

**Human-Robot Interaction Steering Committee  
Nominations, Responsibilities, and Membership  
November 19, 2011**

**Julie A. Adams and Takayuki Kanda**

The Human-Robot Interaction (HRI) Steering Committee composition is determined by a number of factors. Generally speaking, there are four types of members: the committee co-chairs, the Journal editor-in-chief, the conference related members, and the at large members. The HRI Steering Committee has at most 27 voting members and 2 non-voting members. The voting members are: 2 steering committee co-chairs, 1 HRI Journal editor, 18 conference related members, and 6 at-large members. The non-voting members are: the immediate past chair, and the senior past chair. The purpose of this document is to define each member type, indicate how individuals are appointed to the committee, for how long members are appointed to the committee, and the responsibilities of each committee member type.

**Steering Committee Co-Chairs**

The steering committee co-chairs serve staggered terms of three years. The steering committee co-chairs are senior members of the community that have previously served on the HRI steering committee and/or have been involved in the ACM/IEEE International Conference on Human-Robot Interaction as a conference organizer for at least three years. If a newly appointed Steering Committee co-chair position was an At Large steering committee member at the time of appointment to Steering Committee chair, the corresponding At Large steering committee position is vacated and a new At Large steering committee is appointed.

The steering committee co-chairs are responsible for:

1. Managing the HRI Steering Committee
  - a. Transitioning members on and off the committee
  - b. Maintaining the steering committee mailing list
2. Organizing the annual HRI Steering Committee meeting at the HRI conference.
3. Overseeing the organization of the HRI conference
  - a. Soliciting conference proposals from potential conference organizers.
    - i. Requesting conference proposals
    - ii. Working with potential conference organizers to ensure a complete conference proposal.
  - b. Distributing the conference proposals to the steering committee and conducting the corresponding voting procedure.
  - c. Working with the conference organizers to complete the necessary ACM and IEEE paper work and securing cooperative sponsorship agreements with IEEE SMC, HFES, and AAAI.
  - d. Participating in conference organization conference calls to ensure that HRI conference procedures and policies are adhered to.
4. Overseeing the HRI Journal

- a. Soliciting individuals for editorial positions and conducting the necessary steering committee vote to appoint individuals to such positions.

The steering committee co-chairs are selected by the following procedure:

Nominations will be solicited from the existing steering committee members four months prior the annual steering committee meeting of the year the co-chair's term ends. Since continuity of knowledge is necessarily for the role, nominees should be individuals who have served on the HRI steering committee at some time during the past five years. The current steering committee co-chairs are responsible for contacting the individual to verify his or her willingness to be nominated for and to serve as, if elected, the steering committee co-chair. The current co-chairs are also responsible for distributing the nominee statements to the steering committee members 30 days prior to the annual steering committee meeting, during which the new co-chair will be elected. The co-chair slate will be composed of at most three candidates and consider the balance of geographical regions and technical areas. An election by the steering committee members will be conducted via secret vote at the annual steering committee meeting. The nominee who receives the most votes will serve as the next co-chair. The elected co-chair will begin his or her term on September 1 of the year elected.

#### **Immediate Past Chair and Senior Past Chair**

The knowledge that past chairs possess is invaluable to the current co-chairs. The past chairs frequently transfer information to the new co-chairs and provide guidance. Thus, as chairs complete their positions, they will transition to a past chair position. The co-chair rotation is staggered, thus no two co-chairs can complete their term simultaneously. As such, when a co-chair completes his or her term, that individual will become the Immediate Past Chair. At the same time, the Immediate Past Chair will become the Senior Past Chair. The past chairs are responsible for assisting and providing guidance to the current co-chairs at the request of the co-chairs or the steering committee, thus this position is a purely advisory role. As such, the Immediate Past Chair and Senior Past Chair are non-voting positions on the steering committee. As well, the Immediate Past Chair and the Senior Past Chair are not eligible to be nominated for or appointed to an at-large member position on the steering committee. The Past Chairs will begin their term on September 1 of the year a new co-chair is elected.

#### **HRI Journal Editor-In-Chief**

The current Editor-In-Chief of the HRI journal is by default a member of the Steering Committee.

If a newly appointed Editor-In-Chief position was an At Large steering committee member at the time of appointment to Editor-In-Chief, the corresponding At Large steering committee position is vacated and a new At Large steering committee is appointed.

Individuals who have served on the steering committee at least three years as a result of holding the Editor-In-Chief may be appointed to an At Large steering committee position for a maximum term of two years.

#### **HRI Conference Related Steering Committee Positions**

The general chairs, program chairs and the finance chairs of the current year's conference, the year prior's conference and the next year's conference are by default members of the HRI steering committee.

If a conference organizer is a general steering committee member at the time of assuming a conference committee position that results in a steering committee appointment, the At Large steering committee position is vacated by the individual and a new At Large steering committee member is appointed.

Individuals who have served on the HRI steering committee for three years due to conference involvement cannot be appointed to the steering committee as an At Large member until three years after the conference. In other words, the individual serves a third year on the committee due to the conference organization and then cannot be appointed to the steering committee as an At Large member until two years later.

### **At Large Steering Committee Positions**

There are six At Large steering committee positions. One of these positions must be dedicated to a junior contributor to the field, where junior is defined as an individual who is a senior level student or an individual within five years of completing their graduate education. The six positions are to be distributed relatively evenly across geographical regions and technical areas such that the overall steering committee is globally and technically diverse.

Appointments as At Large Steering Committee members are for three years and begin on September 1<sup>st</sup> of the appointment year.

Nominations for At Large members will be solicited from the existing steering committee members four months prior to the annual steering committee meeting. The committee member nominating an individual is required to provide a brief statement about the nominee regarding the nominee's contributions to the research field and the contributions to the organization. The steering committee co-chairs are responsible for contacting the individual to verify their willingness to serve on the Steering Committee and for distributing the nominee statements to the steering committee members 30 days prior to the annual steering committee meeting. An election by the steering committee members will be conducted via secret vote at the annual steering committee meeting. The nominee(s) who receives the most votes will be invited by the steering committee co-chairs to join the steering committee.

At Large steering committee members who fail to attend two steering committee meetings in a row may be removed immediately from the steering committee. In such cases, the steering committee co-chairs will appoint an individual of their choice to fill the associated vacant At Large position.

### **Steering Committee Decision Making Process**

The overall Steering Committee is responsible for voting on issues directly related to the HRI Steering Committee, the annual conference and the journal.

Voting may occur in person, for example via the annual steering committee meeting or via email voting.

Annual Steering Committee Meeting Voting: In order to hold a vote at the annual steering committee meeting, a quorum of two-thirds (18 of 27) steering committee members must be present at the meeting.

A vote will be decided based on a majority vote of the attendees. The Steering Committee co-chair leading the meeting will cast the deciding vote in the case of a tie.

**Email Voting:** Email voting is permitted for all matters. In order for a decision to be made, two-thirds of the steering committee members must provide a vote. Email votes will be decided based on the majority vote. If a tie occurs at the end of the designated voting period, the steering committee co-chairs will further seek votes from the members who have not voted.

**Conflicts of Interests:** Any votes that involve individuals who are current steering committee members represent a conflict of interest. Such individuals are excluded from voting on issues in which they are directly involved.

### **Exceptions to the outlined policies**

Exceptions to the policies outlined in this document require a majority vote of at least two-thirds of the steering committee members via either an in person vote at the annual steering committee meeting or an email vote. All exceptions to the above policies are to be documented in the Governance section of the HRI website.