

European Conference on Information Systems

(Based on the AIS Region 3 Board charter – 2014 Dec 14 – Revision.doc)

1. Nature of the European Conference on Information Systems

- (1) The European Conference on Information Systems (ECIS) is designed to promote professional activities and educational forums in information systems and technology in the AIS Region 2.
- (2) It is defined as a regional conference of the Association for Information systems, which will be held annually with the objective of providing a forum where researchers, practitioners, and policy makers can meet to share and exchange ideas and high-quality research related to information systems and technology.

2. Governance of the Conference

- (1) ECIS is governed by the Region 2 Board of the Association for Information Systems (called AIS Region 2 Board hereafter).
- (2) The AIS Region 2 Board is responsible for ensuring that the conference is run in a professional way and is consistent with the overall objective of the conference.

3. Organization of the AIS Region 2 Board

- (1) The AIS Region 2 Board (called the Board hereafter) is composed of the following members:
 - Conference Chairs of the Conferences in the current year, immediate past year, and the following year (based on the calendar year)
 - Program Chairs of the Conference in the current year, immediate past year, and the following year (based on the calendar year)
 - Doctoral Consortium Chairs of the Conference in the current year, immediate past year, and the following year (based on the calendar year)
 - Region 2 Representative of the AIS
- (2) All members of the AIS Region 2 Board are equal
- (3) In the event that more than one person serving as Conference Co-Chairs, Program Co-Chairs, or Doctoral Consortium Co-Chairs, a maximum of three of the Co-chairs will be admitted into the Board to share one position for each category.
- (4) The Secretary of the Board is elected by all members of Board. The election

takes place at the meeting co-located with the ECIS conference. The term of service starts the following year. The term of service of the secretary is three years and may be renewed.

(5) The Secretary is chairing meetings. In the absence of the Secretary another person that is member of the Board is appointed by the Secretary in advance of the meetings.

(6) The Standing Committee may invite AIS officers, Conference Chairs in the past two to five years, and representatives from European, Africa, and the Middle East countries without representative in the current Board to attend meetings as observers to seek for more inputs. The observers do not have the voting right. The Standing Committee can task people to scout new conference chairs for future ECIS conferences.

(7) The AIS Region 2 Board should at all times have members from at least four Region 2 Countries.

4. Responsibility of the Board

The board shall be responsible for the following:

- (1) Setting policies regarding the timing and format of the conference.
- (2) Selecting sites for ECIS conferences for up to 3 years in advance.
- (3) Monitoring the progress of the conference.
- (4) Other important issues related to the development of AIS, ECIS, and information systems academics profession.

5. Site Selection and Conferences

- (1) The Board shall meet during ECIS to select future conference sites.
- (2) At any time, the Board may revoke with a majority vote its decision to hold the Conference at a particular site.

6. Board Meetings

- (1) The board is expected to have at least one face-to-face meeting and one virtual meeting (e.g. on Skype) each year. The face-to-face meeting shall be at the time and the site of ECIS for the year.
- (2) The secretary may call ad hoc Board meetings at the request of at least three members. Such meetings may be held face to face, by video, or by telephone conference facilities, or via the Internet.
- (3) Notice of any meeting must be given via electronic mail at least ten days prior to the meeting.
- (4) A majority of the board members shall constitute a quorum for the

transaction of business at any meeting of the Board.

- (5) Conference Chairs, Program Chairs, and Doctoral Consortium Chairs in the Board are voting members with each of them holding one vote. In the event that multiple persons hold a membership position (e.g., two conference co-chairs or program co-chairs in a year), each of the member will hold a proportional vote. If only one of the members attends the meeting, the person who attends will hold the full vote for that membership position. Advisory members do not hold the voting right.
- (6) The AIS Region 2 Representative holds one vote.
- (7) The Secretary of the Board holds one vote.
- (8) A member may register a vote by proxy by notifying the Secretary of the Board in writing or by emails at least a week before the meeting. The person must nominate another voting member to hold the proxy. They may direct the proxy as the holder sees fit. Members of the board should not be paid for being a member of the board.

(3) Compensation

Members of the Board shall not receive any compensation for their services. Unless otherwise specified in advance, members are expected to cover their own costs for attending board meetings and conducting other related activities.

(4) Records

The Secretary of the Board shall keep correct and complete records of account and shall also keep minutes of its proceedings.

(5) Amendment to Terms of References

Terms in this document may be altered, amended, or repealed by a majority of votes at any Board meeting, provided that at least two weeks of written notice is given of intention to alter, amend, or repeal and to adopt new terms at such meeting.

(6) When will this take effect

These by-laws will supersede the SC by-laws of 1995. They take effect 1. January 2017. A new Secretary take office right after the election June 2017.

(Prepared by ECIS SC Task Force for 14 December 2016)