



## **Users' Committee By-Laws** **(Adopted 10/1/2010, revised 04/02/2015)** **National High Magnetic Field Laboratory**

The Users' Committee for the National High Magnetic Field Laboratory (NHMFL) is established by the NSF Cooperative Agreement. Members will reflect a broad range of users of all the facilities. Its purpose is to advise the Director on all issues affecting users of the facilities.

The Users' Committee shall meet at least annually to provide advice to the NHMFL Director on policies relating to the use and development of NHMFL facilities and instrumentation for experiments by users. The User Committee should submit an annual written report to the cognizant NSF Program Officer and the NHMFL Director. The cognizant NSF Program Officer and the NHMFL Director will encourage the User Committee to publish these reports and other relevant material on the NHMFL Users website at <http://maglabusers.org>

- I. The general functions of the Users' Committee will be accomplished through the following actions:
  - A. Schedule and run an annual Users' Committee Meeting with the assistance of Magnet Lab staff. Proceedings of the meeting will be delivered to the Director.
  - B. Schedule and run teleconference or other meetings as needed to keep the Committee informed of Magnet Lab developments and provide advice between annual meetings.
  - C. In response to requests from the Magnet Lab Director or user groups, solicit comments and suggestions from the user community, compile and discuss the results, and report them to the Magnet Lab Director and Facility Managers.
  - D. The Users' Committee Chair or designee(s) will represent users at NSF reviews of the facilities, External Advisory Committee meetings, and other situations when needed.
  - E. In general, the Users' Committee members are expected to participate in the NHMFL user proposal review committee (UPRC).
- II. General Structure of the Users' Committee and its five Users' Advisory Sub-Committees:
  - A. The Users' Committee is composed of representatives of the external scientific and engineering communities or users of high magnetic field facilities and instrumentation and knowledgeable in their development. Users whose salaries are paid by the NHMFL are ineligible to serve on the committee. Users, who are full-time or permanent employees of the NHMFL that are FSU, UF, FAMU, and LANL, are ineligible to be delegates to the Users' Executive Committee.
  - B. The Users' Committee consists of all of the members of the Users' Advisory Sub-Committees of the DC/ High B/T Facilities, the Pulsed Field Facility, the NMR/MRI/S Facilities, the ICR Facility, and the EMR Facility.
    1. The number of members of each Users' Advisory Sub-Committee is:
      - a) DC/ High B/T Facilities: 9 (at least 2 with High B/T experience).
      - b) Pulsed Field Facility: 6.
      - c) NMR/MRI/S Facilities: 9 (representing both FSU and UF facilities).
      - d) ICR Facility: 6.
      - e) EMR Facility: 6.

- C. The Users' Executive Committee consists of delegates from the Users' Advisory Sub-Committees. Each Users' Advisory Sub-Committee chooses its own delegates. The Chair of the Users' Committee can appoint a user in consolidation with the Users' Advisory Sub-Committee on which vacancy occurs to fill any opening that arises between elections. The number of delegates from each Users' Advisory Sub-Committee is:
- a) DC/ High B/T Facilities: 2
  - b) NMR/MRI/S Facilities: 2
  - c) PFF Facility: 1
  - d) ICR Facility: 1
  - e) EMR Facility: 1
- D. Selection and Term of Office of Users' Advisory Sub-Committee Members:
1. The members of the Users' Advisory Sub-Committees of the DC/High B/T Facilities, the Pulsed Field Facility, the NMR/MRI/S Facilities, ICR Facility, and the EMR Facility serve staggered three-year terms to enhance continuity on the Sub-Committees. Annual nominations close in April. Electronic ballots are sent in May and counted in June. New members are announced in July. New terms start on January 1 of the following year, but new members are encouraged to attend the fall user committee meeting as non-voting members immediately following their election to promote continuity.
  2. Nominees for the members of the Users' Advisory Sub-Committees of the DC/High B/T Facilities, the NMR/MRI/S Facilities, the PFF Facility, the ICR Facility and the EMR Facility are solicited by the Directors of the facilities from among their user communities and the proposal reviewers who serve their facilities. Users' Advisory Sub-Committee members are elected by an electronic ballot sent to the user community for that facility. A person can only serve on one Users' Advisory Sub-Committee. Each Users' Advisory Sub-Committee Member gets one vote.
  3. To ensure balanced representation in the NMR/MRI/S User Advisory Sub-Committee, at least one Committee member must be chosen from each of four constituencies: (1) MRI/S, (2) solution NMR, (3) biological solid state NMR, and (4) materials solid state NMR.
  4. To ensure balanced representation in the ICR Users' Advisory Sub-Committee, at least one Sub-Committee member must be chosen from each of three constituencies: (1) Instrumentation, (2) Biological Applications, and (3) Energy/Environmental Applications.
  5. To ensure balanced representation in the EMR User Advisory Sub-Committee, at least one Committee member must be chosen each year from the following two constituencies: (1) Chemistry and Biology, and (2) Materials Science and Condensed Matter Physics.
- E. The Users' Executive Committee elects a Chair and two Vice-Chairs at the annual meeting in the fall. The Vice-Chair for general field facilities will represent the DC/ High B/T and PFF Users' Advisory Sub-Committee. The Vice-Chair for resonance facilities will represent the NMR/MRI/S, ICR, and EMR Users' Advisory Sub-Committees.
1. The Chair and Vice-Chairs will serve for two years beginning at the end of the annual meeting, and may serve a second term if re-elected into either the Chair or Vice-Chair positions. Vice Chairs may be elected as Chair, and vice versa. In all cases, membership on the Users' Committee will automatically be extended to incorporate their full term as Chair or Vice-Chair. The Chair and Vice-Chairs of the Users' Executive Committee will serve as Chair and Vice-Chairs of the entire Users' Committee.
  2. The Chair and Vice-Chairs will jointly prepare the user committee annual report to the lab. The

Chair has overall responsibility for the report and for soliciting approval of the final report by the Users' Committee as a whole. The Vice-Chairs will be asked to represent their relevant sections of the report in conversations with the lab and external committees. The Chair also serves as an *ex-officio* member of the NHMFL External Advisory Committee.

- F. The annual meeting of the Users' Committee and the Users' Advisory Sub-Committees will rotate among the NHMFL sites in Tallahassee, Los Alamos, and Gainesville.
- G. Proposed changes to the by-laws will be circulated to the entire Users' Committee and will be approved by simple majority of the Users' Executive Committee.