

FINAL DRAFT

RULES AND PROCESSES

I. NAME

The name of the Society shall be the **Society for Decision Making under Deep Uncertainty**, hereinafter referred to as the Society, and abbreviated as DMDU.

II. MISSION AND GOALS

The Society is a multi-disciplinary association of professionals working to improve processes, methods, and tools for decision making under deep uncertainty, facilitate their use in practice, and foster effective and responsible decision making in our rapidly changing world. While the Society shares interests with other societies, it is unique in its focus on developing, disseminating, and using these new approaches.

The goals of the Society are:

- **Research.** Improve understanding and advance the capabilities of theory, methods, and tools for decision making under deep uncertainty.
- **Practice.** Help public and private sector organizations make better decisions by encouraging widespread practical application of the knowledge, methods, and tools for decision making under deep uncertainty.
- **Education and Training.** Provide education and training materials for scholars, practitioners, decision makers, and the public.
- **Dissemination.** Disseminate knowledge about decision making under deep uncertainty methods and tools, and their applications in practice.
- **Career Development.** Help members to pursue and develop their careers in decision making under deep uncertainty.
- **Community.** Provide a community and a professional network where members can share ideas, foster collaboration, benefit from support and feedback, and be inspired and energized through interactions with their peers.

III. LEGAL STATUS

At this time the Society is not formally registered or constituted anywhere.

IV. OFFICE

The Society has no physical office and its communications and record-keeping are done online.

V. MEMBERSHIP

- a. Membership in the Society is open to individuals: any **decision maker, practitioner**, analyst, researcher, academic, and student interested in decision making under deep uncertainty.
- b. A person becomes member after filling in the membership registration form on the Society's website and successful registration of the information in this form in the membership database. A confirmation email will be sent to the new member upon successful registration.
- c. Membership is free of charge.

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- d. A member may resign the Society's membership by sending an email to the Chair Membership. Membership is considered terminated after deletion of the registration information from the membership database. A confirmation email will be sent to the member upon successful deregistration.
- e. Every year a member will receive an email reminder that he or she is a member of the Society and that he or she has the option to terminate the membership if he or she no longer wishes to be a member. At the discretion of the Chair Membership the email reminder can be changed to request to the members to respond when they want to continue their membership.
- f. All members have voting rights.
- g. Members have the responsibility to act ethically, in accordance with the rules and processes and do not bring the Society in disrepute. At the discretion of the Leadership Team, membership could be revoked or rejected.

VI. LEADERSHIP TEAM

- a. The Leadership Team of the Society is composed of the President, the Vice President, the Chair Membership, the Chair Communications and Outreach, the Chair **Fundraising**, the Chair **Funding and** Career Development, the Chair Education and Training, the Chair Rules and Processes, the Chair Workshop, the Co-Chair Workshop, the Administrator, **and the President Emeritus**.
- b. The Leadership Team shall be elected for a period of two calendar years, or until the next elections have been held and a new Leadership Team assumes duty.
- c. **Term limit rules are effective as of the term beginning in January 2017.**
- d. **Except in the case of the President**, Leadership Team members can be re-elected to their same positions one time only, after which they are required to either run for a different position or step down for one term before being eligible to run for the same position on the Leadership Team again.
- e. **The President can be re-elected one time only, after which he or she cannot run for any other Leadership Team positions.**
- f. **The outgoing President will transition to the non-elected advisory role of President Emeritus and will serve in that role until there is a new President Emeritus.**
- g. The President and Vice President cannot be from the same institution.
- h. The Chair Workshop is not an elected position, but appointed by the institution hosting the annual workshop and approved by the Leadership Team. The Chair Workshop shall serve for a term of one year and may not be from the same institution as the Co-Chair Workshop.
- i. The Co-Chair Workshop is not an elected position, but is either previous year or next year's chair, or a suitable member of the Society appointed by the Leadership Team. The Co-Chair Workshop may not be from the same institution as the Chair Workshop.
- j. If a member of the Leadership Team is unable to complete the term, which he or she will notify to the Leadership Team in writing, the President or Vice-President (if the President is the person not able to serve) is, after consultation with the Leadership Team, authorised to appoint a temporary replacement until the next election.
- k. If a member of the Leadership Team is temporarily unable to perform his or her duties the President or Vice-President (if the President is the person not able to perform his or her duties) is, after consultation with the Leadership Team, authorised to appoint a temporary replacement until the original member can return to his or her duties or until the next elections, whichever is earlier.

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- I. A member of the Leadership Team may be removed from his or her duties at any time by a two-thirds majority vote of the Leadership Team whenever in their judgement the Society's interests are best served thereby. A temporary replacement will be appointed as per clause VI.h.

VII. POWERS AND DUTIES OF THE LEADERSHIP TEAM

- a. The elected Leadership Team will assume responsibility for helping the Society to advance its goals and realize its mission.
- b. The responsibilities of the members of the Leadership Team are as follows:
 - i. The **President** leads, oversees, and coordinates across the Society's numerous functions, monitors and evaluates the Society's progress towards its goals, represents the Society to external audiences and is a key point of contact and engagement.
 - ii. The **Vice President** serves in place of the President when necessary, supports the President in executing responsibilities and may take lead responsibility in certain areas, as needed and agreed upon with the President.
 - iii. The **Chair Membership** maintains the membership roster, identifies gaps in membership and opportunities for growing the Society strategically.
 - iv. The **Chair Communications and Outreach** maintains periodic communication with members and external audiences. With Chair Membership, she or he identifies and develops new modes of engaging with members and external audiences.
 - v. **The Chair Fundraising** identifies costs required to sustain Society activities and identifies and pursues opportunities to raise necessary funds.
 - vi. **The Chair Funding and Career Development** identifies and shares proposal, grant, employment, and professional development opportunities.
 - vii. **The Chair Education and Training** identifies and develops education and training opportunities for the Society's members, particularly for a new generation of decisionmakers and analysts.
 - viii. The **Chair Rules and Processes** establishes and documents rules and processes necessary for smooth, transparent, and consistent function year-to-year, and is in charge of the process of amending and changing the rules and processes.
 - ix. The **Chair Workshop** is the head of the program committee for the next annual meeting, leads workshop committee and local committee, coordinates workshop dates, call for papers, program structure, funding, and all other aspects of the program.
 - x. The **Co-Chair Workshop** shares responsibility for the workshop with the chair.
 - xi. The **Administrator** schedules meetings, maintains records of meetings, sets agendas, and shares meeting outcomes with Society members.
 - xii. **The President Emeritus chairs the Leadership Team-appointed Advisory Board.**
- c. Early in their terms, each member of the Leadership Team will present a statement of goals, priorities and milestones for his or her area of responsibility for his or her term.
- d. Each Chair can appoint a Co-Chair in a support role. The Leadership Team has to approve the appointment of a Co-Chair by a plurality vote. Co-Chairs are not formally part of the Leadership Team, but can attend Leadership Team meetings.
- e. Each Chair can form a Committee with members of the Society in support roles. The Chair has to notify the Leadership Team of the Committee and its members. Members in

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support roles can attend Leadership Team meetings on ad hoc basis when deemed useful and after approval of the President.

- f. The Leadership Team will appoint an Advisory Board composed of at least one representative from each of three groups: practitioners, Society members from developing countries, and early-career Society members; and may include additional members at the Team's discretion. The Board will confer semi-annually with designated members of the Leadership Team to review the Team's activities and agenda.

Comentado [r8]: See item 4 in summary document

VIII. MEETINGS AND ANNUAL WORKSHOP

- a. The Leadership Team will meet regularly through teleconferencing.
- b. Any member of the Society can propose agenda points for the regular Leadership Team meetings. If a member would like to propose an agenda point, he or she should contact the President and give in writing a brief explanation of the issue to be raised. At the discretion of the President the member may be invited to the meeting to explain his or her issue.
- c. Meeting minutes from the Leadership Team are available for members of the Society upon request to the Administrator.
- d. Committees will meet as and when required.
- e. An annual members meeting will be organised during the Society's Workshop in which the Leadership Team will update the members on the Society's activities and will answer questions from the members.
- f. The Leadership Team will decide on the next workshop venue. During each workshop, the venue of the next workshop will be announced. The Leadership Team will decide by plurality vote on the next workshop venue in case there are multiple proposed venues.
- g. During the workshop preparations, the Chair and Co-Chair Workshop will consult with the Leadership Team on the workshop plan and schedule at least twice through teleconferencing.

IX. ELECTIONS

- a. Elections for the positions in the Leadership Team shall be held every two years.
- b. Any member of the Society is eligible for any position in the Leadership Team.
- c. The President will select an Elections Committee consisting of minimum three and maximum five members of the Society who are not running for election at least eight weeks before the Annual Workshop. The President will appoint one member of the Elections Committee as Chair. The Administrator will support the Elections Committee.
- d. At least six weeks before the Annual Workshop the Elections Committee will solicit nominations for the slate of candidates from the membership. Each candidate can apply for maximum two different positions in the Leadership Team. The nominations must be received by the Elections Committee two weeks before the Annual Workshop. Each candidate must submit a brief profile and statement of interest for each position to the Elections Committee. The Elections Committee is responsible to recruit candidates for all positions in the Leadership Team.
- e. The Elections Committee is responsible for verifying the candidates' eligibility. The Chair of the Elections Committee will confirm the acceptance of the nomination with each candidate.
- f. One week before the Annual Workshop the slate of candidates, their profiles and expressions of interested will be distributed to the members through the mailing list and

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posted on the Society's website. During the Annual Workshop the candidates will be presented to the members.

- g. Elections will be held using an Internet ballot. The Internet ballot will open latest one week after the Annual Workshop and will remain open for two weeks.
- h. Any member is entitled to vote for one candidate for each position one time. Each member of the Elections Committee will have access to the database of the Internet ballot. All access and changes to the Internet ballot will be recorded. The Elections Committee will verify each received ballot against the membership roster and ensure fair elections.
- i. A member running for a leadership position may indicate a second-choice position on their candidacy form. If there are multiple candidates for a position, those candidates' names will also be added to the ballot for their second-choice positions where applicable.
- j. A candidate is declared the elected winner if he or she receives the largest number of votes (plurality). In case of a tie, a run-off elections will be conducted with the candidates who tied until a winner can be declared.
- k. In case a candidate is declared elected winner for two different positions, the runner-up with the largest number of votes (plurality) will be declared elected winner. In case of a tie, a run-off elections will be conducted with the candidates who tied until a winner can be declared.
- l. One week after closure of the Internet ballot the election results will be announced.
- m. In case run-off elections will be required, the Elections Committee will decide and announce the time schedule for the run-off elections.

Comentado [r9]: See item 5 in summary document

X. AMENDMENTS

- a. Amendments to the Rules and Processes can be proposed by the Leadership Team or any member of the Society. If a member would like to propose amendments, he or she should contact the Chair Rules and Processes, who will add the proposed amendments to the agenda of the next Leadership Team meeting. At the discretion of the President the member may be invited to the meeting to explain his or her amendments.
- b. Amendments will be provisionally adopted by a two-thirds majority vote of the Leadership Team. During the Leadership Team elections, each amendments since the previous elections will be put up for approval by the members of the Society. Each amendment will be permanently adopted if the majority of the members of the Society who vote has no objection.

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ANNEX: TIMELINE FOR ELECTIONS

-6 weeks	2 weeks	President selects Elections Committee from Society members not standing for election
	4 weeks	Elections Committee solicit nominations from Society members Candidates submit nomination to Elections Committee
-2 weeks	1 week	Elections Committee verifies and confirms nominations
-1 week		The Chair Communications and Outreach will distribute the slate of candidates to members
	Workshop	Presentation of candidates to members
+1 week	1 week	Elections Committee opens Internet ballot
	2 weeks	Members vote
+<3 weeks	1 week	Elections Committee announces results
1 January		New Leadership Team assumes duty