

# The Molecular Foundry Users Association

## Organizational Charter

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### **A. Purpose, Goals and Objectives**

The purpose of The Molecular Foundry Users Association (TMFUA) is to provide an organized framework for the interaction between those who use The Molecular Foundry (TMF) at Lawrence Berkeley Laboratory (LBNL) for their research and TMF management, as well as to provide a channel for communication with other Nanoscale Science Research Centers (NSRCs) and, on suitable occasions, with relevant federal agencies.

TMFUA, representing TMF user research workers, will be in a position to make known to TMF management the needs and desires of users regarding operating policy, use of the TMF, user support, and other relevant issues of concern to those engaged in research at this facility. The TMFUA will further provide a means for the TMF management to inform users with regard to current and future plans for the facility. Thorough discussion with users of current projects, as well as plans for the future, TMF management should be placed in a better position to evaluate the needs of users and thus help enable users to plan more efficiently their utilization of the facility.

The role of TMFUA shall be to advise TMF Directors on matters of user concern. Responsibility for TMF and research programs carried out at TMF resides with TMF's Director.

Within TMFUA's Charter, all references to "year" shall be interpreted as "calendar year", unless otherwise specified.

### **B. TMFUA Composition**

#### **1. General TMFUA Membership**

a. TMFUA membership shall be open to any Molecular Foundry user who meets one or more of the following criteria:

- submitted an approved research proposal to the Molecular Foundry, and includes anyone who is named as a collaborator on an accepted proposal (whether or not they were present at the Molecular Foundry)
- attended a TMF-sponsored workshop
- registered for and attended a Foundry Annual User Meeting
- served on the TMF UEC, or
- served on a Molecular Foundry review panel

b. TMFUA membership status shall be reviewed annually. To be an active TMFUA member in good standing, attendance at any TMF-sponsored workshop, registration and attendance at the annual user meeting, be listed on an active user project, service on the TMF UEC, or service on a Molecular Foundry proposal review panel is required within the membership year.

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### 2. Standing Committees

There shall be two (2) Standing Committees created as part of this TMFUA Charter.

a. The Users Executive Committee (UEC) is charged with conducting the day-to-day business of TMFUA. The UEC shall consist of a Chairperson, a Vice Chairperson, the Past Chairperson, a Recording Secretary, and six additional members, at least two of whom shall be an Industrial Representative and another a Student Representative. UEC members shall be elected by TMFUA members via either written or electronic ballot, for staggered terms of office, and as soon as practical after the annual meeting of TMFUA membership. Newly elected UEC members shall take office on the first of January of the year following their election. The terms of office of members of the UEC shall be 3 years, except for Officers, who shall be elected by the Committee from among its members, as specified below. The UEC shall have a separate set of Bylaws that govern its operations, which are incorporated by reference to this Charter.

b. The Nominations Committee shall consist of TMFUA members appointed by the UEC. The Nominations Committee is charged with preparing a slate of candidates for election by TMFUA members in good standing to the UEC. The final candidate slate shall be presented to TMFUA members via either e-mail or UEC website. In preparing this slate, the Nominating Committee shall actively solicit input from TMFUA membership. This slate shall, as nearly as possible, reflect a balance of interests among active research fields pursued at TMF and among institutional affiliations of the users, as well as reflect the constituency of this Charter.

### 3. UEC Officers

a. The Chairperson of the Users Executive Committee shall serve as Chairperson of the TMFUA. The Chairperson's term of office shall be for one (1) year. To assure program continuity, the Chairperson shall continue to serve on the UEC for one additional year as the Immediate Past Chairperson. The Chairperson may serve up to two consecutive one year terms.

b. The Vice Chairperson of the UEC shall serve as Vice Chairperson of the TMFUA. The Vice Chairperson shall stand in for the Chairperson if he or she is unavailable and shall assist the Chairperson in the discharge of his or her duties. The Vice Chairperson shall be elected by the Users' Executive Committee from among its members. His or her term of office shall be 1 year, upon expiration of which term he/she shall assume the position of Chairperson.

c. The Recording Secretary of the UEC, elected by the UEC Board, shall also serve as TMFUA Corresponding Secretary. The term of office of the Recording Secretary shall be one (1) year and shall be renewable via the annual UEC election.

d. The Users Executive Committee can appoint a TMFUA representative for the "National User Facilities Organization" (NUFO) and other advocacy groups. The representative is appointed annually and does not need to be a current member of the Users' Executive Committee. The appointed representative can serve for multiple years in order to maintain and enhance the experience of the TMFUA in general educational efforts promoting the importance and impact of the research performed at the TMF.

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### **C. TMFUA Meetings**

1. Meetings of the full membership of the TMFUA shall be called by its Chairperson. Normally, one such meeting per year shall be held, normally to coincide with TMFUA Annual Users Meeting (AUM). Physical location for all AUM meetings shall typically be Berkeley, CA but other sites may be selected by the UEC. Except under unusual circumstances, initial AUM meeting notices shall be provided in writing to TMFUA membership at least three months in advance of the AUM's first scheduled day.
2. An agenda for each TMFUA meeting shall be provided by the UEC Chairperson upon advice of the UEC. A short written description of the items on the agenda shall be provided to members of the TMFUA in advance of a meeting. During the AUM, TMFUA members will have an opportunity to present research performed at TMF and also to discuss the current status and future developments of TMF.
3. The UEC shall meet at the call of the Chairperson to transact all such business as shall be required between general meetings of TMFUA membership.
4. The UEC shall plan and manage the AUM with Workshops held at The Molecular Foundry. This AUM should be held in conjunction with or jointly scheduled with other LBNL User Facilities. The UEC, together with input from TMFUA members and in consultation with TMF management, shall determine the agenda and venues for that meeting.
5. The Nominations Committee shall be appointed and initially meet at least 3 months prior to the AUM. The Nominations Committee shall meet as often as necessary to ensure a full slate of qualified candidates is available at the AUM.

### **D. Procedural Rules**

1. Minutes of all TMFUA meetings shall be documented by the Secretary and shall include a brief resume of the agenda and results of the meeting. After approval by the Chairperson, minutes of all TMFUA meetings shall be made available to members, e.g., by posting them on the Internet.
2. All business meetings of TMFUA, including its Nominations Committee and the UEC, shall abide by parliamentary rules established in their respective committees. TMFUA committees shall have authority to adopt rules of order consistent with both TMFUA Charter and internally consistent with the Bylaws in this document. When a dispute arises, Roberts Rules of Order shall be used to settle.
3. This charter can be amended by a mail or web-based ballot of TMFUA members conducted by the UEC. A two-thirds majority of those members voting in the balloting must vote in favor of an amendment for it to be adopted.

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4. In the event that a position on the UEC should be vacated before expiration of a member term, the UEC shall appoint a member of TMFUA to fill that position for duration of the unexpired term. If the position to be filled is of a UEC Officer, the UEC will select another member to fill the role of the UEC officer, according to TMFUA Bylaws.

5. The UEC shall advise TMF Directors with regard to membership of relevant committees that may be established. TMF Directors shall keep the UEC advised of proposed changes in the operation of the TMF and as well as future plans; the UEC shall bear responsibility for making it appropriate recommendations to TMF Directors regarding such matters, including future directions, major equipment, and changing user needs.

### **E. UEC Elections**

1. The UEC member election process shall be initiated during the second half of the calendar year prior to the year in which the newly elected members will be seated. The election process shall include sufficient time to allow completion of the process prior to start of a new calendar year. A slate of candidates, prepared and validated by TMFUA's Nominations Committee, shall be presented to TMFUA membership. The slate of candidates shall be announced via either e-mail or UEC website. There shall ideally be at least twice the number of nominations as there are positions to be filled.

2. Five UEC members shall be elected the first year. Two new UEC members shall be elected each year until the full complement of ten (10) members is established. Afterwards, only seats vacated by those whose term is expiring (i.e. after 3 years of service) will be up for election.

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## SIGNATURES BLOCK

NAME: Seth Taylor

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UEC Chairperson

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Date

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NAME: Dong Yu

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UEC Recording Secretary

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Date

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## TMFUA CHARTER CREATION and REVISION HISTORY

<u>DATE</u>	<u>REVISION</u>	<u>DESCRIPTION OF REVISION</u>	<u>STATUS</u>
6/2007	NR	TMFUA Initial Charter creation	OK
12/8/2011	A	Charter update for consistency with new TMFUA Bylaws	

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