

## ***Bioconductor* Mission and Community Advisory Board Purpose**

The *Bioconductor* mission is to promote the statistical analysis and comprehension of current and emerging high-throughput biological assays. *Bioconductor* is based on packages written primarily in the R programming language. *Bioconductor* is committed to open source, collaborative, distributed software development and literate, reproducible research. Enabling user and developer communities is an essential part of our mission.

The Community Advisory Board's purpose is to support this mission by

- Enabling productive and respectful participation by *Bioconductor* users and developers at all levels of experience.
- Empowering user and developer communities by coordinating training and outreach activities.

## **Membership**

### Establishment

- Appointment of up to 10 members by the Chair of the Technical Advisory Board, in consultation with the Technical Advisory Board and solicitation of nominees from the *Bioconductor* and broader community.

Nominations for regular members are evaluated with the following guidelines:

- From 8 to 15 members, nominated by the current Community Advisory Board.
- Provide a broad representation of the *Bioconductor* scientific community: emerging and established researchers; biological, statistical, and computational emphases; and areas of scientific research.
- Include representatives from relevant software and other communities.
- Strive for diverse representation of gender, ethnicity, geography, and other aspects of the *Bioconductor* community.

Executive officers include the following positions:

- Chair/s. Responsible for overall board leadership, establishing meeting agendas and managing meetings, committee oversight, board conduct, board learning & development (e.g., new member recruitment; succession planning).
- Vice-chair (optional where there are Co-Chairs). Provide short-term leadership in support of chair.
- Secretaries. Responsible for communication of board activities, scheduling and dissemination of meeting material, collation of meeting minutes.
- An individual jointly appointed to the TAB and CAB. Communicate Technical Advisory

Board Guidance to the Community Advisory Board, and communicate Community Advisory Board activities to the Technical Advisory Board.

## **Procedures** (inherited from Bioconductor's Technical Advisory Board)

### Selection and terms of membership

- Members and executive officers are elected to available positions over a three-month process, conducted annually.
- Members and executive officers are elected to a three-year renewable term
- Members
  - Members, including renewing members, are nominated through a process that includes public solicitation of nominees (Month 1); nomination by current board members (Month 2) and supermajority approval by current board members (Month 3). The solicitation and outcome of the nomination process are intended to be transparent. Discussion is conducted private to the Community Advisory Board. Voting is private and coordinated by the Secretary.
  - Initial term of current regular members is two years from establishment of this document, to facilitate rotation with incoming members.
- Executive Officers
  - Executive officers are current board members nominated (Month 2) and elected by supermajority vote of board members (Month 3). Discussion and voting procedures are similar to standard membership.
  - Executive officers serve terms that provide continuity, e.g., one office filled each year.

### Early termination

- Early termination is ideally obtained through mutual agreement of member and chair, e.g., due to competing obligations.
- A supermajority of board members may, in exceptional circumstances, vote to terminate board membership or executive officer position.

### Board meetings

- Board meetings are scheduled for the second Thursday of each month at a convenient time.
- The Agenda is established by the Chair in open consultation with the board. The agenda is communicated by the Secretary to Board members.
- Action items are identified during the meeting, to be executed by Board members or delegated to committees overseen by the Chair. Action items are usually identified

through consensus, but may be subject to supermajority vote if consensus cannot be reached.

- Outcomes of the Board are summarized in an Annual report, prepared by Chair and approved by Board by a simple majority vote.
- Meeting summaries are communicated to board members and Bioconductor community in a timely fashion by the Secretary

#### Quorum and voting

- Quorum is defined as one-third of current board membership
- Formal votes will be conducted by electronic means requiring a majority or two-thirds supermajority of votes cast.
- Abstentions, explicitly or because no vote is cast, are not included in vote tallies.

#### Executive ability

- The Community Advisory Board recognizes that it lacks the ability to require execution of action items, and relies on the good-faith efforts of Board members for accomplishing the Bioconductor mission.

#### Changes to this document

- This document can be amended by a supermajority vote of the Community Advisory Board, in consultation with the Technical Advisory Board representative.

### **Committees and Working Groups of the Board**

#### Committee and Working Group procedures

- Committees provide strategic guidance to the board on overarching areas of concern. Committees are defined with structured interactions (e.g., regularly scheduled meetings) and ongoing responsibility to report to the Board.
- Working groups focus on implementing specific short-term goals. Working groups exist for several months, adopting diverse approaches to accomplishing goals. Working groups typically produce a specific outcome, summarized to the Board.
- Committee and Working Group creation and leadership are determined by the chair on recommendation of the board.
- Appointment to committees and working groups is at the discretion of the Committee Chair.
- Members of committees and working groups are not required to be members of the board.
- The Chair, Committee, or Working Group members report to the Board on terms established at the time of formation, e.g., monthly progress (Committees), milestones

(Committees or Working Groups), significant public actions. Communication is facilitated by the Secretary.

#### Proposed committees

- User Outreach and Education, including the development of guidelines and processes for community-developed material; coordinating trainer and training activities; coordinating meetup and other event awareness.
- Developer Training, including oversight of the *Bioconductor* developer forum.
- Conference Oversight (North American, Asia-Pacific, European)
- Code of Conduct

#### Proposed working groups

- Overcoming barriers to diversity in *Bioconductor*
- Enabling community-driven development
- New package intake
- Guide to maintaining packages