

# Planetary Crater Consortium

## Charter –April 2017

**Preamble and Purpose:** The Planetary Crater Consortium (PCC) provides a forum for the discussion of studies of the morphology, occurrence, effects, and implications of impact craters on all planetary bodies. Such discussions are not limited to the annual meeting of the PCC, but they can be in workshops, conferences, and subgroup meetings sponsored by or affiliated with the PCC. Discussion topics typically include, but are not limited to findings that provide insight into processes involved in impact crater formation, physical characteristics of the impacted targets, the geologic evolution and history of the surface on which the craters reside, and the history of the impact crater flux.

**Participation:** Participation in the PCC is open to anyone interested in the study of impact crater morphology and morphometry and their populations on planetary bodies. The PCC is led by a chair with the guidance of the PCC Executive Council composed of three additional at-large members and the appointed Meeting Chair.

**Meetings:** The PCC meeting is held annually in Flagstaff at the U. S. Geological Survey or Northern Arizona University. However, from time to time, it may be held in a different location to be hosted by any PCC participant, as approved at the prior meeting by voice vote. The precise dates of the following year's meeting will be voted on by participants present at the end of each annual PCC meeting. The annual meeting will focus on the results of scientific work, technical reports, subgroup reports, or administrative reports. Scientific or technical presentations at this meeting will be a minimum of 40 minutes long with approximately 20 minutes of presentation and 20 minutes of questions. An abstract must accompany each scientific presentation. Each presenter and their team (e.g., graduate students, post-docs or co-investigator) are eligible for a maximum of one presentation. Requests for additional presentation by a presenter and their team will be accommodated if the agenda has the flexibility, or as poster presentation. The meeting will be for a duration of two and one half days, once per year. The agenda for the annual meeting will be establishing by the PCC Chair, with the assistance of the Meeting Chair, and the Executive Council. Workshops and meetings of a specific focus (related to the PCC function) may be sponsored by PCC. These may be held in at any appropriate location.

**PCC Chair:** The PCC Chair is elected every 3 years by participants present at the annual PCC meeting. This 3-year term starts at the end of the annual meeting where elections are held (starting in 2015) and extends to the end of the annual meeting 3 years later (i.e., 2015-2018, 2018-2021, etc.). Candidates for PCC Chair are required to discuss before the vote for Chair what they would contribute to advancement of PCC. The PCC chair also can be a candidate for reelection. The PCC Chair chairs the Executive Council and is responsible for organization and implementation of the annual PCC meeting. The Chair is responsible for establishing the agenda for the annual PCC meeting with the assistance of the Meeting Chair, and the Executive Council. The PCC chair is responsible for posting the PCC annual meeting date and other related information on the appropriate community websites that list planetary meeting dates. The PCC chair is also responsible for ensuring that the PCC website is maintained, and that annual PCC meeting abstracts are posted on that site.

**PCC Executive Council:** The PCC Executive Council is responsible for providing general guidance on issues involving 1) the annual PCC meeting, 2) possible topical workshops and conferences, and 3) ways to ensure that PCC remains a dynamic, scientifically relevant group. Executive Council members have terms of 3 years, with terms staggered so that one new member is elected every year at the annual meeting. The Meeting Chair and chairs of standing subgroups are ex officio members of the Executive Council. Candidates for the Executive Council must have attended at least the past two annual meeting in order to have the required familiarity with the PCC needed to provide it guidance.

**PCC Meeting Chair:** The PCC Meeting Chair will be responsible for issuing meeting announcements, collecting meeting abstracts and posting them on the PCC website. The logistics (e.g., meeting location, supporting equipment and materials, as well as supporting personnel) that support the annual PCC meeting will be arranged and organized by the Meeting Chair, with oversight by the PCC Chair and Executive Council. The Meeting Chair will also work with the local sponsor of annual PCC meetings not held in Flagstaff, as well as PCC sponsored special workshops to arrange logistics for those meeting.

**Voting:** For both the PCC Chair and Executive Council, only individuals attending the meeting (in person or electronically) when elections are held will be eligible for election to a position open at that time. In addition, only individuals attending the meeting where elections are held will be allowed to vote in those elections. To be considered, candidates are required to discuss what they would contribute to the PCC Executive Council to PCC. This will be done at the start of each annual PCC meeting. Voting will occur at the end of the annual meeting for the open position(s) on the PCC Executive Council members as well as the PCC chair (when appropriate).

**PCC Subgroups:** In special cases, such as when specific topics are of sufficient and high interest, and whose discussion would dominate the agenda at the annual meeting, the PCC may establish a subgroup(s) that focuses on these topics. This will be done by submission to the Executive Council a one-page or less proposal for establishment of the subgroup that outlines its proposed purpose, scope, functions, expected duration, and other relevant information requested by the Council. Submission of such a proposal will be done after its discussion at the annual PCC meeting and a majority vote of the participants at that meeting for the proposal to go forward for Executive Council consideration. This proposal will be voted on by the Executive Council with a majority required to pass. These focus areas of a subgroup may include any topic within the general scope of the PCC. The subgroups may hold meetings at times and locations agreed by members interested in attending these meetings. Each such subgroup will be chaired by a member elected by the subgroup participants. The responsibilities of the subgroup chair for these subgroup meetings are the same as those of the PCC Chair for the general meeting. The subgroup chair is also responsible for providing an overview at the annual PCC meeting of the activities of the subgroup for that past year and the plans of that subgroup. The chairs of subgroup that are ongoing will also be ex officio members of the PCC Executive Council.

**Special PCC Subcommittees:** In special cases where specific issues are of sufficient and high interest and importance to the interests of PCC (e.g., recommending names for craters, establishing a charter), the PCC Chair may appoint, with the Executive Council's concurrence, a special subcommittee (commonly 2-4 members) to develop a recommended position and actions by PCC regarding those issues. These recommendations will be reported back to the PCC Chair and Executive Council and presented at the annual PCC meeting. The members of these

subcommittees will be appointed from the membership of PCC (and in some special cases, other relevant and interested individuals) by the PCC chair. A subcommittee chair will appoint the members of each subcommittee, with the Executive Council's concurrence. The length of time a subcommittee will exist is dependent on the issue and the needs of PCC. These subcommittees will disband after they have achieved their goals (e.g., Charter Subcommittee) or be long-term if their task is open-ended (e.g., Naming Subcommittee). However, the members of these committees will be appointed to 3 years terms and can be reappointed.