

## **Publications Committee Charter**

*As approved by the SPIE Board of Directors 13 Nov 2020*

### **Purpose**

The SPIE Publications Committee oversees the publications of the Society, provides strategic direction for its publications program, and ensures that editorial content is appropriate to the technical and ethical standards of the discipline and the Society.

### **Goals and Deliverables**

Responsibilities include, but are not necessarily limited to the following:

1. Oversee the quality, editorial content, and financial performance of SPIE publishing activities.
2. Oversee strategic directions for SPIE's publishing program.
3. Oversee general standards and policies for SPIE's publishing program.
4. Oversee professional conduct and ethics policies for SPIE publications.
5. Interact with other SPIE committees on issues related to SPIE's publishing program.
6. Recommend new SPIE journals and cessation of SPIE journals to the SPIE Board of Directors.
7. Recommend journal editor appointments to the SPIE Board of Directors.
8. Appoint SPIE Press series editors and establish new and discontinue SPIE Press book series as appropriate.
9. Provide guidance to the SPIE staff.

### **Membership**

- The committee consists of a Chair, appointed by the SPIE President-Elect, and approved by the Board (at second Board meeting of year preceding term). Strong preference is given to a Chair candidate who is a current member of the committee and has served at least one year.
- The Chair is asked to serve a three-year term (usually not extended).
- Committee members are appointed by the newly approved Chair and approved by the Board (third Board meeting of year preceding term).
- The Chair selects a group of committee members of diverse technical, national, gender, and ethnicity such that its composition aspires to be in line with the Society's membership composition and goals.
- The members are asked to serve a three-year term with the possibility of renewal.
- Committee members must be current SPIE voting members, able to devote the necessary time to the committee's work and attend committee meetings.
- The Publications Committee typically has 15–18 members.
- Student members may be invited to serve on the committee (in a nonvoting capacity, as required by SPIE Bylaws).

### **Logistics**

The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics+Photonics in Q3. Additional meetings may be arranged as needed.

The Chair of this committee serves on the Strategic Planning Committee and attends Board Meetings in the role of Advisor. As a member of the Strategic Planning Committee the Chair may be asked to attend one additional in-person meeting each year.

### **Authority**

The Publications Committee is a Standing Committee of the Board and shall report and make recommendations directly to the Board.

### **Quorum**

Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established, a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

### **Subcommittees**

- Journal Board of Editors
- Publishing Ethics Subcommittee

### **Guiding Documents**

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Follow "*The Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians (2012 edition)*"
- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.