

Organization and selection of the steering committee of epigraphy.info

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Key points:

Composition – 6 people from the community

- The steering committee should be representative of the community as a whole, and as such an effort should be made for it to be a body diverse in study area, career stage, gender identity, sexual orientation, and race
- In addition to the six members of the steering committee, a seventh member ex officio will be the person leading the organizing of the next upcoming meeting. That person will only be subject to the responsibilities of the steering committee to the extent they choose; their membership in the steering committee is to better facilitate and support meeting planning and execution

Responsibilities:

- Represent the community to the public, serve as point of contact for inquiries
- Organize, facilitate, and track community efforts in order to avoid redundancies and adhere to the mission statement
- Organize decision-making processes for the community, ensuring that every voice is heard and respected
- Remain active and in contact in the periods between meetings, making temporary executive decisions as necessary until the community can address issues
- Assist in the organization and execution of the community meetings

Organization:

- **Chair:** The responsibility of the steering committee chair will be keep the committee active, scheduling a meeting of the committee at most every four months

- **Secretary:** The responsibility of the steering committee secretary will be to ensure that the meetings of the steering committee are documented and preserved in whatever way they, the steering committee, and the community should see fit
- **Liaison:** The responsibility of the steering committee liaison will be to respond in an initial and timely matter to any emails that reach the info at epigraphy.info email address, and to queue action or discussion of the steering committee as appropriate
- The steering committee will allot these rolls internally as they see best and see that they are reported on the “Steering Committee” section of the Epigraphy.info website

Selection Process:

- Term: the period from the meeting of election until the second meeting thereafter, or the first meeting should that interval exceed 18 months
- Steering committee members may only serve two terms consecutively, but may rejoin the committee after having rotated off for at least one term
- Any resignations during the interval between meetings should be filled at the next meeting
- Election is to take place by all present at the workshop either in person or remotely, and must occur before the conclusion of the meeting
- Voting should take place by secret electronic ballot
- The election is from all present at the workshop either in person or remotely, and anyone may nominate themselves or second the nomination of anyone else
- In addition, the steering committee should solicit candidates at least equal to the number of open places on the committee, to help avoid a lack of candidates during the meeting
- If the number of candidates is less than or equal to the number of seats open, then all nominated are elected automatically and no election is held. HOWEVER, members of the community shall still be given an opportunity to present objections to any person standing for membership on the steering committee