

Hall A Collaboration Charter

July 8, 2021

1 GOAL

The goal of the Hall A Collaboration is to develop, promote, and carry out a scientific program of the highest possible merit in Hall A at the Continuous Electron Beam Accelerator Facility (CEBAF) of Jefferson Laboratory (JLab), and to provide technical advice to the JLab management. This charge includes the maintenance and operation of the existing equipment, as well as design and construction of new equipment for Hall A. The goals of the collaboration also include assisting the individual members of the collaboration in developing and promoting new topics of research in Hall A.

2 GOVERNANCE

The collaboration has the ultimate authority on all issues involving the collaboration on a one-member one-vote basis. Unless otherwise specified in this charter, all issues shall be decided by a simple majority vote. In general, votes shall be held at collaboration meetings, and do not require a quorum, as long as the issue to be voted upon is distributed to the collaboration in advance. If the full membership is not notified in advance of the meeting with time to vote by proxy if desired, then a quorum, defined as 10% of the membership, shall be required. Proxy voting for absent members for specific issues will be allowed provided the Coordinating Committee Chairperson is notified in writing prior to the meeting. The Coordinating Committee may decide to poll the membership by mail or e-mail or by online survey, provided all members are notified and sufficient time is allowed for discussion and responses. A ballot by mail or email or by online survey will require responses from at least 10% of the collaboration membership to be a valid result. Changes in this charter shall require a two-thirds majority vote of the cast ballots.

3 MANAGEMENT

3.1 The Coordinating Committee (CC)

The collaboration shall be managed and represented by a Coordinating Committee consisting of the Hall Leader and four additional collaboration members elected by the collaboration. The Hall Leader is appointed by JLab. The CC will have a Chairperson and Secretary (the Hall Leader is not eligible for either position). The Coordinating Committee shall monitor and make recommendations on major collaboration issues. This includes

- design, construction, maintenance, and operations of the Hall A instrumentation;
- physics issues and their consequences for Hall A instrumentation;
- allocation of manpower resources within the collaboration;
- resolution of technical conflicts in construction and operation;
- membership and publication issues;

and any other issues it deems important. All decisions by the Coordinating Committee are subject to review by the collaboration.

The Chairperson of the Coordinating Committee shall be the principal contact for the JLab management to the Hall A Collaboration, and will have overall responsibility for assuring smooth operation of the collaboration. The Hall Leader has the responsibility for the overall organization and management of the Hall A instrumentation and research program. The Coordinating Committee Secretary shall be responsible for keeping meeting minutes (see section 5), for monitoring the maintenance of the collaboration membership and address roster, and for monitoring the maintenance of the depository for collaboration documents.

3.2 The Working Groups (WG)

The primary function of the Working Groups is to provide a focus for discussions within the collaboration on topics of interest to the collaboration. Working Groups may be formed to focus on particular physics topics, a particular experiment or set of experiments, or to address other issues of interest to the collaboration. Working Groups may be created by members of the collaboration or at the request of the CC. Any collaboration member may join any number of working groups. Each Working group shall elect one (or more) chairperson(s). The CC shall be notified when a working group is formed, the name of the chairperson(s), dates of meetings, and if the working group is disbanded. Any group which does not meet for more than two years is assumed to be inactive. The chairperson of the CC may solicit names of referees for proposals from the chairpersons of active working groups.

4 RELATIONSHIP BETWEEN COLLABORATION AND EXPERIMENTS

4.1 Participation on Experiments

All collaboration members are eligible to participate in any Collaboration experiment. Non-collaboration members who are listed on the proposal submitted to the JLab Program Advisory Committee(PAC) are also eligible to participate on that experiment. Participation on an experiment includes the option of co-authorship of all publications resulting directly from the experiment. A collaboration member may be excluded from participation in an experiment only by action of the CC or by action of the collaboration as a whole. The experimental spokespersons must publish general guidelines for the desired level of contribution to their experiment in advance of the run. This should include details on shift requirements and other methods of contribution (e.g. run coordinators, supervision, analysis, and pre-experiment setup) that are considered sufficient contributions to be counted as a participant in the experiment. These should be made available as soon as possible, and at least 30 days before start of the experiment. It is also recommended that collaboration members notify the experimental spokespersons of their interest within the same 30 days. Anyone can resign from participation on a collaboration experiment at any time. Participation on Hall A Collaboration experiments by colleagues who are not collaboration members must be approved by the experimental spokesperson(s).

4.2 New Experiments

In order to be submitted to the PAC as a “Hall A Collaboration Experiment”, new proposals must be submitted to the CC for review. The CC will assign each submitted proposal to a group of reviewers chosen by the CC. The reviewers can be participants on the experiment, but cannot be co-spokespersons of the experiment in question. The CC will ensure confidentiality of reviewer identity upon request. Once the CC has received at least two reviews the committee may choose to accept the proposal as a Hall A Collaboration Experiment or the CC may request modifications of the proposal on the basis of the reviewer comments. The time-table for proposal submission to the CC and for the review process will be decided each year by the CC. Experiments approved by the PAC without Hall A Collaboration endorsement may also be retroactively added to the list of Hall A Collaboration Experiments upon approval by the collaboration. Such requests should be initiated at the CC.

4.3 Role of Spokespersons

The Spokespersons of the experiment act as collaboration representatives in managing the experiments. The Spokespersons are responsible for deciding the details of issues such as running the experiments, analyzing the data, and public presentation of the results, subject to the general role the CC plays as described in section 3.1. It is expected that the experiments will be run by consensus, but difficult problems may be referred to the Coordinating Committee or the full collaboration, as deemed appropriate. The Collaboration shall ensure that no deserving individuals are omitted from receiving credit for their contributions to collaboration experiments.

4.4 Ph.D. Thesis Students

The education of Ph.D. students is one of the highest priorities of the collaboration. Spokespersons are encouraged to accept as many Ph.D. theses as reasonable on their experiments. When a part of the Hall A activity is to become the thesis work of a student, the Ph.D. director will inform the Hall Leader in writing.

5 MEETINGS

The Chairperson of the Hall A Coordinating Committee shall convene regular meetings of the full collaboration, at least two times a year. The Secretary of the Coordinating Committee shall make and distribute (through the Hall A Collaboration mailing list or official web site) minutes of the business portion of the collaboration meetings and all CC meetings. These minutes shall be distributed to the CC for approval before being posted. Working groups shall provide copies of transparencies presented at their meetings and other records as the chairperson deems appropriate to the Hall A secretary. Additional Collaboration meetings must be called if requested by more than 10% of the membership. Votes at collaboration meetings must be held if requested by more than 10% of the membership and there a quorum is present.

6 MEMBERSHIP AND ELECTIONS

Acceptance of new members requires that they be voted in at a Collaboration meeting. Members may be removed from the collaboration for just cause by a two-thirds majority vote of the full collaboration. If members change institutions, membership shall remain with the individual. Members may resign from the collaboration at any time. Members who leave the field may be removed after a period of one year if they are contacted by the CC and do not indicate a desire to maintain their collaboration status.

Ph.D. students on Hall A Collaboration experiments are automatically given membership once the student and his/her advisor has made an agreement with the Hall Leader on the student's contribution to the Hall A program. If the student wishes to remain a member upon graduating, (s)he must be voted in as specified in the previous paragraph.

Members of the Coordinating Committee (excepting the Hall Leader, who is appointed by JLab) are elected for terms of two years by the collaboration as a whole. The members of the CC must be from four separate institutions (including JLab), and may not be reelected for a second consecutive term. Any collaboration member is eligible to serve on the CC. Elections will be held in the Spring (no later than June) of each year, and terms will begin on September 1 of the same year. Elections may be held at collaboration meetings, by mail, or by e-mail or by online survey.

The terms of the CC members are staggered so that each year two CC members will be elected. At the first CC meeting on or after September 1 each year, the CC will hold internal elections (by simple majority) of a Chairperson and Secretary.

If a vacancy develops in the Coordinating Committee the CC shall act to provide a replacement member in a timely fashion. Options include calling a special election to fill the vacancy, modifying the next regular election to include a third member, or appointing the unelected candidate with the highest vote total from the previous election if that member is willing and available to serve. In all cases the replacement member will serve out the remainder of the term of the departing member and may be reelected if the term served is less than one year. The CC may also choose another method provided there is no objection from the

collaboration. A Coordinating Committee member may be removed from office by a two-thirds vote of the full membership by mail or email or by online survey.

7 ADOPTION

Adoption requires a two-thirds vote of eligible members returning ballots. Eligible members are those listed in the online membership page at: https://misportal.jlab.org/mis/apps/physics/hall_a_collaboration_membership/. Upon adoption of the charter, all eligible members become full collaboration members, unless membership is declined. The current CC will remain in office and serve out the terms specified in section 6.

A Bylaws

A.1 Publication Review Policy

All collaboration publications need to be sent to all co-authors for review. A minimum of one week must be allowed for potential co-authors to make comments on the paper.

Once this internal review is complete the publication draft must be reviewed by the Hall A CC, if the publication is to include the “Hall A Collaboration” as an author, or if the publication implies that the experiment is a “Hall A Collaboration” experiment. The CC will assign a group of reviewers chosen by the CC. The reviewers cannot be co-spokespersons of the experiment in question. The CC will ensure confidentiality of the reviewer’s identity upon request. Once the CC has received at least two reviews, the committee will vote (by simple majority) whether to designate the publication as a “Hall A Collaboration” experiment or the CC may request modifications of the publication draft on the basis of the reviewer comments. The CC review should be completed within 1 week of CC receipt of the the publicaiton draft, although any request for revisions may extend this period.

After CC review the publication draft needs to be assigned a Jefferson Lab publication number prior to journal submission. This is done by submitting the paper to the Jefferson Lab publication database at <https://misportal.jlab.org/ul/Publications/> and then providing the Hall A CC with the official link to the publication. Once the authors have both the Hall A CC approval and a Jefferson Lab publication number, the manuscript may be submitted for publication.

As posting to the arXiv is also used for getting feedback, it is permissible to post to the arXiv prior to obtaining either the Hall A CC approval or the JLab publication number, but the arXiv posting must be updated to the final version and the JLab publication number added once the paper has been submitted for publication.