

CSS TC Leadership Structure and Election/Appointment Procedures of TC Officers

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OFFICER STRUCTURE

Each TC has three officers: Chair, Vice Chair, and Secretary. The Chair and Secretary are elected by TC members and serve 3-year terms. The Vice Chair is nominated by the Chair. All terms end together at the annual TC meeting three years after the officers' appointments.

CHAIR

Chair Election

The Chair is elected by ballot by TC members and must have been a regular TC member for the previous two years. The ballot is held at the annual TC meeting or by electronic means if the position becomes vacant during the term.

Nomination process: Candidates' CVs are circulated, and TC members have at least 15 days to discuss nominations before the ballot is finalized. Self-nominations are permitted. The TC encourages broad participation from all members in both the nomination and election processes. When nominating candidates for Chair, TC members should actively seek nominees considering widening participation across the community including geographic regions, career stages, and institutional affiliations to ensure the TC leadership reflects the breadth of the technical community it serves.

The Vice President for Technical Activities may solicit additional nominations from TC members if the initial nominee pool does not adequately reflect widening participation across the community.

Term limits: A Chair may serve up to two consecutive three-year terms (maximum six years total). A Chair seeking a second term must be re-elected through the standard nomination and election process. After serving two consecutive terms, a former Chair must wait at least three years before being eligible for nomination as Chair again.

Chair Responsibilities

The Chair, supported by the other officers, is responsible for:

- (a) ensuring timely execution of TC activities to achieve the TC's purpose;
- (b) ensuring TC operations comply with CSS Bylaws; and
- (c) serving as the primary communication channel between the TC and the CSS Board of Governors.

The Chair presides over Committee meetings and voting, manages all Society interactions, and reports TC activities to the Board of Governors through the Vice

President for Technical Activities at least once annually and at least 60 days prior to CDC.

The Chair is a member of the CSS Technical Activities Board (TAB) and attends at least the Annual TAB Meeting, typically held during CDC.

The Chair oversees all TC activities, with assistance from officers and members as needed, and is responsible for:

- soliciting TC nominations for awards and for editorial, Distinguished Lecturer, and CASS representative roles;
- ensuring preparation of the annual TC report;
- preparing materials for and participating in periodic TC Reviews;
- maintaining the TC vision and mission;
- nominating the Vice Chair.

For editorial appointments, the Chair monitors editorial board formation schedules and solicits member nominations in a timely manner.

Chair Removal for Non-Performance

The Society President may remove a Chair who fails to fulfill their responsibilities, including but not limited to: failure to submit the annual TC report, failure to respond to requests from the Vice President for Technical Activities or other Executive Committee officers, or failure to attend required meetings. Before removal, the President shall provide written notice to the Chair specifying the deficiencies and allowing a reasonable period (at least 30 days) for the Chair to remedy the situation. Upon removal of the Chair, the Vice Chair immediately assumes the role of Chair on an interim basis, and an election for a new Chair shall be held within 30 days.

VICE CHAIR

The Vice Chair is nominated by the Chair and serves at the discretion of the Chair. The Vice Chair must be a regular member of the TC.

The Vice Chair assists the Chair in all activities, participates in TC review meetings, audits member activities, notifies members of activity lapses, and is responsible for:

- soliciting nominations for CSS journal best paper awards;
- quality assessment and maintaining/raising quality of CSS-sponsored conferences in the TC field;
- other TC activities as delegated by the Chair.

Both Chair and Vice Chair motivate TC members to promote TC-sponsored special sessions and workshops at CDC, CCTA, and other CSS events related to TC activities.

In case of Chair removal or resignation, the Vice Chair assumes the role of Chair on an interim basis until a new Chair is elected.

SECRETARY

The Secretary is elected by ballot by TC members and must have been a regular TC member for the previous three years. The ballot is held at the annual TC meeting or by electronic means if the position becomes vacant during the term.

Nomination process: Candidates' CVs are circulated, and TC members have at least 15 days to discuss nominations before the ballot is finalized. Self-nominations are permitted. The TC encourages broad participation from all members in both the nomination and election processes considering widening participation across the community.

The Secretary:

- records meeting minutes and ensures prompt posting on the TC website;
- maintains the Roll of Members including email addresses;
- maintains mailing lists for TC members and officers;
- maintains records of member attendance at annual meetings and participation in activities;
- serves as focal point for maintaining the TC website and coordinating media/web TC presence;
- acts as TC Treasurer, ensuring timely expenditure of the annual TC allowance on TC-related activities.

OFFICER REMOVAL

The Chair or Secretary may be removed before term-end by a majority anonymous vote of TC regular members, initiated by a motion signed by at least one-fourth of TC regular members. The Vice Chair serves at the discretion of the Chair and may be replaced by the Chair at any time.

ADDITIONAL ROLES

Beyond officer roles, other duties may involve periodic tasks or occasional tasks for which temporary positions or working groups may be formed, reporting to the officers.

IMPLEMENTATION OF REVISED PROCEDURES

These revised procedures shall take effect in 2026. To align all TC officer terms with the new structure while respecting current Chair commitments, implementation will occur as follows:

- (a) TCs whose Chair terms expire in 2026 shall hold elections in 2026 for both Chair and Secretary under the new procedures, with both officers beginning their three-year terms in 2027
- (b) TCs whose Chair terms expire in 2027 shall hold elections in 2027 for both Chair and Secretary under the new procedures, with both officers beginning their three-year terms in 2028
- (c) TCs whose Chair terms expire in 2028 shall hold elections in 2028 for both Chair and Secretary under the new procedures, with both officers beginning their three-year terms in 2029

All current Chairs shall nominate a Vice Chair immediately upon these procedures taking effect in 2026.

The Vice President for Technical Activities shall maintain a transition schedule coordinating all elections to ensure proper implementation of the revised procedures.