

OHBM Open Science SIG

2020 Renewal Bylaws

This document contains information relevant to the 2020 OHBM Open Science SIG renewal. The section entitled *Officers* lists a description of all positions on the committee including their terms and expected responsibilities. The section entitled *Renewal* describes the renewal process in detail, including [a call for nominations](#) and eligibility criteria for potential candidates.

Important note regarding the 2020 renewal:

As Open Science advocates, we aren't afraid of trying new things. That's why this year, we are going to be replacing the popular vote for the next year's SIG official selection with a more in depth process of interviews to be conducted by current and past members of the SIG. We are hoping with this approach that we will be representing the best values of inclusivity of the Open Science community. We believe this approach will be 1) less biased against individuals without a strong social media or twitter presence, 2) more likely to elect candidates from outside the North American and Euro-centric open science communities, 3) allow the SIG to make a conscious decision to prioritize our values of equal representation. We have been influenced by the successful example and leadership from the Student and Postdoc SIG and are excited to try this approach this year.

1 Officers

[1.1 General Chair](#)

[1.2 Secretary](#)

[1.3 Treasurer](#)

[1.4 Hackathon Co-Chairs \(two officers\)](#)

[1.5 Open Science Room Chairs \(two officers\)](#)

[1.6 Inclusivity Officer \(position added in 2020\)](#)

[1.7 General Chair Elect](#)

[1.8 Secretary Elect](#)

[1.9 Treasurer Elect](#)

[1.10 Past General Chair](#)

[1.11 Past Secretary](#)

[1.12 Past Treasurer](#)

2 Renewal of SIG members

[2.1 Renewal timeline](#)

[2.2 Officer candidate eligibility criteria](#)

[Bylaws approved by:](#)

1 Officers

The Open Science SIG each year comprises a total of 14 officers, referred to throughout this document as the Open Science SIG committee. 9 of the officers comprise roles that serve in a 3 year term cycle: General Chair (elect, current, past), Secretary (elect, current, past), and Treasurer (elect, current, past). 5 of the officers comprise roles that serve in a 1 year term: Hackathon Co-Chairs (2), Open Science Room Co-Chairs (2), and Inclusivity Officer. The current education chair from OHBM council also attends SIG meetings as a liaison between council and the SIG. External liaisons to the Gender & Diversity, Communication and Funding committees are chosen from within the 14 officers.

A term starts/ends on September 1st.

1.1 General Chair

Responsible for the general direction and mission of the SIG, coordinating all activities, and communicating with the OHBM Council, OHBM Program Committee and OHBM executive office. General Chair Elect becomes General Chair at the end of their term.

Expectations

- Lead the committee. Deliver that year's vision of SIG engagement and advancement.
- Take final responsibility for SIG activities. Work closely with the secretary and treasurer to support them in their organisation and financial activities.
- Chair regular meetings and provide regular reports and updates to OHBM leadership.
- Provide leadership, guidance and support for the Open Science Room & Hackathon Chairs.

Time & Commitment: About 4h per week.

1.2 Secretary

Responsible for maintaining and updating an archive of SIG documentation both to the attention of SIG officers and of the OHBM community. Assists with coordination of the Open Science Room in collaboration with the Open Science Room Chair. Communicates regularly with other SIG officers. Secretary Elect becomes Secretary at the end of their term.

Expectations

- Scheduling meetings and creating the agenda (with general chair), recording actionable items, taking and distributing minutes.
- Updating external communication channels (including website)
- Provide leadership, guidance and support for the Open Science Room & Hackathon Chairs.

Time & Commitment: About 4h per week.

1.3 Treasurer

Responsible for all SIG finances including spending and soliciting funding. Assists with organization of the hackathon in collaboration with the Hackathon co-chairs. Communicates regularly with other SIG officers. Treasurer Elect becomes Treasurer at the end of their term.

Expectations:

- Draft and maintain the budget for both reporting to council and internal management.
- Procure funding from sponsors and maintain multi-year relationships by ensuring that terms (such as recognition, proper spending of funds) are followed.
- Coordinate the acceptance and spending of funds directly with OHBM administration
- Coordinate regularly with all other officers of SIG leadership regarding any financial matters, ensuring that all planned activities are financially responsible before being approved.
- Provide leadership, guidance and support for the Open Science Room & Hackathon Chairs.

Time & Commitment: About 4h per week, expect a higher workload in October and March-May.

1.4 Hackathon Co-Chairs (two officers)

Responsible for organizing the OHBM Hackathon for the current term in collaboration with the SIG officers. Candidates will be evaluated as teams of two.

Expectations:

- Provide specific support on the organization of the hackathon in collaboration with the whole committee. Working with the OS SIG to book of the venue(s) and catering, set up the program (hack and train tracks), build the website, advertise registration, and recruit people to help run the hackathon.
- With the help of the rest of the SIG, recruit at least one local person to help liaising with the different local interlocutors (catering, venue, etc.).

Time & Commitment: About 4h per week for each co-chair, expect a higher workload in December–June.

1.5 Open Science Room Chairs (two officers)

Responsible for organizing the Open Science Room in collaboration with the SIG officers.

Expectations

- Provide specific support on the organization of the Open Science Room (OSR) with the secretary and in collaboration with the whole committee. Activities include: working with the OS SIG to develop a vision for that year's OSR, coming up with event ideas, session titles and descriptions, coordinating applications for talks and meetings in the OSR.
- Coordinating and communicating program with OHBM Program Committee.
- Engaging and coordinating a global community of volunteers.

Time & Commitment: About 3h per week, expect a higher workload in April-June.

1.6 Inclusivity Officer (position added in 2020)

Responsible for spearheading efforts on making open science more inclusive to under-represented groups (BIPOC, LGBTQ+, geographic regions outside Europe & North America). Individuals in this position will work with the rest of the OS SIG to employ best practices in identifying and removing any exclusionary attributes of SIG activities that are pushing individuals from these groups away from greater participation in OS SIG events and OHBM more broadly. Provide guidance and support for the Open Science Room & Hackathon Chairs.

Time & Commitment: About 2h per week, expect a higher workload in May/June.

1.7 General Chair Elect

Coordinating with and supporting the OSR and Hackathon chairs OS SIG activities more broadly. Preparing to perform duties as general chair in the next term.

General Chair Elect becomes General Chair at the end of their term. Participates in the SIG as a general member and contributes to SIG mission and events on an ad-hoc basis.

Time & Commitment: About 2h per week, expect a higher workload in May/June.

1.8 Secretary Elect

Coordinating with and supporting the OSR and Hackathon chairs OS SIG activities more broadly. Preparing to perform duties as secretary in the next term.

Secretary Elect becomes Secretary at the end of their term. Participates in the SIG as a general member and contributes to SIG mission and events on an ad-hoc basis. Time & Commitment: About 2h per week, expect a higher workload in May/June.

1.9 Treasurer Elect

Coordinating with and supporting the OSR and Hackathon chairs OS SIG activities more broadly. Preparing to perform duties as treasurer in the next term.

Treasurer Elect becomes Treasurer at the end of their term. Participates in the SIG as a general member and contributes to SIG mission and events on an ad-hoc basis. Time & Commitment: About 2h per week, expect a higher workload in May/June.

1.10 Past General Chair

Responsible for advising the General Chair. General Chair becomes Past General Chair at the end of their term. Liaison to OHBM Gender and Diversity committee unless another member of the committee chooses to take the role.

Time & Commitment: About 1h per week on an ad hoc basis.

1.11 Past Secretary

Responsible for advising the Secretary. Secretary becomes Past Secretary at the end of their term. Liaison to OHBM Communications committee unless another member of the committee chooses to take the role.

Time & Commitment: About 1h per week on an ad hoc basis.

1.12 Past Treasurer

Responsible for advising the Treasurer. Treasurer becomes Past Treasurer at the end of their term. Liaison to OHBM fundraising Committee unless another member of the committee chooses to take the role.

Time & Commitment: About 1h per week on an ad hoc basis, expect a higher workload in August/September and March/June.

2 Renewal of SIG members

Renewal of SIG members happens once a year at the end of each term. In general there are six renewable positions: General Chair Elect, Secretary Elect, Treasurer Elect, two Hackathon Co-Chairs and Open Science Room Chair.

2.1 Renewal timeline

Renewal begins with the [self-nomination process](#) that will be open for at least 3 weeks coincident with the annual meeting.

This is followed by an interview process conducted online by past and present OHBM Open Science SIG members. Following the interview process, new officers will be announced.

2.2 Officer candidate eligibility criteria

1. Current member of OHBM (student members also eligible)
2. For those who have previously held a three-year OS SIG position (chair, secretary, or treasurer): at least 3 years must have elapsed since the end of their term in order to be eligible to run for any OS SIG officer position (chair, secretary, treasurer, hackathon co-chair, or open science room chair).
3. For those who have previously held a one-year OS SIG position (hackathon co-chair, or open science room chair): At least 1 year must have elapsed since the end of their term in order to be eligible to run for any OS SIG officer position (chair, secretary, treasurer, hackathon co-chair, or open science room chair).
4. Be in good standing with the SIG, as determined by the acting SIG officers. An example of a potential candidate in poor standing may be one who has been confirmed to be in violation of the code of conduct on one or more occasions at SIG or OHBM related events, or for which there is an explicit conflict of interest.
5. Have provided a short (up to 100 words) text description of their relevant experience and vision for the position they are running for as well as the SIG mission.

Specific details about how and when the nomination and renewal will occur will be provided within the nomination announcement made by the SIG. For the 2020 renewal, nominations will be collected via [the linked Microsoft Form](#).

Bylaws approved by:

Aki Nikolaidis

Katie Bottenhorn

Tristan Glatard

Camille Maume

Ana Van Gulick

Eugene Duff

Remi Gau

Liza Levitis

Cassandra Gould van Praag

Stephan Heunis

Kirstie Whitaker

Elizabeth DuPre

Greg Kiar