IAHR Committee on Hydroinformatics

By-Laws

16 August 2010

1. PREAMBLE

These by-laws shall govern the conduct of the IAHR Committee on Hydroinformatics. The Committee is subject to the rules described below. With the assistance of the IAHR secretariat, it operates freely and independently, it defines its own scientific and professional goals and the products and services necessary to achieve these goals. Thus, it is the chief innovative and creative forum in which members, in particular younger members, can operate with a sense of being part of IAHR and shaping the profession. At the same time, the Committee Members (Section 4), and in particular its Leadership Team (Section 5), are held accountable for its continuing productivity:

1. The activities of the Committee shall be reviewed on a biennial cycle.
2. The Committee can be dissolved by the decision of its members or by the decision of IAHR Council.

The Committee is responsible for the definition of its overall strategy as well as a number of short term focused activities that may be carried out by Working Groups (Section 6).

2. NAME

The name of the Committee shall be the IAHR Committee on Hydroinformatics. Hereinafter it will be referred to simply as 'the Committee'.

3. OBJECTIVES

The objectives of the Committee shall be

1. To foster fundamental and applied research in the area of Hydroinformatics, embracing the application of information and communication technologies in the widest sense to problems of the aquatic environment, thereby promoting Hydroinformatics as a cross-disciplinary field of study, combining technological, human-sociological and more general water-related interests in ethical ways.
2. To promote the dissemination and publication of research and application results in its areas of endeavour.
3. To encourage beneficial collaboration with other interests of IAHR and with external organisations in pursuit of the same goals.
4. To organise international conferences, specialised symposia and workshops on Hydroinformatics.
5. To promote sessions at the conferences of IAHR and other external organisations.
6. To organise project groups to pursue specific objectives within its areas of interest.

4. COMPOSITION OF THE COMMITTEE

1. The Committee comprises members who:
    a. Belong to IAHR, having paid any annual dues.
    b. Have registered their details with the Leadership Team (item 4.2). These details will include contact details, and affiliations with IAHR.
    c. Have agreed to participate fully in the activities of the Committee, participation in working groups and refereeing of Journal papers.
    d. Are willing to promote Hydroinformatics and links between research and practice in the field.
2. The Leadership Team will be responsible for maintaining a list of the Committee membership. Members are expected to actively contribute to the Committee.

5. COMPOSITION AND ELECTION OF THE LEADERSHIP TEAM

1. The Leadership Team shall consist of 6 (six) elected members, including a Chair and Vice Chair. Members should be internationally recognised and active professionals in the field of Hydroinformatics, with high commitment to serve the Committee. Due consideration to geographic, scientific focus, and gender will be given in the election process. In addition, the Editor of the Journal of Hydroinformatics and the Chair of the Organizing Committee of the Hydroinformatics Conference will serve as ex-officio members of the Leadership Team, unless already serving in an elected capacity.

2. The Leadership Team shall normally consist of 4 (four) members serving a first term and 2 (two) serving a second or third term. The Leadership Team is intended to be the administrative arm of the Committee with the working groups conducting the technical and educational business. The intent of shorter terms is to ensure maximum exposure of Committee members (particularly younger members) to the Leadership team to enhance understanding of how the Committee operates.

3. A nominated or self-nominated team of Chair and Vice Chair, among the Leadership Team members, shall be elected by the Leadership Team members. Care shall be given to ensure a rotation that reflects the different scientific and technical interests of the parent organisations.

4. The Leadership Team shall be appointed for a term of two years.

5. Maximum terms of service:

   a. A Leadership Team member shall normally serve for one two-year term with approximately one third of the Leadership Team serving two consecutive terms (four years).

   b. A Leadership Team member who is elected as Chair or Vice Chair in his/her second term on the Leadership Team and who did not serve as either Chair or Vice Chair in his/her first term may stand for re-election for a third consecutive term (total of six years).

   c. A Leadership Team Member who has served as Vice Chair may serve as Chair. A Leadership Team member who has served as Chair may not serve as Vice-Chair in the same consecutive four- or six- year term.

   d. A member may return to serve the Leadership Team after an absence of at least one term. A member may serve as Chair or Vice-Chair again following an absence of at least one term.

6. Any member of the Committee not serving in the Leadership Team at the time of the election may nominate himself/herself for election to the Leadership Team. Four Leadership Team members will be elected from among these candidates. Adequate consideration shall be given to ensuring that the different scientific and technical interests of the parent organisations are covered. The outgoing Chair is responsible for preparing the ballot with due consultation with IAHR.

7. The following members of the outgoing Leadership Team may stand for re-election: any member of the Leadership Team serving their first consecutive term, and any member serving their first term as Chair or Vice Chair even if serving their second

term on the Leadership Team. Two Leadership Team members will be elected from among these candidates.

8. All nominations to serve on the Leadership Team must be accompanied by a short statement proposing a programme of activities.

9. Members of the outgoing Committee Leadership Team are entitled to vote in elections for members of the LT. Members of the LT who are candidates for re-election will be eligible to vote only for the four candidates for first term election. The LT may decide, with a vote taken by absolute majority, that election of the new LT should be an entitlement of all registered Committee members using a trusted e-balloting system if one is available. In this case, at least one month before an election all registered Committee Members shall be notified by the current Leadership Team when an election is to take place through e-mail. This notification shall be accompanied by the candidates' proposed programmes of activities.

10. Each voting member will vote for up to six Leadership Team members, up to four candidates for election to a first term and up to two candidates for re-election to second or third term. A voting member is an individual who holds full current and active registration with IAHR.

11. Selection of Leadership Team members:

    a. Of the candidates for re-election to the Leadership Team, the two receiving the highest number of votes are selected.

    b. Of the candidates for election to serve a first consecutive term on the Leadership Team, the four receiving the highest number of votes are selected.

12. The starting date of a new Leadership Team 2-year term is 1 January.

6. WORKING GROUPS AND ACTIVITIES

The Leadership Team can establish one or more Working Groups. Each Working Group shall consist of one chair and up to six members and shall serve for a maximum of four years. One member of the Leadership Team shall be a liaison member of the Working Group. If a member leaves, the chair can, upon approval by the Leadership Team, appoint a replacement member. Each Working Group shall be listed along with the Committee on the Web site and in the annual reports to IAHR and, when desired, in publications of IAHR.

Working Group activities comprise a number of on-going and special products or services that promote or publicise specific social, scientific, technical and engineering themes belonging to or related to the domain of Hydroinformatics. This includes:

1. Preparation of review articles or special issues in the Journal of Hydroinformatics and other IAHR journals.

2. Publication of books, monographs or design manuals.

3. Organisation of specialty symposia, workshops and conferences.

During the tenure of a Leadership Team, the Committee is expected to realise at least one

product in each of the above three categories.

The Committee assumes specific responsibility for two of the three categories mentioned above:

1. BIENNIAL CONFERENCE

   The Committee shall organise a biennial International Conference on Hydroinformatics, with the generic name "Hydroinformatics 20xx (HICxxxx)". These periodic Conferences, sponsored by IAHR, have been and are related to the creation and history of the Committee.

   Final decisions concerning location, programme and composition of the Scientific Committee of the Conferences rest with the Committee (through the Leadership Team) which, of course, negotiates the conditions and details with the Local Organising Committee. A Working Group shall be formed for each conference; the immediate past conference chair or co-chair is suggested for consideration to serve in the Working Group.

2. JOURNAL

   The Committee will involve its members, according to their qualifications and domains of expertise, in actively supporting the Chief Editor and Associate Editors of the Journal of Hydroinformatics, and the Publisher. The Leadership Team may recommend candidates for Associate Editor positions and Editorial Board but the ultimate decision rests with the current Editor in consultation with the Publisher.

7. WEB SITE

The Leadership Team shall ensure that a web site is maintained for the Committee. This site will be kept up to date with at least the following information, which will also serve as the content of the annual report to IAHR.

1. A mission statement specifying the scientific and technical sub-domains in which the Committee operates, to be updated every two years.
2. A list of 'Completed Activities' to be maintained on an ongoing basis.
3. A schedule of ongoing and planned activities, including active Working Groups, to be updated whenever this changes.
4. A statement of how funds have been spent, to be prepared annually.

8. CONDUCT OF BUSINESS

1. The business of the Committee meeting shall be executed at least once a year. A meeting shall be held at each International Conference on Hydroinformatics.

Additional meetings may be held during the biennial IAHR congresses or during professional symposia organised by the Committee.

2. Business meetings are open to all, but only members of the Committee have voting rights.

3. The preparation of the Agenda for each business meeting shall be the responsibility of the Chair in consultation with the Committee. Members of the Committee should give at least two weeks notice when submitting items for inclusion on the Agenda.

4. Should the Chair be unable to attend a meeting, he or she shall nominate the Vice-Chair, or another member of the Leadership Team if the Vice-Chair is unavailable, to act as organiser and chair for that meeting.

5. The Vice Chair shall keep records of the transactions at business meetings and shall promptly prepare and distribute minutes of these meetings to the Leadership Team members, the Committee and the three Parent Organisations.

6. Proposals for amendments to these minutes shall be accepted from those present at the meeting for up to one month from the date of circulation. These amendments will be included in the minutes for formal approval at the next Hydroinformatics Committee meeting.

9. LIAISON WITH THE PARENT ORGANISATIONS

1. The Committee is a subsidiary body of IAHR and subject toits overall control and direction.

2. The agreement of IAHR Council is required in order to modify these by-laws.

3. The rights to sponsor the activities of the Committee shall rest with IAHR. As such, the Committee shall be entitled to the full range of benefits of sponsorship of IAHR and subject to the conditions of that sponsorship.

4. The Committee shall neither endorse nor undertake any activity that involves the use of the name of IAHR without its prior approval.

5. The Leadership Team shall submit an annual report to IAHR on the 31 December of each year. This report shall include details of:

   a. Membership of the Committee and of the Leadership Team, noting any changes since the previous report.

   b. Details and minutes of business meetings held during the period of the report.

   c. All other relevant activities during the period of the report.

   d. A statement of how funds have been spent.

6. Copies of the relevant correspondence of the Leadership Team shall be sent to the Secretariats of IAHR.

10. ADOPTION AND AMENDMENTS

1. These by-laws shall be in effect if, on petition, they are approved by the IAHR Council.

2. Amendments to these by-laws may be proposed by a two-thirds majority vote received from the Committee (Section 4) at a meeting held during the International Conference on Hydroinformatics. Such proposed amendments shall take effect upon ratification by IAHR.

The following statement does not constitute part of the By-Laws.

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