

K-CAP Governance Document

K-CAP Web Site: <http://www.k-cap.org>
K-CAP Proceedings: <http://dl.acm.org/event.cfm?id=RE112>

Background. The International Conference for Knowledge Capture (K-CAP) was established in 2001 to bring together researchers in disparate research communities interested in efficiently capturing knowledge from a variety of sources and in creating representations that can be useful for reasoning. The conference is held every two years under the auspices of ACM. This document proposes a formal governance structure for K-CAP.

K-CAP and ACM. K-CAP is a conference sponsored by ACM SIGART. The K-CAP organizers submit a proposal for each K-CAP conference to ACM that has to be approved by the SIGART elected officers. ACM assists the K-CAP conference organizers with setting up the conference and with negotiating the venue. In addition, the K-CAP conference proceedings are published in the ACM Digital Library. SIGART exercises financial responsibility over the conference. Therefore, SIGART is responsible to its members and to ACM about its well-being. In return for this, K-CAP has to add 16% of overhead to the conference budget plus 10% contingency.

K-CAP Governance and Community. The proposed governance structure is a Steering Committee, where the K-CAP community will vote for representatives. K-CAP Community is concerned with the various needs of the K-CAP conference series, and its coordination with ACM and SIGART.

K-CAP Community Members. We expect three kinds of members of the K-CAP community:

- SIGART Member – Individuals who are SIGART members.
- ACM Member – Individuals who are ACM members but are not SIGART members.
- SIGART Affiliate – Individuals who are not ACM or SIGART members but have attended a K-CAP conference or have an interest in K-CAP.

When an election is held, members are classified according to their active memberships on the date of the election. Members of all the above groups may be appointed by the Steering Committee Chair to membership of the Steering Committee. However, only SIGART members may be nominated for the posts of Steering Committee Chair or Chair (elect); also only SIGART members can vote in such elections.

Elected Positions. There will be two elected positions to the Steering Committee: Chair and Chair-Elect. The position of Chair-Elect will be held for two years, after that the Chair-Elect becomes the chair which provides continuity. The Steering Committee will put together a slate of candidates for this position every two years. These candidates must be willing to serve if elected. The members of the K-CAP community will be consulted for any additional candidates to add to the slate of candidates. Such additional candidates must be supported by at least five members,

and must be willing to serve if elected. These appointments can only be renewed once.

Steering Committee. A Steering Committee shall be established by the Chair within two months of the date of their election as Chair. The Steering Committee will consist of at least six members, including the Chair and the Chair-Elect, and have representatives from diverse constituencies of the K-CAP community. The first such Steering committee will require the appointment of at least 4 members, but generally will require the replacement of those whose period of service is complete. (See the paragraph on *Appointed Positions* below.)

Appointed Positions. The appointments for member of the Steering Committee beyond the Chair and the Chair-Elect can be for members from any of the three categories of membership described above. These are individuals appointed by the Chair and Chair-Elect in consultation with the Steering Committee. Steering Committee appointments will be staggered four-year terms. These appointments can be renewed once.

Steering Committee Responsibilities. The Steering Committee shall be responsible for the oversight and governance of the Community. They shall liaise with SIGART as necessary for the solicitation of resources or adjudication of matters of policy. The Steering Committee shall hold a face-to-face meeting at each K-CAP conference. Additional meetings will be convened as needed, either at a venue where most or all of the Steering Committee is present, or by audio or video conference, as appropriate. They shall indicate in a public site how to be contacted by members of the community. They shall hold an open Town Hall Meeting at each K-CAP conference. They shall communicate via e-mail and/or website with the membership of the community. They shall entertain proposals from the community for new activities.

Initiation of the Community. A Founding Steering Committee will be formed by the Conference Chairs and Program Chairs of the four most recent K-CAP conferences: Derek Sleeman, Ken Barker, Yolanda Gil, Natasha Noy, Mark Musen, Oscar Corcho, Richard Benjamins, Mathieu d'Aquin, Andrew Gordon, and Jose Manuel Gomez-Perez. This Founding Steering Committee will submit this proposal for approval by SIGART. Once approved, it will be advertised to the broad K-CAP community through appropriate mailing lists. The several categories of membership will be explained as part of this announcement, as well as the instructions to join as a K-CAP community member. Candidates for both Chair and Chair-Elect will be identified, and additional nominations will be solicited from the membership. This initial election will be held within three months of the announcement. Once elected, the Chair will make appointments to the Steering Committee members in consultation with the Chair-Elect. At the outset some appointed members will be for two years, some for four, in order to activate the staggered terms.

Liaison with the EKAW Steering Committee. It is proposed that this should continue, and that once the KCAP Steering Committee is appointed (every 2 years), the Steering Committee will then nominate two of its members also to serve on the EKAW Steering Committee. The Chair of the KCAP Steering Committee will make

this proposal to the Chair of the EKAW Steering Committee. (Those proposed should be active in both communities.)

D Sleeman (on behalf of the KCAP Founding Steering Committee)
27 July; updated 07 August 2013