

# Eurographics Working Group on Graphics and Cultural Heritage

## EG GCH Steering Committee Internal Rules of Procedure

Date: Oct. 2015 (Updated Nov. 2021)

### 1. Preamble

This is a document that defines the operation of the steering committee (SC) of the Eurographics Working Group (WG) on Graphics and Cultural Heritage (GCH SC). In the interest of transparency, it will be posted to a public website, so that all participants of the EG GCH conference have access to this, and understand how the GCH SC operates.

Please note that this is not a legal document in the strict sense, and that we expect all decisions to be always taken unanimously or at least with a qualified majority.

### 2. Working Group Composition, Membership and Chairperson

1. The EG GCH SC is constituted of 12-14 regular members and has two chairpersons, who are the officially appointed members of the Eurographics Workshop and Working Group Board. With the aim of managing the startup phase of GCH WG, the EG Workshop and Working Group Board nominates one or two co-chairs of the GCH SC. Each member serves a four (4) year term, and most volunteer to step down, while one half of the SC is selected every other year.
2. The GCH SC chooses the new members to replace the persons departing unanimously. If consensus cannot be reached a strong majority vote is required (4/5). Colleagues that have served as IPC chairs of the EG GCH events are among possible candidates; other candidates can be suggested by any GCH SC member or expressions of interest can be directed to the SC chairs. The selection of new members should preferably be done during the yearly meeting of the GCH SC (usually held at the annual symposium).
3. The chair(s) serves for four years. The chair is chosen by unanimous consensus of the EG GCH SC, and a 4/5 majority if consensus is not achieved. An up to two-year extension may be provided to the chair if the GCH SC considers this to be the most appropriate solution (again consensus is preferred, and a majority otherwise). The new chair should have been a member of the GCH SC for at least two years. The new chair is selected the yearly meeting of the GCH SC or through e-mail vote and takes over at the beginning of the following year.

### 3. Decision Process for EG GCH Symposium Event Location

1. A bid for a potential location of the EG GCH symposium should be submitted to the GCH SC at least 24 months before the event (i.e. on time to be discussed to the annual meeting of year N-2). The bid should contain enough information concerning location (rooms and infrastructure), accommodation and travel (see the draft doc provided by GCH SC). Members of the GCH SC can approach suitable candidates to solicit bids.
2. Bids are presented at the yearly meeting of the GCH SC. In the year N the GCH SC decides on bids for years N+2 and keep trace of possible suggested venues for year N+3; the GCH SC will avoid deciding on bids for year N+3 to allow newcomers a chance to bid.
3. Deciding a bid also involves determining the corresponding GCH general conference chair(s) and IPC chair(s). The bid proponents will propose some names, including both local and foreign persons (to represent both the local and global communities). These suggested names will be discussed at the annual meeting (during bid evaluation). The GCH SC can approve the proposed organization structure or discuss with the organizers, suggesting changes.
4. All decisions are done by consensus, else by a majority vote.

### 4. Process for the Papers Program

1. While the IPC chairs have the ultimate responsibility for defining the process for paper selections, it is strongly recommended that the GCH SC be consulted if significant changes are planned over the paper selection process. The GCH SC can propose changes to the process, although final decision authority on the paper selection process resides with the IPC co-chairs.
2. The selection of the GCH IPC members remains in the responsibility of the IPC chairs. It is recommended that before sending out invitations the IPC chairs are passing the list of potential IPC members to the GCH SC Chairs with a request for comment. It is preferable to keep continuity among the different editions of the GCH Symposium, including having some overlap of the IPC members between year N and year N-1.

### 5. Annual Meetings of the GCH SC

Typically an annual meeting of the GCH SC is organized, i.e., held at the GCH symposium (or at a federated event in case GCH will be part of a joint event). The GCH SC chairs (in case of hindrance another GCH SC regular member assigned by the chair) organize the meetings, sends out a schedule and agenda and minutes (prepared by the secretary or the chairs) after the meeting. Typical issues discussed include:

- Minutes of the last meeting

- Selection of new members of the GCH SC (every other year)
- Status report from the current and upcoming GCH conferences
- Presentation of bids from future conferences and decisions on the bids
- Discussion of possible changes to the process
- Questions/suggestions from members
- Any other business

The meeting can be organized into two parts, i.e., an internal part with GCH SC members participation only and an external part with participation of other persons, e.g., involved in the organization of current and future GCH conferences. Non GCH SC people for the external part are participating by invitation of the GCH SC chair or GCH SC members only.

## 6. Decisions and quorum

Any decision needs the majority of the overall SC members votes (in case of a low attendance meeting, either in person or electronic, the decision should be postponed and submitted to an electronic vote done by email to one of the representative members chosen for each vote).

## 7. Decision Publicity and Archives

The GCH working group has a public website:

<https://www.eg.org/wp/working-group-on-graphics-and-cultural-heritage/>

The web page will record any useful information oriented both to members and to the general public, as well as a link for downloading this statute.