

# ***POLICIES & PROCEDURES***

## **OF THE**

# ***IEEE COMMUNICATIONS***

# ***SOCIETY***

**(December 2015)**

### **New Material**

- Clause 2: “The Governance Toolkit”
- Clause 12 (Annex, Informative): “‘Must Haves’ and Composition of All Society Assemblies”

### **Updated Material**

- The structure of this document has been thoroughly revised for easier reading
  - Board/Committee P&Ps now organized under BoG or under each Council, based on reporting structure
- All Sections of these P&Ps have been updated, except:
  - Clause 4.1: “The Board of Governors (BoG)”
  - Industry and Standards Activities (ISA)
    - Clause 6.1: “Industry and Standards Activities Council”
    - Clause 6.2: “Industry Outreach Board” (MISSING)
    - Clause 6.3: “Standards Development Board” (IEEE-SA COMPETENCE)
    - Clause 6.5: “Industry Content & Exhibition Standing Committee” (MISSING)
  - Technical and Educational Activities (TEA-C)
    - Clause 9.3: “Technical Services Board” (MISSING)
  - Clause 10: “Technical Committees”

# COMSOC POLICIES & PROCEDURES

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# 1. GENERAL

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## **1.1 Guiding Management Principles**

The IEEE Communications Society culture, and success story, are based on professional values, diverse volunteerism, and sound management practices.

To maintain our values, continue our success, and realize our full potential, wide spread understanding, appreciation, and acceptance of these principles are essential. These principles guide and influence our decisions.

### **1.1.1 Professional Values**

We fulfill our commitment to past, current, and future members by conducting the activities of the Society in an open, unbiased, and sensible way, staying fully within the bounds of professional standards. In other words, though we do not earn our livelihood as ComSoc volunteers, we are "professionally" concerned with the consequences of our leadership and management decisions.

### **1.1.2 Diverse Volunteerism**

A large number of professionals, who volunteer their time and talent to advance the Society and create its highest-quality products and services, are the foundation of the IEEE Communications Society. Our members are from many varied and diverse backgrounds, economic systems, and enterprises. Fair and equal opportunity for membership, volunteer participation, and leadership are available to all based on a desire to participate in the ComSoc Community.

### **1.1.3 Sound Management Practices**

Sound management practices means exercising our responsibilities through organizational continuity and sound financial policy. Cost controls and expense reimbursement policies will be applied equitably and must not favor one type or level of volunteer contribution over another. Real or perceived conflicts of interest must be avoided or disclosed to the Society when they exist. We are ever mindful that the funds we spend come largely from membership and other fees from our members.

Sound management practices contribute to overall member confidence and satisfaction. They build respect for our Society and are purposely intended to produce the net resources required to carry out ComSoc's broader objectives.

## **1.2 Travel Policy**

### **1.2.1 General Policy**

The Communications Society values the contributions of its volunteers and supports a policy to fund certain travel and living expenses incurred by volunteers on official business for the Society. However, reimbursement for travel and living expense is not the general rule. At the time of nomination, a candidate to a ComSoc elected office or appointed position shall be informed that individuals are expected to be supported in this regard, by their employers.

Pursuant to sound fiscal policy, to limit Volunteer travel-related expenditures, and to encourage alternative means of doing the business of the Society, the total expenditure in any given year should not exceed 3% of the ComSoc expense budget for that year.

### **1.2.2 Eligibility Policy**

IEEE ComSoc members may be reimbursed for travel and living expenses on ComSoc official business whenever authorized by a ComSoc elected officer from their budget. However, it is expected that members will only request reimbursements (or partial reimbursements) when alternate funding is unavailable. Reimbursement will be subject to the following definitions and restrictions:

- IEEE ComSoc official business occurs when a member conducts ComSoc management or governance business or provides essential ComSoc representation at meetings.
- Registration fees for IEEE ComSoc meetings and conferences events will not be reimbursed, nor will travel to an event solely to attend that event.
- Expenses will be reimbursed on the basis of what is reasonable and customary (see section 1.).
- An upgrade to Business Class travel is permissible and reimbursable as allowed in the IEEE Finance Operations Manual.

### **1.2.3 Exceptions to Policy**

Should an officer wish to authorize travel that would lead to a Department or Society budget overrun or to a policy exception, approval of the President is required. The Executive Director will maintain a record of any significant exceptions to this policy and include such exceptions in his twice-yearly reports to the BoG.

### **1.2.4 Society Travel Guidelines**

These guidelines apply to all volunteer travel reimbursed by the Society. The individual organizational units are responsible to budget for known obligations; the individual budgets to be consolidated under the elected official responsible. As the Communications Society is an organizational unit of the IEEE, all volunteer travel is subject to the Travel Guidelines section of the *Technical Activities (TA) Operations Summary of Frequently Requested Information and Key Procedures* ([http://ieee-ims.org/sites/ieee-ims.org/files/officers\\_package\\_2014\\_1.pdf](http://ieee-ims.org/sites/ieee-ims.org/files/officers_package_2014_1.pdf)) and the travel reimbursement policy in the *IEEE Finance Operations Manual* ([https://www.ieee.org/documents/financial\\_ops\\_manual.pdf](https://www.ieee.org/documents/financial_ops_manual.pdf)).

Reimbursable Expenses include:

- Airfare
- Hotel Nights
- Meals
- Gratuity
- Internet
- Driving to airport/meeting + tolls
- Train/bus

- Visas
- Passport renewal IF majority of use is for ComSoc business
- Laundry (if under extreme circumstances)

Duration: Travel support coverage begins the day/night prior to the first day of the meeting(s) through the day following the last day of meetings. Exceptions require approval of the appropriate Vice President or the President. BoG members can extend travel support beyond the BoG meeting if required to be present and participate at co-located associated committee meetings (e.g. Pubs Board, MR Council, etc.)

Travel insurance: Travel insurance is not reimbursable

Airfare: Generally refundable airfares should not be purchased. Should a trip be cancelled ComSoc, will reimburse any resulting change or cancellation fees. Airfare cost will be reimbursed up to the cost of an available non-stop roundtrip fare in the event of an itinerary including an additional destination/stop. An upgrade to Business Class travel is permissible and reimbursable as allowed in the IEEE Finance Operations Manual

Meals: Meals in excess of \$100US/day need justification and are subject to review by IEEE audit. (Attending the ComSoc Awards Lunch or co-located conference banquet is sufficient justification).

Rental Car: Rental car costs will be reimbursed up to the cost of the roundtrip taxi / mass transit to and from the airport/hotel.

Privately Owned Vehicles: Driving to meetings is reimbursed at the lower of the IEEE "mileage reimbursement" rate plus parking and tolls or round-trip economy fare ticket plus travel to/from the airport and home.

#### **1.2.4.1 Approvals & Reporting**

Unbudgeted travel support requires prior approval by the appropriate elected officer (e.g., VP or President).

All non-BoG meeting travel by BoG members requires a trip report to be filed under BOG Travel when the reimbursement request is submitted.

### **1.3 Travel Procedures**

#### **1.3.1 Budgeting**

Officer and Director annual travel budgets for the coming year will be finalized at the September OpCom and approved by the Board of Governors at their November meeting. All travel budgets will be based on what is reasonable and customary. Airfares should be budgeted for advance purchase coach or less. As part of the Budget approval process, the Treasurer will advise the BoG of the overall Volunteer travel budget cap for the year and if the requested travel exceeds the cap. The cap shall be set at 3% of the expense budget for the year.

Travel for Officers and Directors must be included as line items in their respective Executive Budgets. Travel funds for BoG Members-at-Large and other designated representatives will be included in the President's budget.

Travel for Volunteers other than the Officers and Directors shall be included in departmental budgets (of who they report to) and must comply with the IEEE ComSoc Travel Policy.

#### **1.3.2 Approval and Review Procedures**

All Volunteer travel expenses will be submitted on the official IEEE travel expense form (paper or electronic) or equivalent and processed in accordance with IEEE ComSoc approval procedures. An Officer may authorize travel that would lead to a budget overrun or to a policy exception only with prior approval of the President. The Executive Director shall summarize travel overruns and policy exceptions as part of his regular report to the BoG.

The Conference treasurer may authorize reimbursement for approved travel from the approved Conference budget consistent with IEEE ComSoc policy. Such reimbursements will be subject to the normal conference auditing procedures. Exceptions to policy will be included in the audit report.

A spreadsheet breakdown of all Volunteer travel expenses processed to date will be part of the Treasurer's back-up documentation at BoG meetings and will be made available on request at other times with the approval of the Treasurer.

#### **1.3.3 Reference Documents**

Paper or electronic forms are available on request from IEEE.

ComSoc Staff. Additional information on IEEE ComSoc's business practices can be found in the 10 June 1998 BoG minutes: specifically, 6a - "Guiding Principles" and 6b - "Issue paper on Volunteer Conference Leadership: Maintaining Standards of Excellence."

## **1.4 Volunteer Travel Voucher Review**

These guidelines are intended to assist IEEE ComSoc Volunteers with the proper approval of expense vouchers for official IEEE ComSoc travel. They comply with IEEE guidelines and are considered sound business practice.

- Volunteers should forward their expense vouchers and receipts to the Executive Director or the Staff Manager, Finance for processing.
- Staff will approve, or on an exceptions basis, summarize major expenses and forward with a recommendation for action to the appropriate Vice president; vouchers for VPs and all those not reporting to VPs (e.g., Treasurer, BoG Members at Large, Committee Chairs) will be forwarded to the President for appropriate action.
- The President, Past President, and President-Elect will forward their own vouchers to the Executive Director for approval, processing, and payment.
- A spread sheet breakdown of all Volunteer travel expenses will be part of the Treasurer's back-up documentation at the BoG meetings.

## **1.5 Volunteer Travel Expense Reimbursement**

All volunteers are requested to use their personal credit cards for IEEE travel and to submit expenses following the standard IEEE expense reimbursement procedures. ComSoc volunteers who have a concern about using a personal credit card or who need other options should contact the staff Director of Finance.

IEEE fares are supposed to be the lowest available (because of the IEEE volume discounts). You may make your arrangements by contacting IEEE World Travel.

Should you obtain airfares substantially higher from the IEEE Travel Web site (versus your own) you may contact IEEE before booking your flight, and include your intended itinerary (dates, times, and airline).

After the trip is over you will complete the IEEE Expense Form (attached) with your receipts (including your airplane and hotel receipts, etc.) and either scan and email, or physically mail to the staff Director of Finance, or the Executive and Volunteer Services Administrator.

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## **2.1 Introduction**

As prescribed in the Bylaws, business transacted by any Society assembly (BoG, Councils, Boards, Standing/Ad Hoc/Technical Committees, and Special Interest Groups) at a meeting shall be conducted according to Robert's Rules of Order Newly Revised latest revision (RONR).

All Society assemblies, except the Standards Development Board which operates under IEEE-SA approved P&Ps, shall follow the procedures specified in this Clause 2.0. This clause contains important “must haves” that descend from IEEE and from RONR. In addition, this clause also contains a procedure for discussing and transacting business via e-mail that was developed by the ComSoc Governance Committee. Finally, the last clause 2.12 contains a summary of roles and responsibilities of assembly Chairs and Members.

This clause complements the ComSoc Bylaw 3.8 “Operations in Society assemblies,” and provides additional details for transacting business within assemblies. If additional details are needed, RONR shall be used as a reference.

The individual assembly P&Ps need not repeat the provisions of this Clause 2.0.

## 2.2 IEEE and ComSoc Governance

The policies, procedures and regulations by which IEEE and its Organizational Units (e.g., TAB and ComSoc) are governed are embodied in various Governance documents. These documents are listed below in order of precedence:

1. NY State Not-for-Profit Corporation Law
2. IEEE Certificate of Incorporation
3. IEEE Constitution
4. IEEE Bylaws
5. IEEE Policies
6. IEEE Operations Manuals of Major Boards and Committees reporting to the IEEE Board of Directors
7. IEEE ComSoc Constitution
8. IEEE ComSoc Bylaws
9. IEEE ComSoc Board of Governors (BoG) P&Ps
10. IEEE ComSoc Council P&Ps
11. IEEE ComSoc Board P&Ps
12. IEEE ComSoc Standing Committee, Ad Hoc Committee, Technical Committee, and Special Interest Group P&Ps
13. Other IEEE ComSoc policies

The Governance documents for which ComSoc is responsible shall not conflict with other Governance documents with higher precedence. For anything that is not explicitly included in the documents above, Robert's Rules of Order Newly Revised (RONR) (latest revision) shall apply.

In the following sub-sections, relevant IEEE Bylaws that refer to Organizational Units (e.g., Societies) will be reported and summarized to provide useful context to this P&Ps document. Furthermore, Governance must-haves, best practices and guidelines will also be given to encourage a uniform set of practices across any ComSoc assembly (i.e., BoG, Councils, Boards, and any Committee). When possible, a pointer to the IEEE Governing documents and RONR will be given.

### 2.2.1 Important Clauses from IEEE Bylaw I-300 – Management (*verbatim*)

#### (1) Governance; Parliamentary Procedures; Meeting Protocol.

Governance. The policies, procedures, rules and regulations by which the IEEE and its organizational units are governed are embodied in the following documents. The IEEE Certificate of Incorporation legally establishes the IEEE. The IEEE Constitution, which can be approved and amended only by the voting members of the IEEE, contains IEEE's fundamental objectives and organization. Implementation of the constitutional provisions by specific organizational units and their policies, is contained in these IEEE Bylaws, which are approved and amended by the IEEE Board of Directors. The IEEE Policies contains more detailed statements of specific policies, objectives and procedures which may be approved only by the IEEE Board of Directors.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not be in conflict with the New York Not-For-Profit Corporation Law, the IEEE Certificate of Incorporation, or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. Accordingly, additional documents governing organizational units such as operations manuals, policy statements and organizational unit Bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above.

Parliamentary Procedures. Robert's Rules of Order (latest revision) shall be used to conduct business at meetings of the IEEE Board of Directors, Major Boards, Standing Committees and other

organizational units of the IEEE unless other rules of procedure are specified in the Not-For-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, the IEEE Constitution, these Bylaws, the IEEE Policies, resolutions of the IEEE Board of Directors, or the applicable governing documents of those organizational units provided such organizational documents are not in conflict with any of the foregoing.

The IEEE Board of Directors shall resolve any issues related to the interpretation of, and conformance of other documents to IEEE's governing documents

Meeting Protocol. Meetings of the IEEE Board of Directors, Major Boards, and other organizational units shall be open for attendance by any IEEE member or staff. Guests (who are not members of the particular body) are not entitled to join the discussion but may be allowed to address the body at the discretion of the body. Meetings shall be convened in Executive Session when dealing with confidential matters such as, but not restricted to, individual matters, disciplinary actions, legal and business critical issues. Executive Sessions shall be conducted in accordance with Robert's Rules of Order (latest revision), Chapter 4, §9. Members of the Board of Directors shall be allowed to attend Executive Sessions of any board or committee unless there is a conflict of interest with respect to the matter being discussed. Barring a conflict of interest, members of the Board of Directors shall be granted access to the approved minutes of executive sessions of any organizational unit board, committee or council.

(2) Conflict of Interest.

All persons either elected or appointed to an IEEE office (including but not limited to any Board, Committee, Section, Council, Society, or Chapter), prior to acceptance and during tenure of that position, shall consider each item of business, where they have a vote or decision authority, to determine if a real or perceived conflict exists with the interests of the IEEE. A conflict of interest is defined as any situation in which a member's decisions or votes could substantially and directly affect the member's professional, personal, financial or business interests. In the event that a person nominated for or holding an IEEE office finds himself or herself in such a position, he or she shall promptly disclose the conflict of interest to the person in charge of the activity (or the next higher authority if the member is in charge) and to the governing body of the unit of the IEEE in which he or she holds office and recuse himself or herself at any Board, Committee, Section, Council, Society, Chapter, or other meeting from any deliberations or vote on the matter giving rise to the conflict of interest. A copy of the disclosure statement shall be reviewed by the Audit Committee.

(3) Indemnification.

To the extent permitted by law, IEEE shall indemnify (i) each Director, Officer, former Director and former Officer of IEEE, (ii) each person who serves as a duly authorized volunteer or employee of a duly authorized IEEE activity, (iii) each person who shall have served at the request of IEEE as a Director or Officer of another organization, and (iv) each person who serves on those committees responsible for IEEE employee benefit plans, against judgments, fines, amounts paid in settlement and reasonable expenses, including without limitation attorney's fees and expenses, actually and necessarily incurred by such person in connection with the defense of any action, suit, or proceeding to which such person is made or threatened to be made a party by virtue of such service; provided (i) that such service is found by the Board of Directors to have been duly authorized and is not found by the Board of Directors to have been taken in bad faith or in a manner inconsistent with the purposes or objectives of IEEE as expressed in Bylaws, IEEE Policies, or resolutions duly adopted by the Board of Directors or in policies and procedures duly adopted by an IEEE organizational unit which are applicable to the activity at issue, (ii) the person to be indemnified has otherwise met the standards of conduct set forth in Section 722 or established by Section 721 of the New York Not-For-Profit Corporation Law, and (iii) that such indemnification is not otherwise prohibited by law. The foregoing right of indemnification shall not be exclusive of other rights to which such person may be entitled.

**2.2.2 Operations in all Society Assemblies (from ComSoc Bylaw 3.8, *verbatim*)**

- 3.8.1 A majority of the voting members of a Society assembly constitutes a quorum.
- 3.8.2 The vote of a majority of the votes of the members present at a meeting and entitled to vote at the time of voting, shall be the act of the Society assembly provided a quorum is present.
- 3.8.3 The Chair of a Society assembly shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
- 3.8.4 A Society assembly may meet and act upon the vote of its members in person, by any means of telecommunications, or by a combination thereof. The normal voting requirements shall apply when action is taken whereby all persons participating in the meeting can hear each other and speak to each other at the same time.
- 3.8.5 For meetings with in-person and remote participants, remote participants who either cannot hear other participants or are not heard by other meeting participants do not meet the requirements for meeting attendance and, therefore, are not included in quorum calculations or allowed to vote.
- 3.8.6 Business may be conducted by means other than formally held meetings when the matter can be adequately handled via letter, electronic ballot, electronic mail interchange, etc., and procedures for transacting business in such a manner shall be specified in the Society Policies and Procedures (P&Ps). When transacting business without a meeting, a majority vote (simple or higher, depending on the motion type) of all assembly members eligible to vote is required for actions so taken. Approved motions shall be confirmed promptly in writing or by electronic transmission and recorded in the minutes of the next meeting.
- 3.8.7 Minutes of a BoG and OpCom meeting shall be distributed to the BoG within 30 days of the meeting. For executive sessions, only motions passed shall be included in the BoG and OpCom minutes. Executive session minutes shall be kept on file in the office of the Society Executive Director.
- 3.8.8 Members of BoG and OpCom shall receive notice of their regular meetings no fewer than 21 days prior to the scheduled meeting start date.
- 3.8.9 If a quorum is not present at a duly called Society assembly meeting, the only business that can be transacted and concluded within the meeting is to take measures to obtain a quorum, fix the time to which to adjourn, to adjourn, or to take a recess. Any other business shall be limited to informal discussion upon which no action shall be taken.
- 3.8.10 Individuals holding more than one voting position on any Society assembly shall be limited to one vote on each matter being considered by the assembly.
- 3.8.11 Business transacted by Society assemblies at a meeting shall be conducted according to Robert's Rules of Order (latest revision) unless other rules and procedures are specified in the Not-for-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, and applicable IEEE governing documents.
- 3.8.12 Business transacted by Society assemblies without a meeting shall follow the procedures specified in the Society P&Ps.
- 3.8.13 Proxy voting is not allowed.
- 3.8.14 Society assemblies other than the BoG and OpCom (Councils, Boards, and any Committee) shall hold regular meetings with sufficient frequency to transact Society business with reasonable dispatch.

- 3.8.15 Society assemblies other than the BoG and OpCom (Councils, Boards, and any Committee) may hold regular or special meetings at the request of the assembly Chair or of a number of voting members equal to the maximum between two voting members and 20% of the assembly voting members. Notice requirements for regular meetings shall be specified in the Society P&Ps. Notice for special meetings, giving the meeting type (in-person or teleconference), attendance details (time and place or dial-in information), the purpose of the meeting, and the names of the assembly members calling the meeting, shall be sent to the assembly not less than 21 days (for in-person meetings) or 2 days (for teleconference meetings) before the date set for the start of the special meeting.
- 3.8.16 A Management Retreat may be held annually at the discretion of the President.
- 3.8.17 Assembly members shall adhere to assembly decisions, unless such decisions violate IEEE or Society Constitutions, Bylaws or Policies.
- 3.8.18 The Ombudsman shall be the first point of contact for reporting a dispute or complaint related to Society activities and/or volunteers. The Ombudsman shall investigate, provide direction to the appropriate IEEE resources if necessary, and/or otherwise help settle these disputes at an appropriate level within the Society. The Nominations & Elections Committee shall nominate two candidates for the position of Ombudsman who are not currently on the BoG and have not been on the BoG for at least two years. The BoG shall then select one of the two candidates to serve for a two-year term beginning the second year of the President's term. The ombudsman shall report to the BoG.
- 3.8.19 Constitution, Bylaws, and P&Ps of the Society shall be in accordance with the IEEE Governing documents.
- 3.8.20 Proposed amendments to Society Governance documents should be reviewed by the Governance Committee prior to approval.

### 2.3 Generalities on Meetings

IEEE distinguishes between procedures to follow “with” and “without” a meeting. As specified in IEEE Bylaw I-300-4.(2), a “meeting” makes it possible for “*all persons participating in the meeting to hear each other at the same time.*” The implication of this Bylaw is that a “meeting” is either face-to-face or a web/tele/video-conference, but not simple discussions via email.

Society assemblies may transact business with meetings (in-person or teleconference or videoconference, also known as synchronistic meetings) or without a meeting. When the matter can be adequately handled without a meeting, assemblies may conduct business via letter, electronic ballot, electronic mail interchange, etc. During a meeting, normal voting procedures shall apply.

On the other hand, operating via email is not considered as having a meeting. When operating without a meeting, decisions may still be taken but special voting requirements apply. IEEE Bylaw I-300-4.(4) deals with the requirements applicable when voting via email: the passing of a motion voted upon via email requires the majority of all the members entitled to vote, not just the majority of those who have actually cast their vote.

Actions such as changes to the Constitution and Bylaws should usually be left for discussions and action at a meeting, but for simple changes exceptions can be made.

In the day-to-day operation of an assembly, the use of e-mail for discussion or revisions of documents can be very efficient, but it is a recommended practice to take actions and make decisions only during a meeting. Although e-mail can be used for voting, it is important to keep in mind that this way of transacting business is not considered as having a meeting and, compared to holding a meeting, there are:

1. restrictions on what can actually be done, and
2. differences in voting requirements – see IEEE Bylaw I-300.4(4).

Meeting schedules for each assembly shall be stated in the Bylaws or P&Ps of each assembly. Teleconferences shall be held with the frequency that pending matters demand.

In-person or teleconference meetings can be called as needed by the assembly Chair or a number of members, as prescribed in the bylaws or in the P&Ps.

If items of a time-critical nature arise, they can be addressed by holding special meetings as specified in the Bylaws and this Clause.

## **2.4 Call for Meetings**

As prescribed in the Bylaws, Society assemblies may hold regular or special meetings at the request of the assembly Chair or of a specified number of assembly members.

The Chair shall announce the meeting of an assembly with reasonable advance notice. Meetings can be held via teleconference or in-person, and matters can be discussed via e-mail between meetings. The Chair shall distribute the Agenda with reasonable advance before the meeting. The Chair may also invite members to contribute Agenda items. Meeting minutes shall always be taken, distributed to the assembly members within a reasonable time, and approved at the following assembly meeting.

Mandatory and recommended number of days for the advance notice of a meeting (either regular or special) and distribution of the Agenda as well as the number of days after the meeting for distributing the meeting minutes are given in Clause 2.11.

### **2.4.1 Regular Meetings**

Regular meetings may be called as specified in the Bylaws. If a meeting is called by members, the Chair shall organize it within 2 weeks (teleconference) or 4 weeks (in-person).

### **2.4.2 Special Meetings**

See the Society Bylaws.

## **2.5 Transacting Society Business with a Meeting (In-Person or Web/Tele/Video-Conference)**

### **2.5.1 Preparing the Agenda**

The meeting Agenda shall be distributed before the meeting and members may be invited by the Chair to contribute Agenda items. If there is a Consent Agenda, members should review items prior to the meeting. The Chair shall provide e-copies of all planned motions at the time the Agenda is distributed. Mandatory and recommended time interval requirements are given in clause 2.11.

An example of a meeting Agenda is given below:

1. Roll Call
2. Establish quorum
3. Approval of Consent Agenda
4. Discuss and approve meeting Agenda
5. Approve last meeting minutes
6. Discussion items
  - a. Discussion Item #1
    - Planned motion #1.1
    - Planned motion #1.2
    - .....
  - b. Discussion Item #2
  - c. Discussion Item #3
    - Planned motion #3.1
    - Planned motion #3.2
    - .....
7. New business
8. Next meeting
9. Adjourn

Note that the motions listed above are only “planned” motions, i.e. motions that are known in advance to the meeting. Any motion germane to the discussion items on the meeting Agenda can be made from the floor during the meeting by any member (voting or non-voting).

### **2.5.2 Running the Meeting**

The list of actions given below shall be followed by the Chair at an assembly meeting:

- Perform roll call and ascertain quorum.
- For taking minutes, nominate (with the approval of the assembly) a secretary among the members attending the meeting. In a small committee, the Chair could also take minutes.
- Approve Consent Agenda first. If an item is removed from the Consent Agenda, include it in the revised Agenda.
- Discuss and approve the Agenda, including any changes raised by the Assembly.
- Discuss and approve minutes of previous meeting.
- Go through the Agenda items one by one ensuring a fair and open debate and keeping assembly actions and discussions tied to the approved Agenda.
- Have brief meeting minutes taken, recording:
  - members attending, highlighting who is a voting member, who is not, who is a guest
  - quorum, if present or not
  - the approved agenda



- the substance of all discussions, but need not be in the nature of a verbatim transcript
- agreed actions (passed motions, action items for members, next meeting, etc.)
- distribute minutes within the time prescribed or recommended in Clause 2.11
- have the assembly approve the minutes at the next meeting or via e-mail

### **2.5.3 When and How to Relax Formality**

Formality at a meeting may be relaxed when appropriate but note that relaxing formality does not imply relaxing the protection of the basic rights ensured by Parliamentary Law, e.g. the rights of individuals, minority views, and absentees

Examples of being less formal are given in RONR in the section devoted to adopting measures by “unanimous consent.” On motions that are likely non-controversial, the chair can ask if there is any objection to approving the item. If no one objects, the motion is approved. If a member objects, the presiding officer can take a formal vote. Unanimous consent can even be used to take action without the formality of a motion. For example, with no motion pending but a clear sense from discussion that there is consensus on some item, the chair might ask to approve such item without the usual formality requiring a formal motion and a second. If there is objection, then chair can ask for a motion, second, and process the motion formally.

More in general, operating in such a way is fine when in accord with the principle that Parliamentary rules are designed for the protection of the minority and generally need not be strictly enforced when there is no minority to protect. Unanimous consent is a useful tool but needs to be used judiciously to avoid abusing it. In addition to allowing a more relaxed meeting, unanimous consent allows an assembly to move quickly through non-contested issues so that there is more time for contested ones. However, if controversy arises at a meeting, then it is not only necessary but also in the best interest of all to run the meeting in a more formal way.

## **2.6 Transacting Society Business with an E-mail Meeting**

Currently, there are no RONR provisions that specify how to hold a meeting via e-mail. An e-mail meeting is a way of holding an actual meeting, and it should not be confused with simple e-mail discussion or even e-mail voting.

The IEEE has developed a Best Practice for holding an e-mail meeting, and the procedure is posted here: [IEEE Best Practices for Conducting Meetings by E-mail](#). An additional Best Practice on holding e-mail meetings is also available from the American Institute of Parliamentarians and The National Association of Parliamentarians – see their joint publication [Electronic Meetings](#).

These Best Practices are currently under evaluation by the Governance Committee and the eventual adoption of an e-mail meeting procedure for transacting Society business is left for the future.

## **2.7 Transacting Society Business without a Meeting**

It is preferable for deliberative discussions to take place at meetings, be they in-person or via web/teleconference. However, the use of e-mail, chat rooms, discussion boards etc. for transacting business can be very efficient in some cases and is often used by Society assemblies. It is important to recognize that this way of transacting business is considered as a way of transacting business “without a meeting.” This clause provides clarifications and procedures on how to exploit electronic tools such as e-mail, chat rooms, discussion boards, for transacting Society business without sacrificing the protections of Parliamentary Law.

An important thing to point out is that, when transacting business without a meeting, there are restrictions on what can actually be done as opposed to what can be done during a (synchronistic) meeting. Furthermore, IEEE Bylaw I-300.4(4) specifies additional voting requirements needed to transact business without a meeting. Note that the intent of allowing the transaction of business without a meeting is not to eliminate the use of meetings in the deliberative process, thus it is highly recommended to hold regular meetings (in-person or teleconference) and not resort only to transacting business without a meeting.

The following clauses provide procedures for holding discussions and taking votes without a meeting.

### **2.7.1 Discussions via E-mail**

Discussion outside of a synchronistic meeting can very useful for debating matters between meetings, as well as reviewing/revising documents. The best use of electronic discussion is to understand better matters at hand, build consensus, and progress work that is difficult to do during a meeting, e.g. revising documents. However, this is not equivalent to holding a meeting and thus members cannot do things that can be normally done when attending a meeting. The Chair should monitor electronic discussions of the assembly and intervene when certain actions are not appropriate to be taken outside a meeting, such as making motions.

When discussing outside a meeting, the following recommendations should be followed:

1. Reserve for meetings (face-to-face or teleconferences) the discussion of complex or controversial topics.
2. Always have every member (voting or non) in copy during discussion, so all are informed and have a chance to participate.
3. When revising documents, use revision control.

If assembly members feel that the discussion time was adequate to reach a good level of consensus, they can ask the Chair to hold an e-mail vote. Ideally, it would be best to agree at a meeting that e-mail voting will be used for a certain matter at a later time but of course there may be exceptions where e-mail voting could be used without a prior agreement at a meeting. It is left to the assembly Chair to decide on whether a matter can be put to an e-mail vote without a prior agreement. However, this decision may be overturned by a majority of the assembly.

### **2.7.2 Voting via E-mail**

All actions to be acted upon without a formal meeting should be vetted thoroughly, and there should be a clear sense that the group has had an adequate opportunity for discussion, albeit by electronic means, to reach a consensus on the matter.

The following procedure for holding an e-mail vote shall be followed:

1. Any member (voting or non, except staff) can request an e-mail vote after the topic has been discussed over e-mail for at least 7 days.
2. The Chair or Vice-Chair (if any) shall designate a staff member as Secretary/teller and initiate the voting procedure by putting the motion to the assembly, i.e. e-mailing the question to all voting members. If it was agreed to hold the vote via secret ballot, then two staff members shall be designated as tellers.

3. The voting window shall start 24 hours after the question is e-mailed and shall close 7 days later or until the number of returned votes is sufficient to determine the outcome of the vote. During the first 24 hours after the question is called, members can:
  - a. Raise points of order with respect to the correctness of the called question.
  - b. Declare they feel uncomfortable with an e-mail vote and state they prefer to have a meeting to discuss the matter - 2 members required (voting or not, except staff). In this case, there shall be no e-mail vote on the pending matter and the chair shall schedule a meeting promptly (regular or special).
4. After 24 hours have passed since the question was called and no points of order were raised and no requests for non-voting stated, voting members shall e-mail their vote to the officer who put the motion to the assembly (Chair or Vice Chair) and the designated staff member. If the vote is being held via secret ballot, then voting members shall e-mail their vote to the two staff tellers only.
5. The Chair (or Vice Chair, if any), and the Secretary shall tally the votes and inform the assembly whether the motion has passed or not at the end of the voting window, also providing a list showing the vote of each member. If a motion to hold a secret ballot had previously been passed, the Secretary shall announce only the results of the vote.
6. A motion conducted via email passes if it receives a majority (simple or 2/3, depending on the motion type) of all of the voting members of the assembly.
7. The result of the e-mail vote shall be recorded as an amendment to the minutes of the previous assembly meeting which shall be subject to approval at the next assembly meeting.

## **2.8 Executive Sessions**

An Executive Session in general parliamentary usage has come to mean any meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret. When an assembly meeting is held in executive session, only members of said assembly are allowed to remain in the room. When appropriate, the assembly members may decide to allow additional invited guests and/or staff members to participate in the executive session.

A meeting enters into Executive Session only when required by rule or established custom, or upon the adoption of a motion to do so. A motion to go into Executive Session is adopted by a majority vote.

Meetings shall be convened in Executive Session when dealing with confidential matters such as, but not restricted to, individual matters, disciplinary actions, legal and business critical issues. Members of the IEEE Board of Directors shall be allowed to attend Executive Sessions of any Board or Committee unless there is a conflict of interest with respect to the matter being discussed.

For BoG and OpCom Executive Sessions, only motions passed shall be included in the minutes. Brief Executive Session minutes shall be kept on file in the office of the ComSoc Executive Director.

A member of an assembly who participates in an Executive Session of said assembly accepts the responsibility of honoring the confidentiality of the proceedings and agrees not to divulge anything that occurred in the Executive Session. Violations of Society governance shall be investigated and appropriate action taken where necessary.

IEEE has created an [Executive Session Documentation and Guidelines](#) which should be consulted when handling Executive Sessions.

## **2.9 Removal of an Assembly Chair/Member**

Procedures for the removal of assembly Chairs and members shall be specified in the Bylaws.

Note that ex-officio members of an assembly cannot be removed directly. To remove an ex-officio member of an assembly it is necessary to remove the person from the held office as this automatically removes that person from any assembly of which he or she is an ex-officio member.

**2.10 Vacancies**

Procedures for handling vacancies shall be specified in the Bylaws.

## **2.11 Time Intervals for Meetings (notice, agenda, minutes)**

Listed below are the time intervals for notices to call meetings, distribute agendas, and distribute meeting minutes. These intervals apply to all Society assemblies.

Each interval is noted as follows:

- “bylaws” – the interval is specified in the Bylaws and thus *shall* be followed
- “recommended” – the interval is recommended and thus should be followed

### **2.11.1 BoG Meetings**

#### **2.11.1.1 Regular**

- Face-to-Face
  - Meeting Notice – 21<sup>bylaws</sup>
  - Distribution of Agenda – 15<sup>recommended</sup>
  - Distribution of Minutes – 30<sup>bylaws</sup>
- Web/Telecon
  - Not/Applicable – BoG regular meetings are face-to-face only, as per the Society Bylaws

#### **2.11.1.2 Special**

- Face-to-Face
  - Meeting Notice - 21<sup>bylaws</sup>
  - Distribution of Agenda - 21<sup>bylaws</sup>
  - Distribution of Minutes – 30<sup>bylaws</sup>
- Web/Telecon
  - Meeting Notice – 2<sup>bylaws</sup>
  - Distribution of Agenda – 2<sup>bylaws</sup>
  - Distribution of Minutes – 30<sup>bylaws</sup>

### **2.11.2 OpCom Meetings**

#### **2.11.2.1 Regular**

- Face-to-Face
  - Meeting Notice – 21<sup>bylaws</sup>
  - Distribution of Agenda – 15<sup>recommended</sup>
  - Distribution of Minutes – 30<sup>bylaws</sup>
- Web/Telecon
  - Meeting Notice – 21<sup>bylaws</sup>
  - Distribution of Agenda – 15<sup>recommended</sup>
  - Distribution of Minutes – 30<sup>bylaws</sup>

#### **2.11.2.2 Special**

- Face-to-Face
  - Meeting Notice - 21<sup>bylaws</sup>
  - Distribution of Agenda - 21<sup>bylaws</sup>
  - Distribution of Minutes – 30<sup>bylaws</sup>
- Web/Telecon
  - Meeting Notice – 2<sup>bylaws</sup>
  - Distribution of Agenda – 2<sup>bylaws</sup>
  - Distribution of Minutes – 30<sup>bylaws</sup>



### **2.11.3 All Other Assembly Meetings**

#### **2.11.3.1 Regular**

- Face-to-Face
  - Meeting Notice – 21<sup>recommended</sup>
  - Distribution of Agenda – 10<sup>recommended</sup>
  - Distribution of Minutes – 7<sup>recommended</sup>
- Web/Telecon
  - Meeting Notice – 10<sup>recommended</sup>
  - Distribution of Agenda – 10<sup>recommended</sup>
  - Distribution of Minutes – 7<sup>recommended</sup>

#### **2.11.3.2 Special**

- Face-to-Face
  - Meeting Notice – 21<sup>recommended</sup>
  - Distribution of Agenda – 21<sup>recommended</sup>
  - Distribution of Minutes – 7<sup>recommended</sup>
- Web/Telecon
  - Meeting Notice – 2<sup>recommended</sup>
  - Distribution of Agenda – 2<sup>recommended</sup>
  - Distribution of Minutes – 7<sup>recommended</sup>

### **2.11.4 Some Comments on the Recommended Time Intervals**

If not specified in the IEEE or Society Bylaws, the time intervals specified here are recommendations and not mandatory. The expectation is that assemblies will operate as close as possible to these recommended time intervals, but non-compliance does not translate in a procedural violation. However, if the actions of the Chair or Vice Chair or Secretary deviate substantially from these recommendations, it is within the assembly members' rights to complain about and even act upon such actions. For example, members could complain that they did not have enough time to review the planned motions or the documents scheduled for approval and therefore opt for either tabling the motion or voting against it.

Thus, it is important to keep in mind that deviation from these recommendations could result in a delay of the work planned by the assembly, a delay that could be detrimental not only to all assembly members but also to the Society.

## **2.12 Rights and Responsibilities**

### **2.12.1 Assembly Chair**

The assembly Chair is responsible for making sure that each meeting is planned and run effectively, conducted according to the IEEE and Society Governance documents, and that matters are dealt with in an efficient manner.

Since the Chair of a ComSoc assembly is also a member of the assembly, the Chair has - as an individual - the same rights in debate as any other member. However, the impartiality required of the chair while chairing an assembly meeting, precludes exercising these rights while he/she is presiding. Thus, the Chair should have nothing to say on the merits of pending questions, should not make motions, and may vote only in specific circumstances (see §2.2.2).

If the Chair wishes to participate in debate, he/she must relinquish the chair by turning it over to another qualified member. In so doing, the Chair may debate, make motions, and vote. The presiding officer who relinquished the chair should not return to it until the pending main question has been disposed of, since he/she has shown himself/herself to be a partisan as far as that particular matter is concerned.

An important responsibility of the Chair is to ensure that the way meetings are run provide for a fair and open debate. The Chair shall also uphold the following rights (Principles of Parliamentary Law, RONR):

1. Basic rights protecting individuals, minority views, and absentees
2. Members' rights to speak, make motions, vote, make points of order, etc.

The Chair of an assembly is also responsible for the preparation and distribution of information on assembly activities and plans to Society Officers. If the Chair is temporarily unavailable, the Vice-Chair (or the Chair's designee if there is no Vice-Chair) shall fulfill the duties of the chair and preside over the assembly meeting.

The assembly secretary (or designee), with the possible support of staff, shall help the Chair in setting the Agenda, take minutes at meetings, establish member availability for meetings, and arrange for organizing scheduled meetings.

### **2.12.2 Assembly Members**

A member of an assembly is a person entitled to full participation in its proceedings, that is, the right to attend meetings, to make motions, to speak in debate, and to vote. No member may be individually deprived by the Chair of the assembly of these basic rights of membership - or of any basic rights similarly available to them, such as the right to make nominations or to give previous notice of a motion—except through disciplinary proceedings. In some cases, additional classes of “membership” that do not entail all of these rights are specified. For example, in some Society Assemblies there may be “non-voting members.” While non-voting members cannot vote, they are entitled to all other rights of voting members, such as attending meetings, making motions, and speaking in debate.

In the transaction of business, each individual or subgroup has the right to make the maximum effort to have his, her, or its position declared as the will of the assembly to the extent that said efforts can be tolerated in the interests of the entire body. Thus, an important responsibility of assembly members is to become familiar with procedural rules so that their voice may be heard and their actions may be as effective as possible.

Assembly members should respect the office of the Chair but should not be intimidated by the Chair as the role and responsibilities of the Chair are entirely determined by governing documents and the will of the assembly. Thus, members (voting and non-voting) should not hesitate to ask that agendas are distributed with reasonable advance notice, minutes are taken and distributed for approval, votes are taken to formalize agreements, motions made, the Chair behaves impartially, and that the Chair runs the meeting more formally if informality is not appropriate at that time.

### 3. FINANCE

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### 3.1 Approval Levels, Fiscal Controls & Business Plans

The IEEE ComSoc budget is approved annually by the Board of Governors. Contracts for approved budget expenditures should be competitively bid and must be competitively bid if the “exposure” to IEEE exceeds \$250k

The IEEE ComSoc President can approve contracts less than \$25,000.

For contracts in excess of \$25,000 please refer to the IEEE Finance Operations Manual, section 8, for additional approvals and execution authority requirements.

The ComSoc Executive Director must sign the contract approval request form for all contracts USD \$20k and above and forward to IEEE for appropriate approvals.

For anticipated expenses that are either not budgeted in the current year or are new to ComSoc operations, the following ComSoc approval levels and business plan requirements apply prior to entering agreements with vendors:

Amount	Approval by	Business Plan Required
Up to \$5k	Directors/Treasurer	no
\$5K to \$15k	Vice Presidents/Executive Director	no
\$15K to \$25k	President	yes (but abbreviated)
\$25 to \$50k	OpCom	yes (but abbreviated)
Greater than \$50k	Board of Governors	yes (more extensive)

In the first three cases, the expenditure must be made known to the Executive Director, Treasurer, and other BOG members along with a brief statement of justification. For expenditures between \$25k and \$50k, the attached one-page “information sheet” must be completed and provided to OpCom as part of the approval process. The BoG will be informed of the approved expenditure at their next meeting. For expenditures greater than \$50K, a “business plan” must be completed and provided to the BoG as part of the approval process. The cover sheet should not exceed one page (essentially containing the same information and in the same format as the one page information sheet used for the \$15k-50k plans), and the detailed information (plus any associated supporting materials) should be as simple and understandable as possible. Remember, BoG agenda are busy and time is limited.

The plan should, at a minimum, answer the following questions:

- What opportunity (or problem) is being addressed?
- What is the likely cost?
- Is this a one-time expense, or will it occur regularly (for example, annually)?
- What are the types of expenses involved (support, equipment, etc.)?
- Will this expenditure generate future revenue, or provide an enhanced service?
- What are the likely returns expressed in dollars, statistics, or other benefits?
- How and when will these returns be measured?
- Are there any relevant models for this initiative?
- Does this project fall within IEEE policies and procedures; is IEEE approval required for this project?
- What BoG member will assume responsibility for this project?

- If approved, when will the project commence, and when will first report to BoG be presented?
- If a new product, describe the market, marketing media, marketing costs, and expected sales volume

Projects under \$25k should be analyzed in the same manner, although a formal business plan is not needed.

The Executive Director maintains fiscal control by signing all significant contracts binding the Society, approving all staffing needs, and signing all bills above the staff manager approval limits. The Executive Director is responsible for all ComSoc infrastructure expenses, such as, salary levels, staff travel, office rent and maintenance, and all other supplemental office expenses.

### 3.2 Budget/Financial Reporting Timeline

(Note: Staff Manager of Finance & Administration may assist or substitute for the Treasurer)

1. **February/March** - Treasurer receives and analyzes prior year actuals.
2. **OpCom 1 (usually April)** – Treasurer reports highlights from the prior year, an update on the current year's forecast, and the 1<sup>st</sup> draft of next year's budget. OpCom is asked to endorse both the pricing and the bottom-line budgeted surplus or deficit. Included in these highlights are supplemental financial reports. The following assumptions are needed to compile the budget:
  - a. Membership, Member and Non Member prices
  - b. Membership, Member and Non Member counts/subscriptions
  - c. Number of issues and pages per publication
  - d. Level of funding for Editors-in-Chief's
  - e. Volunteer travel
  - f. Program needs
  - g. List of conferences ComSoc will sponsor or co-sponsor (have a financial interest)
  - h. Estimated revenue and expense for those conferences
  - i. Staffing levels
  - j. Marketing/Promotion expenses
3. **BoG 1 (May or June)** - Treasurer reports highlights from the prior year, an update on the current year's forecast, and the 1<sup>st</sup> draft of next year's budget. Included in these highlights are supplemental financial reports. Treasurer obtains BoG approval on the current year's bottom line forecast, next year's pricing, budgetary assumptions, and budgetary bottom line; then submits inputs to IEEE. Membership, subscription fees, and page counts for the budget year are essentially fixed at this point, so publications initiatives for the next year must be firm. Other budget items, both ComSoc's and IEEE's, may be adjusted later in the budget cycle.
4. **OpCom 2 (September)** - Treasurer reports an update (and any adjustments if necessary) on the current year's forecast and adjustments of the next year's budget since presented at BoG 1. Included in these highlights are supplemental financial reports. Treasurer seeks OpCom endorsement of those budgetary changes.
5. **BoG 2 (November/December)** - Treasurer reports an update (and makes adjustments if necessary) on the current year's forecast and adjustments of the next year's budget since presented at BoG 1. Treasurer seeks BoG approval of the official budget (operating plan) for ComSoc for the next year.

### **3.3 Capital Acquisitions and Budget**

The IEEE Communications Society Capital Budget Procedures shall conform to the IEEE Policies & Procedures. The capital budget shall be submitted by ComSoc's Treasurer to the IEEE-TAB with the Operating Budget each year. To accomplish this, the following procedures should be followed.

Capital is defined as money used to acquire, and ultimately own, an asset, or to improve an existing asset, that has a future benefit of more than one year. Assets that are rented or leased are not considered capital unless there is an option to own it. Examples are: computers, servers, furniture, and office construction improvements.

- Capital budget funding (items whose value exceeds \$1,500 each) for each department must be submitted to the Treasurer by April 1 of each year for inclusion in the capital budget for the subsequent year.
- Any items whose value is less than \$1,500 are not listed in the capital budget, rather treated as an expense item and included in the appropriate operating budget.
- Major changes in levels of capital budget expenditures should be detailed as to content and reasons for changes.
- The Executive Director (along with the Staff Mgr, Finance, and IT) shall develop the capital budget annually, with the concurrence of the President and the Treasurer.
- The capital budget shall be reported to the OpCom and BoG for approval as part of the overall ComSoc budget.
- The capital budget shall be reported to the Staff and Facilities Committee for approval at their meetings (prior to the BoG meetings).

### **3.4 Adverse Financial Scenarios, and Mitigation Procedures**

An Adverse Financial Scenario can be:

1. Budget compiled with a significant deficit (greater than 3% of reserves)
2. A significant deficit in the current year forecast
3. A drop below the minimum reserve level

Mitigation Procedures could involve

1. Increasing the budget surplus requirement of conferences
2. Increasing the prices offered for membership, subscriptions (in within the allowable timeframe), and registration fees
3. Suspension or postponement of volunteer travel and programs
4. Suspension or postponement of publication page counts and possibly entire issues
5. Suspension or postponement of other expenses
6. Reduction of staff
7. Postponement of conference expenses

The Treasurer and the President are authorized to activate, without approval of the BoG, any mitigation plan.

Adverse Scenarios exempt from mitigation:

1. 3% of Society's reserves are greater than the deficit of the next year's budget
2. 50% of the prior year's surplus are greater than the deficit forecast for the current year
3. Special permission from TAB Finance



### **3.5 Conference Finances**

This section covers the following

- Budget Compilation
- Checkbook Management and expense approvals
- Transaction Recording
- Financial Reporting
- IEEE Compliance and Auditing

#### **3.5.1 Division of Responsibilities of the Volunteer and the Staff Treasurer**

The following responsibilities should be handled by the Volunteer Treasurer

- Budget Compilation
- Expense Approval.

The following responsibilities should be handled by the ComSoc Staff Treasurer

- Checkbook management
- Transaction Recording
- Financial Reporting
- IEEE document delivery compliance, and audit preparation.

#### **3.5.2 Budget Compilation**

##### **3.5.2.1 Surplus Requirement**

All ComSoc conference budgets should be compiled showing a surplus equal to, or greater than 20% of expenses. Conference budgets should not include costs for ComSoc staff time. Registration fees should differentiate between the following categories (from Most Expensive to Least Expensive) Non Members, IEEE Members, and ComSoc Members. Usually the difference between the IEEE Member and IEEE ComSoc Member registration should be the cost of a ComSoc membership. The difference between the IEEE Member and Non Member registration fee should be the cost of an IEEE membership.

##### **3.5.2.2 Approval Process**

All ComSoc conference budgets should be prepared by the volunteer Treasurer or the ComSoc staff Treasurer, and approved by the Director, Conference Operations. Budgets not meeting the surplus requirements will be presented for exception to the Director, Conference Operations. The conference chair may appeal a rejected budget to the VP-Conferences, or ComSoc Treasurer.

#### **3.5.3 Checkbook Management, and Expense Approvals**

##### **3.5.3.1 Bank Accounts**

All conferences must open a U.S. concentration bank account. That account's checkbook will reside within the ComSoc headquarters. All checks and deposits will be handled within the ComSoc Conferences, Finance & Administration Department. If the conference is occurring outside the U.S., a conference "pcard" will be procured, (and reside in the ComSoc Headquarters) to settle non U.S. dollar transactions. Additional pcards may be procured for local volunteers if necessary. For U.S. conferences a pcard may be procured if necessary. A local bank account may be established as an account of last resort (for immediate point of sale transactions, or as a repository for patron monies from local institutions who are precluded from contributing to an account outside their country). The local account will be managed by the local treasurer who will report the transactions within the account to the staff treasurer periodically.

**3.5.3.2 Expense approvals**

All expenses must be approved by the Volunteer Treasurer, Conference Chair, or delegate prior to a check disbursement. Neither the volunteer nor the staff treasurer should both approve and pay an expense.

**3.5.4 Transaction Recording**

The ComSoc staff treasurer will record transactions in a timely manner, and preferably using an accounting software suite (e.g. quickbooks). Each conference should have its own “sets of books”.

**3.5.5 Financial Reporting**

The ComSoc staff treasurer will provide periodic reporting on the budget, forecast, and final financial results.

## 4. BOARD OF GOVERNORS (BOG) AND STANDING COMMITTEES THEREOF

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## **4.1 The Board of Governors (BoG)**

### **4.1.1 Attendance & BoG Responsibilities**

During a member’s term (whether elected or appointed) on the Board of Governors (BoG), he/she is expected to attend and participate in BoG meetings, held (traditionally), in conjunction with ComSoc’s largest conferences - ICC and GLOBECOM. All Board members have a responsibility to attend both meetings each year to assist with direction-setting and decision- making for the Society.

Society officers are also expected to attend additional meetings. The dates and locations for the OpCom meetings are set each year: OpCom1 is (usually) held in the March/April timeframe; OpCom2 is (generally) held in the September/October timeframe. Vice Presidents, President- Elect and/or Past President, CIO and Treasurer are expected to attend these meetings. Three Members-at-Large are selected by the President (one from each MAL “class”) to be the MAL representatives to OpCom. These members are expected to attend both OpCom meetings.

Additionally, a Management Retreat may be held (at the discretion of the President) to develop/build the plans for the coming year/years. Ideally, its purpose is to develop ComSoc strategic initiatives (for inclusion and implementation in future operating plans). The meeting is conducted by the President with the Strategic Planning Committee Chair. Vice Presidents, President Elect or Past President, CIO and Treasurer are expected to attend, along with other invitees. The retreat is generally held in the January/February timeframe.

During a Director’s two-year term in office, he/she is (generally) invited to attend two additional meetings - selected from the OpComs and Retreats.

Society officers are asked to prepare operating plans for a given year before GLOBECOM (usually OpCom2) of the previous year to facilitate planning for the coming year.

### **4.1.2 Management & Governance Meetings**

In order to expedite ComSoc management and governance meetings, while maintaining full understanding and open discussion of issues, the following purpose, scope, members, and procedures will apply:

#### **4.1.2.1 Operating Committee (OpCom 2)**

##### **4.1.2.1.a Purpose**

Manage ComSoc operations and budgets

##### **4.1.2.1.b Scope**

- Approves annual Operating Plans.
- One year horizon with extension to second year, as appropriate.

##### **4.1.2.1.c Members**

President, President-Elect, Past President, Executive Director, Treasurer, VPs, CIO, three Members-at-Large of the BoG (one from each annually elected group), and Directors – including Division III (as determined by the President).

##### **4.1.2.1.d Procedures**

President, President-Elect (as required), Past President (as required), Executive Director, VPs, CIO, Directors, and Invited Others,

- Provide a one to three page next year Operating Plan and one page operating budget (emailed to Carole Swaim) no less than two weeks in advance of the OpCom meeting,

Treasurer,

- Provide current year Society budget status and next year projection (emailed to Carole Swaim) no less than two weeks in advance of the OpCom meeting,

All,

- Read all Operating Plans and budgets and Treasurer’s reports, in advance, for understanding,

All (see Note 1),

- Present the highest priority motions and discussion issues of his/her Operating Plan and budget (usually one to three combined motions and issues; one motion is the operating budget); Treasurer’s motions are the current year Society budget status and next year projection, and,
- At any time, take questions on his/her Operating Plan.

Note: Approved Operating Plans, motions, and issues will proceed to the November BoG in the Consent Agenda.

#### **4.1.2.2 Board of Governors (BoG 2)**

##### **4.1.2.2.a Purpose**

Govern the IEEE Communications Society

##### **4.1.2.2.b Scope**

Approves all aspects of policy, strategic direction, operations, financial, officer operating plans, and other matters, including Constitution and Bylaws changes.

##### **4.1.2.2.c Members**

(Voting) President, President-Elect, Past President, VPs, Division III Director, and Members-at-Large  
(Non-Voting) Executive Director, Treasurer, CIO, Directors, and Parliamentarian

##### **4.1.2.2.d Procedures**

President, President-Elect (as required), Past President (as required), Executive Director, VPs, CIO, Directors, and Invited Others,

- Provide a one page Summary Report (emailed to Carole Swaim) no less than two weeks in advance of the BoG meeting,

Treasurer,

- Provide updated current year ComSoc budget status and next year projection reports (emailed to Carole Swaim) no less than two weeks in advance of the BoG meeting,

All voting and non-voting BoG members,

- Read all Consent Agenda Operating Plans, Motions, issues, and Treasurer’s reports and all one page updates and Treasurer’s reports, in advance, for understanding,
- Present the highest priority Motions and discussion issues from his/her reports (usually one to three combined Motions and issues; one Motion is the operating budget and update, and others may be from, and, in addition to, those in the Consent Agenda); Treasurer’s Motions are updated current year Society budget status and next year projection, and,
- At any time, take questions on his/her (September) Operating Plan and update.

#### **4.1.2.3 January Management Retreat**

##### **4.1.2.3.a Purpose**

Establish consensus for ComSoc strategic initiatives, well in advance, so they may be included in the Society’s Operating Plans

##### **4.1.2.3.b Scope**

- Considers strategic plans and issues only
- Two to five year horizon

#### **4.1.2.3.c Members**

President, President-Elect, Past President, Chair - Strategic Planning Committee, Executive Director, Treasurer, VPs, CIO, and Invited Others

#### **4.1.2.3.d Procedures**

President, President-Elect, Past President (as required), VPs (see Note 1), Chairperson – Strategic Planning Committee, Executive Director, Treasurer, CIO, and Invited Others,

- Provide a 1-2 page written Strategic Plan (emailed to Carole Swaim) no less than two weeks in advance of the Management Retreat,
- Read all Strategic Plans in advance for understanding,
- Present the highest priority issues of his/her Strategic Plan (usually zero to three) for discussion and action definition, and,
- At any time, take questions on his/her Strategic Plan.

Note:

1. Directors are not members of the Management Retreat. Strategic initiatives are represented by the VP.
2. A report of the Management Retreat, including action items, will be prepared by a Management Retreat Secretary and distributed to all OpCom members. The report will proceed to the April OpCom in the Consent Agenda. The report, including any modifications from OpCom, will proceed to the June BoG in the Consent Agenda.

#### **4.1.2.4 Operating Committee (OpCom 1)**

##### **4.1.2.4.a Purpose**

Manage ComSoc operations and budgets

##### **4.1.2.4.b Scope**

1. Prepares a Society budget for the coming year (i.e. new funding, initiatives, and issues), and recommends to the BoG for approval.
2. One-year horizon with extension to second year, as appropriate (except two to five year Management Retreat report). Recommend Management Retreat Report to BoG for approval.

##### **4.1.2.4.c Members**

President, President-Elect, Past President, Executive Director, Treasurer, VPs, CIO, three Members-at-Large of the BoG (one from each annually elected group), and Directors as determined by the President

##### **4.1.2.4.d Procedures**

President, President-Elect (as required), Past President (as required), Executive Director, VPs, CIO, Directors (see Note 1), and Invited Others,

- Provide a 1-2 page Operating Plan and budget update (emailed to Carole Swaim) no less than two weeks in advance of the OpCom meeting,

Treasurer,

- Provide previous year Society budget closing report, current year budget status, and next year projection (emailed to Carole Swaim) no less than two weeks in advance of the OpCom meeting,

All,

- Read all Operating Plan and budget updates, Treasurer's reports, and Management Retreat report, in advance, for understanding,

All (see Note 1),

- Present the highest priority Motions and discussion issues of his/her Operating Plan and budget updates (usually one to three combined Motions and issues; one Motion is the budget update); Treasurer’s Motions are the closing report, current year budget, and next year projection, and,
- At any time, take questions on his/her Operating Plan update and the Management Retreat report.

Note: Approved Operating Plan updates, Motions, and issues will proceed to the June BoG in the Consent Agenda.

#### **4.1.2.5 Board of Governors (BoG 1)**

##### **4.1.2.5.a Purpose**

Govern the IEEE Communications Society

##### **4.1.2.5.b Scope**

- Approves all aspects of policy, strategic direction, operations, financial, and other matters, including Constitution and Bylaws changes. Approves annual operating budgets, and Society budget.

##### **4.1.2.5.c Members**

(Voting) President, President-Elect, Past President, VPs, Division III Director, and Members-at-Large

(Non-Voting) Executive Director, Treasurer, Directors, and Parliamentarian, CIO

##### **4.1.2.5.d Procedures**

President, President-Elect (as required), Past President (as required), Executive Director, VPs, CIO, Directors, and Invited Others,

- Provide a 1 page update of your (April) Operating Plan and budget update (emailed to Carole Swaim) no less than two weeks in advance of the BoG meeting,

Treasurer,

- Provide last year Society closing budget report, current year budget status, and next year projection (emailed to Carole Swaim) no less than two weeks in advance of the BoG meeting,

All voting and non-voting BoG members:

- Read all Consent Agenda Operating Plan updates, motions, issues, and Treasurer’s reports, all Operating Plan updates and current Treasurer’s reports, and the Management Retreat report, in advance, for understanding,
- Present the highest priority motions and issues from his/her reports (usually one to three combined motions and issues; one motion is the (April) budget update and current update and others may be from, or in addition to, those in the Consent Agenda); Treasurer’s motions are the last year closing budget, current year status, and next year projection, and,
- At any time, take questions on his/her (April) Operating Plan update and current update and the Management Retreat report.

#### **4.1.3 Staff & Facilities Committee**

The Staff & Facilities Committee will meet, as required, in concert with OpCom and BoG meetings.

#### **4.1.4 Meetings Conducted by E-mail**

Bylaws allow for special meetings to be called either by the ComSoc President or four members of the ComSoc Board of Governors. These special meetings may take place via email using the process outlined in these procedures. Each special meeting shall be set in motion to address one issue only. If additional issues need to be addressed, a separate meeting for each issue shall be called.



The special meeting shall be chaired by the President. If the President is unavailable, the Chair shall be determined by Society bylaws. The meeting secretary (MS) shall be the ComSoc Executive Director or designee. All time periods mentioned in these procedures shall be based on the time zone at ComSoc headquarters. The rules applying to the conduct of the semi-annual Board of Governors meetings shall also apply to email meetings with the following exceptions:

1. The Motion to Table rule shall be suspended for 72 hours immediately following the announcement of the start of the discussion period by the Chair. Following the suspension period, any Motion to Table brought forth shall be disposed of within 2 week- days.
2. The Call for a Vote rule shall be suspended and replaced with the rules in Items 5, 6 & 7 below.

The order of business shall be as follows:

1. The Chair shall send an email to all the members of the Board of Governors stating the reason for calling the meeting and providing an outline of the issue to be discussed. The Email Meeting procedures shall be attached to this initial email.
2. The MS shall ascertain that a quorum (a majority of the voting members of the BoG) is available to participate in the meeting. Lack of a quorum shall put the meeting on hold until such time as a quorum can be assembled. When a quorum is available, the Chair shall declare the meeting open and communicate that to the Board. The MS shall then assign a unique ID Number to the special meeting by attaching a sequential number 'N' (reset at 0 every calendar year) to the end of the following identifier: 'SM-yyyymm-N' where 'SM' stands for Special Meeting. Significant documents shall also be assigned a unique identifier. For example, the first motion in a special meeting called in July 2005 shall be assigned the identifier SM-200507-1-1. The MS shall set up an email exploder (BoGX), used strictly for this meeting. The BoGX shall contain all the members of the current BoG or in the case where the SM is an executive session, all the members needed for that meeting as determined by the Chair.
3. Motions shall be presented, seconded and opened for discussion by following the same rules and procedures as in the Board of Governors semi-annual meetings with the exceptions noted above.
4. Once a motion has been seconded, the Chair shall then start a discussion period which shall be open for 5 week-days. In order to keep everybody informed and to monitor progress of the meeting, emails pertaining to the issue being resolved shall be addressed to the BoGX and have, in the subject line, the unique ID Number assigned by the MS.
5. At the end of the discussion period, the President shall then start the voting period by submitting the motion to a vote by the members. The voting period shall last 4 week- days or until the number of returned votes is sufficient to determine the outcome of the vote. For a motion to pass, it shall have received the necessary number of favorable votes as defined in the Bylaws for each motion type.
6. Each voting member shall send their email vote to the Chair and to the Meeting Secretary. The MS shall tally the votes and announce the results at the end of the voting period along with a list showing the vote of each member to the BoGX. If a motion to hold a secret ballot had previously been passed, the MS shall then announce only the results of the vote.
7. Once the voting results are announced, the Chair shall declare the special meeting closed.

#### **4.1.5 Limited Registration for BoG**

Registration at ICC and GLOBECOM by BoG members should include unlimited access to all sessions and exhibit areas (limited registration). Moreover, all BoG members should be encouraged to attend sessions (technical talks, posters, panels, etc.), for the purposes of mingling with rank-and-file ComSoc members, learning about current work, and assessing the quality of session management and content. Also BoG members will receive the CD ROM and bag; the expense incurred shall be charged to the BoG.

## **4.2 Finance Standing Committee**

### **4.2.1 Scope (from Bylaws, *verbatim*)**

This Committee is responsible for facilitating the Society's budget process and for managing and providing direction in all aspects of Society financial matters.

### **4.2.2 Objectives**

The Finance Committee provides an opportunity for both members and non-members of the Committee to more deeply explore and understand the Society financials beyond what can normally be covered during a meeting of the Board of Governors (BoG).

The main responsibility of the Finance Committee is to ensure that a budget is prepared for approval by the Board of Governors in accordance with the schedule outlined in section 3.2 of ComSoc's P&Ps. The Committee shall review and endorse all of the detailed assumptions related to the budgets.

### **4.2.3 Organizational Structure**

The Committee reports to the BoG.

Basic Committee membership and members' terms shall be defined in the Bylaws. The MAL representatives to OpCom from each MAL class shall also be the MAL representatives to the Finance Committee. The Society Staff Finance Director is also an ex-officio, non-voting member of the Committee.

### **4.2.4 Activities and Responsibilities**

#### **4.2.4.1 Chair**

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the BoG, as the ex-officio Chair is the Society Treasurer
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

#### **4.2.4.2 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the BoG P&Ps.

## **4.2.5 Transaction of Business**

All Committee business shall be conducted in compliance with Section 2.0 of ComSoc's P&Ps.

### **4.2.5.1 Meetings and Email**

The Committee shall hold at least two in-person regular meetings per year at the ICC and GLOBECOM conferences (if possible with remote participation by dial-in). The meeting should be held a day or two before the Board of Governors meeting in order to allow more detailed discussion of finance-related agenda items scheduled for the BoG meeting.

Conference calls, discussions via email, and voting via email during the year shall be conducted on an as needed basis. The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

### **4.2.5.2 Meeting Scheduling and Announcement**

This section describes the process for scheduling and announcing the in-person business meetings of the Finance Committee.

1. The Society Treasurer shall work with the staff Finance Director and the conference staff in order to determine a time for the meeting of the Finance Committee during ICC or Globecom.
2. The Society Treasurer and staff Finance Director shall then circulate a draft agenda for the Finance Committee meeting among the Committee members asking if there are any requests for additional agenda items.
3. The draft agenda shall normally contain (at a minimum):
  - a. At the June Meeting: An extensive review of the assumptions surrounding next year's budget
  - b. Report on status of prior year's financials
  - c. Report on forecast for current year financials
  - d. At the December Meeting: A final review of next year's budget
  - e. Budget for the next year: (i) Current outlook; (ii) Request for any changes/modifications
  - f. Any Other Business that has financial impacts/implications
4. After receiving feedback/input from the Committee members, a final agenda shall be circulated to the entire Board of Governors
  - a. Committee members are expected to attend
  - b. Other BoG (non-Committee members) are encouraged to attend if they have questions or would like to see more detail on the financials.

#### **4.2.6 Activities and Programs Managed by the Committee**

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

#### **4.2.7 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

## **4.3 Governance Standing Committee**

### **4.3.1 Scope (from Bylaws, *verbatim*)**

This Committee is responsible for all matters related to Society Governance, including but not limited to: reviewing any proposed amendment to Society Governance documents (Constitution, Bylaws, Policies and Procedures) prior to its discussion in the BoG; crafting amendments to Society Governance documents that result from actions of the BoG; establishing Society-wide Governance best practices and overseeing their application across all Councils, Boards, and Committees; upon request or when needed proposing changes to existing Society Governance documents with the goal of keeping them current and consistent; and serving as an interpretive committee on Governance issues.

### **4.3.2 Objectives**

The Committee assists the BoG on governance matters related to the effectiveness and efficiency of the Society. Such matters shall include, but are not limited to, the review of proposed amendments to Society governing documents to assure clarity, consistency, and legal compliance.

### **4.3.3 Organizational Structure**

The Committee reports to the BoG.

Basic Committee membership and members' terms shall be defined in the Bylaws. The Society Executive Director and the staff person appointed by the Executive Director to serve as the Editor of Society governance documents shall be ex-officio non-voting members of the Committee.

### **4.3.4 Activities and Responsibilities**

#### **4.3.4.1 Chair**

Duties of the Chair include, but are not limited to, the following:

- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee
- Chair and Vice Chair shall work with ComSoc Staff to ensure the timely posting of updated governance documents to the ComSoc website.

#### **4.3.4.2 Committee**

Responsibilities of the Board shall be as specified in the Bylaws and the BoG P&Ps.

### **4.3.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

#### **4.3.5.1 Meetings and Email**

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM, possibly with the availability of remote dial-in.] Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

#### **4.3.5.2 Other**

The Chair and Vice-Chair are responsible for the preparation and distribution of information on Committee activities and plans to Society Officers.

The Chair and Vice-Chair shall work closely with the Society Executive Director. The Executive Director shall appoint a staff member as the only editor of Society governance documents, and the staff editor shall work with the Committee when implementing changes on governance documents. Staff shall also support the Committee in its efforts of establishing governance best practices and overseeing their application across the Society.

#### **4.3.6 Activities and Programs Managed by the Committee**

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

The Governance Committee is responsible for:

- Reviewing proposed Constitutional/Bylaw/P&Ps amendment prior to its discussion in the Board of Governors (BoG), when possible
- Crafting Constitutional/Bylaw/P&Ps amendments that result from actions of the BoG
- Establishing Society-wide governance best practices and overseeing their application across all Councils, Boards, and Committees
- Upon request or when needed, proposing changes to existing Society governance documents, with the goal of keeping them current, clear, and consistent
- Upon request or when needed, serving as an interpretive body on any governance issue
- The Governance Committee shall provide to the BoG the text of its motions to amend Constitution, Bylaws, and P&Ps with at least 30 days in advance.

#### **4.3.7 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

**4.4 Nominations & Elections Standing Committee**

**4.4.1 Purpose and Use**

These Policies and Procedures are intended to guide orderly, fair, open, and consistent conduct of the nominations and elections of officers of the IEEE Communications Society. They are for the use by the Nominations and Elections Committee (NEC), a Standing Committee of the Board of Governors, and are available to all members of the Society. They are in compliance with the IEEE and ComSoc Constitution and Bylaws, which take precedence.

**4.4.2 Functions of the Nominations and Elections Committee**

The NEC is responsible for identifying candidates to fill elected Society offices, and for the development of election policies, and implementation and supervision of election procedures.

The composition, appointment, and chair of the NEC are detailed in the ComSoc Bylaw 7.5.11.

Following the Timeline for the NEC Process shown in Part 3 of these Policies and Procedures, the NEC shall prepare a slate of candidates for the elected offices of the Society, as given in the table below.

Office	Election Year	Term	Office Begins
President Elect and President	Even	1 yr. 2 yrs.	next odd year next even year
VP Technical Activities	Odd	2 yrs.	next even year
VP Publications	Odd	2 yrs.	next even year
VP Conferences	Odd	2 yrs.	next even year
VP Member Relations	Odd	2 yrs.	next even year
VP Standards Activities	Odd	2 yrs.	next even year
Members-at-Large of the BoG (4)	Every	3 yrs.	next year

The NEC shall strive for competence, diversity, and globalization in its nominees for ComSoc’s elected officers. To achieve this, the NEC shall seek recommendations of individuals to be considered by the NEC for placement on the ballot. Recommendations shall be requested from ComSoc Councils, Boards, and Committees, including the Regional Directors of the Society, and the broader ComSoc community. The NEC shall solicit recommendations through various means. Specifically, the NEC shall fully utilize the electronic and paper media of the Society, including dedicated pages on the ComSoc website, to obtain recommendations of qualified individuals.

With the support of ComSoc’s Department Head, Executive and Volunteer Services, (hereinafter referred to as “Department Head”), the NEC shall be responsible for the content of the permanent Nominations and Elections section of the ComSoc Web site. This section shall describe ComSoc offices, NEC policies and procedures, and shall, during election periods, contain candidate information.

Finally, the NEC shall manage nominations and elections processes in a fair and open manner.

**4.4.3 Timeline for the NEC Process**

The NEC shall solicit recommendations from the Society at large, as well as from members of this committee. The NEC operates via electronic media and face-to-face meetings, the latter to include meetings held at both IEEE ICC and IEEE GLOBECOM.

The timeline for generating a slate of candidates for President-Elect, Vice Presidents, and MALs and alternates is approximately as follows:

<b>June 1<sup>st</sup></b>	On or about June 1, online recommendation form goes live on the ComSoc website with a link from the HOME page. The online form is also advertised to members via eNews, governance meetings, etc.
<b>June 1<sup>st</sup></b>	NEC Chair contacts the following ComSoc leadership requesting online recommendations: Regional Directors, Technical Committees, WICE (Women in Communications Engineering) Committee, and BOG members
<b>August 15<sup>th</sup></b>	Online recommendations are accepted thru August 15 <sup>th</sup> - creating the Long List.
<b>August 15<sup>th</sup> thru September 15<sup>th</sup></b>	NEC considers the Long List and creates the Short List
<b>September 15<sup>th</sup> thru October 15<sup>th</sup></b>	NEC contacts the Short List individuals to: <ul style="list-style-type: none"> <li>a) Obtain IEEE Member number/determine Member Grade (Bylaw 3.1)</li> <li>b) Confirm their willingness to become a candidate and to serve if elected</li> <li>c) Confirm they will renew their ComSoc membership for next year (the year of the election)</li> </ul>
<b>November 1<sup>st</sup></b>	NEC Secretary confirms ComSoc membership eligibility via the latest issue of the IEEE Member Verification CD (issued monthly) for individuals on the Short List
<b>November 1<sup>st</sup></b>	The Final Candidate List for the next election has been established
<b>Prior to BOG2 meeting at IEEE GLOBECOM</b>	All individuals who recommended potential candidates should be notified of the status of their respective recommendations: <ul style="list-style-type: none"> <li>a) Individual was selected as a candidate,</li> <li>b) Individual was selected as an alternate candidate, or</li> <li>c) Individual was not selected as a candidate or as an alternate candidate</li> </ul>
<b>BOG2 meeting at IEEE GLOBECOM</b>	The NEC Chair presents the Final Candidate List to the BOG
<b>December 15<sup>th</sup></b>	Deadline for individuals intending to run as a petition candidate to inform Department Head
<b>December 18<sup>th</sup></b>	NEC Secretary verifies eligibility of petition candidate(s) (if any) via the latest issue of the IEEE Member Verification CD (issued monthly)
<b>December 18<sup>th</sup></b>	Department Head notifies all NEC-nominated candidates of the entire list of candidates and the potential for petition candidates (if any)
<b>December 18<sup>th</sup></b>	Those on the Final Candidate List are requested to provide photos, bios and position statements, and to confirm eligibility

<b>January 15<sup>th</sup></b>	The Final Candidate List is submitted to IEEE for verification of eligibility. IEEE/ComSoc membership must be active for the election year.
<b>February 1<sup>st</sup></b>	Deadline for petition candidates to meet petition signature requirements for placement on the ballot
<b>February 5<sup>th</sup></b>	The Final Candidate List is updated with successful petition candidates (if any) resulting

#### **4.4.4 Nomination by Petition**

ComSoc members wishing to run a petition campaign must notify the Department Head of their intention no later than December 15th. At that time, the Department Head will assist the member in setting up the petition process.

The NEC shall add to the Final Candidate List the name of any eligible candidate (see Timeline above) supported by a petition with at least the minimum number of valid signatures specified by IEEE Bylaws.

#### **4.4.5 Eligibility and Qualifications for Candidacy**

To be eligible to run for ComSoc elected positions, all candidates must be ComSoc members (Member Grade or higher). Candidates for President-Elect and Vice President must be Senior Members or Fellows (see ComSoc Bylaw 3.1).

Qualifications:

- President-Elect candidates shall have had substantial experience in both Society elected and appointed positions including having served as a ComSoc VP,
- VP candidates shall have previously served in ComSoc BOG elected or appointed positions,
- Member-at-Large candidates shall have actively participated in ComSoc activities prior to serving in this role.

Eligibility requirements shall be verified for all potential candidates on the Short List.

No individual shall be nominated for two positions in the same election.

No individual shall be nominated for a given position more than two consecutive times

A President-Elect, President, or past ComSoc President may not be nominated for any other elected ComSoc position.

In the case of an officer vacancy or incapacity, ComSoc Bylaws 3.2.6 and 3.3.6 govern the process for filling an unexpired term. To ensure transparency in the process, an additional step will occur prior to the official appointment of the individual who will complete the unexpired term. The NEC will advise the BOG (via email or during a face-to-face meeting) of the details surrounding such a case including: the bylaws employed, specific election results involved, and the name of the individual determined to fill the unexpired term. No BOG vote is required. Once the BOG has been advised, the President shall officially make the appointment.

In accordance with IEEE Bylaw I-307.1.2 and ComSoc Bylaw 7.5.11, members of the NEC cannot be nominated for elected ComSoc BoG positions.

#### **4.4.6 Number of Candidates for Each Office**

President-Elect Position: Two candidates shall be placed on the ballot for P-E, unless, under exceptional circumstances (i.e., to reinforce diversity or globalization, or to acknowledge three strong, practically indistinguishable candidates), there can be three candidates.



Vice President Positions: Two candidates shall be placed on the ballot for each VP position, unless, under exceptional circumstances (i.e., to reinforce diversity or globalization, or to acknowledge three strong, practically indistinguishable candidates), there can be three candidates.

Members-at-Large Positions:

- All voting members get the same ballot, which contains three slates: a) one composed of 6 candidates from NA/LA (the Americas), b) one composed of 3 candidates from EMEA, and c) one composed of 3 candidates from AP regions. All voting members may select up to 2 from the NA/LA slate, up to 1 from the EMEA slate, and up to 1 from the AP slate. The top 2 vote-getters from the NA/LA slate, the top vote-getter from the EMEA slate, and the top vote-getter from the AP slate are the four elected Members-at-Large.
- As a frame of reference: for the 2013 election, all voting members received the same ballot, which contained two slates: one composed of 6 candidates from NA and one with 6 candidates from the other three regions. All voting members selected up to 2 from each slate. The top 2 vote-getters from each slate were elected Member-at-Large
- Under exceptional circumstances, the NEC may modify the numbers of MAL candidates on the slates and provide a brief explanation for same when it reports the slates to the Board of Governors

#### **4.4.7 Formats for Elections**

By direct correspondence, candidates will be encouraged to conduct campaigns discreetly and to follow the IEEE policy 14.1 which states that IEEE e-mail lists may not be used for electioneering in connection with any office within the IEEE. Note that this restriction applies to ComSoc e-mail lists as well.

The NEC shall encourage electronic electioneering for President-Elect and VP candidates. In particular, ComSoc will, for example, host a blog or debate among candidates for president-elect via the ComSoc website.

No distinction will be made on the ballot between candidates selected by the NEC and candidates placed on the ballot via a petition process.

ComSoc elections shall be conducted with electronic voting as the first option (e-first voting), with paper ballots supplied upon a member's request or if a member does not have an e-mail address or if the e-mail ballot cannot be delivered. An email message will be sent to all ComSoc members which includes a link to the online voting website. The online voting website contains the ballot itself as well as candidate position statements and biographical sketches. The paper ballot will contain the same information provided on the electronic voting site.

#### **4.4.8 Privacy in Confirmation of Candidates and Announcement of Results**

Prior to an election, the NEC shall confidentially solicit the interest of potential candidates. No public release of candidate names shall be made until the final slate is fixed. All deliberations of the NEC shall be in Executive Session, and the strictest confidentiality maintained by members of the Committee

At the conclusion of an election, vote tallies shall be posted on the ComSoc website for President-Elect (in even- numbered years) and for VPs (in odd-numbered years), but not for Members-at-Large. Each Member-at-Large candidate shall be entitled, upon request, to know: the number of votes cast for him/her; the number of votes cast for the winner(s) in their election category; and the total number of votes cast in that category.

## **4.5 Operations and Facilities Standing Committee**

### **4.5.1 Scope (from Bylaws, *verbatim*)**

This Committee is responsible for supporting the President in making recommendations to the BoG on operations, facilities and related capital expenses.

### **4.5.2 Objectives**

This Committee is responsible for evaluating proposals to change the headcount of Society staff positions, collecting input for the ComSoc Employee Annual Performance Review, reviewing the ICT Capital Equipment Investment budget and making recommendation to the BoG, and addressing operations issues as they arise.

### **4.5.3 Organizational Structure**

The Committee reports to the BoG.

Basic Committee membership and members' terms shall be defined in the Bylaws.

### **4.5.4 Activities and Responsibilities**

#### **4.5.4.1 Chair**

Duties of the Chair include, but are not limited to, the following:

- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

#### **4.5.4.2 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the BoG P&Ps.

### **4.5.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

### **4.5.6 Meetings and Email**

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM. Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

### **4.5.7 Activities and Programs Managed by the Committee**

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

#### **4.5.7.1 IEEE Personnel Guidelines, Policies & Procedures**

- Primary responsibility is assigned to the ComSoc Executive Director who will insure that the Operations Committee is fully informed of the applicable IEEE personnel guidelines, policies, and procedures affecting their deliberations and discussions.
- The overall IEEE policies, procedures, and guidelines will provide the framework for the changes in head count, goal setting and performance review.
- Requests to the BoG for approval for changes in Headcount will first be reviewed by this Committee who will make their recommendations known to the BoG.

#### **4.5.7.2 IEEE ComSoc Employee Annual Performance Reviews**

- The ComSoc President is responsible for collecting input from the Vice Presidents / others for the annual performance review of the Executive Director, in response to an invitation from the IEEE Managing Director, Technical Activities.
- The Executive Director is similarly responsible for managers reporting directly to him or her, by means of the IEEE web-based ADP “employee” application.
- Staff managers reporting directly to the ComSoc Executive Director are responsible for annual performance and goal setting for employees reporting to them.

#### **4.5.7.3 Facilities and Capital Investments**

The Executive Director and the Director of Information Communications Technology (ICT) will prepare an annual Capital Equipment Investment budget. The Committee will review the budget and make recommendations to the Board of Governors. Facilities recommendations to the BoG are subject to approval by the IEEE Facilities Committee.

#### **4.5.7.4 Operational issues**

Operational issues of a confidential nature may be addressed by the Committee at the request any member of the Committee to enter in Executive Session.

#### **4.5.7.5 Staff Support**

The Executive Director is an ex-officio non-voting member of this Committee. The Committee may approve the participation of invited experts as required by the agenda items. Meetings of this Committee will be held in Executive Session.

#### **4.5.8 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

## **4.6 Strategic Planning Standing Committee**

### **4.6.1 Scope (from Bylaws, *verbatim*)**

This Committee is responsible for preparing a long-term strategic plan to guide the direction and future of the Society and for preparing short-term plans to direct specific areas, as appropriate.

### **4.6.2 Objectives**

The Strategic Planning Committee is responsible for developing strategic plans for the Society. The Committee works with ComSoc officers to incorporate the strategic elements into the Society's operating plans. The Committee will prepare a long-term strategic plan, typically once every five years, to guide the direction and future of the Society and will also prepare short-term plans to direct specific areas, as appropriate.

### **4.6.3 Organizational Structure**

The Committee reports to the BoG.

Basic Committee membership and members' terms shall be defined in the Bylaws. It consists of members representing different areas of strategic interest (e.g. new technologies, membership developments, etc.) that the Society considers important for its future direction. The Committee members are selected from Society members who have made sustained and/or major contributions to the Society.

### **4.6.4 Activities and Responsibilities**

#### **4.6.4.1 Chair**

Duties of the Chair include, but are not limited to, the following:

- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

#### **4.6.4.2 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the BoG P&Ps.

### **4.6.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

#### **4.6.5.1 Meetings and Email**

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM. Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

#### **4.6.5.2 Other**

The Chair of the Strategic Planning Committee assists the President in organizing the ComSoc Management Retreat at the beginning of each year, and serves as the Management Retreat Secretary. The Chair prepares a report of the Management Retreat, including the action items. The report and the Committee recommendations shall be included in the Consent Agenda of the April OpCom meeting. After being reviewed at OpCom, the Committee's report and recommendations including any modifications shall be included in the Consent Agenda of the June BoG meeting.

At ICC and Globecom meetings, the Committee shall review the progress of the Committee during the previous 6 months and introduce new strategic elements that are considered important to the Society at that time.

The Committee reports its current view of the Society's Strategic Plan on the ComSoc web site, and authors articles of the strategic directions at different ComSoc publications as appropriate.

#### **4.6.6 Activities and Programs Managed by the Committee**

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

#### **4.6.7 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

## 5. CONFERENCES COUNCIL (CON-C) AND BOARDS/STANDING COMMITTEES THEREOF

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## **5.1 Conferences Council**

### **5.1.1 Scope (from Bylaws, *verbatim*)**

This Council is responsible for the needs of the Society and Society Members related to technical conferences, workshops, and professional meetings. Additional voting members of the CON-C shall be the voting members of the Boards reporting to this Council.

### **5.1.2 Objectives**

The CON-C shall:

- Manage the ComSoc Conference Portfolio of conferences (those financially sponsored or financially co-sponsored by ComSoc) pertaining to strategic planning, technical scope, and growth.
- Manage the Technical Co-Sponsorship process for those non-ComSoc events seeking technical co-sponsorship from ComSoc
- Develop, implement, and maintain policies regarding the financial, publications, and operational aspects of ComSoc's portfolio conferences.
- Oversee the strategy, planning, technical content, and execution of ComSoc's flagship conferences: IEEE ICC and IEEE GLOBECOM.

### **5.1.3 Organizational Structure**

The Council reports to the BoG.

Council membership and term limits shall be specified in the Bylaws.

### **5.1.4 Roles and Responsibilities of Council Members**

#### **5.1.4.1 Vice President**

Duties of the Vice President-Conferences include, but are not limited to, the following:

- Chairs the Council
- Represents the Council on the Board of Governors
- Chairs the meetings of the Council or delegates that function to one of the Council Directors
- Provides guidance and direction to Council Directors and Committee Chairs in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Council Vice Chair chosen among the Council voting members who shall replace the Chair when he/she is temporarily unavailable or incapacitated
- May appoint additional Council non-voting members as needed per the Bylaws

#### **5.1.4.2 Directors and Standing Committee Chairs**

Duties of the Directors/Chairs of the Boards/Committees reporting to this Council include, but are not limited to, the following:

- Be voting members on the Council
- Represent their respective Boards or Committees on the Council
- Chair their respective Boards or Committees
- Coordinate with ComSoc Staff in the conduct of their responsibilities



## **5.1.5 Responsibilities of the Council and its Boards/Committees**

### **5.1.5.1 Council**

The Council works within its scope and executes plans to achieve its objectives, eventually assigning tasks to its Boards and Committees.

The Council shall approve the P&Ps of all its Boards/Standing Committees.

### **5.1.5.2 Boards and Committees**

Scope of the Boards and Standing Committees reporting to this Council shall be defined in the Bylaws.

The programs managed at the Board/Committee level are listed below. The policies for these programs shall be specified in the Board or Committee P&Ps.

- The Conferences Leadership Team (comprised of the Vice President, the two Directors, and the two Standing Committee Chairs) shall:
  - Manage issues between the in-person meetings of the Council
  - Prepare the agenda and outline issues to be brought to the Council meetings for resolution
- The Conferences Development Board manages the ComSoc Conference Portfolio of conferences (those financially sponsored or financially co-sponsored by ComSoc) pertaining to strategic planning, technical scope, and growth.
- The Conferences Operations Board:
  - Manages the Technical Co-Sponsorship process for those non-ComSoc events seeking technical co-sponsorship from ComSoc.
  - Develops, implements, and maintains policies regarding the financial, publications, and operational aspects of ComSoc’s portfolio conferences.
- The GIMS (GLOBECOM/ICC Management and Strategy) Standing Committee is responsible for the continuity, successful conduct, strategic evolution, and policy recommendations of the IEEE GLOBECOM and IEEE ICC conference series.
- The GITC (GLOBECOM/ICC Technical Content) Standing Committee is responsible for the strategic vision and management of the technical content of the IEEE GLOBECOM and IEEE ICC conference series.

## **5.1.6 Transaction of Business**

All Council business and committees/boards thereof shall be conducted in compliance with Clause 2.0 of these P&Ps.

### **5.1.6.1 Meetings and Email**

The Council shall hold two in-person meetings annually during the IEEE ICC and IEEE GLOBECOM conferences.

The Conferences Development and the Conferences Operations Boards shall hold two in-person meetings annually concurrent with the meetings of the Council.

GIMS and GITC shall hold two in-person meetings annually during the IEEE ICC and IEEE GLOBECOM conferences. The GIMS and GITC Chairs represent their respective committees on the Council.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Council and its Boards and Standing Committees shall be specified in the Society Bylaws.

**5.1.7 Policies of Activities and Programs Managed by the Council**

All activities and programs of this Council, including their policies, shall be managed by the Boards and Standing Committees of this Council.

**5.1.8 Approval of P&Ps**

All changes to these Council P&Ps shall be approved by the BoG before taking effect.

## **5.2 Conferences Development Board**

### **5.2.1 Scope (from Bylaws, *verbatim*)**

This Board is responsible for the strategic planning, technical scope, and growth of all ComSoc financially-sponsored conferences (defined as portfolio conferences).

### **5.2.2 Objectives**

The Conferences Development Board shall:

- Monitor the performance of all portfolio conferences
- Evaluate new conferences for possible addition to the portfolio
- Coordinate with the Conferences Operations Board regarding policies pertinent to ComSoc's portfolio events

### **5.2.3 Organizational Structure**

The Board reports to the Conferences Council.

Board membership and term limits shall be specified in the Bylaws.

### **5.2.4 Activities and Responsibilities**

#### **5.2.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Conferences Council
- Coordinates with the Conferences Council in the preparation of the agenda and the outlining of issues to be brought to the Council meetings
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Appoints additional Board non-voting members as needed per the Bylaws
- May assume leadership for specific projects, as delegated by the Board

#### **5.2.4.2 Board**

Responsibilities of the Board shall be as specified in the Bylaws and the Conferences Council P&Ps.

### **5.2.5 Transaction of Business**

All Board business shall be conducted in compliance with Clause 2.0 of the ComSoc P&Ps.

### **5.2.6 Meetings**

The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in) concurrent with the Conferences Council meetings.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Society Bylaws.

### **5.2.7 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

**5.2.7.1 Portfolio-based Management Strategy**

The Board has adopted a Portfolio-based Management Strategy for its financially sponsored conferences – the details may be found in the slide set posted on the ComSoc website page COMSOC PORTFOLIO EVENTS.

**5.2.8 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the CON-C before taking effect.

## **5.3 Conferences Operations Board**

### **5.3.1 Scope (from Bylaws, *verbatim*)**

This Board is responsible for the oversight and management of the operational, publications, and financial aspects of all ComSoc conferences.

### **5.3.2 Objectives**

The Conferences Operations Board shall:

- Manage all operational policies for ComSoc portfolio conferences
- Manage all publications and financial policies for ComSoc portfolio conferences
- Manage the Technical Co-Sponsorship process
- Coordinate with the Conferences Development Board regarding policies pertinent to ComSoc's portfolio events

### **5.3.3 Organizational Structure**

The Board reports to the Conferences Council.

Board membership and members' terms shall be defined in the Bylaws.

### **5.3.4 Activities and Responsibilities**

#### **5.3.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Conferences Council
- Coordinates with the Conferences Council in the preparation of the agenda and the outlining of issues to be brought to the Council meetings
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Appoints additional Board non-voting members as needed per the Bylaws
- May assume leadership for specific projects, as delegated by the Board

#### **5.3.4.2 Board**

Responsibilities of the Board shall be as specified in the Bylaws and the Conferences Council P&Ps.

### **5.3.5 Transaction of Business**

All Board business shall be conducted in compliance with Clause 2.0 of the ComSoc P&Ps.

#### **5.3.5.1 Meetings**

- The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in) concurrent with the Conferences Council meetings.
- Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.
- The procedure for calling regular or special meetings of the Board shall be specified in the Society Bylaws.

### 5.3.6 Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

#### 5.3.6.1 Conference Publications

- Peer-review Statement - For those conferences which are 100% financially sponsored by ComSoc (a portfolio event), the following statement will appear on each page of every published paper: "This full text paper was peer reviewed at the direction of IEEE Communications Society subject matter experts for publication in the proceedings"
- Acceptance Ratio - ComSoc portfolio events (those financially sponsored by ComSoc) must target an acceptance ratio to be a maximum of 50% of submitted papers if the organizers wish to submit their proceedings to IEEE Xplore®.
- Multiple Submissions - Please go here for the IEEE policy [“Introduction to Guidelines on Multiple Submission and Prior Publication”](#)

#### 5.3.6.2 Committee Definitions

- The Organizing Committee is the group that is responsible for the management of an event (conference, workshop, etc).
- The Steering Committee is the group that is responsible for the oversight of an event and the event Organizing Committee. It is also responsible for all future events in the series.
- Each ComSoc portfolio event (a financially-sponsored event) will be assigned a ComSoc Project Manager. The Project Manager will coordinate with the Organizing and Steering Committees.

#### 5.3.6.3 Event Sponsorships

ComSoc event sponsorship opportunities include:

##### 5.3.6.3.a Financial (sole or co-sponsorship)

Events which ComSoc financially sponsors or co-sponsors, are referred to as Portfolio Events. The ComSoc Director of Conference Development manages our portfolio and oversees the addition of new events. If you would like to discuss financial sponsorship for your event, please contact [ConfDev@comsoc.org](mailto:ConfDev@comsoc.org). All portfolio events may be found on the [ComSoc Portfolio Events](#) website.

Benefits of ComSoc Financial Sponsorship:

- The conference will be listed on the [ComSoc Portfolio Events](#).
- The conference, including its CFP deadline listing, will be listed on the [ComSoc Conference Calendar](#).
- The conference will be listed in the conference section of ComSoc's E-news within a few months prior to the date of the event.
- The conference Call for Papers will be announced in the conference section of ComSoc E-news within a few months prior to the deadline date.
- ComSoc will conduct targeted e-blasts for CFP and conference promotion.
- The conference will be listed in the *IEEE Communications Magazine* Calendar Listing.
- The conference will be eligible for 75% off the list price of CFP and General Announcement advertisements in *IEEE ComSoc Magazines – IEEE Communications Magazine, IEEE Network Magazine, and IEEE Wireless Magazine*. For advertising information, please contact the IEEE Media Senior Manager Advertising & Business Development [Mark David](#).
- The conference will be eligible for ComSoc in-house marketing services which includes developed, produced, and distributed promotional materials, such as ads, flyers, brochures, e-blasts, etc.

### 5.3.6.3.b Technical Co-Sponsorship

Technical co-sponsorship (TCS) is available to those events which are financially sponsored by a not-for-profit organization, the technical scope of the event is within the ComSoc field of interest, and at least 3 ComSoc Technical Committee members have a direct and substantial involvement in the organization and development of the technical program. ComSoc has no financial involvement in the event. The Technical Co-sponsorship process is managed by the ComSoc Director - Conferences Operations. All ComSoc technically co-sponsored events are available via the [ComSoc Conference Search tool](#).

Benefits of ComSoc Technical Co-sponsorship:

- The conference will be included in the [ComSoc Conference Search tool](#).
- The conference proceedings will be submitted to IEEE Xplore® as well as other Abstracting & Indexing (A&I) databases.
- The conference Call for Papers will be announced in the conference section of ComSoc E-news within a few months prior to the CFP deadline.
- The conference will be listed in the IEEE Communications Magazine calendar pages.
- The conference will be eligible for 40% off the list price of CFP and General Announcement advertisements in IEEE ComSoc Magazines: *IEEE Communications Magazine*, *IEEE Network Magazine*, and *IEEE Wireless Magazine*. For advertising information, please contact Mark David at [m.david@ieee.org](mailto:m.david@ieee.org).

The ComSoc Technical Co-sponsorship policy (included in the next section) shall apply to all conferences requesting technical co-sponsorship from ComSoc.

How to apply for ComSoc Technical Co-sponsorship (TCS)

- A new process for obtaining TCS from ComSoc is in effect as of August 30, 2013. This new process introduces a shortened form (2 pages) for organizers to complete. *Previous versions of the application will no longer be accepted.*
- Applying for ComSoc TCS may be completed in two steps:
  - Step 1: IEEE Conference Application
  - Step 2: ComSoc ADDENDUM to the IEEE Conference Application
- Step 1 Details
  - Complete an IEEE Conference Application using the [online form](#).
    - The first question posed is: “Have you already obtained sponsorship for your conference?” Please select “yes” to start the process to request ComSoc TCS.
    - Provide details about your conference, program, committee, etc.
    - List all proposed FINANCIAL sponsors (they will be asked to sign the MOU)
  - Definition of a financial sponsor: Receives their percentage of any possible surplus and liable for their percentage of any possible deficit resulting from a conference, plus has direct and substantial involvement in the development of the technical program. Organizations that contribute funds but do not receive surplus or do not have responsibility for deficit should not be listed as financial sponsors. They are classified as patrons or supporters.
    - List all proposed TECHNICAL co-sponsors
  - Definition of a technical co-sponsor: Has a direct and substantial involvement in the development of the technical program, but no financial stake in the conference surplus or deficit. [Any organization that is participating in the event and does not fit within these definitions for financial or technical sponsors should not be listed on your application.]
    - Include IEEE COMMUNICATIONS SOCIETY as a Technical Co-sponsor (0%)
    - Note: you can save your application and return to complete it later if necessary

- Completion of the IEEE application will generate a 5-digit conference ID number. Please be sure to keep this number for your records and use it in all your correspondence with IEEE and ComSoc.
- After submitting your application, IEEE Conference Operations will review it for completeness and accuracy. You may be contacted by a Conference Operations representative if any items need further clarification.
- Step 2 Details
  - This step will be initiated by ComSoc based on ComSoc being listed as a potential Technical Co-sponsor on the IEEE Conference Application
  - ComSoc will contact organizers requesting completion of a short (2-page) ADDENDUM
    - This additional information is related specifically to the ComSoc TCS process and does not duplicate information already provided on the IEEE Conference Application
    - ComSoc will evaluate the ADDENDUM and notify organizers and IEEE Conference Services of our decision regarding sponsorship of the event
    - Processing time for an ADDENDUM can be reduced by addressing the following items *at the time of submission*
      - Ensure the ComSoc name and/or logo is not used – see FAQ#2 (see below)
      - Ensure there is an active and accessible conference website – FAQ#3
      - Ensure there is a Call for Papers posted on the website – FAQ#3
      - Ensure the list of Technical Program Committee members is posted on the website
      - Ensure there are no references to IEEE Xplore® - FAQ#2
      - For returning events – FAQ#7 & #8: if not already provided, please send the conference proceedings media to the attention of Compliance Coordinator, IEEE Communications Society, 3 Park Avenue, 17th Floor, New York, NY 10016 and the opt-in attendee email list to [p.oneill@comsoc.org](mailto:p.oneill@comsoc.org).
  - If ComSoc agrees to participate as a sponsor, IEEE Conference Services will prepare a Memorandum of Understanding (MOU) and obtain signatures of all financial sponsors and all IEEE technical co-sponsors
  - IEEE Conference Services will then send organizers final notification of IEEE APPROVAL along with a link to the MOU for your records.
  - At this point, the process is complete
- Frequently Asked Questions (FAQ) are available on the ComSoc website under CONFERENCES

#### **5.3.6.4 ComSoc Conferences Technical Co-Sponsorship (TCS) Policy and Process**

This is v3.1, which was released March 15, 2015.

##### **5.3.6.4.a Scope**

This document describes the IEEE Communications Society's (ComSoc's) policy and process for reviewing applications for Technical Co-Sponsorship (TCS) of conferences. It specifies the different steps a typical application review involves, from submission to IEEE and ComSoc until receiving decision of granting technical co-sponsorship or denying it. It also describes the roles of parties involved in the process and many of the evaluation criteria based upon which TCS decisions are made.

##### **5.3.6.4.b Introduction**

The IEEE Communications Society (ComSoc) sponsors many conferences throughout the world every year. There are two types of sponsorship: financial sponsorship, and technical sponsorship. Financial



sponsorship means that ComSoc either wholly or partially shares the surplus/loss of a conference. Financial sponsorship implies technical sponsorship, and includes it therewith.

Conferences<sup>1</sup> that ComSoc financially sponsor are known as “Portfolio” conferences. Events in which ComSoc is not financially involved may apply for TCS. However, TCS is only available to conferences that are financially sponsored by non-profit entities. Granting ComSoc TCS is an indication of the technical quality of a conference as overseen by ComSoc. It is seen by ComSoc members as a sign of quality because it ensures that this conference has met our minimum expectations for peer reviewed events/meetings and is endorsed by at least one suitable ComSoc Technical Committee (TC), which help provide oversight. TCS qualifies the conference papers to be considered for inclusion into IEEE Xplore®, but does not guarantee it.

This document explains the TCS review process for conferences that are not financially sponsored by ComSoc. It updates and integrates several existing TCS policies into one framework that is organized and as easy as possible to understand and follow. It also adds a few new guidelines to help streamline the process and enhance its efficiency and effectiveness. Upon releasing this document, it will be effective immediately and will define the ComSoc TCS process. ComSoc policies are always evolving. Therefore, where this document contradicts published ComSoc policy, that policy shall prevail and take precedence. Also, the publication of this document does not undermine ComSoc’s right to grant/deny TCS of events based on factor(s) not specified herein.

We describe the TCS process here below by providing:

- Information for applicants; explaining the steps an applicant takes to obtain ComSoc TCS
- Description of how the ComSoc evaluation process is carried out; outlining the roles and responsibilities of conference organizers applying for TCS; ComSoc Conference Operations (CO), ComSoc Technical Committees (TCs), and ComSoc individual members who represent the society in sponsored conferences.

#### **5.3.6.4.c Information for Conference Organizers Applying for ComSoc TCS**

- A TCS application for a given conference can be submitted:
  - No earlier than the conclusion of the previous occurrence of this conference
  - No later than 90 days prior to the Call for Papers deadline of this new occurrence

The first rule ensures that TCS of conferences completes the requirements of the IEEE Memorandum of Understanding (MOU) before the next occurrence can be considered. The second rule ensures that there is sufficient time to process an application in advance of issuing the CFP for that conference, which ensures that any changes (e.g., review process, etc.) can be accommodated. The second rule also provides sufficient time for ComSoc to publicize the CFP and the conference to its membership.

- The ComSoc TCS application Process involves two main steps:
  - IEEE Conference Application: This application is handled by IEEE Conference Services. Applicants, i.e. conference organizers seeking ComSoc TCS status for their events, start the process by completing an IEEE Conference Application using the online form on [www.ieee.org/conferences\\_events/conferences/organizers/conf\\_app.html](http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html). The first question posed is: Have you already obtained sponsorship for your conference? In order to request ComSoc TCS, conference organizers need to answer “yes” in response to this question. Organizers should provide all requested details therein, bearing in mind that they must list all their proposed FINANCIAL and TECHNICAL sponsors. Financial sponsors will be asked to sign a Memorandum of Understanding (MOU). See [www.comsoc.org/conferences/Event-Sponsorship](http://www.comsoc.org/conferences/Event-Sponsorship) for more details. Completion of the

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<sup>1</sup> The word conference in this document refers to engineering/scientific meetings or events, including conferences and any stand-alone workshop or symposium seeking ComSoc TCS. The words conference, meeting, and event are therefore used herein interchangeably.

IEEE application generates a 5-digit conference ID number. Applicants should keep this number for their records and include it in all future correspondence with both IEEE and ComSoc.

- ComSoc Application (Addendum): This application is handled by ComSoc Conference Operations. This step will be initiated by the organizer’s listing of ComSoc as potential Technical Co-sponsor in the IEEE Conference Application. While IEEE will inform ComSoc thereto upon completion of the first step, conference organizers are encouraged to contact ComSoc Conference Operations (CO) at the same time to inform our society of their desire to request ComSoc TCS. Either way, ComSoc will ask the organizer to complete a short (2-3 pages) ADDENDUM which is related specifically to the ComSoc TCS process. The ComSoc Addendum is designed in such a way that it does not duplicate information requests already made on the IEEE Conference Application. ComSoc will evaluate the complete TCS application subsequently (IEEE application + ComSoc addendum) and notify the conference organizer and IEEE Conference Services of our decision regarding technical sponsorship of the event.

Conference organizers are also encouraged to contact ComSoc Technical Committees (TCs), whose technical scopes overlap with the scope of the conference before, and during, the application process (it is recommended to contact as many relevant TCs as possible). These communications should explore TCs’ interest in endorsing the conference and its relevance to ComSoc technical co-sponsorship.

#### 5.3.6.4.d Description of the IEEE ComSoc TCS Process (parties’ roles and responsibilities)

ComSoc relies on Conference Operations (CO), Technical Committees (TCs), and volunteering society members to evaluate the technical quality of conferences seeking TCS status. Since the TCS process has grown significantly over recent years, the following guidelines are critical for all parties to recognize and observe while contributing to the process:

- ComSoc Technical Committees may endorse conferences within their technical scope and charter. An Emerging Technology Sub-Committee may only endorse an event for TCS purposes with the concurrent endorsement and approval of the Emerging Technologies Committee (ETC) Chair (ComSoc Conference Council Motion, June 12, 2014).
- TCs can endorse conferences for TCS purpose **DURING THE TC REVIEW PERIOD** where the conference application/information is posted on the **TC REVIEW SITE**. Every application will remain active on this site for approximately **SEVEN BUSINESS DAYS**. Upon request of TC(s), this period may be extended for a few more days (provided the request is made on the TC review site, and approved by CO). TCs may endorse conferences **ONLY** via the TC review site, not by emails. Due to the magnitude of the work involved and the importance of treating all applications equally and fairly, such emails will **NOT** be considered as substitute for conference endorsement through the online TC-review form.
- Since a single TC endorsement may qualify a conference for ComSoc TCS, a TC should endorse conferences only when that TC can ensure the following:
  - The bulk of the event falls within the scope of the TC.
  - The TC can speak to the technical quality of the bulk of the event.
  - The event does not compete with existing ComSoc portfolio events. Competition is discussed in Section 4 below

If a conference is only of partial interest to a TC, the TC should indicate so in the online form and may contact other TCs to collaborate thereto. Two or more TCs may endorse a conference that does not entirely match the technical scope of one TC.

- Endorsements made through the TC Review Site must be complete, providing three names of current TC members (i.e., potential **TCS Representatives**) and their e-mail addresses. Information

must be entered on the site before the posted deadline. Applications will not be available for TC endorsement after the deadline.

While there is no limit on the number of events a TC may endorse, a given ComSoc member (who is a member of one or more TCs) may serve as a TCS Representative no more than **THREE TIMES** per calendar year<sup>2</sup> (regardless of which TC he/she is representing). This is an increase over the previous limit of two times (was enforced through October 15, 2014). **TCs and individual TCS Representatives are expected to maintain TCS representation records whereby they observe and ensure compliance with this limit.** TC endorsements which do not fully observe this limit in assigning *TCS Representatives* may not be counted towards ComSoc sponsorship in future.

- Per IEEE guidelines, TCS Representatives must be directly and substantially involved in the development and running of the technical program of the event. They are expected to report any anomalies experienced. They are to confirm that papers they reviewed were assigned reasonably, that conflict-of-interest policies were honored, that their reviews were adequately considered, and that the overall process was fair and appropriate. They are not expected to report on the entirety of the event or the entirety of the review process.
- As soon as an application reaches ComSoc, an evaluation process starts where ComSoc Staff may communicate with conference organizer(s) for inquiries, information confirmation and/or refinement, etc.

Approximately every two weeks a Conference Operation (CO) meeting is held to review applications; ensure compliance with IEEE and ComSoc policies and requirements; verify that applicable fees have been collected; examine the time line; evaluate past-meetings' completeness and event's history with ComSoc; examine the last-event's TCS Feedback Forms, check for IEEE comments/recommendations (if any), etc. Decisions about applications are made accordingly by the ComSoc Director, Conference Operations (CO). These include: further inquiries if needed, posting (or not posting) application(s) onto the On-line TC Review Site, and granting/denying TCS for applications which have completed the evaluation process. ComSoc expects applying conferences to fulfill certain conditions including, but not limited to, the following:

- The conference must have an active web site, a Technical Program Committee (TPC) that is available for viewing on the conference web site, refrains from premature use of IEEE/ComSoc logos, and complies with IEEE policy concerning reference to IEEE Xplore®
- The conference only accepts full manuscripts, 3 pages minimum
- Every manuscript must receive at least three peer reviews
- Acceptance rate of the conference should not exceed 50%
- Conference organizers should observe the ComSoc TCS policy, and application processing should be smooth enough to keep staff time and cost at their typical levels. ComSoc expects applying conferences to have steering/oversight committees that guarantees proper transfer of knowledge of the TCS process from one year to another.

Upon posting application(s) on the TC review site, an email request is sent out to the Technical Activities Council (TAC) mailing list (thereby reaching TC Chairs and Vice Chairs). This email asks TCs to review those pending applications. The announcement email typically has a subject line: "New Applications for Review and Response". A conference that meets all IEEE and ComSoc policy requirements and has at least one TC endorsement may receive TCS status. An event that fails to fully meet ComSoc requirements and/or receives no TC endorsements **on the TC review site** is not granted TCS status. ComSoc reserves the right to deny TCS without giving reasons.

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<sup>2</sup> Instances of such service are determined and counted based on the year in which the conferences itself (not the TCS application) takes place

More about the ComSoc TCS evaluation process can be found on the [ComSoc Event Sponsorship](#) webpage.

- A conference which is granted ComSoc TCS will have a minimum of three **TCS Representatives**. Events endorsed by one TC only, may automatically meet this minimum with the three eligible representatives specified by the endorsing TC. If the conference is endorsed by multiple TCs, formal **TCS Representatives** will be assigned from the pool of representatives nominated by all TCs using the following guidelines:
  - If two TCs are endorsing, the first name specified in each TC form will be selected. A third **TCS Representative** will be selected alphabetically (family names) out of the two names listed second in the two endorsing TC forms
  - If three TCs are endorsing, the first name specified in each TC form will be selected.
  - If four, or more, TCs are endorsing; the first name specified in each TC form will be selected. There will be more than three **TCS Representatives** in such cases (as many as the number of endorsing TCs).

Notwithstanding these guidelines, care will be given to avoiding conflicts of interest, and to ensuring that feedback forms provide credible assessments.

Formal **TCS Representatives** who are specified by any of the above methods are **REQUIRED** to complete and submit TCS Feedback Forms after the conclusion of the conference (item h below). Other ComSoc members who were nominated for TCS representation by TCs, and who were not selected as formal ComSoc **TCS Representatives**, may of course serve on the conference TPC as desired and are encouraged to submit TCS Feedback Forms. However, their service therein is not counted toward their three-time TCS representation limit. Feedback forms are property of ComSoc; and name(s) of a particular TCS representative(s) (making particular remarks) may be treated as confidential if so desired by this representative.

- TCS Feedback forms must be submitted to ComSoc Conference Operations (CO), through a dedicated online form, after conclusion of the conference. Every **TCS Representative** is also expected to report any issue(s) he/she encountered about the conference to the Chair of his TC. Submission of Feedback forms may take place at the **TCS Representative's** earliest convenience, but must occur no later than **ONE MONTH** after the end of the conference. Submission of all due Feedback Forms for a given periodic event (annual or otherwise) is a precondition for considering this event for TCS in its next occurrence.
- When a decision is made to TCS a conference, two emails will be generated: the first email is sent to the conference organizer (applicant) informing him/her of the decision made and subsequent guidelines. The second email is sent to the **TCS Representatives** who are required to complete the TCS Feedback Forms, reminding them of their assignment and feedback deadline. This second email will be copied to the respective TC Chair(s) to update their TCS representation records.
- The process described above applies to Technical Co-Sponsorship of the main conference of any event applying for ComSoc TCS. It does not automatically apply to sub-events of the conference (e.g., workshops, tutorials, panels, special sessions, poster sessions, etc.). Papers of these sub-events are not included herein. If a conference organizer wishes to extend ComSoc's TCS to include these papers, this request must be made expressly on the ComSoc Addendum. The organizer must clarify how these papers are reviewed and their acceptance rate so that a decision can be made about them.

It must be noted that TCs can endorse events/meetings which do not receive - or do not request - TCS status. Such an endorsement is an indication of the technical quality of an event from the viewpoint of the TC alone. If this is the only such IEEE involvement, it must be indicated by using the following text: "**Endorsed by the Technical Committee on X of the IEEE Communications Society**". In this case, however, the conference will not be eligible to use the IEEE and ComSoc logos and its papers will not be

eligible for inclusion in IEEE Xplore®. TC logos can be used in such cases provided they do not include the IEEE or ComSoc logos as part of their graphic, and provided the entire text specified above is included.

#### **5.3.6.4.e Consideration of Competition with ComSoc Portfolio Conferences**

On the TC review form, TCs are expected to answer questions about whether the conference applying for TCS competes with ComSoc portfolio conference(s). The following briefly describes how competition, healthy or otherwise, may be viewed in this context.

Since ComSoc co-sponsors events in the society's broad area of expertise, and since professionals of other societies are active in this area all over the world, conferences that receive our TCS do constitute some natural, inevitable, competition with ComSoc conferences. Some of this competition complements ComSoc conferences, enriches our field and profession, and grows our global community and reach. This type of competition is healthy; and it is out of professional responsibility that ComSoc grants TCS to events of this nature. Other competition however may unfairly exploit ComSoc's work, stature, and accomplishments; may impact ComSoc conferences negatively in terms of paper submissions, conference success, etc. ComSoc cannot provide TCS for events which pose negative impact on its conferences.

Competition may be evaluated based on a combination of criteria each of which, solely, may not impact ComSoc conferences negatively. In principle, competition can be topical (technical scope), temporal, or geographical; and may be classified as follows:

- Topical/Scope competition: conferences designated to topics on which ComSoc portfolio conference(s) focus
- Competition in Topic/Scope and Scale: conferences designated to topics on which ComSoc portfolio conference(s) focus and are designated to broad coverage that mimics ComSoc flagship/portfolio conferences in terms of structure and/or organization
- Temporal and Topical Competition: conferences designated to similar topics, and take place at the same time as ComSoc portfolio conference(s)
- Geographical and Topical Competition: conferences designated to similar topics, and take place in the same geographical area (e.g., continent), as ComSoc portfolio conference(s)

Competition with ComSoc conferences will be evaluated on a case-by-case basis. ComSoc reserves the right to deny TCS to events the co-sponsorship of which would adversely affect ComSoc flagship and/or portfolio conferences.

#### **5.3.6.4.f Version history of this ComSoc Conferences Technical Co-Sponsorship Policy and Process:**

1.0 6/2012	Initial draft (Internal only), Author: Joe Touch
1.1 8/2012	1 <sup>st</sup> version (Internal only), Author: Joe Touch
1.2 2/2013	First published version, Author: Joe Touch (archived)
2.0 6/2014	2 <sup>nd</sup> version, (New draft, Internal only), Author: Tarek El-Bawab
2.1 & 2.2 6/2014	Modified 2 <sup>nd</sup> versions, (Internal only), Author: Tarek El-Bawab
2.3 8/2014	Modified 2 <sup>nd</sup> version, (Internal only), Author: Tarek El-Bawab
2.4 10/2014	Modified 2 <sup>nd</sup> version, (Semi-Final, Internal only), Author: Tarek El-Bawab
2.5 10/2014	Second published version, Author: Tarek El-Bawab (archived)
3.0 03/2015	3 <sup>rd</sup> version, (New draft, Internal only), Author: Tarek El-Bawab
3.1 03/2015	Third published version, Author: Tarek El-Bawab (Active)

### 5.3.6.5 Conflict of Interest Policies Regarding Paper Submissions and Paper Reviews

- A Member of the Executive/Organizing Committee of a conference/workshop with Chair access to EDAS (or any other paper review tool used by the conference) cannot submit more than three papers to his/her conference as an author or co-author. The three-paper limit is a strict limit which holds for our flagship/major conferences. For smaller conferences and workshops, it is recommended to limit the number of submissions to two.
- At ICC and GLOBECOM, the maximum number of papers that can be submitted by a Symposium Chair to his/her symposium is two. Similarly, at other major conferences organized in tracks, a Track Chair cannot submit more than two papers to his/her track.
- A TPC Member cannot review or assign reviewers to his/her own papers, where he/she has a conflict of interest.
- The papers of all Executive/Organizing Committee Members as well as those of the TPC Members must have the same fair review process as those of other submitters. When needed (for example, for reviewing the papers of the TPC Chair), the review process can be made under the responsibility of the Steering Committee Chair of the conference.
- The papers authored or co-authored by the conference General Chair, Executive Chair, or Technical Program Chair are not eligible for Best Paper Awards at that conference. Similarly, the papers authored or co-authored by one of the Symposium/Track Co-Chairs are not eligible for Best Paper Awards in that Symposium/Track.
- This policy must be clearly indicated on the conference/workshop website to make sure that it is known by every member of the Committee.
- This policy is applicable to all conferences/workshops in the ComSoc portfolio. It excludes technically co-sponsored conferences.
- The above policy sets a baseline for the Conflict of Interest and does not prevent an individual conference from imposing a stricter policy as appropriate. Furthermore, this policy does not intend to capture all possibilities of Conflict of Interest - exceptions are to be handled by governing IEEE policy.

### 5.3.6.6 Finance

For ComSoc portfolio events (100% financially sponsored):

- A [Memorandum of Understanding](#) must be signed by the Steering Committee Chair of an event that has been approved for ComSoc financial sponsorship.
- Each event must budget to achieve a surplus equal to or greater than 20% of expenses.
- Each event must use an IEEE Concentration Banking Account.
- The ComSoc Manager, Finance and Administration, will manage the US\$\$ Concentration Bank Account, record all financial transactions, submit all financial reports and documentation to IEEE for their recordkeeping and audit requirements, and compile the event budget.
- Each event will be covered by insurance under the IEEE umbrella.
- Effective 1 October 2013, IEEE Technical Activities is providing automatic coverage under an event cancellation insurance policy for all approved IEEE conferences that are 100 percent financially sponsored by one or more IEEE Societies, with no direct cost to the conference.
- Whenever it appears that an event may be in financial difficulty, a significant business problem arises, or a major ComSoc policy violation has occurred, ComSoc staff will be notified as soon as practicable.

- ComSoc agrees to financially sponsor an approved event until such time as event management and ComSoc choose to terminate the relationship. Event management will provide ComSoc at least one year written notice of intention to terminate.

#### 5.3.6.7 IEEE and ComSoc Branding (website and logos)

- ComSoc Website Standards: Flagship Conferences (ICC and GLOBECOM), core conferences, and other conferences with two consecutive years of 100+ paid attendees are required to use the comSoc conference standard website template.
- Links to the IEEE logo webpages
  - [Using the IEEE logo and "IEEE"](#)
  - [IEEE Master Brand images](#)
- Link to the [ComSoc Society logo](#)
  - ComSoc-sponsored (financial and technical) events must use the ComSoc Society logo
  - ComSoc Chapters may use the ComSoc Chapter logo for any local chapter activities (newsletters, websites, meetings, etc).
- Links to the ComSoc Chapter logos
  - [North America Region](#)
  - [Latin America Region](#)
  - [EMEA Region](#)
  - [Asia/Pacific Region](#)
- ComSoc Technical Committee (TC) logos - Many TCs have developed unique logos for their newsletters and websites and other TC-related materials. The TC logo is not to be used to indicate sponsorship, endorsement, or involvement in an event to avoid confusion regarding our ComSoc brand.
  - TCs endorse events for ComSoc to technically co-sponsor
    - The ComSoc *Society* logo is used to represent technical co-sponsorship
    - The TC logo may not be used
  - TCs are involved in events which are not sponsored by ComSoc in any way
    - The TC logo may not be used
    - The ComSoc logo may not be used
    - The following TC Tagline may be offered to events of this nature to indicate the ComSoc TC's involvement: "In cooperation with the IEEE Communications Society Technical Committee on xxxx.

#### 5.3.6.8 No Show Procedures for ComSoc Portfolio Events

- ComSoc NO SHOW Policy shall be clearly stated in the following:
  - Calls for Papers, web sites, communications with the authors
  - Suggested language: PLEASE NOTE: To be published in the IEEE [name of event] Conference Proceedings and to be eligible for publication in IEEE *Xplore*®, an author of an accepted paper is required to register for the conference at the full (member or non-member) rate and the paper must be presented by an author of that paper at the conference unless the TPC Chair grants permission for a substitute presenter arranged in advance of the event and who is qualified both to present and answer questions. Non-refundable registration fees must be paid prior to uploading the final IEEE formatted, publication-ready version of the paper. For authors with multiple accepted papers, one full registration is valid for up to 3 papers. Accepted and presented papers will be published in the IEEE [name of event] Conference Proceedings and submitted to IEEE *Xplore*® as well as other Abstracting and Indexing (A&I) databases.

- ComSoc Staff prepares the Session Chair Report forms (including space for Presenter signatures) to be given to the person responsible for the Room Monitors (e.g., Technical Program Chair, Local Arrangements Chair, Conference Project Manager, etc.) for distribution at the conference.
- Symposia Chairs communicate with their Session Chairs about the importance of the Session Chair Report (a copy of the form should be provided) and how they are to use/complete it. Room Monitors will have the forms available in each session room. If, for some reason, the forms are not available, it is the Session Chair's responsibility to contact an Organizing Committee member prior to the start of the session.
- During the conference:
  - Session Chairs
    - Obtain Session Chair Report forms from Room Monitor. If, for some reason, the forms are not available, it is the Session Chair's responsibility to contact an Organizing Committee member prior to the start of the session;
    - Inform Presenters they are to sign the Session Chair Report immediately after presenting their paper;
    - Inform Presenters of the Session Chair Report and what it entails (keeps the process transparent);
    - Complete the Session Chair Report for each of their sessions providing complete information regarding papers or posters not presented (No Shows);
    - Provide the completed Session Chair Report to the Room Monitor.
  - Room Monitor delivers the completed Session Chair Reports to (person determined by Organizing Committee) immediately following the session.
- At the end of the conference, all completed Session Chair Reports should be combined into one bundle and provided to the Technical Program Chair.
- Initial No Show List Creation
  - The Session Chair Reports will be reviewed by the Technical Program Chair.
  - Based on the Session Chair Reports, the Initial No Show List will be prepared by the Technical Program Chair.
- Verification of Initial No Show List
  - With the possible assistance of the Publications Chair, email messages are sent to all authors of each "no show" paper with the following information:
    - Your paper has been listed as not being presented at the conference;
    - Only presented papers will be submitted to IEEE *Xplore*®;
    - Please respond by [deadline] to challenge the "not presented" status if you believe an error has been made;
    - Email message will be signed by VP-Conferences and Technical Program Chair;
    - If EDAS is the paper processing system being used, the functionality exists for sending these email messages and providing a link for author responses. EDAS configuration settings should reflect the appropriate "sending" and "cc" email addresses.
  - Conference Project Manager and Technical Program Chair keep a file of all e-mails sent regarding the Initial No Show List and resulting author challenges.
- Final No Show List Creation
  - Technical Program Chair and other organizers review the challenges;
  - Any challenges (that a paper on the Initial No Show List was actually presented) should be resolved by the Technical Program Chair in conjunction with the Session Chair;
  - Once all challenges have been addressed and resolved, the Final No Show List will be prepared by the Technical Program Chair.
- Final communication (email message) with authors on the Initial No Show List should include the following information:



- Successful challenges;
  - Your challenge was successful in that an error occurred in our review process.
  - As result, your paper will be submitted to IEEE *Xplore*®. We apologize for this error.
  - Email message will be signed by VP-Conferences and Technical Program Chair.
- Final No Show List:
  - Your paper was not presented and therefore will not be submitted to IEEE *Xplore*®.
  - Your previously-submitted IEEE Copyright form transferred ownership of this paper to IEEE.
  - If you would like to resubmit this paper to another conference, please request permission by sending an email message to [pubs-permissions@ieee.org](mailto:pubs-permissions@ieee.org).
  - Email message will be signed by VP-Conferences and Technical Program Chair.
- Conference Project Manager sends the 3 identical sets of Xplore-compliant PDF files plus packing list along with the Final No Show List to Conference Publications within 30 days after the end of the conference. Conference Publications will modify the collection of papers by removing all of the papers on the Final No Show List. Only those papers which were presented at the conference will be submitted to IEEE *Xplore*®.
- Conference Project Manager sends Final No Show List and associated documentation to ComSoc Staff Headquarters for archiving.

#### 5.3.6.9 Plagiarism

- To ensure all instances of plagiarism are handled in the most efficient and discrete manner, the following ComSoc policy shall be followed by Technical Program Chairs and Publications Editors in Chief: [ComSoc Plagiarism Policy](#)
- IEEE Intellectual Property - [Tutorial on Plagiarism](#)
- In November 2012, the PSPB approved a new policy that requires all IEEE content to be screened for possible plagiarism. In order to support this new policy, IEEE provides all publication editors with free access to the premier plagiarism detection tool, [CrossCheck](#).
- IEEE policies on intellectual property rights
  - [Publication Services and Products Board Operations Manual](#)
  - [IEEE Intellectual Property Rights](#)
- IEEE policies on plagiarism:
  - [Introduction to the Guidelines for Handling Plagiarism Complaints](#)
  - [Identifying Plagiarism](#)
  - [A Plagiarism FAQ](#)
  - [Investigating Possible Misconduct](#)
- IEEE policies on republication:
  - [Introduction to Guidelines on Multiple Submission and Prior Publication](#)
  - [8.2.2F Guidelines for Editorial Reuse of Previously Published Material](#)
- ACM policies on republication and plagiarism:
  - [Conference Manual Section No. 6.2.1](#)
  - [Conference Manual Section No. 6.2.2](#)
  - [Conference Manual Section No. 6.2.3](#)
  - [ACM Policy and Procedures on Plagiarism](#)

#### 5.3.6.10 Registration

- Registration fees shall be established and advertised within one month prior to paper acceptance notification.

- Each accepted paper shall have a FULL or LIMITED (member or non-member) non-refundable registration fee associated with it. If an author has multiple accepted papers, up to three papers may be covered by one registration fee. Registration fees must be paid prior to uploading the publication-ready version of the accepted paper.
- Registration fees must be uniform for all ComSoc members regardless of citizenship, salary, or other such factors.
- Use of IEEE Meetings and Conference Management (MCM) registration system shall be mandatory for conferences with financial sponsorship of 51% or more.
- Student registrations shall follow a two-tier arrangement:
  - IEEE Student Member - e.g., \$350
  - Student - 25% more than IEEE Student Member, e.g., \$440
  - Clarifying note: as is true for all who register as an IEEE member, IEEE Student Members will be expected to provide their IEEE member number for verification.
- Complimentary registrations which are included in patron packages may be used by authors of accepted papers. Clarifying note: an author using a complimentary patron registration must be employed by the company which purchased the patron package.

#### **5.3.6.11 Steering Committees**

- Steering Committees shall serve as the oversight bodies for all ComSoc portfolio events. As such, each Steering Committee shall adopt a charter outlining provisions for creating the Committee and operating same.
- The Steering Committee shall oversee the long-term planning and success of current instances of the conference or workshop (collectively referred to as “conference” in this document); plans for future conferences in the series; evaluates how well each conference has achieved its objectives; and proposes and implements improvements to continuously meet these objectives. Every ComSoc conference series shall have a Steering Committee based on the principles, policies and procedures laid out in this document.
- The Steering Committee shall be responsible for the general oversight and long-term goals for the conference. The Steering Committee shall normally be responsible for making strategic decisions, including but not limited to: the appointment of the General Chair and Technical Program Chair (including removal and reappointment if necessary); providing guidance, oversight, and support for the Executive Committees of instances of the conference; selection of conference dates and locations; determining the major theme of the conference; coordination amongst partner IEEE or Non-IEEE societies; creation or approval of any conference specific policies; enforcement of IEEE and ComSoc conference policies; and reviewing the budget.
- The VP-Conferences and the Conferences Board have developed a charter template to provide consistency across all conference series. The template shall be used as the basis of the charter for new Steering Committees, and existing charters should be updated according to this template within one calendar year after its most recent approved amendment.
- The 2013 ComSoc Steering Committee Charter Template is available [here](#).

#### **5.3.6.12 Student Travel Grants**

- General Policy – Under the Student Travel Grant (STG) Program, the Communications Society (ComSoc) provides a limited number of student travel grants to help Student Members attend major ComSoc conferences. Conference organizers may also seek other sources for travel grants; e.g., the NSF (National Science Foundation) program supports travel for students studying at a U.S. college or university.

- Eligibility for ComSoc Student Travel Grants – To qualify for the ComSoc STG, the applicant must satisfy all of the following requirements:
  - Is an author of an accepted conference paper and presents the paper at the conference;
  - Is a Student Member of ComSoc when submitting the application;
  - Is a full-time student registered toward a Bachelors, Masters, or Ph.D. degree in engineering or a related field in a college or university when submitting the application;
  - May not receive more than one STG in any 12-month period.
- ComSoc Student Travel Grant Application Process and Notification – The conference website will provide the instructions for completing the STG Application Form as well as information regarding the approval/notification process. The STG Committee for each conference will review all travel grant applications and notify applicants about award decisions by the date indicated on the conference website.
- The ComSoc Student Travel Grant Award – The STG consists of a monetary award to be used toward registration fees, conference hotel expenses, and travel costs as determined by the STG Committee for each particular conference. To claim an STG, the student must complete the necessary voucher form (provided on the conference website) and attach original receipts. The voucher must be received by ComSoc Staff within 45 days of the last day of the conference.

#### **5.3.6.12.a Corporate Sponsorship of Student Travel Grants (STGs)**

- Organizers may want to consider adding a new category of support to their patronage program to include a Corporate Sponsorship of Student Travel Grants.
- A company may not want to donate money to a conference, but they just might see value in providing funds for allowing needy students to present their papers at the conference. The student and the company could forge a relationship (possibly developing into a longer-term relationship). In return, the company would be recognized as a patron of the conference in promotional materials giving the company some good PR.

#### **5.3.6.12.b NSF Student Grant Procedures**

Conferences applying for U.S. federal student travel grants from institutions such as the NSF have 3 options for processing the expenses associated with the grant:

If the grant is awarded to the IEEE, the grants are handled by the IEEE Development Office (DO). The DO offers the first two options:

- The DO will process the reimbursement for the participants directly by having the expense reports sent to the DO. The DO reimburses the participants. A list of the grant winners, their contact information, and the maximum amount each participant is to receive is required by the DO prior to the conference date. In addition, the participants will be required to include a W-9 or W-8 with their request for reimbursement.
- The conference can reimburse student travel grants. The conference sends the DO copies of the expenses covered by this grant and the conference will be reimbursed for allowable expenses.

In either case, please note **IMPORTANT INFORMATION ON ALLOWABLE EXPENSES**: before a student can be reimbursed using U.S. Federal Funds (like those provided by NSF), IEEE must verify that the student is not included on the U.S. Government's Excluded Parties List located at <http://www.epls.gov/>.

All payments for travel awards covered by a grant will be on a reimbursement basis only. All expenses must have an original receipt. For the airfare, a U.S. Flag Carrier must be used and the original ticket stub included with the request (e-tickets can obtain a receipt at check-in), otherwise the expense is not allowed and will not be reimbursed. In addition, expenses for alcoholic beverages, cost of poster preparation and visas are not allowed. Please be sure to share this information with the travel grant recipients.

- If the grant is awarded to the Principal Investigator's (the person responsible for the technical aspects of the grant) institution (e.g., a university) instead of IEEE, the DO does not assist with that process. Instead, the conference will have to work with that sponsored research office to obtain the funds.

Questions should be directed to Karen Galuchie, IEEE Development & Grants Officer at +1.732.562.3860 or [k.galuchie@ieee.org](mailto:k.galuchie@ieee.org). Karen is available to assist conferences with the process of seeking grants from U.S. Federal sources.

#### **5.3.6.13 VISA Assistance**

- To obtain a visa to attend an IEEE Communications Society conference, some embassies will request presentation of a letter from the IEEE Communications Society. ComSoc will prepare such a letter based on specific information provided by the conference attendee.
- The visa assistance letter will be sent to the attendee via email as a PDF attachment.
- If the attendee requests a hard copy of a visa assistance letter, the letter will be sent via courier to allow for tracking and the requestor will be assessed a surcharge equal to the actual courier fees.
- Visa invitation letters can be generated via EDAS or via the following site: [Online Visa Assistance Request](#).
- It is the responsibility of all accepted authors to apply for a visa as soon as their paper has been accepted. Embassy processing times for visas can be long. Accepted papers are the basis for the conference technical program and conference attendees expect all accepted papers to be presented by an author at the conference. Failure to obtain a visa in time is not an acceptable excuse for not presenting a paper at the conference.

#### **5.3.6.14 Volunteer Recognition**

ComSoc financially sponsors more than 25 events (conferences and workshops) each year. Managing and operating these events requires a significant number of volunteers dedicated to making their particular event a success for all stakeholders (authors, attendees, organizers, and ComSoc). It is prudent to allocate a limited amount of event funds for some level (based on appropriateness for the specific event as well as budget constraints) of volunteer recognition to applaud these contributions. The policies and guidelines listed below are intended to:

- Provide input to the event planning and budgeting processes by listing some options for recognizing volunteers
- Highlight existing policies
- Outline the budget impacts of volunteer recognition options
- Offer consistency in the delivery of volunteer recognition across our ComSoc financially-sponsored events

##### **5.3.6.14.a Policies**

- An author (lead author or a co-author) of each accepted paper is required to register for the event at a regular member (e.g., not a discounted Student, Life, etc. rate) or non- member fee
- Each accepted paper is expected to be presented at the event and, if it is not presented, it is subject to the ComSoc No Show Policy
- Registration fees must be paid prior to uploading the final IEEE-formatted, publication- ready version of the paper
- Authors of multiple accepted papers may be handled in one of two ways (at the discretion of the event's Steering Committee):
  - One registration is valid for a single paper only
  - One registration is valid for up to two or three papers

- All recognition elements must be included in the event budget

#### 5.3.6.14.b Guidelines for Recognizing Volunteer Contributions to an Event

(Please note: the options listed below are provided in order to describe the appropriate limitations of each option. This list in no way implies these options are volunteer entitlements. The organizers of each event must determine which, if any, of the options are appropriate and affordable and then adhere to the associated limitations thereof.)

- All Committee Positions
  - Note: If a Committee member is the author of an accepted paper, he/she is NOT to be given a complimentary registration of any kind. He/she must adhere to the policies stated above.
  - Special name badges and/or ribbons for name badges
  - Names/affiliations listed on the website
  - Names/affiliations listed in the Advance/Final Program
  - Names listed on presentation slides (opening plenary, banquet, etc.)
  - Receive certificate of appreciation
  - Gifts (apply for speaker gifts as well)
    - Logo'd shirts or keepsake items, desk accessories, etc.
    - Not to exceed \$100 in value per person
    - Accepted business practices apply:
      - No gifts for families of committee members
      - No payments for vacations (all or in part)
      - No cash payments for services
  - Committee dinner during or after the event
- Organizing Committee and Steering Committee Members
  - Definitions
    - The Organizing Committee (OC) is the group responsible for the management of a particular event
    - The Steering Committee (SC) is the group responsible for the oversight of a particular event and all future events in the series
  - Complimentary registration fee (which includes meal functions)
  - Selected OC and SC members may receive some expense reimbursement to attend planning meetings as necessary
  - As event budget is being prepared, OC and SC travel expense reimbursement needed for the event itself must be addressed
  - Complimentary hotel rooms (directly related to volunteer's on-site duties for the event itself)
    - All hotel rooms provided for SC and OC members must be included in the budget
    - Free rooms provided by the hotel should be used for SC and OC if possible
    - Discounted staff rooms should be assigned to ComSoc staff and/or associated support staff (IEEE MCM registration staff, Audio visual personnel, etc.). From a budgetary perspective, it is best to use these rooms for persons with the longest stays.
    - No hotel discounts shall be provided on future bookings (this is a benefit that is to be managed by ComSoc for future ComSoc events)
- Keynote/Plenary Speakers
  - Honorarium (if offered)
    - Honorarium valued up to \$2,000
    - Complimentary registration fee (which includes event meal functions)
    - One night hotel stay may be provided

- Honorarium (if not offered)
  - Travel expense reimbursement - up to \$2,000
  - Complimentary registration fee (which includes event meal functions)
  - One night hotel stay may be provided
- Tutorial/Workshop/Panel Organizers
  - One-Day complimentary registration (without meal functions) for the day of their session
  - Individual must pay for any additional days of attendance
  - SC could opt to give a complimentary registration (without meal functions included)
  - No hotel room provided (unless deemed necessary by the SC)
- Tutorial/Workshop/Panel Presenters
  - Honoraria for Tutorial Presenters (up to \$1,000)
  - One-Day complimentary registration for the day of their session
  - Individual must pay for any additional days of attendance
  - No hotel room
- Technical Paper Reviewers
  - No complimentary registration
  - No hotel room
- Symposium Chairs and/or Symposium Co-Chairs
  - Complimentary registration (with or without meal functions)
  - Some travel expense reimbursement (to the event itself) may be considered
  - No comp'd hotel room
- Session Chairs
  - No complimentary registration
  - No comp'd hotel room
- Student Volunteers
  - Complimentary Student registration
  - Some events require IEEE membership for a complimentary Student registration
  - Some events require a minimum of 1 day of volunteer work to receive event proceedings CD.
  - Meals for student volunteers should be provided - options to consider: pizza, no show seating in a food function, food vouchers for a maximum amount of \$25.00/student, etc.

**5.3.6.14.c Guidelines for Other Contributors to an Event**

- Exhibitors
  - Provisions established by the SC and OC and documented in the exhibitor package
  - Generally, exhibitors receive a number of complimentary registrations
- Patrons
  - Provisions established by the SC and OC and documented in the patronage package
- Press
  - Complimentary registration (without meal functions)
  - No comp'd hotel room
  - A copy of the event proceedings and a program could be provided if supplies permit

**5.3.6.14.d Budget Impacts**

- Committee gifts
- Committee dinner
- Certificates of appreciation
- Honoraria
- Travel expenses
- Hotel rooms

- Exhibitor packages
- Patron packages
- Complimentary registrations
  - Registration system fee per registrant
  - Name badge and lanyard
  - Final Program
  - Proceedings CD
  - Event bag or giveaway
  - Coffee breaks
  - Social event or meal event if included in the registration fee

### **5.3.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the CON-C before taking effect.

## **5.4 GLOBECOM/ICC Management & Strategy (GIMS) Standing Committee**

**NOTE:** The Committee was established in 2006 via the IEEE COMMUNICATIONS SOCIETY GLOBECOM/ICC MANAGEMENT AND STRATEGY COMMITTEE (GIMS) CHARTER (most recent version dated July 27, 2009). All provisions of said charter are reflected in the ComSoc Bylaws and Policies and Procedures.

### **5.4.1 Scope (from Bylaws, *verbatim*)**

This Standing Committee is responsible for the successful conduct, strategic evolution, and policies of the IEEE Global Communications Conference (GLOBECOM) and the IEEE International Conference on Communications (ICC). ICC and GLOBECOM are ComSoc portfolio technical conferences (fully owned) held annually and covering telecommunications research, technology and applications.

### **5.4.2 Objectives**

The IEEE International Communications Conference – IEEE ICC – and the IEEE Global Communications Conference – IEEE GLOBECOM – are fully owned by the IEEE Communications Society (ComSoc) and cover telecommunications research, technology and applications. The ICC shall be held annually in late May or early June. The GLOBECOM shall be held annually in late November or early December.

The GIMS Committee shall provide the following for ComSoc’s flagship conferences (ICC and GLOBECOM):

- Strategic guidance
- Operational preparation and management oversight

### **5.4.3 Organizational Structure**

The Committee reports to the Conferences Council.

Committee membership and term limits shall be specified in the Bylaws pertaining to Standing Committees.

All voting members of GIMS must be IEEE ComSoc members. The voting membership shall total nine in number. In addition to what is specified in the Bylaws, additional policies for Committee members shall be as follows:

- The GIMS Chair shall be appointed as specified in the Bylaws pertaining to Standing Committees and may be reappointed for at most one additional term. The GIMS Chair shall appoint:
  - one of the voting members as Vice-Chair
  - one of the voting members as Operations Chair
- Four members at large (MALs) shall serve staggered terms. The MAL term of office is three years. A MAL may be reappointed for a maximum of one term unless appointed Committee Chair. Once a MAL has served six consecutive years on the Committee, that member must sit out for at least two years before being appointed for additional service to GIMS.
- Three past members of an ICC or GLOBECOM Organizing Committee (OC) shall serve staggered terms. The term of office shall be three years. For a volunteer to be eligible for this appointment he/she shall have served on the OC of an ICC or GLOBECOM conference that was held during the past five years at the time of the appointment. It is desirable to include representation of past General or Executive Chairs. One reappointment may be allowed provided the member still satisfies the eligibility criterion.
- The GITC (GLOBECOM/ICC Technical Content Committee) Chair
- Additional policies:



- Whenever possible, the membership of this Committee shall include both geographic and professional experience diversity. In particular, a special effort should be made to have sitting members that have their professional affiliation in industry.
- In the event that a GIMS Chair starts his/her term by filling an unexpired term, that individual may be reappointed to serve as Chair for an additional two terms.
- If an appointed voting member vacancy occurs for any reason, the individual making the original appointment shall promptly appoint another member to serve the unexpired term. Filling vacancies in this manner is critical to keeping the integrity of the staggered terms.

GIMS shall have the following non-voting Members:

- The VP-CON shall be an ex-officio, non-voting member of GIMS.
- The ComSoc Staff Project Manager shall be an ex-officio non-voting member of GIMS. The ComSoc Staff Project Manager shall also provide administrative support as requested by the GIMS Chair.
- The ComSoc Staff Finance Manager shall be an ex-officio non-voting member of GIMS.

#### **5.4.4 Activities and Responsibilities**

##### **5.4.4.1 Chair**

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the Conferences Council
- Chairs the Committee
- Coordinates with the Conferences Council in the preparation of the agenda and the outlining of issues to be brought to the Council meetings
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Appoints additional Committee non-voting members as needed per the bylaws
- May assume leadership for specific projects, as delegated by the Committee
- The GIMS Chair may assign Work Group responsibilities to Committee members in areas such as Finance, Site Selection, Industry Forum & Exhibition, Co-location, and Patronage.
- The GIMS Chair is responsible for submitting specific recommendations for additions, deletions and modifications to the GIMS Handbook to the full Committee for its approval. In doing so the Chair shall recognize the need for balance between uniformity and conformity versus creativity and innovation by individual conference OCs. It shall be the responsibility of the GIMS Operations Chair to record the approved action in the minutes of the meeting and to update the GIMS Handbook.

##### **5.4.4.2 Vice Chair**

The Vice Chair shall replace the Chair when he/she is temporarily unavailable or incapacitated.

The Vice Chair shall be responsible for managing the Decision Matrix (described in the GIMS Handbook) and its deliverables.

##### **5.4.4.3 Operations Chair**

The Operations Chair shall be responsible for meeting agendas and minutes, maintaining documents (GIMS P&Ps, GIMS Handbook, etc.), managing the GIMS Website, etc.

##### **5.4.4.4 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the Conferences Council P&Ps.

The GIMS shall be responsible for:

- Selecting the location, venue and dates for each conference consistent with IEEE conference planning policies. The selection of invitational bids to host a conference should take place 36 to 48 months before the date of the conference to minimize conflicts with other conferences and activities that might adversely affect the success of the planned conference.
- Initiating and approving a GIMS/OC MOU addressing basic guidelines and directives for successfully managing a conference.
- Appointing or approving the appointment of a General Chair and Executive Chair/Vice Chair for each conference. Recommendations will normally come from an IEEE Section, a local ComSoc Chapter, or ComSoc volunteers in the area hosting the conference. In the event that the General Chair for a conference is incapacitated or resigns, the Executive/Vice Chair shall assume the full duties and powers of the General Chair on an interim basis.
- Approving the appointment of a volunteer Finance Chair, upon the recommendation of the General Chair/Executive Chair/Vice Chair.
- Approving, in consultation with the ComSoc Staff Project Manager, facilities proposed for the conference, i.e., hotel, convention center, university facilities, etc.
- Approving ICC and GLOBECOM locations and venues. Prior to approval, a Primary Policy MOU must be executed between the conference Organizing Committee and the responsible local IEEE officials stating that the policies, procedures and directives established by the IEEE, the IEEE Communications Society and the GIMS shall be followed.
- Approving a Financial Participation MOU between the ICC/GLOBECOM Organizing Committee and the local IEEE Section. Organizing Committees may allow financial participation for assistance with volunteers, marketing, etc. The amount of such participation is capped at 20% of the first \$200K of total surplus.
- Determining conference locations based on a rotation plan such that each of the following regions may host an ICC or a GLOBECOM every 18 months: the Americas, Europe-Middle East-Africa, and Asia Pacific.
- Providing general consultation and appropriate guidance to the General Chair/Executive Chair/Vice Chair and the Organizing Committee (OC) of each conference. The GIMS shall appoint from its membership (past or present) at least one member to serve as GIMS Advisor for each conference OC to assess such issues as the Decision Matrix deliverables and financial reports.
- Approving financial plans for each future conference. Providing advice on the preparation of budgets and providing guidance for ICC/GLOBECOM Organizing Committees with respect to all patronage related activities and for ComSoc's Corporate Patron Program (CPP), reviewing and approving said budgets, and overseeing the disposition of all liabilities and assets of a conference, following applicable IEEE financial policies and guidelines. Recommending for VP-CON and ComSoc Executive Director approval of the contracting or employment of any service providers (exhibits, administrative, hotel management, registration management, or publications) that may be warranted.
- Approving and aiding in the selection of themes and logos for the conference.
- Receiving and approving general status reports and financial reports from each conference General Chair or Executive/Vice Chair.
- Reviewing conference strategy and management policies in accordance with the IEEE and ComSoc governing documents, ComSoc and Conferences Council policies, the GITC Handbook, and the GIMS Handbook.

- Removing with or without cause Conference Organizing Committee members with a 2/3 GIMS Committee majority.
- Ensuring a representative for each future conference shall attend all GIMS meetings to report on the status of their conference. These representatives shall also be expected to attend the Wrap-Up meeting of the conference in progress. Ensuring appropriate attention is devoted to international participation and providing conferences that are attractive to the whole communications and networking engineering community

#### **5.4.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of the ComSoc P&Ps.

##### **5.4.5.1 Meetings and Email**

- The Committee shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in)
- There shall also be a regular joint meeting of GIMS and GITC twice per year at ICC and GLOBECOM.
- Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis
- The procedure for calling regular or special meetings of the Committee shall be specified in the Society Bylaws
- The Committee meetings shall be structured to address strategic issues first, including reports by Work Groups assigned to address issues between meetings. Work Groups and others shall be expected to meet by conference call and e-mail between GIMS meetings to address the issues assigned to them.
- The joint meeting of GIMS and GITC shall be held for the purpose of reviewing and approving all conference status reports.
- ComSoc Staff members shall assist the GIMS Operations Chair with tools (e.g., website) and administrative support (e.g. making copies, mailing hardcopy when needed, etc.).
- Minutes of each GIMS meeting shall be distributed within 30 days after each meeting to the following: each voting member of GIMS and the ComSoc VP-CON. Further distribution will be made as directed by the GIMS Chair.

#### **5.4.6 Activities and Programs Managed by the Committee**

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

Specific policies pertaining to the strategy and management of GLOBECOM and ICC operations shall be specified in the GIMS Handbook.

All changes to Committee activities, programs, and the GIMS Handbook shall be approved by the Committee and by the Conferences Council before taking effect.

#### **5.4.7 Approval of P&Ps**

All changes to these Committee P&Ps and the GIMS Handbook shall be approved by the Committee and by the CON-C before taking effect.

## **5.5 GLOBECOM/ICC Technical Content (GITC) Standing Committee**

**NOTE:** The Committee was established in 2006 via the IEEE COMMUNICATIONS SOCIETY GLOBECOM/ICC TECHNICAL CONTENT COMMITTEE (GITC) CHARTER (most recent version dated January 1, 2008). All provisions of said charter are reflected in the ComSoc Bylaws and Policies and Procedures (P&Ps).

### **5.5.1 Scope (from Bylaws, *verbatim*)**

This Committee is responsible for providing strategic vision and management of the technical content of GLOBECOM and ICC to guarantee timeliness and the highest level of quality.

### **5.5.2 Objectives**

The IEEE International Communications Conference – IEEE ICC - and the IEEE Global Communications Conference – IEEE GLOBECOM - are fully owned by the IEEE Communications Society (ComSoc) and cover telecommunications research, technology and applications. The ICC shall be held annually in late May or early June. The GLOBECOM shall be held annually in late November or early December.

The GITC Committee shall provide the following for ComSoc’s flagship conferences (ICC and GLOBECOM):

- Oversight and guidance to the conference Technical Program Committees in their effort in putting together a program that is of value to a broad segment of the communications and networking engineering community
- Coordination with the Technical & Educational Activities Council (TEA-C) in harmonizing the objectives of the technical and conference activities of ComSoc
- Active participation by IEEE Organizational Units (OUs) and members as well as by the overall engineering community having substantial interests in communications
- Appropriate attention devoted to international participation and providing conferences that are attractive to all segments of the communications engineering community.
- GITC is accountable to the Conferences Council (CON-C) and the TEA-C for the continuity, successful conduct, strategic evolution and policy recommendations regarding the technical programs of ICC and GLOBECOM as indicated in these P&Ps and the GITC Handbook.

### **5.5.3 Organizational Structure**

The Committee reports to the Conferences Council.

Committee membership and term limits shall be specified in the Bylaws pertaining to Standing Committees.

Voting members of GITC – All voting members of GITC must be IEEE ComSoc members. The voting membership shall total seven to nine in number. In addition to what is specified in the Bylaws, additional policies for Committee members shall be as follows:

- The GITC Chair shall be appointed as specified in the Bylaws pertaining to Standing Committees, in consultation with the incoming Vice President-Conferences (VP-CON) and the incoming Vice President-Technical & Educational Activities (VP-TEA), and may be reappointed for at most one additional term.
- Two to four members-at-large (MALs) who shall be appointed by the Chair in consultation with the VP-CON and the VP-TEA. MALs shall serve staggered terms. The term of office is two years. A MAL may be reappointed for a maximum of two additional terms, unless appointed Committee Chair. Once a MAL has served six consecutive years on the Committee, that member must sit out for at least two years before being appointed for additional service to GITC.

- Three past ICC or GLOBECOM Technical Program Chairs. These members shall be appointed by the GITC Chair in consultation with the VP-CON and the VP-TEA and shall serve staggered terms, one of them being appointed each year. For a volunteer to be eligible for this appointment he/she must have been a Technical Program Chair of an ICC or a GLOBECOM that was held in the past five years at the time of the appointment. It is desirable to provide representation of past Technical Program Chairs of both conference series (ICC and GLOBECOM). For this category of members the term of office is three years with no reappointment allowed. If a past Technical Program Chair is not available to serve in this capacity, ComSoc members with significant conference program experience and distinguished professional accomplishments may be appointed.
- The Chair of the GLOBECOM/ICC Management and Strategy Committee (GIMS).
- Additional policies:
  - Whenever possible the membership of this Committee shall include both geographic and professional experience diversity. In particular, a special effort should be made to have sitting members that have their professional affiliation in industry.
  - The Chair shall select, in consultation with the VP-CON and the VP-TEA, one of the Committee voting members to serve as GITC Vice Chair. The term of office for the Vice Chair shall be concurrent with that of the Chair.
  - The GITC Chair may define Committee member functional responsibilities in areas within the Committee scope and also to work or lead Project Teams addressing strategic issues.
  - In the event that a GITC Chair starts his/her term by filling an unexpired term, that individual may be reappointed to serve as Chair for an additional two terms.
  - If an appointed voting member vacancy occurs for any reason, the individual making the original appointment shall promptly appoint another member to serve the unexpired term. Filling vacancies in this manner is critical to keeping the integrity of the staggered terms.

GITC shall have the following non-voting members:

- The ComSoc Vice-President - Conferences is an ex-officio non-voting member.
- The Director-Technical Services is an ex-officio non-voting member.

## **5.5.4 Activities and Responsibilities**

### **5.5.4.1 Chair**

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the Conferences Council
- Chairs the Committee
- Coordinates with the Conferences Council in the preparation of the agenda and the outlining of issues to be brought to the Council meetings
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Appoints additional non-voting members as needed per the bylaws
- Shall appoint one of the voting members to manage the Decision Matrix (described in the GIMS Handbook) for GITC approval items.
- May assume leadership for specific projects, as delegated by the Committee
- The GITC Chair is responsible for submitting specific recommendations for additions, deletions and modifications to the GITC Handbook to the full Committee for its approval. In doing so the

Chair shall recognize the need for balance between uniformity and conformity versus creativity and innovation by individual conference Executive Committees. It shall be the responsibility of the Vice Chair to record the approved action in the minutes of the meeting and to reissue a complete updated revision of the GITC Handbook to all voting and non-voting members of GITC.

#### **5.5.4.2 Vice Chair**

The Vice Chair shall replace the Chair when he/she is temporarily unavailable or incapacitated.

The Vice Chair shall also be responsible for recording the minutes of GITC meetings, managing the GITC Handbook, archiving Committee documents, etc.

#### **5.5.4.3 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the Conferences Council P&Ps.

The GITC shall be responsible for:

- Appointing or approving the appointment of a Technical Program Chair and Technical Program Vice-Chairs (all of whom shall be IEEE ComSoc members) for each conference. Recommendations will normally come from the conference General Chair, ComSoc Technical Committee Chairs or a local ComSoc Chapter in the area hosting the conference.
- The GITC may remove a conference Technical Program Chair with or without cause with a 2/3 GITC Committee majority.
- Approving the technical program of each ICC and GLOBECOM, upon recommendation of the respective Technical Program Chair. These include the overall technical content, Business and Application sessions (BAS), Panels, Tutorials and Exhibits, etc.
- Approving, in instances where the conference follows the ensemble of Symposia model, the names of the Symposia Chairs, upon recommendation of the respective Technical Program Chair.
- Providing general consultation and appropriate guidance to the Technical Program Chair and Technical Committees for each conference. The GITC shall appoint from its membership (past or present) one member to serve as an advisor for each conference Technical Committee.
- Providing strategic directions for the evolution of the technical content of ICC and GLOBECOM so that these conferences remain an exceptional value to its attendees and are permanently in consonance with ComSoc's general objectives.
- Reviewing conference technical policies in accordance with the IEEE and IEEE ComSoc governing documents, ComSoc and Conferences Council policies, the GIMS Handbook, and the GITC Handbook.
- Reviewing and approving final reports on the technical program from each conference Technical Program Chair.

### **5.5.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of the ComSoc P&Ps.

#### **5.5.5.1 Meetings and Email**

- The Committee shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in)
- There shall also be a regular joint meeting of GIMS and GITC twice per year at ICC and GLOBECOM.
- Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

- The procedure for calling regular or special meetings of the Committee shall be specified in the Society Bylaws.
- The Committee meetings shall be structured to address strategic issues first, including reports by Project Teams assigned to address issues between meetings. Project Teams and others are expected to meet by conference call and email between GITC meetings to address the issues assigned to them.
- The joint meeting of GIMS and GITC shall be held for the purpose of reviewing and approving all conference status reports.
- Minutes of each GITC meeting shall be distributed within 30 days after each meeting as follows: a copy to each voting member of the GITC and the VP-CON. Further distribution shall be made as directed by the Chair.

#### **5.5.5.2 Conflict Resolution**

If a conflict concerning a particular issue arises between the GIMS and the GITC Committees the following conflict resolution procedure shall be followed:

- The issue shall first be considered in a joint meeting of GIMS and GITC chaired by the –VP-CON who shall schedule the meeting upon request by the Chair of GIMS or the Chair of GITC.
- If the issue remains unresolved after the joint meeting then the matter shall be considered for final action by the CON-C
- Appeals to decisions of the CON-C shall be taken to the BoG.

Any conflict between the CON-C and the TEA-C shall be brought to the BoG for resolution.

#### **5.5.6 Activities and Programs Managed by the Committee**

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

Specific policies pertaining to the strategic vision and management of the technical content of GLOBECOM and ICC shall be specified in the GITC Handbook.

GITC is accountable to the CON-C and the TEA-C for all GITC P&Ps and the GITC Handbook. Proposed amendments thereof shall be sent to the CON-C and the TEA-C for review and comment.

All changes to Committee activities, programs, and the GITC Handbook shall be approved by the Committee and by the CON-C before taking effect.

#### **5.5.7 Approval of P&Ps**

All changes to these Committee P&Ps and the GITC Handbook shall be approved by the Committee and by the CON-C before taking effect.

## **6. INDUSTRY AND STANDARDS ACTIVITIES COUNCIL (ISA-C) AND BOARDS/STANDING COMMITTEES THEREOF**

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## **6.1 Industry and Standards Activities Council**

### **6.1.1 Purpose**

The Standards Activities Council is responsible for all ComSoc-sponsored, ANSI accredited standards development activities under umbrella of the IEEE Standards Association as well as for standards-related technical activities within ComSoc.

The Standards Activities Council oversees the work of Director of Standards Development and Director of Standardization Programs Development, and their respective Boards.

### **6.1.2 Organizational Structure**

The Standards Activities Council is chaired by the Vice President - Standards Activities. Council members include the Vice President – Technical Activities, Directors who report to Vice President – Standards Activities, Namely Director of Standards Development and Director of Standardization Programs Development, and the Chairs of all Standards and Standardization Programs Committees that report to the Standards Activities Council Directors. All Council members shall be members of IEEE and ComSoc, Graduate Student grade or higher.

The two Boards that report to the Standards Activities Council are: Standards Development Board (CSDB) and Standardization Programs Development Board (SPDB). In addition the Standards Development Board, as a standards sponsor Committee, reports directly to IEEE-SA Standards Board.

These Policies and Procedures are superior to the P&Ps of each Standards Activities Board P&Ps except for the portions that pertains to standards development sponsor P&Ps. Standards Development Sponsor P&Ps are subject to the governing documents hierarchy and the P&P approval process put forth by IEEE Standards Association.

Both directors are appointed by the ComSoc president in consultation with VP Standards Activities and VP Technical Activities for the term of two years concurrent with the term of the ComSoc president and can each be reappointed for one more term.

### **6.1.3 Standards Development Activities**

In the area of Standards Development Council's objective is to strive for development of communications and networking standards portfolio across the entire technical scope of ComSoc as reflected in the charters of all ComSoc Technical Committees and Emerging Technology Subcommittees. It is highly desirable to leverage the expertise residing in ComSoc communities for project development, e.g. by participation in study groups as well as support of standards development when requested and on discretion of Working Groups.

### **6.1.4 Standardization Programs Development Activities**

In the area of Standardization Programs Development the objective is to foster pre-standardization and standards-related technical activities. The scope of this activity includes but not limited to:

- standards-related meetings and conferences
- standards-related feature topics and FT series
- standards-related special issues of ComSoc Journals
- creating standards-related publications
- creation and oversight of research projects
- sponsorship of projects under IEEE-SA Industry Connections program

### **6.1.5 Budgets**

In its operation the Standards Activities Council should aim to ensure ability to participate in standards development governance of all interested and qualified ComSoc members that have material and/or

professed interest in standards. Those ComSoc members who are not employed (temporarily or retired) or employed by industrial or academic institutions having no material interest in standards may be materially supported by Council budget in their volunteer activities that are strictly related to IEEE/ComSoc standards governance and not to standards development, i.e. not for participation in standards Working Groups or in standards ballots.

It is expected that standard sponsor committees are financially self-sufficient and require no subsidy from the Council to operate. Only Standards Activities Council and Boards members and other volunteers, non-materially interested in standards activities, are eligible for support from the Standards Activities Council budget and strictly for activities related to IEEE/ComSoc standards governance or IEEE/ComSoc standards-related technical activities.

Budget allocated to Standards Activities Council by ComSoc BoG is managed by the VP-Standards Activities who is financially accountable to ComSoc BoG.

The treasury of the Standards Development Board that consists of funds collected from its Standard Committees, Sub-groups, and Working Groups are managed by the Director of Standards Development who is financially accountable to IEEE-SA Standards Board.

### **6.1.6 Meetings and Reporting**

Standards Activities Council shall hold face-to-face meetings in conjunction with BoG meetings. Interim meetings can be conducted via TELECON or online means. The quorum for face-to-face and TELECON meetings is 50% of Council membership. A web-based repository of P&P, meeting announcements and supporting documents shall be maintained. Face-to-face meeting announcements and agenda should be distributed at least to the Council members at least 2 weeks in advance. TELECON and online meetings may be announced and agenda distributed at least one week in advance.

Each Board is to produce progress reports at least 3 weeks in advance of each ComSoc OpCom and BoG meetings. In case Vice President-Standards Activities is not able to attend ComSoc BoG, OpCom, or Management Retreat meetings, VP-SA may designate one of the directors to attend on his behalf (subject to consent of ComSoc president).

### **6.1.7 Staff Support**

- Standards Activities may utilize ComSoc staff support as needed for functions that are not possible to perform by volunteers.
- Staff support for operation of CSDB and its sub-group sponsor committees and working groups shall be only by IEEE-SA staff.
- Legal support of standards activities shall be obtained only via IEEE-SA staff liaison or other designated IEEE-SA staff. Any other scenario for legal support can be only with permission of ComSoc president or ComSoc Executive Director.

### **6.1.8 Appeals and Complaints**

- Standards Activities Council will consider complaints related to standards activities operation except for those that are related to standards development and standards development governance.
- Complaints and appeals, technical or procedural, related to operation of CSDB as a sponsor committee and any technical or procedural complaints and appeals related to standards development shall be only considered by CSDB and from there shall escalate to IEEE-SASB.

## **6.2 Industry Outreach Board**

Work in progress

## 6.3 Standards Development Board

NOTE: These P&Ps shall be approved by IEEE-SA

### 6.3.1 Introduction

In today's market, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a [Sponsor](#). It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures.

Adherence to these Policies and Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Policies and Procedures outline the orderly transaction of standards activities of the IEEE Communications Society Standards Development Board. Herein after referred to as "the Sponsor" or appropriate related form. For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Policies and Procedures has a right to participate by:

- Expressing a position and its basis
- Having that position considered,
- Appealing if adversely affected

Due process allows for equity and fair play. In addition, due process requires openness and balance (i.e., the standards development process should strive to have a balance of interests and not to be dominated by any single interest category). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document, in the following order:

- [New York State Not-for-Profit Corporation Law](#)
- [IEEE Certificate of Incorporation](#)
- [IEEE Constitution IEEE Bylaws IEEE Policies](#)
- [IEEE Board of Directors Resolutions](#)
- [IEEE Standards Association Operations Manual](#)
- [IEEE-SA Board of Governors Resolutions](#)
- [IEEE-SA Standards Board Bylaws](#)
- [IEEE-SA Standards Board Operations Manual](#)
- [IEEE-SA Standards Board Resolutions](#)

Policies and Procedures of IEEE Communications Society Standards Development Board

IEEE Communications Society Standards Development Board Resolutions

Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the Sponsor are hierarchically superior to other documents of the Sponsor. *Robert's Rules of Order Newly Revised*

(RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

### 6.3.1.1 IEEE Sponsor scope

COM/SDB sponsors standards in Communications and Networking technologies and applications. These include the technical domains and interests reflected in the scope of IEEE Communications Society Technical Committees:

- Ad Hoc and Sensor Networks
- Cognitive Networks
- Communications and Information Security
- Communications Quality and Reliability
- Communications Software
- Communications Switching and Routing
- Communications Systems Integration and Modeling
- Communication Theory
- Computer Communications
- Data Storage
- e-Health
- High-Speed Networking
- Information Infrastructure and Networking
- Internet
- Multimedia Communications
- Network Operations and Management
- Optical Networking
- Power Line Communications
- Radio Communications
- Satellite and Space Communications
- Signal Processing and Communications Electronics
- Tactical Communications and Operations
- Situation Management
- Transmission, Access, and Optical Systems
- Wireless Communications
- Emerging Technical Subcommittees:
  - Applications of Nanotechnology in Communications
  - Autonomic Communications
  - Cable Networks and Services
  - Green Communications and Computing
  - Human Centric Communications
  - Integrated Fiber and Wireless Technologies
  - Nano-Scale, Molecular, and Quantum Networking
  - Peer-to-Peer Networking
  - Social Networks
  - Vehicular Networks and Telematics Applications

### 6.3.1.2 Organization of the Sponsor

The Sponsor shall consist of officers (see Clause 3), and other members.

### 6.3.2 Responsibilities of the Sponsor

The Sponsor shall be responsible for at least the following:

- Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor.
- Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
  - Approving Project Authorization Requests (PARs) from a subgroup or the Sponsor
  - Submitting a proposed PAR to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Sponsor shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual
  - Submitting draft standards from a subgroup or the Sponsor to the IEEE-SA for Sponsor ballot.
- Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
- Acting on other matters requiring Sponsor effort as provided in these procedures
- Cooperating with other appropriate standards development organizations
- Protecting against actions taken in the name of the Sponsor without proper Sponsor authorization
- Limiting distribution of the membership roster to appropriate parties
- Communicating with the IEEE-SA Standards Board on specific Sponsor activities as needed
- Handling appeals as described in Clause 9
- Leveraging expertise residing in IEEE Communications Society Technical Committees for standards portfolio development and operational needs of the Sponsor, its subgroups, and working groups

#### 6.3.2.1 Sponsorship

The Sponsor is responsible for the development and coordination of standards project(s) including their maintenance after their approval as standard(s) by the IEEE-SA Standards Board. Specifically, the Sponsor is responsible for those IEEE-SA Standards Board approved project(s) for which the Sponsor has been identified or assigned as either the sole sponsor or a joint sponsor. The development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

##### 6.3.2.1.a Joint-Sponsor responsibility/accountability

The Sponsor shall complete a joint sponsorship agreement for jointly sponsored projects.

### 6.3.3 Officers

There shall be a Chair, a Vice Chair, a Treasurer and a Secretary. A person may simultaneously hold the positions of Treasurer and another office, other than Chair.

The officers shall be members of any grade of the IEEE and IEEE Communications Society, and members of the IEEE-SA (IEEE-SASB Bylaw 5.2.1). The officers shall organize the Sponsor; oversee the Sponsor's compliance with these Policies and Procedures; and submit proposed documents approved by the Sponsor (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall read the training material available through [IEEE Standards Development Online](#).

#### 6.3.3.1 Election or appointment of officers

After appointment of the Sponsor Chair (a.k.a. the IEEE Communications Society Director of Standards Development) by the IEEE Communications Society President, the Sponsor Chair shall appoint a Vice Chair, Treasurer, and Secretary for a two-year term.

The term of each office shall be two calendar years. The service of the Chair shall not exceed two consecutive terms. The Vice Chair, Treasurer, and Secretary may serve consecutive two-year terms until a successor is appointed.

### **6.3.3.2 Temporary appointments to vacancies**

If an office other than the Chair becomes vacant for any reason (such as resignation or removal), a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment for the vacated office shall be made in accordance with requirements in Clause 3.0 and Clause 3.1, with the term of the appointment to be until the end of the Chair's term.

### **6.3.3.3 Removal of officers**

An officer (other than the chair) may be removed by a two-thirds vote of the voting members of the Sponsor. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

### **6.3.3.4 Responsibilities of officers**

The officers of the Sponsor shall manage the day-to-day work of the Sponsor. The officers are responsible for implementing the decisions of the Sponsor and managing the activities that result from those decisions.

#### **6.3.3.4.a Chair**

The responsibilities of the Chair shall include

1. Leading the activity according to all of the relevant policies and procedures
2. Forming study groups, as necessary
3. Being objective
4. Entertaining motions, but not making motions
5. Not biasing discussions
6. Delegating necessary functions
7. Ensuring that all parties have the opportunity to express their views.
8. Setting goals and deadlines and adhering to them
9. Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
10. Seeking consensus of the Sponsor as a means of resolving issues
11. Prioritizing work to best serve the Sponsor and its goals
12. Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and [IEEE-SA Copyright Policy](#) (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>)
13. Submitting approved Sponsor P&P to the IEEE-SA Standards Board Audit Committee (AudCom – <http://standards.ieee.org/board/aud/index.html>)
14. Ensuring that each Working group has a set of P&P approved by the Sponsor. The chair will provide the Working group P&Ps to AudCom upon request.
15. Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups.
16. Review all requests for funding received from volunteers or third parties



17. Determine whether the request for funding is compliant with the requirements of participation in standards governance (in the Sponsor and IEEE-SA on behalf of IEEE Communications Society) as well as in activities supporting standards governance by the qualified IEEE Communications Society volunteers who are:
  - o Neither personally materially interested in standards that are within technical scope of IEEE Communications Society;
  - o Nor employed by organizations, including academic, governmental, non-profit, or commercial entities, with a material interest in standards that are within the technical scope of IEEE Communications Society;
  - o Nor affiliated with organizations, including academic, governmental, non-profit, or commercial entities, for the purpose or the activities related to standards that are within the technical scope of IEEE Communications Society.
18. Usage of treasury funds shall be limited to the activities related to IEEE Standards Governance within IEEE Communications Society or in IEEE-SA on behalf of IEEE Communications Society.
19. Determine whether sufficient funds exist in the COM/SDB treasury funded by a surcharge on meeting attendance fee for all the Sponsor Subgroups, Working Groups, and Standards Committees as specified in Clause 6.4
20. Approve or deny the request for funding. In case the request for funding is denied, the chair shall inform the requester about the reasons for denial.
21. Review the expense report and approve or deny dispensing of funds to cover the volunteer expenses
22. Within one week of receiving a funding request, report to the COM/SDB members the nature of the request, and the Chair's decision with respect to funding the request

#### **6.3.3.4.b Vice-Chair**

The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

#### **6.3.3.4.c Secretary**

The responsibilities of the Secretary include:

1. Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before face-to-face meetings and seven calendar days before teleconferences
2. Distributing the agenda at least 14 calendar days before face-to-face meetings and seven calendar days before teleconferences—notification of the potential for action shall be included on any distributed agendas for meetings
3. Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
4. Creating and maintaining the participant roster and submitting it to the IEEE Standards Association annually
5. Being responsible for the management and distribution of Sponsor documentation
6. Maintaining lists of unresolved issues, action items, and assignments
7. Recording attendance of all attendees
8. Maintaining a current list of the names of the voting members and distributing it to the members upon request
9. Forwarding all changes to the roster of voting members to the Chair
10. Conducting face-to-face and electronic voting

#### **6.3.3.4.d Treasurer**

Treasurer shall:

1. Maintain a budget
2. Control all funds, including any into and out of the Committee's bank account
3. Follow IEEE policies concerning standards meetings and finances
4. Adhere to the [IEEE Finance Operations Manual](#)
5. Use IEEE concentrated banking for all the Sponsor funds
6. Receive approval from the Chair and otherwise follow appropriate IEEE-SA policies before dispensing any funds
7. Report all financial activities of the Sponsor using IEEE-SA mandated policies and methods including preparation of the L50-S report for COM/SDB and submittal to the chair
8. Prepare an annual report to the Sponsor on collected and distributed funds and if necessary, request the Chair to convene a meeting to review and adjust the surcharge percentage rate

### **6.3.4 Membership**

#### **6.3.4.1 Voting membership**

Each voting member is expected to attend meetings as defined in this clause. COM/SDB has a fixed number of voting members per ComSoc Bylaws, Section 6.5.11. The Sponsor Chair shall appoint voting members in addition to the other officers for a two-year term. Voting members shall be members of any grade of the IEEE and IEEE Communications Society, and members of the IEEE-SA. If a voting membership becomes vacant for any reason (such as resignation or removal), an appointment shall be made by the Chair for a period till the end of the Chair's term. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements. Voting members are eligible to vote during the first and second meetings. At subsequent meetings, voting eligibility requires attendance of at least one of the two immediately previous meetings.

Non-voting members and advisers can also be appointed. The IEEE Communications Society Vice President for Standards Activities is automatically an ex-officio of COM/SDB. Non-voting members of COM/SDB can make and second motions.

#### **6.3.4.2 Application**

A request for membership shall be addressed to the Chair, indicating the applicant's professed and/or material interest in the Sponsor's work, qualifications, and willingness to participate actively.

Priority to serve as voting members of COM/SDB shall be given in the order of descending priority to (i) chairs of Standards Committees and Subgroups created by COM/SDB, (ii) chairs of Working Groups directly reporting to COM/SDB, (iii) IEEE Communications Society Standards Activities volunteers, and (iv) IEEE Communications Society Technical Activities volunteers with current or recent IEEE standards governance experience.

#### **6.3.4.3 Review of membership**

The Chair shall review the voting membership list at every meeting. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1. When a voting member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action which may include termination of membership.

#### **6.3.4.4 Membership roster**

The Secretary shall maintain a current and accurate Sponsor roster. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, and IEEE-SA staff unless all Sponsor members have submitted their written approval for such distribution. The roster shall include the following:

- Title of the Sponsor and its designation
- Scope of the Sponsor
- Officers: Chair, Vice Chair, Secretary, Treasurer
- Members: for all, name, e-mail address, affiliation and membership status.
- For each subgroup: subgroup title, Chair, and names, e-mail addresses, and affiliations of all members

#### **6.3.4.5 Membership public list**

The Secretary shall maintain a current and accurate Sponsor membership list. The membership list may be posted on the Sponsor web site and may be publically distributed. The membership list shall be limited to the following:

- Title of the Committee and its designation
- Scope of the Committee
- Officers: Chair, Vice Chair, Secretary, Treasurer
- Members: (for all) -- name and affiliation

### **6.3.5 Subgroups, Study Groups and Working groups created by the Sponsor**

#### **6.3.5.1 Administrative subgroups**

When one or more subgroups is formed to expedite the administrative work of the Sponsor (e.g., AdCom, ExCom), its formation (and later disbandment) requires a majority vote of the Sponsor as defined in Subclause 7.1.

#### **6.3.5.2 Working groups – Individual Method**

Standards Working groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such Working groups shall maintain a membership roster and shall comply with the provisions for preparing standards. The Sponsor shall appoint the Working group chair.

The Sponsor shall ensure that all Working groups adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

#### **6.3.5.3 Working groups – Entity Method**

If a Working group being formed has entity-based membership, the Sponsor shall ensure that the entity standards Working group adopts procedures consistent with the [IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working groups](#). In addition, the Sponsor reviews amendments to the Policies and Procedures for Corporate Standards Working groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

#### **6.3.5.4 Standards study groups**

When a Sponsor is presented with a proposal concerning a standards development project, the Sponsor may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. The life of a Standards Study Group is limited to 6 months, and may be extended once for up to 6 more months, with approval by a majority vote of the Sponsor. If the proposal merits formation of a project, the Study Group will draft a PAR for consideration by the Sponsor.

Groups shall refer to the approved Study Group guidelines on how a Standards Study Group shall conduct business and the criteria it shall apply to consideration of a proposal. Guidelines located at <http://standards.ieee.org/develop/corpchan/studygrp.pdf>.

A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board.

#### **6.3.5.5 Other subgroups**

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees, and writing groups) require approval by a majority vote of the Sponsor. The

Chair of a subgroup shall be appointed by the Chair of the Sponsor or decided by nomination and election. The scope and duties delegated to the subgroup shall be approved at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

- The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).
- The subgroup is responsible for assisting the Sponsor (e.g., drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

COM/SDB can form a sponsor subgroup, which shall be identified as a Standards Committee, and its title shall reflect its technical scope. The motion to set up a Standards Committee, its technical scope, its financial obligations to COM/SDB, appointment of its initial Chair, and mandate to operate initially under these Policies and Procedures as well as issuing a request to the IEEE-SASB for approval of the Standards Committee as a sponsor requires a two-third vote.

These Standards Committees, if approved by the IEEE-SA Standards Board as sponsors, shall operate autonomously and communicate and report directly to the IEEE-SA Standards Board while COM/SDB shall retain a coordinating function including monitoring subgroup activities, scope change approval, approval of disbandment of the subgroup, and mediation of the scope among subgroups. For the purpose of standards development, COM/SDB shall act as a sponsor of last resort and shall refer relevant-to-the-subgroup projects to appropriate subgroups for their consideration.

#### **6.3.6 Meetings**

Sponsor meetings may be conducted either exclusively in-person or in-person with one or more participants contributing via electronic means, or exclusively via electronic means. Sponsor meetings shall be held, as decided by the Sponsor Chair, or by petition of 5 or more voting members, to conduct business such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source. A meeting notice shall be distributed to all members at least 30 days in advance of face-to-face meetings and at least seven days in advance of teleconferences. A meeting agenda shall be distributed to all members at least 14 days in advance of face-to-face meetings and at least seven days in advance of teleconferences. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings. At least two face-to-face COM/SDB meetings per year shall be held in conjunction with the IEEE Communications Society Board of Governors meetings.

Note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend, however some meetings may occur in Executive Session (see Clause 6.3).

##### **6.3.6.1 Quorum**

A quorum shall be identified before the initiation of Sponsor business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Clause 7.4. When the voting membership is less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. When the voting membership is 50 or more voting members, a quorum shall be defined as 10% of the current total voting membership or 26, whichever is greater.

Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

#### **6.3.6.2 Conduct**

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

All Working group participants shall act in accordance with all IEEE Standards policies and procedures.

#### **6.3.6.3 Executive session**

Meetings to discuss personnel or sensitive business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

#### **6.3.6.4 Meeting fees**

The Sponsor may charge a meeting fee to cover the expenses of the Sponsor. The fee shall not be used to restrict participation by any interested parties. The Sponsor Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Sponsor has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Sponsor Chair for a partial or complete waiver of the meeting fee. The Chair and Treasurer shall make the decision to grant such relief. These discussions shall remain private.

A portion of meeting attendance fees (if collected) of all Standards Committees and Subgroups created by COM/SDB and all Working Groups under Standards Committees, Subgroups, and COM/SDB shall be collected for COM/SDB standards governance activities as follows:

- The surcharge shall be a fixed percentage of the collected meeting attendance fees. The percentage rate shall be the same for all the COM/SDB Subgroups, Working Groups, and Standards Committees. The percentage rate shall be reviewed annually by COM/SDB and may be adjusted annually as needed, but shall never exceed 5% of the collected meeting attendance fees.
- The surcharge amounts shall be transferred by Subgroup's, Working Group's, and Standards Committee's treasurers to the COM/SDB treasury within two weeks upon collection or meeting adjournment date, whichever comes last.
- Financial activities of COM/SDB shall be handled and reported using the IEEE-SA mandated policies and methods.
- COM/SDB shall oversee all financial transactions and expense reporting.

#### **6.3.6.5 Minutes**

The minutes shall record the essentials, including the following:

- Name of group
- Date and location of meeting
- Officer presiding, including the name of the secretary who wrote the minutes
- Attendance, including affiliation
- Call to order, Chair's remarks
- Approval of minutes of previous meeting
- Approval of agenda
- Technical topics
  - Brief summary of discussions and conclusions
  - Motions, including the names of mover and seconder

- Items reported out of executive session
- Next meeting--date and location

Copies of handouts and sub-committee reports may be included in the minutes or made available as separate items.

### **6.3.7 Vote**

#### **6.3.7.1 Approval of an action**

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 (majority), and 7.1.2 (two-thirds). The “majority, two-thirds vote” is defined as one of the following:

- At a meeting (including teleconferences) where quorum has been established, a vote carried by majority (or two-thirds) approval of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions) by the voting members in attendance.
- By electronic means (including email), a vote carried by majority (or two-thirds) of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions), provided a majority of all the voting members of the Sponsor responded.

##### **6.3.7.1.a Actions requiring approval by a majority vote**

The following actions require approval by a majority vote:

- Formation or modification of a subgroup, including its procedures, scope, and duties
- Disbandment of subgroups
- Approval of minutes
- Authorization of a Sponsor ballot
- Approval to jointly sponsor a project (PAR). See Clause 2.1.1

##### **6.3.7.1.b Actions requiring approval by a two-thirds vote**

The following actions require approval by a two-thirds vote:

- Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof
- Approval of public statements
- Approval of change of the Sponsor scope\*
- Approval of termination of the Sponsor\*
- Removal of an officer except the Chair
- Approval of creation of a Standards Committee
- Approval of change of scope of a Standards Committee
- Approval of disbandment of a Standards Committee

\* Following Sponsor approval, items require notice to the IEEE-SA Standards Board.

#### **6.3.7.2 Approval of moving a draft standard to Sponsor ballot**

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Sponsor for approval. The Sponsor may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote.

To assist the Working Group, the Sponsor, at its sole discretion, may conduct an expert review of the Draft Standard. The expert review team shall be composed of industry and/or academia experts that have subject-matter knowledge and professed, but not material, interest in the standard. The expert review team shall only provide technical advice and assistance to the Sponsor regarding the Draft Standard’s readiness for Sponsor ballot.

### **6.3.7.3 Proxy Voting**

Proxy voting is not allowed for the Sponsor operations, but can be practiced by the Working Groups at their discretion.

### **6.3.7.4 Voting between meetings**

At the discretion of the Chair, the Sponsor shall be allowed to conduct voting between meetings by the use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of [IEEE Bylaw](#) I-300.4(4).

## **6.3.8 Communications**

All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the source of the correspondence.

### **6.3.8.1 Formal internal communication**

If correspondence between sub-committees or between Working groups of different sub-committees involves issues or decisions (that is, non-routine matters) affecting other sub-committees, copies shall be sent to all affected sub-committee Chairs and the Sponsor officers.

### **6.3.8.2 External communication**

Inquiries relating to the Sponsor shall be directed to the Chair, and members shall so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

### **6.3.8.3 Public statements for standards**

All Sponsor public communications shall comply with the policies of the IEEE-SA Standards Board Operations Manual.

Individuals making public statements that have not been approved by the Sponsor shall state that they are speaking as individuals.

#### **6.3.8.3.a Sponsor public statements**

Sponsor public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures.

#### **6.3.8.3.b Subgroup public statements**

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Sponsor.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.

#### **6.3.8.3.c Public statements to be issued by other entities**

If the Sponsor wishes to go to another IEEE entity (as defined in Section 15 of the [IEEE Policy and Procedures](#)) to have that entity offer a public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon Sponsor approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

### **6.3.8.4 Informal communications**

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE- SA, or the Sponsor.

#### **6.3.8.5 Standards publicity**

The Sponsor is encouraged to prepare press releases and other forms of publicity to promote their activities. Please see Clause 5.1.4 of the IEEE-SA Standards Board Operations Manual for further instructions.

#### **6.3.9 Appeals**

The Sponsor recognizes the right of appeal on procedural grounds. Technical appeals are referred back to the sub-committee or Working group. Every effort shall be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor is performed in an identifiable manner.

The Sponsor shall not consider any claim that

- is based solely on ethical considerations;
- does not seek to amend or reverse a decision related to the development or approval of a standard;
- does not recommend remedial action, or recommends remedial action not allowed by current Sponsor and IEEE-SA policies and procedures.

Also COM/SDB shall not consider any claim that is made against a Standards Committee created by COM/SDB and approved by IEEE-SASB as a sponsor or any of its subgroups or Working Groups.

IEEE-SASB Operations Manual takes precedence over these Policies and Procedures. Thus in case of absence in these Policies and Procedures of any procedural issues related to appeals the IEEE-SASB Operations Manual shall be consulted.

##### **6.3.9.1 Appeal brief**

The appellant shall file a written appeal brief with the Sponsor Secretary within 30 days after the date of notification of action or following an appeal panel final decision from a subordinate committee. The appellant shall first have exhausted the appeals procedures of any relevant subordinate committees prior to filing an appeal with the Sponsor. The appeal brief shall state the nature of the objection(s) including any adverse effects, the clause(s) of the procedures or the standard(s) that are at issue, actions or inaction that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts, including all subordinate appeals, to resolve the objection(s) and the statement of outcome/decision of each, including a sequence of events of these efforts, shall be provided. The appellant shall include documentation supporting all statements in the appeal brief.

All issues regarding the action or inaction of the Sponsor shall be filed together in one appeal. The Secretary shall send the appellant a written acknowledgment of receipt of the appeal brief within five days of such receipt. The Sponsor shall review the appeal brief and determine within ten days of receipt of the appeal brief whether the appeal should be heard by the Sponsor.

If the Sponsor determines that the Sponsor should hear the appeal, the Secretary shall, within 20 days of receipt of the appeal brief, send the appellee a copy of the appeal brief and acknowledgment, and shall send the appellant and appellee a written notice of the time and location of the hearing (“hearing notice”) with the Appeal Panel.

The hearing with the Appeal Panel shall be scheduled at least 60 days after mailing of the hearing notice by the Secretary. New evidence meeting the requirements of 9.4 shall be provided at least two weeks before the date of the Appeal Panel hearing.

##### **6.3.9.2 Reply brief**

Within 45 days of receipt of the hearing notice, the appellee may send the appellant and the Secretary a written reply brief, which specifically and explicitly addresses each allegation of fact in the appeal brief to the extent of the appellee's knowledge. If the appellee furnishes a reply brief, the brief shall include documentation supporting all statements contained in the reply brief.



### **6.3.9.3 Appeal Panel**

The Sponsor Chair shall appoint from the Sponsor voting and non-voting members an Appeal Panel consisting of a chair and two other members who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decisions made concerning the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the appellee. If the parties to the appeal cannot agree on an Appeal Panel within a reasonable amount of time, the matter shall be referred to the Sponsor, which shall appoint the members of the Appeal Panel. If an Appeal Panel member resigns or is removed from the Appeal Panel at any time before the appeal hearing, then the Sponsor Chair shall appoint a replacement from the Sponsor members. The replacement shall be subject to the acceptability criteria described above.

The Secretary shall send a notice to the appellant and appellee on the acceptability of the Appeal Panel.

### **6.3.9.4 Conduct of the hearing**

The number of participating (i.e., speaking) representatives for each of the parties to the appeal is limited to a maximum of three. Other individuals may attend the hearing, but will not be permitted to address, or be addressed by, the Appeal Panel or either of the parties to the appeal at any time (including during the question and answer period). No recordings or verbatim transcriptions of the hearing are allowed.

The Appeal Panel may call an Executive Session before, during the course of, or following an appeal hearing to consider its action on a specific appeal.

Appeals Panel shall conduct hearing only in a face-to-face session. Representative of Appellant and Appellee shall be personally present at the hearing. Other speakers on Appellant and Appellee sides may participate remotely by Audio only or by Audio/Video conferencing but only upon agreement by Appeal Panel Chair, the Appellant, and the Appellee, The request directed to the Sponsor Secretary, for remote participation shall be made within 14 days after hearing announcement and shall be made known to the Appeal parties within five days. The decision regarding acceptance of remote participation shall be made with seven days upon request.

No party to an appeal may communicate with any member of the Appeal Panel regarding the appeal while the matter is pending (i.e., from the time of filing of the appeal brief to finalization of the Appeal Panel decision).

The appellant has the burden of demonstrating adverse effects, improper action(s) or inaction, and the efficacy of the requested remedial action. Each party may adduce other pertinent arguments, and members of the Appeal Panel may address questions to individuals. The Appeal Panel shall only consider documentation included in the appeal brief and reply brief, unless

- Significant new evidence has come to light; and
- Such evidence reasonably was not available to the appellant or appellee, as appropriate, at the time of filing; and
- Such evidence was provided by the appellant or appellee, as appropriate, to the other parties as soon as it became available.

Prior to the hearing, the members of the Appeal Panel may convene to review the ground rules before the participants appear.

### **6.3.9.5 Appeals Panel decision**

The Appeal Panel shall not consider technical matters or make findings with respect to ethical rules, but shall limit its consideration to procedural matters. The Appeal Panel shall render its decision, based upon majority vote of the Appeal Panel (Appeal Panel members shall vote to find in favor of the appellant or the appellee and shall not abstain), in writing within 30 days of the hearing, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- Finding for the appellant, remanding the action to the appellee, with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- Finding against the appellant, with a specific statement of the facts that demonstrate that appellant failed to meet its burden to demonstrate that fair and equitable treatment of the appellant was not taken;
- Finding that new, substantive evidence has been introduced, and remanding the entire action to the appropriate committee for reconsideration.

Appeal panel should exercise its best judgment in keeping the hearings and the Appeal Panel decision within the scope of the Appeal and not issue judgments or recommendations to the parties of the Appeal or to the Sponsor that fall outside of the Appeal scope.

The Appeal Panel Chair, through the Sponsor, shall notify the appellant, the appellee, and the Sponsor members in writing of the decision of the Appeal Panel.

If an Appeal Panel member resigns or is removed after a hearing, then the remaining two members of the Appeal Panel may issue a decision if their decision is unanimous. If it is not unanimous, then the Sponsor Chair shall appoint a replacement from the Sponsor members and a re-hearing shall be conducted.

## **6.4 Standardization Programs Development Board**

### **6.4.1 Scope (from Bylaws, *verbatim*)**

This Board is responsible for launching pre-and post-standardization technical activities, not restricted to those standards being developed by the IEEE. These would include, but not be limited to Research Groups that lead to the discovery of standardization opportunities and, for completed standards, creation of follow-up programs, such as compliance testing, standards education, workshops, conferences, and publications on technical issues that are relevant to standards.

### **6.4.2 Objectives**

The objective of the Standardization Programs Development Board is to foster pre- and post-standardization and standards-related technical activities.

### **6.4.3 Organizational Structure**

The Board reports to the Industry and Standards Activities Council.

Board membership and term limits shall be specified in the Bylaws.

SPDB voting members can exercise their right to vote only if they attended at least one of the two preceding consecutive meetings.

#### **6.4.3.1 SPDB Ad Hoc Committees**

The SPDB Chair can create and disband Ad Hoc Committees to operate within his/her term.

#### **6.4.3.2 SPDB Standing Committees**

Standing Committees can be created as well. Creation and disbandment of Standing Committees require approval of 2/3 of the SPDB membership followed by approval of the Vice President- Industry and Standards Activities.

#### **6.4.3.3 SPDB Task Groups**

SPDB may create task groups by simple majority. These groups may be dedicated to specific tasks, may last for the duration of the task, e.g. beyond the term of the current SPDB. To disband a task group a simple majority vote of the SPDB is required.

#### **6.4.3.4 SPDB Standards Study Groups**

SPDB may initiate a standards study group but, prior to its registration with IEEE-SA, SPDB shall secure sponsorship of the study group by the SDB or its appropriate subgroup or Standards Committee.

## **6.4.4 Activities and Responsibilities**

### **6.4.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the ISA Council
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Shall appoint a Board Vice Chair chosen among the Board voting members. The Vice-Chair shall assume the duties of the SPDB Chair at Board meetings and other occasions if the SPDB Chair is absent or chooses for procedural reasons to temporarily step down from the chair position during the SPDB meeting.

- Shall appoint a Board Secretary chosen among the Board voting members. The Secretary shall support the administration of the Board, including but not limited to the preparation of minutes of Board meetings and the maintenance of the SPDB webpages.
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board

#### **6.4.4.2 Board**

Responsibilities of the Board shall be as specified in the Bylaws and the Industry and Standards Activities Council P&Ps.

#### **6.4.5 Transaction of Business**

All Board business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

#### **6.4.6 Meetings**

- The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in).
- Regular and special Board meetings (in-person or teleconference) shall be called on an as needed basis as specified in the Bylaws and in Clause 2.0 of these P&Ps.

#### **6.4.7 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

The CSPDB supports all ComSoc standards-related technical activities. The scope of this activity includes but is not limited to:

- standards-related meetings and conferences
- standards-related Communications Magazine Feature Topics (FT) and FT series
- standards-related special issues of ComSoc journals
- creation and oversight of standards-related publications
- creation and oversight of research groups
- sponsorship of projects under IEEE-SA Industry Connections program
- fostering activities related to innovation and standards research
- promotion of innovation and standards related research among ComSoc Technical Committees

#### **6.4.8 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the ISA-C before taking effect.

**6.5 Industry Content & Exhibition Standing Committee (ICEC)**

Work in progress

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## **7.1 Member and Global Activities Council**

### **7.1.1 Scope (from Bylaws, *verbatim*)**

The Member and Global Activities Council (MGA-C) is responsible for all Society activities and programs related to members, chapters, membership development, sister and related societies, and Society regions.

### **7.1.2 Objectives**

The MGA-C shall:

- ComSoc member activities and programs for individuals, chapters, and sections assuring cost-effective marketing programs for the Society services, products, initiatives and activities.
- Initiate, stimulate and coordinate the activities of ComSoc members and chapters throughout the four regions of North America (NA), Latin America (LA), Europe, Africa and Middle East (EMEA), and Asia/Pacific (AP).
- Foster the provisioning of ComSoc’s technical, professional development and information services to the ComSoc members in the abovementioned regions.
- Promote the active participation of members throughout the world in ComSoc’s activities.
- Oversee the relations with professional societies internationally, including the signing of agreements with professional societies as well as promoting and coordinating Society/professional-society activities.

The MGA-C oversees the following member activities and programs:

- Chapter Achievement Awards
- Chapter Funding
- Distinguished Visitor Program
  - Distinguished Lecturer Tours (DLTs)
  - Distinguished Speaker Program (DSP)
- Global Communications Newsletter
- IEEE and ComSoc Logos for Chapters
- Membership Development Support Grant
- Regional & Global Chapter Chair Congresses
- Student Competition

### **7.1.3 Organizational Structure**

The Council reports to the BoG.

Council membership and term limits shall be specified in the Bylaws.

The President-Elect and Past President shall be ex-officio non-voting members of the Council.

### **7.1.4 Roles and Responsibilities of Council Members**

#### **7.1.4.1 Vice President**

Duties of the VP-MGA include, but are not limited to, the following:

- Chairs the Council
- Represents the Council on the Board of Governors
- Provides guidance and direction to Council Directors and Committee Chairs in the conduct of their responsibilities

- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Council Vice Chair chosen among the Council voting members
- May appoint additional non-voting members as needed per the bylaws

#### **7.1.4.2 Directors and Standing Committee Chairs**

Duties of the Directors/Chairs of the Boards/Committees reporting to this Council include, but are not limited to, the following:

- Be voting members on the Council
- Represent their respective Boards or Committees on the Council
- Chair their respective Boards or Committees
- Coordinate with ComSoc Staff in the conduct of their responsibilities

#### **7.1.5 Responsibilities of the Council and its Boards/Committees**

##### **7.1.5.1 Council**

The Council works within its scope and executes plans to achieve its objectives, eventually assigning tasks to its Boards and Committees.

The Council shall approve the P&Ps of all its Boards/Standing Committees.

The following activities and programs shall be managed at the Council level:

- Global Communications Newsletter
- IEEE and ComSoc Logos for Chapters
- Regional and Global Chapter Chair Congresses
- Student Competition

##### **7.1.5.2 Boards and Committees**

Scope of the Boards and Standing Committees reporting to this Council shall be defined in the Bylaws.

The programs managed at the Board/Committee level are listed below. The policies for these programs shall be specified in the Board or Committee P&Ps.

The Member Services Board manages the following Member Programs:

- Chapter Achievement Awards
- Chapter Funding
- Distinguished Visitor Program
  - Distinguished Speaker Tours (DLTs)
  - Distinguished Speaker Program (DSP)
- Membership Development Support Grant

Regional Boards (Asia Pacific [AP], Europe-Middle East-Africa [EMEA], Latin America [LA], and North America [NA]) execute plans to engage our members in ComSoc programs and activities in their respective regions.

The Women in Communications Engineering (WICE) Committee promotes the visibility and roles of women communications engineers and provides a venue for their professional growth.

#### **7.1.6 Transaction of Business**

All Council business and Committees/boards thereof shall be conducted in compliance with Clause 2.0 of the ComSoc P&Ps.

##### **7.1.6.1 Meetings and Email**

The Council shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis. The procedure for calling regular or special meetings of the Council and its Boards and Standing Committees shall be specified in the Society Bylaws.

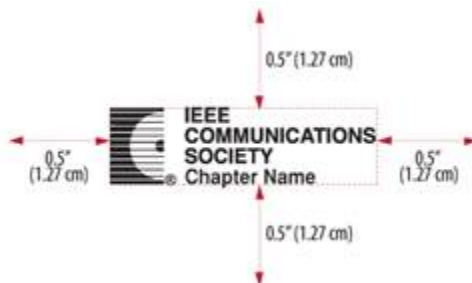
## 7.1.7 Policies of Activities and Programs Managed by the Council

### 7.1.7.1 Global Communications Newsletter (GCN)

- The GCN appears monthly within IEEE Communications Magazine.
- The GCN Editor is appointed by the Director-Magazines in consultation with the VP-MGA.
- The GCN Editor chairs the GCN Editorial Board and appoints Board members who serve as Regional Correspondents.
- Regional Correspondents are responsible for contributing articles to the newsletter. They may write articles themselves or solicit articles from chapters or local entities. In addition, they support contributors in their respective regions in the preparation of articles according to the submission guidelines.
- The GCN Editorial Board manages the newsletter content and selects all articles for each issue.
- Articles published in the GCN are neither technical papers nor technical surveys. Rather, they shall be short articles informing the IEEE ComSoc community about various activities being carried out and organized in all regions by the many volunteers who are the true engine of the IEEE ComSoc. Moreover, major news from the regional telecommunications industry, operators, and academia may be of great interest to our global community.

### 7.1.7.2 IEEE and ComSoc logos for Chapters

- Chapters may use the approved *ComSoc Chapter logo* provided for their chapter for any local chapter activities (such as newsletters, chapter web site, chapter meetings etc.). Individual ComSoc Chapter logos may be found on the ComSoc website for each Region.



Figure

The entire logo image shall be used as a unit with the specified spacing – it is not to be distorted in any way

- For those events which are organized by or co-sponsored by a ComSoc Chapter, it is only the *IEEE logo* which may be used since the event belongs to the IEEE Section for that chapter. The [IEEE Brand Identity Guidelines](#) shall be followed.
- The *Communications Society logo* is reserved *only* for those events approved by the Conferences Council. Reference: [IEEE COMMUNICATIONS SOCIETY BRAND RESOURCES](#)

### 7.1.7.3 Regional & Global Chapter Chair Congresses

- Purpose: Regional Chapter Chair Congress (RCCC) and Global Chapter Chair Congress (GCCC) events are provided as a benefit to ComSoc chapters to facilitate and encourage sharing, feedback, and networking amongst chapter chairs, staff and ComSoc officers.

- Congresses shall be scheduled during the annual budget process and any proposed funding shall be approved by the BoG.
- Regional Directors play a key role in the planning and execution of the RCCCs.
- Congresses shall be organized on a four-year cycle:
  - Year 1: GCCC – all chapter chairs (or representatives) shall be invited
  - Year 2: no congress shall be scheduled
  - Year 3: Up to 4 regional congresses shall be scheduled (one per ComSoc Region)
  - Year 4: no congress shall be scheduled
  - Year 5 becomes Year 1 and the cycle repeats
- The guidelines for Congress planning shall be:
  - A GCCC may be funded no more frequent than every 4 years
  - Up to 4 RCCCs may be funded in Year 3 (or Year 1 if a GCCC shall not be held)
  - Logistics:
    - Allow sufficient lead time for sending invitations to enable chapters to make proper arrangements
    - Arrange necessary meeting space, hotel, food and beverage
    - Collocate Congresses with other ComSoc conferences or meetings if possible
- Chapter Chair (or representative) travel expenses covered by ComSoc:
  - Transportation: shall be booked at the lowest available rates
  - Hotel lodging: 2 nights for RCCC, 4 nights for GCCC
  - Specified meals
  - An IEEE Expense Report (with receipts) shall be submitted to ComSoc Staff and approved by the Director – Member Services

#### 7.1.7.4 Student Competition

- Purpose: The competition *Communication Technology Changing the World*, by the IEEE Communications Society – Member and Global Activities Council, recognizes students or teams of students who demonstrate the capacity to improve the lives of people, through the application of communication technology and the development of projects that meet the human needs of people.
- The Chair of the Student Competition is appointed by the MGA Council
- Members of the Student Competition Committee are appointed by the Chair. Committee membership should represent all ComSoc Technical Committees and ComSoc Regions.
- Policies: Each year in which the Student Competition is held, a page on the ComSoc website shall provide the necessary details for all wishing to participate including:
  - Eligibility – Participant shall be a Student Member or Graduate Student Member of IEEE Communications Society, or form a team with either Student Members or non-student-members that is led by a Student Member. Team members do not need to be from the same country or region.
  - Submission guidelines – as specified on the website
  - Prizes – The team leader or the individual, whose entry is chosen as the top prize, shall be invited to receive his/her prize at the IEEE GLOBECOM conference held the year of the competition. All remaining prizes shall be presented by a local IEEE ComSoc representative
  - Evaluation of entries and selection of the winners – Entries shall be evaluated and ranked by an international judging committee, appointed by the Student Competition Chair.
  - Evaluation Criteria – They shall include: originality, creativity in applying communication technology, social impact on humanity or local community, challenging technical aspects, practical results, and possible application in other parts of the world.

- Notification of prize winners – Winners shall be notified promptly after selections are made. In case a winner does not respond within a reasonable time and cannot be contacted, another winner may be selected.
- Requirements of prize winners – as specified on the website
- Sponsor and funding sources – as specified on the website
- Return of entries – as specified on the website
- Contest Results and Official Rules – as specified on the website

**7.1.8 Approval of P&Ps**

All changes to these Council P&Ps shall be approved by the Council and by the BoG before taking effect.

## **7.2 Members Services Board**

### **7.2.1 Scope (from Bylaws, *verbatim*)**

This Board is responsible for the oversight of all services and programs addressed to members and chapters, and oriented to membership retention and development in the four regions. In particular, this Board is responsible for developing and providing individual-level membership services globally.

### **7.2.2 Objectives**

Activities focus on promoting and furthering the interests of individual members worldwide. Membership development activities, programs, and outreaches target member retention, renewal, recruitment, and recognition. These activities serve ComSoc members worldwide and their implementation is handled in collaboration with the four ComSoc Regional Directors AP, EMEA, LA and NA and ComSoc staff.

### **7.2.3 Organizational Structure**

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

### **7.2.4 Activities and Responsibilities**

#### **7.2.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the MGA Council
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- May appoint additional Board non-voting members as needed per the Bylaws
- May appoint the past Director – Member Services as an ex-officio non-voting members.
- May assume leadership for specific projects, as delegated by the Board

#### **7.2.4.2 Board**

Responsibilities of the Board shall be as specified in the bylaws and the MGA Council/BOG P&Ps.

The Board shall be responsible for developing and offering programs, and member activities that benefit individuals, chapters and sections to:

- Promote community development and activities of common interest
- Engage young members and support leadership development
- Engage industry around the world in membership programs
- Develop and offer programs to serve the industry and academic institutions
- Promote professional development.

The Board oversees the following member activities and programs:

- Chapter Funding
- Chapter Achievement Awards
- Distinguished Visitor Program
  - Distinguished Lecture Tour (DLT)
  - Distinguished Speaker Program (DSP)
- Membership Development Support Grant



## **7.2.5 Transaction of Business**

All Board business shall be conducted in compliance with Clause 2.0 of ComSoc’s P&Ps.

To facilitate follow-through, the Chair or a member of the Board shall assume leadership for specific projects.

Whenever possible, target dates shall be set, and the responsible individual shall prepare periodic ‘update reports’ to the VP-MGA and the Director – Member Services. As needed, progress shall be reported at BoG or OpCom meetings. Reports shall be submitted to the VP-MGA prior to these meetings. When necessary, the VP-MGA shall ask the Director – Member Services and/or a member of his/her Board to provide informal input to the Management Retreat.

To successfully fulfill its goals, the Board must work with and keep ComSoc Staff informed of its activities. Each report prepared by members for Board of Governors meetings shall be copied to ComSoc Staff.

### **7.2.5.1 Meetings and Email**

The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in).

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

## **7.2.6 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

### **7.2.6.1 Chapter Funding**

The key objectives are:

- Increase perceived and real value for ComSoc membership
- Increase membership roster and the membership growth trend

#### **7.2.6.1.a The process**

At the beginning of each year the Chapter Questionnaire requesting updated information for the coming year is e-mailed by ComSoc Staff to Chapter Chairs.

Requests are evaluated and recommendations are made by each Regional Director, based upon a value assigned to each category or type of activity. The Director, in consultation with the Board, is responsible for final approval of each funding request. Once the funds are approved, payment is made directly to the Chapter from the ComSoc Staff office via wire transfer or the IEEE concentration (HOP) bank account.

Starting in 2006, the following changes were made to this program:

- The Questionnaire has been modified: the funding and award portions are integrated in one document. The weights of different parameters that determine the award have been established.
- Prior to being approved for financial support, a chapter must have:
  - an updated web page with a link on the ComSoc web portal (never implemented)
  - and an active mailing list of chapter members hosted by ComSoc
- Funding support above and beyond the annual funding shall be made available to chapters for special projects deemed valuable. Other incentives for chapter initiated special programs are being considered (e.g., special meetings for membership development or membership level upgrade, etc.). Normally, however, the funding is depleted and this additional support does not occur.

## 7.2.6.2 Chapter Achievement Award (CAA) and Chapter-of-the-Year Award (CoYA) Programs

### 7.2.6.2.a Program Objectives

In order to recognize and reward the outstanding achievements of its best chapters from amongst more than 200 chapters worldwide, ComSoc has established the Chapter Achievement Award Program. The program comprises two main awards: four Chapter Achievement Awards (CAA), and one Chapter-of-the-Year Award (CoYA).

The CAA is a regional award recognizing the achievements of the best chapter in a particular ComSoc Region. CoYA recognizes the best ComSoc chapter annually and is selected from amongst the regional CAA winners. Both awards are given on a yearly basis to chapters that provide their members with the highest quality of service in areas of technical activities, public relations, educational services, membership development, job placement support, and services geared toward student members.

### 7.2.6.2.b Award Descriptions

The CAA consists of a \$1000 honorarium and a plaque acknowledging the outstanding performance of the chapter in a particular region.

The CoYA consists of a \$2000 honorarium and a plaque acknowledging the overall superior performance of the highest ranking chapter. The chair (or representative) of this chapter shall be invited to attend and be honored and recognized at the ComSoc Awards Luncheon at IEEE GLOBECOM.

CAA and CoYA award winning chapters shall be cited on the ComSoc web site and in the *IEEE Communications Magazine*.

### 7.2.6.2.c Award Nomination Process

A yearly performance evaluation of chapters and the selection of preliminary candidates from a particular region is managed by each Regional Director and is based on information contained within the yearly Chapter Questionnaire (CQ). The CQ is e-mailed to all chapters in the first quarter of each year and is posted on the ComSoc web site.

To be considered for an award, the completed CQ (with past year chapter activities) shall be mailed to ComSoc Staff by June 1<sup>st</sup> of the current year. The CQ shall describe the following chapter activities during the past year:

1. Technical Activities
  - a. *Technical Programs*: meetings, tours, and conferences.
  - b. *Educational Programs*: multi-session courses, seminars/tutorials, and chapter-organized home-study programs for offering technical training.
2. Public Relations Activities
  - a. *Public Activities*: meetings open to the public on national/local issues promoted in the interest of public affairs. These include chapter/section activities geared towards the general public; activities interfacing with news media or legislators on communications issues; activities advancing the engineering profession or improving communications with chapter members.
  - b. *Student Activities*: must be directed towards current or prospective electrical engineering students or senior high school students; the objective is to encourage electrical engineering careers and enhance the professional-engineering image.
3. Membership Development, Advancement & Awards
  - a. *Membership Development*: activities to increase chapter membership; i.e., programs encouraging engineers, who have recently joined the field, to become actively involved in ComSoc at local or national levels.
  - b. *IEEE Member Advancement*: programs that encourage member advancement or promote recognition of such members (i.e., new IEEE Fellows or Senior Members).

- c. *Award Nominations*: the process of nominating members for IEEE Fellows, IEEE Technical Awards, and ComSoc Career & Service Awards.
- 4. Required IEEE Reports
  - a. Timely submission of meeting reports as required by IEEE ([www.ieee.org/scsreports](http://www.ieee.org/scsreports))
  - b. Reports must be sent to IEEE in compliance with IEEE timeframe.

#### 7.2.6.2.d Award Selection Process

The Regional Directors rank the annual performance of the chapters in their region (based on the CQs prepared by each chapter chair) using the activity importance points (weights) presented below. The three highest ranked chapters in each region are submitted to the Achievements Awards Committee consisting of the 4 Regional Directors, the Director of Member Services, the VP-MGA, and additional members if needed (as determined by the Director). This Committee selects the winners of both the CAA and CoYA with ComSoc Staff acting as advisors when needed.

	<b>Activity</b>	<b>Activity Importance Points</b>
1.	Promote Membership Development	2
2.	3 Activities to promote membership	3
3.	Hold 3 technical meetings	3
4.	Hold educational or public relations program	2
5.	Hold student activity meeting	2
6.	Industry involved in chapter activities	2
7.	Organized full or half day seminar, symposium or conferences	2
8.	Five officers in place/reported: Chair, V-Chair, Treas, Sec., MD	2
9.	Membership Upgrade to Senior & Fellow	1
10.	Participated in a DLT	3
11.	Turned in all IEEE reports on time	1
12.	Others	2
	<b>Maximum points</b>	<b>25</b>

#### 7.2.6.3 Distinguished Lecturer/Speaker Program

Provided as a service to our local chapters, Distinguished Lecturer Tours and individual Distinguished Speaker events may be arranged in response to a request from one or more Chapter Chairs. They may also be initiated by Regional Directors, the Director – Member Services, or the VP-MGA. Although tours and individual lectures are organized to benefit existing members and Chapters, they may also be effective in generating membership and encouraging new chapter formation.

Lecture tours shall be supported as the budget allows in each of our four Regions: Asia/Pacific, Europe-Africa-Middle-East, Latin America, and North America. The Director in each region plays a key role as facilitator. No more than two tours should be allowed per year to each Distinguished Lecturer. Funding shall be in accordance with the following guidelines.

##### 7.2.6.3.a Distinguished Lecturer Tour (DLT) Program - Procedures

Funding (up to approximately \$3000) for DISTINGUISHED LECTURER TOURS (DLT) shall be provided to enable a lecturer to address multiple groups during a lecture tour. Normally, no more than \$1,000 shall be approved for chapters when they organize a DLT and choose a lecturer from the same

ComSoc region. However, ComSoc shall approve an additional allocation (minimal) on a case-by-case basis.

For those chapters that organize DLTs and select lecturers from “other” ComSoc regions (requiring international travel), ComSoc shall approve up to approximately \$3000 per tour. No more than two or three tours of this type should be approved per Region (for example, NA region may invite 2-3 DLs from other regions. LA region may invite 2-3 DLs from other regions, etc.). ComSoc shall be flexible for this type of (international) DLT to enhance our Globalization efforts. DLTs organized using “In-Region” lecturers should continue to be supported as budget allows.

DLT Tours involve a series of lectures – addressing at least three groups in three separate locations within reasonable geographical proximity to each other.

“Grassroots” organizers may be Chapters, Sections, local conference organizers, or even a group of members in an area where no ComSoc chapter exists. Organizers work directly with their Regional Director, who facilitates arrangements and recommends the tour to the Director - Member Services. Tour recommendations should take place at least two months before the tour begins and must include the following:

- Chapters involved in the tour
- Chapter Chairs and e-mail addresses
- If a university is involved, name of school, contact, and e-mail
- Name and e-mail address of Lecturer
- Dates of each lecture
- Location of each lecture
- Estimated cost of lecturer’s air fare

For chapters desiring to host an individual lecture, the chairs may work directly with their Regional Director and DLT Coordinator. Regional Directors and DLT Coordinators shall be proactive in engaging the more passive or inactive chapters in DLT activities to help the chapters attract more members.

- The decision to approve a DLT request is the responsibility of the Director - Member Services with his/her final approval being announced with as much advance notice as possible (preferably two months prior to the tour)
- DLT budget change after the final approval. Please keep in mind that our DLT budget is very limited. The estimated budget for an approved DLT has been allocated from the ComSoc budget. If it appears that some estimated costs will be exceeded, it is imperative that you contact the DLT Coordinator prior to incurring those increased costs as additional approvals must be requested. Additionally, those Chapters participating in the DLT should consider that participation as a commitment since the approved DLT is based on said commitment.
- All arrangements must be made in advance with the local sponsoring groups. The two-month “lead time” is recommended to allow time to obtain visas if necessary, time to advertise, etc.
- As part of the overall program, all lecturers must record their lecture after the tour for the Online Distinguished Lecturers Program. To that end, someone in the ComSoc IT Department shall contact the lecturer regarding recording his/her lecture as a Webinar and the ComSoc Marketing Department shall contact the lecturer about promoting the tour on social media and Facebook pages.
- Funding for a tour is provided, as normally required, to cover a lecturer’s travel expenses. Living expenses, such as lodging and meals, plus transportation to and from the airport, are generally the responsibility of the local chapter. Travel, lodging and meals must be booked at an economic rate acceptable for reasonable business travel. (Funding may include night before/after each lecture as required by the schedule to accommodate needs of local organizers.)

- After recording the lecture for the Online Distinguished Lecturers Program, expenses are then submitted to ComSoc Staff on an IEEE Expense form and approved by the Director - Member Services. Receipts must be provided (in accordance with IEEE and Communications Society rules). The lecturer must not profit financially from the lecture tour. The IEEE Expense form is found at the Distinguished Lecturer web site:

[www.comsoc.org/about/memberprograms/distinguished-lecturers](http://www.comsoc.org/about/memberprograms/distinguished-lecturers)

#### **7.2.6.3.b Distinguished Lecturers Tour (DLT) Organization**

Recommendations for organizing a DLT for local chapter chairs and Distinguished Lecturers:

- First contact the Regional Director or DLT Coordinator responsible for your region: Asia/Pacific, Europe, Middle-East & Africa, Latin America, or North America.
- Organize the DLT around a pre-defined need or around the availability of a lecturer in a geographic region.
- Working with your Regional Director and DLT Coordinator, establish interested local contacts in at least three locations (via IEEE contacts, conference organizers, Chapter Chairs or other contacts if possible) before proceeding to the detailed level of organization or firming up lecturer.
- Give local organizers and the lecturer about two months' notice to arrange the tour. Verify that the logistics are feasible – such as ensuring that it is possible to book connecting travel between sites in the time allowed, etc.
- Schedule talk sites in a geographic pattern that minimizes travel expenses.
- Ask the DLT Coordinator or each local contact to ensure that the following items are addressed to the satisfaction of the lecturer:
  - return transport from airport to lecture site/hotel
  - hotel recommendations where required
  - arranging additional local contacts or meetings for the lecturer
  - providing appropriate tourist information, if lecturer has some spare time
- Brief the lecturer on local details, such as whether organizers are Chapters, a Student Branch, interested group of members (who could be encouraged to form a chapter), or local professionals (who should be encouraged to join the Communications Society). Use the lecturer as an ambassador to encourage membership - using his/her own style.

#### **7.2.6.3.c Distinguished Speaker Program (DSP) – Procedures**

This program involves a Distinguished Speaker already visiting the region and a single day event (lecture/seminar, etc.) organized by a chapter for the members of the chapter.

- A Distinguished Speaker (DS) may be a current or former Distinguished Lecturer, an IEEE Fellow, or a well-known person from industry and/or academia who is not a current or former DL. All Distinguished Speakers (DS) must be approved by the Director-Member Services before the event.
- A Distinguished Speaker Program (DSP) event is supported by up to a maximum amount of \$500.00, which includes the following local expenses only: lodging, meals, transportation, publicity, A/V, copying, etc. All local expense from a DSP shall occur in the same city of the event. Exceptions (such as a train ticket from another city to the event city) shall be approved by the Director-Member Services.
- Before the event, the local chapter identifies a DS (or the DS contacts a local chapter). Then the local chapter contacts the Regional DLT/DSP Coordinator, who, together with the local chapter, works out the details of the event and the expenses. The Regional Director should be in the loop as well. The DLT/DSP Coordinator contacts the Director-Member Services for final approval.

- After the event, the DS shall submit a written event report to ComSoc, which shall be posted on the ComSoc web site. Then the DS sends his/her expense report to ComSoc for reimbursement (all local expense reimbursements shall be submitted by the DS, not the local chapter). Finally, after the event, the local chapter shall evaluate the speaker and provide feedback to the DLT/DSP coordinator and the Director-Member Services.

#### **7.2.6.4 Membership Development Support Grant**

The Membership Development Support Grant (MDSG) has been established to initiate, promote and support activities of individual ComSoc members, local chapters and regions in strengthening the Society, supporting membership development growth, and making the Society a world-wide professional community.

In particular, the MDSG Program has been implemented to achieve the following main objectives:

- ComSoc membership growth
- Member professional development
- Local chapter growth worldwide

The MDSG program shall encourage and support the following activities by regions, chapters and individual members:

- Organization of special events to promote
  - Membership development and retention, including student membership
  - Membership level upgrade
  - Member professional/technical development and growth
  - Participation and connection with industry
  - Establishment of new chapters
  - Outreach to industry and other societies
- Travel funding for members to attend meetings and conferences deemed valuable to ComSoc, including:
  - Local/regional chapter lectures, seminars and workshops
  - MGA Council meetings, Member Services Board meetings, Regional Chapter Chair Congresses (RCCC), and other conferences to support membership development initiatives
  - Outreach to industry, professional, and other societies' meetings/conferences to promote membership growth and members professional development
  - Participation of ComSoc budding leaders in Society activities

##### **7.2.6.4.a The Grant**

The Membership Development Support Grant (MDSG) may be awarded to individual members, chapters or to a region under the following guidelines:

1. The grant shall not exceed \$1,000.
2. Amount of the grant shall be decided on a case by case basis, and based on estimated expenses and value to ComSoc.
3. No more than one grant shall be awarded to an individual or a chapter in a given calendar year.
4. All awardees shall be required to submit a written report outlining the activities supported by the grant

##### **7.2.6.4.b Application & Selection Procedures**

The following MDSG application submission and awarding processes have been established:

1. Individual members, chapters and regions must submit the MDSG Application Form (<http://www.comsoc.org/about/MemberPrograms/MPSG>) to ComSoc outlining the details of the

proposed membership development activity, how the funds shall be used, and the expected value to ComSoc.

2. The application must be received by the Director – Member Services no later than 10 weeks before the event.
3. Applications from individual members and chapters shall be sent to their Regional Director for review and recommendation.
4. All applications, including the applications from the regions shall be sent by the Regional Directors or by a person specifically appointed by the Regional Directors to the Director – Member Services.
5. Applications shall be reviewed and awardees selected by the MDSG Committee. The Director – Member Services shall approve the grant.
6. ComSoc Staff shall notify each MDSG applicant (individual members, chapter or region) of the MDSG Committee’s decision no later than five (5) weeks prior to the event. Awardees shall receive instructions regarding the actual financial procedures for processing the award funds.

**7.2.6.4.c Disbursement of Grant:**

Once approved, honorariums to individuals shall be issued by the ComSoc Finance Manager. Other expenses, travel, lodging, meals, conference room, food, A/V, and other incidental expenses shall be submitted via the IEEE Expense Report form to the ComSoc Finance Manager. ComSoc policies and procedures shall apply in settling and processing any expense requests. Pre-approval of expenses for local lectures or events is required.

An MDSG awardee or the organization awarded must submit a written report highlighting the achievements to the Director – Member Services. The report may be received any time between the event and when the expense report is processed.

**7.2.6.4.d Membership Development Support Grant (MDSG) Committee**

The MDSG Committee reports to the Director – Member Services who chairs the Committee. It consists of three voting members appointed by the Chair in consultation with the VP-MGA. Each member serves a two year term coinciding with that of the Director - Member Services. Members may serve no more than two consecutive terms.

**7.2.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.

### **7.3 Sister & Related Societies Board**

#### **7.3.1 Scope (from Bylaws, *verbatim*)**

This Board is responsible for enhancing Society activities with our Sister and Related Societies (SRS) by developing new programs with SRS and cooperating with SRS in offering Society/SRS products and services globally, and strengthening the Society’s global and professional reach. This includes establishing and maintaining Society relationships on an international, regional, national or local scale with SRS. Where appropriate, enhancing Society SRS activities shall be accomplished through collaboration with IEEE sections/chapters, including Society and non-Society chapters.

#### **7.3.2 Objectives**

The Board shall oversee Society relations with professional societies internationally, and includes agreements with professional societies as well as promoting and coordinating Society/professional-society activities.

##### **Sister Societies**

They are national or international professional/learned communications (or equivalent) associations with status/charter similar to ComSoc, and similar in technical scope. (Examples of Sister Societies are IEICE, Popov).

##### **Related Societies**

They are national or international professional/learned associations with status/charter similar to ComSoc, but complementary in technical scope. (Examples of Related Society are IEEE Computer Society, ISOC).

#### **7.3.3 Organizational Structure**

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

#### **7.3.4 Activities and Responsibilities**

##### **7.3.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the MGA-C
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- May appoint additional Board non-voting members as needed per the Bylaws
- May appoint the Past Director – Sister and Related Societies as an ex-officio non-voting member.
- May assume leadership for specific projects, as delegated by the Board

##### **7.3.4.2 Board**

Responsibilities of the Board shall be as specified in the Bylaws and the MGA Council/BoG P&Ps.

The Board helps in defining strategies and directions for new professional-society agreements, proposes revisions to existing agreements, and proposes renewal agreements for those that shall expire

#### **7.3.5 Transaction of Business**

All Board business shall be conducted in compliance with Clause 2.0 of ComSoc’s P&Ps



Approaches to a professional society are normally made by the Sister & Related Societies Director through a local Communications Society officer, such as a member of the Board of Governors or a local ComSoc Chapter Chair.

The following procedures shall apply:

- A standard agreement form and a standard side-agreement form have been created and are used as starting points for new agreements and renewals. Where different forms of agreement arise, anomalies and inconsistencies must be identified.
- Agreements shall be publicized within the Society to insure that all commitments that have been entered into shall be honored.
- Proposed amendments to agreements as well as agreements under discussion shall be forwarded to the President and VP-MGA for review and approval in consultation with the VP-CON and the VP-PUB.
- Regular contact shall be maintained with each professional society.
- Reciprocal publicity is a key feature in each agreement. Advertisements and articles from (and for) professional societies shall normally be handled by the –VP-PUB and the VP-CON working with the Director – Magazines and ComSoc Staff.

Whenever possible, target dates shall be set, and the responsible individual shall prepare periodic ‘update reports’ to the Vice President. As needed, progress shall be reported at BoG or OpCom meetings. (Reports shall be submitted to the Vice President prior to these meetings.) When necessary, the Vice President shall ask the Director or members of his/her Board to provide informal input to the Management Retreat.

### **7.3.6 Meetings and Email**

The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the Conference calls (with the possibility of remote participation by dial-in), discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

### **7.3.7 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

### **7.3.8 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.

## **7.4 Regional – Asia/Pacific Board (APB)**

### **7.4.1 Scope (from Bylaws, *verbatim*)**

The Asia Pacific Board (APB) is responsible for stimulating, coordinating and promoting the activities of ComSoc members and chapters throughout the AP region.

### **7.4.2 Objectives**

The objectives of the APB shall be:

- APB shall promote the ComSoc membership in the AP region.
- APB shall foster the provision of ComSoc’s technical and information services in the AP region.
- APB shall endeavor converging the interests and opinions of AP regional ComSoc members and reflect them to ComSoc’s policies and procedures.
- APB shall promote the global and regional technical activities in the AP region.
- APB shall collaborate with other ComSoc boards, councils and Committees in the international matters.
- APB shall support ComSoc’s collaboration with the Sister Societies in the AP region.
- APB shall promote and coordinate the ComSoc Chapter activities in the AP region.
- APB shall conduct other related businesses.

### **7.4.3 Organizational Structure**

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

As per the Bylaws, the Board shall have at least 5 voting members in addition to the Chair. The positions available on the Board shall be as listed below although it is at the discretion of the Chair to fill any or all of these positions.

- Up to 3 Vice Director(s)/Chair(s)
- Secretary
- Up to 12 Advisors
- APB Standing Committee Chairs

The AP Director shall be appointed as specified in the Bylaws and requires the APB to submit a list of candidates to the President-Elect during an odd-numbered year. The procedure for creating the list of candidates shall be defined by the APB (see Appendix).

The above Officers shall be appointed for a two year term concurrent with the Director, as specified in the Bylaws. These officers should not serve in the same capacities for more than two consecutive terms, but the Advisors may serve in the same capacity for plural terms

Officers should be appointed taking into account the need for balanced representation reflecting countries/areas, industrial, and academic affiliations.

#### **7.4.3.1 APB Standing Committees**

There shall be five Standing Committees reporting to the APB:

1. Technical Affairs Committee (APB-TAC),
2. Meetings and Conferences Committee (APB-MCC),
3. Information Services Committee (APB-ISC),
4. Membership Development Committee (APB-MDC),
5. Chapters Coordination Committee (APB-CCC).

Each APB Standing Committee shall have a chair and may be supported by Vice Chair(s) and a Secretary. The Standing Committees shall have up to 5 voting members, including Chair, Vice-Chair and secretary. The term of all Standing Committees members is concurrent with the nominal terms of the APB Director. The Vice-Chair(s), the Secretary, and other voting members of the Standing Committees shall be appointed by the AP Director upon recommendation of the relevant Standing Committee Chair.

#### **7.4.4 Activities and Responsibilities**

##### **7.4.4.1 Director**

Duties of the Director shall include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Member & Global Activities Council (MGA-C)
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint Board Vice Chair(s) chosen among the Board voting members
- May appoint additional non-voting members as needed per the bylaws
- May assume leadership for specific projects, as delegated by the Board
- Shall represent ComSoc to the AP Region.
- May appoint ComSoc members as APB representatives to other ComSoc organizations and meetings.
- May appoint the Past Director – APB as an ex-officio non-voting member.
- Shall endeavor to reflect the interests of the ComSoc members in the AP Region.
- Shall distribute information on APB activities to the appropriate ComSoc organizations and meetings.

##### **7.4.4.2 Vice Director(s)/Chair(s)**

The AP Director shall delegate one of the Vice Directors to serve as Chair of the Board when the Director is temporarily available or incapacitated.

##### **7.4.4.3 Secretary**

The secretary shall assist the AP Director through the following activities:

- Coordinate APB meetings by arranging the meeting time schedule, reserving the meeting room and food, and encouraging APB officers and the (potential) AP Regional ComSoc members to attend the meeting.
- Preparing reports for APB meetings
- Record the meeting minutes of the APB meetings.
- Keep all APB documents and records.
- Acting for the Director and attending meetings as requested by the AP Director.
- Gather information from the ComSoc boards, councils, and Committees.
- Coordinate the mutual interests and the cross-boundary issues among APB Committees.
- Keep contacts with the APB officers and the AP office.
- Perform other activities as requested by the Director.

##### **7.4.4.4 Advisor(s)**

The Advisors shall provide advice to the AP Director and other APB officers.

#### **7.4.4.5 Board**

Responsibilities of the Board shall be as specified in the Bylaws and the MGA Council P&Ps.

#### **7.4.4.6 APB Standing Committees**

Each Committee shall perform the chartered functions described below.

##### **7.4.4.6.a Technical Affairs Committee (APB-TAC)**

The APB-TAC shall manage the following technical related activities in cooperation with ComSoc Technical Committees and the other APB Standing Committees:

- Propose technical sessions/workshops for the ComSoc conferences;
- Foster session/workshop organizers from the Asia Pacific Region;
- Solicit qualified reviewers from the Asia Pacific Region and propose them to the Technical Program Committees of ComSoc conferences as required;
- Propose editors and guest editors to the ComSoc publications as required;
- Foster AP members to get directly involved with ComSoc Technical Committee activities;
- Coordinate independent Workshops/Mini-Conferences in the AP region.

The APB-TAC Chair shall represent the APB when interacting with ComSoc's Technical and Educational Council's Boards and Standing Committees, ComSoc's Publications Council's Boards, and other technical organizations.

##### **7.4.4.6.b Meetings and Conference Committee (APB-MCC)**

The APB-MCC shall manage the following meetings and conferences related activities in cooperation with the concerned ComSoc organizations and APB Committees:

- Distribute information on international meetings and conferences related to IEEE ComSoc and its Sister Societies.
- Distribute call for papers and other technical information to AP Regional ComSoc members
- Coordinate and support IEEE ComSoc supported international meetings and conferences in the AP region, including the APCC, ISPACS, EOCC, and APNOMS.
- Pursue the visibility of the APB in the above international conferences.
- Perform their statistical analyses for the ComSoc's major conferences including ICC, GLOBECOM, and INFOCOM, and the above AP Regional conferences.
- Develop empirical knowledge database of the ComSoc's major conferences including ICC, GLOBECOM, and INFOCOM, and the above AP Regional conferences by collecting the meeting reports.

The APB-MCC Chairperson shall represent the APB when interacting with the Conference Council's Boards and Standing Committees, and other international conference organizations and meetings.

##### **7.4.4.6.c Information Services Committee (APB-ISC)**

The APB-ISC shall manage the following information services for the AP Regional ComSoc members in cooperation with the AP Office, APB-MDC, and other ComSoc organizations:

- manage and update the AP Region Homepage to provide new and important information for the AP Regional ComSoc members
- publish and distribute the AP Newsletter
- provide a liaison to the IEEE Global Communication Newsletter (GCN)
- collaborate with the AP Office in information service related matters

The APB-ISC Chair shall represent the APB in contacting the ComSoc Information Technology Department and other IEEE information Service related organizations.

#### **7.4.4.6.d Membership Development Committee (APB-MDC)**

The APB-MDC shall manage the following membership development related matters in cooperation with the AP Office, APB-ISC and other related ComSoc and APB organizations:

- Manage the AP Regional e-mail reflector containing all AP Regional ComSoc members.
- Provide information and analyze statistics related to membership in the AP Region and overall.
- Collaborate with the APB-ISC and the AP Office in relation to information distribution.
- Coordinate with other ComSoc organizations in developing Sister Societies.

The APB-MDC Chair shall represent the APB when interacting with the Member Services Board, and contacting other membership related ComSoc organizations.

#### **7.4.4.6.e Chapters Coordination Committee (APB-CCC)**

The APB-CCC shall manage the coordination among ComSoc Chapters in the AP region and other Chapter related matters:

- Coordinate the activities and services of the ComSoc Chapters in the AP region
- Hold a yearly AP Regional Chapter meeting
- Collaborate with the AP Office in running the Distinguished Lecturer Tour (DLT) Program
- Collaborate with the AP Office in coordinating ComSoc Executives' visit to Chapters

The APB-CCC Chair may represent the AP Director to the AP Chapters, and shall represent the APB when contacting Chapters and other related ComSoc organizations and meetings.

### **7.4.5 Transaction of Business**

All Board business and Committees thereof shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

#### **7.4.5.1 Meetings and Email**

APB meetings shall be held in locations convenient to its members at least twice a year. Unless otherwise notified, the regular APB meetings shall be held during the ICC and GLOBECOM conferences, and temporary meetings may be held during the APCC conference.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

#### **7.4.5.2 Support Office (AP Office)**

##### **7.4.5.2.a Location**

Since July 1995, the IEEE Communications Society has had a permanent office in Singapore (within the IEEE Asia Pacific Limited premises). Its purpose shall be to better serve the ComSoc members in the AP Region.

The Communications Office for the Asia Pacific (or AP Office) is located at

1, Fusionopolis Walk, #04-07

South Tower, Solaris

Singapore 138628

Tel no: (65) 6778-2873, Fax no: (65) 6778-9723, Email: [ieeeeapo@ieee.org](mailto:ieeeeapo@ieee.org)

#### **7.4.5.2.b Operation**

Within the given resources provided by the IEEE Communications Society, the office shall endeavor to support the AP Director and the five APB Committee Chairs to the best of its ability. The support includes:

- assist the Technical Affairs APB Standing Committee in promoting the ComSoc at major ComSoc conferences.
- assist the Meeting & Conference APB Standing Committee in the e-mail distribution of conference announcements to Region 10 Committee members, Council and Section Chairs, and Communications Chapter Chairs for local distribution.
- assist the Information Services APB Standing Committee by contributing articles to the Global Communications Newsletter and supporting the coordination/production of the AP Homepage and the AP Newsletter.
- collaborate with the Membership Development APB Standing Committee on membership promotions in the AP Region.
- assist the Chapter Coordination APB Standing Committee in Chapter related matters. Under special circumstances, the APB-CCC may request the office to host its guest speakers/visitors and coordinate interaction between Chapters and ComSoc for special projects.

#### **7.4.6 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

The APB shall specify the procedure for creating the shortlist of AP Director Candidates to submit to the President-Elect during an odd-numbered year.

##### **7.4.6.1 Asia Pacific Director Candidate Nomination Procedure**

###### **7.4.6.1.a The Candidate Nomination Procedure**

An AP Nomination Committee (AP-NC) shall be established when needed. The AP-NC shall have five voting members.

The current AP Director and the previous AP Director shall be ex-officio voting members of the Nomination Committee, and the previous AP Director as applicable) serves as the chairman of the Nomination Committee.

The other three members of the Nomination Committee shall be recommended by all “active” AP Regional ComSoc members who attended two or more of the last four APB meetings. The chairman of the Nomination Committee shall send e-mails to request recommendations of the three members from all “active” APB members, and then discuss with the current AP Director to select the three members from those recommended. The Nomination Committee must reflect a reasonably balanced representation among different countries/areas, cultures and others. The three members of the Nomination Committee may nominate and be nominated for the post of AP Director.

The names/e-mail addresses of all the five members of the Nomination Committee shall be announced on the e-mail network. Any “active” member may recommend candidates to any of the Nomination Committee members.

The Chairman of the Nomination Committee shall then conduct discussions among the five Committee members via e-mails/conference calls or any other possible means. The Committee shall finally decide one (or two) of the next AP Director candidate(s) and recommend to the ComSoc President-Elect during an odd-numbered year.

###### **7.4.6.1.b AP Director Candidate Qualifications AP Director Candidacy Qualification**

The candidate shall be an IEEE ComSoc member residing in the AP Region.

The candidate should be an “active” APB member for some period of time who has attended half or more of the last two years’ APB meetings before being considered as a candidate.

The candidate shall make every effort to commit his/her time for attending all ICC/GLOBECOM conferences in his/her 2-year term in order to chair the APB meetings and represent the APB in the various ComSoc meetings to be held at those conferences.

#### **7.4.6.2 IEEE ComSoc Asia/Pacific Young Researcher Award**

This award honors researchers who have been very active in IEEE ComSoc publication and conference activities over the last three years.

##### **7.4.6.2.a Criteria**

- The upper age limit is 35.
- Applicants must be members in the Asia Pacific region.
- The "IEEE ComSoc Asia-Pacific Young Researcher Award" will be given to the best candidate.
- The candidates not selected are eligible for the award of “Outstanding Young Researcher(s)” which can be issued at the same time.

##### **7.4.6.2.b Award Prize**

- The recipient of the “IEEE ComSoc Asia-Pacific Young Researcher Award” shall receive a plaque and honorarium of US\$500.
- Each outstanding young researcher shall receive a plaque and honorarium of US\$250.

##### **7.4.6.2.c Selection Process**

The APB shall establish a selection Committee, which shall determine the award recipient(s) from among the eligible applicants. The Committee will then determine the outstanding young researcher(s) from the remaining applicants.

Each applicant must send the application form to IEEE ComSoc APB TAC chair before the deadline. The application form shall include the following:

- Applicant’s biography
- A list of publication and conference activities over the last 3 years.
- Description of main topics/thesis of the applicant over the last 3 years. (A4 1 page)
- The cover page should contain the applicant's name, affiliation, address, telephone, fax number and e-mail address.

##### **7.4.6.2.d Award Process Timeline**

- July 1: Application forms due
- October 1: Announcement of awardees
- December: Awards ceremony at Globecom.

Each application shall be sent to the following address by e-mail:

APB Technical Affairs Committee: [APB-OFFICERS-TAC@ieee.org](mailto:APB-OFFICERS-TAC@ieee.org)

(for email go to <http://www.comsoc.org/about/boards/member-relations>)

Questions may be directed to: AP Director.

#### **7.4.6.3 IEEE ComSoc Asia-Pacific Outstanding Paper Award**

**Motion 11:18:** “That the BoG approve an annual ComSoc Asia/Pacific Outstanding Paper Award sponsored by the IEEE Asia-Pacific Board given for an original paper authored by a ComSoc member/members in Asia/Pacific Region published in a ComSoc journal/conference in the previous 3 calendar years; prize is a plaque and honorarium up to US \$500.” **Approved BoG2 2011**

**7.4.6.3.a Prize**

Plaque and honorarium up to US \$ 500 (award total)

**7.4.6.3.b Eligibility**

Given to an outstanding paper authored by ComSoc Members in the Asia-Pacific Region and published in IEEE ComSoc journals or conferences in the previous 3 calendar years. All authors' affiliations must be from the Asia-Pacific region at the time the paper is published. The paper shall be nominated by ComSoc members in the Asia-Pacific region. No self-nomination are acceptable.

**7.4.6.3.c Basis of Judging**

Quality, originality, utility, timeliness, and clarity of presentation.

**7.4.6.3.d Nominee Solicitation and Selection Process**

APB shall sponsor the award and establish a selection Committee. Nominations shall be solicited by the Committee chair; Committee shall select an award recipient from among the eligible nominees.

**7.4.6.3.e Presentation**

Presented annually by the selection Committee chair at the APB meeting held at IEEE GLOBECOM (International Conference on Global Communications).

**7.4.6.3.f Nomination Form**

Each nomination shall include:

- Cover page with nominator's name, affiliation, address, telephone, fax, and email.
- Information about nominated paper: title, authors' names, affiliations, source, publication month/year, contact information.
- Copy of the nominated paper
- Letter of recommendation (up to A4 1 page)

Application submission due: see the APB website <http://chapters.comsoc.org/~apb/award/> (or the current "Call for Nominations" for details)

Each nomination must be e-mailed to APB Technical Affairs Committee at

[APB-OFFICERS-TAC@ieee.org](mailto:APB-OFFICERS-TAC@ieee.org)

(or see the current "Call for Nominations" for details)

**7.4.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.



## **7.5 Regional – Europe Middle-East and Africa (EMEA)**

### **7.5.1 Scope (from Bylaws, *verbatim*)**

The Europe Middle East and Africa Board (EMEAB) is responsible for stimulating, coordinating and promoting the activities of ComSoc members and chapters throughout the EMEA region.

### **7.5.2 Objectives**

The objectives of the EMEAB shall be:

- Promoting ComSoc membership
- Fostering the provisioning of ComSoc’s technical, professional development and information services
- Advocating for the interest and opinions of ComSoc members and representing the interest of society members in establishing the policies and procedures of ComSoc
- Initiating, stimulating and coordinating activities of ComSoc members and chapters
- Supporting Information exchange and collaboration with other ComSoc boards, councils and committees on activities concerning international programs, events, and publications
- Supporting Information exchange and collaboration with other ComSoc Regions
- Supporting collaboration with Sister and related Societies

### **7.5.3 Organizational Structure**

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

As per the Bylaws, the Board shall have at least 5 voting members in addition to the Chair. The positions available on the Board shall be as listed below although it is at the discretion of the Chair to fill any or all of these positions.

- Secretary
- Up to 12 Advisors
- EMEAB Standing Committee Chairs

The EMEA Director shall be appointed as specified in the Bylaws and requires the EMEAB to submit a list of candidates to the President-Elect during an odd-numbered year.

The above officers shall be appointed for a two year term concurrent with the Director, as specified in the Bylaws. These officers should not normally serve in the same capacities for more than two consecutive terms.

Officers should be appointed taking into account the need for balanced representation reflecting geographic/administrative areas, industrial and academic affiliations.

The EMEA Region Director shall be an IEEE ComSoc member residing in the EMEA Region, has established strong professional roots in EMEA, and has actively participated in local and regional IEEE ComSoc events and programs.

The Director should be an active EMEAB member, who has attended at least two of the last four EMEAB meetings.

The Director shall make every effort to commit his/her time for attending all ICC/GLOBECOM conferences in his/her 2-year term in order to chair the EMEAB meetings and represent the EMEAB in the various ComSoc meetings held at those conferences.

### **7.5.3.1 EMEAB Standing Committees**

There shall be seven Standing Committees reporting to the EMEAB:

- Technical Activities Committee (EMEAB-TAC)
- Awards Committee (EMEAB-AC)
- Information Services Committee (EMEAB-ISC)
- Membership Development Committee (EMEAB-MDC)
- Industry Relations Committee (EMEAB-IRC)
- Student Activities Committee (EMEAB-SAC)
- DLT and DSP Committee (EMEAB-DDC)

At the discretion of the Director and with the concurrence of the EMEAB, the Director may choose to establish one or more of the above EMEAB Standing Committees in a given year. An EMEAB Standing Committee shall have a chair, may be supported by Vice Chair(s) and a Secretary, and shall have up to 5 voting members including Chair, Vice Chair, and Secretary.

The term of all Standing Committee members is concurrent with the nominal term of the EMEA Director.

The Vice Chair(s), the Secretary, and other voting members of the Standing Committees shall be appointed by the EMEA Director upon recommendation of the relevant Standing Committee Chair.

## **7.5.4 Activities and Responsibilities**

### **7.5.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Member and Global Activities Council (MGA-C).
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- May appoint additional non-voting members as needed per the Bylaws
- May assume leadership for specific projects, as delegated by the Board
- Shall represent ComSoc to the EMEA Region.
- May appoint ComSoc members as the EMEAB representatives to other ComSoc organizations and meetings.
- May appoint the Past Director – EMEA Region as an ex-officio non-voting member.
- Shall endeavor to represent the interests of the ComSoc members in the EMEA Region.
- Shall prepare and distribute information on EMEAB activities to the appropriate ComSoc organizations and meetings.

### **7.5.4.2 Secretary**

The Secretary shall assist the EMEA Director through the following activities:

- Coordinating EMEAB meetings, arranging the meeting time schedule, reserving the meeting room and food, and encouraging EMEAB officers and the (potential) EMEA Regional ComSoc members to attend the meeting.
- Preparing reports for EMEAB meetings
- Recording the minutes of the EMEAB meetings.

- Keeping all EMEAB documents and records.
- Acting for the Director and attending meetings as requested by the EMEA Director.
- Gathering information from ComSoc boards, councils, and committees.
- Coordinating the mutual interests and the cross-border issues among EMEAB Committees.
- Keeping contacts with the EMEAB officers and the EMEA office.
- Performing other activities required by the Director.

#### **7.5.4.3 Advisor(s)**

The Advisors shall provide advice to the EMEA Director and other EMEA officers.

#### **7.5.4.4 Board**

Responsibilities of the Board shall be as specified in the Bylaws and the MGA Council P&Ps.

#### **7.5.4.5 EMEAB Standing Committees**

Each Committee shall perform the chartered functions described below.

##### **7.5.4.5.a Membership Development Committee (EMEAB-MDC)**

The Membership Development Committee shall pursue membership development in cooperation with the EMEA Office and other related ComSoc and EMEAB organizations and shall provide information and shall analyze statistics related to membership in the EMEA Region.

##### **7.5.4.5.b Technical Activities Committee (EMEAB-TAC)**

The Technical Activities Committee shall help chapter chairs in identification and support in organizing technical meetings, workshops, conferences, and publications. The Committee develops the overall technical activities plan for the region, helps to schedule the events and recommends the events for the approval of the EMEA Director.

The Technical Activities Committee shall perform the following tasks:

- Propose technical sessions/workshops for the ComSoc conferences;
- Foster session/workshop organizers from the EMEA Region;
- Solicit qualified reviewers from the EMEA Region and propose them to the Technical Program Committees of ComSoc conferences as required;
- Propose editors and guest editors to the ComSoc publications as required;
- Encourage EMEA members to be involved directly in the ComSoc Technical Committee activities;
- Coordinate independent Workshops/Mini-Conferences in the EMEA region;
- Distribute information on international meetings and conferences related to IEEE ComSoc and its Sister Societies;
- Distribute calls for papers and other technical information to EMEA Regional ComSoc members;
- Coordinate and support IEEE ComSoc supported international meetings and conferences in the EMEA region;
- Pursue the visibility of the EMEA in the above international conferences.

##### **7.5.4.5.c Awards Committee (EMEAB-AC)**

The Awards Committee shall help chapter chairs in identifying candidates for the regional EMEA awards.

#### **7.5.4.5.d Information Services Committee (EMEAB-ISC)**

The Information Services Committee shall help local chapter chairs in the identification and installation of information services, such as email servers, websites, community boards and others.

The Information Services Committee shall perform the following tasks:

- Managing and updating the EMEA Region WWW Homepage
- Liaison with the IEEE Global Communication Newsletter (GCN).
- Collaborating with the EMEA Office in information service related matters.
- Managing the EMEA Regional e-mail list.

#### **7.5.4.5.e Industry Relations Committee (EMEAB-IRC)**

The Industry Relations Committee plans and executes the ComSoc Industry Now Program in the EMEA Region.

#### **7.5.4.5.f Student Activities Committee (EMEAB-SAC)**

The student Activities Committee plans and executes specific regional plans targeting ComSoc student members in the region

#### **7.5.4.5.g DLT & DSP Committee (EMEAB-DDC)**

DLT & DSP Committee shall help chapter chairs in identifying the need for distinguished lecturers and speakers, and in selecting corresponding lecturers. The Committee develops the overall DLT & DSP plan for the region, helps to schedule the lectures, and recommends the regional DLTs and DSPs for the approval of the EMEA Director.

### **7.5.5 Transaction of Business**

All Board business and Standing Committees thereof shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

#### **7.5.5.1 Meetings and Email**

EMEAB meetings shall be held in locations convenient to its members at least twice a year. Unless otherwise notified, the regular EMEAB meetings shall be held during the ICC, GLOBECOM conferences, or EMEA RCCC conferences.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

### **7.5.6 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

#### **7.5.6.1 IEEE ComSoc Young Researcher Award for the Europe, Middle East, & Africa Region**

**Motion 10:02:** *“IEEE ComSoc EMEA Regional Young Researcher of the Year Award recognizes ComSoc members in EMEA Region for their research activities in the Field of Interest of ComSoc as follows: Award is a plaque and honorarium of up to \$500; maximum. This Award will be complemented by two awards for ‘Outstanding Young Researchers’ to comprise plaques and honorariums of up to \$250 each. All 3 awards will be granted yearly.”(Approved by BoG2 2010)*

The “IEEE ComSoc Young Researcher Award for the Europe, Middle East, and Africa Region” is sponsored by the IEEE Europe Middle East and Africa (EMEA) Region. This award honors researchers who have been very active in the IEEE through ComSoc publication and conference activities over the last three years.

#### **7.5.6.1.a 2015 EMEA Award Application**

##### **7.5.6.1.b Award Criteria**

- The upper age limit is 35.
- Applicants must be an IEEE member, and reside in the EMEA Region.
- The "IEEE ComSoc Young Researcher Award for the EMEA Region" will be awarded to the best candidate.

##### **7.5.6.1.c Award Prize**

- The recipient of the "IEEE ComSoc Young Researcher Award for the EMEA Region" shall receive a plaque and honorarium of US\$500.
- The two runner-up Outstanding Young Researchers shall each receive a plaque and honorarium of US\$250.

##### **7.5.6.1.d Selection Process**

An EMEA Awards Committee shall determine the award recipient(s) from among the eligible applicants. The Committee shall then determine two additional outstanding young researchers from the remaining applicants.

Each applicant shall submit an Application to the Chair of the IEEE ComSoc EMEA Young Researcher Awards Committee before the deadline.

Applications shall include the following:

- Applicant's biography
- A list of publication and conference activities over the last three years, particularly in IEEE Periodicals. In case of multiple author publication, please explain the role of the nominee.
- Description of main topics/thesis of the applicant over the last three years. (A4 one page)
- The cover page should contain the applicant's name, affiliation, address, IEEE Membership Number, telephone, fax number and e-mail address.
- See <http://www.comsoc.org/about/chapters/emea/regional-awards> for the current application form.

##### **7.5.6.1.e Important dates for 2015:**

- 30 November 2015: *Closing date for submissions*
- 01 February 2016: *Announcement of awardees*

Each application must be sent by e-mail to:

Chair - Young Researcher Award Program

(for email go to <http://www.comsoc.org/about/boards/member-relations>)

#### **7.5.6.2 EMEA Region Distinguished Service Award**

##### **7.5.6.2.a Basis for Judging**

Evidence of significant contribution to the development of IEEE Communications Society activities in the EMEA Region.

##### **7.5.6.2.b Eligibility**

Individual(s) who has(have) significantly contributed to the development of IEEE Communications Society activities in the EMEA Region

##### **7.5.6.2.c Nominations**

- Nominations shall be solicited and may include electronic advertising for the award.

- Nomination shall include a supporting statement and a list of the particular activities and achievements of the nominee in the development of IEEE ComSoc in the EMEA Region.
- Nominations deadline is 31<sup>st</sup> of January annually
- Announcement of the winner: 31<sup>st</sup> of March annually

**7.5.6.2.d Selection Process**

An EMEA Awards Committee shall determine the award recipient(s) from among the eligible nominees. The Committee shall then determine two additional outstanding young researchers from the remaining applicants.

**7.5.6.2.e Award Prize**

The prize consists of a plaque and honorarium in the amount of USD\$400

**7.5.6.2.f Presentation**

Annually (as appropriate)

**7.5.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.

## **7.6 Regional – Latin America (LA)**

### **7.6.1 Scope (from Bylaws, *verbatim*)**

The Latin America Board (LAB) is responsible for stimulating, coordinating and promoting the activities of ComSoc members and chapters throughout the LA region.

### **7.6.2 Objectives**

The objectives of the LAB shall be:

- Promoting ComSoc membership
- Fostering the provisioning of ComSoc’s technical, professional development and information services
- Advocating for the interest and opinions of ComSoc members and representing the interest of society members in establishing the policies and procedures of ComSoc
- Initiating, stimulating and coordinating activities of ComSoc members and chapters
- Supporting information exchange and collaboration with other ComSoc boards, councils and committees on activities concerning international programs, events, and publications
- Supporting information exchange and collaboration with other ComSoc Regions
- Supporting collaboration with Sister and related Societies

### **7.6.3 Organizational Structure**

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

As per the Bylaws, the Board shall have at least 5 voting members in addition to the Chair. The positions available on the Board shall be as listed below although it is at the discretion of the Chair to fill any or all of these positions.

- Secretary
- Up to 12 Advisors
- LAB Standing Committee Chairs

The LA Director shall be appointed as specified in the Bylaws and requires the LAB to submit a list of candidates to the President-Elect during an odd-numbered year.

The above officers shall be appointed for a two year term concurrent with the Director, as specified in the Bylaws. These officers should not normally serve in the same capacities for more than two consecutive terms.

Officers should be appointed taking into account the need for balanced representation reflecting geographic/administrative areas, industrial and academic affiliations.

The LA Region Director shall be an IEEE ComSoc member residing in the LA Region, has established strong professional roots in LA, and has actively participated in local and regional IEEE ComSoc events and programs.

The Director should be an active LAB member, who has attended at least two of the last four LAB meetings.

The Director shall make every effort to commit his/her time for attending all ICC/GLOBECOM conferences in his/her 2-year term in order to chair the LAB meetings and represent the LAB in the various ComSoc meetings held at those conferences.

#### **7.6.3.1 LAB Standing Committees**

There shall be nine Standing Committees reporting to the LAB:

- Technical Activities Committee (LAB-TAC)
- Awards Committee (LAB-AC)
- Information Services Committee (LAB-ISC)
- Membership Development Committee (LAB-MDC)
- Global Communications Newsletter (GCN) Committee (LAB-GCNC)
- Social Networks Committee (LAB-SNC)
- Industry Relations Committee (LAB-IRC)
- Student Activities Committee (LAB-SAC)
- DLT and DSP Committee (LAB-DDC)

At the discretion of the Director and with the concurrence of the LAB, the Director may choose to establish one or more of the above LAB Standing Committees in a given year. An LAB Standing Committee shall have a chair, may be supported by Vice Chair(s) and a Secretary, and shall have up to 5 voting members including Chair, Vice Chair, and Secretary.

The term of all Standing Committee members is concurrent with the nominal term of the LA Director.

The Vice Chair(s), the Secretary, and other voting members of the Standing Committees shall be appointed by the LA Director upon recommendation of the relevant Standing Committee Chair.

#### **7.6.4 Activities and Responsibilities**

##### **7.6.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Member and Global Activities Council (MGA-C).
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- May appoint additional non-voting members as needed per the Bylaws
- May appoint the Past Director – LAB as an ex-officio non-voting member.
- May assume leadership for specific projects, as delegated by the Board
- Shall represent ComSoc to the LA Region.
- May appoint ComSoc members as the LAB representatives to other ComSoc organizations and meetings.
- Shall endeavor to represent the interests of the ComSoc members in the LA Region.
- Shall prepare and distribute information on LAB activities to the appropriate ComSoc organizations and meetings.

##### **7.6.4.2 Secretary**

The Secretary shall assist the LA Director through the following activities:

- Coordinating LAB meetings, arranging the meeting time schedule and encouraging LAB officers and the (potential) LA Regional ComSoc members to attend the meeting.
- Preparing reports for LAB meetings.
- Recording the minutes of the LAB meetings.
- Keeping all LAB documents and records.



- Acting for the Director and attending meetings as requested by the LA Director.
- Gathering information from ComSoc boards, councils, and committees.
- Coordinating the mutual interests and the cross-border issues among LAB Committees.
- Keeping contacts with the LAB officers and the LA office.
- Performing other activities required by the Director.

#### **7.6.4.3 Advisors**

The Advisors shall provide advice to the LA Director and other LAB officers.

#### **7.6.4.4 Board**

Responsibilities of the Board shall be as specified in the Bylaws and the MGA Council P&Ps.

#### **7.6.4.5 LAB Standing Committees**

Each Committee shall perform the chartered functions described below.

##### **7.6.4.5.a Technical Activities Committee (LAB-TAC)**

The Technical Activities Committee shall help chapter chairs in identification and support in organizing technical meetings, workshops, conferences, and publications. The Committee develops the overall technical activities plan for the region, helps to schedule the events and recommends the events for the approval of the LA Director. The Technical Activities Committee Chair shall act as Standing Committee member of the LATINCOM conference series.

The Technical Activities Committee shall perform the following tasks:

- Propose technical sessions/workshops for the ComSoc conferences;
- Foster session/workshop organizers from the LA Region;
- Solicit qualified reviewers from the LA Region and propose them to the Technical Program Committees of ComSoc conferences as required;
- Propose editors and guest editors to the ComSoc publications as required;
- Encourage LA members to be involved directly in the ComSoc Technical Committee activities;
- Coordinate independent Workshops/Mini-Conferences in the LA region;
- Distribute information on international meetings and conferences related to IEEE ComSoc and its Sister Societies;
- Distribute call for papers and other technical information to LA Regional ComSoc members;
- Coordinate and support IEEE ComSoc supported international meetings and conferences in the LA region;
- Pursue the visibility of the LA in the above international conferences.

##### **7.6.4.5.b Awards Committee (LAB-AC)**

The Awards Committee shall help chapter chairs in identifying candidates for the regional LA awards.

##### **7.6.4.5.c Information Services Committee (LAB-ISC)**

The Information Services Coordinator shall help local chapter chairs in identification and installation of information services, such as email servers, websites, community boards and others.

The Information Services Committee shall perform the following tasks:

- Managing and updating the LA Region WWW Homepage
- Liaison with the IEEE Global Communication Newsletter (GCN)
- Collaborating with the LA Office in information service related matters.
- Managing the LA Regional e-mail list.

**7.6.4.5.d Membership Development Committee (LAB-MDC)**

The Membership Development Committee shall pursue membership development in cooperation with the LA Office and other related ComSoc and LAB organizations, shall promote the seniors and fellows elevations and shall provide information and shall analyze statistics related to membership in the LA Region.

**7.6.4.5.e Global Communications Newsletter Committee (LAB-GCNC)**

The Global Communications Newsletter (GCN) Committee shall stimulate LA chapter chairs to submit articles to the GCN and shall coordinate said efforts

**7.6.4.5.f Social Networks Committee (LAB-SNC)**

The Social Networks Committee shall create a strategy and implementation plan for publication of ComSoc official content and activities and ComSoc Region 9 conferences on social network platforms.

**7.6.4.5.g Industry Relations Committee (LAB-IRC)**

The Industry Relations Committee plans and executes the ComSoc Industry Now Program in the LA Region

**7.6.4.5.h Student Activities Committee (LAB-SAC)**

The Student Activities Committee plans and executes specific regional plans targeting ComSoc student members and Student Branch Chapters in the region

**7.6.4.5.i DLT & DSP Committee (LAB-DDC)**

The DLT & DSP Committee shall help chapter chairs in identification of the need for distinguished lecturers and speakers, and in selecting corresponding lecturers. The Committee develops the overall DLT & DSP plan for the region, helps to schedule the lectures, and recommends the regional DLTs and DSPs for the approval of the LA Director.

**7.6.5 Transaction of Business**

All Board business and Standing Committees thereof shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

**7.6.5.1 Meetings and Email**

LAB meetings shall be held at least twice a year. Unless otherwise notified, one LAB meeting shall be held during the IEEE LATINCOM conference.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

**7.6.6 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

**7.6.6.1 LA Director Candidates**

The LAB shall specify the procedure for creating the shortlist of LA Director Candidates to submit to the President-Elect during an odd-numbered year.

**7.6.6.1.a The Candidate Nomination Procedure**

A Nomination Committee shall be established when needed.

The current LA Director and the previous LA Director shall be ex-officio voting members of the Nomination Committee.

The previous LA Director shall serve as the chair of the Nomination Committee.

The other members of the Nomination Committee shall be recommended by all "active" LAB members who attended two or more of the last four LAB meetings. The chairman of the Nomination Committee shall send e-mails to request recommendations of members from all "active" LAB members, and then discuss with the current LA Director to select the three members from those recommended. The Nomination Committee shall reflect a reasonably balanced representation among different countries/areas, cultures and others. The three members of the Nomination Committee may nominate and be nominated for the position of LA Director.

The names/e-mail addresses of all members of the Nomination Committee shall be announced on the e-mail network. Any "active" member may recommend candidates to any of the Nomination Committee members.

The Chair of the Nomination Committee shall then conduct discussions among all Committee members via e-mails/conference calls or any other possible means. The Committee shall finally decide upon one (or two) candidate(s) for LA Director and recommend to the ComSoc President-Elect in an odd-numbered year.

#### **7.6.6.1.b LA Director Candidacy Qualification**

The candidate shall be an IEEE ComSoc member residing in the LA Region.

The candidate should be an "active" LAB member for some period of time who has attended half or more of the last two years' LAB meetings before being considered as a candidate.

#### **7.6.6.2 Latin America Region Awards Program**

Latin America Awards Motion:

08:21 "that OpCom approve the creation of two Latin America regional awards, each award consisting of a plaque and honorarium of about \$1000: Latin America Young Professional Award and Latin America Distinguished Service Award." Nelson Fonseca, OpCom, 15-16 September 2008.

- A program to recognize IEEE Communications Society members in the Latin America Region for their achievements was initiated. Nominations of individuals, who must be residents of our Region, are solicited for the following ComSoc Latin America awards.
  - Distinguished Service Award
  - Young Professional Award

There shall be special Calls for each of these awards. Residents of the Latin America Region are also eligible for major Communications Society awards described at

<http://www.comsoc.org/about/memberprograms/comsoc-awards>

#### **7.6.6.2.a Awards Description and Awards Process**

- Each award consists of a plaque and honorarium in the amount of USD\$1000. The timeframe for issuing an award shall be determined by the ComSoc Director for Latin American in consultation with the Chair of the Latin American Awards Committee. Awards winners will be listed on the ComSoc Latin America Region Website. The awards ceremony will preferably be held at an event which includes regional ComSoc meetings or conferences.
- The Latin American Region Awards Committee is responsible for selecting award winners from among the nominated candidates, and the chair may designate sub-committees for different awards. The Committee shall have at least three members plus the chair. The chair is appointed by the Director of the Latin America Region, and the members of the Committee by the Director in consultation with the Awards Committee Chair.
- Candidates for awards must reside in the Latin America Region at the time of the publication or activity for which the awards is made and must be regular or student members of the IEEE Communications Society.

- The Awards Committee Chair and the Director of the Latin American Region are not eligible for any award during their term. If a member of the Committee is nominated for an award, that member shall not participate in the selection process for that award.

#### **7.6.6.2.b Selection Process**

Final decisions shall be made by the Awards Committee on a timely schedule and approved by the Director of the Latin America Region.

Selection criteria shall be established by the Awards Committee chair in consultation with the Committee members. The reviews, voting, and any deliberations of the Awards Committee shall be strictly confidential. If the Committee determines that no candidate fulfills the established criteria, no award should be issued regardless of the call for nominations.

#### **7.6.6.2.c Nominations and Selection of Awards**

- Latin America Region Distinguished Service Award
  - Basis for Judging: Evidence of significant contribution to the development of IEEE Communications Society activities in the Latin America Region
  - Eligibility: Individual who have significantly contributed to the development of IEEE Communications Society activities in the Latin America Region
  - Nominations:
    - Nominations should be solicited and can include electronic advertising for the award.
    - Nomination should include a supporting statement
  - Award Prize: plaque and honorarium in the amount of \$1000
  - Presentation: Annually (as appropriate)
- Latin America Region Young Professional Award
  - Basis for Judging: Evidence of an outstanding and promising professional record in the field of communications
  - Eligibility: Professionals in communications and related fields in the first five years of their careers following a professional degree
  - Nominations: Nominations should include a supporting statement as well as contact information of the nominee and of the nominator
  - Award Prize: Prize consists of consists of a plaque and honorarium in the amount of \$1000
  - Presentation: Annually (as appropriate)

#### **7.6.6.2.d Contact**

LA Regional Director.

#### **7.6.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.

## **7.7 Regional – North America (NA)**

### **7.7.1 Scope (from Bylaws, *verbatim*)**

The North America Board (NAB) is responsible for stimulating, coordinating and promoting the activities of ComSoc members and chapters throughout the North America region.

### **7.7.2 Objectives**

The objectives of the NAB shall be:

1. Promoting ComSoc membership
2. Fostering the provisioning of ComSoc’s technical, professional development and information services
3. Advocating for the interest and opinions of ComSoc members and representing the interest of society members in establishing the policies and procedures of ComSoc
4. Initiating, stimulating and coordinating activities of ComSoc members and chapters
5. Supporting Information exchange and collaboration with other ComSoc boards, councils and committees on activities concerning international programs, events, and publications
6. Supporting Information exchange and collaboration with other ComSoc Regions
7. Supporting collaboration with Sister and related Societies

### **7.7.3 Organizational Structure**

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

As per the Bylaws, the Board shall have at least 5 voting members in addition to the Chair. The positions available on the Board shall be as listed below although it is at the discretion of the Chair to fill any or all of these positions.

- Director/Chair
- Vice Chair
- Secretary
- Regional Representatives (one for each NA Region 1-7)
- DLT/DSP Coordinator
- NAB Standing Committees
- Up to 12 Advisors

The NA Director shall be appointed as specified in the Bylaws and requires the NAB to submit a list of candidates to the President-Elect during an odd-numbered year.

The above officers shall be appointed for a two year term concurrent with the Director, as specified in the Bylaws. These officers should not normally serve in the same capacities for more than two consecutive terms.

Officers should be appointed taking into account the need for balanced representation reflecting geographic/administrative areas, industrial and academic affiliations.

The NAR Director shall be an IEEE ComSoc member residing in the NA Region, has established strong professional roots in NA, and has actively participated in local and regional IEEE ComSoc events and programs.

The candidate should be an active NAB member, who has attended at least two of the last four NAB meetings.

The candidate shall make every effort to commit his/her time for attending all ICC/GLOBECOM conferences in his/her 2-year term in order to chair the NAB meetings and represent the NAB in the various ComSoc meetings held at those conferences.

#### **7.7.3.1 NAB Standing Committees**

There shall be six Standing Committees reporting to the NAB:

- Technical Activities Committee (NAB-TAC)
- Awards Committee (NAB-AC)
- Information Services Committee (NAB-ISC)
- Membership Development Committee (NAB-MDC)
- Industry Relations Committee (NAB-IRC)
- Student Activities Committee (NAB-SAC)

At the discretion of the Director and with the concurrence of the NAB, the Director may choose to establish one or more of the above NAB Standing Committees in a given year. An NAB Standing Committee shall have a chair named from the Regional Representatives, may be supported by Vice Chair(s) and a Secretary, and shall have up to 5 voting members including Chair, Vice Chair, and Secretary.

The term of all Standing Committee members is concurrent with the nominal term of the NA Director.

The Vice Chair(s), the Secretary, and other voting members of the Standing Committees shall be appointed by the NA Director upon recommendation of the relevant Standing Committee Chair.

#### **7.7.4 Activities and Responsibilities**

##### **7.7.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Member and Global Activities Council (MGA-C).
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- May appoint additional non-voting members as needed per the Bylaws
- May appoint the Past Director – NAB as an ex-officio non-voting member
- May assume leadership for specific projects, as delegated by the Board
- Shall represent ComSoc to the NA Region.
- May appoint ComSoc members as the NAB representatives to other ComSoc organizations and meetings.
- Shall endeavor to represent the interests of the ComSoc members in the NA Region.
- Shall prepare and distribute information on NAB activities to the appropriate ComSoc organizations and meetings.

##### **7.7.4.2 Vice Chair**

The NA Vice Chair shall serve as Chair of the Board when the Director is temporarily unavailable or incapacitated.

#### **7.7.4.3 Secretary**

The Secretary shall assist the NA Director through the following activities:

- Coordinating NAB meetings, arranging the meeting time schedule, reserving the meeting room and food, and encouraging NAB officers and the (potential) NA Regional ComSoc members to attend the meeting.
- Preparing reports for NAB meetings
- Recording the minutes of the NAB meetings.
- Keeping all NAB documents and records.
- Acting for the Director or Vice-Director and attending meetings as requested by the NA Director.
- Gathering information from ComSoc boards, councils, and committees.
- Coordinating the mutual interests and the cross-border issues among NAB Committees.
- Keeping contacts with the NAB officers and the NA office.
- Performing other activities required by the Director.

#### **7.7.4.4 Regional Representatives**

The Regional Representatives shall provide regional advice to the NA Director and coordinate regional activities with chapter chairs. The Regional Representatives shall establish/maintain a relationship with the chapters in their region. In addition, at the discretion of the Director, each Regional Representative may be appointed Chair of one of the NAB Standing Committees.

#### **7.7.4.5 DLT/DSP Coordinator**

The DLT/DSP Coordinator shall help chapter chairs in identifying the need for distinguished lecturers and speakers, and in selecting corresponding lecturers. The coordinator develops the overall DLT and DSP plan for the region, helps to schedule the lectures, and recommends the regional DLTs and DSPs for the approval of the NA Director.

#### **7.7.4.6 Advisors**

The Advisors shall provide advice to the NA Director and other NA officers.

#### **7.7.4.7 Board**

Responsibilities of the Board shall be as specified in the Bylaws and the MGA Council P&Ps.

#### **7.7.4.8 NAB Standing Committees**

Each Committee shall perform the chartered functions described below.

##### **7.7.4.8.a Membership Development Committee (NAB-MDC)**

The Membership Development Committee shall pursue membership development in cooperation with the NA Office and other related ComSoc and NAB organizations and shall provide information and shall analyze statistics related to membership in the NA Region.

##### **7.7.4.8.b Technical Activities Committee (NAB-TAC)**

The Technical Activities Committee shall help chapter chairs in identification and support in organizing technical meetings, workshops, conferences, and publications. The Committee develops the overall technical activities plan for the region, helps to schedule the events and recommends the events for the approval of the NA Director.

The Technical Activities Committee shall perform the following tasks:

- Propose technical sessions/workshops for the ComSoc conferences;
- Foster session/workshop organizers from the NA Region;

- Solicit qualified reviewers from the NA Region and propose them to the Technical Program Committees of ComSoc conferences as required;
- Propose editors and guest editors to the ComSoc publications as required;
- Encourage NA members to be involved directly in the ComSoc Technical Committee activities;
- Coordinate independent Workshops/Mini-Conferences in the NA region;
- Distribute information on international meetings and conferences related to IEEE ComSoc and its Sister Societies;
- Distribute call for papers and other technical information to NA Regional ComSoc members;
- Coordinate and support IEEE ComSoc supported international meetings and conferences in the NA region;
- Pursue the visibility of the NA in the above international conferences.

#### **7.7.4.8.c Awards Committee (NAB-AC)**

The Awards Committee shall help chapter chairs in identifying candidates for the regional NA awards. The members of the Awards Committee are appointed by the Director in consultation with the Awards Committee Chair.

#### **7.7.4.8.d Information Services Committee (NAB-ISC)**

The Information Services Committee shall help local chapter chairs in the identification and installation of information services, such as email servers, websites, community boards and others.

The Information Services Committee shall perform the following tasks:

- Managing and updating the NA Region WWW Homepage
- Liaison with the IEEE Global Communication Newsletter (GCN)
- Collaborating with the NA Office in information service related matters.
- Managing the NA Regional e-mail list.

#### **7.7.4.8.e Industry Relations Committee (NAB-IRC)**

The Industry Relations Committee plans and executes the ComSoc Industry Now Program in the NA Region.

#### **7.7.4.8.f Student Activities Committee (NAB-SAC)**

The student Activities Committee plans and executes specific regional plans targeting ComSoc student members in the region.

### **7.7.5 Transaction of Business**

All Board business and Standing Committees thereof shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

#### **7.7.5.1 Meetings and Email**

The NAB meetings shall be held in locations convenient to its members at least twice a year. Unless otherwise notified, the regular NAB meetings shall be held during the ICC and GLOBECOM, conferences or NA RCCC conferences.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

### **7.7.6 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.



**7.7.6.1 North America Region Exceptional Service Award**

Motion Approved (BoG 6/2009)

Goal - to recognize ComSoc members in the North America Region for their activities and contributions for the success of their local chapters and regions

**7.7.6.1.a Award**

- “IEEE ComSoc North American Regional Exceptional Service Award”
- Award consists of a plaque and honorarium of USD \$400
- Maximum of 3 awards shall be granted each year

**7.7.6.1.b Selection Process**

Nominations are made by NA chapters

The North America Board Awards Committee is responsible for selecting award winners from among the nominated candidates.

**7.7.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.

## **7.8 Women in Communications Engineering (WICE) Standing Committee**

### **7.8.1 Scope (from Bylaws, *verbatim*)**

This Committee is responsible for encouraging the participation and membership of women communications engineers in the Society.

### **7.8.2 Objectives**

The objectives of the WICE Standing Committee are:

- Promote the visibility and roles of women communications engineers
- Initiate, stimulate and coordinate activities of WICE
- Foster connections among the under-represented women in communications and related research fields
- Foster the provisioning of ComSoc’s technical, professional development, and information services to its members
- Advocate for the interest and opinions of WICE and represent their interests in establishing the policies and procedures of ComSoc
- Support information exchange and collaboration with other ComSoc boards, councils and committees
- Support information exchange and collaboration with other groups within IEEE and sister societies.

### **7.8.3 Organizational Structure**

The Committee reports to the Member and Global Activities Council.

Basic Committee membership and members’ terms shall be defined in the Bylaws. The term of Committee members may be extended of one additional term.

In addition to the Chair, the WICE Committee shall consist of the following voting members:

1. Vice Chair
2. Publicity Chair
3. Secretary
4. IEEE Women in Engineering Committee (WIEC) Society Coordinator
5. Awards Sub-Committee Member-at-Large
6. Up to five Members-at-Large

Up to three of the five Members-at-Large shall be former WICE Chairs. Anybody interested in participating in WICE activities, or attending WICE in-person meetings, or signing up for the WICE mailing list is a WICE non-voting member.

### **7.8.4 Activities and Responsibilities**

#### **7.8.4.1 Chair**

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the Member and Global Activities Council (MGA)
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- May appoint additional non-voting members as needed per the bylaws
- May assume leadership for specific projects, as delegated by the Committee

- May appoint WICE representatives to other ComSoc organizations and meetings, when appropriate.
- Preparation and distribution of information of WICE activities to ComSoc executives, organizations and meetings.
- Coordinate WICE activities with other ComSoc organizations.

**7.8.4.2 Vice Chair**

- Coordinates WICE activities;
- Initiates new WICE activities;
- Nominates deserving WICE individuals for various distinctions and awards;
- Organizes joint activities with under-represented groups within IEEE and sister societies.

**7.8.4.3 Publicity Chair**

- Maintains an up-to-date website;
- Maintains an active WICE Facebook site and LinkedIn group;
- Promotes WICE activities to ComSoc members by various means;
- Connects to the IEEE staff for any WICE publicity-related issues.

**7.8.4.4 Secretary**

- Coordinates the WICE meetings, arranging the meeting time schedule, reserving the meeting room and food, and informing the members via the e-mail list;
- Prepares reports for the WICE Committee and MGA Council meetings;
- Records the minutes of the WICE meeting;
- Maintains contact with the WICE voting members and Chair;
- Sends announcements to the WICE e-mail list.

**7.8.4.5 IEEE Women in Engineering Committee (WIEC) Society Coordinator**

The IEEE WIEC Society Coordinator shall be the liaison between WICE and WIEC. The individual will be in contact with IEEE WIEC, participating in various WIEC sub-committees, and informing WICE about any possibility of joint activities. The IEEE WIEC Society Coordinator, the WICE Chair or another voting member shall attend the annual WIEC meeting and associated conference, with travel support from the MGA Council.

**7.8.4.6 Awards Sub-Committee Member-at-Large**

The Awards Sub-Committee Member-at-Large is a voting member of the Awards Sub-Committee

**7.8.4.7 Members-at-Large**

Members-at-Large (MALs) shall advise/support other voting members in their WICE Committee activities.

**7.8.4.8 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the Member and Global Activities Council P&Ps.

**7.8.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps

#### **7.8.5.1 Meetings and Email**

The Committee shall hold at least one in-person regular meeting per year at ICC or GLOBECOM (with the possibility of remote participation by dial-in).

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

#### **7.8.6 Activities and Programs Managed by the Committee**

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

##### **7.8.6.1 WICE Awards Sub-Committee**

The WICE Committee shall establish an Awards sub-committee which is chaired by the WICE Chair.

The voting members shall be:

- Chair
- Vice Chair
- Secretary
- Publicity Chair
- Awards Sub-Committee Member-at-Large

The following WICE Awards shall be established:

- Outstanding Achievement Award
- Outstanding Service Award
- WICE Mentorship Award

The Awards sub-committee shall solicit nominations for the WICE awards via email from the WICE members, assess the nominations for WICE awards and select recipients. The nominations shall include a concise description of the candidate's contribution and any supporting material showing the significance of the nominee's contributions.

Any person may nominate a candidate for an award, except the members of the WICE Awards Sub-Committee. Any individual, except members of the WICE Awards Sub-Committee, may be nominated for the WICE awards. The nominee shall not be a recipient of the same award in the year previous to the nomination.

#### **7.8.7 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the MGA-C before taking effect.

## 8. PUBLICATIONS COUNCIL (PUB-C) AND BOARDS THEREOF

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## **8.1 Publications Council**

### **8.1.1 Scope (from Bylaws, *verbatim*)**

This Council is responsible for the needs of the Society and Society Members related to print and electronic projects, such as journals, magazines, TC-edited Newsletters and similar publications, and online offerings, not including conference publications.

### **8.1.2 Objectives**

The Publications Council shall:

- Formulate strategic directions within its scope
- Establish policies which affect member services in the area of Journals, Magazines, and Online Content
- Maintaining the vitality of existing publications and online content
- Assuring that existing publications and online content continue to meet the current needs of the Society Members
- Supervise the incubation process for new publications
- Analyze possible technical and/or financial co-sponsorship of journals published by Sister Societies

### **8.1.3 Organizational Structure**

The Council reports to the BoG.

Council membership and term limits shall be specified in the Bylaws.

### **8.1.4 Roles and Responsibilities of Council Members**

#### **8.1.4.1 Vice President**

Duties of the Vice President – Publications include, but are not limited to, the following:

- Chairs the Council
- Represents the Council on the Board of Governors
- Provides guidance and direction to Council members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Council Vice Chair chosen among the Council voting members
- May appoint additional non-voting members as needed per the bylaws
- In the event the Vice President cannot attend a Management Retreat, OpCom or BOG meeting, he/she shall consult with the President to designate a Director to fill that role on a per-meeting basis.

#### **8.1.4.2 Directors**

Duties of the Directors of the Boards reporting to this Council include, but are not limited to, the following:

- Be voting members on the Council
- Represent their respective Boards on the Council
- Chair their respective Boards
- Coordinate with ComSoc Staff in the conduct of their responsibilities

## **8.1.5 Responsibilities of the Council and its Boards**

### **8.1.5.1 Council**

The Council works within its scope and executes plans to achieve its objectives, eventually assigning tasks to its Boards.

The Council shall approve the P&Ps of its Boards.

The Council manages:

- Incubation Process for Print & E-Journals and Magazines
- Sister Society Journals/Magazines – Financial and/or Technical Co-Sponsorship
- Handling of manuscripts coauthored by members of the Editorial Board
- Approves the Magazines and Journals Page Budgets as well as any changes thereof

### **8.1.5.2 Boards**

Scope of the Boards reporting to this Council shall be defined in the Bylaws.

The programs managed at the Board level are listed below. The policies for these programs shall be specified in the Board P&Ps.

- The Journals Board manages the Society’s journals, both wholly-owned and those co-sponsored with other IEEE and non-IEEE societies, to ensure sustained quality and proper focus on ComSoc’s technical scope.
- The Magazines Board manages the Society’s magazines, both wholly-owned and those co-sponsored with other IEEE and non-IEEE societies, to ensure sustained quality and proper focus on ComSoc’s technical scope.
- The Online Content Board manages online offerings, initiates new online offerings, and oversees online content integration across Society publications, conferences, and educational products.

## **8.1.6 Transaction of Business**

All Council business and Boards thereof shall be conducted in compliance with Clause 2.0 of ComSoc’s P&Ps.

### **8.1.6.1 Meetings and Email**

The Council shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Council and its Boards shall be as specified in the Society Bylaws.

### **8.1.6.2 Other Provisions**

To facilitate coordination with ComSoc Staff,

- All PUB-C reports prepared by the Council shall be copied to ComSoc Staff
- The VP-PUB shall copy the ComSoc Publications Manager on any emails related to changes in publication policy or needs.

Areas of concern, issues, or proposals for new initiatives may be ‘generated’ anywhere - from members of the Board of Governors, the Operating Committee, Society Councils or members of their boards, Society members, the ComSoc Staff, and professionals outside the Society. To facilitate follow-through, the Vice President shall ask a Director or, in conjunction with a Director, a member of that Director’s Board, to assume leadership for specific projects. It is expected that whenever possible, target completion dates shall be set, and that the responsible individual shall prepare periodic ‘update reports’ to the Vice President and (where appropriate) the Director. As needed, progress shall be reported to the Operating Committee (OpCom) or Board of Governors (BOG) when they meet. Such reports shall be presented by



the Vice President or, at his (or her) discretion and in consultation with the President, the responsible Director. In any case, the Vice President shall receive Director's reports no fewer than four weeks prior to OpCom and BOG meetings. This gives the Vice President time to prepare his/her own report in conformance with adequate lead time. Additionally, the Vice President may ask Members of the Publications Council to provide informal input to the annual Management Retreat.

### **8.1.7 Policies of Activities and Programs Managed by the Council**

#### **8.1.7.1 Incubation process for Print & E-Journals and Magazines**

New publications ideas can come from the Publications Council as well as other members of ComSoc. For example, a Technical Committee may propose a new journal idea.

Specific details of implementation are intentionally avoided in order to allow for maximum flexibility in dealing with individual proposals. Each proposal for a new publications effort shall almost certainly have unique features that shall require special handling by the Publications Council.

Publications may be incubated through existing periodicals. For journals this means incubating a publication as a JSAC series. JSAC publishes 9 issues per year, leaving 3 issues available for ComSoc incubation: March, July and November. For magazines, new publications are incubated as print (or electronic) supplements to IEEE Communications Magazine.

In some cases, publications can go directly to the IEEE proposal phase. However, it is more prudent to first incubate the topic before starting the official proposal phase.

Once a new periodical is approved for proposal by the Publications Council, the VP of Publications is responsible for drafting the IEEE proposals for the new journal. This work is done in close cooperation with the ComSoc Staff Publications Manager.

A five-stage process for new publications is recommended as follows:

1. Development of a formal proposal and business case for the new publication;
2. Approval by the Publications Council and the ComSoc Board of Governors.
3. Testing the concept of the periodical as a JSAC series or a magazine supplement;
4. Beginning the IEEE proposal process (see Section 5.4 of the IEEE Technical Activities Board Operations Manual at [http://www.ieee.org/documents/tab\\_operations\\_manual.pdf](http://www.ieee.org/documents/tab_operations_manual.pdf) and the Periodicals Process at <http://taops.ieee.org/operations.html#!periodicals>, (this site may require IEEE member login credentials.)
5. Launch the new journal
  - a. Successful completion of each step leads to the next. A new periodical proposal should ensure that: The flow of quality papers is large enough to ensure the viability of the proposed periodical
  - b. There is sufficient interest from ComSoc members ;
  - c. The new periodical can be introduced without jeopardizing the viability of existing periodicals (For example, IEEE Transactions on Communications usually experiences the most impact with the launch of an archival journal).

Strategically, the first step (preparing the proposal and the business case) might be the most important. Advocates for the new archival periodical are asked to prepare a business case justifying the concept. Aspects of this business case should include a determination of how many papers are annually published by the IEEE Communications Society in the specific area, including its archival journals, magazines and conference papers. The former are significant, since they not only weigh interest in the topic, but also help identify the potential for cannibalizing existing journals. The latter (conference submissions) are significant since submissions to conference proceedings are often the seeds from which full papers grow. In addition to looking inward, the proposal should also assess the level of activity in non-ComSoc-sponsored publications since they, too, help gauge the level of professional interest and potential for competition. The business case should estimate the page-count for the publication and provide insight into

the Editorial Board and operational structure (e.g., an Editor-in-Chief, Area Editors - Senior Editors, Technical Editors, etc.) Finally, the proposal should identify possible topics that would be the basis for two or three successful issues in a year. The proposal is reviewed by the Publications Council. If approved by the Publications Council, the incubation process shall begin.

At the end of 1-2 years, an assessment of the incubation process needs to be made. This can have three results; namely:

- The incubation is successful and the incubated effort can become a full-fledged new journal. At this point, a proposal needs to be prepared and approved by the BoG. The incubation shows promise but is not yet ready to “hatch” into a new periodical. In this case, a decision may be made to continue the incubation process for a further year at the end of which a final decision shall be made.
- Insufficient growth or promise has been shown and the incubation effort should be terminated.

### **8.1.7.2 Sister Society Journals/Magazines – Financial and/or Technical Co-Sponsorship**

Sister Society Journals/Magazines – Financial and/or Technical Co-Sponsorship Technical and (possibly) financial co-sponsorship of journals/magazines published by Sister Societies is one of the ways in which the IEEE Communications Society (ComSoc) may enhance its global impact in the communications community. As an example, ComSoc has successfully co-sponsored the Journal of Communications and Networks (JCN) with the Korean Institute of Communications Sciences (KICS) since its inception in 1999.

#### **8.1.7.2.a New Journal/Magazine**

A Sister Society may propose to initiate a new journal/Magazine, published by the Sister Society, with technical/financial co-sponsorship by ComSoc. A full proposal must be submitted to the VP of Publications for approvals in the following order:

- The ComSoc Publications Council
- The ComSoc Board of Governors (BoG). In between BoG meetings, the BoG Operating Committee (OpCom) may also approve when it meets, with final approval by the BoG via the OpCom Consent Agenda (unless the approval motion is removed for special consideration by the BoG).

#### **8.1.7.2.b Technical Co-sponsorship Only**

For technical-only co-sponsorship, the full proposal must contain: a statement of scope, a justification for initiating the journal/magazine, the structure and size of the Editorial Board, including names of the initial Editor-in-Chief (EIC) and the senior Editorial Staff members, the review process, the initial frequency of the journal/magazine, the initial target size of each issue (number of papers and pages), the individual subscription fees (Sister Society members, ComSoc members, non-members), subscription fees for institutions, plans for print and/or electronic access, including fees for each and both (if applicable), page charge policy, additional funding sources, and a timetable for launching the new journal/magazine.

Technical co-sponsorship implies no financial commitment by ComSoc. However, several items in the full proposal address financial aspects of a journal/magazine. These financial elements are critical to the survival of a journal/magazine, and are thus necessary. Furthermore, it is anticipated that the sponsoring Sister Society would expect a proposal with, at least, the financial items included above, before it would approve a new journal/magazine. Approval of the proposed new journal/magazine by the Sister Society is presumed, prior to submission of the full proposal to ComSoc for technical co-sponsorship.

ComSoc shall entertain technical co-sponsorship proposals for new journals/magazines from Sister Societies that have matured in their development. Such maturity is indicated by: the age of the society; its membership population; the regularity of its sponsorship of technical events, such as conferences, workshops, and expositions; the sponsorship of published material, including conference proceedings,

newsletters, magazines, and journal/magazines; the stability of its leadership; and the structure of the society. These items should be included in the full proposal.

The structure and composition of the Editorial Board of the proposed journal/magazine must ensure a high level of quality control, and exhibit an appropriate balance of editors from both the Sister Society and from ComSoc. As a guideline, approximately 40% of the Editorial Board should be primarily affiliated with ComSoc, non-native to the Sister Society. A sample structure of the Publications Board of the new journal/magazine is: an Editor-in-Chief (EIC), a set of Senior or Area Editors, and a group of Associate Editors. The duties and responsibilities of the members of the Publications Board are left as a variable paradigm for the proposal.

The review process of the new journal/magazine should be similar to that employed by other ComSoc journals/magazines, i.e., at least two independent reviews, to ensure that only archival quality papers are published. The creation of a joint oversight board or steering committee is encouraged to annually monitor the operation and performance of the journal/magazine, and to help select an EIC. A comprehensive review of the effectiveness of the technical co-sponsorship shall be performed every five years to determine if ComSoc's participation shall be continued, modified, or terminated.

#### **8.1.7.2.c Financial and Technical Co-sponsorship**

For financial (as well as technical) co-sponsorship, the proposal must include, in addition to the above, a detailed budget for the first three years of life of the new journal/magazine showing its financial sustainability.

#### **8.1.7.2.d Technical and Financial Co-sponsorship of Existing Sister Society Journal/Magazines**

A Sister Society may propose technical and financial co-sponsorship by ComSoc of a journal/magazine which it publishes. One of two modes may be proposed: the Single Issue mode (only technical co-sponsorship) or the Full Volume mode.

##### ***Single Issue Mode***

The Single Issue mode consists of a test-case special issue devoted to a specific topic. In this mode, a lead editor of the Sister Society journal/magazine is identified who shall be responsible for the special issue. The lead editor may be the EIC. In addition, several Sister Society supporting editors are chosen, and an equal number of ComSoc editors are identified. The EICs of the ComSoc journals/magazines may assist in identifying candidate ComSoc editors who are non-native to the Sister Society.

A brief proposal must be submitted to the ComSoc VP of Publications for approvals by:

- The ComSoc Director of Journals or Magazines,
- The ComSoc Vice-President for Publications,
- The ComSoc Publications Council.
- The ComSoc Board of Governors (BoG).

In between BoG meetings, the BoG Operating Committee (OpCom) may also approve when it meets, with final approval by the BoG via the OpCom Consent Agenda (unless the approval motion is removed for special consideration by the BoG).

The proposal shall contain a preamble, providing a brief synopsis of the Sister Society, including its age, population, administrative structure, how long it has been a ComSoc Sister Society, and other pertinent information. The preamble shall also include a brief overview of the target Sister Society journal, including its scope, organizational structure, age, review process, approximate acceptance rate, frequency of issues, annual page budget, number of subscribers (members, non-members, and institutions), and number of papers submitted per year, growth of the journal since inception, and anticipated future growth.

The remainder of the single-issue proposal shall take the form of a Call for Papers (CFP), detailing the topic, its scope, the lead editor, and the supporting editors from the Sister Society and from ComSoc. It

shall also include a time line from announcement (with the CFP) to publication. Methods of advertising the special issue CFP should be identified, with provisions noted for single copy sales to ComSoc members and to non-members.

The outcome of the single-issue test case shall help to determine the course of future technical co-sponsorship with the Sister Society in question, and the frequency of additional issues. For example, another special issue might be technically co-sponsored in one year, or after two years. Another scenario would be a sequence of one regular issue and one special issue technically co-sponsored over a two-year period. All follow-up cases are reviewed as Single Issue mode technical co-sponsorships. If these test cases prove viable, the venture can readily grow into a Full Volume technical co-sponsorship.

### ***Full Volume Mode***

The Full Volume mode consists of technical and (possibly) financial co-sponsorship by ComSoc of all issues of a Sister Society journal/magazine each year for a five-year trial period. A detailed proposal must be submitted to the VP of Publications for approvals in the following order:

- The ComSoc Publications Council
- The ComSoc Board of Governors (BoG). In between BoG meetings, the BoG Operating Committee (OpCom) may also approve when it meets, with final approval by the BoG via the OpCom Consent Agenda (unless the approval motion is removed for special consideration by the BoG).

The detailed proposal shall include a preamble, as delineated in the above section on the Single Issue mode. In addition, the proposal shall contain baseline fiscal information, such as individual subscription fees (Sister Society members, ComSoc members, non-members) and subscription fees for institutions, for print and/or electronic access and both (if applicable), page charge policy, and additional funding sources. This data is important for the long-term viability of the journal/magazine, even though ComSoc makes no financial commitment with technical co-sponsorship.

ComSoc shall consider Full Volume technical co-sponsorship proposals from Sister Societies which have matured in their development. Such maturity is indicated by: the age of the society; its membership population; the regularity of its sponsorship of technical events, such as conferences, workshops, and expositions; the sponsorship of published material, including conference proceedings, newsletters, magazines, and journals; the stability of its leadership; and the structure of the society. These items shall be included in the detailed proposal.

The structure, composition, and size of the Editorial Board for Full Volume technical co-sponsorship must ensure a long-term, high level of quality control, and exhibit an appropriate balance of editors from both the Sister Society and from ComSoc. This information must be included in the proposal. As a guideline, approximately 40% of the Editorial Board, including Area Editors and Associate Editors, shall be primarily affiliated with ComSoc, non-native to the Sister Society. An effective means of promoting balance on the Editorial Board is to appoint joint Area Editors, one from the Sister Society and one from ComSoc. The review process of the Sister Society journal/magazine shall be similar to that employed by other ComSoc journals, i.e., at least three reviews, to ensure that only archival quality papers are published.

The remainder of the Full Volume proposal shall take the form of an announcement of the technical co-sponsorship, and a CFP for the journal, emphasizing the cooperative role of the Sister Society and ComSoc. Methods of advertising the technically co-sponsored journal/magazine shall be identified, and some form of marketing shall be included.

For financial (as well as technical) co-sponsorship, the proposal must include, in addition to the above, a detailed budget for the first three years of life of the new journal/magazine showing its financial sustainability.

A comprehensive review of the effectiveness of the Full Volume technical co-sponsorship shall be performed every five years by the Publications Council to determine if ComSoc's participation shall be continued, modified, or terminated.

### ***Memorandum Of Understanding (MOU)***

After approvals have been obtained by the various groups or individuals noted above, a Memorandum of Understanding (MOU) shall be written by the ComSoc Vice-President of Publications. The MOU should include the Objective, Participation, Implementation, Administration, and Finance, including a Steering Committee, if appropriate, and the Editorial Board with the day-to-day management as well as the editorial policy delineated. Marketing, Subscriptions Fees and Copyright, if applicable, should be addressed in the MOU. The MOU must ensure that the subscription rate for the co-sponsored journal/magazine, for ComSoc members, is identical to the subscription rate for Sister Society members. It must also clearly state whether the Sister Society journal shall be posted on IEL/Xplore or not, and, if so, how the IEL/Xplore revenues induced by it shall be shared among ComSoc and the Sister Society. The MOU agreement must be signed by the President of ComSoc and the head of the Sister Society for the technical/financial co-sponsorship to be valid.

#### **8.1.7.3 Handling of manuscripts coauthored by members of the Editorial Board**

The ComSoc publication process is aligned with the rules expressed in the IEEE Publication Services and Products Board Operation Manual. Particular care shall be devoted to avoid potential conflict of interest in the behavior of members of the Editorial Board.

In particular,

- Editorial responsibility and authority for any manuscript authored by an editor and submitted to the editor's publication shall be delegated to another qualified person
- Editors and other volunteers involved in IEEE periodicals shall not abuse access privileges to obtain confidential information, particularly about the review results of their own papers.

The following procedures apply:

1. Procedure for submitted papers that are (co)-authored by the EiC of the Journal/Magazine: the appropriate Area Editor (AE) (or Editor, if AEs do not exist) handles the paper review process
2. Procedure for submitted papers that are (co)-authored by an Area Editor of the Journal/Magazine: the EiC appoints another Area Editor (or directly an Editor if AEs do not exist) to handle the paper review process
3. Procedure for submitted papers that are (co)-authored by an Editor of the Journal/Magazine: the appropriate Area Editor (or directly the EiC if AEs do not exist) appoints a different Editor to handle the paper review process.

#### **8.1.8 Approval of P&Ps**

All changes to these Council P&Ps shall be approved by the Council and by the BoG before taking effect.

## **8.2 Journals Board**

### **8.2.1 Scope (from Bylaws, *verbatim*)**

This Board is responsible for the oversight of Society journals.

### **8.2.2 Objectives**

The Journals Board shall be responsible for oversight and management of Society journals, specifically, establishing policies and setting strategic directions for the archival journals published by the IEEE Communications Society (ComSoc), within the context of providing services to Society members and the wider professional community. It also recognizes the value of journals in generating revenue for the Society and IEEE.

### **8.2.3 Organizational Structure**

The Board reports to the Publication Council.

Board membership and term limits shall be specified in the Bylaws.

The two members-at-large of the Board shall be appointed to their position drawing upon a field of candidates from the membership at large, with special attention given to individuals who have previously served in related capacities.

The term of the Members-at-Large and the Liaison Editors may be renewed for 1 or 2 additional years, based on mutual agreement of the Director of Journals and the Vice President (VP) of Publications. The terms for ex-officio members (EiCs) shall be concurrent with their ex-officio terms. The terms for cosponsored journal liaison editors shall be concurrent with that specified by the MOUs.

### **8.2.4 Activities and Responsibilities**

#### **8.2.4.1 Director**

Duties of the Director shall include, but are not limited to, the following:

- Represents the Board on the Board of Governors and the PUB-C.
- Chairs the Board
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board

Additional duties of the Director of Journals shall include:

- Working with IEEE and ComSoc staff to solve publications problems as they occur and ensure that all publications are produced in a timely manner and are consistent with IEEE publications requirements.
- Alerting the VP Publications, the Treasurer, and the Executive Director of ComSoc of page budget over-runs as soon as they are projected for a journal, and obtaining approval for significant over-runs (on the order of 200 pages) from the VP Publications.
- Working with the EiCs for approving the editorial page budgets for each journal and recommending changes to the VP Publications.
- As terms in-office for EiCs draw to a close, the Director of Journals shall be responsible for appointing new EiCs for ComSoc's wholly-owned journals. The appointment shall be made by the Director of Journals after consultation with the VP Publications.

- Working with the Director of Magazines and the Director of Online Content to ensure that meeting facilities are available at regularly scheduled joint meetings of the Publication Council, the Journals Board, the Magazines Board, and the Online Content Board.
- The Director of Journals shall be expected to attend regularly scheduled meetings of the ComSoc Board of Governors and meetings of OpCom (when invited). If the Director is unable to attend, the Director shall consult with the VP Publications to name an alternate on a per-meeting basis. Normally, the alternate shall be a member of the Journals Board.

#### **8.2.4.2 Board**

The Journals Board shall be responsible for oversight and management of ComSoc’s archival journals. Duties of the Journals Board shall include:

- Formulating strategic directions for the suite of journals published by the IEEE Communications Society, ensuring that the technical scope of the Communications Society is reflected by the suite of journals and that the suite of journals continues to meet the needs of the Society members.
- Ensuring the quality of all publications for which the Board is responsible.
- Establishing policies which affect member services in the area of Journals Publications.
- Continuously studying the suite of Journals offered by ComSoc and recommending changes as appropriate. Recommendations should be made to the VP Publications and, as examples, could include the addition of new Journals or changes in the publication schedule.
- The Journals Board may delegate certain responsibilities to the Director of Journals but shall retain oversight authority.

#### **8.2.5 Transaction of Business**

All Board business shall be conducted in compliance with Clause 2.0 of ComSoc’s P&Ps.

##### **8.2.5.1 Meetings**

The Board shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM, eventually jointly with the Publications Council, the Magazine Board, and the Online Content Board.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

##### **8.2.5.2 Other**

Suggestions (for example, for new journals) may be generated by anyone. To facilitate follow-through, the Director or a member of the Board shall assume leadership for specific projects. Whenever possible, target dates shall be set, and the responsible individual shall prepare periodic update reports to the VP Publications and the Director (if appropriate). As needed, progress shall be reported at BoG or OpCom meetings. When necessary, the VP Publications shall ask the Director or members of his/her Board to provide informal input to the Management Retreat.

To successfully fulfill its goals, the Director and the Journals Board Members must work with and keep ComSoc staff informed of their activities. A number of activities in the course of day-to-day operations may require the establishment of ad-hoc committees and/or working groups. The Director of Journals shall maintain a close working relationship with the VP Publications to ensure that all such requirements are properly handled as they are identified.

#### **8.2.6 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

### **8.2.6.1 Society Journals**

ComSoc sponsors a number of journals, some wholly-owned by ComSoc and others co-sponsored with other Societies within IEEE, as well as with societies outside the IEEE. A complete listing of these journals can be found at <http://www.comsoc.org/publications/journals>.

For journal specific issues, the EiC may also address problems directly with staff and inform the Director when appropriate.

#### **8.2.6.1.a Wholly Owned Journals**

The journals sponsored solely by ComSoc include the IEEE Transactions on Communications, the IEEE Journal on Selected Areas in Communications (and any Series that is incubating within this journal), the IEEE Communications Letters, the IEEE Communications Surveys and Tutorials, and the IEEE Transactions on Network and Service Management.

EiCs for wholly-owned journals shall be appointed by the Director of Journals, after consultation with the VP Publications, to an initial term of 2 years, renewable for 1 or 2 additional years. Candidates for EICs of a wholly owned journal are usually solicited through an open call.

#### **8.2.6.1.b Co-Sponsored Journals**

Co-sponsored journals are typically managed by a Steering Committee, and ComSoc has a number of seats on each of these committees. The number of seats varies based on the financial commitment that ComSoc has in each of these journals. More information about the structure and responsibilities of the Steering Committee for a particular journal can be found in the Memoranda of Understanding between ComSoc and IEEE Societies or other Associations (see <http://www.comsoc.org/about/documents/co-sponsored-ieee-comsoc-publications>). Through its membership on these steering committees, ComSoc has a degree of responsibility for the successful operation of the journal. Each joint publication also has a Charter defining specific details about the Editorial Board of the journal and its operation.

The selection of the EiC of jointly sponsored journals is governed by the Memorandum of Understanding and Charter currently in place, and is usually recommended by the Steering Committee.

The Director shall work with the appropriate Steering Committee to fulfill the responsibility of ComSoc to its jointly sponsored journals.

### **8.2.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the PUB-C before taking effect.



## **8.3 Magazines Board**

### **8.3.1 Scope (from Bylaws, *verbatim*)**

This Board is responsible for the oversight of Society magazines.

### **8.3.2 Objectives**

The Magazines Board shall be responsible for establishing policies and setting strategic directions for magazines publication, and the actual editing and production of magazines of the IEEE Communications Society, within the context of providing services to Society members. To the extent that non-member professionals can be viewed as potential Society members, or that their needs should be understood in maintaining current and formulating new society services, they, too, shall be considered.

### **8.3.3 Organizational Structure**

The Board reports to the Publication Council.

Board membership and term limits shall be specified in the Bylaws.

The two members-at-large of the Board shall be appointed drawing upon a field of candidates from the membership at large, with special attention given to individuals who have previously served in related capacities.

Members of the Board shall serve a nominal two-year term, renewable for 1 or 2 additional years, based on mutual agreement of the Director of Magazines and the Vice President for Publications.

### **8.3.4 Activities**

#### **8.3.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Represents the Board on the Board of Governors and the PUB-C.
- Chairs the Board
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board

Additional duties of the Director of Magazines shall include, but are not limited to, the following:

- Working with IEEE and ComSoc staff to solve publications problems as they occur and ensure that all publications are produced in a timely manner and are consistent with IEEE publications requirements.
- Alerting the VP Publications, the Treasurer, and the Executive Director of ComSoc of page budget over-runs as soon as they are projected for a magazine, and obtaining approval for significant over-runs (on the order of 200 pages) from the VP Publications.
- Working with the EiCs for approving the editorial page budgets for each magazine and recommending changes to the VP Publications.
- As terms in-office for EiCs draw to a close, the Director of Magazine shall be responsible for appointing new EiCs for ComSoc's magazines. The appointment shall be made by the Director of Magazines after consultation with the VP Publications.
- Working with the Director of Journals and the Director of Online Content to ensure that meeting facilities are available at regularly scheduled joint meetings of the Publication Council, the Journals Board, the Magazines Board, and the Online Content Board.

- The Director of Magazines shall be expected to attend regularly scheduled meetings of the ComSoc Board of Governors and meetings of OpCom (when invited). If the Director is unable to attend, the Director shall consult with the VP Publications to name an alternate on a per-meeting basis. Normally, the alternate shall be a member of the Magazines Board.
- Appoints the Global Communications Newsletter (published in *Communications Magazine*) Editor in consultation with the VP-MGA

#### **8.3.4.2 Board**

The Magazines Board shall be responsible for the management of the magazines published by the Communications Society. Duties of the Magazines Board shall include, but are not limited to, the following:

- Formulating strategic directions for the suite of archival magazines published by the IEEE Communications Society, ensuring that the technical scope of the Communications Society is reflected by the suite of magazines and that the suite of magazines continues to meet the needs of the Society members.
- Ensuring the quality of all publications for which the Board is responsible.
- Establishing policies which affect member services in the area of Magazines Publications.
- Continuously studying the suite of magazines offered by the Communications Society and recommending changes as appropriate. Recommendations should be made to the Vice President of Publications and, as examples, could include the addition of new magazines or changes in the publication schedule.
- Editing and producing the IEEE Communications Society Magazines and the IEEE Wireless Communications Magazine.
- The Magazines Board may delegate certain responsibilities to the Director of Magazines but shall retain oversight authority.

#### **8.3.5 Transaction of Business**

All Board business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

##### **8.3.5.1 Meetings**

The Board shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM, eventually jointly with the Publications Council, the Journals Board, and the On-line Content Board.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

##### **8.3.5.2 Other**

Areas of concern, issues, or proposals for new initiatives may be generated anywhere - from members of the Board of Governors, the Operating Committee, Society Councils or members of their boards, the membership at large, and professionals outside the Society. To facilitate follow-through, the Director shall ask a Member of the Board, an Editor-in-Chief, or a ComSoc Editor, or in conjunction with that Board Member, a member of their Editorial Board, to assume leadership for specific projects. It is expected that whenever possible, target completion dates shall be set, and that the responsible individual shall prepare periodic update reports to the Director and (where appropriate) the Editor-in-Chief or ComSoc Editor. As needed, progress shall be reported to the Operating Committee or Board of Governors when they meet. Such reports shall be presented by the Vice President of Publications or, at his discretion, the Director of Magazines.

To successfully fulfill its charter the Department of Magazines Board must keep the ComSoc Staff informed of its activities, and work closely with them whenever possible.

In addition to these on-going responsibilities, a number of additional activities are typically identified in the course of day-to-day operations of the Communications Society. These often require the establishment of ad-hoc committees and/or working groups. The Director of Magazines shall maintain a close working relationship with the Vice President of Publications to insure that all such requirements are properly handled as they are identified.

### **8.3.6 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

#### **8.3.6.1 Society Magazines**

The Society magazines include the Communications Magazine, the Personal Communications Magazine, the Network Magazine, and the technically co-sponsored Multimedia Magazine, Internet Computing Magazine, and the Pervasive Computing Magazine.

For magazine specific issues, the EiC may also address problems directly with staff and inform the Director when appropriate.

ComSoc Magazines Editors-in-Chief (EICs) shall be appointed by the Director of Magazines to an initial term of 2 years, renewable for 1 or 2 additional years. The maximum term of an EIC shall be 4 years. An Associate Editor-in-Chief (AEIC) may be appointed, as appropriate, for a ComSoc Magazine to serve a 1 or 2 year term with the expectation that the AEIC would succeed the current EIC.

### **8.3.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the PUB-C before taking effect.

## **8.4 On-Line Content Board**

### **8.4.1 Scope (from Bylaws, *verbatim*)**

This Board is responsible for initiating, assessing and overseeing Society online content. It supports Technical Committee activities; online services; as well as publications, conferences, and education products and services.

### **8.4.2 Objectives**

The On-Line Content Board shall be responsible for establishing policies and setting strategic directions for the on-line services offered to Society members. To the extent that non-member professionals can be viewed as potential Society members, the On-Line Content Board shall also address the needs of non-member professionals when enhancing current on-line offerings and initiating new ones.

### **8.4.3 Organizational Structure**

The Board reports to the Publications Council.

Board membership and term limits shall be specified in the Bylaws.

The representatives from TEA-C, MGA-C, and the boards shall be appointed by the OCB Chair (with the approval of the VP of Publications) upon recommendation of the Chairs of the respective Councils and Boards. The members-at-large of the Board shall be appointed to their position by the OCB Chair (with the approval of the VP of Publications), drawing upon a field of candidates from the membership at large, with special attention given to individuals who have previously served in related capacities.

Members of the OCB shall serve a nominal two-year term, renewable for 1 or 2 additional terms, based on mutual agreement of the OCB Chair and the Vice President for Publications.

### **8.4.4 Activities and Responsibilities**

#### **8.4.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Publications Council
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board

#### **8.4.4.2 Board**

Duties of the On-Line Content Board shall include, but are not limited to, the following:

- Maintaining and revising current on-line offerings and initiating new ones with a goal of increasing membership, and increasing the Society on-line offerings in publications.
- Supporting:
  - Technical Committee activities
  - New online services
  - Existing publications, conference and educational products.
- Providing strategies, policies and procedures for on-line content oversight, including integration across TC activities, new on-line services and existing product.

#### **8.4.5 Transaction of Business**

All Board business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

##### **8.4.5.1 Meetings and Email**

The Board shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM, eventually jointly with the Publications Council, the Magazine Board, and the Journals Board.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

##### **8.4.5.2 Other**

Proposals by the Chair or by members shall be discussed at Committee meetings and via email, and the Board shall evaluate whether to approve or not such proposals. The Board shall also assess who the most appropriate people for implementing the approved proposals should be and eventually assign delegation to the Chair for implementing approved proposals.

To facilitate follow-through, the Chair or a member of the Board shall assume leadership for specific projects that have been approved by the On-Line Content Board. Whenever possible, target dates shall be set, and the responsible individual shall prepare periodic 'update reports' to the Vice President and the Board, as needed. Progress shall be reported to OCB, BoG and OpCom. When necessary, the Vice President shall ask the Chair or members of his/her Board to provide informal input to the Management Retreat.

To successfully fulfill its goals, the Chair and the OCB members must work with and keep ComSoc executive office headquarters staff informed of its activities; and copied on each report prepared by members for Board of Governors meetings.

#### **8.4.6 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

##### **8.4.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the PUB-C before taking effect.

## **9. TECHNICAL AND EDUCATIONAL ACTIVITIES COUNCIL (TEA-C) AND BOARDS/STANDING COMMITTEES THEREOF**

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## **9.1 Technical and Educational Activities Council**

### **9.1.1 Scope (from Bylaws, *verbatim*)**

This Council is responsible for the educational and technical interests of the Society, encompassing the broad range of communications and communications-related technical areas.

### **9.1.2 Objective**

The Council shall oversee the operation of its Boards and Standing Committees, ensuring they meet broader ComSoc goals and objectives.

### **9.1.3 Organizational Structure**

Council membership and term limits shall be specified in the Bylaws.

### **9.1.4 Roles and Responsibilities of Council Members**

#### **9.1.4.1 Vice President**

Duties of the Vice President Technical and Educational Activities include, but are not limited to, the following:

- Chairs the Council
- Represents the Council on the Board of Governors
- Provides guidance and direction to Council members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Shall appoint the Council Vice Chair among the Council voting members
- As per the Bylaws, may appoint additional non-voting members as needed.
- Shall provide an Operating Plan, Budget and other input to the BoG process, per BoG policies and procedures.
- Shall have the responsibility of approving allocation of funds for the budgets submitted by the TCs and ETCs

#### **9.1.4.2 Vice Chair**

Duties of the TEA-C Vice Chair include, but are not limited to, the following:

- Shall serve as the Council Secretary
- Shall be the ex-officio chair of the Distinguished Lecturer Selection Committee
- Shall facilitate TEA-C meetings, including notifying participants, preparing an agenda, taking notes, and working with ComSoc Support Staff to arrange meeting facilities (including overhead projector, screen, and meals or refreshments as appropriate).
- Shall periodically review (at least once per month) the Technical and Educational Activities web pages on the ComSoc server for completeness, accuracy and user- friendliness, and shall work with ComSoc Support Staff for corrections or enhancements.

#### **9.1.4.3 Directors and Standing Committee Chairs**

Duties of the Directors/Chairs of the Boards/Committees reporting to this Council include, but are not limited to, the following:

- Shall be voting members on the Council
- Shall represent their respective Boards/Standing Committees on the Council. Directors shall also represent their Boards on the BoG.
- Chair their respective Boards or Standing Committees

- Coordinate with ComSoc Staff in the conduct of their responsibilities

## **9.1.5 Responsibilities of the Council and its Boards/Committees**

### **9.1.5.1 Council**

The Council works within its scope and executes plans to achieve its objectives, eventually assigning tasks to its Boards and Committees.

The Council shall approve the P&Ps of all its Boards/Standing Committees.

### **9.1.5.2 Boards and Committees**

Scope of the Boards and Standing Committees reporting to this Council shall be defined in the Bylaws.

The policies under the Boards and Standing Committees responsibilities shall be defined in their P&Ps.

## **9.1.6 Transaction of Business**

All Council business and committees/boards thereof shall be conducted in compliance with Clause 2.0 of the Society P&Ps.

### **9.1.6.1 Meetings and Email**

The TEA-C shall hold two in-person meetings per year, at ICC and GLOBECOM. The meeting shall always be scheduled on the second full day of technical sessions during the hours of 7:30 to 9:30 am, including breakfast.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Council and its Boards and Standing Committees shall be specified in the Society Bylaws.

## **9.1.7 Policies of Activities and Programs Managed by the Council**

This Council does not oversee directly any policy, as they are all delegated to the appropriate Boards and Standing Committees reporting to this Council. However, any change to such policies shall require Council approval.

All activities and programs that fall under this Council, including their policies, shall be managed by the Boards and Standing Committees reporting to this Council.

## **9.1.8 Approval of P&Ps**

All changes to these Council P&Ps shall be approved by the Council and by the BoG before taking effect.

## **9.2 Educational Services Board**

### **9.2.1 Scope (from Bylaws, *verbatim*)**

This Board is responsible for the oversight of all Society education and training activities, including administration of the Society's programs on continuing education, incorporating tutorials, short courses, lectures, etc. In particular, this Board is responsible for developing and maintaining continuing professional education and training programs, while striking a balance between generating revenue, supporting outreach efforts, and providing services to members.

### **9.2.2 Objectives**

The Board shall establish policies and set strategic directions for all ComSoc's continuing education products, services, and training. The Board shall also be responsible for maintaining, expanding and enhancing the vitality of existing programs, and ensuring that such programs continue to meet the current needs of ComSoc Members.

The Educational Services Board shall also address the needs of non-member professionals when expanding and enhancing current education and training offerings and initiating new ones, to the extent that these professionals can be viewed as potential new ComSoc members.

### **9.2.3 Organizational Structure**

The Board reports to the Technical and Educational Activities Council.

Board membership and term limits shall be defined in the Bylaws.

Terms of all Board members may be renewed for one or two additional years, based on mutual agreement of the Educational Services Director and the Vice President for Technical and Educational Activities.

A member of this Board who serves as representative of another Board is appointed in consultation with that Board's Chair/Director. Members-at-Large are appointed to their position drawing upon a field of candidates from the membership at large, with special attention given to individuals who have special expertise, have previously served in related capacities, or have held positions of responsibility within the Society. All members of the Educational Services Board should be members in good standing of the IEEE Communications Society.

### **9.2.4 Activities and Responsibilities**

#### **9.2.4.1 Director**

Duties of the Director include, but are not limited to, the following:

- Chairing the Board
- Representing the Board on the Board of Governors and on the Technical and Educational Activities Council
- Providing guidance and direction to Board members in the conduct of their responsibilities
- Coordinating with ComSoc Staff in the conduct of his/her responsibilities
- Appointing a Board Vice Chair chosen among the Board voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board

#### **9.2.4.2 Board**

Responsibilities of the Board shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

## **9.2.5 Transaction of Business**

All Board business shall be conducted in compliance with Clause 2.0 of ComSoc’s P&Ps.

### **9.2.5.1 Meetings**

- The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in). Other meetings (in-person or by teleconference) may be called on an as-needed basis.
- Regular and special Board meetings (in-person or teleconference) shall be called on as specified in the Bylaws and in Clause 2.0 of these P&Ps.

### **9.2.5.2 Other**

It is expected that, whenever possible, target completion dates shall be set, and that the responsible individual shall prepare periodic update reports to the Director and (where appropriate) the VP of Technical and Educational Activities. As needed, progress will be reported to the Operating Committee (OpCom) or Board of Governors (BoG) when they meet. Such reports shall be presented by the Director or VP of Technical and Educational Activities.

For specific activities of sustained interest, the Board may decide to create dedicated Working Groups that work on specific topics and report to the Board. The Working Group chairs shall be chosen among the voting members of the Board.

The Director and the Board must work with and keep headquarters staff informed of their activities; particularly, the Society Executive Director or his/her designated proxy. Each report prepared by members for Board of Governors meetings shall be copied to headquarters staff.

## **9.2.6 Activities and Programs Managed by the Board**

The activities, programs, and related policies managed by the Board shall be defined by the Board.

### **9.2.7 Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the TEA-C before taking effect.

### **9.3            Technical Services Board**

Work in progress

## **9.4 Awards Standing Committee**

### **9.4.1 Scope (from Bylaws, *verbatim*)**

This Committee is responsible for all major awards and recognitions made or proposed by the Society.

### **9.4.2 Objectives**

The Awards Standing Committee shall evaluate candidates for ComSoc-level awards and select awards winners. It further considers any awards-related issue presented to it by the President or the Board of Governors. The Awards Committee shall be consulted on processes and standards prior to establishment of or change in any such award. The Committee membership, description of awards, and instructions for making nominations shall be posted on a dedicated Awards page on the ComSoc web site.

### **9.4.3 Organizational Structure**

The Committee reports to the Technical and Educational Activities Council.

Committee membership and term limits shall be specified in the Bylaws.

The Chair may be re-appointed for one additional term. Appointments shall aim toward a reasonable balance among different technical areas, different regions and countries, and industry and academic sectors. A Member may be re-appointed for one additional term.

### **9.4.4 Activities and Responsibilities**

#### **9.4.4.1 Director**

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the TEA Council
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

#### **9.4.4.2 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

### **9.4.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

### **9.4.6 Meetings**

The Committee shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in).

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

### **9.4.7 Activities and Programs Managed by the Committee**

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

The Committee shall manage the awards policies and procedures listed in the next sections.

#### **9.4.7.1 Committee Functions**

1. Nominations of papers for ComSoc-level prize paper awards shall be solicited, sufficiently in advance before the nominations deadline, from the VP-Publications and Editors-in-Chief of all ComSoc publications. There shall be an open call on the ComSoc web site, an additional solicitation to the Technical Activities Council via the VP-Technical Activities, and optional solicitations to other officers and volunteers. The recipients for the ComSoc prize paper awards shall be selected by the Awards Committee sufficiently in advance of ICC, and presented by the Awards Committee Chair and the President during ICC each year.
2. Nominations of individuals for career and service awards shall be solicited, sufficiently in advance before the nominations deadlines, in open calls through the ComSoc web site and in publications. The recipients for ComSoc career and service awards shall be selected by the Awards Committee sufficiently in advance of ICC or GLOBECOM, depending on the deadline(s) specified for each award. Awards shall be presented by the Awards Committee Chair and the President during GLOBECOM each year, unless the award is one for which a decision was made in advance of ICC, in which case the presentation may optionally be made at ICC.
3. When no acceptable candidate or not enough candidates are nominated for any award by the deadline, the Awards Committee may solicit additional nominations. Also, the Committee shall determine at the end of each evaluation process whether each unsuccessful career/service nomination should be continued, updated, or discontinued for consideration the following year.
4. Relevant discussion and the selection of award recipients may be carried out in face-to-face meetings or by e-mail, electronic discussion thread or other collaborative environment, conference call or teleconferencing. E-mail voting is a sufficient means for decision.
5. Any proposed change in the ComSoc awards program shall be first discussed by the Awards Committee, and a recommendation submitted to the Board of Governors for its consideration.
6. The Awards Committee shall solicit advice and nominations from the Technical Activities Council, of which the Awards Committee Chair is a member.

#### **9.4.7.2 Operational Restrictions and Options**

1. Committee deliberations for each award, and all documents submitted to or created by the Committee, shall be strictly confidential. Only the finally decided award recipients shall be openly announced.
2. The E-mail group alias for the Awards Committee and any paper or electronic collaboration environment created for the Committee's deliberations are closed and their use restricted to Awards Committee Members.
3. The Awards Committee Chair may appoint award-specific evaluation sub-committees, reporting to the full Committee, to reduce the workload on Members. A joint evaluation sub-committee may be created with another Society for evaluation of nominations for a jointly sponsored award. A joint sub-committee shall report to the Awards Committees of both sponsoring Societies, but may, if so specified in the approved award description, make the final decision on a joint award.
4. In conformance with IEEE Policy 4.4.H, no Awards Committee member may nominate or be a reference for an individual or paper nominated for a ComSoc award. An Awards Committee Member may be nominated for a ComSoc award, but must withdraw from discussion or evaluation of nominations for any award for which he/she, or a close associate, or a paper authored or coauthored by the Committee member or a close associated, is nominated.
5. The current President or the VP-Technical Activities, to whom the Awards Committee reports, may not nominate or submit a written reference or endorsement for a candidate for any award. No other officers are subject to this exclusion. The Committee Chair shall be free to consult the President or VP-Technical Activities on any awards issue.

#### **9.4.7.3 Budget and Support Staff**

1. A staff member at ComSoc Headquarters shall be appointed to support the operations of the Awards Committee.
2. The budget of the Awards Committee shall be included as a part of the overall budget of the Vice President - Technical Activities.

#### **9.4.7.4 Operational Schedule**

The following schedule shall be followed under normal circumstances.

##### **9.4.7.4.a Prize Paper Awards and eligible career/service awards**

- January 10: Publications officers and EICs of publications reminded of the February 15 deadline for prize paper nominations. Technical Activities Council informed. Open call on web site for nominations for prize paper awards and for any career/service award for which nominations are accepted on February 15. Staff begins Awards Luncheon scheduling with ICC local organizers.
- February 15: Deadline for nominations for all prize paper awards and for any eligible (February 15 nomination deadline) career/service award.
- February 22: Individual Members or sub-committees assigned paper and/or career/service award(s) for which nominations are to be reviewed, with deadline of two months before ICC.
- No later than 50 days before ICC: Teleconference of full Awards Committee and award decisions, based on evaluation results from individual Members or sub-committees, email balloting in the prior week and balloting during the meeting.
- No later than 45 days before ICC: Award winners are informed by Staff and invited to the Awards Ceremony. Staff begins preparation of award certificates, plaques, and checks.
- Morning of luncheon at ICC: Staff delivers awards materials to room where luncheon is being held and runs through presentation details with Awards Committee Chair and local organizers.

##### **9.4.7.4.b Career/service Awards**

- July 15: Call for nominations with deadline of September 1. Inform all Society officers and publish open call. Staff begins Awards Luncheon scheduling with GLOBECOM local organizers.
- September 1: Deadline for nominations.
- September 3: Subcommittees assigned nominations to review, with deadline of two months before GLOBECOM.
- No later than 50 days before GLOBECOM: Teleconference of full Awards Committee and award decisions, based on evaluation results from individual Members or sub-committees, email balloting in the prior week and balloting during the meeting.
- No later than 45 days before GLOBECOM: Award winners are informed by Staff and invited to the Awards Ceremony. Staff begins preparation of award certificates, plaques, and checks.
- Morning of Luncheon at GLOBECOM: Staff delivers awards materials to room where luncheon is being held and runs through presentation details with Awards Committee Chair and Local Arrangements person.

#### **9.4.7.5 Encouragement of Nominations for IEEE Awards**

1. The Awards Committee shall encourage nominations for IEEE awards relevant to the scope and interests of the IEEE Communications Society.
2. A link to IEEE's Web site for open call for nominations shall be posted on ComSoc's Web page for Awards, and published in ComSoc's Enews when requested by the Awards Committee Chair.



3. The ComSoc support staff member shall maintain liaison with IEEE and TAB Awards Staff and relay received information to the Awards Committee chair. The Awards Committee chair shall, in turn, remind the Awards Committee and the relevant ComSoc Boards, Councils, Committees and Officers about relevant IEEE awards and the deadlines for nominations.

#### **9.4.7.6 Career Awards**

##### **9.4.7.6.a IEEE Communications Society Edwin Howard Armstrong Achievement Award (originally Achievement Award)**

- Prize – Certificate, plaque, and honorarium of \$2,000; funded by the IEEE Foundation.
- Eligibility – Member of the Communications Society at time of nomination.
- Basis for Judging – Outstanding contributions over a period of years in the field of interest of the Society.
- Presentation – Annually (as soon as possible after recommendation). Award shall not be presented if suitable candidate is not available.

##### **9.4.7.6.b IEEE Communications Society Distinguished Industry Leader Award**

- Prize – Plaque, certificate, and honorarium of \$2,000.
- Description - To recognize an industry executive whose leadership has resulted in major and outstanding advances and new directions in the information and communications business area.
- Eligibility – An information or communication industry executive who played a major leadership role in research or development and introduction of systems, devices, applications or services that have significantly impacted the communications and information markets on a global basis and substantially advanced the use of information and communication technologies in industry, commerce, and society. The candidate is not required to be an IEEE member.
- Selection Criteria and Basis for Judging – Executive leadership resulting in major advances and new directions in the information and communications business area. Evaluation is based on such factors as global acceptance of the products and services, financial success and growth of the business, ubiquity of the products and services, emulation of the contributions by competition, and degree of global recognition of the candidate. Other factors include time of service, impact, specific innovations, etc.
- Nomination/Selection Process – Nominations shall be solicited each year, up to the nominations deadline decided by the Awards Committee. Nominations shall be openly solicited; however, nominations would also be received from a Nominations Committee appointed by the President of the Communication Society. The nomination/selection process to select an award recipient for year “X+ 1” shall take place in year “X”, thus conforming to IEEE procedures. (For example, the 2004 winner shall be decided by the Committee in year 2003.)
- Presentation - The award shall be presented at a major Communication Society annual conference or venue appropriate to the business area of the recipient. The award shall not be conferred in any given year if a suitable candidate is not identified. Annually (as appropriate); no more than two awards shall be given per year.
- Administration and Funding - The Communications Society shall administer the award covered out of annual Society operating expenses until a suitable endowment is established.

##### **9.4.7.6.c IEEE Communications Society Industrial Innovation Award**

- Prize – Plaque, certificate, and honorarium of \$1,000 for each recipient. Up to three individuals may receive this award in a calendar year, for separate accomplishments or as members of a team.
- Description - To annually recognize an individual in industry for major industrial accomplishments, standards, deployment of important processes or products, etc., that

substantially benefit the public in the field of communications and information technologies and are visible beyond the company or institution where the contribution was made.

- Eligibility – Individuals at any level who were industry employees at the time of the accomplishments being recognized; candidate need not be an IEEE member.
- Selection Criteria and Basis for Judging – Basis for judging and factors to be considered in the selection are time/length of service, impact in the field of communications, specific innovations benefiting industry, commerce, and society.
- Nomination/Selection Process – The ComSoc Awards Committee shall handle the evaluation and selection process. Nominations shall be solicited each year, up to the nominations deadline decided by the Awards Committee. Calls for nominations are posted on the ComSoc Web page, Society magazine and electronic newsletter.
- Presentation – Annually (as soon as possible after recommendation). No more than three awards may be made in any calendar year. The award shall not be conferred in any given year if suitable candidates are not identified. The award presentation is made preferably at the IEEE GLOBECOM Awards Luncheon, or at a venue and time appropriate to the business area of the recipient. Award shall be publicized on the ComSoc Web page, Society Magazine, electronic newsletter, and Awards Luncheon Brochure.
- Administration and Funding -The IEEE Communications Society shall administer the award. Funding shall be covered by the annual Society operating budget unless a suitable endowment is established. Up to \$3000 (plus the minimal cost of plaques and certificates) shall be budgeted annually to cover the cost of up to 3 recipients.

**9.4.7.6.d IEEE Communications Society Award for Public Service in the Field of Telecommunications**

- Prize – Certificate, plaque, and honorarium of \$1,000.
- Eligibility – No restrictions.
- Basis for Judging – Major contributions to the public welfare through work in the field of telecommunications.
- Presentation – Annually (as soon as possible after recommendation). Award shall not be presented if suitable candidate is not available.

**9.4.7.7 Service Awards**

**9.4.7.7.a IEEE Communications Society Donald W. McLellan Meritorious Service Award**

- Prize – Certificate, plaque, and honorarium of \$1,000 up to two awards per year.
- Eligibility – Member of the Communications Society at time of nomination.
- Basis for Judging – Outstanding long-term service to the welfare of the Communications Society.
- Presentation – Annually (as soon as possible after recommendation). Award shall not be presented if suitable candidate is not available.

**9.4.7.7.b IEEE Communications Society Harold Sobol Award for Exemplary Service to Meetings & Conferences (formerly Meetings & Conferences Award).**

- Prize – Plaque, certificate, and honorarium of \$1,000.
- Description and Eligibility – Society member at time of nomination who has demonstrated exemplary services to the meetings and conferences of the Society over a sustained period of time. Evaluation of candidates is based on such factors as long-term service, significant contributions, strategic planning and financial success, etc.

- Basis for Judging – Exemplary service to IEEE Communications Society meetings and conferences over a sustained period of time.
- Nomination/Selection Process - Nominations shall be openly solicited but they shall be screened and reduced to a short list by a nominations Committee chaired by the Vice President of Conferences and consisting of members of the Conferences Steering Committee. The short list shall be provided to the Awards Committee and the Awards Committee shall select the final awardee.
- Schedule and Presentation - Nominations shall be solicited each year, up to the nominations deadline decided by the Awards Committee. The award shall be presented at Globecom or other venue appropriate to the award and the recipient. The award shall not be conferred in any given year if a suitable candidate is not identified. Annually (as appropriate); no more than one award shall be given per year.
- Administration and Funding - The Communications Society shall administer the award. Funding shall be covered out of annual Communications Society operating expenses unless a suitable endowment is established.

**9.4.7.7.c IEEE Communications Society Joseph LoCicero Award for Exemplary Service to Publications (formerly Publications Exemplary Service Award)**

- Prize – Plaque, certificate, and honorarium of \$1,000.
- Description and Eligibility: A Society member at time of nomination who has been involved with one or more of the Society’s publications (e.g., Journals, Magazines; print or electronic) for a sustained period of time and having made notable contributions in areas such as editing, publishing or otherwise facilitating their realization, quality, scope or visibility.
- Selection Criteria - Basis for judging is exemplary and exceptional service to IEEE Communications Society publications over a sustained period of time. Factors to be considered in the selection are time of service, impact, specific innovations, etc.
- Nominee Selection – Award shall be presented annually to a recipient selected by a Publications Award Selection Committee working in conjunction with the Communications Society Award Committee. Nominations shall be solicited, screened and reduced to a short list by the Selection Committee (Vice President of Publications; Directors of Journals and Magazines, and Editors-in-Chief of the Society’s publications) with external consultation, as appropriate, and submitted to the Communications Society Awards Committee for final selection.
- Schedule and Presentation - Nominations shall be solicited each year, up to the nominations deadline decided by the Awards Committee. The award shall be presented at a venue appropriate to the award and the recipient. The award shall not be conferred in any given year if a suitable candidate is not identified. Annually (as appropriate).
- Administration and Funding - The IEEE Communications Society shall administer the award. Funds shall be covered out of annual Communications Society operating expenses until a suitable endowment is established.

**9.4.7.7.d IEEE ComSoc/KICS Exemplary Global Service Award**

- Prize – Certificate, plaque, and honorarium of \$2,000 and up to \$1500 for travel to receive award.
- Description & Eligibility – Member of the Communications Society or the Korean Information & Communications Society at time of nomination and have demonstrated exemplary and distinguished service in globalization.
- Basis for Judging: Outstanding and long-term service fostering and advancing globalization within the communications arena.

- Presentation – Annually; presented by both presidents during Awards Luncheon at IEEE GLOBECOM. Award shall not be presented if suitable candidate is not available.
- Nomination/Selection Process – ComSoc Awards Committee shall handle the evaluation and selection process. Nominations shall be solicited each year, up to the nominations deadline decided by the Awards Committee.
- Administration and Funding - KICS shall provide the honorarium and partial travel support up to \$1500 for recipient to receive award.

#### **9.4.7.8 Paper Awards**

##### **9.4.7.8.a General policies for all papers:**

ComSoc magazines and journals are defined as those financially sponsored, in whole or in part, by the IEEE Communications Society.

##### **9.4.7.8.b Multiple Awards:**

- Technical Committee level awards should not preclude a ComSoc level award and may even be considered a supporting document.
- No paper should get multiple ComSoc level awards, even if in different years.

##### **9.4.7.8.c EIC Nominations:**

- Each journal EIC may submit up to 5 nominations per award relative to that journal and may decide if the papers are from current or previous years, and whether previous-year nominations are based on number of citations or other criteria.

#### **9.4.7.9 List of Paper Awards**

##### **9.4.7.9.a The IEEE Communications Society Best Tutorial Paper Award**

- Prize – Plaque and honorarium up to \$500 for each author; total not to exceed \$1,000.
- Eligibility – Given to an outstanding tutorial paper published in any Communications Society magazine or journal in the previous 5 calendar years; author need not be an IEEE member.
- Basis for Judging – Clarity and quality of presentation, timeliness and relevance of topic.
- Nominee Solicitation – Nominations solicited by Chair of Magazines/Journals Paper Awards Selection Committees in consultation with Magazines/Journals Editors-in-Chief.
- Selection Process – Nominations screened and short list prepared by the Magazines and Journals Paper Awards Selection Committees with the approval of the Magazines/Journals Editors-in-Chief, Director of Magazines, and Director of Journals. The short list submitted to the Communications Society Awards Committee for final selection.
- Presentation – Annually (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

##### **9.4.7.9.b The IEEE Communications Society Leonard G. Abraham**

- Prize – Plaque and honorarium up to \$500 for each author; total not to exceed \$1,000.
- Eligibility – Publication of an original paper, in the category of Communications Systems, published in the *IEEE Journal on Selected Areas in Communications* in the previous 3 calendar years; author need not be an IEEE member.
- Basis for Judging – Quality, originality, utility, timeliness, clarity of presentation.
- Nominee Solicitation – Nominations solicited by Journal Editor-in-Chief from the Editorial Board, guest Editors, and readership (through published notice).

- Selection Process – Nominations screened and reduced to a short list by a Committee of the Editorial Board and submitted to the Communications Society Awards Committee for final selection.
- Presentation – Annually (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

**9.4.7.9.c The IEEE Communications Society Stephen O. Rice Prize**

- Prize – Plaque and honorarium up to \$500 for each author; total not to exceed \$1,000.
- Eligibility – Publication of an original paper, in the category of Communications Theory, published in the IEEE Transactions on Communications in the previous 3 calendar years; author need not be an IEEE member.
- Basis for Judging – Quality, originality, utility, timeliness, clarity of presentation.
- Nominee Solicitation – Nominations solicited by Transactions Editor-in-Chief from the Editorial Board, guest Editors, and readership (through published notice).
- Selection Process – Nominations screened and reduced to a short list by a Committee of the Editorial Board and submitted to the Communications Society Awards Committee for final selection.
- Presentation – Annually (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

**9.4.7.9.d The IEEE Communications Society William R. Bennett Prize in the Field of Communications Networking**

- Prize – Plaque and honorarium up to \$500 for each author; total not to exceed \$1,000.
- Eligibility – Publication of original paper, in the category of Communications Networking, published in the *IEEE/ACM Transactions on Networking* or the *IEEE Transactions on Network and Service Management* in the previous 3 calendar years; author need not be an IEEE member.
- Basis for Judging – Quality, originality, utility, timeliness, clarity of presentation.
- Nominee Solicitation – Nominations solicited by Transactions Editor-in-Chief from the Editorial Board, guest Editors, and readership (through published notice).
- Selection Process – Nominations screened and reduced to a short list by a committee of the Editorial Board and submitted to the Communications Society Awards Committee for final selection.
- Presentation – Annually (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

**9.4.7.9.e Fred W. Ellersick Prize (formerly the Communications Society Magazine Prize Paper Award)**

- Prize – Plaque and honorarium up to \$500 for each author; total not to exceed \$1,000.
- Eligibility – Publication of an original paper in any Communications Society magazine in the previous 3 calendar years; author need not be an IEEE member.
- Basis for Judging – Quality, utility, timeliness, and clarity of presentation, comprehensible to the non-specialist.
- Nominee Solicitation – Nominations solicited by the Chair of Magazines Paper Awards Selection Committee in consultation with Magazines Editors-in-Chief.
- Selection Process – Nominations screened and short list prepared by the Magazines Paper Awards Selection Committee with the approval of the Magazine’s Editors-in-Chief. The short list is submitted to the Communications Society Awards Committee for final selection.

- Presentation – Annually (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

**9.4.7.9.f The IEEE Communications Society Heinrich Hertz Award for Best Communications Letter**

- Prize - Plaque and honorarium of \$500 per author (up to a maximum total of \$2000).
- Description - Letters published in any letter journal financially sponsored or co-sponsored by the Communications Society which open new lines of research, envision bold approaches to communication, formulate new problems to solve, and essentially enlarge the field of communications engineering are eligible for this annual award.
- Eligibility - This award is given to an outstanding manuscript published in any letter journal during the previous 3 calendar years which opens new lines of research, envisions bold approaches to communication, formulates new problems to solve, and essentially enlarges the field of communications engineering. Recipients need not be IEEE members.
- Basis for Judging - Quality, exposition, novelty and impact.
- Nominee Solicitation/Selection - Nominations shall be solicited by the Editor-in-Chief of *IEEE Communications Letters* from the Editorial Board. Each associate editor may submit no more than one paper to the Editor-in-Chief for consideration. A sub-committee comprised of the Editor-in-Chief and five Associate Editors shall screen the nominated papers. Nominations shall also be solicited from ComSoc Technical Committee chairs and readership (through published notices). No more than five manuscripts shall be submitted to the Awards Committee for final selection by March 1 of each year. Selection shall be based on rankings given to each nominated paper by each member of the sub-committee. Each paper submitted to the Awards Committee shall be accompanied by a summary statement.
- Administration - The IEEE Communications Society shall administer the award covered out of the Society's annual operating budget until a suitable endowment is established. Each recipient receives an honorarium of \$500 up to maximum of \$2000 (plus the minimal cost of plaques) and shall be budgeted annually to cover the total cost of up to \$2000 per year.
- Presentation - Annually, at ICC or GLOBECOM (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

**9.4.7.9.g IEEE Communications Society/Information Theory Society Joint Paper Award**

- Prize: A plaque and an honorarium up to \$500 for each author; total not to exceed \$1,000 for each paper.
- Eligibility: For outstanding papers published in any publication of the Communications Society or IEEE Information Theory Society within the previous three calendar years. The authors do not have to be members of IEEE. Presented annually.
- Basis for Judging: Quality, originality, utility, timeliness, and presentation. The paper should cover the interests and achieve the values of both the Communications Society and Information Theory Society.
- Sponsorship and Funding: Jointly sponsored by IEEE Communications Society (ComSoc) and Information Theory Society (IT). Funding evenly divided by the two sponsoring societies.
- Selection Process:
  - Each year a joint papers evaluation sub-committee of six members is formed with three from each of the Awards Committees of the two Societies. ComSoc's members are appointed by the Chair of the ComSoc Awards Committee.
  - This sub-committee considers ranked nominations from publications boards in both societies and selects 1 or 2 papers as the award recipients. No paper already selected for a

ComSoc paper award shall be eligible. The processes/timelines shall be the same as all other paper awards.

- Presentation: Annually at any event sponsored by either of the two sponsoring societies selected by the recipient(s).

#### **9.4.7.9.h IEEE Marconi Prize Paper Award in Wireless Communications**

- Prize – Plaque, honorarium of up to US\$1,000, travel reimbursement of up to US\$3,000.\*
- Description - The IEEE Guglielmo Marconi Best Paper Award is an annual award, sponsored by Qualcomm Inc., for an original paper in the field of Wireless Communications published in the *IEEE Transactions on Wireless Communications*. NOTE: *IEEE Transactions on Wireless Communications* is co-sponsored by the IEEE Communications Society and IEEE Signal Processing Society.
- Eligibility - Authors of an original paper in the field of Wireless Communications, published in the *IEEE Transactions on Wireless Communications* in the previous 3 calendar years, are eligible for the Award. There are no restrictions as to IEEE membership, nationality, race, creed, age or gender.
- Basis for Judging – Originality, utility, timeliness, and clarity of presentation.
- Nominee Solicitation – Nominations solicited by the Editor-in-Chief of *IEEE Transactions on Wireless Communications* from the Editorial Board, guest Editors, and readership (through published notice).
- Selection Process – Annually solicitations are sought from 1 January through 31 January; a short list is generated by 1 March; selection by an award Committee (consisting of 3 members of the ComSoc Awards Committee and 1 from the Signal Processing Society) is completed by 10 April; the Chair of the Communications Society Awards Committee notifies recipients no later than 20 April.
- Administration – Sponsored by Qualcomm Inc., in addition to the \$1000 honorarium, a travel reimbursement of up to US\$3000 is provided for travel and living to enable recipients to attend the Awards Luncheon.
- Presentation – Annually presented by the IEEE Communications Society Awards Committee Chair, in the name of the IEEE Communications Society, the IEEE Signal Processing Society, and the external sponsor of the award, at the International Conference on Communications.

#### **9.4.7.9.i IEEE Communications Society Award for Advances in Communications**

- Prize: Plaque and honorarium of \$500 per author (up to a maximum total of \$2000).
- Eligibility: Papers that open new lines of work, envision bold approaches to communication, formulate new problems to solve, and essentially enlarge the field of communications engineering. Given to an outstanding paper published in any IEEE Communications Society publication in the previous 15 calendar years; author need not be an IEEE member.
- Basis for Judging: Quality, originality, novelty and impact.
- Nominee Solicitation: Nominations solicited by Editors-in-Chief to the Editorial Boards and guest Editors of all IEEE Communications Society publications. After screening, each Editor-in-Chief shall submit at least one nomination. Nominations shall also be solicited from ComSoc Technical Committee chairs and readership (through published notice).
- Selection Process: All nominations shall be submitted to the IEEE Communications Society Awards Committee for final selection by March 1 of each year. The selection process shall comply with procedures and regulations established in IEEE and ComSoc governing documents, in particular with IEEE Policy 4.4 on Award Limitations.

- Administration and Funding: The IEEE Communications Society shall administer the award covered out of annual Society operating expenses until a suitable endowment is established.
- Presentation: Annually at ICC or GLOBECOM. Award shall not be given if a paper of high quality is not uncovered. Award and recipient shall be published in the ComSoc Awards Luncheon brochure and posted on the ComSoc web site.

#### **9.4.7.10 Establishing New Awards**

1. The Awards Committee of ComSoc receives suggestions or proposals about new awards from members, Officers, Volunteers, Committees, Boards, Councils of ComSoc, and put together formal proposals for new awards.
2. The proposals should include: names, descriptions of the awards, the eligibility, prize items, funding, administration of the awards, the selection criteria, the nomination/selection procedures, the processing schedule and the way of presentation of the awards, etc.
3. After the proposals are approved by the Board of Governors of ComSoc, the ComSoc headquarter office sends them to the IEEE TAB ARC for IEEE approval. Consensus of the BoG is that all ComSoc paper awards must receive Board approval. Award proposals originating with ComSoc (but involving other societies) must go to the BoG for approval. Awards originating within steering committees (having ComSoc representatives) must be reported to the BoG; information should include “motivation” behind establishing the award, procedures, and budget/sponsorship.
4. The Awards Committee of ComSoc starts announcing and implementing the new awards after approval by IEEE.

#### **9.4.7.11 IEEE and ComSoc Paper Awards Nomination Process**

##### **9.4.7.11.a Communications Society Paper Awards**

The Communications Society's Awards Committee retains responsibility for the ultimate selection of winning papers and functioning of the awards process. It coordinates the nomination and decision processes; and staff orders the certificates, plaques, and honorariums. ComSoc magazines and journals are defined as those financially sponsored, in whole or in part, by the IEEE Communications Society.

Magazine and Journals Editors-in-Chief are responsible for generating short nomination lists for their respective prizes, these lists become the major basis for decisions of the Awards Committee. Nominations are solicited by each Editor-in-Chief from his/her Editorial Board, guest editors, and the readership. Nominations may be solicited in a published notice. These nominations are then screened/reduced to a short list and submitted to the Awards Committee for final selection. (See specific details under each paper award.)

The Society welcomes nominations from Society Members for Prize Papers published in previous years. Such action shall give a deserving colleague a chance for one of these prestigious awards. A nomination should clearly state the authors, paper title, the publication and issue in which the paper appeared, and, in a few words, why the paper deserves an award. It should then be sent to the Editor-in-Chief of the publication in which the paper appeared (see current EICs listed under “Publications” in front part of the ComSoc Community Directory).

1. The Communications Society Best Tutorial Paper Award
  - For an outstanding tutorial paper published in any Communications Society magazine or journal in the previous 5 calendar years.
2. The Communications Society Leonard G. Abraham Prize
  - For a paper published, in the category of Communications Systems, published in the IEEE Journal on Selected Areas in Communications in the previous 3 calendar years.
3. The Communications Society Stephen O. Rice Prize
  - For a paper published in the category of Communications Theory, published in the *IEEE Transactions on Communications* in the previous 3 calendar years.



4. The Communications Society William R. Bennett Prize - in the Field of Communications Networking to be deleted (Award recently redefined for networking)
  - For a paper in the IEEE/ACM Transactions on Networking or the IEEE Transactions on *Network and Service Management* in the previous 3 calendar years.
5. The Fred W. Ellersick Prize
  - For a paper in any Communications Society magazine in the previous 3 calendar years.
6. The Communications Society Heinrich Hertz Award for Best Communications Letter
  - For letters published in any letter journal financially sponsored or co-sponsored by the Communications Society which essentially enlarge the field of communications engineering in the previous 3 calendar years.
7. The ComSoc & Information Theory Joint Paper Award
  - For a paper, relevant to both Societies, that appeared in any publication of the Communications Society or the Information Theory Society in the previous 3 calendar years.
8. The IEEE Marconi Prize Paper Award in Wireless Communications (ComSoc and Signal Processing Society)
  - Restricted to a paper from *IEEE Transactions on Wireless Communications* in the previous 3 calendar years.
9. The Communications Society Award for Advances in Communication
  - For a paper in any Communications Society journal or magazine in the previous 15 calendar years.

The short nomination lists for all prize papers are submitted to the Communications Society Awards Committee no later than January 31\* of the year following the year span (normally 3 years) in which papers were published. Award presentations are traditionally made at ICC each year.

#### **9.4.7.11.b IEEE Awards**

Recognition for an outstanding paper may be given at both Society and Institute levels. Editors- in-Chief may wish to nominate automatically the winning Communications Society papers for appropriate IEEE awards. (See the IEEE web site for awards information: “About Us/Awards)

1. W. R. G. Baker Award recognizes an outstanding original paper published in any IEEE journal, transactions, proceedings, or magazine in the past year.
2. Donald G. Fink Award recognizes an outstanding survey or tutorial paper published in any IEEE journal, transactions, proceedings, or magazine in the past year.

#### **9.4.8 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the TEA-C before taking effect.

## **9.5 Communications History Standing Committee**

### **9.5.1 Scope (from Bylaws, *verbatim*)**

This Committee is responsible for identifying, placing in electronic archives, and raising public awareness through all appropriate steps on the most important facts/person/achievements of communications history in particular, as well as telecommunication milestones in general.

### **9.5.2 Objectives**

The objectives of the Committee are to

- Involve ComSoc and outside industry and academic experts in the writing of history articles for ComSoc magazines and participation in history-oriented panel sessions at major conferences.
- Pass on innovation experiences and insights from older to younger members of our profession.
- Make the profession and the wider public aware of past technical accomplishments that have enhanced the quality of life for millions of people.

### **9.5.3 Organizational Structure**

The Committee reports to the TEA Council.

Committee membership and term limits shall be specified in the Bylaws.

### **9.5.4 Activities and Responsibilities**

#### **9.5.4.1 Chair**

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the TEA-Council
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

#### **9.5.4.2 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the TEA Council P&Ps.

### **9.5.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

#### **9.5.5.1 Meetings and Email**

Hold Committee teleconferences and face-to-face meetings at major conferences as needed.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

### **9.5.6 Activities and Programs Managed by the Committee**

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

The major activities of this Committee are soliciting and publishing historical articles, sponsoring and organizing history sessions at major conferences, commemorating historical occasions, and maintaining a web site with archived historical information objects.

**9.5.7 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the TEA-C before taking effect.

## **9.6 Distinguished Lecturers Selection Committee**

### **9.6.1 Scope (from Bylaws, *verbatim*)**

This Committee is responsible for establishing selection criteria and for the appointment of lecturers

### **9.6.2 Objectives**

The Distinguished Lecturer Program provides a means for IEEE Chapters and other organizations to identify and arrange lectures by renowned authorities on IEEE Communications Society (ComSoc) topics.

### **9.6.3 Organizational Structure**

The Committee reports to the Technical and Educational Activities Council.

Committee membership and term limits shall be specified in the Bylaws.

### **9.6.4 Activities and Responsibilities**

#### **9.6.4.1 Chair**

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the TEA Council
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

#### **9.6.4.2 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

### **9.6.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

#### **9.6.5.1 Meetings and Email**

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

### **9.6.6 Activities and Programs Managed by the Committee**

The Policies of activities and programs managed by the Committee shall be defined by the Committee.

The DL selection policies and procedures are given in the next section.

#### **9.6.6.1 Distinguished Lecturer Selection Policies**

The following are minimum qualifications for Distinguished Lecturers:

- The Distinguished Lecturer must be a Senior Member of the IEEE.
- The Distinguished Lecturer must be a member of the IEEE Communications Society.
- The Distinguished Lecturer must agree to prepare a conference tutorial if asked to do so. (Not all will be asked.)

The Chair of the Selection Committee shall contact the ComSoc Technical Committees in June of each year in order to encourage nominations. Nominations shall be submitted to the Chair of the Selection Committee with a copy of the ComSoc Vice President for Technical and Educational Activities.

The Chair of the Selection Committee shall schedule a Committee meeting in November of each year to select members.

Nominations received outside of this period shall be held until three nominations are received, after which a meeting of the Committee shall be held to act upon these nominations.

Selection Committee meetings are normally conducted by phone or email.

#### **9.6.6.2 Nominations**

Nominations may be made in two ways:

- An individual may nominate another person. The nominator must be a member of ComSoc and a Senior Member of IEEE.
- A person may receive the nomination of a ComSoc Technical Committee.

#### **9.6.6.3 Distinguished Lecturers Selection Guidelines**

The following are suggested guidelines for use by the ComSoc Technical Committees in the nomination of Distinguished Lecturers:

- Is the candidate a competent speaker as evidenced by previous presentations?
- Does the candidate speak to interesting topics in communications; is the talk of a tutorial or R&D nature within the scope of the sponsoring TC? Avoid outdated topics in communications, material that is readily available from other sources, or subjects too narrow to be of broad listener interest.
- Each TC should provide no more than 4 candidate proposals, including background support for the nomination, such as a summary of experience, website, or curriculum vitae.

#### **9.6.6.4 Distinguished Lecturers Term of Appointment**

The term of appointment as a Distinguished Lecturer is nominally two years. A person may be appointed as a Distinguished Lecturer more than once. At the discretion of the Committee, an appointment as a Distinguished Lecturer may be continued for an additional two-year term.

#### **9.6.7 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the TEA-C before taking effect.

## **9.7 Emerging Technologies Standing Committee**

### **9.7.1 Scope (from Bylaws, *verbatim*)**

This Committee is responsible for identifying, describing, and nurturing new technology directions, recommending new programs, and nurturing potential Technical Committees for formal proposal via the VP-TEA.

### **9.7.2 Objectives**

The IEEE Communications Society fosters the timely dissemination of technical information in emerging technology areas that are of high interest to its members. It encourages and provides assistance to members with common interest in a new technology area to form a small activity group with the expectation that such a group may eventually evolve into a full-fledged Technical Committee under the Society's TEA Council. This small activity group shall be a sub-committee reporting to the chair of Emerging Technologies Committee (ETC).

### **9.7.3 Organizational Structure**

The Committee reports to the Technical and Educational Activities Council. Committee membership and term limits shall be specified in the Bylaws.

### **9.7.4 Activities and Responsibilities**

#### **9.7.4.1 Chair**

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the TEA Council
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

#### **9.7.4.2 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

### **9.7.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

### **9.7.6 Meetings**

The Committee shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in).

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

### **9.7.7 Activities and Programs Managed by the Committee**

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

The procedure specified in the next sections shall be used for creating technical sub-committees in new technology areas and for changing the name of an existing sub-committee.

### **9.7.7.1 Formation of Technical Sub-Committees in New Technology Areas**

Members of the Society interested in organizing new technical groups should submit a written proposal to the VP-TEA, copied to the chair of Emerging Technologies Committee. The proposal should include the following sections:

- Name of the proposed sub-committee
- Scope of technical activities to be pursued
- Rationale for organizing the sub-committee (e.g. activities currently pursued by other technical groups or related societies)
- Proposed activities
- Proposed officers (chair, vice-chair, secretary, and any other positions)
- Proposed budget for the first two years
- Signature of 10 IEEE members interested in becoming members of the sub-committee

The VP-TEA shall evaluate the proposal in consultation with the chair of Emerging Technologies Committee and members of the TEA Council and make decision to approve or reject the formation of the sub-committee. Upon approval, the new sub-committee shall then be formed and shall report to the chair of Emerging Technologies Committee.

The chair of Emerging Technologies Committee shall assist the proposed officers to organize the sub-committee and commence its stated activities. The ETC chair shall help the sub-committee to obtain the necessary resources from the Society and IEEE to sponsor such activities.

### **9.7.7.2 Name Change for an Existing Technical Subcommittee**

- Chair sends a proposal to Emerging Technology Committee stating reasons for the name change.
- ETC shall evaluate the request and make their recommendation to VP-TEA who shall evaluate the proposal in consultation with the Technical Activities Council to ensure there is no conflict/overlap with another TC area.
- The VP-TEA shall inform the Board of Governors in his/her next written report to the BoG.

### **9.7.7.3 Sub-Committee Evaluation Process**

The ETC shall evaluate critically all technical sub-committees that have been operating for at least two years. The evaluation will reach one of the following recommendations:

1. elevated/merged to a full TC
2. continue as a sub-TC
3. put on a probation
4. disband

If the ETC recommends either 2) or 3) for a sub-committee, then two years later the ETC shall decide to recommend either 1) or 4) for that sub-committee.

The ETC shall forward to the TEA-C the recommendation to elevate/merge a technical sub-committee. If TEA-C approves such recommendation, then it shall forward it to the BoG for final approval.

The ETC shall forward to the TEA-C the recommendation to disband a technical sub-committee. If TEA-C approves such recommendation, then the technical sub-committee shall be disbanded.

### **9.7.8 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the TEA-C before taking effect.

## **9.8 Fellow Evaluation Standing Committee**

### **9.8.1 Scope (from Bylaws, verbatim)**

This committee is responsible for the Society's evaluation of Fellow nominations being considered by the IEEE Fellow Committee.

### **9.8.2 Objectives**

The Society Fellow Evaluation Committee (FEC) is responsible for the Society's evaluation of Fellow nominations and the forwarding of evaluation result through the Fellow evaluation website, in a timely fashion, to the IEEE Fellow Committee. The evaluation result includes the qualification classification (e.g., extraordinarily qualified, highly qualified, qualified, marginally qualified or not qualified), the final score, and answers to the evaluation questions for each candidate, as specified on the website.

### **9.8.3 Organizational Structure**

The Committee reports to the Technical and Educational Activities Council.  
Committee membership and term limits shall be specified in the Bylaws.

### **9.8.4 Activities and Responsibilities**

#### **9.8.4.1.a Chair**

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the TEA Council
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

#### **9.8.4.2 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

### **9.8.5 Transaction of Business**

All Committee business shall be conducted in compliance with Section 2.0 of ComSoc's P&Ps.

### **9.8.6 Meetings and Email**

Most of the business of the committee should be conducted by electronic means or by teleconference calls coordinated by the Chair. If in-person meetings are necessary, they should be also called by the Chair and should preferably take place during ICC meetings.

Conference calls, discussions and voting shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

### **9.8.7 Activities and Programs Managed by the Committee**

Activities, programs and related policies managed by the Committee shall be defined by the Committee.  
The Committee shall follow the following process to evaluate Fellow nominations.

#### **9.8.7.1 Operational Considerations**

Our aim is to form the FEC by including leading experts as committee members to cover a wide variety of technical areas within the scope of interest of the ComSoc, ranging from communication theory,



communication technologies, wireless communications, networking and protocols, internet to optical communications, satellite communications and communication processor or hardware design, to name a few. We also aim to include committee members with diverse backgrounds and balanced representation from different geographic regions, academia versus industry and gender.

Committee members should perform their duties in a fair and unbiased way. To ensure the highest degree of fairness and objectivity in our evaluation process, we request that our committee members not serve as a nominator, referee or endorser for any Fellow nomination, while serving on the FEC. For the same reason, each committee member is also asked to refrain from assessing or expressing opinions on any nomination, if there is a potential conflict of interest between the committee member and the nominee, such as being colleagues in the same organization, research collaborators and coauthors of publications.

Depending on the nature and characteristics of the contributions, each nominee is grouped into one of the four categories: Application engineer/practitioner, Educator, Research engineer/scientist and Technical leader. According to the category of each nominee, the FEC focuses on identifying the actual contributions and their impacts made by the nominee as well as the evidence provided to support the claim of contributions and impacts. For example, for a nominee in the category of research engineer/scientist, the committee naturally looks for the actual research contributions and their impacts. In this case, the contributions may be an introduction of a new research topic or framework, or invention of new techniques or technologies for solving a significant technical problem. The corresponding impacts may include influencing the direction of other researchers in the fields, widespread use of new technologies in engineering practices, adoption of the results in industrial standards and so on. As another example, for the category of application engineer/practitioner, the focus will be on the actual technical contributions and the associated practical use or impacts in the engineering fields. With the FEC members from both industry and academia, our goal is to provide thorough and objective evaluations of all nominees regardless of whether their contributions are leaning more toward academic research, practical engineering techniques, engineering leadership or education.

By the IEEE requirement, each nomination must be evaluated in detail by at least five FEC members. To maintain openness and achieve the best possible result, all nominations should be made available to all committee members on the evaluation website so that they can provide information and express opinions about each nomination subject to the aforementioned exception of conflict of interest.

To enhance the quality of the evaluation, members may seek information about the candidates with other distinguished members of the communications community. The Chair may also establish liaison mechanisms with Technical Committees and Sister Societies to obtain additional references about the candidates.

All committee members, including the Chair, should keep confidential all of the documents, information, discussions, debates, voting and final results associated with the evaluation work. The only official result of the evaluation is the one issued by the IEEE Fellow Committee after the whole process is completed each year. Furthermore, committee members should not provide feedback to nominators concerning the reason why a particular nomination was not successful (which is not allowed by IEEE either).

The FEC Chair shall recommend to the incoming Vice-President of Technical Activities at least one candidate to serve as successor prior to the expiration of his/her term of office.

### **9.8.7.2 Fellow Evaluation Process**

The IEEE requires the Fellow Evaluation Committee (FEC) of each Society to submit an *individual evaluation form* for every nomination submitted to the Society, which is based on detailed evaluation of the candidate by at least 5 committee members through the use of the evaluation website. The individual evaluation includes one final score with no ties for each candidate. The evaluation procedures recommended here for the ComSoc FEC should achieve the desired result. The methodology described is intended to supplement the rules found in the IEEE Policies and Procedures documents for standing committees, such as those found at <http://www.comsoc.org/about/documents/pp>. Additional FEC recommendations are described here as refinements of the procedure that the ComSoc FEC has used

successfully over many years. Considerable flexibility in the application of these recommendations is expected, but a tight schedule is always imperative as there are typically more than 80 ComSoc nominations to consider, and all results must be completed and delivered to the IEEE before June 15. Suggestions for improvements are welcome and should be directed to the current chair as identified at:

<http://www.comsoc.org/about/memberprograms/fellows>.

#### **9.8.7.2.a Step 1**

At the beginning of the year, the Chair invites new committee members and reminds new and existing committee members not to serve as a nominator, reference or endorser for any IEEE Fellow nomination to avoid potential conflict of interest, while serving on the FEC. Since very limited time is available for the evaluation, the Chair may prefer to set up well in advance the dates and time for two teleconference calls for the whole committee in early and mid-May. The calls, each of which can be up to 3 hours long, are used to discuss and rank all nominations. If the committee has members from Asia, Europe and America, experience indicates that it may be convenient to have the calls starting at about 10:30 am East Coast time in order to accommodate the wide time differences. IEEE can provide a conference bridge and toll-free calling numbers across the world for each teleconference call.

#### **9.8.7.2.b Step 2**

By early April, the Chair receives from the IEEE all nominations submitted to the ComSoc through the Fellow evaluation website. The Chair asks all committee members to identify candidates with potential conflict of interest such as being colleagues in the same organization, research collaborators, coauthors of publications, etc. Based on this information and members' areas of expertise, the Chair assigns 6 (a minimum requirement of 5) committee members to provide a detailed evaluation of each nomination. At this point, the evaluation website mainly enables committee members convenient access to nomination materials. Evaluation results will be input onto the website in Step 5.

As an aid to the assessment, the Chair arranges to gather and distribute various citation statistics for each candidate, which can include the total number of citations for the top 5 cited publications (patents included), the number of publications with more than 50 citations each, and the number of granted patents. The citation figures should not be regarded as a key factor, but should be considered sensibly only as an additional piece of information in the evaluation process.

Committee members should be reminded of the four categories of contributors: Application engineer/practitioner, Educator, Research engineer/scientist and Technical leader. The key of the evaluation is to identify specific contributions, their impacts in terms of scientific, engineering and practical values, and supporting evidence of each nominee. The committee should be sensitive to the fact that industry candidates, especially Application engineers/practitioners and Technical leaders, may not have produced an extensive, publicly available record of publications as those, for example, in a university environment.

After a careful evaluation of the assigned nominations, each committee member groups all of his/her assigned nominations into 4 quartiles: low, low-middle, top-middle and top 25 percentile. An integer score of 1 to 4 is given to each nomination where a score of 1 and 4 are for a candidate in the low and top quartile, respectively. As a result, an equal number of the nominations assigned to a committee member receive a score of 1 to 4. Putting nominations into quartiles according to their merits will enable the committee to obtain a rank order of all nominees efficiently as follows.

#### **9.8.7.2.c Step 3**

The Chair receives and merges the quartile rankings and scores produced by each committee member in Step 2 to generate the initial rankings of all candidates in the descending order of merits as follows. The rankings are obtained by the following sequence of sorting: (1) in the descending order of the average score, (2) in the ascending order of the score standard deviation, (3) the number of granted patents, (4) the total number of citations of top 5 cited publications, and (5) the number of publications with more than 50 citations each for every candidate. Sorting keys of (1) and (2) show the collective opinions of the

committee members responsible for the detailed assessment of the nominations. Key (3) gives a slight preference to industrial nominees for their practical engineering impacts over traditional academic candidates with publicly available publication records.

With the tabulated data as assembled by the Chair in hand, the first teleconference call is held a couple of days later for the entire committee. During this conference call, strengths and weakness of all nominations are discussed. The committee usually spends less time in discussing the highly and lower rated nominations because their merits or weaknesses are naturally clear. However, special attention will be paid to candidates where committee members do not share similar opinions, as reflected by a high score standard deviation, as well as industrial nominees who may not have public publication records. As long as there is no conflict of interest, all committee members are encouraged to provide information and opinions about every nomination, regardless of whether they have participated in the detailed assessment of the candidate under consideration in Step 2. Such discussion helps the committee reach a consensus of the merits of the nominations, although each committee member is welcomed to maintain his/her personal view of the candidates. Following the discussion and exchange of opinions at the first conference call, the key outcome is to identify nominations for which some committee members may want to revise their initial scores given in Step 2, while maintaining the equal number of assigned candidates in each quartile.

#### **9.8.7.2.d Step 4**

Prior to the second teleconference call, the Chair receives from each committee member revised scores of his/her assigned nominations where appropriate. Using the revised scores from committee members, revised rankings of all candidates can be obtained using the same sorting criteria in Step 3.

During the second teleconference call, rankings of all candidates are finalized. Based on the ordered list of candidates, thresholds are identified so as to group and classify nominations as Extraordinarily Qualified (EQ), Highly Qualified (HQ), Qualified (Q), Marginally Qualified (MQ) and Not Qualified (NQ). The IEEE has specified the range of final scores for nominations in each of these classifications. The final score for *every candidate in each classification* can thus be calculated based on the candidate ranked order and the score range of the classification by assuming uniform score distribution for all candidates with the same qualification classification over the given range. The classification and the final score of each candidate (ranged from 0 to 100%) are considered to be the main evaluation result representing the consensus of the whole committee.

#### **9.8.7.2.e Step 5**

To base on the evaluation results from the second conference call, the Chair invites all committee members, as individual evaluators, to input evaluation results for each of their assigned nominations onto the website. (To save time, committee members can input “N/A” as text answers to certain questions on the website because the answers from the individual evaluation will not be accessed or considered by the IEEE Fellow Committee. Instead, the latter committee will use and consider only the Summary Evaluation of the Society.) To prepare the Summary Evaluation on the website, the Chair identifies and designates one committee member among those, who have carried out a detailed assessment in Step 2, responsible for preparing the text answers to questions for every nominee in the Summary Evaluation. Each committee member is expected to prepare text inputs for an equal number of candidates. These text inputs will be forwarded to the Chair for further processing.

#### **9.8.7.2.f Step 6**

The Chair collects the text inputs from committee members for all candidates. After minor editing, the Chair is responsible to input the final score, text and answers to the evaluation questions in the Summary Evaluation of the Society on the website. When the preparation of the Summary Evaluation is completed, the Chair submits it officially to the IEEE Fellow Committee via the website before the requested deadline of June 15.

**9.8.8 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

## **9.9 Technical Committees Recertification Standing Committee**

### **9.9.1 Scope (from Bylaws, *verbatim*)**

This Committee recommends the establishment of new Technical Committees and reviews current Committees to determine whether they are fulfilling their responsibilities.

### **9.9.2 Objectives**

The TCRC is responsible for assuring that our Technical Committees (TCs) focus their activities in support of ComSoc goals and programs, as well as maintain currency with the communications field. To carry out this role, the TCRC shall review and recommend changes to the TC structure for approval in accordance with ComSoc Bylaws. This may include redirecting existing TCs, stimulating creation of new TCs, and eliminating TCs that are no longer needed.

### **9.9.3 Organizational Structure**

The Committee reports to the Technical and Educational Activities Council. Committee membership and term limits shall be specified in the Bylaws.

### **9.9.4 Activities and Responsibilities**

#### **9.9.4.1 Chair (VP-TEA, *ex-officio*)**

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the TEA Council
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of his/her responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee
- The TCRC Chair shall be the primary interface with the Board of Governors and shall seek BoG approval for TCRC recommendations in accordance with the ComSoc Bylaws.

#### **9.9.4.2 Secretary**

Duties of the Secretary include, but are not limited to, the following:

- The TEA-C Vice Chair shall serve as the TCRC Secretary
- Shall arrange the details for the meetings (working with Staff support), taking notes, distributing minutes, maintaining (with Staff support) TC review status, and other duties that shall facilitate TCRC operations.

#### **9.9.4.3 Committee**

Responsibilities of the Committee shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

### **9.9.5 Transaction of Business**

All Committee business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

#### **9.9.5.1 Meetings**

The Committee shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in).

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

## **9.9.6 Activities and Programs Managed by the Committee**

The Policies of activities and programs managed by the Committee shall be defined by the Committee. The TCRC shall follow the guidelines specified below.

### **9.9.6.1 Review Criteria and Application**

1. The TCRC shall develop and use criteria for evaluating TCs.
2. The TCRC shall use information from the Emerging Technologies Committee (ETC) as input on technical topics that are of potentially high interest for ComSoc TC coverage.
3. The TC review criteria or questionnaires based on it shall be sent to TC Chairs with sufficient time to complete and return to the TCRC for processing. Normally, at least one month should be allowed.
4. TCRC reviews are open to all TC chairs and members, including those in TCs that are not under review at the time.
5. The TCRC shall measure the effectiveness of its review criteria and process in helping TCs meet ComSoc goals.
6. In addition to recommending recertification of specific TCs, the TCRC shall also suggest opportunities for cross-TC coverage of important topics.

### **9.9.6.2 Review Schedule**

1. The TCRC Secretary shall work with Staff and the TCRC Chair in preparing and maintaining a schedule for review of existing TCs. Where practical, clusters of TCs having commonalities or natural synergies should be reviewed together.
2. Each TC should be reviewed once every three years, in accordance with the ComSoc Bylaws.
3. To help achieve the objective of each TC being reviewed every three years, due to the large number of TCs, reviews may take place continually throughout the year, and not tied to the TCRC meetings at each ICC and GLOBECOM.

### **9.9.6.3 New TCs**

1. Proposals for new TCs shall be reviewed by the TCRC, with recommendations being forwarded to the Board of Governors through the VP-TEA.
2. Suggestions for creation of new TCs coming from the TCRC shall be recommended to the VP-TEA for further pursuit (e.g., seeking a volunteer advocate, etc.).

## **9.9.7 Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the TEA-C before taking effect.

## **10. TECHNICAL COMMITTEES**

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## **10.1 Current Technical Committees**

- Ad Hoc & Sensor Communications & Networks
- Cognitive Networks
- Communications & Information Security
- Communications Quality & Reliability
- Communications Software
- Communications Switching & Routing
- Communications Systems Integration & Modeling
- Communication Theory
- Computer Communications
- Data Storage
- e-Health
- Green Communications & Computing
- Information Infrastructure & Networking
- Internet
- Multimedia Communications
- Network Operations & Management
- Optical Networking
- Power Line Communications
- Radio Communications
- Satellite & Space Communications
- Signal Processing & Communications Electronics
- Transmission, Access & Optical Systems
- Wireless Communications

### **10.1.1 Technical Committee Templates**

Policies and procedures for Technical Committees are required by the Board of Governors from each Technical Committee since 1998. To help facilitate this requirement, The Vice President – Technical Activities has provided five templates for TC operating procedures.

This section of the P&P Manual contains a minimum set of policies and procedures to complement the existing procedures of individual Technical Committees. Technical Committees may add and refine (but not violate) these minimum procedures.



## **11. OMBUDSMAN**

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### 11.1 General

- The ombudsman should be a standing post. A volunteer should be elected by the Board of Governors every two years to fill the position for a two-year term.
- The ombudsman shall have direct access to the Board of Governors with respect to any unusual or otherwise important complaints that are not readily rectified. However, this will not apply to those components of ComSoc operations where procedures for appeal already exist.

### 11.2 Operations

- A copy of all ComSoc-related complaints received by the IEEE or ComSoc should be sent to the ombudsman.
- A standard form will be generated that indicates: the name/address of the member, the nature of the complaint, and the action instigated to rectify the problem. The ombudsman will not usually be involved with any normal non-fulfilment complaints, except to receive a copy of the form.
- The ombudsman's address and purpose will be sent out with all new membership applications (printed on the back of the IEEE ComSoc member application form). Applicants and members who do not receive the proper response for processing of their membership, and do not begin to receive publications in a timely fashion, are invited to contact the ombudsman.
- A brief notice, giving the address and purpose of the ombudsman, as a service to members, will be published in each issue of *The IEEE Communications Magazine*. A longer notice will be published once a year, preferably in the months just after memberships are renewed when most membership complaints are likely to be made. The ombudsman's address should be given as a c/o address to the IEEE ComSoc Office to avoid reprinting costs each year if the ombudsman changes and will also serve as a screening service.
- The ombudsman will deal directly with all non-standard complaints following receipt of the above form.
- In dealing with complaints, the ombudsman shall receive administrative support from the Executive Director of ComSoc.
- Society members are invited to write directly to the ombudsman if they have reason to believe their original complaint has not received the attention it deserves.
- The ombudsman is responsible for:
  - Immediately acknowledging receipt of the complaint.
  - Investigating the nature of the complaint and taking whatever action is necessary to rectify the problem in a timely manner.
  - Responding with details of the actions taken and inviting he/she to correspond further if either the action does not solve the problem or if he/she still remains dissatisfied.

### 11.3 Reporting

The ombudsman shall provide an annual report to the Executive Director of the Communications Society for inclusion in the end of year Society Report.

## **12. ANNEX A (INFORMATIVE)**

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## **12.1 Introduction**

This Informative Annex gives additional details on the organization of Society Assemblies by using information contained in Society Governance documents and is here added to the P&Ps as a mere convenience to the reader.

This Annex is informative and contains no normative provisions. It can be updated as Governance documents change and changes to this Annex require no approval. If, at any time, this Annex conflicts with or contradicts the Society Constitution, Bylaws and P&Ps, then the Society Constitution, Bylaws and P&Ps shall take precedence.

This Annex can be updated as needed to maintain alignment with the Constitution, Bylaws, and P&Ps by the Society Governance Committee and/or Society Staff without BoG approval.

## **12.2 Procedures for Transacting Business in All Society Assemblies**

Operations in all Society assemblies (BoG/Councils/Boards/any Committee) are specified in Bylaw 3.8.

For detailed procedures when transacting business in a Society assembly (BoG, Councils, Boards, any Committee), refer to the “The Governance Toolkit” in Clause 2.0 of the Society P&Ps.

## **12.3 Council-Specific Provisions**

### **12.3.1 Organization and General Provisions (from ComSoc Bylaws, *verbatim*)**

Council provisions are governed by the following Bylaws:

- 4.1 Councils are chaired by Vice Presidents to address Technical and Educational Activities, Publications, Conferences, Member and Global Activities, and Industry and Standards Activities. Directors of Boards and Chairs of Standing Committees reporting to a Council serve on the Council and all are voting members together with the Council Chair. Vice Presidents should appoint a Council Vice Chair chosen among the Council voting members and may also appoint additional non-voting members as needed. Councils may approve voting rights for these additional members, with the approval of the BoG.
- 4.2 Council P&Ps are developed by the Council and approved by the BoG.
- 4.3 Councils may be established or dissolved by a two-thirds majority vote of the BoG. The scope, responsibilities, and P&Ps of a new Council shall be defined before incorporating it into the Bylaws.

### **12.3.2 Appointment of Chairs and Members**

Council Chairs (VPs) and members (Directors and Standing Committee Chairs) are all ex-officio. Additional members can be appointed as per Bylaw 4.1.

### **12.3.3 Terms of Chairs and Members**

Chairs (VPs) serve two-year terms beginning in the even-numbered year following their election, as per Bylaw 3.2.2.

Directors and Standing Committee Chairs serve for the nominal term of the President, as per Bylaw 3.3.4.

## **12.4 Board-Specific Provisions**

### **12.4.1 Organization and General Provisions (from ComSoc Bylaws, *verbatim*)**

Board provisions are governed by the following Bylaws:

- 6.2 Directors are responsible for appointing members to their Boards, with the approval of the appropriate Vice President.

Unless otherwise specified in the “Board Descriptions,” all Board members (ex-officio or not), including the Director, shall be voting members and shall serve two-year terms concurrent with the nominal duration of the presidential term.

In addition to the members specified in the “Board Descriptions” Clause, Directors may appoint additional non-voting members as needed. Boards may approve voting rights for these additional members, with the approval of the VP under which the Board is aligned. Directors should appoint a Board Vice Chair chosen among the Board voting members.

- 6.3 P&Ps for each Board shall be developed by the Board and approved by the Council to which the Board reports. In the case that the Council does not approve the P&Ps and a compromise cannot be found, the Board may request the BoG to resolve the matter and approve the P&Ps. An exception exists for the Standards Development Board P&Ps and those of the Standards Committees reporting to the Standards Development Board which shall be approved by the IEEE-SA Standards Board.
- 6.4 Boards may be established or dissolved by a two-thirds majority vote of the BoG. The scope, responsibilities, and P&Ps of a new Board shall be defined before incorporating it into the Bylaws.

### **12.4.2 Appointment of Directors (Board Chairs) and Members**

The appointment of Directors is governed by Bylaw 3.3.2:

- 3.3.2 The appointment of Treasurer, CIO, Parliamentarian, Directors, and Standing Committee Chairs shall be proposed for BoG approval by the President-Elect in consultation with the VP-Elect (if any) with whom the position is associated, except for those positions which are held ex-officio as specified in these Bylaws. Such appointment proposal shall be approved by the outgoing BoG at a meeting (regular or special) in an odd-numbered year.

Board voting members are appointed by the Director (Chair) with the approval of the appropriate Vice President unless they are ex-officio members, as per Bylaw 6.2.

Additional members can be appointed as per Bylaw 6.2.

### **12.4.3 Terms of Chairs and Members**

Directors and all Board members serve two-year terms concurrent with the nominal duration of the presidential term unless otherwise specified in the “Board Descriptions,” as per Bylaw 6.2.



## **12.5 Standing Committee-Specific Provisions**

### **12.5.1 Organization and General Provisions (from ComSoc Bylaws, *verbatim*)**

Standing Committee provisions are governed by the following Bylaws:

- 7.2 Standing Committee Chairs shall be responsible for appointing Standing Committee members with the approval of the Society Officer chairing the BoG/Council to which the Standing Committee reports.

Unless otherwise specified in the “Standing Committee descriptions” Clause, all Standing Committee members (*ex-officio* or not), including the Chair, shall be voting members and shall serve a two-year term concurrent with the nominal duration of the presidential term.

In addition to the voting members specified in the “Standing Committee Descriptions” Clause, Standing Committee Chairs may appoint additional non-voting members as needed. Standing Committees may approve voting rights for these additional members, with the approval of the VP under which the Board is aligned. Standing Committee Chairs should appoint a Vice Chair chosen among the Standing Committee voting members. For Standing Committees reporting to the BoG, the Chair should also appoint a BoG-liaison to represent the Standing Committee on the BoG; the BoG-liaison should be chosen among the Standing Committee voting members who are also BoG members.

- 7.3 P&Ps of Standing Committees shall be developed by the Standing Committee and approved by the BoG/Council to which the Standing Committee reports. In the case that a Council does not approve the P&Ps of a Standing Committee and a compromise cannot be found, the Standing Committee may request the BoG to resolve the conflict and approve the P&Ps.
- 7.4 Standing Committees may be established and dissolved by a two-thirds majority vote of the BoG. The scope, responsibilities, and P&Ps shall be defined before incorporating the new Standing Committee into the Bylaws.

### **12.5.2 Appointment of Standing Committee Chairs and Members**

The appointment of Standing Committee Chairs is governed by Bylaw 3.3.2:

- 3.3.2 The appointment of Treasurer, CIO, Parliamentarian, Directors, and Standing Committee Chairs shall be proposed for BoG approval by the President-Elect in consultation with the VP-Elect (if any) with whom the position is associated, except for those positions which are held *ex-officio* as specified in these Bylaws. Such appointment proposal shall be approved by the outgoing BoG at a meeting (regular or special) in an odd-numbered year.

Standing Committee voting members are appointed by the Standing Committee Chair with the approval of the appropriate Vice President or President unless they are *ex-officio* members, as per Bylaw 7.2.

Additional members can be appointed as per Bylaw 7.2.

### **12.5.3 Terms of Chairs and Members**

Standing Committee Chairs and members serve two-year terms concurrent with the nominal duration of the presidential term unless specified otherwise in the “Standing Committee descriptions” clauses, as per Bylaw 7.2.

## **12.6 Removal of Assembly Chairs and Members**

### **12.6.1 Removal of Council Chairs (VPs)**

Removal, with or without cause, of VPs (elected Officers) is governed by Bylaw 3.2.5. It requires either a 2/3 majority vote of the BoG or a simple majority of the Society voting members.

### **12.6.2 Removal of Board Chairs (Directors)**

Removal, with or without cause, of Directors is governed by Bylaw 3.3.5. It requires a 2/3 majority vote of the BoG. If the Director position is held ex-officio, please refer to Section 12.6.5.

### **12.6.3 Removal of Standing Committee Chairs**

Removal, with or without cause, of Standing Committee Chairs is governed by Bylaw 3.3.5. It requires a 2/3 majority vote of the BoG. If the Director position is held ex-officio, please refer to Section 12.6.5.

### **12.6.4 Removal of Assembly Members**

Removal, with or without cause, of an assembly member is governed by Bylaw 3.3.5. It requires concurrence of the assembly chair and of the appropriate VP or President. If the Director position is held ex-officio, please refer to Section 12.6.5.

### **12.6.5 Removal of Ex-Officio Assembly Chairs/Members**

Note that ex-officio members or Chairs of an assembly cannot be removed directly. To remove an ex-officio member of an assembly it is necessary to remove the individual from the held office as this automatically removes that individual from any assembly of which the individual is an ex-officio member.

## **12.7 Composition of Board of Governors (BoG) and Standing Committees Thereof**

Unless specified otherwise in the following subsections, appointments of Standing Committees Chairs and members are done as per Section 12.5.

### **12.7.1 Reporting**

The BoG reports to the IEEE Technical Activities Board (TAB), and TAB reports to the IEEE BoD.

The following Assemblies report to the BoG:

- All Councils
- All Ad Hoc Committees
- Finance Standing Committee
- Governance Standing Committee
- Nominations & Elections Standing Committee
- Operations & Facilities Standing Committee
- Strategic Planning Standing Committee

### **12.7.2 Board of Governors**

#### Chair (voting)

- President (elected)

#### Voting Members (Elected Officers)

- President-Elect (odd-numbered years only)
- Past President (even-numbered years only)
- Five Vice Presidents
- Twelve Members-at-Large
- IEEE Division III Director
- IEEE Division III Director-Elect (odd-numbered years)

#### Non-voting Ex-Officio Members (Appointed Officers):

- All Directors
- Chief Information Officer
- Parliamentarian
- Treasurer
- Society Executive Director (BoG Secretary)

#### Staff Support

- TBD

### **12.7.3 Finance Standing Committee**

#### Chair (voting)

- Chair (ex-officio, ComSoc Treasurer)

#### Voting Members

- President (ex-officio)
- Past President or President Elect (ex-officio)
- All Vice Presidents (ex-officio)

- CIO (ex-officio)
- Three Members-at-Large, one from each MaL class

Non-Voting Members

- Society Executive Director (ex-officio)

Staff Support

- TBD

**12.7.4 Governance Standing Committee**

Chair (voting)

- Chair (appointed)

Voting Members

- Society Parliamentarian (ex-officio)
- Up to three Members-at-Large
  - Shall include one previous ComSoc President
  - Shall include one sitting BoG MaL
- Up to three Members-at-Large appointed by the Chair only

Non-Voting Members

- Society Executive Director (ex-officio, staff)
- Editor of Society governance documents (staff)

Staff Support

- Society Administrator

**12.7.5 Nominations and Elections Standing Committee**

Chair (voting)

- Chair (ex-officio, most recent former Past President)

Voting Members

- Nine Members-at-Large, appointed by the BoG upon recommendation of the President and the NEC Chair
- Past President (ex-officio)

Non-Voting Members

- IEEE Division III Director (ex-officio)
- President-Elect (ex-officio)

Staff Support

- TBD

**12.7.6 Operations and Facilities Standing Committee**

Chair (voting)

- Chair (ex-officio, President)

Voting Members

- Society Treasurer (ex-officio)
- Four members

- Chosen among BoG officers
- One member
  - Chosen among volunteers who are not BoG officers

Non-Voting Members

- Society Executive Director (ex-officio, staff)

Staff Support

- TBD

**12.7.7 Strategic Planning Standing Committee**

Chair (voting)

- Chair (appointed)

Voting Members

- All VPs, or their representatives
- Up to four Members-at-Large, all appointed by the President

Non-Voting Members

- N/A

Staff Support

- TBD

## **12.8 Composition of Conferences Council (CON-C) and Boards/Committees Thereof**

Unless specified otherwise in the following subsections, appointments of Councils/Boards/Standing Committees Chairs and members are done as per Sections 12.3-12.5.

### **12.8.1 Reporting**

The CON-C reports to the BoG.

The following Boards and Committees report to CON-C:

- Conference Development Board
- Conference Operations Board
- GLOBECOM/ICC Management & Strategy Standing Committee
- GLOBECOM/ICC Technical Content Standing Committee

### **12.8.2 CON Council**

#### Chair (voting)

- Chair (ex-officio, VP-CON)

#### Voting Members

- Director – Conference Development (ex-officio)
- Director – Conference Operations Board (ex-officio)
- Chair – GLOBECOM/ICC Management & Strategy Standing Committee (ex-officio)
- Chair – GLOBECOM/ICC Technical Content Standing Committee (ex-officio)
- The voting members of the Boards reporting to this Council
  - See CDB roster in 12.8.3 and COB roster in 12.8.4.

#### Non-Voting Members

- TBD

#### Staff Support

- TBD

### **12.8.3 Conference Development Board**

#### Chair (voting)

- Chair (ex-officio, Director – Conference Development)

#### Voting Members

- Representatives from TEA-C
- At least four Members-at-Large
  - At least one having served as the technical program chair
  - At least one having served as the general chair of a major conference

#### Non-Voting Members

- TBD

#### Staff Support

- TBD

#### **12.8.4 Conference Operations Board**

##### Chair (voting)

- Chair (ex-officio, Director – Conference Operations)

##### Voting Members

- ComSoc Treasurer (ex-officio)
- At least five Members-at-Large
  - At least two having served as the General Chair of a major ComSoc conference
  - At least one having served as the Technical Program Chair of a major ComSoc conference

##### Non-Voting Members

- TBD

##### Staff Support

- TBD

#### **12.8.5 GIMS Standing Committee**

##### Chair (voting)

- Chair (appointed)

##### Voting Members

- 4 Members-at-Large
- 3 Past Members of an ICC or GLOBECOM Organizing Committee
- GITC Chair (ex-officio)

##### Non-Voting Members

- VP-CON (ex-officio)
- ComSoc Staff Project Manager
- ComSoc Staff Finance Manager

##### Staff Support

- TBD

#### **12.8.6 GITC Standing Committee**

##### Chair (voting)

- Chair (appointed)

##### Voting Members

- 2 to 4 Members-at-Large identified by the TEA-C
- 3 Past ICC or GLOBECOM Technical Program Chairs
- GIMS Chair (ex-officio)

##### Non-Voting Members

- VP-CON (ex-officio)
- Director – Technical Services (ex-officio)

##### Staff Support

- TBD

## **12.9 Composition of Industry and Standards Activities Council (ISA-C) and Boards/Committees Thereof**

Unless specified otherwise in the following subsections, appointments of Councils/Boards/Standing Committees Chairs and members are done as per Sections 12.3-12.5.

### **12.9.1 Reporting**

The ISA-C reports to the BoG.

The following Boards and Committees report to ISA-C:

- Industry Outreach Board
- Standards Development Board (SDB)
  - Standards Committees report to SDB
- Standardization Programs Development Board (SPDB)
  - Research Groups, Vision Projects, etc. report to SPDB
- Industry Content & Exhibition Standing Committee (ICEC)
  - Special Interest Groups report to ICEC

### **12.9.2 ISA Council**

#### Chair (voting)

- Chair (ex-officio, VP-ISA)

#### Voting Members

- Director – Industry Outreach (ex-officio)
- Director – Standards Development (ex-officio)
- Director – Standardization Programs Development (ex-officio)
- Chair – Industry Content & Exhibition Standing Committee (ex-officio)

#### Non-Voting Members

- Chairs of any Standards Committee reporting to the Standards Development Board

#### Staff Support

- N/A

### **12.9.3 Industry Outreach Board**

#### Chair (voting)

- Chair (ex-officio, Director – Industry Outreach)

#### Voting Members

- Vice President – Industry and Standards Activities (ex-officio)
- Representative from the Technical Services
- Representative from the Educational Services Board
- Representative from the Publications Council
- Representative from the Conference Council
- Representative from the Standardization Programs Development Board
- Representative from the Member and Global Activities Council
- Representative from the Industry Content & Exhibition Standing Committee



- Up to four Members-at-Large, appointed by the Director only

Non-Voting Members

- N/A

Staff Support

- N/A

**12.9.4 Standards Development Board**

Chair (voting)

- Chair (ex-officio, Director – Standards Development)

Voting Members

- Vice President – Industry and Standards Activities (ex-officio)
- Eight members – including a Vice-Chair, a Secretary, and a Treasurer

Non-Voting Members

- N/A

Staff Support

- N/A

**12.9.5 Standards Program Development Board**

Chair (voting)

- Chair (ex-officio, Director – Standards Program Development)

Voting Members

- Vice President – Industry and Standards Activities (ex-officio)
- Up to eight members

Non-Voting Members

- N/A

Staff Support

- N/A

**12.9.6 Industry Content and Exhibition Standing Committee**

Chair (voting)

- Chair (appointed)

Voting Members

- Vice President – Industry and Standards Activities (ex-officio)
- Four-to-six Members at Large

Non-Voting Members

- N/A

Staff Support

- N/A

## **12.10 Composition of Member and Global Activities Council (MGA-C) and Boards/Committees Thereof**

Unless specified otherwise in the following subsections, appointments of Councils/Boards/Standing Committees Chairs and members are done as per Sections 12.3-12.5.

### **12.10.1 Reporting**

The MGA-C reports to the BoG.

The following Boards and Committees report to MGA-C:

- Member Services Board
- Sister & Related Societies Board
- Asia/Pacific Region Board
- Europe, Middle-East & Africa Region Board
- Latin America Region Board
- North America Region Board
- Women in Communications Engineering Standing Committee

### **12.10.2 MGA Council**

#### Voting Members

- Chair (ex-officio, VP-MGA)
- Director – Member Services (ex-officio)
- Director – Sister & Related Societies (ex-officio)
- Director – Asia/Pacific Region (ex-officio)
- Director – Europe, Middle-East & Africa Region (ex-officio)
- Director – Latin America Region (ex-officio)
- Director – North America Region (ex-officio)
- Chair – Women in Communications Engineering Standing Committee (ex-officio)

#### Non-Voting Members

- President-Elect (ex-officio)
- Past President (ex-officio)

#### Staff Support

- TBD

### **12.10.3 Member Services Board**

#### Chair (voting)

- Chair (ex-officio, Director – Member Services)

#### Voting Members

- Director – Asia/Pacific Region (ex-officio)
- Director – Europe, Middle-East & Africa Region (ex-officio)
- Director – Latin America Region (ex-officio)
- Director – North America Region (ex-officio)
- One member per Region, appointed by the Chair only

- Members are selected from a list of candidates, consisting of at least two names per region, submitted by each Regional Director

Non-Voting Members

- N/A

Staff Support

- N/A

**12.10.4 Sister and Related Societies Board**

Chair (voting)

- Chair (ex-officio, Director – Sister & Related Societies)

Voting Members

- Three representatives from the MGA-C
- Up to three members from selected Sister and Related Societies
- Up to three Members-at-Large.

Non-Voting Members

- N/A

Staff Support

- TBD

**12.10.5 Regional Board – Asia/Pacific Region**

Chair (voting)

- Chair (ex-officio, Director – Asia/Pacific Region)

Voting Members

- Minimum of five members

Non-Voting Members

- TBD

Staff Support

- TBD

**12.10.6 Regional Board – Europe, Middle-East and Africa Region**

Chair (voting)

- Chair (ex-officio, Director – Europe, Middle-East & Africa Region)

Voting Members

- Minimum of five members

Non-Voting Members

- TBD

Staff Support

- TBD

### **12.10.7 Regional Board – Latin America Region**

#### Chair (voting)

- Chair (ex-officio, Director – Latin America Region)

#### Voting Members

- Minimum of five members

#### Non-Voting Members

- TBD

#### Staff Support

- TBD

### **12.10.8 Regional Board – North America Region**

#### Chair (voting)

- Chair (ex-officio, Director – North America Region)

#### Voting Members

- Minimum of five members

#### Non-Voting Members

- TBD

#### Staff Support

- TBD

### **12.10.9 Women in Communications Engineering Standing Committee**

#### Chair (voting)

- Chair (appointed)

#### Voting Members

- Five-to-ten members

#### Non-Voting Members

- TBD

#### Staff Support

- TBD

## **12.11 Composition of Publications Council (PUB-C) and Boards thereof**

Unless specified otherwise in the following subsections, appointments of Councils/Boards/Standing Committees Chairs and members are done as per Sections 12.3-12.5.

### **12.11.1 Reporting**

The PUB-C reports to the BoG.

The following Boards and Committees report to PUB-C:

- Journals Board
- Magazine Board
- On-line Content Board

### **12.11.2 PUB Council**

#### Chair (voting)

- Chair (ex-officio, VP-PUB)

#### Voting Members

- Director – Journals Board (ex-officio)
- Director – Magazine Board (ex-officio)
- Director – On-line Content Board (ex-officio)

#### Non-Voting Members

- TBD

#### Staff Support

- TBD

### **12.11.3 Journals Board**

#### Chair (voting)

- Chair (ex-officio, Director – Journals Board)

#### Voting Members

- Editors-in-Chief of Society journals for which ComSoc is the Managing Partner and/or has a majority financial stake
- Two Members-at-Large

#### Non-Voting Members

- TBD

#### Staff Support

- TBD

### **12.11.4 Magazines Board**

#### Chair (voting)

- Chair (ex-officio, Director – Journals Board)

#### Voting Members

- Editors-in-Chief of Society magazines
- Two Members-at-Large

Non-Voting Members

- TBD

Staff Support

- TBD

**12.11.5 On-line Content Board**

Chair (voting)

- Chair (ex-officio, Director – Journals Board)

Voting Members

- One representative from the Conference Development Board
- One representative from the Conference Operations Board
- One representative from the Educational Services Board
- One representative from the Journals Board
- One representative from the Magazines Board
- One representative from the TEA-C
- One representative from the MGA-C
- One representative from the ISA-C
- Chief Information Officer
- Up to three Members-at-Large

Non-Voting Members

- TBD

Staff Support

- TBD

## **12.12 Composition of Technical and Educational Activities Council (TEA-C) and Boards/Committees Thereof**

Unless specified otherwise in the following subsections, appointments of Councils/Boards/Standing Committees Chairs and members are done as per Sections 12.3-12.5.

### **12.12.1 Reporting**

The TEA-C reports to the BoG.

The following Boards and Committees report to TEA-C:

- Educational Services Board
- Technical Services Board
  - Technical Committees report to the TSB
- Awards Standing Committee
- Communications History Standing Committee
- Distinguished Lecturers' Selection Standing Committee
- Emerging Technologies Standing Committee
- Fellow Evaluation Standing Committee
- Technical Committees Recertification Standing Committee

### **12.12.2 TEA Council**

#### Chair (voting)

- Chair (ex-officio, VP-TEA)

#### Voting Members

- Director – Educational Services (ex-officio)
- Director – Technical Services (ex-officio)
- Chair – Awards Standing Committee (ex-officio)
- Chair – Communications History Standing Committee (ex-officio)
- Chair – Distinguished Lecturers' Selection Standing Committee (ex-officio)
- Chair – Emerging Technologies Standing Committee (ex-officio)
- Chair – Fellow Evaluation Standing Committee (ex-officio)
- Chair – Technical Committees Recertification Standing Committee (ex-officio)
- Chair – GLOBECOM/ICC Technical Content Standing Committee (ex-officio)

#### Non-Voting Members

- TBD

#### Staff Support

- TBD

### **12.12.3 Educational Services Board**

#### Chair (voting)

- Chair (ex-officio, Director – Educational Services)

#### Voting Members

- Representative from the Technical Services

- Representative from the Conference Development Board
- Representative from the Conference Operations Board
- Representative from the Industry Outreach Board
- Representative from the Member Services Board
- Representative from the Industry Content & Exhibition Standing Committee
- At least two Members-at-Large

Non-Voting Members

- TBD

Staff Support

- TBD

**12.12.4 Technical Services Board**

Chair (voting)

- Chair (appointed)

Voting Members

- Technical Committee Chairs (ex-officio)
- Chair of the Emerging Technologies Committee (ex-officio)
- Chair of the Technical Committees Recertification Committee (ex-officio)
- One representative from the Educational Services Board

Non-Voting Members

- GITC Chair (ex-officio)

Staff Support

- TBD

**12.12.5 Awards Standing Committee**

Chair (voting)

- Chair (appointed)

Voting Members

- Not less than 12 members, one-third of the members are appointed each year for a three year term

Non-Voting Members

- TBD

Staff Support

- TBD

**12.12.6 Communications History Standing Committee**

Chair (voting)

- Chair (appointed)

Voting Members

- 3 members, one-third of the members are appointed each year for a three year term



Non-Voting Members

- TBD

Staff Support

- TBD

**12.12.7 Distinguished Lecturers Selection**

Chair (voting)

- Chair (ex-officio, Vice Chair of the TEA-C)

Voting Members

- VP-TEA (ex-officio)
- VP-MGA (ex-officio)
- Director-Member Services (ex-officio)
- Chair of the Emerging Technologies Committee (ex-officio)

Non-Voting Members

- TBD

Staff Support

- TBD

**12.12.8 Emerging Technology Standing Committee**

Chair (voting)

- Chair (appointed)

Voting Members

- Six members appointed for three years with one-third appointed each
- Editor-in-Chief of *IEEE Communications Magazine* (ex-officio)
- Editor-in-Chief of *IEEE Journal of Selected Areas in Communications* (ex-officio)

Non-Voting Members

- TBD

Staff Support

- TBD

**12.12.9 Fellow Evaluation Standing Committee**

Chair (voting)

- Chair (appointed)
  - Shall be IEEE Fellow and Member of the Society

Voting Members

- 9 members, one-third of the members are appointed each year for a three year term
  - All shall be IEEE Fellows and Members of the Society

Non-Voting Members

- TBD

Staff Support

- TBD

**12.12.10 Technical Committee Recertification Standing Committee**

Chair (voting)

- Chair (ex-officio, VP-TEA)

Voting Members

- TEA-C Vice Chair (ex-officio)
- Six members, one-third of the members are appointed each year for a three year term
  - Chosen among the Members-at-Large of the BoG

Non-Voting Members

- TBD

Staff Support

- TBD