

Guidelines for the Administrative Structure and Elections at PIMS-SFU

Preamble:

In considering how the SFU PIMS Site Director could be selected, it seemed obvious to us that:

The PIMS SFU Site Director should be selected by the local SFU PIMS organization. As well, we felt that it would be a good idea to have the Site Director selection process similar to the process of selecting a department chair.

The Signed Agreement (between the member universities and the central PIMS administration) states that "A University's Site Director will be appointed by the University in consultation with the (Institute) Director." Hence, the process is that PIMS at SFU selects a director who is in fact approved by the VP Research.

We propose the following structure for the local SFU PIMS organization:

1. There be a body called "the membership". We felt that we should have an official "PIMS membership" at SFU, where membership would be as inclusive as possible.
2. There be a formal Steering Committee for PIMS at SFU, elected by the membership. A Steering Committee could also assist the Site Director in the local PIMS organization

Guidelines

(Accepted by the current Steering Committee at its meeting on September 18, 2002)

1. Membership
 - 1.1. Membership in PIMS at SFU is open to SFU faculty members with a strong interest in the mathematical sciences.
 - 1.2. Decisions on membership are made by the Steering Committee, based on the criterion given in 1.1 above.
 - 1.3. Membership is for five years, renewable.
2. Steering Committee
 - 2.1. The Steering Committee will consist of the Site Director, plus six members elected from the PIMS membership.
 - 2.2. The purpose of the Steering Committee is to assist the Site Director.
 - 2.3. The term for members of the Steering Committee is 3 years (the same length as for the Site Director).
 - 2.4. Normally there will be at least one Steering Committee meeting per semester, including an Annual General Membership Meeting early in the autumn.
3. Steering Committee Elections
 - 3.1. Elections to the Steering Committee will be in the autumn of the year following the beginning of the Site Director's term. Elections will be run by the SFU PIMS office.

- 3.2. A member of PIMS may be nominated for the Steering Committee if that person
 - i has been a member for at least six months,
 - ii indicates a willingness to stand for election,
 - iii and has been nominated by at least three PIMS members.
- 3.3. In an election, the candidate from each of Computing Science, Mathematics, and Statistics and Actuarial Science with the highest number of votes will be considered elected. Otherwise, the candidates with the highest number of votes (to a total of six members) will be considered elected. The intention is to have at least one representative from each of CMPT, MATH, and STAT, assuming that a candidate is nominated from each unit.
4. Site Director
 - 4.1. The Signed Agreement states that "A Site Director will co-ordinate PIMS Activities at each University."
 - 4.2. The term for the Site Director is 3 years, normally beginning on September 1.
 - 4.3. Normally a Site Director will not serve more than two consecutive terms.
5. Election Procedure for the Site Director
 - 5.1. All PIMS members who have been members for at least six months are eligible to stand for election as Site Director or vote for a Site Director.
 - 5.2. The Steering Committee will solicit nominations for PIMS Site Director at least three months before the finish of the current Director's term. The election for Site Directorship will normally be held in the spring preceding the commencement of the new Site Director's term on September 1.
 - 5.3. A candidate for Site Director must be nominated by at least five PIMS members, and agree to stand for election.
 - 5.4. An open forum will be held for the candidate or candidates to make presentations and answer questions. The Vice President, Research and the PIMS (Institute) Director will be invited to attend.
 - 5.5. If there is more than one candidate an election will be held, otherwise a ratification vote will be held. In either case, a vote of 50% plus one of the membership will be required to select a candidate. The election or ratification will take place within two weeks of the open forum, and there will be two weeks for balloting. In the event of there being an election, and no candidate receiving more than 50% of votes cast, there will be a runoff election between the two highest candidates, decided by simple majority.
 - 5.6. The Vice President, Research supervises the election. The Vice President, Research in consultation with the Steering Committee will adjudicate any unforeseen cases (such as a tie vote).
6. Recall. A majority of the membership (where each person has been a member for at least six months) may petition the Vice President, Research to recall a Site Director before the end of his/her term.
7. Interpretation. The Vice President, Research in consultation with the Steering Committee will decide on matters of interpretation of these Guidelines.