

Working Practices

The Association for Computational Creativity

Approved by the Steering Committee on February 7, 2019

The Association for Computational Creativity exists to promote the scientific study of human and machine creativity, using computational methods. To do so, the Association will:

- maintain Officers and a Steering Committee whose task is to develop and manage the activities of the organisation;
- organise and promote an annual open academic conference, the International Conference on Computational Creativity;
- maintain a working fund to underwrite the Conference and other relevant activities as may be decided from time to time by the Steering Committee.

Definition of Terms

Conference Cycles: For the purposes of this document, a conference cycle starts on the day following the final day of the annual conference (ICCC), and terminates on the final day of the next annual conference. This period will be roughly one year, but usually it will not be exactly twelve months. For example, based on the dates of ICCC-X, ICCC-11, ICCC-12, there was a conference cycle from 10 January 2010 to 8 April 2011, and the next cycle was from 9 April 2011 to 1 June 2012.

Types of votes:

Majority: The members will decide by simple majority vote of the committee, one vote per member.

Absolute Majority: More than 50% of the entire committee membership, one vote per member, must vote in favour of the decision.

Supermajority: 75% of the entire committee membership, one vote per member, must vote in favour of the decision.

Declaration of values.

The Association for Computational Creativity is a cooperative, international, academic group. Thus, the Association is open to all delegates regardless of any demographic, religious or sexual preference consideration and welcomes participants from all over the world. We strongly encourage scholarly discussions among its members and collaborators. However, the Association will not accept any inappropriate behavior, like discrimination or harassment, in any form for any reason against anyone.

ARTICLES

I. The Association for Computational Creativity consist of voting members, conference members and honorary members (see Article 6 of the ACC' Constitution).

Voting Members

Election of new voting members

II. The elections of new voting members must follow the policies established by the Steering Committee in the Plan for the Development of the Association (see Article XI). The Chair is in charge of organising the election. The Chair will publish in the web page of the Association, and any other convenient medium, a call for those people interested in participating as voting members. Such a call must include all relevant details e.g. number of members to be elected, dates of election, requirements to participate as candidates, and so on.

III. The requirements to be a voting member are:

1. A candidate must be proposed by at least two voting members (see Article 7-1-a of the ACC's Constitution). A voting member can only support one candidate per election.
2. The candidate must be a conference member of the Association.
3. Computational Creativity must be an important part of the research work of the candidate.
4. The candidate should have had participated in at least one of the activities organised by the ACC in the last four years. Those activities include: involvement in the organization of the ICC, contribution to some of the subcommittees created by the chair, or as a webmaster, or publicity officer, or any other role that the Steering Committee considers as an activity that contributes to the development of the Association.
5. Any other requirement that the Steering Committee considers relevant.

IV. Those persons interested in participating as candidates to become voting members must register with the Secretary of the Association. The Secretary will provide to the members of the Steering Committee a list of all the candidates that satisfy article III.

V. The election process for new members is as follows. Where the number of places to be filled does not exceed the number of candidates, each new member will be elected by majority vote of the Steering Committee (the possible outcomes are accepted as a new member or rejected as a new member). Where there are more candidates than places to be filled, voting will be by a multi-candidate voting system to be determined by the Steering Committee. In all cases, the following criteria must be considered: the capacity and available time of the candidates to perform the tasks required and their commitment to the Association. Furthermore, the Steering Committee must try to keep a balance regarding gender, research interests and regional representation.

VI. If a voting member decides to leave the Association, this person should communicate such a decision to the Chair of the Association. The Chair must inform the rest of the General Assembly about this situation.

Steering Committee

VII. The main goal of the Steering Committee is to make sure that the mission, principles and values of the association are fulfilled.

VIII. All decisions within the Steering Committee will be taken by a vote of the members. There are

three types of votes: Majority, Absolute Majority, Supermajority. In general, the resolutions of the Steering Committee will be taken by majority vote (see Articles 15-2 and 22-3 of the ACC's Constitution). However, the Committee might decide (by Majority) to employ Absolute Majority or Supermajority votes for important decisions. For the three types of votes, elimination rounds may be used if necessary. In the case of the majority vote, if after two elimination rounds a draw persists, the Chair will have the casting vote.

IX. Votes may be taken in person at the Steering Committee annual meeting or by electronic means. The Secretary is responsible for administration of this process.

X. Where the membership of the Steering Committee falls below the minimum size specified in Article 20-1 of the ACC's Constitution, the Chair will organise an election to incorporate to the Steering Committee the required members until the membership returns at least to this minimum size.

XI. The Steering Committee is responsible for creating and updating a Plan for the Development of the Association. This plan must set the goals for the advancement of the Association and, based on such goals, must define the frequency of the elections, as well as the number of available seats, of new voting members.

Election of new members of the Steering Committee

XII. The Chair is in charge of organising the election. Based on Article 18-3 of the ACC's Constitution, the Chair will publish a call for those people interested in participating as members of the Steering Committee. Such a call must include all relevant details e.g. number of members to be elected, dates of election, requirements to participate as candidates, and so on.

XIII. The requirements to be a member of the Steering Committee are:

1. The candidate must be a voting member of the Association (see Article 18-3 of the ACC's Constitution).
2. Computational Creativity must be an important part of the research work of the candidate.
3. The candidate should have had participated in at least one of the activities organised by the ACC in the last three years. Those activities include: involvement in the organization of the ICC, contribution to some of the subcommittees created by the Chair, or as a webmaster, or publicity officer, or any other role that the Steering Committee considers as an activity that contributes to the development of the Association.
4. The candidate must not have been a member of the Steering Committee in the eleven months previous to the election.
5. Any other requirement that the Steering Committee considers relevant.

XIV. Those persons interested in participating as candidates to become members of the Steering Committee must register with the Secretary of the Association. The Secretary will provide to the members of the Steering Committee a list of all the candidates that satisfy article XIII.

XV. The election process for new members is as follows. Where the number of places to be filled does not exceed the number of candidates, each new member will be elected by majority vote of the Steering Committee (the possible outcomes are accepted as a new member or rejected as a new member). Where

there are more candidates than places to be filled, voting will be by a multi-candidate voting system to be determined by the Steering Committee. In all cases, the following criteria must be considered: the capacity and available time of the candidates to perform the tasks required and their commitment to the Association. Furthermore, the Steering Committee must try to keep a balance regarding gender, research interests and regional representation.

XVI. If a member of the Steering Committee decides to leave the committee, this person should communicate such a decision to the Secretary in writing. The Secretary must inform the rest of the Steering Committee about this situation.

Chair Election and Responsibilities

XVII. The requirements to be a Chair are

1. The candidate must be or have been elected for the Steering Committee (see Article 18-4 of the ACC's Constitution).
2. Computational Creativity must be an important part of the research work of the candidate.
3. The candidate must be a recognised member of the community and have contributed to the development of computational creativity.
4. The current Chair cannot be a candidate in the election. This restriction does not apply to interim chairs.
5. Any other requirement that the Steering Committee considers relevant.

XVIII. The elected Chair shall normally serve for a fixed term of 4 conference cycles in a row. If the Chair takes up office at any time other than the start of a conference cycle, then he/she serves for the remainder of the current conference cycle and three further conference cycles. The Steering Committee membership of a Chair is automatically extended so that he/she remains a Steering Committee member throughout his/her term of office.

XIX. The election of a new Chair will normally take place while there is still a Chair, but the newly elected Chair will not take office until the end of the term of office of the current Chair.

XX. In case that the elected Chair cannot finish his/her period, the Committee may choose by a Absolute majority vote an interim Chair, whose main responsibility will be to organise as soon as possible the election of the new Chair. This position cannot last more than twelve months.

Process for the election

XXI. The Chair must produce a document defining the procedure to be followed for the election of the new Chair. This document must be approved by a majority vote by the Steering Committee.

XXII. The new Chair must be elected by an Absolute majority vote process, as established in Article 15-1 of the ACC's Constitution.

XXIII. The approved procedure mentioned in Article XXI will be handle to the Chair of the General Assembly who, based on Article 18-2 of the ACCC's Constitution, will be in charge of the setting of the date, the organization and supervision of the electoral process.

Responsibilities of the Chair

Besides those responsibilities indicated in Articles 14 and 19 of the ACC's Constitution,

XXIV. The Chair may present the Steering Committee with proposals of members to assist the Association in specific positions not foreseen in the constitution, like Webmaster or Publicity Director. The Chair must justify why such positions are necessary for the Association and describe their responsibilities. The Steering Committee will ratify such proposals by a majority vote. If a candidate is not ratified, the Chair must propose an alternative candidate. Where a candidate is ratified, he serves for the remainder of the current Chair's term of office.

XXV. The Chair might replace the Secretary, Treasurer or any other assistant position, when he/ she considers that it is in the best interest of the Association. The chair must notify at once this situation to the Steering Committee.

Responsibilities of the Secretary and the Treasurer

XXVI. The Secretary shall: record and archive the minutes of the annual Steering Committee meeting; produce and store all documentation; receive and organise the documentation of those candidates for election as Chair or as members of the Committee; receive and organise the votes in all election processes.

XXVII. The Treasurer shall administer finances and develop financial policy for the Association, subject to approval of the Steering Committee.

Finance

XXVIII. The Association shall operate a bank account.

XXIX. The Association shall not allow disbursement of funds for any purpose other than the promotion, direct or indirect, of the research field of Computational Creativity, or the support of activities directly related to this (for example, travel and subsistence expenses). Members of the Steering Committee, Supervisory Board, Advisory Board and General Assembly Board are deemed to accept appointment *pro bono*, and will not be remunerated in any circumstances, though reasonable expenses may be paid against valid receipts where agreed in advance by the Steering Committee.

XXX. Surplus from ICCC events shall be deposited in the Association bank account.

Annual meeting (ICCC)

XXXI. The Association has the aim of organising at least one annual meeting of the association, formally called *The nth International Conference on Computational Creativity (ICCC'yy)*, where *n* is the number of the conference and *yy* are the last two digits of the year in which it is held.

XXXII. The ICCC programme shall include a closed formal meeting of the Steering Committee. If the Chair is not available, the meeting will be led by the Secretary, otherwise the Treasurer, or a member chosen by the Steering Committee.

ICCC Organization

XXXIII. The Steering Committee has the power to specify guidelines on the organization of the conferences.

Modifications to this working practices

XXXIV. This working practices may be modified by means of a formal proposal to the Steering Committee, on which a formal vote must be taken and recorded. To modify the ACC's working practices, a supermajority of the entire Steering Committee membership must vote in favour of the modification. Votes may be taken in person at the Steering Committee annual meeting, or by email. The Secretary is responsible for administration of this process, and shall deliver copies of the updated ACC's working practices to the Steering Committee members in a timely manner.

XXXV. Any point not covered in this document will be decided by the Steering Committee.