Bylaws of the Computing Community Consortium Council
February 2014

1. Name and Purpose

The Computing Community Consortium, abbreviated as CCC, consists of individuals interested and active in advancing the frontiers of information technology research. Participation in the CCC is open to all computing researchers.

The CCC was established in fall 2006 through a Cooperative Agreement between the Computing Research Association (CRA) and the National Science Foundation (NSF). The CCC is guided by a Council that functions as a programmatic committee of the Computing Research Association (CRA). As such, the Council is subject to the bylaws of CRA as they pertain to committees. These bylaws include interpretations and mechanisms for complying with CRA bylaws in the structure and operation of CCC.

The Computing Community Consortium (CCC) serves as a catalyst and enabler for the national computing research community to articulate and realize future research directions. It gives a voice to the community, allowing its many members to contribute to shaping the future of computing. The CCC empowers the computing community to communicate to a broad audience the myriad ways in which advances in computing will create a brighter future and it encourages the alignment of computing research with pressing national priorities and national challenges. The CCC facilitates the generation of visions for computing research and communicates those visions to a wide range of stakeholders. The CCC embraces all fields of computing, including emerging areas and areas overlapping with other disciplines.

2. Membership and responsibilities of the CCC Council

The Council is a leadership organization. Council members are expected to play an active role in advancing the mission of the CCC. The Council consists of 20 members, two of whom serve as Chair and Vice Chair. Of the remaining 18, some serve as members of the Executive Committee (EC) together with the Chair and Vice Chair. The Director of the CCC and the Executive Director of the Computing Research Association serve *ex officio* as members of the Council and the EC. The sponsor (currently NSF) and the CRA Board Chair must consent to all appointments to the Council.

i. Council member selection and responsibilities
Council members are appointed for 3-year terms. Approximately 1/3 of the terms begin on July 1 of each calendar year. Members may serve a maximum of two consecutive full terms (unless serving as Chair or Vice-Chair as elaborated below).

A Nominating Committee appointed by the Chair and Vice-Chair proposes potential Council members. Final selections are made by April 1 by the EC in concurrence with the sponsor and the CRA Board Chair. The Nominating Committee is chaired by a member of the EC and includes 2-3 other members drawn from a mixture of EC members and other Council members. The Committee is expected to consult widely with the community and with members of the Council, soliciting nominations in an open and transparent fashion.

The selection criteria, in decreasing order of emphasis are
- People who demonstrate broad and balanced representation of computing and show clear potential to exercise significant leadership both within CCC and in the computing research community
- Diversity of research areas
- People who have demonstrated visibility and leadership in their specific research communities
- Gender diversity reflecting the richness of the field
- Diversity of institutions (except in rare circumstances, no more than one person per institution)
- Other diversity goals (e.g., geographical distribution, minority representation, institutional type, etc.).

It is unlikely that at any one time all diversity goals can be satisfied equally well, and prioritization will need to take place.

Council members are actively engaged in the work of the CCC, selecting those activities that best reflect their passion and expertise. Among member responsibilities are
- Participation in bi-weekly teleconferences
- Participation in thrice annual in-person meetings
- Leadership of significant CCC initiatives such as the visioning activity process or the communications process
- Serving on subcommittees that address our major strategic objectives
- Engaging in specific short-term responsibilities such as membership on the nominating committee or serving as the liaison to a specific visioning activity

A Council member who becomes inactive for whatever reason may be asked to resign from the Council. A member may be removed by a two-thirds vote of the Council.

ii.   Chair, Vice Chair selection and responsibilities
The CCC Chair and the Vice-Chair lead the Council and the CCC. They serve concurrent two-year terms. Each one may receive financial compensation for the considerable time these positions require.

The Vice-Chair is the presumptive next Chair – the outgoing Chair and the Director make the succession decision, with the concurrence of the sponsor, the CRA Executive Director, and the CRA Board Chair (per CRA Bylaws, Section XIV, February, 2013).   The outgoing Chair and Vice-Chair and the CCC Executive Director select the incoming Vice-Chair, with the concurrence of the sponsor, the CRA Executive Director, and the CRA Board Chair.   The selection of the Vice-Chair is informed by broad confidential consultation with EC members and Council members.

The search process/discussions begin in the fall (by October 1) of the previous year, selections are completed and approved by April 1; terms begin July 1. Although the leadership is normally drawn from current Council members, the new Chair or Vice-Chair may be someone entirely new to the Council. If so, that person automatically becomes a Council member. Alternatively, the new Chair or Vice-Chair may be someone who has previously served on the Council, or who is otherwise term-limited.

The responsibilities of the Chair, assisted by the Vice-Chair, are to
- Lead the CCC Council;
- Be responsible for management, oversight, and direction of all activities;
- Be the point of contact with the CRA Board;
- Serve on the CRA Board
- Work closely with the CCC Director;
- Interface with the computing research community and Federal policymakers at all levels;
- Communicate and work with sponsor representatives;
- Work with the CCC Executive Committee, prepare and annually update, with input from CCC Council members, a strategic plan and oversee its implementation.

The Vice Chair may have additional responsibilities as may be prescribed from time to time by the Council or pursuant to these bylaws.

In the absence or disability of the Chair, the Vice Chair performs the duties of the Chair, apart from membership on the CRA Board, which cannot be delegated. In the absence or disability of the Vice-Chair, other members of the EC take on the responsibilities of the Vice-Chair. If the Chair or Vice-Chair resigns, the EC selects a replacement to fill out the term.

iii.   Executive Committee selection and responsibilities
The Executive Committee serves as an advisory committee to the Chair and provides active stewardship of major CCC activities. The Executive Committee shall exercise the power of the Council when the Council is not meeting.

Membership of the Executive Committee consists of the Chair, Vice Chair, CCC Director (*ex officio)*, Executive Director of CRA (*ex officio*), and 2-3 at-large members. By April 1 of each year, after broad consultation with members of the Council and nominations from them, the Executive Committee selects the following year's at-large members for one-year renewable terms beginning July 1. At-large members are chosen to represent CCC's "most important" activities and to groom promising Council members for possible leadership positions. It is expected that at least one EC member will be new to the EC each year.

In case of a resignation, the EC may decide to select a replacement from the Council to complete the term.

3. **Meetings**

There are three face-to-face Council Meetings per year, scheduled so that most Council members are available to attend. Council members are expected to attend a majority of the meetings. There are bi-weekly conference calls throughout the year.

The Executive Committee meets weekly by teleconference and reports to the sponsor biweekly via teleconference.

4. **Fiscal and Legal Matters**

The funds of CCC are legally managed as part of the overall budget of CRA. CRA is the awardee organization for grants from government funding agencies. Funds from industry, foundations, or individuals that are raised by CCC for its programs are earmarked within the CRA budget for CCC programs and purposes. The CCC Chair, Vice Chair and CRA staff reviews all proposals, including their budgets, before submission. Since 2006, CCC has been funded by NSF through a Cooperative Agreement awarded to CRA.

As per CRA bylaws (Section XV, as of February, 2013): CCC Council Members are indemnified by CRA against claims for liability arising in connection with their activities on behalf of CCC.

Writing proposals for CCC projects and fund-raising for them are not necessarily tied to leading the projects covered by the proposal or fund-raising activities. In some instances, another person might be recruited to lead the project. Whenever the PI is not a Project Director, then the PI, the CCC Chair, Vice Chair and the assigned Project Directors will work cooperatively to ensure that the terms of the award and reporting functions are satisfied. This convention avoids the need to reassign the PI as committee roles change.

5. Bylaw Changes

Changes to these bylaws must be proposed and circulated to the CCC Council at least two weeks prior to the Council meeting at which the changes are considered. Any Council Member of CCC may offer amendments to the bylaws. Two thirds of the CCC Council members must vote to approve any change to these bylaws. If any change requires CRA consent, then those changes will be sent to the CRA Board for approval. The CCC Council will review the bylaws at least every 5 years.