

Title	By-laws of the User Involvement Committee
Version	2
Author(s)	Bente Maegaard, Darja Fišer
Date	28 October 2019
Status	For approval
Distribution	BoD, UIC
ID	CE-2019-1425



By-laws of the User Involvement Committee (UIC)

Article 1 Purpose and terms of reference

The User Involvement Committee (UIC) is a permanent committee that reports to the Board of Directors (BoD). Its main responsibility is to facilitate and promote the CLARIN ERIC User Involvement activities, such as surveys, reports, financing instruments and outreach. Its main tasks include:

- to facilitate the UI initiatives conducted by CLARIN ERIC
- to promote the UI financing instruments within their consortium and networks of researchers
- to promote UI participation at the relevant national and international UI events
- to facilitate the UI surveys conducted by CLARIN ERIC

The BoD will review the plans of the UIC. Plans will be updated annually.

Every year the UIC prepares a report on the international and national UI events and activities for the General Assembly to be submitted to the BoD one month before the GA takes place.

Article 2 Membership

All national consortia, including observer countries, have a designated National UI Representative appointed by the relevant National Coordinator. The duration of the National UI Representative's term is defined at the national level. All changes of National UI Representatives are promptly communicated to the CLARIN ERIC Office (office@clarin.eu).

National UI Representatives with contact information are listed on the designated website and communicate via mailing list (userinvolvement@lists.clarin.eu).

Article 3 Chair(s)

The BoD appoints the Chair and Vice-Chair after consultation of the UIC. The term of office will be two years with the possibility of prolongation.

Article 4 Meetings

The UIC meets face-to-face once per year. The meeting is co-located with the CLARIN Annual Conference.

Meetings are called by the Chair at least 2 weeks in advance. The agenda and supporting documents are circulated at least 1 week prior to the meeting. Minutes are taken by a minute-taker agreed upon at the meeting, and circulated for comments within 2 weeks after

the meeting. Minutes may contain recommendations for decisions to be taken by the BoD and the NCF.

At least 50 % of the members (without counting observers) shall constitute a quorum for UIC. Members who cannot be physically present may give their opinion to the UIC Chair before the meeting.

The UIC Chair may invite external participants to the meetings.

Article 5 Voting

Normally consensus is sought. If voting is necessary, voting will be by simple majority where each member country has one vote. Voting will be secret if requested. In case of a tie, the UIC Chair has the casting vote.

Article 6 Task forces

The UIC Chair may decide to establish one or more smaller task forces consisting of members of the UIC. A task force may be “permanent”, i.e. intended to serve as long as the committee exists, or may exist for a limited time.

Article 7 Remunerations

No remuneration is considered for the members of the UIC.

Article 8 Amendments

These by-laws may be changed by the Board of Directors after consultation of the committee.