TVX Steering Committee Rules and Procedures

Version 3 – updated July 2016

**Article 1: Aim of the TVX Steering Committee**

The aim of the TVX Steering Committee (TVX SC) is to:

* promote and maintain the TVX conference as the premiere international venue for researchers and practitioners interested in interactive experiences for TV and online video;
* ensure the highest quality of the TVX conference;
* decide the host and location of the TVX conference for the next edition(s);
* create procedures for the TVX conference;
* provide advice to the current and future chairs of the TVX conference;
* resolve general issues involved with the TVX conference;
* determine the overall strategy and vision for the TVX conference.

**Article 2: SC membership**

*Section 1: Members*

The TVX SC will start operating on August 1st, 2013. Its initial members are the members of the former EuroITV Steering Committee who have indicated their intention to become an active member of the TVX SC. Former EuroITV SC members who do not become active member of the TVX SC will become honorary members. Honorary members have an advisory role in the TVX SC, but have no voting right. The TVX SC will consist of maximum 9 members.

*Section 2: Inviting new members*

The SC will invite future members by choosing among the chairs of the TVX conference or members of the TVX organizing committee who show a high commitment to the conference. New SC members can be invited at any time, as long as the maximum number has not been reached, and will be voted for by the existing members of the SC. Honorary members who wish to become active again in the SC can send in their candidacy, which will be evaluated based on their recent and active participation in the organizing committee of the conference. Their honorary status will be taken into consideration when evaluating the candidacy.

*Section 3: Membership termination*

Membership of a SC member can be terminated when (s)he

*1.* has not attended three ACM TVX conferences in a row

2. has not attended three SC meetings in a row (either physically or virtually)

3. is frequently inactive in the SC discussion and decision process as archived on the SC mailing list, or

4. does not adequately perform the planned tasks that were proposed when elected (see Article 3).

Each year, before the SC meeting held during the TVX conference, the President checks the activity status of each member during the last 12 months. The President will then report to the SC, which will vote on the membership termination. In addition to the President, any SC member can report inactive SC members and call for a vote on their membership status.

Before voting, the SC member shall first receive a written notice from the President explaining the reason(s) for the proposed termination, and shall be given an opportunity to challenge the proposed termination to the other SC members. SC membership termination requires a 2/3 majority vote by the SC. SC members can also choose to voluntarily withdraw from the SC by notifying the President.

SC members whose membership has been terminated will become honorary member (see above). SC members or honorary SC members who perform general conduct unworthy of TVX (such as corruption, sexual harassment or other serious misdeeds) will be immediately ejected from the SC and will not become honorary members.

**Article 3: SC member roles and responsibilities**

*Section1: Roles*

The TVX SC shall have members with the following roles: President, Executive Vice President, Vice President for Conferences, and Vice President for Finance. The rest of the members will have the title at-large. The responsibilities of each role are listed in section 4 of this article.

*Section2: Elections*

At each SC meeting during the TVX conference, elections will be held for the different roles in the SC (except for the President if (s)he has only served for one year). Each SC member has to send in his/her candidature for one of the roles at least two weeks before the SC election meeting at the TVX conference. This candidature has to include a plan for the coming term including the goals and proposed activities. All SC members have to be elected by a 2/3 majority vote within a week after the TVX conference ends, unless otherwise specified by the President.

If two or more members want to apply for the same role, they will try to reach consensus. In case no consensus is reached, the members in question will both candidate for the role, and the member with the most votes will take up that role.

*Section 3: Terms*

A term as President lasts two years, starting from the end of the current TVX conference, to the end of the next relevant TVX conference. After the first two-year term, a President can be re-elected for a maximum of one more year.

A term in a specific role lasts maximum three years. After three years in the same role, the SC member who held that role can apply for another role.

*Section 4: Responsibilities*

*President*

Responsibilities:

* establishing objectives and procedures for the TVX conference in cooperation with the other SC members
* ensuring that the mechanisms and documents for accomplishing these goals are put in place
* overseeing and coordinating the activities of the other SC members
* acting as main contact point of the TVX SC
* scheduling, preparing and chairing the SC meetings
* organizing the elections of the SC members

*Executive Vice President*

Responsibilities:

* supporting the President in her/his activities
* writing and distributing the meeting minutes within five working days after the meeting unless otherwise specified by the executive vice President in consensus with the rest of the SC members
* maintaining a document repository with all documents created by the SC
* substituting the President if (s)he is not present (if substituting the President, writing and distributing the meeting minutes will be delegated to another member of the TVX SC)

*Vice President for Conferences*

Responsibilities:

* organizing a call for bids for hosting the next TVX conference
* collecting and compiling all received bids and presenting them to the SC
* communicating the result of the host selection process to all bidders and the selected new host
* ensuring continuation and transferring experience between years

*Vice President for Finance*

Responsibilities:

* controlling and reporting the TVX budget to the SC
* attracting and maintaining long-term sponsorship deals (in addition to one-time conference sponsors)
* supporting the host organization in defining the sponsorship packages
* facilitating the sponsor chair of the upcoming TVX conference

**Article 4: SC meetings**

*Section 1: Frequency*

There will be at least two SC meetings per (conference) year:

* An SC meeting held at the time and location of the current TVX conference (before, during or after the conference)
* An SC meeting in between two conferences, preferably to be held at the location of the upcoming TVX conference co-located with the TPC meeting. If more convenient (for budgetary or practical reasons) another location can be chosen or a virtual meeting can be held.

*Section 2: Attendance*

SC members are expected to attend all SC meetings, either physically or virtually. All SC members will be consulted to find the most suitable date and time, and the President will make sure a moment is selected where as many SC members as possible can attend. Non-attendance will be counted and can lead to exclusion from the SC (see Article 2, Section 3).

**Article 5: SC communication and decision procedures**

*Section 1: Raising issues*

Any SC member can raise an issue by sending an email to the list of all SC members (currently TVX-SC@LISTSERV.ACM.ORG). Every SC member must reply to the mail on the list, describing her/his position within a week unless otherwise specified by the sender.

*Section 2: Voting*

If no consensus is apparent, the President will call for a formal vote via email. Every SC member, except honorary members, has one vote. Every SC member must reply sending her/his vote on the list within a week, unless otherwise specified by the President. A normal majority of votes will decide the result of the voting procedure, unless otherwise specified by the President. If no vote is received from an SC member within the time specified, this will be counted as an invalid vote. If there is a tie, the President’s vote counts as double. A quorum of 50% (rounded up to the next whole number) valid votes must be reached in order to accept the voting result.

Issues raised during an SC meeting will be voted upon by the present SC members (either physically or virtually).

*Section 3: Document repository*

A document repository will be maintained and shared with future hosts, recording the rules and procedures to ensure a consistent organization of the TVX conference.

*Section 4: Changing this document*

The rules and procedures in this document can be changed at any time by a 2/3 majority vote.