



# Organization for Human Brain Mapping

Advancing Understanding of the Human Brain

## **ORGANIZATION FOR HUMAN BRAIN MAPPING A POLICY GUIDE FOR THE FORMATION OF SPECIAL INTEREST GROUPS (SIGS)**

### **DEFINITION OF SPECIAL INTEREST GROUPS (SIGS)**

**Section 1. Definition of Special Interest Group.** Special Interest Groups (SIGS) are designed to advance communities of shared interest on topical and active areas of neuroimaging research or other related areas that expand knowledge, learning or technology for OHBM's Members.

**Section 2. Activities.** SIG activities are held within the framework of the Annual Meeting and need to be approved in advance by the OHBM Executive Office. Should SIGS wish to hold activities outside of the Annual Meeting, they must first obtain Council approval. Requests for outside activities will be reviewed on a case-by-case basis. Activities of SIGS may include: submitting educational proposals or posters for consideration at the Annual Meeting; hosting online learning/community discussions; and organizing social events to be held during the Annual Meeting.

### **PROCEDURE TO FORM A NEW SPECIAL INTEREST GROUP (SIG)**

**Section 3. Formation Process.** A SIG will be established following a petition of not less than twelve (12) OHBM Members in good standing presented to the Council. The petition will define the scope of the SIG, provide a statement explaining how the proposed SIG will enhance OHBM's objectives, outline the governance, and include a description of the SIG's first year's activities. The petition must include signatures from the petitioners indicating that they endorse the commitment they are collectively making as a Group.

**Section 4. Review of Petitions.** Council will review petitions three times per year at their meetings in December, March and June; therefore, petitions must be received by the OHBM Executive Director no later than November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup> respectively.

### **DURATION OF SPECIAL INTEREST GROUPS (SIGS)**

**Section 5. Duration of Special Interest Groups.** SIGS shall be established for a period of five (5) years. At the end of this time, each SIG will be terminated and will need to submit a petition for the reinstatement of the Group, or for the establishment of a Group with a substantially similar scope. Petitions to establish SIGS in fields related to those of prior Groups are acceptable as long as they display substantially novel and different direction and content. Council has the right to dissolve any SIG at any time if the Council concludes that dissolution is in the best interest of OHBM. Any SIG which fails to organize any activity within a period of three (3) years shall automatically be terminated, and no petition for its reinstatement, or the creation of a

new SIG on the same or closely similar topic, shall be allowed for a period of one (1) year thereafter.

### **GOVERNANCE OF A SPECIAL INTEREST GROUP (SIG)**

**Section 6. Special Interest Group Governance.** Each SIG shall be governed by a Chair and Secretary comprised of OHBM Members in good standing. The Chair, Chair-Elect, Secretary and Secretary-Elect will initially be selected by a majority vote of those listed on the initial petition that will be considered the members of that SIG. The Chair and Secretary will serve for a three year term – Chair-Elect; Chair and Immediate Past Chair; Secretary-Elect, Secretary and Immediate Past Secretary. In the first year of formation, the Chair, Chair-Elect, Secretary and Secretary-Elect will serve two year terms. Those currently registered as SIG members will be solicited for nominations for open Chair-Elect and Secretary-Elect positions. Nominees will be reviewed with selections made by the Chairs and Secretaries of the SIG.

### **CHAIR AND SECRETARY RESPONSIBILITIES**

#### **Section 7. Special Interest Group Leadership.**

- a. **Chair.** The Chair is responsible for: 1) coordinating and overseeing all SIG activities; 2) directing activities of the Secretary and other volunteer leadership; and 3) enhancing communication between the SIG and the Council.
- b. **Secretary.** The Secretary is responsible for: 1) collecting, preparing and circulating all documents related to SIG activities including meeting minutes and an annual report to Council; 2) posting and monitoring written materials in the online community portal for their respective SIG; and 3) delivering all documents to the OHBM Executive Office so they can become a part of the association's records.

**Section 8. Special Interest Group Annual Report.** In June of each year, the OHBM Council will review the SIG's Annual Report which details all the activities of the SIG. This report will be an important factor to be reviewed by the Council in determining the continuing existence of the SIG. The report will be submitted to Council one month prior to its June meeting.

**Section 9. Special Interest Group Oversight.** OHBM Executive Office will serve as the central site for coordinating SIG needs.

### **FURTHER CONTACT**

For more information regarding Special Interest Groups, please contact Beth Slater, OHBM Executive Director, at [bslater@humanbrainmapping.org](mailto:bslater@humanbrainmapping.org).