

Institutional Board

No member of SpinQuest (Full or Affiliate) may speak on SpinQuests behalf other than the Spokespeople. All collaboration business should be brought to the Spokespeople or the Institutional Board (IB). For all other issues all member are welcome to reach out to the Chair (dustin@virginia.edu) and Spokespeople directly at anytime.

The Institutional Board will hold regular boards meetings with all SpinQuest Institutional principal investigators or Institution representatives. In these meetings, we will discuss and determine the direction of the SpinQuest effort. This board is the primary deliberative group of the Collaboration. A quorum of 2/3 of the membership will be required to conduct business in realtime meetings. Business can also be carried out via email exchange if the circumstances are appropriate. At these meetings reports maybe be given by the Spokespeople or other members on the functioning of the collaboration and any needs that should be addressed. These meetings will also be the occasion to discuss collaboration business, conflict resolution, and the approval of results. Other collaborators that might serve as an institutional representative in the future may also attend these meetings. There is only one vote allowed for each institution. The IB Meeting is organized and held by the Collaboration Chair. Any IB Member my reach out to the Chair and request a IB meeting at any time.

Any Institutional Representative (IR) is allowed to delegate their vote to any other (IR). So even if there are multiple absentees a quorum can still be reached to conduct business. The Chair must be informed about both parties agreeing before the opening of IB business. The IR can also delegate other senior members of their institution to stand in for them assuming that person is also a member of SpinQuest (Full or Affiliate). This delegation may be extended to senior postdocs in special circumstances if requested in advance. In this case (and any other special circumstances), the IB board should be given a chance to review the request and agree to the delegation. No other members of the Collaboration may attend this meeting without direct invitation from the Spokespeople or Chair. An IB member may invite additional members of their group as long as there is permission granted from the Chair (so a request prior to the meeting is necessary).

Present Chair House Rules:

- 1.) All Voices have Equal weight In this meeting
- 2.) Everyone is encouraged to Voice their concerns and resolve issues here
- 3.) Absolutely No Yelling: Only one warning! Then the meeting is over and we meet one time without you
- 4.) Its OK to call for a Chair election at any time

How to Conduct Business in the IB Meeting

- If the Chair brings up any issue it is already defined as a Motion.
- Any other board member may bring up any issue to be addressed by the board and present it as a Motion, this requires a Seconding of the Motion by another board member.
- Be specific in the language used, there should be no uncertainty on what is being decided. The Chair may ask for the motion in writing to share with the board for clarity.
- Discuss the issue or Motion in the meeting.
- Vote: A simple show of hands and 'yes' for online IB Members, this may also happen via email if setup by the Chair.
- Majority determines result, if 50/50 chair decides, this may also be handled by a revote.
- An abstaining vote is a decline to vote either for or against and is not counted.

If these guidelines fail for any reason we resort to the standard Robert's **Rules of Order**