

# **Bylaws of the Institute for Operations Research and the Management Sciences:**

## **Section on Location Analysis**

Last updated June 5, 2015

### Article 1 – Name

This organization shall be named the Section on Location Analysis of the Institute for Operations Research and the Management Sciences, hereinafter “the Section” or “SOLA” and “the Institute” or “INFORMS”, respectively .

### Article 2 - Purposes

The purpose of this Section shall be to promote the development of analytical methods, techniques and tools in the tradition of operations research/management science (OR/MS) as applied to the study of facility location. “Facility location” is defined as the choice of location(s) for entities at which services are provided in order to optimize measures of efficiency and possibly equity and effectiveness, subject to resource constraints and institutional considerations.

As facility location is a task performed by actual organizations, this Section will address the concerns of researchers as well as practitioners, using a variety of disciplinary approaches, as applied to problems in the private, governmental and non-governmental sectors. This Section will assist in the professional development of junior members, recognize the achievements of senior members and support other professional associations inside and outside the United States focused on facility location.

Facility location has natural links to a variety of other OR/MS application areas, including health services, environment and natural resources, transportation and logistics, production and inventory management and urban and public affairs. Facility location has natural links to many OR/MS methodological areas as well, including mathematical programming, multi-criteria decision models, economics and stochastic modeling. Therefore, this Section will attempt whenever possible to strengthen links between SOLA and other INFORMS Sections and Colleges whose interests overlap the application areas and methods listed above.

### Article 3 - Membership

Any member of the Institute may become a Section Member by paying the Section dues. Non-members of the Institute may become Section members by paying the special fee for non-members of the Institute. All members shall have equal rights, duties, and privileges except that section officers must also be INFORMS members. (See Article 6).

### Article 4 – Officers

1. The officers of the Section shall be a President, an Executive Vice President, a Secretary and a Treasurer. All officers will serve a term of two years.
2. The President shall be the chief administrative officer of the Section and shall supervise development and execution of the Section's programs at meetings of INFORMS and (at the discretion of the President) other professional societies. The President shall (a) call and organize meetings of the Section, (b) appoint ad hoc committees as required, (c) appoint chairs and

members of standing committees, (d) manage the affairs of the Section between meetings, and (e) preside at Section Board meetings and Section membership meetings. The President shall appoint the chairperson of and be an ex officio member of all standing committees and shall have the general powers and duties of management usually vested in the Chairperson of a professional organization. Upon completion of his/her term the President will become a member of the Section's Board for up to two terms of two years apiece, with the title "Director, Past President."

3. The Executive Vice President shall be the principal assistant administrative officer of the Section and shall act as President in the absence of the President. The Executive Vice President will organize the Section's programs at meetings of INFORMS and may choose to assist the President in organizing the Section's programs at meetings of professional societies other than INFORMS. The Executive Vice President shall chair a planning committee to develop the Section's program and required budget for the coming year and conduct the annual election of officers and Board members for the Section. The Executive Vice President will have such other duties as the President or the Board shall assign to him/her. The Executive Vice President will be the presumptive nominee for the office of President of the Section after his/her term of office as Executive Vice President.
4. The Secretary shall conduct the correspondence of the Section, keep the minutes and records of the Section, maintain contact with the Institute and other facility location-oriented organizations, receive reports of activities from those Section Committees that may be established, make arrangements for the regular meetings of the Board and the membership meetings of the Section and make arrangements for the orderly transfer of all the Section's records to the Secretary succeeding him/her. The Secretary will maintain an electronic mailing list of all members of the Section and manage a website with links to listings of all members of the Section, the INFORMS website and other sites as necessary. The Secretary will perform other duties usual to the office of an organization's Secretary.
5. The Treasurer shall be responsible for the administration and disbursement of the Section funds as directed by the Section Board, prepare and distribute reports of the financial condition of the Section, help prepare the annual budget of the Section for submission to the Institute, and make arrangements for the orderly transfer of all the Section's records to the Treasurer succeeding him/her. The Treasurer will perform other duties usual to the office of an organization's Treasurer.
6. Any Section member accepting nomination for elective office in the Section is understood to have agreed to perform the duties of that office if elected, and in particular to have agreed to attend the annual regular Section meetings during his/her tenure, except as his/her attendance is prevented by unusual circumstances. If a Section elected official must miss a meeting or be temporarily unable to carry out his/her responsibilities, he/she shall advise the President and shall make other arrangements for the discharge of his/her responsibilities. If a Section elected official should fail during his/her tenure to attend regular Section meetings and to carry out the responsibilities of the office, he/she can be removed from office upon the initiative of two-thirds vote of the Section Board. (See Article 5, Section 6 regarding completion of terms of officers removed from office.)

#### Article 5 – Board

1. The Board shall be the governing body of the Section and shall guide the officers in the administration of the Section's business. The Board shall consist of the elected officers indicated in Article 4, the most recent past President, and up to five Board Members representing to the extent practicable the varied interests of the Section members.

2. The Executive Committee of the Section will consist of the elected officers indicated in Article 4 and the most recent past president. The Executive Committee will be responsible for suggesting changes to the Bylaws to the membership.
3. Potential responsibilities of Board Members not part of the Executive Committee are defined by the Executive Committee. These responsibilities may include, but are not limited to: (a) Membership and Outreach, addressing coordination of the Section's activities with educational institutions and other INFORMS colleges and sections, and conducting membership drives; (b) Publications, addressing announcements of special issues of journals of interest to the members of the Section and new initiatives to disseminate research and practitioner findings to members of the Section and the broader research and practitioner community, and (c) Research, addressing coordination of Internet links and references to location-oriented datasets, calls for proposals for funding opportunities of interest to SOLA members, and facilitating potential research collaborations and mentorships, especially between geographically-dispersed Section members.
4. The Board may add up to five nonvoting members to the Board. The purpose of this provision is to allow representation on the Board of individuals engaged in important Section activities such as editors of newsletters, associate editors of INFORMS journals, editors of Section journals, representatives from allied societies, and representatives from the Institute newsletter.
5. Section Board meetings shall be held at least once each year, normally during the annual meeting of the Institute. Their purpose is to develop and implement service programs and to provide policy guidance for the Section officers. Special meetings can be called by the Secretary at the request of the President and a majority of Board members. Special meetings will be held within forty days of the receipt of the request and Board members will be notified by the Secretary of the date and place of the meeting at least two weeks prior to the meeting. All Section Board meetings shall be open to Section members.
6. A majority of the voting Board members shall constitute a quorum. In special circumstances a mail ballot and/or electronic ballot can be used to vote on a Board action. In this case a majority of the voting members of the Board must vote in order for the vote to be valid.
7. Board vacancies that occur between elections shall be filled as follows: a vacancy in the office of President shall be filled by the Executive Vice President and upon the completion of this term he/she shall continue as President so as to complete the term for which he/she was elected; a vacancy in the office of Secretary or Treasurer shall be filled on an acting basis by a majority vote of the Board; other vacancies shall remain until the next Section election. All officials elected by the Board shall serve only until the next annual Section election.

#### Article 6 - Election and Tenure of Section Officials

1. All elected officers and Board members shall be elected in accordance with process operating concurrently with that of the INFORMS election process. By this process the Section shall annually elect all officials and Board members to serve terms of two years. Other officials will be elected as may be required by vacancies that have occurred since the previous election.
2. The Executive Vice President is the presumptive sole nominee for election to the office of President at the completion of the current President's term. If the Vice President chooses not to accept the office of President, the President may run for re-election for at most one additional term, and the floor shall be open for nominations for the office of Executive Vice President, to exclude the current Executive Vice President.

3. No officer other than the Secretary or Treasurer, who has served a full term shall be eligible for immediate election to the same office, except as indicated in Article 6, Section 2. A Secretary, Treasurer or board member other than immediate past president may be renominated to the same office at most twice following his or her first election to that office.
4. The President shall appoint a Nominating Committee at least six months before the Board meeting of the Section, usually held in conjunction with the INFORMS Annual Meeting. The Nominating Committee, composed of a chair and at least two additional Section members, shall prepare a slate consisting of at least two nominees for each office to be filled. At least five months before the Board meeting of the Section, the Nominating Committee will submit its nominations to the Executive Vice President who will report these nominations to the Section membership at that time by one or more of the following: a) electronic mail, b) hardcopy newsletter, or c) other written form. Additional nominations for any office may be made by a petition signed by at least six Section members. Such petitions must reach the Vice President at least 3 months before the Board meeting of the Section.
5. Nominees for the positions of elected officers must be Section members and INFORMS members. Nominees for Board members must be Section members and INFORMS members.
6. At least two months before the Board meeting of the Section, the Vice President shall forward official ballots to the Section membership. Ballots shall be issued by one of the following media: a) letter mail ballot; b) electronic mail ballot; c) web-based ballot d) a combination of letter mail and electronic mail or web-based ballot. Nominees for office shall be listed alphabetically on the ballot (and so noted) with no indication as to those nominated by the Nominating Committee and those nominated by petition. Ballots must be returned to the Executive Vice President or someone designated by the Vice President at least one month prior to the Board meeting of the Section .
7. The Executive Vice President of the Section shall appoint tellers to receive ballots and to tally them as of a preannounced time at least two weeks before the INFORMS meeting. Tellers may not be Section officers or candidates for office. The winning candidate for each position shall be the candidate receiving the largest number of votes. In the event of a tie vote for any position, the members present at the next membership meeting of the Section shall choose between the tied candidates by written ballot. Winning candidates should attend the Board meeting as observers and shall assume their office following this meeting.

#### Article 7 - Section Committees

1. The Section President, with the approval of the Section Board, shall establish committees as required and shall appoint qualified chairs to head these committees. In all cases the terms of the chairs and the committee memberships shall cease upon completion of the term of the President who appointed them.
2. The Lifetime Achievement Award in Location Analysis (LALA), presented by tradition at the triennial meeting of the International Symposium on Locational Decisions (ISOLDE), will be determined by a committee appointed by the current SOLA president and which will include at least one former LALA honoree. The current SOLA president will serve as LALA committee chair.
3. The Section on Location Analysis Dissertation Award, presented by tradition at biennial national meetings of INFORMS, will be determined by a committee whose chair is appointed by the current SOLA president.
4. The Charles ReVelle Rising Star Award, presented by tradition at biennial national meetings of INFORMS, will be determined by a committee consisting of a chair as

appointed by the current SOLA president, one past winner of the SOLA Lifetime Achievement Award, and one past winner of the SOLA dissertation prize.

#### Article 8 - Responsibility to the Institute

1. The Section shall operate in accordance with the Constitution and Bylaws of the Institute. Each year, after the INFORMS meeting, a Section annual activity report will be submitted to the Institute setting forth the significant accomplishments and activities of the Section during the previous year and outlining a rationale for the budget projections for the following year. Additional reports shall be submitted to the Institute upon request by the Institute.
2. In the event of dissolution of the Section, its assets shall become the property of the Institute.

#### Article 9 - Amendments

1. Proposed amendments to these bylaws may be initiated either by action of the Section Board or by a petition to the President signed by 5% of the membership or 15 members of the Section, whichever is smaller. The Secretary shall distribute copies of the proposed change to all members of the Section by electronic mail or written form not less than three weeks before the annual membership meeting. An open discussion of the proposed amendments to the bylaws shall be carried out at the following membership meeting of the Section.
2. Not more than two months after the discussion of the proposed amendment the Secretary shall distribute to all members copies of the proposed amendment along with ballot forms by electronic mail, web-based, or written form. No ballot shall be counted unless marked by a Section member to indicate his/her choice, returned to the official tellers bearing the voter's name, and received by the tellers no later than a date to be specified upon the ballot form - a date not earlier than six weeks from the date of distributing the ballot forms to the Section membership.
3. The adoption of the proposed amendment shall require an affirmative vote by at least two-thirds of the members voting, as tallied by tellers appointed by the President. The tellers shall report the tally to the President within one week of the date specified for receipt of the ballots. The result of the balloting shall be announced to the membership by the Secretary .
4. If approved by the Section membership, the proposed amendment to the Bylaws shall become effective upon approval by the Institute.

#### Article 10 - Meetings

1. The annual membership meeting of the Section shall be held when practical at the time and place of the annual meeting of the Institute with the schedule and site to be arranged by the Secretary of the Section. The place and time of this meeting shall be announced at the INFORMS meeting, or earlier if possible. The quorum for action at the membership meeting shall be 5% of the membership or 15 members of the Section, whichever is smaller.
2. Board meetings of the Section may be held whenever a quorum can be assembled. One Board meeting a year, normally at the annual meeting of the Institute shall be considered a minimum requirement.
3. The Section officers shall meet on call of the President.
4. Robert's Rules of Order shall, at the option of the Board, govern all Board and Section membership meetings except in those cases where they are inconsistent with this Constitution.