



LISA Consortium Bylaws

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List of acronyms

DDPC Distributed Data Processing Centre

ESA European Space Agency

LISA Laser Interferometer Space Antenna

LST LISA Science Team

MG Member Group

MT Management Team

NASA National Aeronautics and Space Administration

NSGS NASA Science Ground Segment

P&O Performance and Operations

WG Working Group

1 Preamble

The Laser Interferometer Space Antenna (LISA) was adopted by the European Space Agency (ESA) and the National Aeronautics and Space Administration (NASA) in January 2024 as a mission to detect gravitational waves in space. The mission has a long history, and in the run up to adoption members of the LISA Consortium made significant contributions to the proposal that was ultimately adopted.

Following the adoption of the mission it is necessary for the LISA Consortium to evolve to adapt to the creation of the LISA Science Team (LST) and the LISA project. These bylaws set out the fundamental structures and rules for the new LISA Consortium.

The bylaws below refer to additional documents that are required for the functioning of the LISA Consortium. These include the Policies and Procedures document, the Consortium Organization Chart, the Consortium Work Plan, and the Code of Conduct.

2 Vision

The LISA Consortium is a scientific collaboration working together to maximize the scientific return of LISA, in particular using the LISA data. The Consortium will support all aspects of the LISA mission throughout the mission lifecycle.

The LISA Consortium is committed to promoting the long-term growth and development of the LISA scientific Community, by providing a supportive and inclusive environment that offers training, mentoring and opportunities for scientists at all stages of their careers, in particular, early career scientists. The Consortium will also engage with the wider scientific community to foster interest in, and support applications of, the LISA data.

3 Membership

3.1 Becoming a member

3.1.1 The LISA Consortium is comprised of individual members.

3.1.2 Within the LISA Consortium there are two types of membership. A) Core Members - these are active members who are committed to supporting working group deliverables. B) Community Members - These are passive members who want to be informed about the LISA Consortium activities but are not committed to working on deliverables.

3.1.3 Individuals wishing to join the LISA Consortium apply online via the LISA Consortium website.

3.1.4 The Membership Committee reviews applications and makes preliminary decisions on the admission of new members. These decisions are subject to vetting by the Council, following the Membership Application Review Procedure described in the Policies and Procedures document.

3.1.5 Consortium Community Members are signed up to mailing lists managed by the Council or by a group of core members the Council delegates the work to. Community Members are kept informed on activities and initiatives of the Consortium and on the mission status but they participate in Consortium projects, unless invited to make specific contributions. Community Members can apply for core membership at any time. Applications to change from a community member to core membership are reviewed by the Council, or by a designated committee appointed by the Council.

- 3.1.6 Core members of the Consortium will be expected to meet a certain threshold of commitment. These commitments will be assessed through deliverables – see Sec. 3.5 for more details.
- 3.1.7 The commitment threshold will be set by the Council and reviewed annually.
- 3.1.8 New core members of the Consortium can apply to join without committing to defined deliverables. Such members are provisional core members.
- 3.1.9 At the end of a provisional period (normally one year), a provisional core member will become a *regular* core member provided they have identified defined deliverables to which they can contribute; otherwise they will be reclassified as community members.
- 3.1.10 New members can end their provisional period early, or join directly as regular core members without a provisional period, if they have already identified their participation to defined deliverables. This is subject to approval by the Council, or by a designated committee appointed by the Council, following a review by the chairs of the relevant Working Group.
- 3.1.11 PhD students and (exceptionally) other members may extend their provisional period, subject to approval by the Council, or by a designated committee appointed by the Council.
- 3.1.12 Core members not meeting their commitments will return to provisional status for a period of at most 1 year.
- 3.1.13 Provisional core members do not have the automatic right to opt-in to Consortium papers (but would have the right to author papers to which they make direct contributions), but otherwise have the same rights as core members.
- 3.1.14 Core members are expected to be making a significant contribution to their Consortium deliverables as outlined in the Contribution Threshold Policy in the Policies and Procedures document. The assessment of contributions will account for individual circumstances.

3.2 Rights of core members

All core members:

- 3.2.1 Will have the possibility to opt in to authorship of LISA Consortium papers, following the procedures and thresholds described in the Publication & Presentation Policy of the Consortium Policies and Procedures document.
- 3.2.2 Will have access to relevant LISA Consortium IT services like the Consortium Directory, mailing lists, Git, Wiki, document management and communication channels.
- 3.2.3 Will have access to documents from the LISA Consortium Document Management System according to the groups to which they belong and in line with the Consortium’s Document Distribution Policy, as specified in the Consortium Policies and Procedures document.
- 3.2.4 Will have access to detailed information of the LISA Consortium and relevant information about the project unless restricted by third parties.
- 3.2.5 Will be authorized to write Consortium papers, technical notes, make presentations using LISA Consortium materials, provided it follows the LISA Consortium Publication & Presentation policy.
- 3.2.6 Will help to shape the goals and structure of the Consortium.

3.3 Duties of core members

All core members:

- 3.3.1 Must clearly define, as specified in the Service Tracking Policy of the Consortium Policies and Procedures document, their past year's and planned next year's contribution to the LISA Consortium.
- 3.3.2 Are expected to honour their obligations to the best of their abilities taking into account other essential work duties as well as absences for reasons including (but not limited to) sickness, caring responsibilities and parental leave.
- 3.3.3 Agree to abide by the Consortium materials policy specified in the Consortium Policies and Procedures document.
- 3.3.4 Agree to inform, in advance, as per the Consortium Publication Policy, the relevant LISA groups and/or committees of any scientific papers in preparation that use LISA Consortium materials or work performed in the framework of the LISA Consortium.
- 3.3.5 Agree that scientific papers, technical notes and presentations using LISA Consortium material will acknowledge the LISA Consortium and comply with the LISA Publication & Presentation policy.
- 3.3.6 Agree that non-publicly available LISA Consortium data will not be used in collaboration with those who are not core LISA Consortium members without agreement of the LISA Consortium Council.
- 3.3.7 Understand that, as part of the LISA Consortium, any scientific projects that may use LISA data with restricted access (during any proprietary period or specific simulations) will be done in accordance with ESA/NASA requirements.
- 3.3.8 Agree, where possible, that in the case of their departure from the Consortium, they will inform the LISA Consortium Council at least two months before leaving and will guarantee a hand-over period of all materials (code, data, documents) developed for the Consortium within two months following their resignation.
- 3.3.9 Agree that in case of departure, none of the LISA Consortium internal information or materials they may have in hand, or are aware of, will be used or circulated outside of the Consortium, unless authorized by the Council to do so.

3.4 Rights and duties of community members

All community members:

- 3.4.1 Will have access to the Consortium Directory.
- 3.4.2 Have the right to petition for authorship on papers that they contribute to.
- 3.4.3 Do not have the duties of core members.
- 3.4.4 Cannot claim their work output is that of the Consortium.

3.5 Service tracking

- 3.5.1 Work in the Consortium is organized around deliverables. These deliverables can include contributions to Consortium working group collaborative projects, service contributions to the Consortium (including management roles, communication, advocacy, etc), and contributions to the LISA mission that fall under the Multilateral Agreement between ESA and the member states or the Memorandum of Understanding between ESA and NASA (e.g., Distributed Data Processing Centre (DDPC), NASA Science Ground Segment (NSGS), Performance and Operations (P&O), hardware, LST).
- 3.5.2 To maintain the privilege of core membership, evaluation of the contributions of each core member is carried out annually. Such evaluation, as well as the contribution threshold for core membership, will follow the procedure described in the Service Tracking Policy specified in the Consortium Policies and Procedures document.
- 3.5.3 Each core member is responsible for completing the online service tracking form no later than one month after the expiration of the annual period. Members who do not submit their application in time may have their membership status changed to a community member.
- 3.5.4 Deliverables may span multiple years or start/end within a year. Reporting will be once per year only, on all deliverables to which the individual contributed in the last year.
- 3.5.5 Student contributions/pledges will pass to the supervisor for review and approval prior to submission. All other individuals will be responsible for their own pledges/reports.

3.6 Termination or change of membership

- 3.6.1 If a core member ceases to actively work on all projects recognized by the Consortium to be of value they are given at most one year to find a new project to work on. If they do not find a new project their membership status will be changed to a community member.
- 3.6.2 An individual member or group of members can be expelled from the LISA Consortium. This can only happen following the steps outlined in the Grievance Procedure in the Policies and Procedures Document. For severe or repeated violations of the code of conduct, the Council has the right to remove the offending core member(s) from the Consortium. This requires a two-thirds majority in a Council vote.

3.7 Legacy membership

- 3.7.1 Core Members who have made very substantial contributions including, but not limited to: mission conception, design and development; key mission technology development; mission promotion through the approval cycle, including fundraising; building the science case; design and implementation of data analysis tools; and any other significant enabling activity for the scientific success of the mission, including LISA Pathfinder, are eligible for “legacy membership”.
- 3.7.2 Legacy Members have the same duties as core Members except for the duty 3.3.1 regarding service tracking. They also have the same rights as core members. Legacy membership is maintained until the legacy member passes away. At that time the legacy member would be eligible for inclusion on the deceased member list, if approved by the Council, following the procedure described in Section 3.8.
- 3.7.3 The Consortium Council defines and maintains a list of the legacy members of the Consortium and keeps a list of examples of substantial contributions in order to make the

definition more clear. The Council may revoke the status of a legacy member in case of major violations of Consortium regulations and/or codes of conduct. Both the appointment and revocation of status requires a two thirds majority vote of the Council.

3.7.4 The contribution of legacy members to the Consortium is neither reviewed nor audited.

3.8 Deceased membership

3.8.1 Core Members who have passed away, but who made, over their lifetime, very substantial contributions including, but not limited to: mission conception, design and development; key mission technology development; mission promotion through the approval cycle, including fundraising; building the science case; design and implementation of data analysis tools; and any other significant enabling activity for the scientific success of the mission, including LISA Pathfinder, are eligible for “deceased membership”.

3.8.2 The Consortium Council defines and maintains a list of the deceased members of the Consortium and keeps a list of examples of substantial contributions in order to make the definition more clear. The Council may revoke the status of a deceased member in case of discovery of past major violations of Consortium regulations and/or codes of conduct. Both the appointment and revocation of status requires a two thirds majority vote of the Council.

3.8.3 Deceased members will be included as authors on significant Consortium papers, where this is deemed appropriate by the Council and permitted by the journal, or their contributions will be acknowledged in such papers when authorship is not permitted.

3.9 Code of conduct

3.9.1 The LISA Consortium fosters a fully inclusive, safe and stimulating working environment, therefore we condemn any form of harassment, bullying, discrimination and/or retaliation.

3.9.2 The LISA Consortium will not tolerate fabrication, falsification, or plagiarism of work, by its members.

3.9.3 Every member of the LISA Consortium commits to engage in constructive professional and social relationships both within the Consortium and with the community at large, avoiding any kind of harassment, bullying, discrimination and/or retaliation, as defined in the LISA Consortium Code of Conduct.

3.9.4 The Consortium will investigate all possible violations of the Code of Conduct. If the investigation determines that a violation has occurred, the measures that will be taken might range from a private reprimand to a membership termination (see 3.6) and/or an official report filed to the member(s)’s home institution.

3.9.5 The LISA Consortium expects any community or core member, in any position of power or otherwise, to know and follow the Consortium Code of Conduct. We therefore require all members to read the Code of Conduct document and agree to it.

4 Member Groups and Working Groups

4.0.1 For the purposes of calculating the number of representatives at the Council from Member Groups (MGs) and Working Groups (WGs) there is a *representation quota*. The value of the representation quota is set to 10. Within one year of these bylaws coming into force, the Council must review the value of the representation quota and this article must be updated via the usual procedure for updating the bylaws, as outlined in Sec. 6.5.

4.1 Member Groups

- 4.1.1 Groups of 5 or more core members can organize into MGs. The number of representatives from a given MG is determined by the number of core members in the group divided by the representation quota, and rounded down. If the number of members in a MG does not reach the representation quota then those members instead receive representation at the Council via appropriate WGs.
- 4.1.2 If the number of members in a MG drops below 5 then the MG is given six months to increase its membership to 5 or more members otherwise the MG is disbanded.
- 4.1.3 Each core member can join at most one MG.
 - 4.1.3.1 A group of core members at a single institution may form a MG.
 - 4.1.3.2 A group of core members from multiple institutions can form a MG. The maximum size for such a MG is twice the representation quota. Larger MGs may form so long as there is a scientific reason for the grouping (to be vetted by the membership committee).
- 4.1.4 Core members at an institution are not required to join their institutional MG.
- 4.1.5 Each MG decides internally which member of the MG group represents them at the Council.
- 4.1.6 If a MG council representative leaves the MG they cease to be a member of the Council. The MG must then send a new representative to the Council.
- 4.1.7 Council representatives serve for a maximum of three years. Consecutive terms are only allowed in cases described in the Policies and Procedures document (to be vetted by the membership committee).
- 4.1.8 It is the responsibility of Council representative(s) from a MG to regularly consult with their MG regarding Council motions to be voted on and keep their MG informed of relevant Council discussions.

4.2 Working Groups

- 4.2.1 The Council may create WGs to coordinate the work of the Consortium within thematic areas. WGs are created according to the Working Group formation policy as given in the Consortium Policies and Procedures document.
- 4.2.2 A subset of the WGs are known as science WGs. These science WGs have projects related to the LISA Science Objectives or the LISA instrument.
- 4.2.3 Members of one or more science WGs must select a primary science WG for the purpose of representation at the Council.
- 4.2.4 The number of representatives from a given science Working Group is determined by the number of core members for whom this is their primary WG- who are not members of a MG, or whose MG has fewer members than the representation quota - divided by the representation quota, and rounded down. The positions to be filled are identified by the WG co-chairs accounting for the scientific interests of the electorate. Following an open call, these representatives are elected by WG members who select this WG as their primary WG and are not represented by a MG.

- 4.2.5 It is the responsibility of Council representative(s) from a WG to regularly consult with their electorate regarding Council motions to be voted on and keep their WG informed of relevant Council discussions.
- 4.2.6 Science WG Council representatives are elected for three year terms.
- 4.2.7 There will be a WG for early career researchers. This WG will maintain a definition of an early career researcher. In order to be a member of this working group, a core member must meet this definition.
- 4.2.8 Each science WG will have 4 co-chairs: two senior and two early career researchers. The co-chairs are elected by members of the WG.
- 4.2.9 Other WGs can have between 2 and 4 co-chairs (to be decided by the Council). These co-chairs are elected by members of the WG.
- 4.2.10 WG co-chairs can be removed by a two-majority majority vote of the Council.
- 4.2.11 Senior co-chairs serve 3-year terms and early career co-chairs serve 2-year terms.
- 4.2.12 The co-chairs of each science WG will maintain a list of projects in the Consortium Work Plan that WG members can work on to maintain their core member status.
- 4.2.13 In order to be a member of a WG, a core member must be actively participating in the activities of that WG, where active participation is defined in the Policies and Procedures document. This requirement is waived for provisional core members.
- 4.2.14 Core members may join multiple WGs.
- 4.2.15 The WG co-chairs who are on the Council are there to represent the interests of their working group and its members. Any core member who joins a non-science WG receives representation at the Council via the WGs co-chairs if they do not have other representation.
- 4.2.16 WGs may be dissolved by a two-thirds majority vote of the Council followed by a majority vote by all core members. The procedure by which WGs are dissolved is given in the Consortium Policies and Procedures document.

5 Roles and responsibilities of key positions

5.1 Spokesperson of the LISA Consortium

- 5.1.1 The Spokesperson is the face of the LISA Consortium, and is empowered to represent the LISA Consortium to the public and to the broader scientific community.
- 5.1.2 The Spokesperson is elected by the core members of the Consortium to a two-year term, with re-election possible. Spokesperson elections will be by secret ballot. The Spokesperson may be removed by a two-thirds majority vote, excluding abstentions, of the Council.
- 5.1.3 The Spokesperson chairs the Management Team (MT) of the LISA Consortium.
- 5.1.4 The Spokesperson, together with the LST representative, and in consultation with the Appointments and Election Committee (see Sec. 6.3.1), proposes the composition of the MT, to fulfill roles previously identified by the Council. This will always be preceded by an open call to all core members inviting expressions of interest.
- 5.1.5 In addition, the Spokesperson:

- Provides leadership in Consortium external collaborative relationships.
- Provides a receptive ear for any member of the Consortium who wishes to raise any issue of concern.
- If requested and agreed by all parties involved, assists the Ombudsperson to mediate grievances within the Consortium.

5.1.6 The Spokesperson may appoint a Deputy Spokesperson from the membership of the Consortium. The term of the Deputy Spokesperson ends at the conclusion of the term of the Spokesperson. The appointment shall be confirmed by a majority vote, excluding abstentions, of the Council. The Deputy Spokesperson may be removed at the discretion of the Spokesperson, in which case the Spokesperson will inform the Council of the decision.

5.1.7 The Spokesperson may delegate some responsibilities to the Deputy Spokesperson, but ultimate authority always remains with the Spokesperson.

5.2 LST representative of the LISA Consortium

5.2.1 The LISA Consortium Representative to the LISA Science Team is the voice of the Consortium within the LST: they pursue the Consortium's best interests, create and seize the best opportunities for the Consortium's involvement in science activities and preparation, and present the Consortium deliverables. The representative carries messages and requests from the Consortium Council to the LST.

5.2.2 The Representative is the voice of the LST in the Consortium: they bring to the Consortium Council LST requests and report LST discussions (when this does not violate any non-disclosure agreement).

5.2.3 The Representative is ultimately responsible in front of the Council for ensuring that the Consortium satisfactorily responds to the LST requests. The chosen form of the response is set by the Council votes, and the actual work may be done within WGs (and may be supervised by a dedicated subgroup) but the Representative is the one who reports the Consortium LST-related activities to the Council and to the LST, and takes responsibility for their execution.

5.2.4 The LST representative is elected by members of the Council to a three-year term, with one consecutive re-election possible. The LST representative may be removed by a two-thirds majority vote of the Council. Any restrictions on nationality and/or residency of the Consortium LST representative will follow the restrictions set by ESA and NASA for the membership of the LST.

6 Governance

6.1 The LISA Consortium Council

6.1.1 Composition of the council

6.1.1.1 MG representatives are members of the council.

6.1.1.2 Science WG representatives are members of the council.

6.1.1.3 Two co-chairs from each WG are members of the council. Science WGs must send one senior and one early career researcher co-chair to the Council. Within one year of these bylaws coming into force the Council must review the number of WG co-chair Council members and this article must be updated via the usual procedure for updating the bylaws, as outlined in Sec. 6.5.

- 6.1.1.4 The Spokesperson is a member of the council.
- 6.1.1.5 The LST representative is a member of the council.
- 6.1.1.6 The other members of the MT are ex-officio members of the council with no voting rights.
- 6.1.1.7 The Council will elect a chair from amongst its members to run the meetings. The term of the chair is 2 years.
- 6.1.1.8 Council members representing MG and primary science WGs members will be replaced in a rolling cycle, with one-third of members replaced every year.
- 6.1.1.9 There is no requirement for a Council member to have an employment contract extending over the duration of their time on the council.

6.1.2 Council meetings, motions and votes

- 6.1.2.1 A Council meeting must obtain a quorum of 60% of Council members to proceed.
- 6.1.2.2 Council motions are carried by a simple majority, excluding abstentions, of Council votes so long as at least half of Council members cast a vote (excluding abstentions).
- 6.1.2.3 The availability of voting records of members of the Council will follow the Consortium Voting Record Policy in the Policies and Procedure document.
- 6.1.2.4 Council members can propose motions. Any motion that is sponsored by a threshold percentage of Council members will go to a vote (the threshold is to be decided by the Council and specified in the Consortium Policies and Procedures document). Motions with fewer sponsors will be voted on at the discretion of the Council chair.
- 6.1.2.5 The MT can propose motions (no sponsors required).
- 6.1.2.6 Core members can suggest motions. Any motion sponsored by at least 15% of core members will go to a vote of the Council.
- 6.1.2.7 The Council can vote to send a motion for a vote by all core Consortium members.
- 6.1.2.8 Council votes may take place during scheduled Council meetings but reasonable additional time to vote must be allowed for those who are unable to attend a meeting

6.2 Management Team of the LISA Consortium

- 6.2.1 The MT is responsible for enacting the decisions made by the Council, and for ensuring the proper functioning of the LISA Consortium. Its mandate is to work to realize council initiatives. Where developments or new information may have affected the outcome of the Council decision, updated motions shall be returned to the Council for approval. The MT will not reinterpret or amend Council rulings without Council approval.
- 6.2.2 The MT is formed of at least 6 and at most 8 core members.
- 6.2.3 The Consortium Spokesperson is a member of and chairs the MT.
- 6.2.4 The LST representative is a member of the MT.
- 6.2.5 With the exception of the LST representative, members of the MT serve for a two-year term.
- 6.2.6 The Council Chair is an observer on the MT.

- 6.2.7 The composition of the other members of the MT is proposed by the Spokesperson and LST representative, in consultation with the Appointments and Election Committee, following an open call to all core members inviting expressions of interest. The proposal is subject to approval by the Council.
- 6.2.8 If the MT proposal includes a Deputy spokesperson, then the Deputy serves on the MT.
- 6.2.9 The MT is empowered to resolve differences and deadlocks in any issues arising in the LISA Consortium, after consulting with the relevant bodies.
- 6.2.10 In the event that any elected or appointed position is vacated temporarily or indefinitely (including but not limited to reasons of leave, illness, suspension, etc.) the MT is empowered to appoint an interim replacement until the leave ends or the position can be filled through normal procedures.
- 6.2.11 In exceptional cases, the MT may temporarily remove an elected or appointed individual from a leadership role within the Consortium. At the next Council meeting the Council must vote on whether to make the removal permanent. If the Council declines to do so the individual is reinstated to their position.
- 6.2.12 The MT is responsible for ensuring that scientific results generated by the Consortium for external publication are successfully brought to completion.
- 6.2.13 The MT provides support to the LST representative to ensure the timely delivery of Consortium deliverables requested by the LST.
- 6.2.14 In addition, the MT:
- Ensures that a minimum of one full meeting of the Consortium is organized each year (which may be online).
 - Identifies key new external opportunities and brings them to the attention of the Consortium.
- 6.2.15 The MT is responsible for maintaining the Consortium organization chart, which should include the current WGs, all permanent and temporary committees and all elected or appointed positions.
- 6.2.16 The MT may need to create temporary “task teams” to assist with the workload.
- 6.2.17 Decisions of the MT can be overridden by a simply majority vote, excluding abstentions, of the Council.
- 6.2.18 The MT may invite non-MT members to attend MT meetings.
- 6.2.19 Any member of the MT, including the Spokesperson and the LST representative, can be removed by a two-thirds majority vote of the Council.
- 6.2.20 A vote of no confidence in any member of the MT may be triggered in the following way: core members who have lost confidence in a MT member may write in secret to the Council chair to express this. If 40% of core members express a loss of confidence in this way then the Council will hold a vote to remove the MT member. If the Council vote is not sufficient to remove a MT member then a vote of no confidence in them cannot be held for at least one year.
- 6.2.21 If the Spokesperson resigns or is removed from their office by a vote of the Council the process of electing a new Spokesperson will begin immediately.
- 6.2.22 Whenever a new Spokesperson is appointed, the current MT will be replaced once the MT proposed by the new Spokesperson has been approved by the Council.

6.3 Permanent committees

- 6.3.1 Permanent committees advise the Council.
- 6.3.2 Three permanent committees are created by these bylaws: the Membership Committee, the Appointments and Elections Committee, and the Bylaws Committee.
- 6.3.3 The Council may create and remove additional committees. When new committees are created, the size of the committee and the roles of the committee and its members must be clearly defined by the Council in the Consortium Policy and Procedures Document. The Council may modify the role of any committees that it creates.
- 6.3.4 Appointments to permanent committees are for a period of two years, can be renewed and will be staggered within each committee to ensure continuity.
- 6.3.5 Each committee has a chairperson who is appointed for two years.
- 6.3.6 With the exception of the Appointments and Elections Committee, core members are appointed to committees in the following way:
- (i) The Appointments and Elections Committee issues an open call for the positions and encourages applications.
 - (ii) The Appointments and Elections Committee makes recommendations to the Council based on fit to the position and ensures a diverse committee is formed whenever possible.
 - (iii) Appointment recommendations are ratified by the Council.
- 6.3.7 With the exception of the Appointments and Elections Committee, core members can be removed from committees with a simple majority of Council votes.
- 6.3.8 The Council can appoint additional ex-officio members to permanent committees.
- 6.3.9 The Council may dissolve any committee that it created with a majority vote. If four Council members raise objections with the Council chair to the dissolution of a committee then the committee can only be dissolved by a majority vote of all core members. The procedure by which committees are dissolved is given in the Consortium Policies and Procedures document.

6.3.1 Appointments and Elections Committee

- 6.3.1.1 One role of the Appointments and Elections Committee is to recommend appointments of members to permanent committees, ensuring that committees end up with a diverse representation of the Consortium. They also advise in the nominations of the MT. Diversity in this context can refer to scientific diversity, geographic diversity, career-stage diversity, as well as any other considerations.
- 6.3.1.2 The Appointments and Elections Committee runs all elections and also ensures that elections are carried out on time.
- 6.3.1.3 The Appointments and Elections Committee is formed of 5 members. Following an open call to all core members, two are elected by the Council and three are elected by all core members.
- 6.3.1.4 The members of the Appointment and Elections Committee will choose one member of the committee to be the chair.

- 6.3.1.5 The Council may remove the members it elected to the Appointments and Elections Committee with a simple majority of Council votes. The Council may remove the members elected to the Appointments and Elections Committee by all core members with a two-thirds majority vote of Council votes.
- 6.3.1.6 The Council may add and remove additional roles to the Appointments and Elections Committee. These additional roles will be specified in the Consortium Policies and Procedure document.

6.3.2 Membership Committee

- 6.3.2.1 The Membership Committee reviews applications to join the LISA Consortium and makes recommendations to the Council.
- 6.3.2.2 The Membership Committee reviews requests to terminate membership in cases that do not involve a breach of the code of conduct, and makes recommendations to the Council.
- 6.3.2.3 The Membership Committee is formed of 5 members. Members of this committee are appointed following the procedure in 6.3.6.
- 6.3.2.4 The Council may add and remove additional roles to the Membership Committee. These additional roles will be specified in the Consortium Policies and Procedure document.

6.3.3 Bylaws Committee

- 6.3.3.1 The Bylaws Committee reviews motions to change the bylaws to check that, e.g., the proposed change is well formulated and consistent with the other bylaws, the change is legal, etc.
- 6.3.3.2 The Bylaws Committee will regularly (at least once a year) review the bylaws and may suggest changes to the bylaws to the Council.
- 6.3.3.3 The Bylaws Committee is formed of 5 members. Members of this committee are appointed following the procedure in 6.3.6.
- 6.3.3.4 The Council may add and remove additional roles to the Bylaws Committee. These additional roles will be specified in the Consortium Policies and Procedure document.

6.4 Temporary task teams

- 6.4.1 The MT can form “task teams” whose members are appointed by the MT. These task teams allow the MT to react quickly to tasks that need to be done without waiting for the next council meeting.
- 6.4.2 Temporary task teams are strictly task or time limited, i.e., they have a clearly defined goal and after the goal is completed or allocated time exhausted the team dissolves.
- 6.4.3 Temporary task teams report to the MT.
- 6.4.4 When the MT creates a temporary task team the Council is notified of (i) the duration of the task teams existence, and (ii) the members on the committee and their roles.
- 6.4.5 Decisions of the temporary task teams can be overridden by a simple majority vote, excluding abstentions, of the Council.

6.5 Changes to these bylaws

- 6.5.1 Before a motion to change the bylaws is put before the council it is reviewed by the Bylaws Committee who recommends the final wording to the Council.
- 6.5.2 After review by the Bylaws Committee, a motion to change the bylaws is then voted on by the Council. If that motion passes with a simple majority (excluding abstentions), then all core members vote on the proposed changes. The bylaws will be updated if a simple majority of core members (excluding abstentions) vote to accept the proposed changes.

6.6 The LISA Consortium Ombuds Office

- 6.6.1 The LISA Consortium Ombuds Office provides confidential, independent, and neutral dispute resolution advisory services for all members of the LISA Consortium. The Ombuds Office assists all members in identifying and evaluating options for resolving and managing conflicts, provides various types of informal mediation services, and makes referrals to other appropriate academic and community resources.
- 6.6.2 People are appointed to the Ombuds office by the following procedure. The Spokesperson identifies a suitable candidate and the appointment is ratified by the Council. The Council may appoint additional Ombudspersons and, if needed, a chair of the Ombudsoffice.
- 6.6.3 Ombudspersons serve for a 3 year term. After the end of their term, the outgoing Ombudsperson does not take on new cases, but will continue to mediate ongoing disputes until they have been settled.
- 6.6.4 On the advice of the Spokesperson, the Council may remove an Ombudsperson with a simple majority.
- 6.6.5 The duties, roles and function of the Ombuds Office are described in the LISA Consortium Policies and Procedures document.

6.7 Elections

- 6.7.1 All elections are carried out via secret ballot using the single transferable vote system.
- 6.7.2 All core members may run for re-election to a position, unless explicitly not allowed by other articles in these bylaws.
- 6.7.3 If a core member steps down, or is removed, from an elected position the Appointments and Election Committee will arrange an election to replace them.