

# CIKM Bylaws

## 1. Introduction

### 1.1. *Name*

The official title of the Conference is "Conference on Information and Knowledge Management". The official abbreviation, for year: yyyy is "CIKMyyyy"

### 1.2. *Purpose*

The purpose of the Conference on Information and Knowledge Management is to provide a forum for publication, presentation, and discussion of scientific papers in the general area of data management, whether that information is text, structured data, encoded knowledge, or combinations thereof. In other words, the papers of interest to CIKM fall in the neighborhood (hybrid areas) of database management, information retrieval, and artificial intelligence.

An additional purpose of CIKM is to foster the growth of these research areas. We seek, for example, to improve the quality of the conference year after year. We also seek to encourage young researchers to enter these fields, through poster sessions, tutorials, workshops, and conference sessions and social events. We are also interested in having CIKM workshops spin off as new conferences.

### 1.3. *Language*

The official language of the conference is English.

### 1.4. *Schedule and Location*

CIKM normally takes place in early November each year. CIKM is an annual conference. Major holidays should be avoided as well as conflicts with closely related conferences. Dates must be specified in any would-be organizers' bid to host CIKM, and the bid needs to be approved by the steering committee (SC) before any announcement appears.

## 2. CIKM Organization

### 2.1. *Steering Committee Roles and Responsibilities*

The CIKM conference is overseen by a Steering Committee (SC). The SC has the responsibility to encourage and foster conference proposals from prospective organizers. The SC has ultimate authority and responsibility to ensure the success and continuation of these conferences, subject to agreements that may exist with sponsoring societies.

### 2.2. *Steering Committee Votes*

There are two categories of votes:

1. Structural votes. These votes require a two-thirds vote of the SC.
2. Operational votes. These votes require a majority vote of the SC.

Structural votes pertain solely to changes in the bylaws and any decisions pertaining to the sponsorship of CIKM.

All other votes are operational.

### **2.3. Membership and Terms**

The SC is composed primarily of highly respected members of the research communities served by the CIKM conference. The number of voting members shall not exceed nine. The SC is to be balanced, in the sense that the key communities, database management and information retrieval, shall be represented as evenly as possible. Nominees to the SC are expected to have a significant record of attendance and service to the CIKM conference.

Any member of the SC may nominate a candidate for SC membership. Members are added to the SC by an operational vote. No more than two SC members may be from the same institution. Each SC member shall have one vote at the SC meetings. The SC chair has the deciding vote in cases of tied votes.

The SC appoints a Chair from its own members by an operational vote of the SC. The SC Chair's term is four years, and the Chair can be re-elected one time for a total of two consecutive four-year terms. Steering Committee members have four-year appointments. Any SC member can be re-elected for four more years (for a total of two consecutive terms). All SC membership votes are operational.

| Any SC member may be removed from the SC by a **structural vote** of the SC.

In any case where an SC member resigns or is removed, a replacement shall be appointed by an operational vote and the replacement will complete the term of the SC member. Any partial or replacement term does not count toward any term limit.

Each sponsoring SIG can appoint a liaison member of the Steering Committee. These liaison members participate in the SC with voice but without vote.

### **2.4. Honorary Membership**

The SC may have "honorary" members from those who have served on the SC in the past and have contributed "significantly" to CIKM. Any SC members can nominate those who are qualified and the SC approves, by two-thirds vote of the SC, based on their contributions and service to the CIKM to be honorary SC members. Honorary SC members serve with voice but without vote. There is no term limit on honorary membership.

### **2.5. Selection of General Chair and Program Chairs**

The SC approves and appoints the General Chair and Program Chairs for each CIKM conference. It is recommended that this be done at a minimum of two years prior to the conference. An operational vote is required.

## **2.6. Meetings**

The SC shall meet at least annually during CIKM week at a time convenient for all SC members. The SC meets in an executive session (i.e., a closed meeting). Reasonable travel expenses incurred as a result of attendance at a SC meeting should be covered for all voting and honorary members.

## **2.7. Listing of Members**

The membership of the SC is to be listed in the annual conference proceedings, technical program, and the CIKM website.

## **2.8. Administrative Duties**

The CIKM SC consists of a SC Chair and members. The SC takes responsibility for making CIKM conferences successful and of the highest quality. This includes:

- Soliciting proposals for future conferences
- Determining the time and location of the CIKM conference
- Approving the budget submitted by the GC
- Promoting the conference
- Soliciting sponsorships
- Updating and revising conference bylaws
- Storing historical CIKM conference related information and SC meeting notes

# **3. Submission of Proposals to Host CIKM**

## **3.1. Proposal Submission Procedure and Contents**

The CIKM SC must solicit actively proposals from the relevant research communities (DB, IR, and KM/AI). Also, the SC invites proposals from responsible groups or individuals who wish to host CIKM conferences. Proposals must be submitted to the CIKM SC Chair.

Proposals must include a proposed location, e.g. a specific city or university, proposed dates for the conference, and a nominee for General Chair and nominees for Program Chairs with their resumes. Proposals may include nominations for other conference officers, a description of a specific proposed location such as a hotel or university conference facility, and possible social events and corporate sponsors.

The SC will entertain all serious proposals, and in doing so may request additional information from the proposers. Preference may be given to those who have participated in prior CIKM conferences as, for example, attendees, authors, or PC members. It is recommended that those interested in hosting CIKM submit proposals at least two years in advance of the meeting. The General Chair and the PC Co-Chairs shall not submit papers to their own CIKM conference. Chair/PC-Chairs of workshops shall not submit papers to their own workshops (but may submit to the CIKM conference).

The general principle for reviewing and selecting papers or tutorial or workshop proposals and papers is one of anonymity. Thus, those who will have access to all the reviews should be prevented from submitting papers.

### **3.2. Conference Officers**

The CIKM conference in a given year is the responsibility of the General Chair (GC). The GC's responsibilities are as specified in ACM's documentation, in addition to those specified in these bylaws. In particular, the GC is responsible for nominating or appointing other conference officers.

The SC approves and appoints the General Chair and Program Chairs for each conference by an operational vote (to make sure that a GC with the highest qualification is chosen) of the SC, and approves (or disapproves) proposed locations. The GC may expect the SC's advice and support in every aspect of conference organization.

The PC Chairs, in consultation with the GC, appoint the program committee members.

### **3.3. Conference Web Site**

The GC and Organizing Committee shall build and maintain a conference web site. The web site should use the conference logo (if one is approved by the SC) and name along with other information. It should have a professional look.

### **3.4. Continuity**

The CIKM conferences have been sponsored by ACM and SIGs since 1993. The SC reserves the right to seek alternate sponsorship if in the SC's judgment that would be in the best interest of the conference and its attendees.

The SC should plan several years ahead. Ideally, by the time of CIKM  $n$ , the location, GC and PC Chairs for CIKM  $n+2$  will have been selected, and preliminary approval secured from ACM. By that same time, GC/PCs should have been selected for CIKM  $n+3$ , and proposals for hosting CIKM  $n+4$  should be solicited.

## **4. Modifications, Charter and Other Matters**

### **4.1. Changes to CIKM Bylaws**

These bylaws may be changed by a structural vote of the SC. The sponsors are to be informed of any changes. Any change in these bylaws that results in a violation of any sponsoring organization's policy will require a structural vote of the SC, and such changes may be made only with due regard for the implications on sponsorship.

Initial adoption of these bylaws will be by a structural vote of the SC.

### **4.2. Charter**

This charter was created in June 2007. These bylaws will take effect immediately upon a successful structural vote of the SC.

### **4.3. Unspecified Matters**

All cases and issues within the scope of the CIKM conference but not provided for herein shall be handled by a resolution of the CIKM SC.