



PROGRAM COMMITTEE BYLAWS

Purpose Statement

The committee will plan, coordinate, execute, monitor and support short (1-2 year) and long-term (3-10 year) TMS programming in the technical areas encompassed by the five technical divisions of the Society. It reviews programming policy and recommends appropriate changes to the TMS Board of Directors. This committee is responsible for the technical program planning of the TMS Annual Meeting & Exhibition and Fall Meeting (MS&T) to include committee-sponsored symposia, poster sessions, international symposia, and hot-topic programming.

Procedures

The committee will develop, discuss, and implement programming plans, policies and procedures to assure that current and future technical programming is relevant and timely. The committee will review recently completed programs to determine how the implementation can be improved. Division representatives serve as the link between the Program Committee and their corresponding technical divisions and committees.

Structure

This committee will consist of the following:

- Committee Chair who is the TMS Programming Director serving on the TMS Board of Directors.
- Two Vice Chairs to be elected by the committee.
- One Past Chair (position only exists during the year after the Chair concludes his/her term as Chair).
- Two to three representatives from each technical division. Additional at-large representatives may be appointed at the discretion of the Chair.
- Two programming liaisons for MS&T.
- One liaison to the Content Development and Dissemination Committee (to be appointed by the Program Committee)

All positions above have voting privileges for Program Committee motions.

The Committee has two subcommittees:

- Poster Session Subcommittee: Led by a vice chair or other committee member as designated by the Chair. The subcommittee chair has the authority to select subcommittee members and these members do not need to be members of the Program Committee.
- Frontiers of Materials Award Subcommittee: Led by a vice chair or other committee member as designated by the Chair. The subcommittee chair has the authority to select subcommittee members and these members do not need to be members of the Program Committee.

Terms of Office

Chair: 3 years
Vice Chairs: 2 years
Past chair: 1 year
Members: 3 years

Nomination Process for Vice Chairs

Vice chairs serve for a period of two years and so do not automatically ascend to the position of committee chair. Vice chairs are encouraged to apply to be the committee chair after their terms have ended. The chair also serves as the Programming Director on the Board of Directors and is subject to the nomination and election process that is in place for this position (TMS Bylaws, Section 3.6).

Vice chair candidates may self-nominate. If there are multiple candidates, there may be a discussion (in the absence of the nominees) among the current voting committee members. Those not present can notify the Chair in writing of their preference prior to the meeting. A subsequent vote will be held under the jurisdiction of the Chair. Any voting member who is also a nominee will be excluded from the vote. Upon counting the votes, the new Vice Chair will be announced by the Chair. Appointment will be by majority vote; if there is a tie between two or more candidates, the current (outgoing) Vice Chair's vote will prevail. If there is a single candidate only, he/she will be appointed by acclamation. The vice chair's term will begin at the completion of the Annual Meeting.

Meeting Schedule

The committee meets twice annually at a minimum. One meeting is typically held in the first quarter and one typically in the third quarter. Additional meetings may be called by the chair as deemed necessary. Meetings may be held in person or remotely.

Committee Actions

Actions of the committee or a subcommittee shall be approved by a majority vote of members participating, provided that a simple majority of members participate in the voting.

Expectations of Membership

Upon agreeing to serve on the Program Committee, committee members are expected to remain active throughout their terms and to make every effort to fully participate in all meetings and teleconferences of the committee and any subcommittees to which they are assigned. If for whatever reason volunteers find they will only be able to participate in a limited capacity or not at all, they are encouraged to talk with the Program Committee Chair and staff liaison about their availability to continue in the role.

While it is highly desirable that committee members fulfill their term, and it is critical to the success of the committee that the majority of volunteers complete their term with full participation, it is understood that volunteers' personal and professional situations can change. It is critical to have a quorum at meetings and teleconferences in order to vote on committee business. A committee member who is repeatedly absent or nonresponsive may be asked to step down from being a voting member of the committee. The Chair has the authority to revoke membership in the committee if necessary.

Quorum

Quorum is at least half the voting members of the committee present. In addition to those members who are present in person at a meeting, members shall be deemed present at such meeting if a telephone or other communication equipment by means of which all persons participating in the meeting can hear each other at the same time is used. The act of a majority of the members at a meeting at which quorum is present shall be the act of the Program Committee.