

Overview

The purpose of this document is to provide a path towards regular and democratic governance of the IUI conference. This was clearly mandated by the IUI community through discussion forums and voting in 2012 and then required by the conference sponsors, ACM, SIGCHI, and SIGART, in March 2013. This requirement is part of a larger trend within ACM to encourage sustainable and participatory governance across ACM's line of conferences. As organizing chairs of the 2013 conference, we were asked to make a proposal for how this might work.

The fundamental idea behind this proposal is that the community will elect the chairs of the conference's steering committee, the chairs will appoint additional members to fill needed roles, and previous members of the conference organizing committees will also serve to help ensure the continuity and consistency of the conference.

Another fundamental idea behind the proposal is the mandate for the new steering committee to create a "Conference Handbook" that documents the procedures and processes to be used in carrying out the conference. We believe that this will improve the consistency of the conference and also help new conference chairs get up and running more quickly when they choose to take on the task of organizing the conference.

A key goal of this process is transparency. For this reason, this proposal also centers around the use of the SIGCHI Community tools for managing communication and voting. For those that are not aware, SIGCHI has created a set of community tools through its web site that are successfully used to manage all of the largest HCI conferences, including CSCW, UIST, and others. For IUI, these tools will be expanded to allow access to SIGART members. The proposal is not dependent on the use of the tools however, and we will fallback to more classic methods such as e-mail distribution lists and web forums if the SIGCHI tools do not work as expected. One group excluded from this process are those who are members of AAAI and not ACM, SIGCHI, or SIGART. To address this in part, we strongly recommend that the new steering committee investigate giving membership in SIGCHI or SIGART to people who register for the conference at the non-member rate. This ensures in future years that those who attend the conference will be able to vote on its governance, though the logistics of this will still need to be worked out with SIGCHI and/or SIGART.

Over the months of June-August 2013, we shared this proposal with the previous and current conference chairs, past members of the steering committee, and on a public web site where it available for open discussion by the community. Following a 2 week comment period, we refined the document based on the commentary and submitted a revised version to the chairs of SIGCHI and SIGART. On August 24, we received their approval pending changes that we have made to the document.

Mission

The IUI research community exists at the intersection of Human-Computer Interaction (HCI) and Artificial Intelligence (AI). We are very interested in research that bridges these two fields and also related fields, such as psychology, cognitive science, computer graphics, and the arts. This document proposes the creation of a SIGCHI Community, the primary purpose of which will be to manage the IUI conference and to serve the various needs, as they arise, of the broader IUI research community. The Community will be led by a steering committee, which will manage the bids of those wishing to organize the annual conference, maintain resources needed to provide continuity to the conference series (such as the website), provide guidance and advice to the organizers of each conference, and make policy decisions for the conference and Community as needed.

Leadership Structure

The IUI Community shall be led by a steering committee with the following form:

- 3 elected voting positions: 1 chair-elect, 1 chair, 1 chair-emeritus
- 2 voting positions filled by general or program chairs from previous conferences
- Any number of appointed non-voting positions

The elected voting positions shall have the following properties and requirements:

- 2 year terms
- Chair-elect position up for election every 2 years
- At end of term, chair-elect becomes chair, chair becomes chair-emeritus

The remaining 2 voting positions will be filled by one member each of the leadership of the two previous conferences. This person must have served as either general or program chair of the conference, and will be selected by that year's conference leadership. In the event that the conference leadership cannot agree on who will join the steering committee, then the elected leaders of the steering committee will choose. These positions also have two year terms.

The elected steering committee may appoint additional people to assist them in various roles in a non-voting capacity. Appointments must be voted on by the elected leadership and renewed yearly following elections.

Candidates for elected leadership roles must meet the following requirements:

- Member of SIGCHI and/or SIGART

- Member of the IUI Community through the SIGCHI web site

Candidates are elected through a nomination and voting process in accordance with the SIGCHI Community process. Anyone who is a member of SIGCHI or SIGART will be able to vote in these elections. These procedures are facilitated by features currently built-in to the SIGCHI Communities web site and are associated specifically with the IUI Community page on that web site.

1. 1 month prior to the start of voting, the nomination and voting process are announced on relevant mailing lists, IUI community web site, and IUI conference web site.
2. Nominations will be accepted starting with the announcement 1 month prior to the start of voting and continuing until the day before voting begins. Candidates may self-nominate themselves.
3. Voting takes place for a period of 2 weeks.
4. At the conclusion of voting, results are announced on the same relevant mailing lists, IUI community web site, and IUI conference web site. Changes to the steering committee take effect immediately following the announcement of the voting results.

Current elected members of the steering committee may not run for a position, including the chair-emeritus. Voting members who are on the committee by virtue of having been a general or program chair of a recent conference may run for a position, but if elected must give up their current position to take the new one.

Duties and Responsibilities

The steering committee must take on the duties and responsibilities necessary to manage the conference. These duties and responsibilities include:

- Ensuring the continuity of the conference.
- Definition of conference policies and standards
- Regular review and modification of the policies and standards
- Maintenance of resources shared by each conference, such as the web site and social media accounts
- Management of the conference bidding process through which the conference organizers and location are chosen
- Evaluation of the performance of each conference organizing committee
- Management of the transition between conference organizers

Initial responsibility: The initial responsibility of the steering committee will be to author an "IUI Conference Handbook" documenting the processes and procedures to be used in carrying

out future IUI conferences. This document should describe the submission venues, reviewing process, etc. that will be used in future years, and also provide recommendations and best practices. Some aspects of the conference design, such as the overall structure of the reviewing process, should be designated as requiring a vote of the steering committee to change, whereas others should be left to the discretion of the conference chairs. In specifying which items require a vote and which do not, the steering committee should endeavour to encourage consistency from one year to the next without micromanaging the details of each conference.

Termination of Membership

Any member of the steering committee may voluntarily leave the committee. Appointed members of the steering committee may be terminated at any time by a vote of the voting members. Voting members of the steering committee may be terminated by vote of the other voting members only for one or more of the following reasons:

- *Abandonment:* Any member of the steering committee who has failed to attend at least two of the three most recent conferences, or who has failed to attend more than one of the IUI Business Meetings during his or her current term is considered to have abandoned his or her membership.
- *Cause:* A voting member of the steering committee can be terminated by cause at the discretion of the remainder of the voting members of the steering committee.

If a member of the elected steering committee leaves their position, elections shall be held immediately using the community voting process described above. The newly elected member will serve for the remainder of the term of the member who left. Voting members who gained this right by virtue of being a previous conference chair will not be replaced.

Deliberation

The steering committee shall strive to resolve all issues under deliberation by means of consensus and consultation with the community at large. A voting process of simple majority will be used to decide on issues, but only when a quorum is present. In the case of a tie, the chair is granted one additional decision-making vote.

Community Participation

The steering committee shall strive to communicate with the IUI Community at large by

means of the following mechanisms:

- Hold a Town Hall during each Conference where any member of the community can attend and submit proposals or comments
- Hold a Business Meeting immediately following the conference to reflect on the happenings of the conference and to plan for future conferences
- Publish in the conference website the notes from each Town Hall and Business Meeting
- Maintain and publicize an e-mail address for members of the community to contact the steering committee
- Maintain and publicize one or more online channels for community participation and discussion

Transition

To facilitate the transition to this new governance model, a transition committee will be created from the general and program chairs of the 2013 conference. The sole purpose of this transition committee will be to initiate and carry out the election of the steering committee as specified above through the SIGCHI community tools and process. Until the conclusion of the voting process, the previous steering committee will continue to serve, advising the chairs of the 2014 conference.

In the first year, elections will be held for the positions of chair and chair-elect. All members of the previous steering committee will be made appointed members of the new committee.

Transition & Election Scenario

Year	Composition of Board
2013	Voting for chair-elect and chair One member each from 2012 and 2013 general/program chairs
2014	One of the 2014 general/program chairs joins 2012 chair retires
2015	Voting for chair-elect Previous chair-elect becomes chair, previous chair becomes chair-emeritus One of the 2015 general/program chairs joins

	Chair-emeritus retires 2013 chair retires
2016	...

Suggested Roles for Steering Committee Members

These are some ideas (not requirements or even suggestions) for roles that might be desirable within the steering committee, and could be filled by voting or, more likely, appointed members. Such roles might be appointed by the leadership of the various organizations, if that makes sense.

- Liaison to TiiS journal
- Liaison to SIGCHI
- Liaison to SIGART
- Liaison to AAAI