the ARM IMB regarding user concerns, provides a forum for keeping the community informed about issues impacting users at ARM, offers advice on capital investments and strategies, and serves as an advocacy group for atmospheric research. The responsibilities of the UEC include, but are not limited to, the following:

- a. Provide advice and recommendations to the ARM IMB on how to facilitate the effective use of ARM. This may also include user interests in access, the field campaign proposal process, equipment status, equipment renewal, and strategic investments, as well as recommendations for integration of the various demands on ARM equipment and staff resources to optimize utilization and impact.
- b. Provide a clear channel for the exchange of information and advice between the investigators who perform research through the ARM facility and the facility's management.
- c. Provide a formal vehicle for ARM users to transmit concerns and recommendations to the ARM IMB regarding matters affecting the user community.
- d. Actively participate in the design of the Users' Meeting.

4.0 Committee Activities and Duties

4.1 Frequency of Meetings

The Committee will meet:

- For one hour on a monthly-to-quarterly basis

- At the annual ARM/ASR meeting where possible (not all members are able to participate)
- At an extended-format meeting (between half a day and a day and a half) every other year (once per UEC cycle) either in person or virtually.

4.2 Quorum

The Committee may conduct business where a quorum of its members is present; such quorum shall consist of at least 50 percent of the members and shall include the Committee Chair or Vice-Chair. Committee members are expected to prepare for and attend all scheduled meetings of the Committee and any subcommittees on which they serve.

4.3 Setting Committee Agenda

Prior to each Committee meeting, the ARM Technical Director will discuss the agenda items for the meeting with the UEC Chair. The UEC Chair and the ARM Staff Coordinator shall determine the nature and extent of information that shall be provided to the members in advance of each scheduled Committee meeting. Members are urged to make suggestions for agenda items or additional pre-meeting materials to the ARM Technical Director, the UEC Chair, or the ARM Staff Coordinator at any time.

4.4 Formation of Subcommittees

The Committee may create new subcommittees or terminate existing subcommittees as it deems necessary and appropriate. The chair of each subcommittee shall be a member of the UEC and shall be nominated and approved by the Committee. Subcommittee members are appointed by the subcommittee chair and may include members of the ARM management or staff or other qualified persons. Subcommittee duties cannot be delegated. Subcommittee members may participate by telephone or videoconference. Each subcommittee may conduct business when a quorum of its members is present; such quorum shall consist of at least 50 percent of the members (including telephone or videoconference) and shall include the subcommittee chair. Committee members who are not members of a particular subcommittee are welcome to attend meetings of any subcommittee. Subcommittee minutes will be prepared as directed by each subcommittee chair. The subcommittee chairs report the minutes of their meetings, including recommendations for Committee approval, to the full Committee following each meeting of the respective subcommittees. The subcommittees may hold meetings in conjunction with the full Committee.

4.5 Self-Assessment

The Committee should perform an annual self-assessment in the form of a survey questionnaire. The survey questions will be formulated by the UEC Chair and Vice-Chair with the assistance of the ARM Staff Coordinator and will ask for evaluations of the effectiveness of the Committee and subcommittees, and the responsiveness of ARM to UEC recommendations. The survey will be sent to Committee members sufficiently in advance of the annual meeting to allow time for the responses to be summarized by the Vice-Chair for presentation to the Committee at the meeting.

4.6 Reimbursement or Honoraria for Committee Members

The ARM Technical Director has the responsibility for setting the reimbursement or honoraria available to non-laboratory members of the Committee. The setting of honoraria shall be guided by simple and transparent guidelines.

4.7 Committee Member Orientation

The ARM Technical Director and the ARM Staff Coordinator are responsible for providing an orientation for Committee members, and for periodically providing materials or briefing sessions for members on subjects that would assist them in discharging their duties.



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