OHBM Open Science SIG
2022 Renewal Bylaws

This document contains information relevant to the OHBM Open Science SIG organisational structure. 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.

1 Officers

The Open Science SIG each year comprises a total of 21 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)
- Treasurer (elect, current, past)

10 of the officers comprise roles that serve a 2 year term cycle:

- Hackathon Co-Chair (elect, current)
- Hackathon Co-Chair (elect, current)
- Open Science Room Co-Chair (elect, current)
- Open Science Room Co-Chair (elect, current)
- Hybridization Chair (elect, current)

2 of the officers comprise roles that serve in a 1 year term:

- Inclusivity Officer
- Community Liaison Officer

The current education chair from OHBM council also attends SIG meetings as a liaison between council and the SIG.

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 first year.

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.
- Attend OHBM Council meetings (non-voting 'guest' seat)

Time & Commitment: About 4h per week, with a higher workload Dec-June.

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 first year.

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, with a higher workload Dec-June.

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 first year.

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

Responsible for organizing the OHBM Hackathon for the current year in collaboration with other SIG officers. Hackathon Co-Chair Elects become Hackathon Co-Chairs at the end of their first year.

Expectations:

- Provide specific support on the organization of the hackathon in collaboration with the whole committee. Organization tasks, to be performed with the OS SIG, include but are not limited to:
    - Recruit volunteers to help with the hackathon organization (together with community liaison),
    - Book the venue(s) and catering
    - Set up the program (hack and train tracks),
    - Build/update the website,
    - Advertise registration,
    - Work with hybridisation chair to support a hybrid hackathon format,
    - Produce a report for the OS SIG and organise Hackathon proceeding to be submitted to Aperture.

- 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, ~10hrs/week 2 months leading up to the meeting, full-time the week before and week of the meeting.

1.5 Open Science Room Chairs

Responsible for organizing the Open Science Room in collaboration with other SIG officers. Open Science Room Co-Chair Elects become Open Science Room Co-Chairs at the end of their first year.

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 4h per week, ~10hrs/week 2 months leading up to the meeting, full-time the week before and week of the meeting.

1.6 Hybridization Chair (position added in 2022)

Responsible for overseeing the hybrid elements of the Hackathon and Open Science room. Hybridation Chair Elect becomes Hybridization Chair at the end of their first year.

Expectations:

- Organise technical streaming equipment for the Hackahton and Open Science Room
- Provide input and help Hackathon and Open Science Room Chairs and coordinate with virtual hub hosts
- (Recruit volunteers to) support technical equipment and virtual platforms during the Hackathon and the Open Science Room events.
- Provide input on global time tables for all OS-SIG events
- Coordinate with potential virtual and in-person hubs for the Hackathon and Open Science Room
- Coordinate with other SIGs to improve meetings hybridization

Time & Commitment: About 2 hours per week, ~5 hrs/week 2 months leading up to the meeting, full-time the week of the meetings.

1.7 Inclusivity Officer (position added in 2020)

The Inclusivity Officer and Community Liaison Officer will work closely together as a team to engage with members and groups within our broader community. 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.

1.8 Community Liaison officer

The Community Liaison Officer and Inclusivity Officer will work closely together as a team to engage with members and groups within our broader community. Responsible for managing and coordinating interactions with and outreach to other SIGs, other communities of interest, founding members of the Open Science community, volunteers, etc. Individuals in this position will work with the rest of the OS SIG to engage members of the broader community through a variety of channels such as (but not limited to): social media, blogs, podcasts, shared events. In addition, the person in this role will serve as volunteer coordinator leading up to and during the period of the OHBM brainhack and the Open Science Room.

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

1.9 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 year.

General Chair Elect becomes General Chair at the end of their first year. 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 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 year.

Secretary Elect becomes Secretary at the end of their first year. 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.

1.11 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 year.

Treasurer Elect becomes Treasurer at the end of their first year. 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.

1.12 Hackathon Co-Chair Elects

Supporting the current Hackathon Co-Chairs during busy periods. Preparing to perform duties as Hackathon Co-Chair in the next year. Hackathon Co-Chairs Elect become Hackathon Co-Chairs at the end of their first year.

Time & Commitment: About 1h per week, expect a higher workload April-June.

1.13 Open Science Room Co-Chair Elects

Supporting the current Open Science Room Co-Chairs during busy periods. Preparing to perform duties as Open Science Room Co-Chair in the next year. Open Science Room Co-Chair Elects become Open Science Room Co-Chairs at the end of their first year.

Time & Commitment: About 1h per week on an ad hoc basis, expect a higher workload April-June.

1.14 Hybridization Chair Elect

Supporting the current Hybridization Chair during busy periods. Preparing to perform duties as Hybridization Chair in the next year. Hybridization Chair Elect becomes Hybridization Chair at the end of their first year.

Time & Commitment: About 1h per week on an ad hoc basis, expect a higher workload April-June.

1.15 Past General Chair

Responsible for advising the General Chair. General Chair becomes Past General Chair at the end of their second year. 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.

1.16 Past Secretary

Responsible for advising the Secretary. Secretary becomes Past Secretary at the end of their second year. 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.

1.17 Past Treasurer

Responsible for advising the Treasurer. Treasurer becomes Past Treasurer at the end of their second year. 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 year. In general there are five renewable positions: General Chair Elect, Secretary Elect, Treasurer Elect, Hackathon Co-Chairs, and Open Science Room Co-Chairs.

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 3-year term in order to be eligible to run for any OS SIG officer position.
3. For those who have previously held a two-year OS SIG position (Hackahton Co-Chair, Open Science Room Co-Chair, Hybridization Chair): at least 2 years must have elapsed since the end of their 2-year term in order to be eligible to run for any OS SIG officer position.
4. For those who have previously held a one-year OS SIG position (hackathon deputy chair, or open science room deputy chair): At least 1 year must have elapsed since the end of their 1-year term in order to be eligible to run for any OS SIG officer position.
5. 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.
6. 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 renewals, nominations will be collected via the linked Microsoft Form.

Bylaws approved by:

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