

***Bioconductor* Mission and Technical Advisory Board (TAB) 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 TAB's purpose is to support the *Bioconductor* mission by

- Developing strategies to ensure long-term technical suitability of core infrastructure for the *Bioconductor* mission. Core infrastructure includes: all aspects of package addition, management, and distribution; end-user engagement (e.g., web, support site, and Slack); developer support; and development of packages for use by the broader developer community.
- Identifying and pursuing technical and scientific aspects of funding strategies for long-term viability of *Bioconductor*.

Membership

Nominations for elected members are evaluated with the following guidelines:

The TAB should:

- be composed of a minimum of 8 and maximum of 15 members.
- provide a broad representation of the *Bioconductor* scientific community: emerging and established researchers; biological, statistical, and computational emphases; and areas of scientific research.
- strive for diverse representation of gender, ethnicity, geography, and other aspects of the *Bioconductor* community.
- include Principal Investigator (PI) or Multiple Principal Investigators (MPI) on grants or funding sources that support *Bioconductor* infrastructure development, as well as individuals with extended contribution to the project.

Nominations can be made by anyone, including self-nomination, following a public call for nominations made at least one month in advance of the vote. Nominees to the TAB are reviewed for Code-of-Conduct sanctions that may affect eligibility.

Executive officers include the following positions:

- Chair. Responsible for overall board leadership, establishing meeting agendas and managing meetings, board conduct, board learning & development (e.g., new member recruitment; succession planning).
- Vice-chair. Provide short-term leadership in support of the Chair.
- Secretary. Responsible for communication of board activities, communication with working groups, scheduling and dissemination of meeting materials, collation of meeting

minutes.

Procedures

Selection and terms of membership:

- Elected Members and executive officers are elected to available positions over a three-month process, conducted annually.
- Elected Members and executive officers are elected to a three-year renewable term.
- Elected Members
 - Elected Members, including renewing members, are nominated through a process that includes public solicitation of nominees (Month 1); nomination of executive officers by current board members (Month 2) and voting by current board members (Month 3). The solicitation and outcome of the nomination process are intended to be transparent. Discussion of the candidates is conducted in private and not included in the minutes. Voting is private and coordinated by the Secretary. If the Secretary is among the nominees, the Chair appoints another member of the Board to coordinate the voting process. Each TAB member ranks all nominees, and the final ranking of nominees is obtained by averaging the rankings from all participating TAB members. The top candidates after this ranking are elected, without exceeding the maximum Board size (see section "Membership").
 - Any member expecting to be absent for more than a single consecutive meeting should request a leave of absence by communication to the Secretary. The executive officers may select temporary replacements for seats vacated by a leave of absence.
- Executive officers
 - Executive officers are current TAB members nominated (Month 2) and elected by supermajority vote of board members (Month 3). Discussion and voting procedures are similar to standard TAB membership.
 - Executive officers serve terms that provide continuity, e.g., one office filled each year.

Early termination

- If a member attends fewer than 70% of Board meetings during their membership since the previous election, without taking leave, their seat will become available for re-election. In this situation, the member may run for renewal.
- 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 first Thursday of each month, 12pm Eastern time,

or as convenient.

- 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 a working group. 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 half of current board membership
- Formal votes will be conducted by electronic means, requiring a majority or two-thirds supermajority of votes cast: “yes” divided by (“no” + “yes”) greater than or equal to 2/3.
- Abstentions, explicitly or because no vote is cast, are not included in vote tallies.

Executive ability

- The TAB 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 TAB.

Working Groups of the Board

Working Group procedures

- Working Groups provide strategic guidance to the board and enact solutions on overarching areas of concern. Working Groups are defined with structured interactions (e.g., regularly scheduled meetings) and ongoing responsibility to report to the Board.
- Working Groups are created or disbanded by proposal of a representative and approval by a majority of the Board.
- Working Groups must produce a short written summary of the goals of the Working Group that will be reviewed by the Board prior to recognition of the group. The group must identify a chairperson who will represent the group to the Board, set the agenda for each Working Group meeting, and be listed as the contact person for anyone wishing to join the Working Group.
- Appointment to working groups is at the discretion of the Working Group Chair.
- Members of working groups are not required to be members of the board.
- Working Groups should report to the Board on a quarterly basis via their representative at the Board meeting or by direct communication to the Secretary when no representative will be present. Communication should include quarterly progress,

milestones, significant public actions, and changes in active membership. Prior to monthly TAB meetings, working group representatives should communicate items for the TAB discussion agenda to the Secretary.