



Operating Procedures of USTPC: 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 (identified as USACM). 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 comprised of specific Secretariat members. The Secretariat is composed of the USTPC Chair, Vice Chair, and those other members described below. The Secretariat may establish standing Subcommittees of USTPC members to address specific policy areas under the terms described below.

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 (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 may appoint 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 may appoint Co-Vice Chairs.

General Members

The Chairs of all USTPC Subcommittees (see below) are members of the Secretariat. In addition, the general membership of the Subcommittees votes to elect six of their members to the Secretariat. These individuals serve two-year terms, starting January 1, with half elected in alternating years. Candidates must have at least one year of active service in USTPC before standing as a candidate.

All former chairs of USTPC are general 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;
- Chair of ACM Europe Policy Committee;
- President of ACM or the President's designee; and
- Director of ACM Policy Office

Executive Secretariat

The Executive Secretariat of the Secretariat is composed of the Chair, Vice Chair, and immediate Past Chair of USTPC, as well as four additional Secretariat members selected by the Chair. Two of the four additional Secretariat members are chosen from among Subcommittee chairs (when possible), and two from among the generally-elected representatives. The Chair's selections will be approved by the Secretariat for a term of 1 year, starting January 1. Appointed members may have their terms renewed for no more than 3 additional terms.

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 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 Council may establish or remove a Subcommittee on a $\frac{2}{3}$ vote of its members.

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 are made in one of three manners:

- a) the Secretariat holds an in-person 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 will decide if a vote will be asked of 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.

Electing Secretariat General Members from USTPC's General Membership

A Nominations Task Force shall be appointed by the Chair of USTPC by October 15th of each year to solicit candidates for the Secretariat. The Task Force will be chaired by one of the elected members of the Secretariat whose term does not expire at the end of the current year and will include the Vice Chair.

Qualified members also may establish candidacy upon submission of a petition to the Chair of the Nominations Task Force signed by at least 10% of the current general membership of USTPC within 15 days of the announcement of the selections of the Nominations Task Force.

The election shall be supervised by the Secretariat.

Filling Vacancies for Secretariat General Members

When one of the Secretariat positions for general members becomes vacant before October 1, the Nominations Task Force empaneled for the most recent Secretariat election will develop a list of candidates for the position within 30 days. Those candidates must be drawn from the USTPC general membership and meet all requirements for the position. The Secretariat will vote on the candidates, and the individual receiving a majority of votes will fill the vacant position for the remainder of its defined term.

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.

Adopted: March 27, 2009. Revised: February 9, 2012 (amending appointment year for the Chair and amending establishment of committees); July 23, 2013 (amending the voting approval process for policy positions); March 4, 2015 (amending appointments of the Vice Chair and Council General Members); January 8, 2016 (adding ACM Europe Policy Committee Chair as ex officio); July 1, 2018 (upon inauguration of the ACM Technology Policy Council, redesignating the ACM U.S. Public Policy Council the “ACM U.S. Technology Policy Committee” to henceforth be comprised, in accordance with these Operating Procedures, of zero or more Subcommittees previously termed Committees.)