

Bylaws of the Daya Bay Collaboration

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This document contains the rules that govern the operation of the Daya Bay Collaboration.

1 Collaboration and membership

- 1.1 The Daya Bay Collaboration (hereafter called the Collaboration) consists of Members, and is organized in Member Institutions, the Institutional Board (IB), the Executive Board (EB), and Spokespersons.
- 1.2 A Member is a scientist, engineer, postdoc, or graduate student associated with a Member Institution and contributing to the Daya Bay experiment (hereafter called the Experiment). The IB based on the mechanism spelled out in Sections 3.2 and 3.5 may admit a Member, other than a student or postdoc, to the Collaboration. A Member of the Collaboration has the right to express his/her opinions and to vote on important Collaboration matters. All Members are expected to participate in and contribute to the Experiment. The IB is the final arbiter regarding issues of membership and authorship.
- 1.3 An institution, be it a university or a laboratory, may be admitted to or removed from the Collaboration by the IB based on the mechanism spelled out in Sections 3.2 and 3.5. Each Member Institution will designate a representative to the IB, maintain a current list of its Members, and inform the IB of changes to this list. Member Institutions shall assume responsibility for Collaboration functions, such as shifts and service tasks, in proportion to the size of their Member list, in agreement with the IB. See Addendum A: The Daya Bay Neutrino Experiment Collaboration List for further details.
- 1.4 The IB Chair (or designate) is responsible for maintaining records that can be used to create accurate lists of Members, Member Institutions, and authors.

2 Collaboration Meeting

- 2.1 Collaboration Meetings shall be held at least twice a year. The date and place of a Collaboration Meeting shall be determined in the preceding Collaboration Meeting. The tentative agenda shall be made available in advance of the meeting. The Spokespersons shall chair the Collaboration Meeting.

- 2.2 Most important matters shall be discussed and decided in the Collaboration Meeting, except the admission or removal of a Member or Member Institute. All Members of the Collaboration are eligible to attend the meeting, voice their opinions, and vote on important matters. Collaboration related decisions are made based on a simple majority with no less than twenty attendees.
- 2.3 Any Member can raise an issue to be discussed in the Collaboration Meeting through an IB or an EB member. Spokespersons shall collect them and assemble them into the meeting agenda.

3 Institutional Board (IB)

- 3.1 The IB consists of Spokespersons and institutional representatives. Each Member Institution shall designate one representative.
- 3.2 The IB shall have plenary power to deal with general issues that concern the Collaboration as a whole. Examples include, but are not limited to, the rules of the Collaboration and management, admission of an institution to the Collaboration, removal of a Member Institution from the Collaboration, admission of a member to the Collaboration, removal of a Member from the Collaboration, and policies concerning the author list, etc.
- 3.3 The IB Chairperson is elected based on a simple majority by the IB for a one-year renewable term. The IB Chairperson cannot be a Spokesperson at the same time.
- 3.4 Meetings of the IB shall be held normally in conjunction with the Collaboration Meetings. If there is a need, the IB Chairperson can call for special meetings. Advance notice shall be given indicating the time and place of the special meeting as well as issues to be considered. The meetings shall be open only to all IB members and chaired by the Chairperson. The Chairperson is responsible for assembling the agenda and distributing the minutes of the meeting to the IB members.
- 3.5 Unless otherwise specified decisions of the IB are based on a simple majority of the Institutional Representatives (one vote per Member Institution). Admission of an institution or a member, removal of a Member Institution or a Member, removal of a member of the EB, and removal of a Spokesperson require a two third majority of the votes cast. Voting will be normally made by a show of hands, although any member of the IB may request a secret ballot.
- 3.6 Decisions made by the IB shall be communicated to the Collaboration.

- 3.7 The designated representative of a Member Institution may propose a substitute representative to the IB Chairperson prior to an IB meeting. Proxy voting at meetings shall be allowed by prior notification to the IB Chairperson. At least one half of the Member Institutions must be represented by a representative or proxy for voting to occur. Electronic voting on an issue agreed by the IB, shall be allowed via e-mail or FAX or other mechanism adopted in advance of the meeting by the IB.

4 Executive Board (EB)

- 4.1 The EB consists of seven members, elected by the IB, plus the Spokespersons, each for a two-year-renewable term, except for the first election. Representatives of the Daya Bay Project Leadership team shall be ex-officio members and will attend the EB meetings as necessary. Nomination of members to the EB shall take place at scheduled meetings of the IB. The membership is staggered such that, in the first election, three EB members are appointed for a one-year-renewable term, and two EB members are for a two-year-renewable term.
- 4.2 The EB shall have plenary power to make decisions on the scientific scope, mission and objectives as well as the experiments operational priorities, by a simple majority. Electronic voting is allowed. It shall also report or make recommendations regarding important matters to the IB or the Collaboration, if any EB member requests to do so.
- 4.3 Decisions made by the EB can be discussed at the IB meeting if any member of the IB requests to do so, and can be overridden by the IB (the mechanism is stated in Section 3.5).
- 4.4 Meetings of the EB are held normally once a month and chaired by a Spokesperson. Decisions of the EB are made by a simple majority of all EB members.
- 4.5 The Daya Bay Project Leadership (i.e., Project Managers) will be proposed by the EB. Subsystem Manager (L2) positions may be proposed by the Project Managers or EB members and shall be approved by the EB.
- 4.6 The Project Leadership shall be responsible for defining and maintaining the technical scope, cost and schedule of the project. Once the project has an established baseline, changes to this baseline shall be managed as described in the Daya Bay Project Management Plan. Key technical issues having substantial impact on the scope, cost or schedule of the Daya Bay Construction Project will be presented and discussed with the EB so that the EB may provide input and recommendations on these issues to the Project leadership.

- 4.7 The scientific leadership positions of the collaboration (e.g., committee membership, task force membership, etc.) will be proposed by the EB and approved by the IB. The Analysis Coordination Committee is defined in Addendum B.

5 Spokespersons

- 5.1 There will be two Spokespersons representing the Collaboration with a two-year renewable term, except for the first term. One of the Spokespersons shall be a Member of a Member Institution in the host country, and the other from a Member Institution outside the host country.
- 5.2 Three weeks prior to the election, the Chairman of the IB will solicit nominations for Spokespersons from the Collaboration. Any Member of the Collaboration can submit nominations to the IB. The IB will review the nominations and elect the spokesperson from among the nominees. The election will be ratified by the Collaboration. The current Spokespersons can be nominated for re-election. The term of the Spokesperson is staggered such that, in the first election, one Spokesperson is appointed for a one-year-renewable term, and the other one is for a two-year-renewable term.
- 5.3 The Spokespersons are responsible for the daily operation of the Collaboration, representing the Collaboration in the physics community at large and may be involved in discussions with the funding agencies. Decisions made by the Spokespersons can be discussed at the EB if any member of the EB requests to do so, and can be overridden by the EB by a simple majority.

6 Publication

- 6.1 Any manuscript authored by the Collaboration or on behalf of the Collaboration must be circulated to the Collaboration for comment.
- 6.2 For manuscripts intended to be submitted to refereed journals, the comment period will be at least two weeks. All comments will be collated and a written response will be provided for all comments. Collaboration members will have at least one week to review the comments and written responses. Any remaining comments or objections from collaboration members must be resolved to the satisfaction of the Publication Committee.
- 6.3 Manuscripts authored by the Collaboration must be approved by the Publication Committee (whose members are appointed by the EB for a one-year, renewable term) prior to submission or archiving in a publicly accessible location. The Publication Committee may appoint internal reviewers to assist in the evaluation of manuscripts.

- 6.4 All Members that have made a substantive contribution to the design and/or construction of the experiment will be an author on the first physics publication and the detector overview paper. To be a co-author on subsequent papers, one must be (or have been) a Member of the Collaboration for at least one year, or have made significant contributions to the publication. The IB may make exceptions to this rule.
- 6.5 A former Member that had been a contributing member for at least one year is eligible to be an author on publications submitted within one year after leaving the Collaboration. The IB may consider exceptions based on recommendations from IB representatives.
- 6.6 Members of the Collaboration are encouraged to prepare technical papers on subsystems or other operational aspects of the experiment. The guideline for the preparation and internal review of technical papers is described in Addendum C.
- 6.7 A Member who has received an invitation to submit an article about the Daya Bay Experiment must promptly inform and be approved by the Publication Committee and the Spokespersons before accepting the invitation.
- 6.8 A publication about the Daya Bay Experiment written by a Member or a few Members must include the phrase ‘on behalf of the Daya Bay Collaboration’ on the title page, and the draft must be approved by the Publication Committee and the Spokespersons.

7 Conference

- 7.1 The Speaker Committee (whose members are appointed by the EB for a one-year, renewable term) will designate the speakers representing the Collaboration at conferences, and will inform the Collaboration of its decisions. Any Member can suggest conferences to the Speaker Committee. The Speaker Committee shall implement and enforce collaboration policy concerning conference presentations.
- 7.2 Any Member who has received an invitation to talk primarily about Daya Bay at a conference or workshop must promptly notify and be approved by the Speaker Committee before accepting the invitation.
- 7.3 Any scientific results presented on behalf of the collaboration at public meetings or seminars must be approved by the Analysis Coordination Committee in advance. The speaker may appeal the decision of the ACC to the EB.
- 7.4 Any talk presented at public meetings or seminars pertaining to Daya Bay must acknowledge the Daya Bay Collaboration.
- 7.5 Talks to be presented at conferences must be circulated to the Collaboration at least 5 days prior to the meeting and approved by the Speaker Committee.

8 Amendments of Bylaws

- 8.1 Amendments to the Bylaws may be proposed by no less than five Members to the IB for evaluation. Upon receiving a positive evaluation the IB Chair shall announce the proposed amendments to the Collaboration, and schedule a date, at least two weeks after the announcement, for the Collaboration to vote on the proposed amendments. A two-third majority is required for the adoption of the proposed amendments. The outcome of the vote will be announced. A written statement shall be made by the IB for a negative evaluation.
- 8.2 Amendments to the Bylaws can either be modification of the existing text of the Bylaws or in the form of modification, addition or deletion of addenda.

Addendum A: The Daya Bay Neutrino Experiment Collaboration List

A.1 Introduction

The Daya Bay Neutrino Collaboration will maintain a list of scientific personnel that comprise the collaboration as defined in Section 1.3. The collaboration list will include the date that the member joined the collaboration and the date which he or she left. It is the responsibility of institutional representatives, or a delegate chosen by the institutional representative, to keep the collaboration list up-to-date. The collaboration list for each accounting period (Section A.3) will be reviewed, adjusted (if necessary) and approved by the IB at each IB meeting as defined by Section 3.4 of the bylaws.

A.2 Uses of this list

The collaboration list will be issued for at least three purposes:

- (1) determine the author list for scientific publications of the collaboration,
- (2) determine the shift responsibilities of each collaborating institution, and
- (3) determine the portion of the operating expenses that each institution is responsible for.

Each of these purposes is detailed below. These purposes are not meant to be exclusive. Additional uses may come up in the future.

A.2.a Author list for scientific experiments

Each collaborator on the collaboration list will be an author on Daya Bay Collaboration papers provided that he or she has satisfied the other requirements of the collaboration as defined in the Bylaws.

A.2.b Shift responsibilities

Each institution is responsible for covering their proportion of the shifts on the experiment. This fraction is determined by the ratio of their collaboration personnel to the total collaboration personnel for each accounting period. The accounting period is defined in Section A.3. Unfulfilled shift responsibilities may be carried over from one accounting period to the next with the approval of the Institutional Board or a designated representative of the Institutional Board, such as the Run Manager.

A.2.c Operating expenses

Each institution is responsible for contributing their proportion of the common fund operating expenses of the experiment for each accounting period. That portion is determined as the fraction of their personnel to the total collaboration personnel for each accounting period.

A.3 Definition of the accounting period

Operating expenses and shift responsibilities for a single M month accounting period are determined by the collaboration list as of the first of the month that is three months prior to the M month accounting period. The operating expenses and shift responsibilities for calendar year N are determined by the collaboration list as of 1 October in year N-1. To accommodate commissioning in 2011, there will be 2 accounting periods 1 Jan 2011 – 30 June 2011 and 1 July 2011 - 31 December 2011. In 2012 and beyond, there will be a single accounting period 1 Jan – 31 December. The collaboration list for the first accounting period 1 Jan 2011 – 30 June 2011 shall be determined on 1 February 2011.

Addendum B: The Analysis Coordination Committee

B.1 Objectives and Charge

The goal of the Analysis Coordination Committee (ACC) is to oversee and coordinate the analysis effort of the collaboration, provide guidance to the analysis software development, facilitate the prompt analysis of experimental data, and ensure highest quality in the scientific results of the Daya Bay experiment. The analysis coordination committee will organize the analysis activities of the collaboration and ensure that they will result in a coherent, unified, and complete analysis of the experiment. The ACC reports to the Executive Board (EB) and regularly informs the collaboration on the progress of data analyses. Decisions regarding the daily analysis work will be made by the entire ACC and open issues will be resolved together with the EB.

B.2 Committee Members

The ACC shall consist of 4 members. They are appointed by the executive board for a period of one year. The EB encourages the appointment of experienced junior members that are involved in the daily analysis and software work. The ACC shall include a person with access to the reactor data.

B.3 Committee Chair

The regular work and meetings of the ACC are to be chaired by one of the members of the ACC. The chair is chosen by the ACC for a period of 6 months. No ACC member should chair the ACC for more than 6 consecutive months but ACC members can be re-elected as chairs during subsequent terms. It is the responsibility of the ACC chair to organize regular committee meetings, document the progress, actions items, and decisions in meeting minutes, and communicate with the EB and the collaboration on behalf of the ACC.

B.4 Communication

The ACC will communicate regularly with the collaboration and consult with the EB to resolve issues that may arise. The ACC will inform the collaboration about the direction and progress of the analysis effort.

Addendum C: Guideline for Technical Papers

To effectively coordinate technical papers, the following procedure will be followed. The ultimate goal is to encourage and facilitate, not stifle, creative works; and to promote professional and courteous behavior between Daya Bay collaborators. The submission of technical papers to the arXiv is recommended.

- C.1 A dedicated wiki page with links to DocDB will be setup to maintain a complete listing of technical papers, to show the status of technical papers in progress, and to archive published papers. The Publication Committee will oversee the dedicated wiki page.
- C.2 Subsystems should maintain a list of potential and in-progress technical papers on the wiki. Substantive modifications to a paper draft should be noted on the wiki, including the date of the modification and the version number. This information should also appear on the title page of the draft paper.
- C.3 Authors should be identified, if known, and posted.

- C.4 Paper drafts should be organized within and circulated throughout the subsystem for comment and correction.
- C.5 Technical papers that cross subsystem boundaries can be arranged with the approval of the relevant L2 managers.
- C.6 The author list for each paper draft should be approved by the appropriate L2 managers and distributed to the Technical Board and Institutional Board for comment. The Publication Committee will consider authorship disputes and make a recommendation to the Executive Board for final resolution, including disputes over whether a technical paper should in fact be authored by the full collaboration as a collaboration paper.
- C.7 When the appropriate project (L2) managers approve, and with notification to the Publication Committee, the paper draft together with the identification of the L2 managers, should be circulated within the full collaboration for a period of two weeks for final comment.
- C.8 Within this two-week period, comments from the collaboration should be sent to the authors as well as the appropriate L2 managers, with a copy to the Publication Committee.
- C.9 The paper may be submitted for publication when the appropriate L2 managers agree that collaboration comments have been addressed.
- C.10 If a collaborator believes that her/his concerns have not been addressed satisfactorily, the Publication Committee should be immediately contacted. The Publication Committee will notify the lead authors and appropriate L2 managers, will discuss the issue, and will make a recommendation to the Executive Board, which will then make a final ruling.
- C.11 The Co-Spokespersons will function as L2 managers for paper drafts that do not otherwise fit within any of the usual subsystems, such as theory/phenomenology papers closely related to Daya Bay.
- C.12 A special case may arise when a technical paper is lead-authored by a graduate student to fulfill a degree requirement. Such papers may require special consideration. The authors should so mark the papers and notify the Publication Committee.