

# Charta for the Steering Committee for Visual Computing in Biology and Medicine (VCBM)

Date: September 2020

## Internal Rules of Procedure

This document defines the operation of the steering committee (SC) for the Eurographics Workshop on Visual Computing in Biology and Medicine (EG VCBM). In the interest of transparency, it is available to all participants of the EG VCBM workshop series.

Please note that this is not a legal document and usually all decisions are taken unanimously. These rules of procedure are related to those of the EuroVis steering committee.

### 1. Working Group Composition, Membership, and Chair

A. The VCBM SC (Steering Committee of EG VCBM) is composed of 5–8 members, where one of these members serves as the Chair. As of June 2020, the VCBM SC is composed of (in alphabetical order):

- Ingrid Hotz, Linköping University, Sweden [until end of 2022]
- Helwig Hauser, University of Bergen, Norway [until end of 2022]
- Barbora Kozlíková, Masaryk University, Czech Republic [until end of 2024]
- Timo Ropinski, Ulm University, Germany [Chair; until end of 2023]
- Anna Vilanova, TU Eindhoven, The Netherlands, [until end of 2021]

Each member serves a four (4) years term. 1–2 new members are selected for the VCBM SC every year.

B. The VCBM SC chooses a new member for a departing person, usually unanimously. If a 100% consensus cannot be reached, a strong majority vote is required (2/3). Previous program committee members of the VCBM workshop can apply to become members of the VCBM SC and the SC members can also nominate new members. The selection of new members occurs at the annual meeting of the VCBM SC, which is usually organized at the VCBM workshop.

C. The Chair serves for four years (after being elected as Chair). The Chair is chosen by unanimous consensus of the VCBM SC, or by a 2/3 majority, if consensus is not achieved. An up to four years long extension can be provided to the Chair if the VCBM SC considers this to be the most appropriate solution (again consensus is preferred, a 2/3 majority is used otherwise). The new Chair should have been a member of the VCBM SC for at least

two years. The new Chair is selected at the yearly meeting of the VCBM SC or through eMail vote and takes over at the beginning of the following year.

- D. After the Chair has completed his service on the VCBM SC, she or he can participate in the VCBM SC meetings (upon invitation by the VCBM SC) for up to four years thereafter (as a non-voting honorary member) in order to help by sharing her or his experience.

## 2. Decision Process for Selecting VCBM Full Paper, Short Paper, and Poster Co-Chairs

The VCBM workshop is organized by Eurographics. Typically, three full paper co-chairs, two short paper co-chairs and two poster co-chairs are selected for each VCBM workshop. Based on the preference of the local chair, she/he can also serve as a paper chair, if the SC agrees.

- A. The VCBM SC members suggest names for the full paper co-chairs in cooperation with the local chair. A typical co-chair candidate is a renowned member of the research community, with rich international program committee (IPC) experience at major conferences/workshops. Selected paper co-chairs typically serve for a two years period. Continuity and knowledge transfer should be ensured by not exchanging all three full paper co-chairs at the same time.
- B. Any IPC member of a past VCBM conference can volunteer, for example by writing to the Chair of the VCBM SC. A nomination of other candidates is also possible by writing to the VCBM SC Chair.
- C. The VCBM SC appoints the full paper co-chairs, the short paper co-chairs, and the poster co-chairs at one of the annual meetings of the VCBM SC or through email vote, at least one year before the respective workshop.
- D. Usually, all decisions are made by unanimous consensus, or at least by a 2/3 majority if a 100% consensus is not possible.

## 3. Decision Process for the VCBM Workshop Event Location

- A. A bid for a potential location of the VCBM workshop for year N+1 should be submitted to the VCBM SC at least 18 months before the event. The bid can be done informally via email to the VCBM SC chair, but should contain preliminary information concerning location (rooms and infrastructure), accommodation and travel. Members of the VCBM SC can approach suitable candidates to solicit bids. Demonstrating a local community which is interested in VCBM topics, is crucial for a successful bid.

- B. Bids are discussed at the annual meeting of the VCBM SC. In year N the VCBM SC decides on bids for years N+1 and/or N+2; the VCBM SC avoids deciding on bids for year N+3 to allow newcomers a chance to bid.
- C. Deciding on a bid also involves determining the corresponding VCBM conference chair or chair(s).
- D. Usually, these decisions are made by unanimous consensus, or at least by a 2/3 majority if a 100% consensus is not possible.

#### 4. Process for the Papers Program

- A. While the full paper co-chairs, short paper co-chairs, and the poster co-chairs have the ultimate responsibility for defining a suitable process for paper/poster selection, which is to be consulted with the VCBM SC, especially if significant changes are made to the selection process. The VCBM SC can propose changes to the process, although the final decision authority on the selection process resides with the full paper co-chairs, the short paper co-chairs, and the poster co-chairs, respectively.
- B. The selection of the VCBM IPC remains in the responsibility of the full paper co-chairs.

#### 5. Annual Meeting of the VCBM SC

Typically, one annual meeting of the VCBM SC is organized at the VCBM workshop. The VCBM SC Chair (in case of hindrance another member assigned by the Chair) organizes the meeting, sends out a schedule, the agenda, and the minutes after the meeting. Typical issues discussed include:

- Accepting the minutes of the last meeting
- Selecting new members of the VCBM SC
- Status report from the current and upcoming VCBM workshops
- Presentation of bids for future events and deciding on the bids
- Discussion of possible changes to the process
- Questions/suggestions from members
- Other business

Additional meetings can be organized on demand.

#### 6. Decision Publicity and Archives

The VCBM website at URL <http://www.vcbm.org>, contains this document and other information destined to the general public.