

Users Committee By-Laws (10/28/05)

National High Magnetic Field Laboratory

The Users Committee for the National High Magnetic Field Laboratory 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.

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 Committee Chair or designee will represent users at NSF reviews of the facilities, External Advisory Committee meetings, and other situations when needed.

II. General Structure of the Users Committee and its subgroups:

- A. The Users Committee will consist of all of the members of the Users Advisory Committees of the DC/Pulse/High B/T Facilities, the NMR/MRI/S Facilities, the ICR Facility, and the EMR Facility.
- B. The Users Executive Committee consists of delegates from the Users Advisory Committees. Each Users Advisory Committee chooses its own delegates.

1. The number of delegates from each Users Advisory Committee is:

- a) DC/Pulse/High B/T: 3
- b) NMR/MRI/S: 2
- c) ICR Facility: 1
- d) EMR Facility: 1

C. Selection and Term of Office of Users Advisory Committee Members:

1. The nine members of the DC/Pulse/High B/T Users Advisory Committee serve staggered three-year terms. Users whose salaries are paid by the Magnet Lab are ineligible to serve on the committee.

- a) Candidates are nominated in response to an invitation sent to all past and present users of the NHMFL by the Secretary of the Committee or an

NHMFL staff person acting at the request of the Secretary. They are elected by an electronic ballot sent to the same group of users.

- b) Nominations close in April. Ballots are sent in May and counted in June, New members are announced in July. New members attend the Annual Meeting as voting members in the fall.
 - c) The Chair of the Users Advisory Committee can appoint a user to fill any vacancy that arises between elections.
2. The seven members of the NMR/MRI/S Users Advisory Committee are recruited by the Directors of the NMR and MRI/S facilities with the approval of the NMR/MRI/S Users Advisory Committee.
 3. The ICR delegates are chosen by the ICR Advisory Panel, which operates under the terms of the NSF Cooperative Agreement with the ICR Principal Investigators.
 4. The EMR Users Advisory Committee has not yet been established.
- D. Individuals who work at an institution having an affiliation with the Magnet Lab - FSU, UF, FAMU, and LANL may not be delegates to the Users Executive Committee.
- E. The Users Executive Committee elects its Chair and Secretary at the annual meeting. They serve for one year beginning at the end of the annual meeting, and may serve a second term if re-elected. The Chair and Secretary of the Users Executive Committee will serve as Chair and Secretary of the entire Users Committee.
- F. The annual meeting of the Users Committee and the Users Advisory Committees, except ICR, will rotate among the NHMFL sites in Tallahassee, Los Alamos, and Gainesville. The ICR Users Advisory Committee meets at one of the national ICR conferences.

