

***Bioconductor Project* Mission and Community Advisory Board Purpose**

The mission of the Bioconductor Project is to promote the statistical analysis, visualization, and comprehension of current and emerging high-throughput biological assays. *Bioconductor* is based on software packages written primarily in the R programming language. *Bioconductor* is committed to open source, collaborative, distributed software development and literate, reproducible research. Enabling user and developer communities is an essential part of our mission.

The Community Advisory Board's (CAB) purpose is to support this mission by

- Enabling productive and respectful participation in the *Bioconductor Project* by users and developers at all levels of experience.
- Empowering user and developer communities by coordinating training and outreach activities.

Community Advisory Board Membership

Nominations for the Board's regular members are evaluated with the following guidelines:

- The Board consists of 8 to 20 members (see "Selection and terms of membership" below).
- The Bioconductor Community Manager is automatically included as part of the CAB
- Provide a broad representation of the *Bioconductor* scientific community: emerging and established researchers; biological, statistical, and computational emphases; and areas of scientific research.
- Include representatives from relevant Bioconductor working groups and other software communities
- Strive for diverse representation of gender, ethnicity, geography, and other aspects of the *Bioconductor* community.

Executive officers include the following positions:

- Chair(s). Responsible for overall Board leadership, establishing meeting agendas and managing meetings, committee oversight, Board conduct, Board learning & development (e.g., new member recruitment; succession planning).
- Vice-chair (optional where there are Co-Chairs). Provide short-term leadership in support of the chair.
- Secretaries. Responsible for communication of Board activities, scheduling and sharing of meeting material, collation and release of approved meeting minutes.
- An individual Liaison Officer jointly appointed to the Technical Advisory Board (TAB) and CAB. Communicate TAB Guidance to the CAB, and communicate CAB activities to the

TAB.

Procedures (inherited from Bioconductor's Technical Advisory Board)

Selection and terms of membership

1. Members and executive officers are elected to available positions over a three-month process, conducted annually.
2. Members are elected to a three-year renewable term.
3. **Members**
 - 3.1. Members, including renewing members, are nominated through a process that includes public solicitation of nominees (Month 1); nomination by current Board members (Month 2) and supermajority approval by current Board members (Month 3). The solicitation and outcome of the nomination process are intended to be transparent. Discussion is conducted private to the CAB. Voting is private and coordinated by the Secretary. If the Secretary is among the nominees, the Chair appoints another member of the Board to coordinate the voting process. A weighted rank is used for voting.
 - 3.2. Solicitation of new members should coincide with the annual North American Bioconductor conference.
 - 3.3. Members of the Community Advisory Board should start or join an existing working group and report on progress periodically during meetings.
 - 3.4. Any member expecting to be absent for more than a single consecutive meeting should request a leave of absence by communication to the Secretary. The executive officers may select temporary replacements for seats vacated by an extended leave of absence.
4. **Executive Officers**
 - 4.1. Executive officers are current Board members nominated (Month 2) and elected by supermajority (defined by "Quorum and Voting" section below) vote of Board members (Month 3). Discussion and voting procedures are similar to standard membership.
 - Executive officers should have one or more years of regular member experience within the previous 3 years.
 - 4.2. Executive officers serve terms that provide continuity, e.g., one office filled each Year.

Early termination

- If a member attends fewer than 33.3% of Board meetings during a membership year (< 4 meetings a year), without taking leave, their seat will become available for re-election. In

this situation, the member may run for renewal. The process will consist of a warning by the current CAB executives when attendance falls below the threshold; if attendance is not improved, a notification of removal

- Early termination is ideally obtained through mutual agreement of member and chair, e.g., due to competing obligations.
- A supermajority of Board members may, in exceptional circumstances, vote to terminate Board membership or executive officer position.

Board meetings

- Board meetings are scheduled for the second Thursday of each month at a convenient time.
- The Agenda is established by the Chair(s) in open consultation with the Board. The agenda is communicated by the Secretary to Board members.
- Action items are identified during the meeting, to be executed by Board members or delegated to committees overseen by the Chair. Action items are usually identified through consensus, but may be subject to supermajority vote if consensus cannot be reached.
- Outcomes of the Board are summarized in an Annual report, prepared by Chair and approved by Board by a simple majority vote.
- Meeting summaries are communicated to Board members and Bioconductor community in a timely fashion by the Secretary.

Quorum and voting

- Quorum is defined as one-third of current Board membership
- Formal votes will be conducted by electronic means requiring a majority or two-thirds supermajority of votes cast “yes” divided by (“no” + “yes”) greater than or equal to $\frac{2}{3}$.
- Abstentions, explicitly or because no vote is cast, are not included in vote tallies.

Executive ability

- The CAB recognizes that it lacks the ability to require execution of action items, and relies on the good-faith efforts of Board members for accomplishing the *Bioconductor* mission.

Changes to this document

- This document can be amended by a supermajority vote of the Community Advisory Board.

Committees and Working Groups of the Board

Committee and Working Group procedures

- Committees provide strategic guidance to the Board on overarching areas of concern. Committees are defined with structured interactions (e.g., regularly scheduled meetings or documented forms of communication) and ongoing responsibility to report to the Board.
- Working groups focus on implementing specific short-term goals. Working groups exist for several months, adopting diverse approaches to accomplishing goals. Working groups typically produce a specific outcome, summarized to the Board.
- Working Groups must produce a short written summary of the goals of the Working Group that will be reviewed by the Board prior to recognition of the group. The group must identify a chairperson who will represent the group to the Board, set the agenda for each Working Group meeting, and be listed as the contact person for anyone wishing to join the Working Group.
- Appointment to committees and working groups is at the discretion of the Committee Or Working Group Chair.
- Members of committees and working groups are not required to be members of the Board.
- The Chair, Committee, or Working Group members report to the Board on terms established at the time of formation, e.g., monthly progress (Committees), milestones (Committees or Working Groups), significant public actions. Communication is facilitated by the Secretary.