

LTER Information Management Committee Terms of Reference (ToR)

- Governance procedures have changed since ToR last endorsed in 2011
 - Revised version from 2012 was never approved
- IMExec membership, Network roles, and budget and expenses have changed
- ToR overview, purpose, IMC membership, voting, elections, working groups, meeting rotation require some modification

Working Group Recommendations

- Revise ToR document and invite broader IMC review through a Request for Comment
- Rename document from IMC Terms of Reference to IMC Bylaws
 - More in keeping with LTER Network Bylaws terminology
 - Current Network Bylaws version 5 was approved May 2017
http://intranet2.lternet.edu/sites/intranet2.lternet.edu/files/documents/LTER%20History/Administrative/Bylaws%20revision%205_26May2017.pdf
- Remove all references to NISAC (Network Information System Advisory Committee)
 - Removed reference to NIS - does the NIS still exist?
- References to LTER Network Office (LNO) were removed
 - Replaced with either NCO or EDI

IMC VTC, 16 October 2017

Overview, Purpose, IMC Membership and Voting

Sections 1-3

- Overview and purpose were unchanged except new LTER Bylaws are referenced
- IMC membership now mentions NCO instead of LNO
- Voting on issues of significant consequence
 - Clarify context of “two-thirds” vote to pass an issue
 - Two-thirds of sites voting but all sites must have the opportunity to vote
- Except for election of members to committees the bylaws do not stipulate when a vote is necessary

IMC Co-chair(s)

Section 4

- 1 chair or 2 co-chairs
 - Staggered 3-year terms
- Co-Chairs ex-officio to Science Council as IMC is an LTER standing committee (LTER Bylaws version 5, IV, 2.5)
- Co-chairs must have IMExec experience
- Co-chairs ensure communication between
 - the IMC and NCO
 - The IMC and EDI

IMExec Authority and Membership

Section 5

- Authority unchanged but clarified the appeal of an IMExec decision
- IMExec consists of 5 members including co-chair(s)
 - Originally was 5 members plus co-chair(s)
 - Intent is that if co-chair is needed it would be one of the other four members
 - Keep renewable 3-year terms
- Ex-officio membership
 - IM rep to Exec Board (3-year term)
 - May also serve as regular IMExec member - should this be the norm?
 - The LNO CIO (Brunt), the LNO Information Manager, and the NISAC rep were all removed in the bylaws from the ex-officio list
 - No accommodation is made to add NCO or EDI reps to IM-Exec

IMExec Responsibilities

Section 5 (cont.)

- Changed paragraph to a bulleted list
 - “Maintains Roster of Membership and Roster of Actions “ is still described in paragraph form
- Changed LNO references to NCO or EDI
- Added a “seeking or coordinating funding for annual meetings”
- The following were removed:
 - reviewing support proposals for IM-related activities
 - development and coordination of partnerships
- Unclear if the following still applies
 - coordinating participation of IMC members in development of LTER Network-level information management plans

Working Groups

Section 6

- Working group section is largely unchanged
- Current description:
 - Ad hoc and formal working groups
 - Formal status achieved by developing bylaws
 - Active groups post roster of membership, roster of actions, and file annual report
 - Disbanded WGs provide final report
 - IMExec stays informed of IMC working group activities and requests annual reports from active committees

Network roles

Section 7

- Network roles are less clear
- IMC elects a representative to the EB
- Reference to NISAC removed
- Is working with EDI considered an LTER Network role?

Meetings and Communication

Section 8

- Requirement to attend annual meeting in person
 - Not required if complete funding cannot be secured
 - Require remote participation if unable to attend in person
- Three-year meeting rotation is changed
 - Only the ASM IMC meeting is regular
 - Non-ASM meeting years will depend on cost considerations and venue
- No requirement to attend monthly VTCs
- IMExec
 - Annual in-person meeting removed
 - Regular VTCs throughout year
 - Assignment of IMExec member tasks?
 - Liaisons to active working groups?

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Budget and Expenses

Section 10

- Budget
 - Reference to LNO budget for meetings is removed
 - IMExec will request funding from EB, NCO or EDI
 - IMExec will pursue funding should no funding be available
 - E.g., coordinate an NSF supplement proposal

Elections, Amendments, Appendices

Section 9, 11, 12

- Elections
 - IMC Chair/co-chairs, EB rep, IMExec (NISAC rep removed)
 - IMExec requirement for EB rep or IMC Chair
- Amendments
 - Bylaws can be amended at annual meeting or anytime throughout the year electronically
 - What is the status of the LTER document archive?
- Appendices
 - Abbreviations added / removed