

Belle II bylaws

June 19, 2017: Adopted by the Institutional Board
Oct. 11, 2017: Code of conduct, bylaw on joint membership added

Institutional Board

1. Duties

- 1.1 The institutional board (IB) sets operating policies for the collaboration.
- 1.2 The IB will ratify the collaboration by-laws and its own by-laws.
- 1.3 The IB will appoint a Nominating Committee of nine members of the collaboration (reflecting the regional composition of the collaboration) who will be responsible for nominating individuals to stand for election as Spokesperson.
- 1.4 The IB will develop a policy on admission of new members to the collaboration.
- 1.5 The IB will develop a policy on the rights of current and former members of the collaboration.
- 1.6 The IB will develop a policy on authorship of physics and instrumental publications.
- 1.7 The IB will develop a policy on public distribution of collaboration physics results.
- 1.8 The IB will elect the chairs of the Speakers and Publications committees, and will vote upon members nominated by the IB Chair.
- 1.9 The IB will appoint ad hoc committees upon the request of the Spokesperson or IB Chair, or upon a vote of the IB. These committees will report to the IB.
- 1.10 The IB will ratify decisions (such as technology choices) that are made by ad hoc committees formed by the Executive Board.
- 1.11 The IB will gather commentary from the collaboration members regarding conditions at the KEK laboratory. The IB chair will forward such commentary to the KEK management as he/she sees fit.

2. Members

- 2.1 The IB consists of representatives of those collaborating institutions having at least one faculty and/or permanent staff member.

- 2.2 Each institution chooses one representative to sit on the IB for an indefinite term. The representative must be a Belle II member.
- 2.3 The Spokesperson, Financial Officer, and the Project Manager are ex officio voting members of the IB, but are not the representative of their respective institutions.
- 2.4 If necessary, an IB representative can be removed from his/her position by a two-thirds majority of the full IB, upon which the institution will appoint a new representative.

3. Organization

- 3.1 The IB representatives elect the Chair from among themselves. Neither the Spokesperson, Financial Officer, nor the Project Manager can serve as the Chair or Deputy Chair. The Chair and Deputy Chair continue to represent their institutions.
- 3.2 The elected person will serve a two year term, one year as Deputy Chair, followed by one year as Chair, non-renewable.
- 3.3 If the Chair is unable to complete their term, the Deputy becomes Chair for the remainder of that term, plus their own one year term. An election for a new Deputy is held. If the Deputy is unable to complete their term, an election is held for a new Deputy, who will serve a shortened term as Deputy before becoming Chair.
- 3.4 The Chair will distribute an agenda at least one week prior to regularly scheduled meetings, and will chair these meetings.
- 3.5 In the Chair's absence, the Deputy will chair the IB meeting.
- 3.6 To elect a new Chair, the IB will appoint a Nominating Committee of three IB members (reflecting the regional composition of the collaboration) who will be responsible for nominating individuals to stand for election as the IB Chair. The Nominating Committee will be given its charge at least three months before the end of the term of the current IB Chair. The IB Chair is elected in a vote by IB members. The ballot will be organized by the Deputy Chair.

4. Meetings

- 4.1 The IB will have regularly scheduled meetings to coincide with the collaboration's general meetings.
- 4.2 The IB chair may invite visitors to an IB meeting where their presence is deemed necessary.
- 4.3 The IB chair may call for additional IB meetings as needed.

- 4.4 Between regularly scheduled meetings, the IB chair may call for an electronic ballot on any matter of urgency.
- 4.5 The IB deputy Chair will maintain minutes of all meetings and will record the results of all votes. If the IB deputy Chair is absent for a given meeting, the IB chair will choose a one-time replacement.

5. Voting

- 5.1 A quorum consists of a majority of the IB membership. No votes can be taken at a regularly scheduled meeting without a quorum. In the absence of quorum, the chair may schedule an extraordinary IB meeting at the same B2GM, for which the quorum is reduced to 25%. The meeting must be announced at least 16 hours in advance.
- 5.2 Each IB representative votes on his/her institution's behalf at regularly scheduled IB meetings and in any online ballots.
- 5.3 If an IB representative is unable to attend an IB meeting, he/she may designate a substitute representative from his/her institution.
- 5.4 If an IB representative is unable to attend an IB meeting and does not designate a substitute representative, he/she may give his/her proxy to vote to another sitting IB member by informing the IB chair.
- 5.5 Admission of new collaborating institutions and/or new faculty and/or permanent staff members requires a two-thirds majority of the IB members present at the meeting and publication of the admission petition documents in the agenda before the meeting. Such votes cannot be done by electronic ballot.
- 5.6 Amendment of Bylaws requires a two-thirds majority of the IB members present at the meeting and publication of the old and new wording, as applicable, in the agenda before the meeting. Such votes cannot be done by electronic ballot.
- 5.7 Unless otherwise specified, matters will be decided by a simple majority of the IB members present at the general meeting, or a simple majority of the full IB membership during an electronic ballot.

Membership

6. Rights

Members have the right to access collaboration electronic services, including the internal web pages, mailing lists, document server, and software repository; to access data; to attend internal meetings; and to review public documents and presentations.

7. Code of Conduct

Members are expected to exhibit scientific integrity by following good scientific practice and acting in a way that prevents damage to the Belle II collaboration. Members may not reveal sensitive internal information to non-members until it has been approved for public presentation by the collaboration. Examples of such information include, but are not limited to, possible discoveries of new particles or phenomena or new analysis techniques. Members may not work as a member of a different experiment on an analysis that is similar to one that they are performing on Belle II, or that is being carried out under their supervision, including analyses being done in a working group of which the member is a convener or coordinator. Members who hold leadership positions in other collaborations should report this to the IB Chair and the Spokesperson.

Members shall not engage in violent, harassing, sexist, racist, or discriminatory behaviour.

8. Types of memberships

- 8.1 Physicist—faculty/staff: have a PhD, and hold a tenure-track or nominally permanent academic position.
- 8.2 Physicist—term limited: have a PhD, and are in a term-limited academic position.
- 8.3 PhD student: physics PhD student.
- 8.4 MSc student: physics graduate student not in a PhD program.
- 8.5 Undergraduate student
- 8.6 Technical: Technical staff and students. Can include PhD physicists who work primarily in technical areas.
- 8.7 Emeritus: Members who were “Physicist—faculty/staff” for at least two years, who have now retired, and are receiving limited or no funding.
- 8.8 Visitor on the way to membership: Faculty or permanent staff at a Belle II institution who want to start work on the experiment prior to the consideration of their membership application by the Institutional Board. Limited to a maximum of six months.
- 8.9 Visitor: Physicist from a non-member institution who wishes to work on Belle II for a limited time period.

9. Membership procedures

- 9.1 All members must be associated with an institution that has been admitted to the Belle II collaboration.

9.2 Members in categories other than Technical may not also be members of the LHCb collaboration, except in a technical (non-physicist) role. This restriction does not apply to individuals who were members of both Belle II and LHCb on July 1, 2017. Additional exceptions may be authorized by a vote of the Institutional Board.

9.3 Admission procedures:

(a) Physicist—faculty/staff:

Faculty or permanent staff who want to become a Belle II member should send a Letter of Intent along with a statement from the Institute Representative to the Institute Board (IB) chair. Their admission requires approval by a two-thirds majority of the IB members present at the IB meeting. The material must be made available to the IB prior to the meeting. Such votes cannot be done by electronic ballot. Existing members in this category do not require a vote of the IB if they move to a different Belle II institution.

(b) Physicist—term limited; PhD student; MSc student; undergraduate; technical:

Admission of members in these categories requires registration in the membership management system, including approval by the Institutional Representative.

(c) Emeritus:

Members in the Physicist—faculty/staff category who wish to become Emeritus should send a Letter of Intent along with a statement from the Institute Representative to the IB chair. Their admission requires approval by a two-thirds majority of the IB members present at the IB meeting. The material must be made available to the IB prior to the meeting. Such votes cannot be done by electronic ballot.

(d) Visitor on the way to membership (VOM):

New faculty or permanent staff members who want to start working on the experiment prior to the consideration of their membership application by the IB can request a VOM appointment by sending their membership application materials (Letter of Intent, plus statement from the Institutional Representative) to the IB chair. The IB chair will distribute the request and materials to the full IB for consideration. If no IB member objects within 15 days, the IB chair will approve VOM status until the next IB meeting. In case of an objection the VOM status is not granted and the matter is postponed to the next IB meeting.

(e) Visitor

Applicants should send their Letter of Intent along with a statement from the Institute Representative to the Institute Board (IB) chair. The IB chair will distribute the request and materials to the full IB for consideration.

If no IB member objects within 15 days, the IB chair will approve Visitor status for one year. In case of an objection the Visitor status is not granted and the matter is postponed to the next IB session, where Visitor status can be approved by a two-thirds majority vote of the IB members present. The status can be renewed following the same procedure.

- 9.4 The Institutional Board chair will announce new members and present membership statistics during IB meetings and in a plenary session at B2GMs.
- 9.5 The Institutional Representative must annually verify the continued membership of all students, technical, and emeritus members. Such members who are not renewed are deemed to have left the collaboration.
- 9.6 Individuals can resign from Belle II using the Membership Management System (MMS). Alternatively, Institutional Representatives can indicate that an individual has left Belle II using the MMS.
- 9.7 The Spokesperson, upon consultation with coordinators and other senior management, may recommend to the Institutional Board Chair that a Member be removed from the collaboration. The IB Chair will terminate the membership if the recommendation is approved by a two-thirds majority of the IB members present, if the vote is held at an IB meeting, or by a two-thirds majority of all IB members, if the vote is electronic.

10. Attributes of different membership categories:

The different membership categories may or may not:

- require a vote in the Institutional Board for admission;
- count towards a funding agency's obligations to provide Maintenance and Operations (M&O) funding and central computing;
- be included in the calculation of shifts and service work to be provided by an institution;
- enable the member to be an author after the completion of the required service work; and
- allow the member to vote in a Spokesperson election.

These distinctions are summarized in the following table.

Speakers Committee

11. Preamble

The role of the speakers committee is to obtain the optimal exposure of Belle II at international conferences and workshops, ensuring high-quality presentations and

Category	M&O		Service		Spokesperson election
	IB vote	accounting	accounting	Authorship	
Physicist—faculty/staff	Y	Y	Y	Y	Y
Physicist—term limited	N	Y	Y	Y	Y
PhD student	N	N	Y	Y	Y
MSc student	N	N	N	N	N
Undergraduate	N	N	N	N	N
Technical	N	N	N	N	Y*
Emeritus	Y	N	N	N	Y
Visitor on the way to membership	Y	N	N	N	N
Visitor	Y	Y**	Y**	N	N

* upon request of the Institutional Representative

** if the duration is longer than one year

speakers, and an equitable distribution of talks among the collaboration, while promoting the careers of members.

12. Responsibilities

12.1 The speakers committee will organize Belle II talks at international conferences and workshops and at major laboratories. This includes soliciting talks and submitting abstracts.

- (a) Regional conferences, which include participants from a single or limited group of countries, are not the responsibility of the committee, unless explicitly requested by the relevant group within Belle II.
- (b) Computing, software, and single-detector-subsystem talks are organized by the relevant coordinator.
- (c) Personal invitations to give Belle II talks that fall within the responsibility of the committee must be reported to the committee, who must approve the invitation before it can be accepted.

12.2 The committee will select speakers considering the following criteria:

- (a) Appropriate expertise;
- (b) Significance and visibility of the talk;
- (c) Contribution to the collaboration, particularly in areas other than physics analysis;
- (d) Priority to members who have not given a talk recently;
- (e) Career advancement;
- (f) Reasonable distribution within different geographic regions and institutions;

- (g) Input provided by management, conveners, executive board, and the collaboration as a whole, including self-nominations.
- 12.3 The committee will organize practice talks with appropriate reviewers for all presentations. The slides should be available 24 hours before the practice. The talks will be open to the collaboration.
- 12.4 Talks must receive a final approval from the committee before they can be presented.
 - (a) Material that includes Belle II data can be shown only if it has been approved for public presentation.
 - (b) As an exception, students may show non-quantitative material from their own analysis with the approval of the relevant convener.
- 12.5 The committee will maintain a database of potential speakers. The committee will make the record of previous and planned talks and speakers available to the collaboration, and ensure that final versions of talks and conference write ups are stored in the document server.

13. Membership

- 13.1 The Chair of the speakers committee will be elected by the Institutional Board (IB). Term is two years, renewable once.
- 13.2 The remaining members of the committee are nominated by the IB Chair, in consultation with the Spokesperson and the Chair or incoming Chair of the speakers committee. Nominees are ratified by the IB, and are appointed for a two-year term, renewable once. Half of the committee is renewed every year.
- 13.3 The Spokesperson and Physics Coordinator are ex-officio members of the committee.

Publications Committee

14. Responsibilities

The Publications Committee is responsible for:

- 14.1 Overseeing reviews of physics journal publications and conference results.
- 14.2 Approving papers for submission to the arXiv, journals, or conferences, and approving interactions with referees. This includes single-author conference proceedings resulting from Belle II physics talks, but not technical papers with restricted author lists, nor conference proceedings resulting from technical talks.
- 14.3 Maintaining and generating author lists.

14.4 Providing technical support to authors.

14.5 Maintaining a database of papers and associated internal and public material.

15. Membership

15.1 The Chair of the Publications Committee is elected by the Institutional Board (IB). Term is two years, renewable once.

15.2 The remaining members of the committee are nominated by the IB Chair, in consultation with the Spokesperson and the Chair or incoming Chair of the Publications Committee. Nominees are ratified by the IB, and are appointed for a two-year term, renewable once. Half of the committee is renewed every year.

15.3 The Spokesperson and Physics Coordinator are ex-officio members of the committee.

Authorship

16. Specification of the author list

16.1 Authors are members in the Physicist—faculty/staff, Physicist—term limited, and PhD student categories who have completed the individual service work requirement specified below. The Publications Committee may add other members as authors to a specific paper if they have made significant contributions to that paper.

16.2 Members in the Physicist—faculty/staff, Physicist—term limited, and PhD student categories must devote 6 months equivalent of their research time to service work prior to becoming authors. The nature of the work should be negotiated with Belle II management. After the completion of this work, the Publications Committee will add the member to the author list upon the request of the IB representative and agreement of the relevant convener or coordinator.

16.3 Authors remain on the author list after leaving Belle II or becoming an Emeritus member for a period of six months for every full year as a Belle II author, or as a member in the Physicist—faculty/staff, Physicist—term limited, or PhD student categories prior to the creation of the Publications Committee, to a maximum of two years.

16.4 The author list for an individual paper consists of members who are eligible authors on the date on which the paper enters collaboration-wide review, and who certify by the date specified by the Publications Committee that they are aware of the paper and agree to the submission.

16.5 Authors will be listed alphabetically on papers. Corresponding authors will not be indicated in the text of the article.

17. Institutional responsibilities

17.1 Institutions are expected to contribute to the experiment in ways other than physics analysis at a level consistent with the number of authors from that institution, and to ensure that their national group provides the appropriate levels of M&O and collaboration-wide computing. The Spokesperson, upon consultation with coordinators and other senior management, may recommend to the Publications Committee that an institution's authors be removed from the author list if the institution is not providing an adequate contribution.

Review process

18. Review committee

18.1 The Publications Committee will form a three-person review committee upon request of the working group convener. At least two of the three members should be from outside the working group.

18.2 The Publications Committee will assign one of its members to monitor the progress of the review and to assist the review committee and authors with language, style, and presentation.

18.3 The review committee will approve the unblinding of the analysis, if appropriate, when it is satisfied with the analysis and internal documentation.

18.4 Review committee members are expected to respond to analysts in a reasonable period of time. If one review committee member is causing significant delays, the review committee chair can decide to proceed without that reviewer. The Publications Committee chair may replace reviewers if necessary to keep the review progressing at a reasonable rate.

18.5 When the review committee is satisfied with the analysis and internal documentation, the analysis is presented to the working group.

18.6 The mailing list used for communications between the review committee and authors, the internal documentation, and all other relevant information will be available to all collaborators.

19. Collaboration wide review

19.1 When the review committee and working group convener agree that the paper or conference note is ready for submission, the review committee chair will request that the Publications Committee start the collaboration wide review.

- 19.2 Preliminary results to be shown at a conference, but not submitted to a journal, must be accompanied by a conference note describing the results, which will be made public upon completion of the review process.
- 19.3 Any material to be made public in addition to the article itself will be specified as part of the collaboration wide review.
- 19.4 The analysis will be presented to the collaboration in a physics meeting or a B2GM plenary session.
- 19.5 All collaborators are invited to comment on the paper and analysis. The Publications Committee will request that a subset of the collaboration institutions in particular provide comments.
- 19.6 One or more Publications Committee members will also review the article during the collaboration wide review period.
- 19.7 The comment period for journal articles is two weeks; for conference notes, it is one week. If the Publications Committee chair feels that the review has not received sufficient response from the collaboration, the committee can extend the comment period, and/or ask additional institutions to comment.
- 19.8 The Spokesperson may request an expedited review with shorter review period.
- 19.9 The review committee will verify that the analysts have adequately responded to collaboration comments and notify the Publications Committee that the paper has completed collaboration wide review.
- 19.10 Single-author papers for conference proceedings do not undergo a collaboration-wide review, but rather require only a sign off by the relevant working group convener or by the Physics Coordinator.

20. Submission

- 20.1 The Publications Committee will perform a final check of grammar, style, and presentation issues and, in the case of journal articles, notify the collaboration that the paper is ready for submission.
- 20.2 For journal articles undergoing standard (non-expedited) reviews, there will be a one-week period between Publications Committee notification to the collaboration and Publications Committee sign off for submission.
- 20.3 The analysts will submit the article to arXiv and the journal.
- 20.4 The Publication Committee will encourage analysts to respond to journal referees in a timely fashion. The analysts' responses must be approved by the Review Committee chair and Publications Committee.

Spokesperson

21. Duties

- 21.1 The Spokesperson is the scientific representative of the Collaboration and is responsible for all scientific, technical and organizational affairs of the Collaboration. The Spokesperson will consult with the Executive and Institutional Boards to obtain their advice on all major collaboration issues. The Spokesperson will consult with the Project Manager to keep the KEK management apprised of all Collaboration affairs and to keep the Collaboration apprised of relevant KEK matters.
- 21.2 The Spokesperson, in consultation with the regular members of the Executive Board, will nominate the Project Manager, the Technical Coordinator, the Financial Officer, and coordinators or managers other than the Physics Coordinator, for ratification by the Institutional Board. Their term of office coincides with the term of the nominating Spokesperson, and is renewable.

22. Election of the Spokesperson

- 22.1 As described in the IB bylaws, the IB will appoint a committee that will be responsible for nominating individuals to stand for election as Spokesperson.
- 22.2 The nominated candidates who agree to serve will stand for election by Belle II members in the Physicist—faculty/staff, Physicist—term limited, PhD student, and Emeritus categories. Technical members who have a particular engagement with Belle II will, upon the request of their IB representative, be added to the list. The election will last two weeks, and the results will be ratified by the Institutional Board.
- 22.3 The term of appointment for the Spokesperson is two years, starting immediately after the final day in office of the previous spokesperson, renewable once.
- 22.4 The election should be completed one year before the start of the appointment.

Physics Coordinator

23. Duties

- 23.1 The Physics Coordinator is responsible for coordinating the production and documentation of physics analysis results, the development of tools needed for such analysis, and the verification of the quality of data and simulated events.

23.2 The Physics Coordinator proposes conveners for physics working groups, based on nominations from the collaboration, and with the approval of the Spokesperson. Conveners are appointed for two years, renewable, and must be ratified by the Executive Board.

24. Election of the Physics Coordinator

24.1 The Spokesperson will appoint a committee that will be responsible for nominating individuals to stand for election as Physics Coordinator, based on nominations from the collaboration.

24.2 The IB representatives elect the Physics Coordinator.

24.3 The term of appointment is nominally two years, non renewable. However, a candidate may request, prior to the election, that the term be one year, non-renewable.

24.4 The election should be held at the Fall B2GM for the term starting September 1 of the following year.

Executive Board

25. Duties

25.1 The Executive Board will advise the Spokesperson on all scientific, technical, organizational, and financial matters of the Collaboration. All major decisions of the Executive Board will be submitted to the Institutional Board for ratification.

25.2 The Executive Board will appoint the detector subsystem coordinators in consultation with the Spokesperson and Technical Coordinator.

25.3 The Executive Board may appoint special committees when additional expertise is required (to evaluate technical choices, for example). Such ad hoc committees will report directly to the Executive Board.

26. Membership

26.1 The Executive Board will consist of the Spokesperson, coordinators and managers appointed by the Spokesperson and ratified by the IB, the Physics Coordinator, the Spokesperson-elect, and the Institutional Board Chair or, in their absence, the Deputy IB Chair (all ex officio), and a cohort of regular members that reflects the composition of the Collaboration. The Spokesperson nominates all regular members to the Executive Board and the Institutional Board ratifies their membership. Membership on the Institutional Board does not preclude being a member of the Executive Board.

- 26.2 The Executive Board will select its chair from among its regular members.
- 26.3 The term of office for the regular members coincides with the term of the nominating Spokesperson and is renewable.
- 26.4 At least one SuperKEKB representative is invited to attend Executive Board meetings as an observer/consultant. He/she is not a member of the Executive Board.

27. Meetings

- 27.1 The Executive Board shall meet frequently, and no less than eight times per year.
- 27.2 The Executive Board may invite experts to its meetings as needed.

Computing Steering Group

28. Duties

- 28.1 The Computing Steering Group (CSG) will compile statistics on the usage of computing resources and provide estimates of the resources necessary to achieve the collaboration's goals to Management and to the Executive Board.
- 28.2 The CSG will provide estimates to the BPAC. These estimates must first be approved by the Executive Board.

29. Membership

- 29.1 The chair is appointed by the Spokesperson.
- 29.2 Regular members are representatives of sites providing significant resources to the Belle II distributed computing effort, and are appointed by the chair.
- 29.3 The Spokesperson, Computing Coordinator, Software Coordinator, Data Production Coordinator, and Physics Coordinator are ex-officio members.
- 29.4 The Spokesperson may appoint additional ex-officio members.

Financial Board

30. Duties

- 30.1 The Financial Board (FB) will discuss about financial issues related to whole collaboration, such as the Maintenance & Operation (M&O) Fund. The Financial Board will prepare a report on the usage of the M&O fund from the previous year and will prepare a proposal for the M&O for the next year. These documents will be submitted to the Finance Oversight Panel.

31. Membership

31.1 The Financial Board consists of the Spokesperson (ex officio), the Project Manager (ex officio), the Financial Officer (ex officio), the Technical Coordinator (ex officio), and regular members from Belle II representing each funding agency and a few observers who are appointed by the Spokesperson. The regular members are selected among Belle II members supported by a funding agency and appointed by the Spokesperson.

31.2 The Financial Officer serves as chair of the Financial Board.

31.3 There is no term for regular members.

32. Meetings

32.1 The Financial Board shall meet usually twice a year, in summer B2GM and fall B2GM. The proposal of the M&O fund of the next Japanese fiscal year (JFY) and contributions of member institutions (funding agencies) are agreed at fall meeting. The member institutions contributions are not regulated by formal contracts between an institution and the Belle II Collaboration.

Laboratory Oversight

33. External Committees

33.1 The KEK Laboratory Directorate convenes external committees to provide technical and financial oversight of the Belle II experiment. The membership of these committees is determined by the Laboratory.

33.2 The B-factory Program Advisory Committee (BPAC) reviews Belle II physics and technical issues, including computing.

33.3 The Finance Oversight Panel (FOP) is responsible for decisions on financial matters related to the Belle II collaboration. Regular members consist of representatives of relevant funding agencies. It reviews and approves the proposed M&O fund budget for the upcoming JFY.

33.4 The Scrutiny Committee (SC) examines past M&O spending and plans for future spending in detail.