

**INFORMS Transportation Science and Logistics
Society**

Policies and Procedures Manual

March 22, 2011

Section 1 Preface

The following three paragraphs are taken from the INFORMS Policies and Procedures Manual

The INFORMS Board believes in and advocates the use of published policies and procedures to promote good business practice and efficient operation of the Institute.

A *policy* statement presents the position, philosophy, and thinking of the governing bodies of INFORMS on a particular subject. Policy wording is intentionally formal, broad, and in general terms. By the same token, it is concise and brief so that the normal policy length is short. Policies are meant to answer the questions “what” and “why.”

A *procedure* provides detailed coverage of a particular subject. A procedure defines and specifies the necessary steps for accomplishing a given task. Procedures are worded in clear, precise, and specific terms to provide the reader with all necessary details and information. Wording is informal with emphasis on clarity and complete subject coverage, thereby making normal procedure length longer than a policy. Procedures are meant to answer the questions “how” and “when.”

The INFORMS Society on Transportation Science and Logistics will be abbreviated with TSL. This document will be called the TSL Policies and Procedures Manual, or the TSL Manual.

The TSL Policies and Procedures Manual contains official policies of TSL and those procedures of general interest to persons conducting business within or for TSL. Changes to the body of the TSL Manual must be approved by the TSL Board. No Policy or Procedure may contravene the INFORMS Constitution and Bylaws, or the TSL Bylaws. The INFORMS Board has final authority to determine whether a particular policy or procedure is in conflict with the INFORMS Constitution or Bylaws, and the TSL Board has final authority to determine whether a particular policy or procedure is in conflict with the TSL Bylaws.

The TSL Secretary will ensure that the master copy of the TSL Manual and its appendices reflects all approved changes, and that a copy of the TSL Manual and its appendices is posted on the TSL web page.

Section 2 Society on Transportation Science and Logistics Dissertation Prize Competition

Section 2.1 Announcement of the Competition

This section gives a template for the announcement of the competition. The announcement should appear on the INFORMS and TSL web sites, it should be published in OR/MS Today early in the year, it should be sent to INFORMS members via the regular email sent to all INFORMS members, and should be distributed in other ways deemed appropriate by the prize committee chair. In the template, words in *italics* indicate information that has to be filled in each year.

The announcement template:

Nominations are invited for the *year* Dissertation Prize Competition sponsored by the INFORMS Society on Transportation Science & Logistics. This award is the oldest and most prestigious honor for doctoral dissertations in the transportation science and logistics area. The award is accompanied by a \$500 honorarium for the winner. In addition, the winner and the recipient of an honorable mention (if any) each receives an 8x10 plaque announcing the award.

The following criteria will be used in judging candidate dissertations.

- Fundamental contribution and originality of the ideas or methods.
- Practical importance or applicability in solving important real problems.
- Clarity and excellence of the exposition.

Eligible doctoral dissertations are those completed and submitted between June 1, *previous year* and May 31, *year* in the general area of transportation science and logistics.

To be considered, a dissertation must be nominated by the thesis supervisor, who must submit the following items:

- an electronic copy of the dissertation (in PDF),
- an electronic copy of the extended abstract (3-5 pages) separate from the thesis (in PDF or MS Word),
- an electronic copy of the letter of nomination from the dissertation supervisor supporting the submission and stating his/her assessment of why the thesis is worthy of the award (in PDF or MS Word), and
- an electronic abstract of 300 words without formula or mathematical notation (in PDF or MS Word).

Submissions should be sent to:

Committee Chair

Committee Chair Name

Committee Chair email address

Committee Members
Committee Member Names

The deadline for receipt of submissions is June 30, *year*. The recommendations of the judges will be announced in the meeting of the Society on Transportation Science & Logistics at the Fall *year* INFORMS meeting. If you have any questions, please contact *Committee Chair Name* by email at [email address](#).

Section 2.2 Guidelines for the Prize Committee

Appointment of Committee Members

The prize committee consists of a chair and four committee members. The committee shall consist of three “3-year appointees” who serve three years each and two “1-year appointees” who serve one year each. The 3-year appointments are staggered such that one new 3-year appointee is selected by the residing President each year. The committee chair is the longest serving 3-year appointee. Thus, each 3-year appointee is scheduled to become committee chair in his/her third year.

The TSL President shall appoint the new 3-year committee member and the residing committee chair shall appoint the two 1-year appointees to serve on the committee. These appointments shall be made by January 31 of the year in which the prize is to be awarded. New committee members should be chosen such that the expertise of the prize committee will span a variety of important application areas in both transportation and logistics and will possess both theoretical and practical interests. Members should also be chosen so that geographical breadth is achieved.

If a committee member has a conflict of interest (defined herein), then an alternate committee member must be appointed for that year to serve temporarily in his/her place. Any committee member who has a conflict of interest should inform the chair of the prize committee no later than May 31 and the committee chair must appoint an alternate by June 30. If the committee chair has a conflict of interest, then the next longest serving 3-year appointee with no conflict of interest shall serve as chair and the new chair must appoint an alternate committee member for that year to serve in his/her original role.

The TSL President must approve all newly appointed committee members and alternates. If ambiguities in the committee member selection process or continuation of existing appointments arise, then the TSL President must be consulted and will be responsible for resolution.

Conflict of Interest

It is important to avoid even the appearance of a conflict of interest in the evaluation of any submission to an award committee. A problem arises when any member of an award committee has a past or current relationship with a nominee that might influence the voting process (positively or negatively) for reasons other than the merits of the case relative to the award. It is the responsibility of each committee member to bring to the attention of the committee chair any relationship that might be viewed as a conflict of interest. The committee chair should evaluate each case on its merits, and if a potential conflict is deemed to exist, propose a response that ensures that the final decision of the committee is free of any apparent conflict. On large award

committees that have to judge many nominees, it is acceptable for a judge with an acknowledged conflict with a nominee to participate in preliminary screening, but if that nominee survives the screening phase, then the judge with the conflict must be excused from further participation. If the potential conflict involves the committee chair, the chair should discuss this with the TSL President to determine an appropriate response.

Criteria for Judging

The committee shall use the following criteria for judging candidate dissertations.

- Fundamental contribution and originality of the ideas or methods.
- Practical importance or applicability in solving important real problems.
- Clarity and excellence of the exposition.

Additional Duties of the Committee Chair

The committee chair must advertise the prize through various channels, including the TSL Newsletter and OR/MS Today, and is responsible for ensuring that each submission considered for the prize meets the eligibility requirements. The chair will disseminate the criteria for judging (listed herein) and will ensure that each member of the committee has a copy of each submitted dissertation. The chair will offer technical assistance in the deliberation process and may suggest possible methods for coming to a single unified group decision. The chair will ensure that deliberations are concluded in a timely manner and will report the results of the competition prior to the INFORMS imposed deadline (typically in early September). The chair will submit an article consisting of an introduction and the short abstracts of approximately 300 words of the submitted dissertations to the editor of Transportation Science, to be published in a forthcoming issue.

Number of Awards

To preserve the significance of this award, *at most* one first prize shall be awarded in a given year. An honorable mention may be given for a second dissertation. However, this honor should be reserved for exceptional cases.

Reporting of the Award

The chair of the committee shall report the results of the competition directly to INFORMS. Every effort must be taken to ensure the secrecy of the competition outcome until the award presentation at the INFORMS annual meeting.

Section 3 Society on Transportation Science and Logistics: Robert Herman Lifetime Achievement Award

Section 3.1 Announcement of the Award

This section gives a template for the announcement of the award. In the template, words in *italics* indicate information that has to be filled in each second year.

The announcement template:

The Robert Herman Lifetime Achievement Award in Transportation Science is awarded at most every second year by the INFORMS Transportation Science and Logistics Society to an individual who throughout his or her professional career has made fundamental and sustained contributions to transportation science and logistics, and has influenced the field through her or his writings, teaching, service, and nurturing of younger professionals. The award is accompanied by \$750 honorarium.

Whom to contact:

Committee Chair

Committee Chair Name

Committee Chair email address

Committee Members

Committee Member Names

Section 3.2 Guidelines for the Award Committee

Appointment of Committee Members

The prize committee consists of a chair and four committee members. The committee shall consist of three “5-year appointees” who serve three terms each and two “1-time appointees” who serve one term each. The 5-year appointments are staggered such that one new 3-term appointee is selected by the residing President in a year in which the award is given. The committee chair is the longest serving 3-term appointee. Thus, each 3-term appointee is scheduled to become committee chair in his/her third term. The two 1-term appointees are appointed each term by the residing committee chair.

The committee chair shall name two 1-term appointees to serve on the committee by January 31 preceding the deliberations for the next competition. The Society President will appoint the newest 5-year appointee. New committee members should be chosen such that the expertise of the prize committee will span a variety of important application areas in both transportation and logistics and will possess both theoretical and practical interests. Members should also be chosen so that geographical breadth is achieved.

If a committee member has a conflict of interest (defined herein), then an alternate committee member must be appointed for that term to serve temporarily in his/her place. Any committee member who has a conflict of interest should inform the chair of the prize committee no later than May 1 preceding deliberations and the committee chair must appoint an alternate by May 31 preceding deliberations. If the committee chair has a conflict of interest, then the next longest serving 3-year appointee with no conflict of interest shall serve as chair and the new chair must appoint an alternate committee member for that year to serve in his/her original role.

The TSL President must approve all newly appointed committee members and alternates. If ambiguities in the committee member selection process or continuation of existing appointments arise, then the TSL President must be consulted and will be responsible for resolution.

Conflict of Interest

It is important to avoid even the appearance of a conflict of interest in the evaluation of any submission to an award committee. A problem arises when any member of an award committee has a past or current relationship with a nominee that might influence the voting process (positively or negatively) for reasons other than the merits of the case relative to the award. It is the responsibility of each committee member to bring to the attention of the committee chair any relationship that might be viewed as a conflict of interest. The committee chair should evaluate each case on its merits, and if a potential conflict is deemed to exist, propose a response that ensures that the final decision of the committee is free of any apparent conflict. On large award committees that have to judge many nominees, it is acceptable for a judge with an acknowledged conflict with a nominee to participate in preliminary screening, but if that nominee survives the screening phase, then the judge with the conflict must be excused from further participation. If the potential conflict involves the committee chair, the chair should discuss this with the TSL President to determine an appropriate response.

Criteria for Judging

The committee shall award the Robert Herman Lifetime Achievement Award to an individual who deserves special recognition for a lifetime of research and contributions to the transportation science and logistics community. Throughout his or her professional career, the selected individual must have made fundamental and sustained contributions to transportation science and logistics, and have influenced the field through her or his writings, teaching, service, and nurturing of younger professionals.

Additional Duties of the Committee Chair

The committee chair must advertise the prize through various channels, including the TSL Newsletter and OR/MS Today, and is responsible for ensuring that each submission considered for the prize meets the eligibility requirements. The chair will disseminate the criteria for judging (listed herein) and will ensure that each member of the committee has a copy of all relevant materials. The chair will take responsibility for ensuring a fair and timely deliberation process and may suggest possible methods for coming to a single unified group decision. The chair will ensure that deliberations are concluded in a timely manner and will report the results of the competition prior to the INFORMS imposed deadline (typically in early September).

Number of Awards

To preserve the significance of this award, *at most* one person will be named every two years for the lifetime achievement award. If no-one is named to receive the award, then the committee

must wait an additional two years before naming a new winner. The committee will cycle even if no award is given within a given two year period.

Reporting of the Award

The chair of the committee shall report the results of the competition directly to INFORMS. The winner may be notified to ensure attendance.

Section 4 Society on Transportation Science and Logistics Best Paper Award

Section 4.1 Announcement of the Competition

This section gives a template for the announcement of the competition. The announcement should appear on the INFORMS and TSL web sites, it should be published in OR/MS Today early in the year, it should be sent to INFORMS members via the regular email sent to all INFORMS members, and should be distributed in other ways deemed appropriate by the prize committee chair. In the template, words in *italics* indicate information that has to be filled in each year.

The announcement template:

The TSL Best Paper Award is given once a year to an outstanding paper in the field of transportation science and logistics. The paper must have been published in a refereed journal and must present innovative approaches for solving complex problems in transportation and/or logistics, with an emphasis on operations research and quantitative methods. A paper is eligible if it is written in English and if it has been published within the three (3) years prior to the submission deadline. All topics related to the field of transportation science and logistics will be considered, including, but not being limited to:

- airline operations;
- facility logistics;
- freight;
- intelligent transportation systems;
- transit;
- urban transportation planning methods;
- vehicle routing.

To submit a paper for the *year* competition, one of the authors must send three copies of it, along with a short letter (maximum 2 pages) describing the merits of the paper, to the Chair of the TSL Best Paper Award Committee, before July 1, *year*, at the following address:

Committee Chair Name

Committee Chair Address

Committee Chair email address

The other members of the Committee are:

Committee Member Names

Any author must submit only one of his/her eligible papers, although (s)he can be a co-author of another submitted paper. A paper is eligible for the competition if

- its main topic is related to the field of transportation science and logistics;
- it is written in English; and
- it has been published, or appears in pre-print form online through the publishing agency, between July 1, *year* and June 30, *year*. In the case of papers that are only available in pre-print form online at the time of consideration, the online publication date must be easily verifiable.

The winning paper will be announced at the TSL business meeting to be held during the annual INFORMS meeting. The authors of the winning paper will share a prize of \$800, and each will receive a certificate.

Section 4.2 Guidelines for the Prize Committee

Appointment of Committee Members

The prize committee consists of a chair and four committee members. The committee shall consist of three “3-year appointees” who serve three years each and two “1-year appointees” who serve one year each. The 3-year appointments are staggered such that the committee chair is the longest serving 3-year appointee. Thus, each 3-year appointee is scheduled to become committee chair in his/her third year.

The TSL President shall appoint the new 3-year committee member and the residing committee chair shall appoint the two 1-year appointees to serve on the committee. These appointments shall be made by January 31 preceding deliberations for the next competition. New committee members should be chosen such that the expertise of the prize committee will span a variety of important application areas in both transportation and logistics and will possess both theoretical and practical interests. Members should also be chosen so that geographical breadth is achieved.

If a committee member has a conflict of interest (defined herein), then an alternate committee member must be appointed for that year to serve temporarily in his/her place. Any committee member who has a conflict of interest should inform the chair of the prize committee no later than July 1 preceding deliberations and the committee chair must appoint an alternate by July 31 preceding deliberations. If the committee chair has a conflict of interest, then the next longest serving 3-year appointee with no conflict of interest shall serve as chair and the new chair must appoint an alternate committee member for that year to serve in his/her original role.

The TSL President must approve all newly appointed committee members and alternates. If ambiguities in the committee member selection process or continuation of existing appointments arise, then the TSL President must be consulted and will be responsible for resolution.

Conflict of Interest

It is important to avoid even the appearance of a conflict of interest in the evaluation of any submission to an award committee. A problem arises when any member of an award committee has a past or current relationship with a nominee that might influence the voting process

(positively or negatively) for reasons other than the merits of the case relative to the award. It is the responsibility of each committee member to bring to the attention of the committee chair any relationship that might be viewed as a conflict of interest. The committee chair should evaluate each case on its merits, and if a potential conflict is deemed to exist, propose a response that ensures that the final decision of the committee is free of any apparent conflict. On large award committees that have to judge many nominees, it is acceptable for a judge with an acknowledged conflict with a nominee to participate in preliminary screening, but if that nominee survives the screening phase, then the judge with the conflict must be excused from further participation. If the potential conflict involves the committee chair, the chair should discuss this with the TSL President to determine an appropriate response.

Criteria for Judging

The committee shall use the following criteria for judging candidate papers.

- Fundamental contribution and originality of the ideas or methods.
- Practical importance or applicability in solving important real problems.
- Clarity and excellence of the exposition.

Additional Duties of the Committee Chair

The committee chair must advertise the prize through various channels, including the TSL Newsletter and OR/MS Today, and is responsible for ensuring that each submission considered for the prize meets the eligibility requirements. The chair will disseminate the criteria for judging (listed herein) and will ensure that each member of the committee has a copy of each submitted paper. The chair will offer technical assistance in the deliberation process and may suggest possible methods for coming to a single unified group decision. The chair will ensure that deliberations are concluded in a timely manner and will report the results of the competition prior to the INFORMS imposed deadline (typically in early September).

Number of Awards

To preserve the significance of this award, *at most* one first prize shall be awarded in a given year.

Reporting of the Award

The chair of the committee shall report the results of the competition directly to INFORMS. Every effort must be taken to ensure the secrecy of the competition outcome until the award presentation at the INFORMS annual meeting.

Section 5 Outstanding Special Interest Group Prize

Purpose of the Prize

The purpose of the TSL Outstanding Special Interest Group Prize is to encourage TSL Special Interest Groups (SIGs) and International Liaisons to be exceptionally innovative and imaginative in the nature and scope of the activities that they undertake, and to be successful in their activities beyond expectation.

The Prize

TSL has a plaque with 24 smaller plates to record the winners of the TSL Outstanding Special Interest Group Prize. Each time the prize is awarded, the name of the winning SIG as well as the name of the chair of the winning SIG in the year that the prize was earned by the SIG, or the name of the winning International Liaison, will be engraved on a small plate. The chair of the winning SIG or the winning International Liaison can keep the plaque until the next time that the prize is awarded. There is no cash award.

Number of Awards

The TSL Outstanding Special Interest Group Prize shall be awarded to at most one SIG or one International Liaison in a given year.

Prize Committee

The prize committee shall consist of the TSL President, the TSL Vice President, the TSL Secretary/Treasurer, the TSL Communications Director, and the TSL Immediate Past President. It is the duty of the TSL President to ensure that the committee selects the winner (if any), and that the plaque is engraved, in time for the prize to be awarded and the plaque to be given to the winning SIG chair or winning International Liaison at the annual TSL business meeting.

Criteria for Judging

The prize committee shall use the following criteria for selecting the winning SIG or International Liaison.

- Whether the SIG or International Liaison performs all the duties normally expected of a SIG or International Liaison, such as maintaining a web page, organizing TSL sessions at both INFORMS and other conferences, and contributing to the TSL newsletter in the case of a SIG, or organizing TSL sessions at international conferences and recruiting international members in the case of an International Liaison.
- How innovative the activities are that the SIG or International Liaison undertakes in nature and scope.
- How successful the activities are that the SIG or International Liaison undertakes.
- Growth in the SIG's membership or TSL's international membership.

Conflict of Interest

It is important to avoid even the appearance of a conflict of interest in the evaluation of any submission to an award committee. A problem arises when any member of an award committee has a past or current relationship with a nominee that might influence the voting process (positively or negatively) for reasons other than the merits of the case relative to the award. It is the responsibility of each committee member to bring to the attention of the committee chair any relationship that might be viewed as a conflict of interest. The committee chair should evaluate

each case on its merits, and if a potential conflict is deemed to exist, propose a response that ensures that the final decision of the committee is free of any apparent conflict. On large award committees that have to judge many nominees, it is acceptable for a judge with an acknowledged conflict with a nominee to participate in preliminary screening, but if that nominee survives the screening phase, then the judge with the conflict must be excused from further participation. If the potential conflict involves the committee chair, the chair should discuss this with the TSL President to determine an appropriate response.

Reporting of the Award

Section 6 Guidelines for the TSL President

The TSL President, as the chief administrative officer of the Society, is responsible for the general supervision, direction and control of the business and affairs of The Society to ensure fulfillment of the major purposes of The Society (as outlined in Article II of The Society's bylaws.) To this end, the primary responsibilities of the Society President are as follows:

1. The President shall organize and preside at the annual business meeting of the membership and any meetings of the Society Board, as deemed necessary by the President;
2. The President shall represent The Society in external affairs;
3. The President shall appoint ad hoc committees as required, as well as chairs and members of standing committees;
4. The President shall be a member of the Outstanding Special Interest Group prize committee;
5. The President shall resolve potential conflicts of interest involving committee chairs;
6. The President shall be responsible for participating in the nomination process for and maintaining communication with The Society's representative on the INFORMS Subdivisions Council;
7. The President shall be responsible for ensuring that: a) at least two candidates are nominated for the position of Society Vice President, b) at least one candidate is nominated for each of the other open positions in the election, c) at least two candidates are nominated for the Society President position if the current elected Society Vice President declines to become Society President or if there is no current elected Society Vice President, and d) at least one candidate is nominated for the SIG Chair position if the current elected SIG Vice Chair declines to become the next SIG Chair or if there is no current elected SIG Vice Chair; and
8. The President shall coordinate activities with the other Society officers (the Vice President, the Secretary/Treasurer, the Communications Chair, and the Immediate Past President of The Society) and the Society Board (the Society officers plus the Chairs of each of the Special Interest Groups, and the International Liaisons).

Section 7 Guidelines for the TSL Vice-President

Section 8 Guidelines for the TSL Secretary/Treasurer

Section 8.1 Guidelines for the TSL Secretary

The Secretary is responsible for maintaining the records and history of the Society and for reporting these records and history to the members of the Society. The Secretary will work with the Communications Chair to ensure that the records and history are easily accessible to the membership and that changes in the records and history are posted in a timely fashion.

Listed below are duties of the Secretary. At the discretion of the Society Board, this list may be amended.

1. Take the minutes and attendance records at the annual business meetings and any other Society meetings. In the case of prizes, INFORMS may also ask for visual documentation of the event. These minutes should be included in the TSL Newsletter and made available on the Society's website.
2. Maintain an up-to-date Policies and Procedures Manual for the Society. Changes to the manual are subject to approval by the TSL Board. In part, the Manual offers a way of conveying the institutional knowledge of the Society. The Secretary should annually contact the various constituencies represented in the Manual in order to keep a running record that is passed on to the next set of Society officers.
3. Prepare the annual TSL activity report and submit the report to the INFORMS office. Instructions, including the report form and the instructions for submission, can be found at <http://www.informs.org/Subdiv/SecSocReport.html>.
4. Work with the President to organize the annual business meeting and any meetings of the Society Board as deemed necessary by the President.
5. Liason with the prize chairs and INFORMS office to ensure that prize checks and plaques are prepared in advance of the annual meeting.

Section 8.2 Guidelines for the TSL Treasurer

The Treasurer's key responsibility is to maintain the financial records of the Society. These responsibilities include but are not limited to:

1. Several times per year, typically quarterly, the TSL Treasurer should receive a financial statement for TSL from the INFORMS office. The TSL Treasurer should go over the statements, and look for any items that look unusual. Pretty much anything other than membership dues, award expenses, the reception at the annual business meeting, and sometimes small election expenses are unusual. Unusual items should be reported to the TSL President and INFORMS office personnel.
2. The TSL Treasurer is responsible for keeping track of funds allocated from the TSL general funds to each SIG, funds obtained by each SIG from sources outside the TSL general funds,

and funds disbursed by each SIG. The INFORMS office does not keep track of these details, and aggregates all TSL funds, including SIG funds, into one account. Thus, it is the responsibility of the TSL Treasurer to keep track of the composition of the total TSL funds into TSL general funds, and funds of each SIG. Upon receiving the Society's quarterly financial statement from INFORMS, the Treasurer shall report to each SIG its financial position.

3. At the annual business meeting the TSL Treasurer should present the financial reports to the TSL members.
4. The TSL Treasure is responsible for keeping the Society's year-end financial report up-to-date on the TSL website.

Section 9 Guidelines for the TSL Communications Chair

The three major responsibilities of the TSL Communications Chair are to manage the TSL mailing list, to manage the TSL web site, and to produce the TSL Newsletter.

Section 9.1 The TSL Mailing List

The TSL mailing list is managed through a website. The address of this site is <http://www.informs.org/mailman/admin/transci-logistics-section>

The TSL Communications Chair has to approve messages that are submitted for posting to the TSL mailing list. This is accomplished through the website given above (see "Tend to pending administrative requests"). Whenever someone sends an e-mail to the TSL mailing list, the TSL Communications Chair will be notified and the message will be held until the TSL Communications Chair approves it or rejects it.

Through the website, the TSL Communications Chair can change some options affecting the management of the TSL mailing list. The TSL Communications Chair can also add and remove email addresses from the TSL mailing list.

Christy Kline at the INFORMS office is also allowed to act as administrator of the TSL mailing list.

Section 9.2 The TSL Website

The TSL Communications Chair can access the TSL Website through SSH or SFTP at the following address: `transportation.section.informs.org`

The username is: `sects`

The TSL Communications Chair can change the password by typing the command `"passwd"` when he/she logs in through SSH.

All the files are in the directory `"htdocs."`

Section 9.3 The TSL Newsletter

The TSL Communications Chair is the editor of the TSL newsletter. The newsletter appears at least twice a year: in spring (April) and in fall (October). Each SIG should have its own section of the newsletter. The TSL Communications Chair should coordinate with the SIG chairs to obtain each SIG's section of the newsletter. It is desirable to make the newsletter exciting to the TSL members, for example with photographs of members giving talks, socializing at meetings, performing antics, etc. It is a great opportunity for the TSL Communications Chair to use his/her imagination and a digital camera. The newsletter appears on the TSL website.

Section 10 Guidelines for the TSL Immediate Past President

According to the TSL Bylaws, the Immediate Past President of TSL is a member of the TSL Board. The purpose of having the Immediate Past President on the Board is to provide continuity to the Board and its decisions. Specifically, the Immediate Past President can help the other officers to be more efficient by explaining to them what decisions had been made in the previous few years, and why these decisions were made, and by reminding the officers of duties that they have to perform and the times by which certain activities have to be completed, such as the composition of prize committees, TSL newsletters, elections, and the annual report to INFORMS. Thus the Immediate Past President serves as the memory, advisor, and mentor the TSL Board.

Section 11 Guidelines for the SIG Chairs and Vice Chairs

Policies

As required by the Bylaws, each SIG is responsible for representing the interests of a particular group within the Society as a whole. Each SIG is required to perform all of the duties required by the Society bylaws as well as any duties required by the Society Board in defining an active SIG.

The Chair and Vice-Chair of the SIG, who must be members of the Society when nominated, are elected for two-year terms.

Procedures

The following procedures outline the activities that the Society requires of the SIG in order for the SIG to be considered active. Other potential activities of the SIGs are discussed. Finally, procedures for SIG financing are outlined.

Responsibilities

1. An active SIG will
 - a. report on its activities in the quarterly Society newsletter,
 - b. maintain an active and up-to-date SIG email list,
 - c. support an up-to-date webpage highlighting the interests of the SIG and the activities of its members,
 - d. provide sessions at TSL sponsored conferences.

2. The SIG is solely responsible for determining procedures for fulfilling the requirements for active status. The Chair and Vice Chair have the right to delegate the responsibilities or to fulfill them themselves. The person or persons fulfilling the first three requirements fulfill the role of Secretary as prescribed by the by-laws. The person or persons fulfilling the fourth requirement fulfills the role of Cluster Chair as prescribed by the by-laws.

3. In addition to the activities required by the Society, the SIG may engage in activities that serve the interests of its members. These activities include but are not limited to:
 - a. awarding prizes periodically for the best paper in the subject area of the SIG,
 - b. awarding a SIG-specific dissertation prize,
 - c. creating a SIG-specific newsletter,
 - d. featuring working papers on its website,
 - e. sponsoring conferences or holding a SIG conference
 - f. communicating through the SIG email list or website conferences and deadlines for conferences of interest to the SIG members,
 - g. sponsoring special issues of journals,
 - h. holding SIG-specific meetings at the INFORMS annual meeting and at other conferences.

Finances

1. SIGs are allowed to raise funds for their own purposes and to petition the Society for funds from the general Society funds. The uses of SIG funds are subject to the approval of the Society's Board.
2. While the Society Board must approve expenditures of SIG funds, SIG expenditures may include but are not limited to:
 - a. cash prizes for best paper and dissertation awards,
 - b. SIG-specific conferences and meetings.
3. The SIG is responsible for working with the Secretary/Treasurer of the Society to ensure that funds are properly accounted. The Secretary/Treasurer will report on the accounts quarterly in conjunction with the Institute's quarterly financial report to the Society.
4. Procedure for applying for Society funds?

Section 12 Guidelines for the International Liaisons

Policies

International Liasons are tasked with representing the interests of the Society members who reside outside of North America. It is the policy of the Society that the three international liasons are elected one each from the regions of Europe-Africa, Asia-Pacific, and the Americas. While elected from different regions, the policy of the Society is for the International Liasons to work together to best represent the interests of the members of the Society outside of North America, as well as have a special responsibility for international activities. Active International Liasons will provide content for both the Society newsletter and the Society website.

Procedures

1. The manner in which International Liasons organize their submissions to both the Society newsletter and the Society website is up to the discretion of the International Liasons. They may determine to provide the content themselves or to delegate the responsibilities.
2. Academic members of the Society outside of North America work in an academic environment different from that in North American universities. International Liasons are well positioned to ensure that these differences are supported by the Society. Liason activities that are particularly international in nature, and which might interest all Society members are
 - a. Post programs in transportation and logistics and materials from concentrated Ph.D. courses,
 - b. Post announcements of students seeking a semester abroad (degree requirements).

Section 13 Elections

Policies

In accordance with the by-laws, all Board members serve two-year terms. At the time of nomination and throughout their terms, all Board members are required to be members of both the Society and of INFORMS. The Vice President is responsible for managing elections in accordance with the Society by-laws.

Procedures

1. To maintain institutional knowledge, the Society has chosen to stagger the terms of its Board members. Starting in 2006, the Vice President, Secretary/Treasurer, and Communications Chair will be elected to two-year terms. SIG Chairs, SIG Vice Charis, and International Liasons will be up for re-election in 2007. Accordingly, elections for the the Vice President, Secretary/Treasurer, and Communications Chair will take place in even years. Elections for SIG Chairs, SIG Vice Charis, and International Liasons will take place in odd years.

While the by-laws allow for balloting to be performed in a number of ways, the preferred method is now electronic balloting. The electronic balloting is administered by INFORMS.

Section 14 Guidelines for Cluster Chairs

I. Gathering Sessions and Talks

A. Setting a Submission Deadline

The deadline given in the initial mass announcements are typically arbitrary, but late-April to mid-May is appropriate. INFORMS does not actually need complete information until sometime in June or July. However, it is necessary to set an earlier deadline for the submission of talks and sessions so that sessions can be created, authors can be contacted, and talk and session information can be entered.

Note that INFORMS has two separate deadlines – one for declaring sessions and one for the final, complete information. The session deadline is important, because after this date, it is easy to add talks to existing sessions, but you may not add any new sessions.

B. Announcements

The common method for distributing mass announcements calling for talks and sessions is to use the Transportation Science and Logistics (TSL) listserv. This list is effective for reaching most members. However, the membership on the list requires INFORMS members to have checked the TSL society check-box on the membership renewal form. Failure to do so excludes a person from the distribution list, even if the person was on the list in previous years. As a consequence, it is important to seek other mailing lists and to post announcements on the TSL society webpage. Another popular mailing list for potential transportation science researchers is the Industrial Engineering Faculty Discussion mailing list (for more information, see <http://deming.ces.clemson.edu/lists/iefac.list/99.08/msg00001.html>).

It is typical to send a first announcement a couple months before the deadline and then send at least one reminder as the deadline approaches.

C. Special Interest Group (SIG) Chairs

SIG chairs are likely to be aware of how various topics within the subgroup can be divided into coherent sessions. Hence, in the mass announcements, it is best to ask people to submit their individual talks to SIG cluster chairs so that SIG cluster chairs can compile the talks and create sessions. The SIG cluster chair should also designate chairs for each of the created sessions.

The cluster chair should encourage SIG cluster chairs to coordinate with one another regarding talks that are of interest to more than one SIG. This can help create better constructed sessions.

The cluster chair should also encourage SIG cluster chairs to solicit talks from authors who regularly participate in INFORMS who have not yet contributed a talk. As noted

in II.B., there is a limited amount of space available for adding late talks; so important authors could potentially be excluded. In addition, many SIG cluster chairs are well aware that certain members of their interest groups have a tendency to submit their talks late. In response, SIG cluster chairs often leave openings in their initial session submissions in order to account for late submissions.

II. Managing Sessions

A. Online Session Entry

With INFORMS' new online system, the job of session entry essentially involves input of each session chair's name and email address. This effort creates the session and turns management of the session over to the session chair. Then, from within the online system, the cluster chair can send an email to the session chair informing him/her that the session has been created and how to access the session. The session chair is then responsible for naming the session and entering and contacting participants.

B. Talks and Sessions Submitted After the Deadline

Inevitably, there will be a number of talks and even some sessions that are submitted after the deadline, perhaps up to a month before the conference. Inclusion of these late arrivals is at the discretion of the cluster chair. However, cluster chairs typically try to accommodate as many of these late arrivals as possible. If a submission is late and there is no room in an appropriate session, it may be possible for the author to still submit this talk in a contributed session.

While there may be openings into which late arrivals can be inserted, there comes a point at which session and cluster chairs no longer have access to sessions. In this case, INFORMS staff members are needed in order to add the talk or session.

C. Finalizing

In late summer, INFORMS makes it possible for the cluster chairs to review all of the sessions and session information. At this time, it is important to review which sessions are missing titles and speaker information and contact the session chair to remind them to complete the session information. Note that it is possible that there may be sessions that will need to be deleted at this time.

III. At the Conference

Once the conference begins, the cluster chair's role is mostly complete. However, the cluster chair may be asked to make a few remarks at the TSL business meeting. These remarks should include a report on the total of the number of sessions and talks, as well as thanks to the SIGs (and anyone else) for their assistance.

Appendix 1

BYLAWS for the
Transportation Science & Logistics Society
A Society of the
Institute for Operations Research and the Management Sciences

Article I – Name

The name of this organization shall be Transportation Science & Logistics Society of the Institute for Operations Research and the Management Sciences (INFORMS). Herein it will be referred to as “The Society.”

Article II – Purpose

The major purposes of The Society are:

- a. To provide a continuing, specialized focus on the topics of transportation science and logistics, with the aim of identifying current and potential problems and contributions to their solutions.
- b. To lead in the development, dissemination and implementation of knowledge, basic and applied research and technologies on transportation science and logistics.
- c. To support efforts to extend, unify and integrate related branches of knowledge and practice.
- d. To support the free interchange of information, encourage discussion and interaction among individuals having interest in transportation science and logistics by providing the opportunity for these individuals to meet and to exchange information, ideas, experiences and techniques.
- e. To stimulate the type of cross-fertilization which can best be accomplished within the framework of a professional organization.
- f. To identify, codify, synthesize and interpret knowledge, tools and techniques useful to transportation science and logistics, and to promote high professional standards and integrity in all work done in these areas.
- g. To encourage the education of students and the continuing education of practitioners in transportation science and logistics.

The Society is organized and will be operated exclusively for scientific and educational purposes within the meaning of Section 501(c) (3) of the US Internal Revenue Code of 1986, as amended.

Article III – Membership

1. Any persons interested in transportation science and logistics may become a member of The Society by completing a membership application and submitting it with the proper dues.
2. All members shall have equal rights, duties, and privileges.
3. Membership and participation shall be free from discrimination based on race, religion, ethnic group, national origin, handicap, sex, or sexual orientation.

Article IV – Meetings

The Society will hold at least one membership meeting per year during the national INFORMS meetings, and at least one international meeting every three years, chosen by The Society Board

to coincide with meetings outside of the U.S. and Canada which The Society Board feels will serve the interests of The Society. The time, place and agenda of each meeting shall be set by the Society officers and announced at least two months in advance by the Secretary/Treasurer.

Article V – Society Board and Society Officers

1. Board: The Society Board will consist of the Society President, Society Vice President, Society Secretary/Treasurer, the Society Communications Chair, the Immediate Past President of The Society, the Chairs of each of the Special Interest Groups (described in Article VI), and the International Liaisons (described in Article VII).
2. The Society President, Society Vice President, Society Secretary/Treasurer, the Society Communications Chair, and the Immediate Past President of The Society, shall be known as the Society Officers and their duties shall be as described in the following.
3. Nominations, elections, and terms of office of the Society Officers shall be as described in Article VIII.
4. Society President: Shall be the chief administrative officer of The Society, and shall be responsible for the general supervision, direction and control of the business and affairs of The Society. The Society President shall preside at membership meetings and represent The Society in external affairs. The Society President shall appoint ad hoc committees as required, as well as chairs and members of standing committees. In addition, the Society President shall be responsible for maintaining communication with The Society's representative on the INFORMS Subdivisions Council, and for participating in the nomination process for the representative to the INFORMS Subdivisions Council.
5. Society Vice President: Shall, in the absence or disability of the Society President, perform the duties and exercise the powers of the Society President, and shall perform such other duties as The Society requires. In addition, the Society Vice President shall appoint a Cluster Chair responsible for organizing sessions sponsored by The Society at national and international meetings. The Society Vice President will also take responsibility for monitoring and improving the membership in the Society. The Society Vice President shall succeed the Society President at the completion of the term of the Society President.
6. Society Secretary/Treasurer: Shall take the minutes of the Society meetings and shall be responsible for such matters as correspondence and notification of meetings. The Society Secretary/Treasurer shall maintain contact with the INFORMS staff liaison and shall file an annual report describing The Society's activities and financial state. In addition, the Society Secretary/Treasurer shall be responsible for all financial matters, including the financial records of the Society and all its Special Interest Groups. The Society Secretary/Treasurer shall report on the finances of the Society and all its Special Interest Groups at the Society meetings, and shall include financial statements of the Society and all its Special Interest Groups with the annual report. The Society Secretary/Treasurer shall control expenditures in a fiscally sound manner, including the expenditures of the Special Interest Groups.
7. Society Communications Chair: Shall be responsible for communicating the activities of the Society to both Society members as well as the world at large through the website and other forms of communication as may be appropriate. Shall be responsible for producing the Newsletter of The Society at least twice each year. The Society Communications Chair is also responsible for moderating the electronic mailing list of The Society. The Society Communications Chair is responsible for working with the Chairs of the Special Interest Groups and the International Liaisons to ensure the broadest possible participation in the communication of their activities.

Article VI – Special Interest Groups (SIGs)

1. The Society shall operate Special Interest Groups (SIGs), representing to the extent practicable the varied interests of The Society members.
2. A SIG may be created either by unanimous action of The Society Board or by a petition to The Society President signed by at least 25 members of The Society.
3. Each SIG may have a membership list that must be maintained by the INFORMS head office. In the absence of such a SIG membership list, all members of the Society shall be considered members of the SIG.
4. Each SIG shall have a SIG Chair and a SIG Vice Chair, who shall be known as the SIG Officers.
5. Nominations, elections, and terms of office of the SIG Officers shall be as described in Article VIII.
6. Each SIG Chair represents its SIG on The Society Board and is responsible for the general supervision, direction and control of the activities of its SIG. Each SIG Chair shall appoint a SIG Cluster Chair, who works in coordination with The Society's Cluster Chair and is responsible for organizing a track of sessions on SIG related topics at the INFORMS and international meetings. Each SIG Chair shall also appoint a SIG Secretary, who works in coordination with the Society Secretary/Treasurer and the Society Communications Chair to promote SIG activities with substantive contributions to the newsletter and to the website of The Society.
7. Each SIG Vice Chair shall, in the absence or disability of the SIG Chair, perform the duties and exercise the powers of the SIG Chair. The SIG Vice Chair shall succeed the SIG Chair at the completion of the term of the SIG Chair.
8. SIGs are expected to maintain a set of activities that may include sessions at the INFORMS and international meetings, participation in other conferences, and substantive contributions to the newsletter and to the website of The Society. The Society Board by a majority vote may eliminate a SIG that is deemed to have too little activity. Any SIG that is to be eliminated must receive a one-year advance warning of the action, and The Society Board must review the activities of the SIG during that year. A second vote confirming the decision to eliminate a SIG must then be taken. The decision to eliminate a SIG can be cancelled if a petition signed by 25 members of The Society is presented to The Society Chair, in which case The Society Board may not initiate another action to eliminate the SIG for at least three years.
9. The spending limits for each SIG's expenditures funded from the general Society funds are determined by The Society Board and communicated to each SIG Chair at the beginning of each year. Each SIG Chair must then submit a budget to The Society Board for activities funded from the general Society funds that promote the interests of the SIG. Such activities include, among others: inviting speakers at the national and international meetings; offering prizes and awards; organizing an annual SIG Business Meeting. Each SIG's budget for expenditures funded from the general Society funds may not exceed the SIG's spending limit. The Society Board must approve the proposed SIG budget before the expenses may be incurred. The Society Secretary/Treasurer shall be responsible for the control and reporting of the expenditures of each SIG, including the adherence of SIG expenditures to the approved budgets of the SIGs.
10. Any funds raised by a SIG shall be used exclusively for expenses approved by The Society Board and incurred by the activities organized by that SIG. The Society Secretary/Treasurer

is responsible for keeping track of each SIG's funds and making sure that it is used for the activities of the SIG that raised it. Any such additional funding is over and above the annual SIG spending limit for expenditures funded from the general Society funds. Any funding raised by the SIG that is not used in a particular year remains for the exclusive use of the SIG in future years. The Society Secretary/Treasurer shall maintain a record of such funds. If a SIG is eliminated, any remaining funds allocated to the SIG will become available for use by The Society.

Article VII – International Presence and International Liaisons

1. Recognizing the importance of transportation and logistics around the world, it will be the policy of The Society to serve the international community. The Society Board will include liaisons for three regions: Europe-Africa, Asia-Pacific and the Americas. These regions may be redefined by unanimous action of The Society Board.
2. Each international liaison represents the interest of a particular region to The Society Board. The liaison is also expected to promote The Society within universities and professional communities that serve the region. Each liaison shall submit a report summarizing their activities for the year to the Society President prior to the business meeting at the annual INFORMS meeting.
3. Nominations, elections, and terms of office of the international liaisons shall be as described in Article VIII.

Article VIII – Elections

1. Nominations: Society members may nominate candidates for the Society Officers and the International Liaisons. Members of a SIG may nominate candidates for the Officers of that SIG.
2. Eligibility: To be eligible to be elected as a Society Officer, SIG Officer, or International Liaison, a nominee must be a member of both INFORMS and The Society at the time of his/her nomination, and the nominee must agree to serve if elected. The Society President shall not be eligible for immediate election to the position of Society Vice President.
3. It shall be the responsibility of the Society President to ensure that at least two candidates are nominated for the position of Society Vice President, and at least one candidate for each of the other positions.
4. Exceptionally, if there is no current elected Society Vice President, or if the current elected Society Vice President declines to become Society President, it shall also be the responsibility of the Society President to ensure that at least two candidates are nominated for the Society President position. In such a case, the Society President shall be elected according to the same procedure as the one implemented for the election of the Society Vice President. The current Society President shall not be eligible for election to the position of Society President.
5. Exceptionally, if there is no current elected SIG Vice Chair or if the current elected SIG Vice Chair declines to become the next SIG Chair, it shall be the responsibility of the Society President to ensure that at least one candidate is nominated for the SIG Chair position. In such a case, the SIG Chair shall be elected according to the same procedure as the one implemented for the election of the SIG Vice Chair.
6. The list of nominees at the election must include all eligible candidates nominated after the election has been announced to the Society.

7. Elections: Elections shall be held by secret ballot 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. Society members may vote for Society Officers and International Liaisons. Members of a SIG may vote for the Officers of that SIG. Approval voting shall be used in the election. A majority of votes cast shall determine the winners for each position. Ties shall be resolved by means of fair random processes.
8. Terms of Office: The terms of office for all positions shall be two years. The election for each position shall take place in the Fall at the end of the term of the previous holder of the position. All terms of office shall begin on the first day of January following the election.
9. All Society Board members shall remain members of both INFORMS and the Society during their term of office.

Article IX – Responsibilities to INFORMS

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

Article X – Dues

Dues may be assessed on all members by The Society Board. Dues may be assessed on the members of a SIG by the Officers of the SIG, provided that such dues are collected by the INFORMS head office.

Article XI – Amendments

1. Proposed amendments to these bylaws may be initiated either by action of The Society Board or by a petition to the Chair signed by 25 members of The Society. The Society Secretary/Treasurer shall distribute copies of the proposed change to all members of The Society by electronic or letter mail not less than three weeks before the annual membership meeting. An open discussion of the proposed amendment to the Bylaws shall be carried out at the following membership meeting of The Society.
2. Not more than two months after the discussion of the proposed amendment, the Society Secretary/Treasurer shall distribute to all members copies of the proposed amendment along with ballot forms 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.
3. The adoption of the proposed amendment shall require an affirmative vote by at least two-thirds of the members' votes cast. The result of the balloting shall be announced to the membership by the Society Secretary/Treasurer .
4. If approved by The Society membership, the proposed amendment to the Bylaws shall become effective upon approval by the INFORMS Board or its delegate.

Article XII – Policies and Procedures

The Society shall maintain a written Policies and Procedures Manual governing the administration of the prizes and any other services that The Society Board determines is in the best interest of The Society. Proposals to make major changes to the Policies and Procedures Manual must first be posted on the Society web site, with an announcement sent via email to the Society members inviting comments to be sent to a designated individual who will compile and present the comments to the Society Board. A Society Board vote on proposed changes may not take place until the proposed changes have been posted on the web site for at least four weeks, and the Society Board has had a chance to review all the comments. By a two-thirds majority vote, the Society Board may make small changes, including modifications in response to comments by the membership, without prior membership notification, review and comment.

Article XIII – Rules of Order

Robert's Rules of Order shall govern membership meetings, in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.