

## **Nuclear Data Working Group BYLAWS August 2022**

### **ARTICLE I - NAME**

The name of this organization is the Nuclear Data Working Group referred to as the NDWG.

### **ARTICLE II - MISSION STATEMENT**

The goal of the Nuclear Data Working Group (NDWG) is to facilitate communication, collaboration, coordination, and prioritization of nuclear data efforts across multiple program offices, the national laboratories, universities, and industry.

### **ARTICLE III - RESPONSIBILITIES**

1. Plan the annual Workshop for Applied Nuclear Data Activities (WANDA) and other technical workshops.
2. Recommend best practices for resolution of nuclear data needs.
3. Facilitate coordination of nuclear data efforts between programs.
4. The NDWG will conduct at least one annual business meeting to plan WANDA and the year's activities.
5. Program representatives will provide a conduit of communication between program offices and the NDWG and will ensure continuity of knowledge during changes in program office staff.

### **ARTICLE IV – MEMBERSHIP**

1. Members shall be experts in their respective fields and be nominated to serve on the committee by program managers or national laboratories.
  - a) Up to 2 members can be nominated per program manager
  - b) Up to 2 members can be nominated per national laboratory
2. The Head of the National Nuclear Data Center is automatically a member of the NDWG.
3. All NDWG members are voting members with the exception of at-large members.
4. Inclusion. The NDWG shall encourage diversity, equity, and inclusion in membership nominations.

### **ARTICLE V –OFFICES AND ELECTIONS**

1. Composition. Executive Officers shall consist of the Chair, the Vice Chair, most recent Past Chair, Director of Communications, and special committee chairs.
2. Terms. The Chair and Vice Chair serve a term of three years, with a maximum of two consecutive terms. The Committee Chairs serve a term of two years with a maximum of three consecutive terms.
3. Eligibility. Current NDWG members are eligible for nomination/self-nomination to any officer position. At least one of the Chair and Vice Chair are required to have a Q clearance.
4. Nomination and Election Procedure. Elections will be held electronically prior to the annual business meeting as required.
5. Inclusion. The NDWG shall work to ensure diversity, equity, and inclusion in all elections.
6. Election Procedure. Nominations for open positions will be collected, and the nominees will provide a short bio and statement of interest. The electronic voting will be held prior to the annual meeting and voting will be open for two weeks.
7. Election Voting. Election shall be decided by a plurality of those voting. If there is a tie, the Chair, Vice Chair and former Chair shall decide the election.
8. Official Year. The official year shall be the fiscal year starting 1 October.
9. Terms of Office. The terms of office of the Officers, shall begin at the beginning of the fiscal year (October 1<sup>st</sup>) following their election.

10. Vacancies in Offices. If a vacancy occurs in the office of Chair, the Vice Chair shall succeed and complete the term and shall serve as Chair also in the following year. If the office of Vice Chair becomes vacant a special election shall be held to fill the office of Vice Chair.
11. Vacancies in Committee Chairs. In case of resignation of a Committee Chair mid-term, election proceedings will be held as soon as nominees are identified.

#### **ARTICLE VI –OFFICERS**

1. Duties of the Chair. The Chair has overall responsibility to ensure the actions and recommendations of the NDWG support the mission statement. The Chair shall preside at all meetings of the NDWG and will serve as a liaison to the Office of Science for Nuclear Physics, the NDIAWG, the NNDC, CSWEG and other agencies.
2. Duties of the Vice Chair. The Vice Chair shall act in place of the Chair if the latter is unable to perform the stated duties. The Vice Chair shall perform such other functions as may be provided in the Bylaws.
3. Ad Hoc Committees. The Chair shall appoint other ad hoc committees as necessary, which shall serve only during the Chair's term.

#### **ARTICLE VII - MEETINGS**

1. Annual Business Meeting. One meeting of the NDWG, to be known as the Annual Business Meeting devoted to planning the next year's business, discussing cross cutting nuclear data priorities, conducting WANDA planning, and creating an initial list of WANDA session topics.
2. Classified Discussions. As part of the annual business meeting, one day will be set aside for classified discussion.
3. Other Meetings. During the year, virtual WANDA planning meetings and business meetings will be held as required.

#### **ARTICLE VIII - PROCEDURE OF AMENDMENT OF BYLAWS**

1. Revisions to the Bylaws. Adoption and revisions to the NDWG Bylaws require a majority affirmative vote by the NDWG members voting. Members can vote electronically or during the annual NDWG meeting.
2. Time to Review. Revisions shall be shared with the NDWG for review and comments at least two weeks before a vote.

#### **ARTICLE IX – WANDA PLANNING**

1. Technical Agenda. The NDWG is responsible for deciding the technical session topics and theme for the annual WANDA workshop.
2. The NDWG Chair will coordinate with the NDIAWG to determine the level of funding for the venue and the logistics support. The NDWG chair will work with logistics support to secure dates and venue reservations soon after the previous year's WANDA.
3. A classified session will be chaired by one or two NDWG members from LANL and/or LLNL who will obtain agenda input from the WANDA session chairs and NDWG members.
4. WANDA Chairs. There will be two WANDA chairs each year consisting of one incumbent and one new chair. Each new chair will become the incumbent the following year resulting in two years as chair. A chair does not need to be a NDWG member.
5. Inclusion. The NDWG shall work to ensure diversity, equity, and inclusion in all chairs.
6. Election of Chairs. A call for nominations will be held at WANDA each year and nominations will be open until WANDA planning begins for the subsequent year. Each

nominee will provide a bio and statement of interest. Election of the new chair requires a plurality vote via electronic poll.

7. WANDA Report. The WANDA report will be required to include a summary of the outcomes of each session written by the session leads and an introduction written by the WANDA Chairs. Any WANDA participant who wishes to review the session summary will be allowed to review and comment.