LDMS User Group Member Handbook

March 14, 2023

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# Preface

The LDMS User Group (LDMS-UG) is an independent, volunteer organized, international corporation of member organizations that utilize the vendor neutral LDMS Software Stack for monitoring of computer systems and associated infrastructure.

LDMS-UG's mission is to provide the computing community with the leadership and information exchange necessary to enable the most effective utilization of the LDMS software stack and analysis of the collected data to achieve higher performance, utilization, and resiliency of monitored systems.

The purpose of this LDMS-UG Member's Handbook is to provide descriptions of the organization of the Corporation, its Bylaws, policies, guidelines, and other general information.

# **Contact Information**

|  |  |
| --- | --- |
| Board of Directors | [board@ldms-ug.org](mailto:board@ldms-ug.org) |
| Program Lead Committee | [plc@ldms-ug.org](mailto:plc@ldms-ug.org) |
| Advisory Council | [adv@ldms-ug.org](mailto:adv@ldms-ug.org) |

# LDMS User Group, Incorporated Bylaws

The Official Bylaws are linked from the LDMS-UG home page, [http://www.LDMS-UG.org](http://www.ldms-ug.org/)

# Organizational Structure

## Board of Directors

The LDMS-UG Board of Directors (BoD) consists of the following Officers and Directors:

### Officers

* President
* Vice-President
* Secretary
* Treasurer

### Directors

Five (5) Directors-at-large positions, one of which is traditionally filled by the past-President for a 2-year term or appointed by the BoD if there is no past President.

### Advisory Council

The Advisory Council (AC) gives advice on technical and administrative matters that come before the organization. The Advisory Council meets at each General Meeting often before and during the conference.

The LDMS-UG Vice President serves as Chair of the Advisory Council. The LDMS-UG Secretary appoints the Advisory Council Secretary. The Advisory Council Secretary is responsible for the minutes, which are to be prepared and distributed to the Advisory Council members after each meeting.

Membership on the Advisory Council includes the following:

* Board of Directors
* Special Interest Group (SIG) Chairs and deputy chairs
* Advisory Council Secretary

Participation may also come from the following groups:

* Recent Past BoD members
* Current reviewers that have helped with the conference program Past, Current, and Next Local Arrangements Chairs (LAC)

### Program Lead Committee (PLC)

The Program Lead Committee is responsible for the Program of the General Meeting and for ensuring that all necessary arrangements are in place. It consists of the following members:

#### Vice President (VP) (Program Chair)

Responsible for entire program: call-for-participation, general layout, General Sessions, coordination with the LDMS-UG Office for proofing/printing programs and other materials, and guidance for, and coordination with, all Program Committee Chairs. Note: The Program Chair may call upon other members of the Program Committee as appropriate.

#### Special Interest Group Chairs

Responsible for coordinating presentations within their interest group into sessions for the General Meeting. Assists VP in obtaining presentations for the General Meeting. Reviews all technical program submissions. The SIG Chairs may solicit additional reviewers in coordination with the VP for help with the peer-review process.

# Membership

## Classes of Membership

There are two classes of membership in the LDMS-UG: founding members, and annual members and individual. The founding members are perpetual and were responsible for the inception of the LDMS-UG, initial funding, and election of the original President, Vice President, Treasurer and Secretary. The set of Founding Membership is static and perpetual.

The Founding members consist of the following entities:

* Open Grid Computing
* Sandia National Labs
* Lawrence Livermore National Labs
* Argonne National Labs
* Los Alamos National Labs
* National Energy Research Scientific Computing Center

Annual Members (hereafter “members”) apply for and renew their membership annually. Annual Member applications are submitted to the BoD for approval by March 31 each year.

## Benefits of Membership

Participation in the LDMS-UG General Meeting, attend all sessions of the meeting (unless otherwise stated in the program) and submit presentations. LDMS-UG members may also attend Special Meetings when called by the Board of Directors.

Employees of LDMS-UG members may stand for election and be appointed to the Board of Directors.

LDMS-UG members may nominate a Member Delegate who has the right to vote in elections of officials and in all other votes called for at the annual LDMS-UG business meeting.

## Continuity of Membership

Member sites that have not paid or made arrangements to pay by the end of the LDMS-UG annual General Meeting will be considered “lapsed” and the Secretary shall initiate out-processing. Members in good standing will automatically receive the regular Membership rate for the following year. Lapsed Members will be required to pay their outstanding membership fee if they renew for the year immediately after the year when they lapsed. Sites with a Membership that has lapsed for two or more years are required to reapply. Member sites that withdraw from the organization voluntarily or involuntarily are not entitled to a refund of any membership fees.

# Program Structure

The Program at each General Meeting currently consists of General Sessions, appropriate parallel tracks, SIG/Focus Group meetings, and Interactive Sessions. It includes presentations that represent a balanced view of the interests of the membership.

## Policies and Procedures

## General Meetings

### General Meetings

A General Meeting will be held at least once a year and will last a minimum of three working days, preceded by one or two days (as necessary) of committee and Board of Directors meetings.

### Business Meetings

At least one session at each General Meeting shall be scheduled for transacting the business of the Corporation. Where appropriate and feasible, this session is typically held on Wednesday and includes the election of Officers to the Board of Directors

### Future Meetings

The President shall appoint a member of the Board of Directors in conjunction with other delegates (e.g. contracted event planners, treasurer, past president) to be responsible for tasks relating to future General Meetings.

The appointee shall locate future meeting sites and dates through negotiation with potential hosts for such meetings. This may be done either in reaction to offers or through solicitations of offers. The appointee shall negotiate appropriate accommodations, dates and arrangements with various potential hosts and shall maintain contingency sites for the next three years. In recommending sites, careful consideration should be given to travel arrangements, hotel accommodations, and physical meeting facilities. The general principle should be to have a balance, which reflects the location of the member sites. Final approval is given by the Board of Directors.

## LDMS-UG Resolutions

Any voting member who desires to place a resolution before the membership at a General Meeting will submit a copy of the proposed resolution to the Secretary, for consideration by the Board of Directors, at least 24 hours prior to the scheduled plenary session.

The Board will submit the resolution to the membership for discussion at the plenary session together with the Board's recommendations.

The Board may defer action on the resolution pending further investigation by a LDMS-UG Committee or the Board. When such action occurs, the submitter is expected to participate in any committee activities relative to that resolution.

The Board may submit the resolution to the entire membership for consideration via mail or e-mail and voting instructions will be mailed or e-mailed to each Member Delegate pursuant to **Sections 5.8** and **5.10** of the Bylaws.

Resolutions considered by the Board will be published in the minutes of the Board Meeting. Action taken regarding resolutions referred to committees will be published in reports prepared by those committees.

## Board of Directors

It is the policy of the Corporation that every effort will be made to ensure that the Board of Directors is representative of the community that it serves. Every effort will be made to ensure that not more than two members of the Board are from the same organization.

It is the policy of the Board to limit service on the Board to two consecutive terms in a single position except when another viable candidate cannot be found.

The Board shall meet at least twice each year for the purpose of receiving reports from committees and transacting any Board business that may arise. In general, one of these meetings will take place immediately prior to the General Meeting. Additional meetings of the Board of Directors will be arranged as required.

## Travel Policy

LDMS-UG Board members, through their organizations, are expected to cover their own travel expenses while on LDMS-UG business. On occasion, a board member may require travel assistance and it is the policy of the Corporation to reimburse them for any pre-approved travel expenses incurred in conjunction with activities on behalf of the Corporation. Travel expense funding is regarded as the exception and not the rule. When needed, the cheapest form of travel should be used where possible. Expenses incurred by persons acting in their own name(s) or in the names of their parent organization shall not be reimbursed.

## Recording Meetings

Recording devices that capture and record presentations and/or sound may not be employed at any of the open or closed meetings of the Corporation without the specific prior approval of the Board of Directors. This does not prohibit the Board of Directors from recording sessions for the benefit of LDMS-UG member sites. Prior notice will be provided for any recording.

## Publications

A subcommittee of the Board of Directors may be formed to oversee the production of documents for the corporation. This shall be known as the Publications Committee.

LDMS-UG publishes the *Proceedings* of its General Meeting according to the following policy:

1. The *Proceedings’* table of contents and abstracts of papers will be published on the LDMS-UG public web site, [**www.LDMS-UG.org**.](http://www.cug.org/)
2. *Proceedings* papers that requested access be restricted will be published on the password protected region of the LDMS-UG web site, [**www.LDMS-UG.org**](http://www.cug.org/)**.**
3. *Journal proceedings,* Papers that are submitted prior to the Best Paper deadline and of sufficient quality as rated by peer review are invited to submit to a special issue journal.
4. Unless prior arrangements are made by contributors all LDMS-UG papers and presentations will be released to the public approximately six (6) months after the General Meeting.

## Election Procedures

1. The list of candidates for each office including those proposed by the nominating committee and those nominated early by petition will be made available to the members at least 7 days before the election. Nominations by petition are accepted until 6:00 PM two days prior to the election.
2. The final list of candidates and their statements will be posted on the LDMS-UG website and linked from the electronic ballot no later than 8:00 PM two days prior to the election.
3. A candidate for office is entitled to make a written statement of maximum 400 words, which will be posted on the LDMS-UG website. This statement may contain information about the candidate's background, their participation in LDMS-UG and plans when in office.
4. All persons running for office are entitled to address the General Meeting for not more than three minutes before the election.
5. The LDMS-UG President conducts the election unless they are running for office. If the President is unable to run the election, the Vice-President conducts the election. If the Vice- President is unable to preside, the Board of Directors chooses one of its members, who are not running for office, to conduct the election. If this is not possible, the Chair of the Nominating Committee will conduct the election.
6. The LDMS-UG Secretary, who is responsible for distributing the ballots, will ensure the ballots are prepared properly and that the procedure for selecting the voting members is correct. The person conducting the election will appoint two persons to count the ballots. These two persons shall not be running for office or eligible to cast a vote, and in conjunction with the LDMS-UG Secretary will certify the voting results.
7. Ballots are not anonymous. Electronic ballots are conducted via Survey Monkey. Electronic ballots are only distributed to the Member Delegate (Voting Representative). The Member Delegate may submit only one vote. If duplicate ballots are received from a single site, all votes from that site will be investigated by the chair of the Election. Changes to an electronic ballot may be made by the Member Delegate until electronic voting closes at 6:00 PM the day prior to the election session). If additional candidates are nominated after the preliminary ballot is distributed all electronic votes will be cleared and notice sent to Member Delegates. Any Member Delegate may request an audit of ballots. Ballot audit details include: Member Delegate Name, Site Code, Candidate(s) selected, Date (electronic), and IP address (electronic).
8. The Member Delegate may specify an in-person proxy “how”. That proxy will receive a paper ballot at the General Meeting. That ballot will be collected at the conclusion of the election voting period. That vote will supersede any electronic ballot from the same Installation member site.
9. All ballots (electronic and paper) shall be retained for 30 days and subsequently destroyed.

## The LDMS-UG Logo

The Board of Directors shall provide a logo

# Member Representation

## The Role of a Member Delegate

1. The Member Delegate is the official spokesperson for the member. That individual informs the LDMS-UG Secretary when the Delegate, Billing Contact, or Voting Proxy status changes. That individual is responsible for ensuring dues are paid to the Corporation.
2. The Member Delegate is the official LDMS-UG contact for a member site and is responsible for forwarding LDMS-UG information to the interested members of his/her organization. The delegate will receive information concerning LDMS-UG meetings, changes in the LDMS-UG organization, special technical documents, and ballots for scheduled elections.
3. The purpose of LDMS-UG is best served if all member sites take an active part in different activities. The Member Delegate should, at a minimum, attend General Meetings on a regular basis.

## Voting

The Member Delegate has the exclusive right to cast the vote for their site on all general matters of the Corporation. (See Bylaws Sections 3.5 and 5.6–5.10 for voting procedures.)

## Nominations

The Member Delegate can, together with at least one other Member Delegate, nominate candidates for any office via petition.

# LDMS User Group Privacy Policy

The LDMS User Group, Incorporated (LDMS-UG) takes member privacy very seriously. We do not, and have never, and never will sell or disseminate personal information to any parties outside of LDMS-UG. Information you provide is used to create and maintain individual accounts, to contact you to respond to inquiries, for statistical purposes, to administer our systems, to conduct surveys, to support LDMS-UG conferences, and to provide technical support.

# LDMS-UG Members' Handbook, Appendix A

Any organization that utilizes the LDMS software stack to monitor a computing system may apply to join LDMS-UG and become a member. Each organization designates a Member Delegate who votes in LDMS-UG elections and on other issues. The Member Delegate is the principal point of contact for the member’s ongoing relationship with LDMS-UG and with LDMS-UG members and assures that membership records are correct and fees are paid in a timely manner. The annual membership fee is $1000 (USD). (A bill will be sent upon acceptance of the application).

Instructions: **Please print clearly in block letters, or complete electronically, then print and sign.**

* To apply for membership, complete all items below.
* To change information for an active LDMS-UG Member, complete only those items that have changed.
* Contact the LDMS-UG Secretary for assistance.

If applying to be an associate member, please provide the name, phone number and e-mail address of the Member Delegate from your organization.

**Your Organization Name**

Phone E-mail

**Member Delegate** Street Address City State Postal Code Country E-mail

**Note: For Please include country code, city/area code, and phone number.**

Phone

Please provide a second contact point who can respond to administrative and billing queries below.

**Billing Addressee**

Street Address City State Postal Code Country E-mail

Phone Fax

# LDMS-UG Members' Handbook, Appendix B

|  |  |
| --- | --- |
|  | **Nomination by Petition** |

We the undersigned, being the Installation Delegates of the stated LDMS-UG Member Organizations, do hereby nominate:

(Nominee's full name)

being a bona fide employee of (organization)

for the office or Board of Directors position of

for the election being held on (date)

1. Name Site Code Signature Date
2. Name Site Code Signature Date

Optional

1. Name Site Code Signature Date

**Nomination Acceptance**

**I hereby declare that if I am duly elected to the above position, I will diligently perform the duties of the office or the position on the Board of Directors for which nominated during the term thereof. I have the support of my organization to accept nomination and to serve if elected.**

Signature Date

# LDMS-UG Members Handbook, Appendix C

**SUBSTITUTE VOTING FORM**

LDMS-UG SITE CODE

SITE NAME

SUBSTITUTE

Signature

Name (print)

MEMBER DELEGATE

Signature

Name (print)

Date