

# **ACM Multimedia Systems (MMSys) Steering Committee Bylaws**

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## **1 Introduction**

The ACM Multimedia Systems (MMSys) conference is the premier venue for researchers at the intersection of multimedia applications and the systems that support them. Multimedia data including audio, images, and video, typically require more specialized handling compared to their textual counterparts. MMSys provides a forum for researchers to present and share their latest research findings in multimedia systems. While research about specific aspects of multimedia systems is regularly published in the various proceedings and transactions of the networking, operating systems, real-time systems, databases, mobile computing, distributed systems, and middleware communities, MMSys aims to cut across these domains in the context of multimedia data types. This provides a unique opportunity to investigate the intersections and the interplay of the various approaches and solutions developed across these domains to deal with multimedia data types.

## **2 Overall Steering Committee Roles and Responsibilities**

The MMSys steering committee exists to serve the multimedia computing and networking community through leadership of the ACM MMSys Conference series. The steering committee is responsible for the overall health and direction of the MMSys conference. In particular, the overall steering committee should:

- Oversee the long-term planning of the conference, its locations, organizers, and high-level program parts
- Oversee the annual ACM MMSys Conference week, helping the organizers execute the most effective conference possible
- Guide the overall direction of the conference, encouraging and catalyzing research areas of relevance to ensure the importance of ACM MMSys to the computing field
- Provide historical knowledge for ACM MMSys organizers to avoid replicating past problems
- Help create a welcoming environment at MMSys to encourage discussion, diversity, and community
- Oversee the fiscal well-being of the conference

### **2.1 Steering Committee Meetings**

The MMSys steering committee should meet at least once a year at the conference and should include organizers from the following year's conference organizing committee. The annual conference meeting should go over the status of the current conference (things that are going well, changes that the organizers had to make, and other information vital to the current conference). The meeting shall also consider changes to the current steering committee membership as needed. The meeting will also update the historical statistics, as needed, in the Appendix.

The MMSys steering committee, in an effort to support future conferences, shall convene meetings with the organizers of the upcoming year's conference and as necessary to support the ongoing operation of the steering committee and conference series.

### **3 Steering Committee Roles and Responsibilities**

The steering committee shall consist of no fewer than 5 and no more than 9 members of the multimedia systems community. Members of the steering committee are expected to be distinguished scientific leaders in the multimedia systems research area and committed to serving and improving the MMSys conference series.

#### **3.1 Steering Committee Member Responsibilities**

Each committee member is responsible for:

- Advocating for the ACM MMSys community through leadership and engagement with academic and industry partners.
- Attending the annual MMSys conference. It is expected that each member will miss no more than 2 conferences over a 5 year sliding window. Failure to meet this expectation without significant contribution to the overall mission of the conference may lead to replacement by future nominees.
- Attending steering committee meetings, typically remote when not at one of the major multimedia conferences.
- Ensuring that the MMSys conference is an inclusive, safe, and respectful environment for all attendees.
- Assisting MMSys organizers in identifying people to serve on program components such as keynotes, panels, and other organizing committee roles.
- Assisting MMSys organizers with identifying sponsorship opportunities.
- Helping the conference chairs achieve the highest-quality program for MMSys.
- Helping organizers publicize the various CFPs.

#### **3.2 Steering Committee Chair Additional Responsibilities**

The steering committee chair is tasked with all the responsibilities listed in *Steering Committee Member Responsibilities*. In addition, the steering committee chair is responsible for:

- Helping the conference organizers through the ACM TMRP process and other organizing issues.
- Calling and organizing steering committee meetings.
- Being a strong advocate for community and inclusion at the MMSys conference.
- Preparing and presenting the annual report for the SIGMM meeting or arranging an appropriate proxy to do so.
- Seeking consensus on all issues that the steering committee may bring up for discussion.
- Keeping the membership of the MMSys Steering Committee, both full members and advisory members, up to date.
- Keeping the bylaws (particularly the Appendix) up to date for historical purposes.

The steering committee chair does not possess any special veto or voting rights. The chair is, by and large, the main organizational and historical tracker for the MMSys conference.

#### **3.3 Steering Committee Vice Chair Additional Responsibilities**

The steering committee vice chair is tasked with all the responsibilities listed in *Steering Committee Member Responsibilities*. In addition, the steering committee vice chair is responsible for assisting the chair in carrying out his or her responsibilities, and to stand in for the chair in his or her absence.

## 4 Process for Steering Committee Membership Changes

This section describes the process of nominating, adding, and replacing members. Exceptions to the rules or criteria below can be made through a unanimous vote of the steering committee.

### 4.1 Adding New Steering Committee Members

The steering committee welcomes new members to the steering committee. Nominations can be made by an existing ACM Multimedia Systems steering committee member at one of the steering committee meetings.

Each nominee must meet the following criteria:

- Served as either General Chair or Program Chair for an ACM Multimedia Systems conference
- Attended 3 of the last 5 ACM Multimedia Systems conferences

Through a majority vote of the existing steering committee, the nominee will be confirmed onto the steering committee. There are no limits to the number of nominees that can be added in a given year, assuming they meet the criteria outlined above.

### 4.2 Replacement of Steering Committee Members

Should the steering committee membership exceed 9 members, the following replacement algorithm will be used. Steering committee members will be removed in the following order:

- Members not following roles and responsibilities.
- Voluntary replacement for any existing members.
- Longest serving member who has not attended the conference in the last 2 years.
- Longest serving member.

### 4.3 Steering Committee Chair Replacement

When the steering committee chair has served 5 years or if the steering committee chair wishes to step down, a new steering committee chair will need to be selected. The following procedure will be followed. The newly elected chair's term will begin after the election. The current steering committee chair will not participate in the vote except if there is a tie in the final vote. The chair election process will follow the following algorithm:

- The current chair (who will not vote) will take an anonymously submitted rank ordered vote of the current steering committee members for nominees.
- Tallying the average rank of each of the nominees voted for, the top two will be voted on.
- An anonymous vote for one of the top two will be conducted.
- Should there be a tie, the current steering committee chair will vote for one of the two.

The term of the vice chair follows that of the chair. The new steering committee vice chair will need to be selected together with the chair following the same procedure as above.

## 5 Decisions and Voting

To ensure objectivity and fairness in the decision-making process, the following rules have been adopted for the steering committee members. Each steering committee member will have one vote.

- *A majority vote is required for all decisions.* Votes can be in absentia if the steering committee member has been apprised of all the discussion related to the matter being voted on.

- *Voting for conference venues.* If a vote for multiple future conference venues is to be taken, each steering committee member will rank each perspective site. The chair collates the ranked lists and computes the average rank for each venue.
- All voting is anonymous. Committee members may reveal their votes if they wish, but there is no obligation to do so.

## **6 Updating Bylaws**

Modifications to the bylaws can be made at a steering committee meeting with a 2/3rds majority of affirmative votes.

## **7 Steering Committee Advisory Members**

The MMSys Steering Committee may wish to have non-voting members who can provide advice and insight for the MMSys Conference. Such members may be:

- People who have been identified as potential leaders, general chairs, or program chairs of MMSys that would benefit from hearing the discussions during the steering committee meeting.
- Past Steering Committee members who wish to continue providing advice and insight for the community.

Nominations for Advisory Members can be made to the steering committee through an existing steering MMSys steering committee member. With a majority vote from the steering committee, a nominee can be added as an Advisory Member for a term of 4 years and can be renewed at the end of the term.

There are no specific requirements for an advisory member except good standing within the community.