Operating Procedures of the U.S. Technology Policy Committee of the ACM Technology Policy Council

MISSION

The ACM U.S. Technology Policy Committee (USTPC) is chartered as the focal point for ACM's interaction with U.S. government organizations, the computing community, and the U.S. public. It supersedes the former ACM U.S. Public Policy Council. USTPC's purview includes all matters of U.S. public policy related to information technology and computing other than issues in science and math education relevant to computing and computer science, which are the responsibility of ACM's Education Policy Committee. USTPC is authorized to take official policy positions which reflect its views but not necessarily those of ACM. USTPC also is charged with assisting the ACM Technology Policy Council, as that body periodically may request, to set and pursue a coordinated agenda for ACM's global technology policy activities.

ORGANIZATION

USTPC's general membership is self-selected and recruited from the membership of ACM. Its agenda is established, and its work overseen, by a Secretariat and an Executive Secretariat as described below. The Secretariat may establish standing or *ad hoc* Subcommittees of USTPC members to address specific policy areas.

Secretariat

Chair
The USTPC Chair is appointed by the ACM President for a term of two years, beginning July 1 in even numbered years. The Chair must be an ACM member in good standing, a U.S. citizen or legal resident (preferably with seniority in the field), several years' experience with USTPC, and an established expertise in public policy issues related to computing. The ACM President also may appoint Committee Co-Chairs.

Vice Chair
The USTPC Vice Chair is appointed by the USTPC Chair, in consultation with the ACM President. The term length and qualifications for the Vice Chair are the same as for the Chair. The USTPC Chair also may appoint Co-Vice Chairs.

At-Large Members

Two at-large members will be elected from the membership to serve staggered two-year terms.* A nominations task force chaired by the USTPC Vice Chair and members of the Secretariat appointed by the Chair will solicit nominations, including self-nominations, from the USTPC membership. The slate of candidates so nominated will be presented to the full USTPC membership for an election to be conducted by electronic means and managed by the ACM Policy Director or other ex officio member of the Secretariat designated by the Chair.

At-large members may not serve more than three consecutive terms (including an original interim term) on the Secretariat.

Mid-term vacancies in at-large positions on the Secretariat shall be filled for the duration of the former member's term by interim appointment of the Chair.

General Members

The Chairs of all USTPC Subcommittees and all former Chairs of USTPC (and its predecessors) are general voting members of the Secretariat.

Ex Officio Members

The following are ex officio non-voting members of the Secretariat and the Executive Secretariat:
- CEO of ACM;
- President of ACM or the President's designee;
- Chair of the ACM Technology Policy Council;
- Chair of the ACM Europe Policy Committee;
- Director of the ACM Policy Office; and
- Such other designees of the Chair approved by 2/3 vote of the Secretariat.

Executive Secretariat

The Executive Secretariat is composed of the Chair, Vice Chair, and immediate Past Chair of USTPC, as well as four additional members selected by the Chair. The Chair's selections will be subject to approval by a majority of the Secretariat for a nominal term of 2 years ending on June 30 of the ACM fiscal year following the fiscal year in which each such member was appointed.

Mid-term vacancies in appointed positions on the Executive Secretariat shall be filled for the duration of the former member's term by interim appointment of the Chair. The Chair may reappoint an appointed member, including an interim appointee, to up to two additional two-year terms.

_____

*/ In the event of two simultaneous at-large member vacancies, the Chair shall limit the term of one such seat to one (or the balance of one) ACM fiscal year to assure the staggering of terms here required.

Subcommittees

The Secretariat may establish Subcommittees to address specific policy areas of interest to USTPC. These Subcommittees report to the Secretariat. Subcommittee Chairs are appointed by the Chair of USTPC in consultation with the Executive Secretariat.

Subcommittees shall not make representations on behalf of USTPC or ACM.

Any member of ACM in good standing, including student members, may join one or more USTPC Subcommittees with the approval of the USTPC Chair upon consultation with the appropriate Subcommittee Chair. The combined voting membership of all Subcommittees forms the general membership of USTPC. Qualified ACM members may serve on any number of Subcommittees simultaneously or serially. There is no time limit on Subcommittee membership so long as a member maintains good standing in ACM and actively participates in the work of the Subcommittee.

All members of the Secretariat are ex officio members of all Subcommittees.

The Secretariat may establish, remove, or modify the purview of a Subcommittee on a ⅔ vote of the Secretariat.

OPERATIONS

Developing Policy Positions

USTPC's policy positions may be developed within its Subcommittees, its Secretariat, or its Executive Secretariat. Positions are vetted within the Secretariat when time permits. Decisions to a adopt a policy position or document are made in one of three manners:

a) the Secretariat holds an in-person or virtual meeting with at least one week's notice, with a simple majority of voting members constituting a quorum. A simple majority vote of those present is required for approval; or
b) an online or phone vote of the full Secretariat is taken, with a simple majority of all voting members required for approval; or
c) an in-person, phone, or online vote of the Executive Secretariat is held, with a 2/3 majority of all voting members required for approval.

The USTPC Chair shall determine whether a vote will be put to the Executive Secretariat or the full Secretariat, except that the Executive Secretariat must vote on any issue that requires a decision in less than 72 hours from the time voting is initiated. No voting period will extend for longer than 7 full days.

Operating Procedure Changes

These Operating Procedures may be modified by a 2/3 vote of the Secretariat conducted with at least one week's notice, or upon less notice by the Secretariat's unanimous consent.

REVISION NOTES