International Conference on Program Comprehension (ICPC) Steering Committee Charter
Version 1.3, adopted April 2006, modified January 2025

PREAMBLE

The International Conference for Program Comprehension (ICPC) provides an opportunity for researchers and industry practitioners to present and discuss both the state-of-the art and the state-of-the-practice in the general area of program comprehension.

Program comprehension is a vital software engineering and maintenance activity. It is necessary to facilitate reuse, inspection, maintenance, reverse engineering, reengineering, migration, and extension of existing software systems.

ICPC was formerly known as the International Workshop on Program Comprehension (IWPC). The change of name was approved by the IEEE Technical Committee on Software Engineering at its May 2005 meeting in St. Louis, Missouri.

This document outlines the purpose, composition and governance of the Steering Committee (SC) that oversees ICPC.

1. PURPOSE

The purpose of the International Conference for Program Comprehension (ICPC) Steering Committee (SC) is to

1. Provide a continuing committee to represent ICPC interests to the IEEE Computer Society (IEEE CS) and other groups
2. Improve ICPC and adjust as needed
3. Guide ICPC conduct
4. Obtain feedback about ICPC for purpose of improving it
5. Solicit, consider and approve proposals for ICPC conferences, including
   a. Selection of the site and date for ICPC
   b. Appointment of one or more General Chair(s) and one or more Program Chair(s) for ICPC
   c. General and Program Chair(s) are not eligible to submit papers to the ICPC Conference for which they are appointed.
6. Considering complaints and appeals about the conduct of ICPC.
   a. In all cases the final decision of the SC shall be binding on the Conference Committee and the current ICPC.

2. COMPOSITION

The Steering Committee shall have six members, who elect from their number a Chair, whose principal duties are

1. Chairing SC meetings (both physical and electronic)
2. Communicating SC decisions and policy to ICPC Organizing Committees and proposers
3. Representing the SC and ICPC to the ICPC community, IEEE CS and the software community at large.

The SC shall also elect from its number a Secretary (who may be the Chair) whose main duties are

1. Maintaining a repository of all SC documents, policies, meeting minutes and decisions
2. Producing draft minutes of SC meetings and circulating to the committee for approval
3. Issuing final minutes and ensuring actions are clearly identified
4. Issuing a draft agenda for SC meetings, and sending this to the Chair for approval.

3. MEMBER QUALIFICATIONS

Each SC member must meet all of the following qualifications:

1. Must be an ICPC elector, that is, must be one of the following:
    a. An ICPC accepted paper author, Program Committee member, or SC member in the last 5 years,
    b. Registered attendance of the current Conference
    c. ICPC Program Chair or General Chair in the last 10 years
2. Must subscribe to the ICPC SC Code of Ethics as defined below.

4. CODE OF ETHICS

Each SC member shall follow these principles in all SC matters:

1. *Openness*. Willing to receive input from anyone.
2. *Response to inquiries*. Will swiftly acknowledge inquiries and track them to their completion.
3. *Non-ownership*. Realize that SC members are not owners of ICPC, but caretakers of it for a limited time. All ICPC decisions will be made in the best interests of ICPC, rather than to further the SC members' own interests.
4. *Courteous*. Be courteous with other SC members and those approaching them with SC matters.
5. *Participation*. Take SC duties seriously and perform them professionally. Take an active interest in SC matters and actively contribute inputs when requested. Respond to requests in a reasonable time. Agree to abide by the SC Charter.
6. *Disclosure of conflict of interest*. When a matter arises before the SC that an SC member is a direct party to, or stands to personally gain or lose from, that member shall disclose that there is a conflict of interest and disqualify himself or herself from taking part in consideration of the matter.
7. *Truth and honesty*. SC members will be truthful and honest in all SC dealings.
8. *Confidentiality*. On sensitive matters SC members will not disclose SC discussions unless authorized by the SC to do so.

9. *Commitment to ICPC*. Believe in the worth of ICPC and support its future. Upholding IEEE CS and TCSE. Will be subjected to rules and regulations of the IEEE Computer Society and TCSE.
10. *No personal gain*. No SC member may receive any reward, payment or advantage in return for his or her voting in a particular manner on some issue.

5. TERM OF MEMBERSHIP

The ICPC Conference Period is the time from one ICPC conference to the next one. Each member of the SC is normally elected for a term equal to three Conference Periods. At least two seats of the SC shall be available for election at each ICPC, with terms to begin immediately following the elections. No person may serve consecutively more than 2 complete terms.

At the Steering Committee Meeting of IWPC 2002, Prof. Vaclav Rajlich was voted to serve as an additional permanent member of the IWPC/ICPC Steering Committee in recognition to his efforts on establishing IWPC/ICPC as one of the premiere venues in the area of Program Comprehension.

6. ELECTIONS

Notification of SC elections shall be made at each ICPC as part of an open Steering Committee meeting.

Nominations shall be sent to the SC Chair who will conduct the elections with the assistance of the SC Secretary. Nominations can be accepted prior to the elections. Qualified write-in candidates are acceptable as candidates. The list of candidates will be publicly available from the SC Chair.

New SC members will be elected by the electors (See Section 3). Each elector will be able to vote for as many SC members as there are vacancies in SC. The two candidates with highest vote count will be appointed to the full term, while the candidates with the next highest votes will be appointed to the incomplete terms, if there are additional vacancies on the SC.

In case of ties in the voting, the SC will follow these steps:

1. Hold a run-off vote between just the 2 (or more) tied candidates.
2. In case of a tie in the run-off, all present SC members take a vote (including those who have volunteered to be available electronically).
3. In case of another tie, the SC chair (or if absent, the longest-serving SC member present) will make the final decision.

New SC member elections will be held at ICPC. In absentia voting by qualified voters by electronic mail, fax, or regular mail is allowed. The voting person's identity and qualifications must be verified.

Election of the SC Chair. The SC Chair has a term equal two Conference Period. The SC Chair will be elected by the SC immediately following each SC election. The previous SC Chair will designate a retiring SC member to coordinate election of the SC Chair. The SC Chair is elected

by majority vote from the current SC. The SC Chair will notify the IEEE Computer Society C&T Board of the result of the elections.

7. REPLACEMENTS

Temporary replacement of a resigning or removed SC member are made by appointment following selection and majority vote of the SC, to take place within one month after the resignation or removal is effective. The replacement's term is valid until the next election. The SC Chair may be replaced by another SC member by vote of the SC. Replacement here means that SC member is no longer SC Chair, not that the SC member is no longer a member of the SC.

8. REMOVAL

A person may be removed from the SC for gross or consistent violations of the SC Code of Ethics. Removal is by majority vote of the SC, and is effective at the conclusion of the vote. Removed members must wait at least one full term (i.e., at least 3 years) before being considered again for SC membership. The SC will appoint a replacement until the next vote by electors.

9. MOTIONS AND RESOLUTIONS

Only the Steering Committee, as a whole, may agree on policies, motions, and resolutions of the SC. No single person can establish an SC policy, motion, or resolution. All decisions will be made by majority vote, and at least four votes must be cast on a resolution/motion for a vote's result to be binding. In case of ties in voting, the SC Chair will make the final decision.

Votes may be held in person at a physical SC meeting, or electronically. All members must be afforded the opportunity to vote on changes in membership (including removal or replacement of a member) or changes to the Charter. An urgent motion is an item requested by an SC member for a quick SC vote. All SC members will be notified of the item and a vote will be made on the item within one month from the time the item is received by the SC Chair. In absentia voting in writing by SC members by electronic mail, fax, or regular mail is allowed. The voting SC member's identity must be verified.

10.   COMMUNICATIONS

Most issues and votes will be handled through electronic mail. Each SC member should have an electronic mail address, if possible. Members without an electronic mail address will be notified by fax or regular mail. Modifications to the SC Charter or other governing documents and all motions and resolutions made by the SC since the last ICPC shall be made publicly available at each Conference. The official language of the SC is English.

11.   MEETINGS

Meetings shall be at least once a year, normally at ICPC or by SC agreement elsewhere. All SC members must be given reasonable notification (at least one month's advance notice) of an SC meeting. A meeting agenda will be sent by the SC Secretary or Chair ahead of time and all SC members may vote on items in the agenda.

12.   RECORDS AND ARCHIVES

Records of the SC and ICPC shall be archived with the IEEE Computer Society. Records are the joint property of the SC and IEEE CS. All information shall be made publicly available at nominal charge. Sample items to be placed in the Archives are, for each ICPC:

- Membership of the Steering Committee (names, addresses)
- Conference Committee (General Chair, Program Chair, Tutorials Chair, Publicity Chair, Local Arrangements Chair) (names, addresses)
- Program Committee (names, addresses)
- Call for papers
- List of papers submitted (titles, authors, author's addresses)
- List of tutorial proposed (titles, authors, author's addresses)
- Advance program
- Final program
- Conference proceedings
- Number of attendees
- Conference budget
- Hotels and other contracts
- Final balance sheet
- Conference summary report (by General Chair, if done)
- Conference evaluations from attendee
- Other information added by the SC, ICPC Conference Committee, ICPC
- Program Committee, or IEEE Computer Society - Lessons learned
- SC Charter
- SC interpretations of the Charter
- SC Papers (Meeting minutes, less confidential material; resolutions/motions)
- Program chair information pack (information to referees, blank referee response forms)

The formats for electronic copies of SC records will be ASCII.

13.   PUBLIC POINT OF CONTACT

All Steering Committee members are public points of contact for ICPC. The SC Chair should be sent copies of matters requiring full SC attention. All inquiries should be logged by the receiving SC member and responded to. Inquiries may be put into the SC archives at discretion of the SC members.

14.   CHANGES TO CHARTER

Changes to the Steering Committee Charter are by vote of the current SC, with at least four votes cast. Approved changes are put into the SC archives.

15.   INTERPRETATIONS OF THE CHARTER'S MEANING

Whenever the SC Charter is found to be ambiguous or unclear, the proposed interpretation will be sent to the SC. The SC will establish within one month by majority vote an interpretation of the ambiguous Charter passage and the interpretation will be appended to the Charter or incorporated as a modification.

16.   BUDGET

The Steering Committee is self-supporting through the donated time and money of its members. Should the responsibilities of the SC become financially onerous, SC members may seek financial support for SC activities as part of the ICPC Conference budget. The support received should become unconditional relative to the SC member's duties.

17.   GLOSSARY

- **Conference Committee**: The General Chair(s), Program Chair(s), Tutorial Chair, Local Arrangements Chair, and Publicity Chair of the current Conference
- **ICPC**: International Conference on Program Comprehension
- **IWPC**: International Workshop on Program Comprehension (former name)
- **General Chair(s):** General Chair or Co-Chair
- **IEEE CS**: IEEE Computer Society
- **Program Committee**: Program Chair(s) and program committee members
- **SC**: Steering Committee
- **TCSE**: Technical Committee on Software Engineering