

Community Organization Model v2.0.0

About this document

This document was put together by the MEI Interim Steering Group and the MEI Strategy Development Group and contains a proposal of by-laws for MEI community organization and an implementation procedure for the proposed Community Organization Model based on personal discussion of the co-authors of this document, discussion on MEI-L, the MEI Members Meeting 2014 in Charlottesville, and in the previously published document ([2014-04 Proposals MEI Strategy Development Group](#)).

Please be aware of the following:

- Anyone subscribing to the MEI mailinglist (MEI-L) is entitled to discuss the content of this document.
- Discussion of this document and the model described will be open for two weeks after publication to the “MEI-L” mailing list.
- If no criticism / objections arise, it will be assumed that the community agrees to accept the by-laws and the Implementation Procedure.

From the point of view of all those involved in the creation of this document we have reached a widely acceptable model that should see “on-road” test. Nevertheless if you spot inconsistencies in the document or feel highly uncomfortable with certain aspects of this proposal please raise discussion on MEI-L.

We thank the MEI community for the opportunity to work on this subject matter, and for the confidence in our group!

With many thanks to all collaborators and discussers,
for the MEI Strategy Development Group,
15 October 2014,

Benjamin W. Bohl

By-laws

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By-laws of the Music Encoding Initiative

1 Preamble

The name of this organisation is 'Music Encoding Initiative' (hereafter abbreviated 'MEI').

2 Purpose

The purpose of MEI is to create, promote, and diffuse a semantically rich model for music notation that:

- accommodates the encoding of the intellectual and physical characteristics of Western music notation documents, primarily focusing on but not being limited to Common Music Notation (CMN);
- is designed by the scholarly community for scholarly uses, but does not exclude other uses;
- provides for the common functions of traditional facsimile, critical, and performance editions;
- has a modular structure that permits use dependent on the goals of scholars; and
- is based on open standards and is platform-independent;
- permits the development of comprehensive and permanent international archives of notated music as a basis for editions, analysis, performances, and other forms of research.

3 Community Membership

Membership in MEI is open to anyone with an interest in supporting the goals and purpose of MEI.

3.1 Types of Membership

There shall be two types of membership in MEI: personal and institutional. Both types of members shall be equally eligible for such membership benefits as the Board may determine from time to time. No member shall be entitled to a refund of any dues or other charges or assessments upon resignation or termination of membership.

3.1.1 Personal Membership

Only private individuals may obtain personal membership in MEI. Personal membership is conferred by subscription to the MEI mailing list (MEI-L) and/or by payment of annual dues determined from time to time by the membership at the annual Board meeting. All personal

members may vote, nominate members for office, stand for office, and otherwise benefit from the activities of MEI.

3.1.2 Institutional Membership

Institutional Membership in MEI is available for any form of organization, project or company.

Any of the above wishing to become an Institutional Member of MEI may apply by submitting an application, in a form prescribed by the Board, to any elected member of the Board.

There are three levels of Institutional Membership: An institution that sponsors MEI with an annual contribution of \$500, \$2000, or \$5000 or more will be designated a 'regular', 'patron', or 'sustaining' MEI Institutional Member, respectively. Other forms of in-kind commitment with the same value as the annual fees above, such as staff time or administrative support, may substitute for monetary contributions.

The logos of sponsoring organizations will appear on publications by the MEI Board (e.g. conference proceedings, guidelines) and on <http://www.music-encoding.org>. While the logos of sustaining Institutional Members will appear on title pages and on the welcome page of the website, those of sustaining and regular Institutional Members will appear in a dedicated section.

All Institutional members in good standing have the right to display the MEI logo on any MEI-related publications or products they create or distribute that conform to the license under which MEI is distributed.

3.2 Termination

The Board may terminate an individual or institutional membership in MEI upon good-faith finding of (a) misconduct by such member reflecting discredit upon MEI or (b) violation of these By-laws (including but not limited to the nonpayment of dues or other required charges or assessments).

3.3 Resignation

Any member may resign from MEI. Resignation of a Personal or Institutional Membership shall be effective upon the Board's receipt of a formal (physical or electronic) notice of resignation.

4 Finances

Financial revenue of MEI (generated through membership fees, donations, grants, or other means) will be administered by the Board.

5 Board

The property and business of MEI shall be managed by a Board. The broad role of the Board is to promote the development of MEI; oversee the activities of the MEI Technical Team; guide the

development of the MEI conceptual model, Guidelines, and schemata; and act as a contact point for MEI-related activities.

Board members shall serve as such without remuneration.

The responsibilities of the Board include, but are not limited to:

- implementing the by-laws and policies of MEI,
- promoting and publicizing MEI,
- managing MEI property and finances, including the collection and disbursement of funds,
- encouraging the MEI community to formulate proposals and recommendations for consideration in the Board or the Technical Team,
- coordinating, preparing and publishing MEI releases (The authority of the Board will issue official releases of the MEI code with full credit to the whole Technical Team),
- preparing and running Board elections (see [5.3 Terms & Elections](#)),
- selecting a venue and helping organize annual MEI conferences (see [9 Conference & Members Meeting](#)).

The Board will be self-organizing; that is, there will be no formal regulations on how the responsibilities above are to be divided amongst its members. In addition, the Board may establish decision-making processes as necessary; however, it should rely on consensus rather than majority rule whenever possible.

5.1 Members

The Board will consist of nine (9) elected members plus one (1) member designated by each Host Institution (for details see [7 Host Institutions](#)). All members of the Board (elected and designated) have the right to participate in decision-making processes established by the Board. Any member of the Board may resign from the Board on written notification to the administrative chair (see below).

5.2 Meetings

The Board will hold regular, virtual or in-person meetings, e.g. approximately every three months. As schedules and funding permit, the Board will meet in person at least once per year. For every meeting, an agenda shall be published online prior to the meeting and minutes of the meeting shall be provided in a timely manner following the meeting. Depending on the availability of funding, the members of the Board may be refunded travel costs for this meeting.

The Board will assign the following roles to individuals amongst its members:

- one administrative chair
- two Technical Co-chairs

The administrative chair will take responsibility for calling Board meetings. The designated Host Institution Board members act as *liaison* with the host organizations. Moreover, the chair of the

Board is the main representative of the whole MEI Community and thus has representational functions and obligations and may act on behalf of the whole MEI community on such occasions. (N.B. the above is not to say that the chair of the Board will have more influence and decision competence than any other member of the Board. The chair of the Board will simply be “first among equals.”)

The two Technical Co-chairs will take responsibility for organizing and chairing the Technical Team, see details below ([6 Technical Team](#)).

5.3 Terms & Elections

The elected members of the Board will each be elected for a three year term. Terms on the Board will be staggered so that three positions are open for election each year. Terms of office begin January 1 at 2 pm UTC.

Exception to annual elections and term lengths will be made for the initial election of the Board (see [Initial election of the Board](#)) and in case a Board member resigns.

Board members may resign from their commitments at any time but are expected to give adequate notice. After accepting the resignation, the Board may decide on how to proceed concerning the newly vacant position. Options should include but are not limited to holding a special election, appointing a replacement, or leaving the position vacant.

In case of a special election to fill a vacancy between regular elections the newly elected Board member will serve for the remainder of the term of the vacant position.

5.3.1 Eligibility

In order to be available for election to the Board, candidates must hold Personal Membership in MEI. Individuals who have previously served on the Board will be eligible for re-appointment.

5.3.2 Election procedure

In order to determine a range of candidates, a four-week nomination phase will precede the elections, in which self-nominations are permitted. Individuals will be informed of their nomination and asked to confirm their willingness to serve on the Board determined. Elections will be held in a timely manner after determination of a final list of candidates. A ranked voting system without minimum voter turnout will be applied.

Each member holding Personal Membership in MEI has the right to vote in Board member elections.

6 Technical Team

The Technical Team will consist of any willing community members and the two Board members appointed Technical Co-chairs (see [5 Board](#)). The two Technical Co-chairs of the Board will act as administrative chairs of the Technical Team, e.g. call meetings and coordinate development efforts. Moreover the two co-chairs will have administrative privileges for the MEI repositories. The MEI Technical Team will hold regular, virtual or in-person meetings, e.g. approximately

every three months. For every meeting, an agenda shall be published online prior to the meeting and minutes of the meeting shall be provided in a timely manner following the meeting.

Technical Team members shall serve as such without remuneration.

The responsibilities of the Technical Team include, but are not limited to:

- managing the MEI website,
- managing the MEI repositories (including the granting of read and write privileges),
- implementing the technical aspects of MEI development in consideration of the general directions laid down by the Board of Directors,
- maintaining and improving the MEI technical documentation,
- soliciting technical contributions and collaboration from other members of the community.

The Technical Team will be self-organizing; that is, there will be no formal regulations on how the responsibilities above are to be divided amongst its members. In addition, the Technical Team may establish decision-making processes as necessary; however, it should rely on consensus rather than majority rule whenever possible.

7 Host Institutions

Any institution interested in promoting the goals and purpose of MEI may apply to the Board to become a Host Institution of MEI. The form of the application will be set by the Board. The Board is responsible for reviewing the application in a timely fashion and granting or withholding official recognition of the host institution.

7.1 Rights & Duties

Host Institutions will be allowed to designate a representative of their organization as a regular member of the MEI Board.

The logos of Host Institutions will appear on the first page of publications by the MEI Board (e.g. conference proceedings, guidelines) and on the welcome page of <http://www.music-encoding.org>.

The Host Institution will be allowed to advertise themselves as a MEI Host Institution.

Other rights and duties both of MEI and a Host Institution are subject to individual agreements between the institution and the Board. These agreements shall be fixed in written form.

Example agreements may include: provision of technical or administrative support of MEI through the Host Institution, installing an MEI-related working group at the Host Institution, etc.

8 Interest Groups

An Interest Group (henceforth 'IG') is composed of any number of members of the MEI community with an interest in a certain music encoding topic or problem.¹ The topic of interest

¹ e.g. critical edition, mensural notation, rendering, print and page layout, dissemination

should be reflected in the group's name. Individual membership in multiple groups is allowed.

In order to form a new IG, a proposal shall be made to the Board, containing the group's name, goals, and a list of founding members. The Board is responsible for reviewing the application in a timely fashion and granting or withholding official recognition to the new group.

Each interest group must:

- select an administrative chair
- produce regular activity reports
(annual reports due 1 month prior to the annual Board meeting)

A single person may not be administrative chair of multiple IGs. The IG's administrative chair takes responsibility for acting as contact person for the IG, ensuring regular activity, submitting reports to the Board, and organizing the group's work, e.g. calling for meetings and coordinating development efforts.

Each IG will be self-organizing; that is, there will be no formal regulations on how any other responsibilities are to be divided amongst its members. In addition, the IG may establish decision-making processes as necessary; however, it should rely on consensus rather than majority rule whenever possible.

8.1 Interest Group privileges

All Interest Groups will be listed on the MEI-website and are eligible to other benefits as the Board may determine from time to time.

9 Conference & Members Meeting

A regular conference is deemed essential for building and maintaining relationships within the MEI community. For the time being, this conference will also host an official MEI Members Meeting.

The location of conferences will be decided by the Board in a timely manner before the event. The Board will call for conference host applications prior to the decision. Questions regarding the application as conference organizer, program submissions, the choice of the program committee of the conference, etc. should be made as transparent as possible for potential conference organizers.

10 Amendments

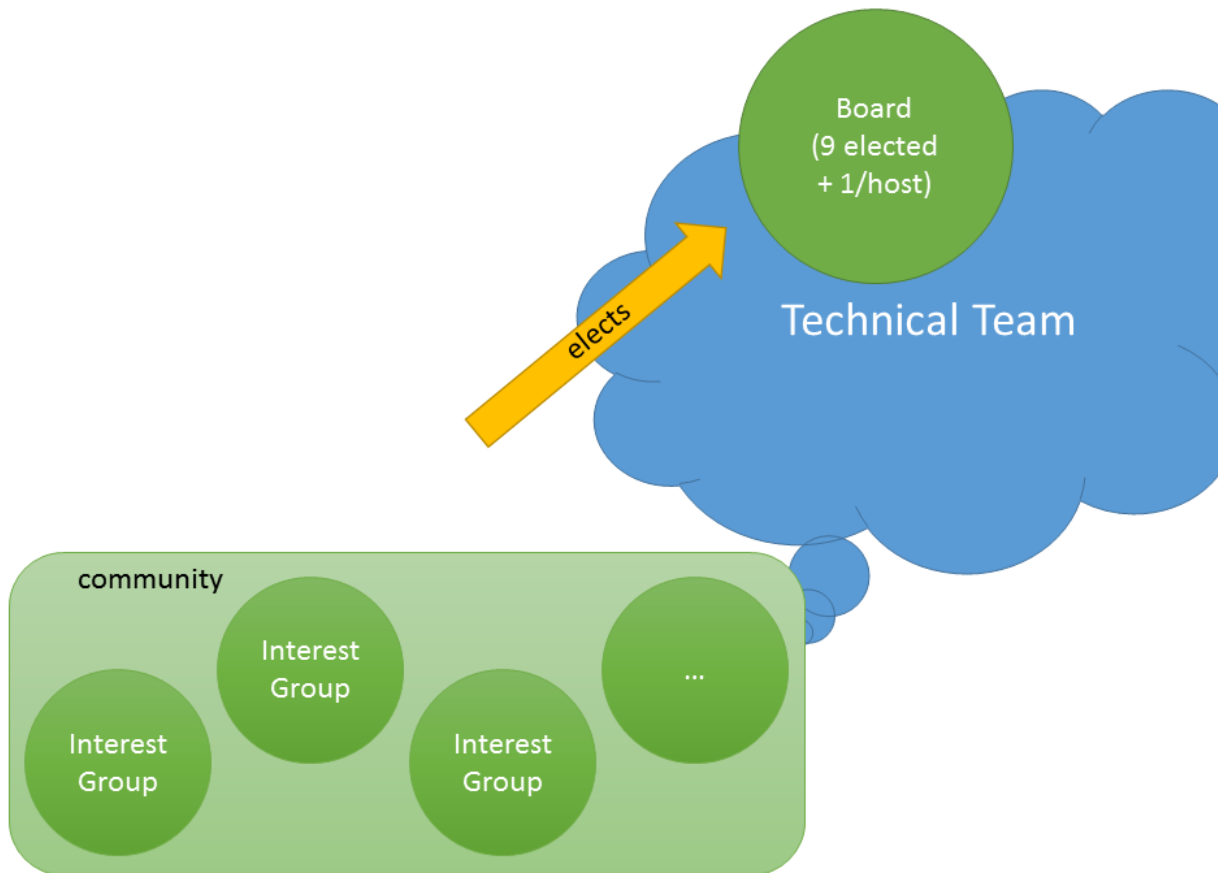
Changes to these bylaws become proposed amendments with a simple majority of the complete Board membership.

Proposed amendments will be published on the MEI mailing list (MEI-L) and the MEI website.

After a minimum 10-day comment period, the Board will discuss comments on the proposed amendments received from the MEI membership and incorporate changes agreed to by a simple majority of the Board.

The agreed upon version of the amended by-laws will be presented to the MEI membership for voting over a minimum 7-day period. The amended version of the by-laws must pass with a two-thirds (2/3) majority of votes in order to become effective.

11 Graphical Representation of the proposed Model



MEI Community Organization Model

Implementation Procedure

About this document

This document describes an initial implementation procedure of the MEI Community Organization Model (described above).

General

When the by-laws elaborated in the MEI Community Organization Model have been accepted by the community, the following steps are to be taken:

1. Group A and B will prepare and conduct the initial elections to the new Board according to the by-laws.
2. Group A and B report the results of the elections to MEI-L and the Academy for convening the elected members to the Academy working group.
3. After all elected Board members have been convened to the working group, the "Council, the "Interim Steering Group", and the "MEI Strategy Development Group" will be dissolved in the first official meeting of the new Board.
4. Besides the above mentioned groups / organizational organs, several ("informal") interest groups (e.g. Neumes) are in existence. Once the newly elected Board has been elected and has established itself, these interest groups will be asked for a formal proposal, together with a general appeal to the community to form interest groups.
5. After the Technical Co-chairs have been approved by the Board, they will call for participation in the Technical Team.
6. The Board will re-evaluate the by-laws and update their implementation within 3 years after its initial formation.

Current organs of MEI community and implementation procedure

As decided at the Members Meeting during the Music Encoding Conference 2013 the following organs or groups are "officially" in existence:

- the Council
- the "Interim Steering Group" (Group A) with Perry Roland, Johannes Kepper, and Gabriele Buschmeier (and Kurt Gärtner) in order to (amongst other responsibilities) negotiate the formal collaboration possibilities with the Mainz Academy.
- the "MEI Strategy Development Group" (Group B) in order to elaborate proposals for future community organization.

Host institution

The Akademie der Wissenschaften und der Literatur Mainz (Academy) offered to serve as host institution for the MEI community at the General Assembly of the Music Encoding Conference in 2013. For this purpose, a working group called "Arbeitskreis Musikcodierung" ["Working Group on Music Encoding"] was created in February 2014, with Prof. Dr. Kurt Gärtner as convenor. By doing so the Academy has granted access to certain Academy resources, such as administrative support and Academy venues free of charge for MEI community meetings, conferences, workshops, and other gatherings.

Legal Status

The Working Group on Music Encoding has no official legal status apart from the Academy. Nevertheless, as part of the Academy, it can use the Academy's status as a public body/corporation under public law.

Finances

The Academy can administer funds for MEI. However, rather in the sense of a deposit and holding institution rather than administering small repeated transactions, such as membership fees or expenditures. For example, depositing money left from a conference or received as a grant would be an acceptable use of this resource. This money can be administered accordingly and later used for designated purposes (e.g. conference expenditures or travel support).

Membership in the Academy working group

All members of the Board will be appointed members of the Academy working group. The Academy accepts the model that the MEI community elects members into the Academy working group. For formal reasons, these elected members need to be convened by a member of the Academy. The convener of the Arbeitskreis Musikcodierung/working group will be responsible for appointing the Board members to the Academy.

Initial election of the Board

For the initial election, cohorts of 3 members each will be elected for terms of 2, 3, and 4 years, respectively. The extension of term duration, and thus deferment of new elections is to give more time to establish the new community model.