

**BYLAWS OF CPMS, THE PRACTICE SECTION  
OF THE  
INSTITUTE FOR OPERATIONS RESEARCH AND THE MANAGEMENT SCIENCES**

**I. NAME**

The name of this organization shall be CPMS, the Practice Section of INFORMS. The Council of this section is authorized to adopt a common name to identify its activities.

**II. PURPOSE**

The purpose and objectives of this section shall in general be the same as those of INFORMS, its parent organization, but focused on the problems of the practice of Operations Research and the Management Sciences: the application of the Management Sciences and Operations Research to real-world problems.

Specifically, the purposes of this section are:

1. To provide a focus on the great value of the practice of the Management Sciences and Operations Research for the management community.
2. To provide a continuing focus on the study of the practice of the Management Sciences and Operations Research with the aims of keeping this area before INFORMS members.
3. To provide a source of specialized competence for related projects elsewhere in INFORMS, and to function as a unit to work with outside groups which approach INFORMS.
4. To provide an opportunity for INFORMS members to exchange information, ideas, experiences, techniques, and opportunities through meetings, correspondence, exchange of papers, and other appropriate means.
5. To stimulate cross-fertilization between INFORMS and other groups that are interested in the practice of the Management Sciences and Operations Research.
6. To identify, codify, synthesize, and interpret knowledge and Operations Research tools, and techniques useful in the practice of the Management Sciences and Operations Research.

**III. SCOPE**

Definition -For the purpose of delineating the scope of this section, "the practice of the Management Sciences and Operations Research" shall have the following meaning:

***The use of the Management Sciences and Operations Research in addressing problems of significance in commerce, industry and government.***

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**IV. MEMBERSHIP**

1. Qualifications

Any person eligible to become a member of INFORMS subsections may become a member of this section by writing to the Secretary of the section and expressing his/her interest or by paying dues. Non-members of INFORMS may become Section members by paying the special fee for non-members. A member may resign from the section by similarly indicating his/her discontinued interest.

2. Privileges

Membership in the section entitles the member to:

- A. Receive notices and special material which the section may distribute to its members.
- B. Vote on section matters.
- C. Hold a section office (restricted to members in good standing of INFORMS).
- D. Speak at section meetings.

**V. OFFICES**

Elected Officers : The elected officers of the section shall be the Chair, the Vice-Chair, the Secretary and the Treasurer. The duties of the elected officers shall be as follows:

A. The Chair

- 1. shall be the chief executive officer, shall preside at all meetings of the Council, and shall be responsible to the Council for the successful performance of the section's mission. The elected and appointed officers shall report to the section Chair.
- 2. may appoint additional committees and committee chairs, with the advice and consent of the Council, as necessary for the conduct of section affairs.
- 3. shall represent the section personally or with delegated surrogates in all dealings with other groups.
- 4. shall transmit to the Vice-President of Sections/Societies, the annual report of the preceding year's activities of the section prepared by the Secretary and approved by the Council.
- 5. shall transmit to the Vice-President of Sections/Societies, the annual report of the financial status of the section prepared by the Treasurer and approved by the Council.
- 6. shall perform such other duties as may, from time to time, be assigned by the Council.

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B. The Vice-Chair

1. shall act for the Chair in his or her absence.
2. shall supervise such projects, activities, or committees of the section as the Chair may designate.
3. shall be the Chair-elect subject to approval by the Council.
4. shall be the **Associate Editor for the CPMS newsletter**. These responsibilities include
  - a. contacting individuals with recurring responsibility to provide specific content to the newsletter, including the Chair for the Edelman Prize, Chair for the Wagner Prize, Roundtable activities contact, INFORMS VP-Practice, and others coordinating CPMS events.
  - b. Shall ensure that deadlines for submissions to the newsletter are met.
  - c. Shall provide general assistance to the Editor of the newsletter.

C. The Secretary

1. shall maintain or cause to be maintained all official records including the minutes of all meetings of the Council and the Management Advisory Committee.
2. shall maintain a roster of section members.
3. shall administer section elections.
4. shall be responsible for proper notification of members of all meetings of the section, the Council, or the Management Advisory Committee.
5. shall prepare an annual report of the preceding year's activities of the section .
6. shall be responsible for the timely dissemination of all minutes of meetings of the Management Advisory Committee and the Council to members of the Council.
7. shall report at the annual meeting on the status of Council members.

D. The Treasurer

1. shall prepare an annual budget for approval by the Chair and the Council.
2. shall maintain or cause to be maintained a record of all collections and disbursements of the section
3. shall administer all of the financial matters of the section including authorization of the payment of bills and receipt of income.
4. shall prepare an annual report on the financial status of the section.
5. shall maintain records of and verify the accuracy of funds and properties maintained at the INFORMS business office for the benefit of the section.

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### Appointed Officers

The Council of the section may, from time to time, designate and appoint such officers as it deems necessary for the conduct of the affairs of the section. The term of all appointed officers shall expire at the same time as the expiration of the terms of office of the current elected officers.

### Council

- A. The affairs of the section, shall be managed by the Council of the section.
- B. The Council shall consist of:
  - 1. the current Chair of the section, who shall act as Chair of the Council.
  - 2. the other elected and appointed officers.
  - 3. the past chairs of the section who wish to serve.
  - 4. members at large appointed by the Chair and approved by vote of the Council.
  - 5. The number of members constituting the Council shall not be less than ten.
- C. The term of appointed members of the Council shall not exceed three years and shall terminate at a time coinciding with an annual meeting of the section. A Council member, whose term has expired, may be reappointed by the Chair, subject to approval by the Council.
- D. A Council member may resign at any time by submitting written notice to the Chair.
- E. A deadlock in any matter being voted upon by the Council shall be broken by the vote of the Chair.
- F. The Council will meet at least two times a year. Other meetings of the Council may be called by the Chair or by any five members of the Council.
- G. Written notice of meetings of the Council shall be sent to each Council member at least five days before any meeting.
- H. **A quorum** shall be necessary for the transaction of any business, and shall consist of five members including at least three from among the elected officers and **the immediate past chairman**.
- I. At any meeting of the Council, more than one-half of members present and voting shall constitute a majority vote.
- J. In the event the term of any member of the council expires and a successor has not been named and such expiration shall reduce the number of Council members to less than ten, then the said member's term shall continue until the successor is appointed.

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**Management Advisory Committee**

There shall be a Management Advisory Committee of the section.

A. The Committee

- 1. shall review the section program, budget and matters of policy and advise the Council concerning them.
- 2. shall perform such duties as may be delegated to it by the Council.
- 3. shall vote on such matters as may be authorized by the Council, except changes to the by-laws of the section.

B. The Committee shall consist of:

- 1. the current Chair of the section, who shall act as Chair of the Committee.
- 2. the other elected officers.
- 3. the immediate past Chair of the section.
- 4. appointed officers designated by the Chair to be members of the Committee and approved by the Council.

C. The Committee may hold such meetings in relation to the conduct of its business as it deems necessary.

D. A quorum shall be necessary for the transaction of any business, and shall consist of five members including at least three from among the elected officers and the immediate past Chair.

**Term of Office**

All officers shall be elected or re-elected, appointed or reappointed for **a term of one year** taking office September 1 and terminating August 31.

The Chair and- the Vice-Chair may be elected for two consecutive terms.

The Secretary and the Treasurer may be elected without restriction, not to exceed 5 years

No other officer may be re-appointed for more than one additional consecutive term.

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## Elections

Officers shall be elected in the following manner:

- A. A Nominating Committee, consisting of three members both of INFORMS and of the section, shall be appointed by the Chair of the section and approved by the Council by February 1 of each year.
- B. The Nominating Committee shall prepare a list of nominees for the elective officers and present it to the Secretary not later than March 1 of each year.

This list may have one or more than one nominee for each office, at the discretion of the Council. There will be no nominee for Chair if the Council has approved the Vice-Chair being Chair-Elect.

- C. The Secretary shall announce this list, with each candidate's background and qualifications, to the membership of the section not later than March 15 by one or more of the following: a) electronic mail, b) hardcopy newsletter, or c) other written form. At the same time he or she shall call for further nominations, which shall be supported by a petition signed by at least ten members of the section in good standing, to be submitted not later than April 15.
- D. If no offices are contested, the Secretary shall certify the official slate as elected .
- E. If one or more offices are contested, the Secretary shall, by May 15, forward to all members in good standing, a ballot which lists the candidates alphabetically and does not distinguish between candidates nominated by the Nominating Committee and those nominated by petition, together with a description of each candidate's background and qualifications. 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.
- F. All ballots shall be returned, not later than June 15 to the Secretary who shall certify election in the presence of witnesses, on the basis of a plurality of ballots received, using approval voting.

## Vacancies

- A. A vacancy in the office of Chair, shall be filled by the Vice-Chair becoming Chair.
- B. Vacancies in other elective offices, shall be filled by the Chair with approval of the Council.
- C. Vacancies shall be filled for not longer than the remainder of the elective term in which the vacancy occurs.

## VI. FINANCE

- 1. The section may, among other possible funding activities:
  - A. establish membership dues.
  - B. charge registration fees for its events.
  - C. sell publications within policies set by INFORMS.

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Such policies require the approval of the Council.

2. The section may solicit funds for the furtherance of its purposes.
3. The fiscal year of the section shall be January 1 to December 31.
4. The section may contract with individuals for services to advance its goals and activities with the approval of the Executive Director of INFORMS. The Executive Director must sign all contracts.
5. All expenditures within budget shall be approved by the Chair in addition to Treasurer. All other expenditures shall be approved by the Council.
6. No unbudgeted receipts carrying conditions shall be accepted without approval by the Council.
7. The financial standing of the section may be audited periodically by the Board of INFORMS.
8. Administration and holding of all funds of the section shall be the primary responsibility of the INFORMS office. All funds so held shall accrue interest to the credit of the section.

## VII. ACTIVITIES

### 1. Business Meetings

A business meeting of the section shall be held at least once a year, preferably in conjunction with the annual meeting of INFORMS. The purpose of this meeting is to provide an opportunity for members and officers of the section to discuss plans, programs, and accomplishments, and other matters of interest to members of the section.

### 2. Other Activities

The section shall develop and carry on a program which may include such activities as the following. To:

- A. Undertake and/or sponsor surveys and other research projects.
- B. Hold specialized symposia, workshops, or other national or international events.
- C. Act as a clearing house for research being conducted in the area of its interest.
- D. Provide suggestions for programs and speakers for local chapters or other groups as well as for national and international INFORMS conferences.
- E. Facilitate an exchange of information among local groups.
- F. Undertake special projects desired by the section membership.
- G. Cooperate with universities concerning curricula and standards.
- H. Publish a directory of section members.
- I. Cooperate with appropriate publications.

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### 3. THE FRANZ EDELMAN AWARD

- A. The Franz Edelman Award is presented in the name of INFORMS and the competition for the prize is an INFORMS activity under the stewardship of the section.
- B. The section manages and executes the prize competition.
- C. The section establishes rules, procedures, timing, and location for the competition. It will be held annually with presentations by finalists, the judging, and the announcement of judging results occurring at the Spring INFORMS meeting or some other mutually agreeable time and place.
- D. In a timely manner the Chair of the section will submit to the president of INFORMS for consideration at the Spring meeting of INFORMS:
  - (1) a nominee for general Chair of the following year's competition;
  - (2) a recommendation to modify the size of the prize fund (optional).

At the Spring meeting, INFORMS Board will approve the recommendations or otherwise work with the section to determine the general Chair and the total prize fund .

In the absence of a prize fund proposal, the fund shall be the same as the one for the immediately preceding competition. Division of the prize money among the finalists shall be made by the judges of the competition.

- E. In a timely manner the Chair of the section will submit to the president of INFORMS for his consideration nominees for judges of the next competition. The president of INFORMS will approve the nominees or otherwise work with the Chair of the section to determine them. The editor-in-chief of INTERFACES will, ex-officio, be one of the judges.
- F. The section will establish all other positions relating to the prize competition, including screeners, verifiers, coaches, and other personnel which may be required.
- G. The prize fund and all operating expenses will be supplied by INFORMS. The operating costs include (1) the call for abstracts; (2) costs in screening, verifying, and judging the entries; (3) on-site expenses, including audio and video; (4) making the awards; (5) providing plaques and certificates for finalists and winners; (6) other budgeted administrative expenses; (7) expenses for external publicity and public relations; and (8) expenses associated with preparing the presentations as videotapes or CDs (editing and production).
- H. Videotapes and CDs are the property of INFORMS and all net revenue generated thereby are credited to INFORMS.
- I. Printed versions of the finalist presentations will be published in a special Franz Edelman Award issue of INTERFACES.
  - (1) The editor of that issue is nominated in a timely manner by the editor-in-chief of INTERFACES, with the advice and consent of the section Council.
  - (2) Delivery of the cash awards to finalist authors is contingent on the delivery of a paper in publishable form as specified by the editor of INTERFACES.

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## VIII. RELATIONSHIP TO OTHER GROUPS

### 1. INFORMS

CPMS, the Practice section of INFORMS is one of several functional subdivisions of INFORMS. It is an international body accountable to the Vice President -Practice and the Vice President – Sections/Societies, or to the INFORMS Board.

For the office of Vice President -Practice of INFORMS, the section Council with the Executive Committee of the INFORMS Roundtable shall establish a procedure to nominate a list of at least two (2) candidates to be submitted to the nominating committee of INFORMS in a timely manner. The nominating committee of INFORMS will select at least one nominee for the office from that list but may add other nominees, with voting on the nominees to be by approval voting by the INFORMS membership.

### 2. Other INFORMS sections and Societies

The section shall cooperate with other Sections of INFORMS to whatever extent their mutual interests suggest. It is the only Section concerned solely with "practice" in a general sense, but it recognizes that other Sections have concern for practice as it affects their areas of interest.

### 3. Chapters of INFORMS

The section may work with chapters in facilitating local programs and activities concerned with the practice of the Management Sciences and Operations Research.

### 4. The section may collaborate, in accordance with policies set by INFORMS, with groups outside INFORMS in activities of mutual or related interest.

## IX. AMENDMENTS TO BYLAWS

### 1. An amendment may be proposed by:

- A. A majority vote of the Council, or by
- B. A petition signed by at least ten members of the section in good standing.

2. The Secretary/Treasurer shall distribute copies of the proposed change to all members of the Section by electronic mail or written form to allow for open discussion, either electronically or at the next membership meeting of the Section. Not more than two months after the discussion of the proposed amendment the Secretary shall distribute to the section Membership copies of the proposed amendment along with ballot forms by electronic mail, web-based, or written form.

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 INFORMS Board.

***Last revision to CPMS Bylaws made May 2003***

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