

CHIIR Steering Committee By-Laws

The purpose of the Steering Committee (SC) of the ACM Conference on Human Information Interaction & Retrieval (CHIIR) is to ensure that the ACM CHIIR conference is successful. Toward that end, it will (1) solicit bids to host the conference, (2) select the conference's locality and dates, (3) approve the selection of conference program and general chairs, and (4) approve any substantial changes in the conference structure and operation.

The Steering Committee (SC) will be selected and maintained with the following criteria for its membership in mind:

- Active, ongoing involvement with interactive information retrieval community, preferably with a focus on user-centered research
- Involvement with previous IliX and HCIR events
- Mix of university and industry representation
- Mix of senior and junior researchers, with a slight skew towards senior
- Mix of people from geographically diverse locations
- Experience with conference organization and leadership

An initial Steering Committee will be formed with each member serving for a one, two, or three-year term. Subsequent changes in the Steering Committee will be determined by the following rules.

1. The SC will consist of no fewer than seven (7) and no more than eleven (11) people.
2. One member of the SC will be selected by the SIGIR Executive Committee to serve as their representative, with the term at the discretion of the SIGIR Executive Committee.
3. Six initial SC members will be selected by the existing HCIR/IliX SCs, subject to approval by the SIGIR Executive Committee.
4. An additional 3-4 initial members will be selected by the SIGIR Executive Committee from a list of suggestions provided by the existing HCIR/IliX SCs.
5. SC terms will run on a conference year basis, starting April 1st. The initial SC will be appointed in June 2014 and run until March 31, 2016.
6. SC members other than the SIGIR representative will be appointed for three-year terms.
7. SC members may serve for no more than six years in a row.
8. When SC members step down, the remaining SCs members will select replacements, subject to the approval of the SIGIR Executive Committee. This should take place approximately one month prior to the upcoming conference so that new members can be announced at that time.
9. If the SIGIR representative resigns, the SIGIR Executive Committee will appoint a replacement.

10. If one of the other SC members resigns mid-term, a replacement may be appointed by the Committee at any point. However, if the Committee falls below the minimum number of members, the replacement must be selected within one month.
11. The SC will choose a Chair annually, with term starting April 1st. If the Chair resigns or steps down, a new Chair will be chosen within one month.

These by-laws may be modified by 2/3 majority of the Steering Committee and with approval by SIGIR, with the exception that clause (2) cannot be changed except by SIGIR.