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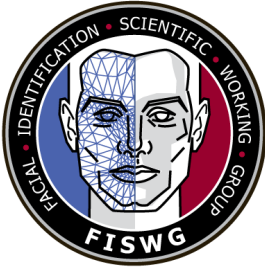
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FISWG Bylaws

1. Article 1: Name

1.1 The name of the organization shall be the Facial Identification Scientific Working Group and shall herein be referred to as FISWG.

2. Article 2: Description, Mission, and Objectives

2.1 The FISWG represents a collaboration of sovereign entities and is not a separate legal entity. As a result, there are no legally enforceable rights in any court either for or against FISWG. This section is not subject to amendment.

2.2 Mission statement: The FISWG develops consensus standards, guidelines, and best practices for the discipline of image-based comparisons of human facial features. It provides recommendations for research and development activities and advances the state of the science in an ethical manner.

2.3 This mission is supported by the following objectives:

2.3.1 Coordinate the interaction of organizations actively engaged in the discipline of image-based comparisons of human facial features. NOTE: For the purpose of brevity, the term “Facial Identification” will be used throughout the rest of this document to mean “the discipline of image-based comparisons of human facial features”.

2.3.2 Facilitate the exchange and dissemination of information through organization representation by members of the facial identification community to maximize collective resources.

2.3.3 Articulate and advance the scientific basis of facial identification by promoting documentation, collaboration, understanding limitations, and prioritization of specific research, development, test, and evaluation topics.

2.3.4 Standardize best practices for facial identification, including methods, protocols, procedures, research, technology, and training to competency.

2.3.5 Cooperate with other national and international organizations to develop standards.

2.3.6 Promote and disseminate FISWG standards, guidelines, and best practices to the members of the relevant facial identification communities, including, but not limited to, criminal justice, intelligence, immigration, border protection, and identity management.

2.3.7 Maintain currency of the above objectives and respond to emerging facial identification challenges, such as technology advancement and legal and ethical requirements.

3. Article 3: Membership

3.1 FISWG includes Regular Member Agencies and Associate Member Agencies, who are represented by individual Delegates, as well as Invited Participants. Agencies are represented by a maximum of five individual Delegates.

3.1.1 Regular Member Agencies are government or law enforcement agencies that are involved in the Facial Identification discipline using a facial recognition system or conducting manual forensic comparison analysis.

3.1.1.1 Each Regular Member Agency has full voting privileges through its Regular Delegate(s) as delineated herein.

3.1.2 Associate Member Agencies are an entity or organization described as one or more of the following:

3.1.2.1 An academic institution (related to the Facial Identification discipline)

3.1.2.2 Industry Commercial vendor (provides services such as training or comparison services, hardware or software technology to an agency, or other entity involved in the Facial Identification discipline)

3.1.2.3 Industry or Private Contractor (involved in the Facial Identification discipline through the use of a facial recognition system or manual forensic comparison analysis)

3.1.2.4 Other Interested Party related to the Facial Identification discipline (e.g., lawyers, statisticians, human factors)

3.1.2.5 Each Associate Member Agency has full voting privileges through its Associate Delegate(s) as delineated herein.

3.1.3 In order to maintain Agency Membership, a Delegate of an Agency shall attend a minimum of one-half of the scheduled meetings per calendar year. The Executive Secretary will notify the Chair in writing if an Agency has not sent a Delegate to two consecutive meetings.

3.1.4 Invited Participants are those individuals who have displayed an interest in the Facial Identification discipline and wish to expand and share their knowledge of the discipline and do not have voting privileges. Invited Participants may become a Member or Delegate after an application for membership is received and approved.

3.1.5 Delegates must be official employees of the agency they represent. For the purposes of these bylaws, individuals under a support or services contract to an agency ("Contractors") are not considered to be official employees.

3.2 Agencies become Members upon approval of a new Delegate according to the following:

3.2.1 The FISWG application form must be submitted before the new Delegate can be eligible for membership.

3.2.2 New Delegate candidates must attend and contribute at two meetings within 24 months to be eligible for membership.

3.2.3 New Delegate candidates that are eligible for membership will have their application reviewed by the Governing Board after attending two meetings.

3.2.4 Confirmation of a new Delegate requires an affirmative 2/3 majority vote of the Governing Board members.

3.2.5 New Delegates will be notified of their membership status by the Chair or designee.

3.3 An individual Delegate's term shall begin immediately upon the notification of membership status.

3.4 Every five years, all Delegates must reapply for membership.

3.4.1 Delegate membership in FISWG terminates if the employment status changes within his or her agency. It is the responsibility of the Delegate to inform the Executive Secretary before the next scheduled vote if they cease to be employed by their agency.

3.4.2 To maintain Delegate Membership, a Delegate must attend a minimum of one-half of the scheduled meetings per calendar year. The Executive Secretary will notify the Chair in writing if a Delegate has not attended at least one meeting within a calendar year.

3.5 The membership roster, including both Agencies and its Delegates, will be reviewed at least annually. As changes occur, the roster will be updated as necessary and as soon as possible. As vacancies occur, the Executive Committee shall determine the need to elect new members.

3.6 Membership may be terminated according to the following:

3.6.1 An Agency's or Delegate's intent to resign membership should be submitted in writing to the Executive Secretary who shall advise the Governing Board.

3.6.2 Any Delegate may submit a written complaint to the Executive Committee concerning the removal of another Delegate. The complaint shall contain allegations that support removal. The Executive Committee shall review the complaint and determine the action needed. Action shall be to dismiss the complaint or to conduct an inquiry.

3.6.2.1 If the complaint is dismissed, the matter is resolved.

3.6.2.2 If further inquiry is warranted, the Executive Committee will:

3.6.2.2.1 Provide the accused Delegate an opportunity to respond in writing or to resign within 30 days.

3.6.2.2.2 Consider all pertinent information; and

3.6.2.2.3 Vote on the matter.

3.6.3 Executive Committee and Membership Termination Voting

3.6.3.1 If the Executive Committee reaches a 2/3 vote to dismiss a complaint, the matter is resolved.

3.6.3.2 If the Executive Committee reaches a unanimous vote to terminate membership of the Delegate, there is no right of appeal.

3.6.3.3 If the Executive Committee reaches a majority vote to terminate the membership of the Delegate, the accused Delegate may resign, or the matter may be referred to the membership.

3.6.3.3.1 If the matter is referred, the membership shall be provided the complaint and the response.

3.6.3.3.2 Final determination of the complaint will be conducted by voting in accordance with the Executive Committee membership termination procedures requiring the approval of 2/3 of the membership.

4. Article 4: Officers, Governing Board, and Executive Committee

4.1 The Officers shall consist of the Chair, Vice-Chair, and Executive Secretary, who shall be Regular Delegates of FISWG and elected positions.

4.2 Officers shall be elected according to the following:

4.2.1 The Executive Secretary shall make an announcement at a regular meeting that an election for an officer will be conducted at the next regular meeting.

4.2.2 Nominations shall be stated verbally by Delegates at the meeting.

4.2.3 Voting shall be conducted by secret ballot in accordance with Robert's Rules of Order. Each Delegate will have one vote.

4.2.3.1 The candidate with a majority of the vote will be elected.

4.2.3.2 If no candidate achieves a majority, a run-off shall be held involving the two candidates with the most votes. If a tie remains, a coin flip will be used to break the tie.

4.2.4 Officers shall be elected from the Delegates of Regular Member Agencies for a term of three years.

4.2.5 The terms of Officers shall be staggered.

4.2.6 A two-term limit shall apply to each Office. The terms may be non-consecutive. An individual who has served two terms in one Office is eligible to serve up to two terms in the other Office.

4.2.6.1 Term limits for Officers may be waived by unanimous vote of all Member Delegates

4.2.7 Officer voting requires that individuals representing 2/3 of FISWG Member Agencies be present at the time of the vote. Member agencies voting by proxy shall be considered present for voting purposes. If 2/3 of the voting agencies are not in attendance, the incumbent will maintain office until such time as an election can be held.

4.2.8 The term of office shall begin at the close of the meeting during which the election took place.

4.2.9 In the event a meeting or election cannot be held within the 3-year term of office, the officer's term shall be extended until the election can be held.

4.3 Officers may be removed from office according to the following:

4.3.1 An Officer's intent to resign his or her position should be submitted to the remaining Executive Committee members.

4.3.2 Any Delegate may submit a written complaint to the Executive Committee to remove an Officer from his or her position. The procedures in section 3.10 that apply to membership termination shall be applied in the event of a removal from office complaint, with the exception that the Officer cited in the complaint shall not be present at the Executive Committee meetings during discussion and voting on the matter.

4.3.3 If an Officer resigns or is removed from office, the Chair or designee shall designate a replacement to serve the remainder of the term of the Officer.

4.4 In the event of the resignation or an inability of an Officer to serve for a period in excess of six (6) months, a successor will be elected.

4.5 Duties of the Chair shall be in accordance with customary duties to the office, including:

4.5.1 Preside over meetings.

4.5.2 Promote the objectives of the FISWG.

4.5.3 Establish subcommittees as necessary.

4.5.4 Develop an agenda that maintains continuity of the items discussed and brings forth items for discussion and development.

4.5.5 Provide the agenda to the Executive Secretary prior to each meeting.

4.5.6 Represent the FISWG in an official capacity at other functions and meetings, as well as through official correspondence.

4.5.7 Designate persons to fill the following positions:

4.5.7.1 Archivist responsible for maintaining historical documents.

4.5.7.2 Editor responsible for reviewing all documents and ensuring best practices are followed.

4.5.7.3 Webmaster responsible for the security, design, and uploading of items to the FISWG website.

4.5.7.4 Social media representative to manage all FISWG related social media accounts.

4.5.7.5 Member of the Executive Committee to serve as Vice-Chair of FISWG during a period of absence where the Vice-Chair is unable to serve.

4.6 Duties of the FISWG Vice-Chair shall be in accordance with customary duties to the office, including:

4.6.1 Chair meetings of the FISWG in the absence of the Chair, unless otherwise provided.

4.6.2 Represent the FISWG in an official capacity at other functions and meetings in the absence of the Chair.

4.6.3 Coordinate the activities of the subcommittees.

4.6.4 Perform other duties as assigned by the Chair.

4.7 Duties of the Executive Secretary shall be in accordance with customary duties to the office, including the following:

4.7.1 Maintain written records, meeting minutes, membership attendance and committee assignments for FISWG.

4.7.2 Distribute meeting minutes to the Editor within 14 business days of each meeting.

4.7.3 Perform all other duties as assigned by the Chair.

4.8 The Governing Board shall consist of the Officers and Subcommittee Chairs.

4.8.1 The Governing Board will meet as necessary to conduct FISWG business. This may be during or after FISWG meetings, via email or teleconference, or by other means that facilitate the interaction necessary to effectively conduct business.

4.8.2 Subcommittee Chairs shall be members of the Governing Board and Executive Committee.

4.8.3 Subcommittee Chairs may remain a member of the Executive Committee after dissolution of the subcommittee until such time that At-Large membership is reviewed by the Chair.

4.9 The Executive Committee shall consist of the Officers, Subcommittee Chairs, an Archivist, an Editor, a Social Media representative, a Webmaster, and At-large members.

4.9.1 At-large members shall be set at a number one less than the total number of standing subcommittees.

4.9.2 At-large members shall be appointed by the Chair to represent a breadth of member agencies.

4.9.3 A new At-Large member shall be appointed by the Chair in the event that a new subcommittee is created. The appointment shall occur simultaneously with the naming of the Subcommittee Chair.

4.9.4 At-large membership shall be reviewed by the Chair on an annual basis.

4.9.5 Should an At-Large member step down, the Chair may appoint another to replace them prior to the annual review.

4.9.6 An At-Large member may be a Regular or Associate Delegate.

4.10 The Social Media Representative, the Archivist, the Editor, and the Webmaster shall be appointed by and serve at the discretion of the Chair.

4.11 Duties of the Archivist shall be in accordance with customary duties of the office, including the following:

4.11.1 Maintain a permanent electronic record of all published FISWG documents.

4.11.2 Ensure that previously published documents are available in electronic format consistent with existing word processing document standards.

4.11.3 Perform all other duties as assigned by the Chair.

4.12 Duties of the Editor shall be in accordance with customary duties of the office, including the following:

4.12.1 Ensure that all approved FISWG documents are reviewed and formatted in accordance with best practices.

4.12.2 Provide completed publications to the Webmaster for publication in a timely manner, at the direction of the Chair.

4.12.3 Perform all other duties as assigned by the Chair.

4.13 Duties of the Webmaster shall be in accordance with customary duties of the office, including the following:

4.13.1 Ensure that all approved and edited FISWG documents are made available online, in a timely manner and in a consistent format in accordance with best practices.

4.13.2 Provide official FISWG website maintenance and member web collaboration capability at the direction of the Chair.

4.13.3 Perform all other duties as assigned by the Chair.

4.14 Duties of the Social Media Representative shall be in accordance with customary duties of the office, including the following:

4.14.1 Manage all FISWG assigned social media websites to include posting, updating, and tracking.

4.15 FISWG Delegates who are not members of the Executive Committee who wish to attend an Executive Committee meeting may do so only upon approval of a request sent to the Executive Committee. This request must be sent 60 days prior to the meeting.

4.15.1 Should a member of the Executive Committee be unable to attend a meeting of the Executive Committee, then their vote may be proxied to another Delegate in attendance upon completion of a proxy form (see section 9.4.2).

4.15.2 Executive Committee responsibilities and voting privileges of a standing Subcommittee Chair who cannot attend a meeting will automatically be proxied to the standing Subcommittee Vice Chair if that individual is available.

4.16 Executive Committee members shall promote the objectives of FISWG according to the following:

4.16.1 Advise the Chair regarding the oversight and direction of the FISWG.

4.16.2 Advise the Chair regarding membership issues.

4.16.3 Serve as a decision body as established by other sections of the Bylaws.

4.16.4 Review the Bylaws every two years.

4.16.5 Perform other duties as directed by the Chair.

4.17 Any other duties not explicitly described herein shall be the responsibility of the Chair to perform either in person or by delegating to others.

5. Article 5: Meetings

5.1 There shall be a minimum of two meetings per year.

5.1.1 All meeting activities, including but not limited to, in-person, virtual, or telephone, shall be at the expense of the attendee.

5.2 Special meetings may be called by the Chair or by a majority of the Executive Committee.

5.3 The Executive Secretary should provide an agenda including travel requirements to all Delegates via email no less than eight weeks prior to each meeting.

5.4 Attendance of a majority of the Membership Delegates (to include their proxies) shall constitute a quorum for voting on articles at a regular meeting. A majority vote of the Membership Delegates present is required unless otherwise noted.

5.5 Invited Participants may participate in FISWG meetings or Executive Committee meetings according to the following:

5.5.1 At the direction of the Chair and with the concurrence of the Executive Committee, individuals who are not Delegates may be invited to participate in FISWG general assembly meetings.

5.5.2 Invited Participants who wish to attend an Executive Committee meeting may do so only upon approval of a written request sent to the Executive Secretary or the Chair no later than 30 days prior to the scheduled meeting.

5.5.3 Attendance of any FISWG meeting by Invited Participants shall be for the purpose of providing scientific or technical information to the meeting participants.

5.6 The Executive Committee may exclude any person or persons from a meeting, or portion thereof, if it is in the best interest of FISWG to do so.

6. Article 6: Subcommittees

6.1 The Chair of FISWG, with the concurrence of the Executive Committee, shall establish subcommittees as appropriate.

6.1.1 Membership composition of subcommittees is at the discretion of the Chair. Delegate preference shall be considered by the Chair prior to appointment of a Delegate to a subcommittee.

6.1.2 The Chair shall define subcommittee assignments.

6.1.3 Subcommittees shall be responsible for preparing documentation such as guidelines, standards, and position papers as well as presenting them before the attending Delegates as a group.

6.1.4 When appropriate, subcommittee input may be received from Invited Participants of FISWG; however, the subcommittee will present all input to the group as a whole and as approved by the subcommittee.

6.1.5 Subcommittee voting shall occur on an individual Delegate basis so that individual subcommittee Delegates shall each have a vote within his or her subcommittee meetings.

6.2 Subcommittee Delegates shall elect the Subcommittee Chair among the FISWG Delegates.

6.2.1 The candidate with a majority of the vote will be elected.

6.2.2 In the event that no candidate achieves a majority, a run-off shall be held involving the two candidates with the most votes. If a tie remains, the Vice-Chair of FISWG will cast the tie-breaking vote.

6.3 The Subcommittee Chair shall appoint a Subcommittee Vice-Chair to serve concurrently with the Chair from the FISWG Delegates.

6.4 The terms of the Subcommittee Chair and Vice-Chair begin upon election of the Subcommittee Chair.

6.5 The Subcommittee Chair and Vice-Chair serve for the life of the subcommittee or 3 years, whichever comes first.

6.5.1 There is no limit on the number of terms a Subcommittee Chair or Vice-Chair may serve.

6.6 The Subcommittee Chair or Vice-Chair will maintain attendance and meeting notes/minutes at each meeting of the subcommittee. The attendance and meeting notes/minutes will be submitted to the Executive Secretary.

6.7 Subcommittee documents require approval by a majority of the subcommittee Delegates prior to presentation to the FISWG Membership.

6.8 Approved subcommittee documents shall be presented to the FISWG membership for modification or publication approval at a regular meeting.

6.9 Subcommittees may meet virtually or physically between meetings, as necessary to accomplish work, at no expense to FISWG.

6.9.1 The Subcommittee Chair shall notify the Chair of the meeting.

6.9.2 The meetings shall be independent of the FISWG as a whole.

6.9.3 The results of and recommendations from the meetings shall be reported to FISWG by the subcommittee Chair at the next scheduled FISWG meeting.

7. Article 7: Documents, Approval, and Modification

7.1 There are six categories of documents to be generated as the work products of FISWG: 1) Draft for Comment; 2) Revised Document for Comment; 3) Document for Five-Year Review - Draft for Comment; 4) Approved Document; 5) Letter; and 6) Position Paper.

7.1.1 Individual drafts of proposed new standards or guidelines which are circulated and published for comment by the community shall be referred to as "Draft for Comment."

7.1.1.1 Each Draft for Comment shall also carry a title that is descriptive of its content and the designation whether it is being considered as a Standard, Guideline, or Best Practice.

7.1.2 A Draft for Comment that has been circulated and published shall, after a minimum of 30 days, be presented to the Delegates at a regular meeting or online for discussion of comments and voting. If approved by a vote of the Delegates, the Draft for Comment shall thereafter become an "Approved Document," carrying the appropriate

title by which it was circulated as an earlier draft for comment and the date of its approval.

7.1.3 After a substantive modification of a document which has been reopened for discussion, the document shall thereafter be considered a "Revised Document for Comment".

7.1.4 When five years have elapsed from the date of adoption or modification of a document, Delegates shall consider whether changes are required. During the consideration process, the document shall be referred to by its original title as a "Document for Five-Year Review - Draft for Comment."

7.2 A document shall become a Draft for Comment when it receives a 2/3 affirmative vote of the Delegates at a regular meeting or participating in an online vote.

7.2.1 A Draft for Comment shall be published for comment on the FISWG website, and an announcement of its website publication shall be made on the FISWG Social Media sites and circulated to selected forensic organizations with a request to publish the announcement in the organizations' publications.

7.2.1.1 After publication of a Draft for Comment, comments received by the Executive Secretary or the Chair from the community shall be circulated to the Delegates prior to the next meeting. Further document revisions may be made at the next meeting if deemed appropriate, and thereafter submitted to a vote of the Delegates.

7.2.1.2 If revisions are made to a circulated draft, the Chair shall decide whether the changes are substantive. If they are, the document shall be published again as a Revised Document for Comment but if they are not, the document shall be proposed for voting by the Delegates to become an Approved Document.

7.3 A Draft for Comment that, after the expiration of its comment period, receives an affirmative vote of 2/3 of the Delegates present at a regular meeting or participating in an online vote shall become an Approved Document

7.3.1 An Approved Document can be reopened for review at any time by a majority vote of the Delegates at a regular meeting or participating in an online vote.

7.3.2 Modification of an Approved Document requires the approval of 2/3 of the Delegates at a regular meeting or participating in an online vote.

7.4 A Revised Document for Comment and a Document for Five-Year Review-Draft for Comment shall be treated in the same manner as a Draft for Comment.

7.5 Letters and Position Papers may be published by FISWG on specific issues or activities that are of interest to the relevant community.

7.5.1 Letters and Position Papers may be prepared by individual FISWG Delegates, by the Governing Board, by the Executive Committee, or by committees assigned by the Chair for that specific task.

7.5.2 Letters and Position Papers do not require public release as draft documents prior to approval as final documents. Instead, such documents shall be considered releasable for immediate publication if approved by vote of the Delegate at a regular meeting or participating in an online vote.

7.5.3 In rare instances, the timely creation and dissemination of a Letter or Position Paper necessary for effectiveness of the communication may preclude awaiting the next scheduled FISWG meeting in order to conduct membership voting. In these instances, the Chair may coordinate, and the necessary 2/3 affirmative vote may be sought by the Executive Secretary from members via email distribution of the correspondence and email voting of the members.

7.6 FISWG documents, the FISWG logo, and the terms “FISWG” and “Facial Identification Scientific Working Group” may not be used nor disseminated for commercial purposes. However, FISWG documents may be copied and disseminated in unlimited quantities if they are to be used for law enforcement, intelligence, homeland security, judicial, or non-profit educational purposes. This section is not subject to amendment.

8. Article 8: Amendments to Bylaws

8.1 Proposed amendments to the Bylaws should be submitted to the Chair and Executive Secretary of FISWG 60 calendar days prior to a scheduled meeting.

8.1.1 The Executive Secretary shall distribute the proposed amendments to all members of the Executive Committee within seven calendar days of receipt.

8.2 At the discretion of the Executive Committee, proposed amendments will be distributed to the membership.

8.3 Delegates will be notified that a proposed amendment to the Bylaws will be presented for a vote at the next regular meeting.

8.4 When proposed amendments are distributed to the membership, they shall be provided at least 30 calendar days prior to a meeting.

8.5 Amendments to Bylaws must be approved by 2/3 vote of the total Delegates to become active.

8.6 Delegates (or their proxy) may vote on Bylaw issues.

8.7 Amendments to the bylaws will become active at 11:59 pm, local time, on the day on which they were approved by 2/3 vote of the total Delegate membership.

9. Article 9: Parliamentary Procedures

9.1 Delegates shall follow good business practices during meetings. In plenary session, the Chair or his/her designee shall be responsible for maintaining good order. In subcommittee sessions, the Subcommittee Chair or his/her designee shall be responsible for maintaining good order.

9.2 Should a dispute occur; [Robert's Rules of Order](#) will be followed.

9.3 For voting purposes, a quorum shall consist of greater than 50 percent of the eligible voting Member Delegates. Proxy votes shall count toward establishing a quorum.

9.4 Voting takes place in plenary sessions according to the following:

9.4.1 Each Delegate in attendance shall have one vote.

9.4.2 In the event a Delegate is unable to attend a scheduled meeting, a proxy shall be allowed according to the following:

9.4.2.1 Regular Delegates will only be allowed to proxy their vote to another Regular Delegate, likewise an Associate Delegate will only be allowed to proxy to another Associate Delegate.

9.4.2.2 A signed [proxy form](#) is completed and sent via mail, email, faxed, or hand delivered to another Delegate prior to the meeting.

9.4.2.3 The Delegate shall personally contact the individual whom the Delegate wishes to hold their proxy.

9.4.2.4 A Delegate shall not hold a proxy for more than one other Delegate.

9.4.2.5 The proxy vote shall be designated to the plenary meeting, subcommittee, executive committee, or any combination of these.

9.4.2.6 The proxy shall be communicated to the Executive Secretary or Subcommittee chair prior to the vote.

9.5 Invited Participants shall have no voting privileges.

FISWG documents can be found at: www.fiswg.org