

Geant4 Spokesperson Election Process

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(Revision 1: July 01, 2016, Alexander Howard)

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Preamble

This document describes the procedure of electing the Geant4 Collaboration (the “Collaboration”) spokesperson. The election must follow the basic prescriptions set out for it in the Geant4 Collaboration Agreement. The election process is separated into two stages:

- 1) a candidate nomination phase, and
- 2) the spokesperson election itself.

There is a dedicated team for conducting each phase, but the Steering Board (SB) retains the ultimate responsibility for the entire process. The SB selects a Candidate Nomination Team to conduct the candidate nomination phase. The mandate of the Candidate Nomination team is to determine a list of candidates, nominated by Collaboration members and endorsed by the SB. The SB then selects an Election Management Team whose mandate is to conduct the election and report to the Collaboration and SB.

Regulations

1. Generalities.

- a. The Steering Board (SB) retains the ultimate responsibility for the entire election process.
- b. This document shall be the responsibility of the SB. Modifications of this document shall be approved by majority vote at a SB meeting, with the proposed document distributed to SB members at least one week in advance.

2. Candidate Nomination Team.

- a. The Steering Board shall form a 'Candidate Nomination Team' (CNT).
- b. The mandate of the CNT is to provide to the SB a list of candidates for the new spokesperson by collecting nominations from all Geant4 collaboration members.
- c. The CNT shall be composed of at least three SB members.
- d. No CNT member can be an election candidate.
- e. The current spokesperson shall call for volunteers from the SB to serve in the CNT. The call for volunteers is successful if it results in at least three volunteers. Each of the volunteers must then be endorsed by at least 50% of the SB. This

endorsement can be during an SB meeting or by e-mail.

- f. In cases when there are more than three volunteers, the SB shall select the team through a vote, either during a meeting or via e-mail. Each SB member can select up to three names from among the volunteers as their choice. At least half the SB must participate in this vote and the top three vote-getters are selected. In case of ties for third place, the top two vote getters plus all those tied for third are selected. The current deputy spokesperson shall be responsible for tallying the votes. Those selected must be endorsed by at least 50% of the SB.
- g. The team's chairperson shall be chosen internally amongst the CNT members by a method agreed to by the CNT members.
- h. If three volunteers cannot be found or endorsed by the SB, the current spokesperson shall appoint SB members until the CNT has three members.

3. Candidate Nomination Phase

- a. The SB shall confirm the membership of the Geant4 Collaboration with the help of all category coordinators. Throughout this document, the Collaboration membership shall be taken to be as the Collaboration members at the time of the call for candidates. Collaboration membership here and hereafter is defined as those members who responded to the last yearly census preceding the call for candidates.
- b. Within one week of the definition of the Collaboration membership, the CNT shall put out a call to the Collaboration for candidate nominations via email.
- c. The nomination period shall be two weeks.
- d. The nomination of a candidate shall be sent to the CNT.
- e. A candidate must be a member of the Geant4 Collaboration.
- f. Those who nominate a candidate shall prepare a short recommendation letter and submit it to the CNT.
- g. A Collaboration member may nominate her/himself by email to the CNT with the reasons for the nomination in lieu of a recommendation letter.
- h. Each Collaborator may nominate at most one candidate.
- i. CNT members may nominate a candidate.
- j. The CNT shall confirm each nominated person's intention to stand for election.
- k. The CNT should endeavor to have the Collaboration members nominate at least one candidate. If no candidate is nominated during the nomination period, the CNT shall repeat the candidate nomination phase.
- l. The CNT shall submit to the SB the list of candidates and recommendation letters for endorsement. This list shall only include candidates who expressed their intention to stand for the spokesperson election.
- m. The CNT shall submit to the SB a list of nominated individuals who did not wish to stand for election.

4. Endorsement of Candidates by the Steering Board

- a. After the candidate nomination phase has ended, the CNT shall ask all SB members in private for their endorsement of each candidate. SB members shall respond either 'yes' or 'no' for each candidate.
- b. At least 50% of the SB must respond for the endorsements to be valid.
- c. A successful endorsement requires at least five positive responses from the SB.
- d. The endorsement by the SB shall be completed within one week of the end of the candidate nomination phase.
- e. If no candidates are endorsed by the SB, the CNT shall restart the candidate nomination phase.
- f. The final list of candidates shall be composed of only those candidates endorsed by the SB.

5. Election Management Team (EMT)

- a. After the candidate nomination phase, the EMT is set up by the SB.
- b. The number of team members is at least three.
- c. The former CNT members become the EMT, unless the SB decides otherwise. In the latter case, the SB shall form the EMT by following the same process as for the CNT.
- d. EMT members cannot be candidates in the election.
- e. The EMT chairperson shall be internally chosen amongst the EMT members by a method agreed to by the EMT members.
- f. The EMT shall be formed within one week of the end of the candidate nomination phase.

6. Election

- a. After the candidates are endorsed by the SB, the EMT shall ask the endorsed candidates to provide a short biography and their 'Vision Statements'. These statements must be submitted within one week from the date the EMT solicits these statements.
- b. One week after the candidates are endorsed by the SB (or earlier, if all candidates' vision statements are received), the EMT calls for votes from all Geant4 Collaboration members. The EMT shall provide the Collaboration members with the candidates list together with all submitted biographies, recommendation letters, and their Vision Statements.
- c. In case there is only one candidate, the vote will consist in a vote for confidence.
- d. Voting shall be by an online voting process managed by the EMT team and

- approved by the SB, or e-mail to an election officer of the Collaboration.
- e. In the case of vote by email, the election officer shall be responsible for
 - i. Determining the intent of each vote.
 - ii. Counting the total number of votes.
 - iii. Counting the votes for each candidate, or for 'yes' and 'no' in case of a vote of confidence.
 - iv. Reporting to the EMT any votes that may be from those not on the voting list.
 - v. Reporting to the EMT any person who may have voted more than once.
 - vi. Reporting to the EMT any other ambiguity or irregularity.
 - f. Spoiled vote: If the intent of a voter cannot be determined to be one of the candidates on the list, or 'yes' or 'no' in the case of a vote of confidence, that vote is considered spoiled. The vote is counted towards the total number of votes but not counted towards any candidate, or towards the 'yes' or 'no' tallies for a vote of confidence.
 - g. The voting period is two weeks from the date of the call for votes.
 - h. A successful election requires a minimum 50% turnout from the Collaboration. If the 50% turnout threshold is not met by the closing date, the EMT will extend the voting period for one more week. If the 50% threshold is still not met after the one week extension, the EMT reports to the SB and the Collaboration. The SB shall disband the EMT and restart the election process.
 - i. If there are multiple candidates:
 - i. Voters are to select one of the candidates.
 - ii. The winner of the vote is the candidate that receives the most votes.
 - j. If there is one candidate:
 - i. The vote is a vote of confidence. Voters are to select 'yes' or 'no'.
 - ii. The candidate is successful if more than 50% of votes cast are 'yes'.
 - iii. If the vote results in no-confidence, a new CNT must be appointed by the SB and the process begins anew. The person who failed to win the confidence cannot stand again.
 - k. If there is a tie for most votes in an election with multiple candidates, the next procedures shall be followed until the winner is determined.
 - i. If there are more than two candidates, not all of them having the same number of votes, a new election is called with only those tied for most number of votes on the ballot. This procedure is repeated, with report to the Collaboration and the SB, until either one candidate has the most votes, or all the candidates are tied.
 - ii. If there is still a tie, a new election is called with the same tied voters on the ballot.
 - iii. The SB votes in a new election with the tied candidates on the ballot.

- iv. The current spokesperson decides. This applies even if the current spokesperson is standing in the election.
- l. The EMT shall announce the election results to the Collaboration. The election result announcement shall include the name of the winning candidate, the votes for each candidate, and the total number of votes cast. In cases of multiple election due to ties, the announcement shall include the results of all elections.
- m. At any time during the candidate nomination phase or election, the process shall be suspended if any Collaboration member raises a concern to the SB that the election is proceeding in a questionable or biased way. The SB, having ultimate responsibility of the entire process, must review the issue and decide on the appropriate course of action.
- n. The election is closed after validation of the election procedure by the SB. Validation is either by majority vote at an SB meeting, or electronically. If the SB vote is electronic, more than half the SB members must vote affirmatively for the election to be validated.