



The Combustion Institute

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How Decisions Are Made by The Combustion Institute

Members sometimes ask us how decisions are made within the Combustion Institute. This document is part of our ongoing effort to improve transparency. To learn more about the decision-making process, it first is suggested is that members go to the CI website and take a look at the guidelines that are posted there, including:

Resources-Important Documents:

Guidelines to Host the Symposium Guidelines to Organize a CI Summer School

The CI Code of Ethics By-Laws of the Combustion Institute

The Fellows Program Descriptions of Awards

A link to our past Newsletters

Names of the 26 members of the Board of Directors, including the six Officers

Minutes of past Board meetings (under Institute-Board of Directors)

Names of CI Committees: Executive Committee, CI Committee (Section Chairs), Finance Committee, Fellows Selection, Award Selection and Board Nomination Committee

Names of our 35 sections and section chairs, names of past award winners

How to become a member of the CI

Please go to the CI website (<https://www.combustioninstitute.org/>) and select Membership / Benefits of membership / JOIN the combustion institute.

Who we are

The Combustion Institute is a non-profit, educational and scientific society that promotes and disseminates research information in all areas of combustion science and technology. Our goal is to help society by disseminating this scientific information. Our Institute consists of 35 sections that are listed on our website along with the names of the section chairs. We have approximately 4,000 members; about 70% are non-students and 30% are students. At each symposium the Vice- President for Section Affairs holds a CI Committee meeting to discuss recent activities of the sections. Each section has its own By-Laws and officers, and many choose to host their own (or joint) section meetings. Some sections charge a membership fee while others do not. All membership fees go to the individual sections and not to the CI office in Pittsburgh. The three U.S. sections, for example, use their membership fees to support student travel. The Executive Administrator manages CI activities from the Pittsburgh U.S.A office. The entire Pittsburgh staff consists of about 5-6 people. One person does newsletters, website

posting, and communications. Another works on the monthly financial accounting.

Income: The Combustion Institute is a non-profit organization and most of our income comes from two sources: Elsevier Publishing and from dividends from our investments. Elsevier is headquartered in Europe and it charges subscription fees to libraries and to individuals for our two journals (Combustion and Flame and Proceedings of the Combustion Institute). A portion of Elsevier's publishing income is returned to the CI. The income from Elsevier that we do not spend is saved in our CI investments. The dividends from these investments provide some of our annual income. All of the funds that are generated by the sections stay with the sections; none are sent to the CI office.

The Finance Committee is appointed to make financial decisions and to submit a detailed Financial Report to the Board at each symposium. The Finance Committee consists of a chair, the Treasurer and usually four other members. It decides on the appropriate levels of expenditures and investments. It is common for non-profit organizations to accumulate investments that serve as emergency funds. Emergencies could include a symposium that might be cancelled or postponed, a world financial downturn, or a future change in the way research papers are published. If the level of investments exceeds the level recommended by the Finance Committee, then the excess funds are spent on projects that provide additional services to the members, after receiving Board approval.

Expenditures: CI expenses include the salaries of the 5-6 staff members in our Pittsburgh office, along with their office and travel expenses, which are very modest. Some funds are spent on website and other IT services, including the maintenance of a data base of members and the publishing of quarterly newsletters. Funds also support CI summer schools and Symposium activities. These activities include the payment of registration fees for student presenters at the Symposium, the Women in Combustion Luncheon and the Bernard Lewis Fellowships. The CI office does not subsidize any meetings. The costs required to run the Symposium and the section meetings are paid by registration fees. The CI staff can offer administrative assistance at the Symposium and at section meetings, but a standard hourly fee is charged. Members of the Board, including the officers, receive no compensation. Editors and Associate Editors also receive no compensation. Elsevier sends a small amount of funds to the Editors to pay for their staff support and their journal-related travel.

How we elect our Board of Directors

The answer is that you, the members, elect our 26-member Board of Directors. Before each symposium there is an election to replace the Board members whose terms have expired. Our By-Laws state that each Board member is appointed for a single six-year term. So, at each symposium we typically elect between four and nine new Directors. First a Nominations Committee is selected by the President, with EC approval, and this committee creates a slate of candidates. Candidates can be self-nominated or they can be nominated by any member. Our newsletters report the deadlines for nominations. Two candidates are selected to appear on the ballot for each opening. Guidelines state that a candidate on the slate should be a distinguished researcher who participates in our meetings and publishes in our journals. Just

before a symposium, registered CI members are sent emails asking them to vote. If you are not registered to vote and wish to vote, please go to our website to learn how to register. The section chair will be asked to confirm that those who wish to register are active members.

The guidelines state that all efforts should be made to ensure that the slate for the Board achieves geographic, technical and gender diversity. No more than four non-officers can serve on the Board from any one section. Another goal is that 10% to 20% of the Board members should be employed by industry. We make efforts to ensure that approximately one-third of Board members are from Europe, one-third are from North America, and one-third are from Asia. During each election the Tellers committee checks that the guidelines are being followed, then an outside company counts the votes. The Board normally meets twice a year; the first meeting usually is a telecom that is held in March. The second meeting is a Fall telecom during a Symposium off-year. During the week of a Symposium, the Board usually meets on both Sunday and Wednesday.

Officers and the Executive Administrator

The Officers are the President, the Vice-President/President-Elect, the Vice President for Section Affairs, the Treasurer, the Secretary and the Secretary for Section Affairs. Each serves a four-year term that is not renewable. Our website contains the names of the Officers as well as our By-Laws that lists their duties. The six Officers comprise the Executive Committee; they usually have monthly telecoms that are organized by the Executive Administrator. When the four-year terms of the Officers have nearly ended, the Board officially elects a group of six new Officers. The committee that creates the new slate is called the Officers Nomination Committee. The By-Laws require that all Officers must be current or previous Board members.

The Executive Administrator has the duties and responsibilities that are outlined in the Guidelines for the EA. This document is posted on our website. Duties includes: develop and implement strategic plans, ensure compliance with By-Laws and guidelines, create a culture of transparency, work with the President to set meeting agendas, participate in EC and Board meetings by sharing thoughts and opinions openly without having a vote, and work with the Finance Committee to meet objectives set by the Board.

How people are selected to run our Symposium and our Journals

In recent years the technical program at the symposium has been prepared by two Program Co-Chairs (PCCs). They are selected by the President, with the approval of the Executive Committee. During the selection process the President consults with the Executive Administrator, the EC and with Board members. One goal is that the PCCs have geographic, technical and gender diversity. PCCs usually have prior experience gained by serving as colloquium coordinators. The PCCs make all decisions concerning the technical program and paper acceptance. For example, for a previous symposium the PCCs decided to increase the number of oral presentations. They also decided to send rebuttals back to the reviewers, and they made additional efforts to re-review the submissions that had borderline reviewer scores. The PCCs select the colloquium co-chairs (CCCs) a few months after the previous symposium, so

if members are interested in serving as a CCC, they should contact the Executive Administrator at that time.

Some members have said that they do not understand how the site of a future symposium is selected. In fact, the process is well-defined by a document called the Site Selection Guidelines that were approved by the Board. These guidelines are posted on our website under Important Documents-Guidelines to Host the International Symposium. The Rotation Policy is part of these site guidelines. It states that (a) the same geographic area (Europe, North America or Asia) should not be selected for two consecutive symposia, and (b) there should not be more than eight years between consecutive symposia in the same geographic area. For example, if Asia is selected and Europe is selected the next time, the guideline requires that the next site has to be in either in North America or Asia. Then if Asia is selected, the guidelines require that the next site must be in North America. That is, if an area is “skipped” it automatically has first priority the next time. However, if the rotation policy cannot be followed due to a lack of acceptable bids, the Board can select a site from any area.

The Site Committee consists of typically six members and their names are listed on our website. Several of them have served as local hosts of previous symposia. The Site Committee reviews the bids and presents opinions to the Board. Site bids first are presented at our March Board telecom and the Board sends feedback to the bidders. The final site bids normally are presented to the Board on the Sunday just before the Symposium. The Board usually votes on site bids during the Wednesday of the Symposium.

The Publication Committee includes the Editors of the two CI Journals: Combustion and Flame and Proceedings of the Combustion Institute, as well as other committee members. All of the journal decisions are made by the Editors, including: decisions on manuscript acceptance, paper style and paper length. The Editors are selected by the President, with Executive Committee approval, and they serve six-year terms that can be renewed.

Other Committees

Before each Symposium several awards committees are appointed by the President, with EC approval. They make decisions concerning Gold medals, the Silver medal and Bernard Lewis Fellowships. In addition, every year a committee decides on the one or two recipients of the Tsuji Early Career Researcher award. Every year the Fellows Selection Committee is appointed by the President, with EC approval, and the names of committee members appear on our website. The Fellows Selection committee select members who are invited to become Fellows. Our Guidelines state that only a certain fraction of the members can be selected. The Guidelines also explain the procedures to submit a nomination. Our newsletter announces the deadlines for submission.

The CI-SS summer school committee makes decisions about the bids to run our CI-funded summer schools. Some of the summer schools that have been funded by the CI were held at Princeton University, Tsinghua University, Lund University, and in Italy, Brazil, India, Holland, Canada, Germany and Greece.

In addition, at different times several Action Committees have been created by the President, with EC approval, to implement initiatives that have been approved by the Board. For example, eleven members were invited to join the Early Career Advisory Committee (ECAC). It provided advice when the CI Code of Ethics was written. The purpose of the Code is to minimize instances of harassment or bullying at meetings, and to remind members that discussions should remain collegial. Each section has been encouraged to create its own code by expanding on the CI Code, if necessary. In forming each of the above committees, efforts are made to achieve geographic, technical and gender diversity.