

BYLAWS FOR HIPPOCAMPAL SUBFIELDS GROUP (HSG) STEERING COMMITTEE

Ratified 01/23/2023

1. Size of Committee
 - a. The Committee must have a minimum of 10 members, but otherwise the size of the committee will be determined by the strategic goals of the HSG.
 - b. When the size of the committee falls below 10 members, an election of new members must be held.

2. Membership of the Committee
 - a. Committee members will be drawn from two sources: working group chairs and members at large
 - b. Working group chairs: HSG members chairing an official working group, i.e., one that is approved by the Steering Committee and listed on HSG webpage.
 - i. HSG working group chairs will be automatically entitled to a seat on the Steering Committee and will serve as a liaison between the working group and Steering Committee.
 - ii. When a working group chair's term expires, they may inform the Steering Committee of their intention to continue to serve on the Steering Committee and undergo the voting procedures outlined in section 3.d without the search process.
 - c. Members at large
 - i. HSG members at large will be elected to the Steering Committee according to procedures outlined in section 3.

3. Election of New Committee Members
 - a. When a new member(s) is to be elected, an announcement and a call for nominations is made to the HSG membership at large. A nomination window of fixed time (e.g. two weeks) is established. The number of membership slots to be filled is established.
 - b. Any HSG member may nominate themselves or another member.
 - c. A nomination must include:
 - i. Brief statement of qualifications of nominee with regards to areas of interest of the HSG
 - ii. A recent CV or NIH biosketch
 - iii. A statement from the nominee of willingness to serve
 - d. At the end of the nomination window, the steering committee holds a vote to elect new members.
 - i. Steering committee members may email the rest of the committee to argue for/against particular candidates.
 - ii. *Steering committee members will take into account in their votes the diversity of the steering committee in terms of gender, minority and geographical region representation, and representation of more junior members (post- doctoral fellows, junior faculty).*
 - iii. Steering committee members vote by ranking their first, second and third choice for the vacant position.
 - iv. Nominees are assigned 100 points for each first-place vote, 10 points for each second-place vote and 1 point for every third-place vote. Nominee receiving the most points is elected as new member.

4. Duties of steering committee members
 - a. Must attend bi-monthly (i.e. every two months) conference calls on a regular basis (at least 2/3 of the time) and participate in voting (new steering committee members, policies). Meetings frequency could be increased to monthly at the discretion of the Chair.
 - b. Must be willing to serve as steering committee chair at least once during tenure.
 - c. Must be willing to dedicate time to preparation/review of grant proposals and manuscripts
 - d. Must be willing to organize an in-person meeting (boundary working group, workshops) at least once during tenure

5. Steering Committee Chair
 - a. One Steering Committee member will serve as Chair for the duration of one calendar year. A second member will serve as the Vice-Chair and take over Chair duties if the Chair is not available.
 - i. No member may serve as Chair or Vice-Chair for two consecutive years.
 - ii. No member may hold both positions at the same time.
 - b. The Chair will organize and chair the Steering Committee meetings, keep track of the attendance, and distribute minutes within 3 days of every meeting.
 - c. A new Chair and new Vice-Chair are elected following the first meeting of every year using the voting procedure described in Section 8:
 - i. Members can be nominated for each position by email ahead of the scheduled meeting or during the meeting itself.
 - ii. Members may nominate themselves or other members.
 - iii. The current Vice-Chair is automatically nominated for Chair, but may withdraw the nomination if unable or unwilling to serve.
 - iv. For each position, the nominee receiving the most votes is elected.
 - v. In the event of a tie, the current Chair casts the tie-breaking vote.
 - vi. A member may be nominated for both positions. If a member is nominated for both positions and receives the most votes for both positions, that member becomes Chair and a separate election is held for Vice-Chair immediately after the results are announced.
 - d. An early vote for the Chair or Vice-Chair shall be held if requested by three or more Steering Committee members or by the Chair, Vice-Chair wishing to step down during a bi-monthly meeting or over email.

6. Retirement from the Steering Committee
 - a. Members who no longer wish to serve on a regular basis in the Committee as stipulated in Section 4 can retire by informing the Steering Committee Chair about that decision. They can apply for the title "Steering Committee Alumnus/Alumna" and will be listed as such on the HSG webpage.
 - b. Members who are unable to routinely perform Steering Committee functions as stated herein are encouraged to retire and may be removed from the Committee as per section 7a.
 - c. Retired members of the Steering Committee have no voting power in selecting new members.

7. Removal from the Steering Committee
 - a. A member of the steering committee may be removed for:
 - i. Failure to meet the Steering Committee functions as stated above

- ii. Unscientific or offensive conduct
 - b. Removal from the steering committee may be initiated by any other member of the steering committee and requires 2/3 vote from the steering committee membership.
 - c. Any member who does not attend bi-monthly conference calls for one year is automatically removed from the Steering Committee.
- 8. Bylaws governing the steering committee
 - a. A set of bylaws governing the steering committee shall be maintained in a shared electronic folder and on the HSG webpage.
 - b. Changes to the bylaws can be adopted by 2/3 majority vote among the steering committee membership.
- 9. Voting
 - a. Voting for electing steering committee members, chair and vice chair, changes to bylaws, removal of steering committee members will be held over the period of four weeks and will use Google Forms or e-mail.
 - b. Processes requiring voting have to be discussed by the members during a minimum of one conference call before the vote is taken.
 - c. The threshold (majority, 2/3) will be established among those members who voted during the voting period. Members who do not vote are not considered in establishing the threshold.
- 10. Normal business:
 - a. Normal committee tasks, i.e., tasks that do not require voting for steering committee appointments/chairs or changes to the by-laws, are decided during conference calls or during in person meetings at conferences.