



Users' Committee By-Laws (Adopted 10/1/2010) **National High Magnetic Field Laboratory**

The Users' Committee for the National High Magnetic Field Laboratory is established by the NSF Cooperative Agreement. Members will reflect a broad range of users of all the facilities. Its purpose is to advise the Director on all issues affecting users of the facilities.

- I. The general functions of the Users' Committee will be accomplished through the following actions:
 - A. Schedule and run an annual Users' Committee Meeting with the assistance of Magnet Lab staff. Proceedings of the meeting will be delivered to the Director.
 - B. Schedule and run teleconference or other meetings as needed to keep the Committee informed of Magnet Lab developments and provide advice between annual meetings.
 - C. In response to requests from the Magnet Lab Director or user groups, solicit comments and suggestions from the user community, compile and discuss the results, and report them to the Magnet Lab Director and Facility Managers.
 - D. The Committee Chair or designee(s) will represent users at NSF reviews of the facilities, External Advisory Committee meetings, and other situations when needed.
- II. General Structure of the Users' Committee and its subgroups:
 - A. The Users' Committee will consist of all of the members of the Users' Advisory Committees of the DC/Pulse/High B/T Facilities, the NMR/MRI/S Facilities, the ICR Facility, and the EMR Facility.
 - B. The Users' Executive Committee consists of delegates from the Users Advisory Committees. Each Users Advisory Committee chooses its own delegates. New members attend the Annual Meeting as voting members in the fall. The Chair of the Users Advisory Committee can appoint a user to fill any vacancy that arises between elections.
 1. The number of delegates from each Users Advisory Committee is:
 - a) DC/Pulse/High B/T: 3
 - b) NMR/MRI/S: 2
 - c) ICR Facility: 1
 - d) EMR Facility: 1
 2. Individuals who work at an institution having an affiliation with the Magnet Lab, that is, FSU, UF, FAMU, and LANL may not be delegates to the Users Executive Committee.
 - C. Selection and Term of Office of Users Advisory Committee Members:
 1. The nine members of the DC/Pulse/High B/T Users Advisory Committee serve staggered three-year terms. Users whose salaries are paid by the Magnet Lab are ineligible to serve on the committee.
 - a) Nominees for the nine members of the DC/Pulse/High B/T Users Advisory Committee are recruited by the Directors of the DC/Pulse/High B/T facilities. The DC/Pulse/High B/T Users Advisory Committee shall also solicit nominations in response to an invitation sent to all past and present users of the DC/Pulse/High B/T facilities by the chair of the Committee or an NHMFL staff person acting at the request of the chair. Committee members are elected by an electronic ballot sent to the same group of users.

- b) Nominations close in April. Ballots are sent in May and counted in June, New members are announced in July.
2. Nominees for the seven members of the NMR/MRI/S Users Advisory Committee are recruited by the Directors of the NMR and MRI/S facilities. The NMR/MRI/S Users Advisory Committee shall also solicit nominations in response to an invitation sent to all past and present users of the NMR/MRI/S facilities by the chair of the Committee or an NHMFL staff person acting at the request of the chair. Committee members are elected by an electronic ballot sent to the same group of users.
 3. Nominees for the ICR delegates are recruited by the ICR Advisory Panel, which operates under the terms of the NSF Cooperative Agreement with the ICR Principal Investigators. The panel shall also solicit nominations in response to an invitation sent to all past and present users of the ICR facilities by the chair of the Committee or an NHMFL staff person acting at the request of the chair. Committee members are elected by an electronic ballot sent to the same group of users.
 4. Nominees for the members of the EMR Users Advisory Committee are recruited by the Director of the EMR facility. The EMR Users Advisory Committee shall also solicit nominations in response to an invitation sent to all past and present users of the NMR/MRI/S facilities by the Secretary of the Committee or an NHMFL staff person acting at the request of the Secretary. Committee members are elected by an electronic ballot sent to the same group of users.
- D. The Users' Executive Committee elects a Chair and two vice-chairs at the annual meeting. The vice-chair for general field facilities will represent the DC/Pulse/High B/T committee. The vice-chair for resonance facilities will represent the NMR/MRI/S, ICR, and EMR committees. A vice-chair may also serve as overall chair of the user's executive committee.
1. The chair and vice-chairs will serve for one year beginning at the end of the annual meeting, and may serve a second term if re-elected. The Chair and Vice-Chairs of the Users' Executive Committee will serve as Chair and Vice-Chairs of the entire Users' Committee.
 2. The chair and vice-chairs will jointly prepare the user committee annual report to the lab. The chair has overall responsibility for the report and for soliciting approval of the final report by the committee as a whole. The vice-chairs will be asked to represent their relevant sections of the report in conversations with the lab and external committees. The chair also serves as an *ex-officio* member of the External Advisory Committee.
- E. The annual meeting of the Users' Committee and the Users Advisory Committees, except ICR, will rotate among the NHMFL sites in Tallahassee, Los Alamos, and Gainesville. The ICR Users Advisory Committee meets at one of the national ICR conferences.

National High Magnetic Field Laboratory Users' Executive Committee			
DC/Pulse/High B/T Advisory Committee 3 delegates	NMR/MRI/S Advisory Committee 2 delegates	ICR Advisory Committee 1 delegate	EMR Advisory Committee 1 delegate