



IEEE TECHNICAL ACTIVITIES BOARD

OPERATIONS MANUAL

This document incorporates changes to the IEEE Technical Activities Board (TAB) Operations Manual approved by *TAB* through the June 2011 Meeting.

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1.0 INTRODUCTION - IEEE TECHNICAL ACTIVITIES

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1.1 IEEE INCORPORATION

IEEE is incorporated under the [New York State Not-for-Profit Corporation Law](#). The text of that law changes from time to time; the IEEE Executive Director should be consulted prior to taking any action, which relates to that law.

1.2 IEEE GOVERNMENT

IEEE Bylaw I-300

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 the 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 this operations manual, policy statements and organizational unit bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above.

1.3 TECHNICAL ACTIVITIES OBJECTIVES

IEEE Bylaw I-303.7

The IEEE Technical Activities Board (TAB) shall be responsible to the Board of Directors for directing the advancement of the theory and practice, of electrical, electronics, communications and computer engineering, as well as computer science, and the allied branches of engineering and the related arts and sciences and technologies, and their application for the benefit of IEEE members worldwide and for the general public. TAB shall encourage and support its Societies, Councils, and Committees to develop and deliver to their global customers appropriate and timely intellectual property products, in either printed or electronic form, or through meetings on current or emerging technologies.

These objectives embrace the spectrum of engineering from research and development, design and production, to test, installation, operation, and service. To accomplish these objectives, the IEEE shall:

1. Have technical Societies, Councils and Divisions in the various industries and disciplines of electrical and electronics engineering and the related arts and sciences, which provide a forum for the exchange of technical information among members in the respective disciplines and industries. Some Societies or Divisions represent an identifiable segment of the electrical and electronics industries. Some Societies and Divisions, organized on a disciplinary basis, encourage the development and use of specialized knowledge and expertise having applicability in different industries and functions.
2. Have geographical Chapters of the Societies in conjunction with the Sections and Regional organizational units of IEEE. These shall provide for the local day-to-day exchange of technical information and the development of local technical meetings and other activities of

an educational nature for members living in a geographical area with common interests in a specialized discipline.

3. Hold general meetings, conferences and tutorials for the presentation and discussion of technical papers. These meetings may concentrate on one or more disciplines. Meetings may be international, national, or regional in geographical coverage.
4. Publish Transactions of technical papers and records of general meetings and conferences. These publications shall be distributed to the interested membership and provided for permanent library retention.
5. Provide a means for the appropriate Societies to be involved in the development of standards. The IEEE shall offer electrical standards for adoption by other national and international standardizing bodies.
6. Recognize excellence among its members in the advancement of the theory and practice of electrical and electronics engineering. Awards in the specialized disciplines are established and administered by the various Societies.
7. Keep current with emerging technical activities throughout the fields of interest, encourage appropriate changes in the technical activities of the IEEE in recognizing new and emerging fields, as well as areas of declining technical importance.

Revisions to the Technical Activities Objectives, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with [IEEE Bylaw I-300.4\(5\)](#).

1.4 TAB MISSION

The TAB Mission Statement is to foster technological innovation and progress by advancing the technical activities of the IEEE for the benefit of the profession and humanity worldwide, and to represent the interests of Societies and Technical Councils within the IEEE.

1.5 TAB VISION

The Technical Activities Board stimulates, promotes, facilitates and supports a global volunteer organization of innovative and agile technical communities. Uses the best technologies to attract, access, and disseminate technical information, which leads to...IEEE Technical Activities, which provides the first place people go for the highest quality technical information in the areas of interest to the IEEE, acceleration and nurturing of innovation and the technical professional's lifelong network of choice.

1.6 FORMAT OF THE IEEE TECHNICAL ACTIVITIES BOARD (TAB) OPERATIONS MANUAL

The IEEE Technical Activities Board Operations Manual, published here, has been arranged in eight sections, each covering a different facet of IEEE technical activities. Those consulting this Manual for the first time are urged to carefully review the Table of Contents to acquaint themselves with all procedures relating to their particular activities.

1.7 REVISIONS TO THE IEEE TECHNICAL ACTIVITIES BOARD (TAB) OPERATIONS MANUAL

Proposed changes to the IEEE Technical Activities Board Operations Manual and the reasons therefore shall be distributed to all voting members of the Technical Activities Board at least 10 days before the stipulated TAB meeting at which the vote shall be taken. A simple majority of the votes cast at the meeting shall be required to approve any revisions to the TAB Operations Manual. Any amendment or repeal of the IEEE Technical Activities Board Operations Manual is subject to review by the IEEE Corporate Activities Operations Manual Review team, and final approval by the IEEE Technical Activities Board.

Additionally, the Board of Directors has identified that changes related to specific responsibilities directed to the Major Organizational Units shall be reviewed and approved by the Board using the process in accordance with IEEE Bylaw I-300.4(5).

The following chart indicates the sections of this manual for which TAB is responsible which shall follow that process and for which review and consent shall be obtained by additional Major Boards or Committees, as indicated, prior to submission to the IEEE Board of Directors.

TAB MANUAL SECTION/ACTIVITY		INVOLVED OU(S) REVIEW/CONSENT
1.3 Objectives	TAB Objectives	Deliberation: TAB Review/Consent: TAB Approval: TAB
2.2 Technical Activities Board	TAB Membership	Deliberation: TAB Review/Consent: TAB Approval: TAB
4.0 Divisions	Composition of divisions;	Deliberation: TAB Review/Consent: TAB Approval: TAB
4.2.A.3 Society Affiliates	Qualifications, Rights and Privileges	Deliberation: TAB, MGA Review/Consent: TAB, MGA Approval: TAB
4.2.B.Society Operation	Rules and procedures; elevation of Councils to Societies	Deliberation: TAB Review/Consent: TAB Approval: TAB
4.4 Society Formation		Deliberation: TAB Review/Consent: TAB Approval: TAB
4.5 Technical Council Operations		Deliberation: TAB Review/Consent: TAB Approval: TAB
4.7 Technical Council Formation		Deliberation: TAB Review/Consent: TAB Approval: TAB

2.0 IEEE TECHNICAL ACTIVITIES BOARD (TAB)

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[\(IEEE Bylaw I.303.7\)](#)

The IEEE Technical Activities Board shall be responsible to the Board of Directors for directing the advancement of the theory and practice, of electrical, electronics, communications and computer engineering, as well as computer science, and the allied branches of engineering and the related arts and sciences and technologies, and their application for the benefit of IEEE members worldwide and for the general public. TAB shall encourage and support its Societies, Councils, and Committees to develop and deliver to their global customers appropriate and timely intellectual property products, in either printed or electronic form, or through meetings on current or emerging technologies.

2.1 TAB OPERATIONAL PROCEDURES AND FUNCTIONS

As delegated by the IEEE Board of Directors, the Technical Activities Board shall interpret relevant bylaws and policies through organization arrangements, guidelines, and scopes, and shall develop policy relating to the IEEE program of technical activities. Relevant policy statements, rules and regulations, and procedures shall be published in the TAB Operations Manual for the guidance of all concerned.

As delegated by the IEEE Board of Directors, the Technical Activities Board shall establish operational procedures assisting the management and operation of the Societies and Technical Councils. The Technical Activities Board shall be responsible for developing its plans, schedules, and procedures. The Societies and Technical Councils shall operate in support of their assigned technical fields, as provided in their respective constitutions and field of interest statements. The Technical Activities Board through the TAB Chair may bring reports, recommendations, or other actions by the individual Societies and Technical Councils, the TAB Standing Committees, the TAB Ad Hoc Committees, and the Technical Activities Board, to the Board of Directors.

2.2 TAB MEMBERSHIP AND VOTING

[\(IEEE Bylaw I-303.7\)](#)

- a) **IEEE Technical Activities Board (TAB).** The IEEE Technical Activities Board shall be responsible to the Board of Directors for directing the advancement of the theory and practice, of electrical, electronics, communications and computer engineering, as well as computer science, and the allied branches of engineering and the related arts and sciences and technologies, and their application for the benefit of IEEE members worldwide and for the general public. TAB shall encourage and support its Societies, Councils, and Committees to develop and deliver to their global customers appropriate and timely intellectual property products, in either printed or electronic form, or through meetings on current or emerging technologies.

TAB Membership. The Technical Activities Board shall consist of the Chair, who shall be the Vice President - Technical Activities; the immediate Past Chair; the Vice Chair, who shall be the TAB Vice President-Elect; the Society Presidents; the Technical Council Presidents; the ten Division Delegate/Directors; the TAB Treasurer; the Chair of the TAB Periodicals Committee; the Chair of the TAB/PSPB Products and Services Committee; and the Chair of the IEEE Conferences

Committee. The Presidents of Multi-Society Technical Groups and the Staff Secretary shall be non-voting members of TAB.

The Vice President – Technical Activities shall be elected by the eligible voting members of the IEEE who are also members of at least one society. The Society Presidents shall be elected or appointed in accordance with the bylaws of each respective Society. The Technical Council Presidents shall be appointed by the Board of Governors of each respective Council. The ten Division Delegate/ Directors shall be elected in accordance with the IEEE Bylaw I-307. The TAB Treasurer shall be appointed by the Chair for a two-year term, with reappointment permissible for up to a maximum of six years. The Chair of the TAB Periodicals Committee shall be appointed by TAB for a two-year term. The Chair of the TAB/PSPB Products & Services Committee shall be appointed jointly by TAB and PSPB for a two-year term.

The Vice President - Technical Activities shall be ineligible to serve a second full term.

- b) Voting Members.** No Member of TAB may hold more than one TAB voting position simultaneously.

Any revisions to Technical Activities Board membership ([IEEE Bylaw I-303.7](#)) requires review and approval by the Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

2.3 TAB MEETINGS

Robert's Rules of Order (latest revision) shall be used to conduct business at meetings of the IEEE Technical Activities Board and committees thereof, unless specified otherwise by IEEE governing documents, resolutions of the IEEE Board of Directors, resolutions of the Technical Activities Board, or the TAB Operations Manual.

- A. Number of TAB Meetings and Locations.** The Technical Activities Board shall hold at least two meetings during the year. The locations for these meetings shall be according to the criteria set forth in IEEE Policies.
- B. Guidelines for Motions Passed at TAB Meetings.** The variation in the length of time between TAB meetings (depending on scheduling) varies, and the possibility that a strict following of Roberts Rules could result in different rules for different meetings. To avoid confusion and errors, guidelines for motions will be used that apply as if all TAB meetings occur before a quarterly time interval has elapsed.
- C. TAB Meeting Schedule Changes.** Once scheduled, a meeting date or location may be altered or canceled only by a vote of a majority of all TAB members secured by or transmitted to the TAB Secretary not less than 20 days before the original date or the new date set for the meeting, whichever is the earlier. Notice of such approved change shall be distributed to all TAB voting members not less than ten days before the original or the new date of the said scheduled meeting, whichever is the earlier.
- D. TAB Special Meetings.** Special meetings of the Technical Activities Board may be called by the TAB Chair or by 20% of TAB voting members on notice to all other TAB members. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the TAB voting members calling the meeting, shall be distributed to all TAB members not less than 20 days before the date set for the special meeting.

E. Actions Without Meeting.

(IEEE Bylaw I-300.4)

Unless otherwise provided in the Certificate of Incorporation, the Constitution, the Bylaws, or the [Not-for-Profit Corporation Law of the State of New York](#), any action required or permitted to be taken by the Board of Directors, the Major Boards, the Standing Committees and any other board or committee reporting directly to the Board of Directors may be taken without a meeting if all members of the Board or Committee vote unanimously on the action, with the vote to be confirmed promptly in writing. The written confirmation shall be filed with the minutes of the proceedings of the Board or Committee

F. Meeting Alternatives. The IEEE Technical Activities Board and TAB organizational units may conduct meetings other than in person provided that (1) there is unanimous consent of all members of the organizational unit as to the procedure for debate, (2) there is unanimous consent of all voting members as to the voting procedure and (3) all persons participating in the meeting are able to hear each other at the same time. Given these conditions, normal TAB meeting procedures will apply. All actions shall be ratified at a duly constituted meeting.

G. Notices of Meetings. Notices of meetings and any other documents required to be sent to TAB members pursuant to provisions of the IEEE Constitution, IEEE Bylaws, IEEE Policies, and this TAB Operations Manual shall be sent by such routings as shall ensure prompt delivery.

2.4 ALTERNATES AT TAB MEETINGS

Alternates may attend TAB meetings in place of their respective Society or Council (S/C) President should the President be unable to attend the meeting. The IEEE Board of Directors shall approve the list of alternate positions and grant voting privileges in advance of attendance at meetings. The list shall normally be approved at the IEEE Board of Directors last regularly scheduled meeting of the year. A S/C may send a representative to a TAB meeting not indicated on the approved alternate list; however, this individual shall not have voting privileges.

2.5 TAB/COMMITTEE AGENDAS AND MINUTES

A. TAB/Caucus Agenda Item Submission. Proposed TAB Agenda items should be submitted electronically to Communications and Committee Operations along with a cover sheet summarizing the proposed item. Committee Operations will then forward the request to the TAB Chair and the TAB Management Committee for review and approval. Proposals submitted for revision of the TAB Operations Manual, an IEEE Bylaw or Policy, shall be sent to TAB members at least 10 days prior to the scheduled TAB meeting.

a. Guidelines for submissions are as follows:

- i. **Action Items.** Proposed action items require a summary of the item and the reason for its submission. Supporting documentation shall also be provided. Financial implications to TAB must be included in every motion.
- ii. **Discussion Items.** Discussion items require a summary of the item, its reason for submission and questions to be resolved in discussion. Supporting documentation shall also be provided.
- iii. **Information Items.** Information items require purpose and documentation whenever possible.

B. TAB Minutes. Minutes of all TAB meetings shall be archived by the Secretary or his/her designee. Minutes shall record concise attendance at the meeting, the substance of all discussions and any actions taken, but need not be in the nature of a verbatim transcript.

Highlights of TAB meetings are provided in the IEEE Society Sentinel normally within two weeks after a TAB meeting.

- C. **TAB Committee Meeting Minutes.** At each meeting of a TAB committee, minutes/summaries or highlight reports of the meetings shall be prepared by the Chair of the particular Committee and the assigned staff support for that Committee. Minutes/Summaries and highlight reports shall record concise attendance at the meeting, the summary of actions taken & substance of all discussions, but need not be in the nature of a verbatim transcript.

2.6 TAB FORUMS

- A. **TAB Caucus.** There shall be a TAB Caucus comprised of members of TAB. The TAB Caucus shall provide a forum for discussion of issues important to TAB, prepare for the TAB meeting by identifying items to be placed on the TAB consent agenda and gain consensus and prepare motions as necessary. Prior to the scheduled meeting, the TAB Management Committee will determine the priority of items for the Caucus Agenda. At the beginning of the scheduled Caucus, participants should agree on the proposed agenda items.
The TAB Caucus is also a forum for candidate presentations, in order to prepare for elections that need to take place during the Presidents' Forum, Division Directors Forum, or the TAB meeting. The candidate presentations and any necessary questions, answers and discussions shall be done in the Caucus prior to the respective elections.
(refer to Section 8 - TAB Nominations and Appointments process for election details).
- B. **Presidents' Forum.** There shall be a Presidents' Forum comprised of the incumbent Society and Technical Council Presidents' and the TAB Vice Chair who shall serve as Chair. The Forum shall be for discussion of items of interest or concern to the IEEE Society/Council Presidents, as well as holding elections for various TAB committee positions specified in Section 8 of this manual. The Forum shall report to TAB on its selection of individuals to serve on the TAB Finance Committee, and TAB Management Committee. Society/Council Presidents may also recommend items to be placed on the TAB Consent Agenda. Votes for these items will be restricted to members.
Division Directors are invited to attend this meeting.
- C. **Division Directors' Forum.** There shall be a Division Delegate/Directors' Forum, comprised of the incumbent Division Directors and the IEEE Vice President - Technical Activities, who shall serve as Chair.
The Forum shall be for discussion of items of interest or concern to Division Directors as well as for holding elections and making appointments for various TAB committee positions. The Forum shall report to TAB on its selection of individuals to serve on the TAB Periodicals Committee, TAB/PSPB Products & Services Committee and the IEEE Conferences Committee.
- D. **Technical Activities Board Meeting.** There shall normally be three TAB meetings each year.
The TAB meeting shall normally be held after the TAB Caucus and Presidents' Forum, and Division Directors' Forum. The TAB Consent Agenda is approved at the beginning of the TAB meeting.

2.7 TAB OFFICERS AND ROLES

The officers of the IEEE Technical Activities Board shall be the IEEE Vice President - Technical Activities, who serves as the TAB Chair, the immediate Past TAB Chair, the TAB Vice Chair, and the TAB Treasurer. The TAB Secretary, as designated by the IEEE Executive Director, shall be the Managing Director of the Technical Activities Department, who shall serve as an ex-officio member without vote.

A. IEEE Vice President, Technical Activities/Chair, IEEE Technical Activities Board:

- a. **Functions.** The functions of the Vice President - Technical Activities shall be to:
 - i. Serve as the highest volunteer officer responsible for the technical activities of the IEEE.
 - ii. Serve on the IEEE Board of Directors.
 - iii. Serve as Chair of the IEEE Technical Activities Board.
 - iv. Represent the IEEE as an elected official.
 - v. Represent the IEEE in its technical areas and also on behalf of the IEEE President whenever requested.
 - vi. Serve as the coordinator for all technical entities of IEEE.
- b. **Duties and Responsibilities.** The duties and responsibilities of the Vice President - Technical Activities shall be to:
 - i. Preside over the meetings of TAB, TAB Management Committee and the Division Directors' Forum.
 - ii. Attend all meetings of TAB, the TAB Caucus, the IEEE Board of Directors, the Division Directors' Forum, the TAB Management Committee and the TAB Strategic Planning Committee.
 - iii. Make appointments to TAB related Committees, other OU Committees and OU's as appropriate.
 - iv. Recommend administrative changes to Society/Council (S/C) Constitutions and Bylaws to be placed on the TAB agenda.
 - v. Inform TAB of important IEEE Board of Directors matters.
 - vi. Act as a voting member of the TAB Strategic Planning Committee.
 - vii. Normally serves as a voting member of the IEEE Strategic Planning Committee (upon the recommendation of TAB).
- c. **Qualifications.** The qualifications for the Vice President, Technical Activities (TAB Chair) shall be as follows:
 - i. Be an IEEE Senior Member or Fellow and a Member of at least one Society.
 - ii. Must be able to commit a significant amount of time to the position.
 - iii. Should have the support of that person's employer in meeting the obligations of the position.

B. Vice President-Elect/Vice Chair, IEEE Technical Activities Board:

- a. **Functions.** The functions of the TAB Vice President-Elect/Vice Chair of TAB shall be to:
 - i. Assist the Vice President, Technical Activities as a representative of the IEEE in its technical areas.
 - ii. Assist the Vice President, Technical Activities in the coordination of all technical entities of the IEEE.
 - iii. Report administratively to the Vice President, Technical Activities.
 - iv. Serve as the Vice Chair of TAB.
- b. **Duties and Responsibilities.** The duties and responsibilities of the TAB Vice President-Elect/Vice Chair of TAB shall be to:
 - i. Preside over the meetings of the Presidents' Forum.
 - ii. Preside over the meetings of the TAB Nominations and Appointments Committee (N&A).
 - iii. In the absence of the TAB Chair, preside over the meetings of TAB and the TAB Management Committee.
 - iv. Assist the TAB Chair by carrying out additional ad-hoc assignments.
 - v. Assure that issues in appropriate areas are brought to the attention of TAB and the IEEE as a whole if judged appropriate.

- vi. Attend all meetings of TAB, Presidents' Forum, TAB Caucus and the TAB Management Committee.
- vii. Normally serves as a voting member of the IEEE Strategic Planning Committee (upon the recommendation of TAB).
- c. **Qualifications.** The qualifications for the Vice President-elect, Technical Activities (TAB Vice-Chair) are the same as the qualifications for the Vice President, Technical Activities. See Section 2.7.A.c.

C. Immediate Past Chair, IEEE Technical Activities Board:

- a. **Functions.** The functions of the Immediate Past Chair, TAB shall be to:
 - i. Assist the TAB Chair as a representative of the Institute in its technical areas.
 - ii. Report administratively to the Vice President, Technical Activities.
- b. **Duties and Responsibilities.** The duties and responsibilities of the Immediate Past Chair of TAB shall be to:
 - i. Preside over the meetings of the TAB Strategic Planning Committee.
 - ii. Act in the following TAB Committees:
 - 1. TAB Management Committee
 - 2. TAB Strategic Planning Committee
 - iii. Normally serves as a voting member of the IEEE New Initiatives Committee (as recommended by the VP,TA, in consultation with the NIC Chair).
- c. **Qualifications.** The qualifications for the Past President, Technical Activities (TAB Immediate Past Chair) are the same as for the TAB Chair. See Section 2.7.A.c.

D. TAB Treasurer:

- a. **Functions.** The functions of the TAB Treasurer shall be to:
 - i. Serve as the chief financial officer of the IEEE Technical Activities Board.
 - ii. Oversee the sound financial management of S/Cs and TAB funds.
 - iii. Oversee compliance with IEEE Policies and procedures in all financial matters relating to TAB and TAB Standing Committees.
 - iv. Serve as a voting member of TAB and the TAB Management Committee.
 - v. Report administratively to the Vice President, Technical Activities.
- b. **Duties and Responsibilities.** The duties and responsibilities of the TAB Treasurer shall be to:
 - i. Preside over meetings of the TAB Finance Committee.
 - ii. Oversee the development of the TAB budget and review the budgets of appropriate TAB entities.
 - iii. Approve expenditures as necessary and appropriate, along with the TAB Finance Committee.
 - iv. Attend all meetings of TAB and the TAB Management Committee and report on the progress and activities of the TAB Finance Committee.
 - v. Present a summary of financial impact of actions taken at each TAB meeting.
 - vi. Serve as a voting member on the IEEE Finance Committee.
 - vii. Normally serves as a voting member of the IEEE Investment Committee (as recommended by the VP, TA).
- c. **Qualifications.** The qualifications for the TAB Treasurer include the following:
 - i. Must be of IEEE Member grade or higher.
 - ii. Must be able to commit a significant amount of time to the position.
 - iii. Should have the support of that person's employer in meeting the obligations of the position.
 - iv. Should have some background in financial management.

E. TAB Secretary:

- a. **Functions.** The Managing Director, Technical Activities shall be the TAB Secretary, as designated by the IEEE Executive Director. The functions as TAB Secretary shall be to:
 - i. Serve as an ex-officio nonvoting member of TAB and serve on other bodies as appropriate.
 - ii. As Managing Director, Technical Activities, serve as the Chief Technical Staff Executive in areas related to the technical functions of the Institute.
 - iii. Organize, direct, and guide Technical Activities Staff operations in support of TAB.
- b. **Duties and Responsibilities.** The duties and responsibilities of the TAB Secretary shall be to:
 - i. Be responsible for logistical and administrative support of TAB and its Committees.
 - ii. Assist the TAB Chair in determining the administrative needs of TAB and its entities and assure that those needs are met.
 - iii. Advise appropriate entities of TAB actions and plans.
 - iv. Attend appropriate meetings of S/C AdComs to enhance their interface with TAB and IEEE staff.

2.8 TAB MEMBERS AND ROLES

Following are the functions, responsibilities and qualifications for the members of the IEEE Technical Activities Board.

A. Division Director. There are ten (10) TAB Division Directors with functions and duties as follows:

- a. **Functions.** The functions of a Division Director shall be to:
 - i. Serve as a member of the IEEE Board of Directors
 - ii. Serve as a member of the IEEE Assembly
 - iii. Serve as a member of the Technical Activities Board
 - iv. Serve as a member of the IEEE Future Directions Committee (FDC)
 - v. Serve as a member of the Division Directors' Forum
 - vi. Chair the Division Nominating Committee of his/her Division
- b. **Duties and Responsibilities.** The duties and responsibilities of a Division Director shall be to:
 - i. Attend all IEEE Board of Directors Meetings. In this capacity he/she is expected to serve the best interests of IEEE as a whole.
 - ii. Attend all meetings of the IEEE Assembly.
 - iii. Become familiar with the IEEE governing documents (IEEE Constitution, IEEE Bylaws, IEEE Policies, TAB Operations Manuals, etc.).
 - iv. Attend all TAB Meetings, TAB Caucuses, Division Directors' Forums, and other meetings as required.
 - v. Assist the TAB Chair and the IEEE Board of Directors by carrying out additional ad-hoc assignments.
 - vi. Help the TAB NTDC identify relevant new technologies and develop them within TAB.
 - vii. Form the Division Nominating Committee, in consultation with the constituent Societies & Councils (S/Cs), and ensure that the nomination process, as specified in Section 8 of the TAB Operations Manual, is followed. Inform potential Divisions Director candidates of the functions, duties and qualifications of a Division Director.

- viii. Appoint Division representatives to other Organizational Units (OUs) as required. These appointments shall be made in a timely manner.
- ix. Engage with the S/Cs of his/her Division:
 1. Attend at least one Administrative Committee (AdCom) Board of Governors (BoG) meeting of each S/C during his/her term of office.
 2. Facilitate communication and cooperation among the S/Cs in his/her own division and help resolve any conflicts.
 3. Determine Division S/C needs and help them to develop strategic plans which are consistent with IEEE and TAB policies; ensure they receive due consideration in TAB.
 4. Reinforce compliance of the S/Cs with the IEEE Policies and TAB policies. Ensure matters of importance to successful S/C operation are carried out in an effective and timely manner, such as reports, conference closures, publication activities, etc.
- x. Facilitate communication, cooperation and problem resolution across IEEE.
 1. Communicate needs, concerns, and actions between TAB and the IEEE Board of Directors.
 2. Promote communication and cooperation among S/Cs across TAB. Cooperate with other Division Directors to resolve conflicts across Divisions.
 3. Expedite problem resolution involving S/Cs and TAB across IEEE.
 4. Promote cooperation among S/Cs in his/her Division and the Regions.
 5. Promote technical activities at the regional level of the S/Cs in his/her Division.
- c. **Qualifications.** The qualifications for a Division Director shall include the following:
 - i. Must be a Senior Member or Fellow grade member in good standing of the IEEE, and a member of at least one Society in the Division.
 - ii. Normally, should have had experience as a S/C President.
 - iii. Must be able to commit a significant amount of time to the position. This involves preparing for and attending three OU series per year, (typically four days each plus travel time, each including TAB, Board of Directors, and committee meetings); participating in (and preparing for) possible other committee meetings, teleconferences and retreats; and reviewing frequent related e-mail, mail, and web postings such as agenda items, reports, and e-mail discussions.

(Information relating to a Division Director-Elect can be found under 2.9.A).

- B. **Society President.** The functions, duties, responsibilities and qualifications of the Society Presidents are as follows:
 - a. **Functions.** The functions of the President of an IEEE Society shall be to:
 - i. Serve as the highest elected official of the Society and
 - ii. Be responsible for the Society administration.
 - iii. Serve as the Society's representative on TAB.
 - iv. Determine the needs of the Society's members and advise TAB and the IEEE of specific Societal concerns.
 - b. **Duties and Responsibilities.** The duties and responsibilities of an IEEE Society President shall be to:
 - i. Develop the agenda for and preside over all meetings of the AdCom/BoG.
 - ii. Attend all TAB meetings.
 - iii. Serve as the communications link between the S/C and the TAB Officers, Division Directors and the Technical Activities Department of the IEEE.
 - iv. Make recommendations to the AdCom for appointments to AdCom Standing Committees and Technical Committees as appropriate.

- v. Provide counsel for and directly participate in the planning and activities associated with Society conferences.
 - vi. Support and encourage a continuing Society membership growth program.
 - vii. Assist and endorse Society publications through the Society Newsletter and Transactions.
 - viii. Encourage growth in the number of Chapters and oversee the services provided to them.
 - ix. Oversee that the Society operates in compliance with its governing documents. (constitution, bylaws, operating procedures).
 - c. **Qualifications.** The qualifications for a Society President include the following:
 - i. Must be of IEEE Member grade or higher.
 - ii. Must be able to commit a significant amount of time to the position.
 - iii. Should have the support of that person's employer in meeting travel, telephone and secretarial expenses.
- C. Technical Council President.** The functions, duties, responsibilities and qualifications of the Technical Council Presidents are as follows:
- a. **Functions.** The functions of the President of an IEEE Technical Council shall be to:
 - i. Coordinate all activities of the Council through the Administrative Committee (AdCom) and carry out orders and resolutions of membership and appropriate IEEE bodies.
 - ii. Represent the Council at TAB meetings.
 - b. **Duties and Responsibilities.** The duties and responsibilities of the President of an IEEE Technical Council shall be to:
 - i. Establish and appoint officers to special ad hoc committees.
 - ii. Ensure that the interests of the Council are well represented within the IEEE.
 - c. **Qualifications.** The qualifications for a Technical Council President include the following:
 - i. Must be of IEEE Member grade or higher.
 - ii. Must be able to commit a significant amount of time to the position.
 - iii. Should have the support of that person's employer in meeting time commitments.
- D. TAB Standing Committee Chair.** The functions, duties and responsibilities, and qualifications of TAB Standing Committee Chairs are as follows:
- a. **Functions.** The functions of a TAB Committee Chair shall be to:
 - i. Chair the Committee, in accordance with the Committee Charter.
 - ii. Represent the Committee on TAB, if so specified in the Committee Charter.
 - iii. Report administratively to the Vice President, Technical Activities or the appropriate TAB Committee Chair.
 - iv. Serve as a member of TAB, if so specified in the IEEE Bylaws.
 - b. **Duties and Responsibilities.** The duties and responsibilities of a TAB Committee Chair shall be to:
 - i. Establish subcommittees and ad hoc committees as needed.
 - ii. Call and preside over meetings of the Committee. Work with staff to develop agendas.
 - iii. Recommend to TAB proposed changes to the Committee Charter to ensure it meets current needs and objectives.
 - iv. Carry out other tasks assigned to the Committee by TAB, the Vice President, Technical Activities, or the appropriate TAB Standing Committee.
 - v. Bring appropriate Committee items to the attention of TAB or the responsible TAB Standing Committee.
 - vi. Report status of Committee activity to TAB or the responsible TAB Standing Committee.

- vii. Prepare and present Committee budgets as needed.
- viii. Approve Committee expenditures, and forward to Technical Activities Department.
- ix. Participate at TAB or Standing Committee meetings, if appropriate.
- c. **Qualifications.** The qualifications for a TAB Committee Chair include the following:
 - i. Must be of IEEE Member grade or higher.
 - ii. Previous experience as a member of the Committee is preferable.
 - iii. Must be able to commit a significant amount of time to the position.
 - iv. Should have the support of that person's employer in meeting the obligations of the position.

2.9 INCOMING TAB MEMBERS AND ROLES

A. Division Director-Elect. The Division Director-Elects have functions and duties as follows:

- a. **Functions.** The Division Director-Elect is expected to learn the duties, responsibilities, and context of a Division Director prior to assuming that position. It is expected that he/she will take on an assignment to a committee with responsibility outside of his/her home OU.
- b. **Duties and Responsibilities.** The duties and responsibilities of a Division Director-Elect shall be to:
 - i. Attend all TAB Meetings, TAB Caucuses, Directors' Forums and other meetings as necessary.
 - ii. Attend all IEEE Boards of Directors meetings as necessary.
 - iii. Become familiar with the S/Cs in the Division.
 - iv. Attend at least one Region meeting per year, as approved by the Division Director.
 - v. Assist the Division Director in serving the best interests of IEEE.
- c. **Qualifications.** The qualifications for a Division Director shall include the following:
 - i. Must be a Senior Member or Fellow grade member in good standing of the IEEE, and a member of at least one Society in the Division.
 - ii. Normally, should have had experience as an S/C President.

2.10 VOLUNTEER RESPONSIBILITIES AND THE IEEE CODE OF ETHICS

Volunteers carry out a very wide range of duties and responsibilities on behalf of IEEE. All volunteers, particularly leaders, are required to acquaint themselves appropriately with IEEE Policies, Procedures, and Practices. Each year, all members affirm their intention to adhere to the IEEE Code of Ethics. This Code also applies to nonmembers who are serving the IEEE in some capacity. The Code addresses in concise terms ethical issues encountered in professional engineering activity. Beyond this, there is also an obligation for volunteers to abide by the *spirit* of the Code, especially in respect of Articles 2, 7, 8, 9, and 10.

- A. Conduct as an Officer or a Member of an IEEE Board or Committee.** Volunteers are expected to contribute to IEEE activities in a co-operative and constructive manner, to ensure that the best possible use is made of the time available, given that volunteers are usually able to offer IEEE their time and effort very sparingly. Meetings should be strongly focused on the business laid out in the agreed agenda, and not be impeded by irrelevant interventions. The Chair has the prime responsibility for the conduct of the meeting, but the co-operation of all members present are also important factors in ensuring that the business is conducted in a fair and harmonious manner.
- B. Conflict of Interest.** A common misunderstanding about "conflict of interest" is that it only applies where an individual attempts to obtain some monetary advantage by virtue of being an office holder. A broader view of the concept applies to any situation where some kind of advantage or privilege is being sought through the exercise of authority granted to

an office holder. The guiding principle for volunteers is to follow IEEE Policies, Procedures, and Practices, and be seen by their peers to be acting ethically in their decision-making.

- C. Acceptance of Position Obligations.** Election or appointment of a volunteer to a position, such as a Board or Committee chair or member, Society or Technical Council Officer, etc., implies that there is an expectation that that person will be willing and able to undertake assigned duties and, if appropriate, to attend the meetings of the organizational unit. Accepting a position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and any items from the previous meeting requiring action are properly followed up. If a person is unable to perform these or other assigned duties, the expected result is a resignation from the position.
- D. Transfer of Position.** An orderly and regular turnover of Board or Committee membership, including that of the officers or editors, should be a routine feature of IEEE volunteerism. It ensures a healthy flow of new blood and invigorates all IEEE Organizational Units. Sections of this document define the terms of office for TAB volunteers and the procedures for their election or appointment. It is the responsibility of the TAB Chair and the TAB Management Committee to ensure that these practices are followed. It is a duty of all TAB Officers, TAB Committee Chairs, and S/C Officers, to transfer all documents and other resources necessary for their successors to carry out their work effectively.
- E. Legal Aspects.** In the event that a legal issue arises, close adherence to the IEEE Code of Ethics, as well as IEEE Bylaws, Policies, Procedures, and Practices, provides a measure of protection to both IEEE and to individual members.

The IEEE Code of Ethics cannot, and does not, attempt to define in a comprehensive manner how IEEE volunteers should conduct themselves in their service on behalf of the IEEE, but it provides a sound basis on which high ethical standards can be established.

2.11 PROCESS FOR HANDLING MEMBER/VOLUNTEER COMPLAINTS

- A. Complaints and Inquiries.** Complaints and inquiries concerning problems among individuals involved in the technical activities within IEEE may be submitted directly to TAB or may be referred to TAB by the IEEE Ethics and Member Conduct Committee (EMCC). Individuals submitting complaints directly to TAB shall be IEEE members or Society Affiliates in good standing, and documentation of the complaint shall be submitted to the Managing Director, Technical Activities, or that person's designee. The documentation shall include the names of the TAB volunteers, IEEE members, or Society Affiliates whose conduct is under concern, a statement which states with reasonable specificity the alleged problem, identification of any documentation or material upon which the complaint is based, plus the name and signature of the person who is submitting the complaint is based, plus, the name and signature of the person who is submitting the complaint. The complaint shall include any materials or documentation that are thought relevant for consideration and review by TAB.

Requests for advice and assistance to resolve issues regarding ethical questions or disputes among Societies, Technical Councils, and/or TAB Organizational Units, may be submitted directly to the Chair, TAB Ethics and Conflict Resolution Committee (ECR), with an information copy sent to Managing Director, Technical Activities, or that person's designee.

- B. Tracking and Reporting of Complaints.** The Managing Director, Technical Activities, or that person's designee, shall be responsible for maintaining a system for logging and tracking of complaints and for providing regular reports, as appropriate but at least once per year, to TAB and TAB Management Committee of complaints/inquiries and their disposition.

- C. Disposition of Complaints.** The Managing Director, Technical Activities, or that person's designee, in consultation with the TAB Chair, shall characterize the complaint or inquiry, and arrange for its disposition as follows:
- a. If the complaint addresses a fiduciary problem, the case shall be forwarded to the Director of IEEE Operations Audit for review. The complainant shall be notified about TAB's action.
 - b. If the complaint concerns misconduct with respect to a publication, the case shall be forwarded to the responsible editor. If the complaint concerns the editor, the case shall be forwarded to the volunteer who provides oversight of those editorial activities. The complainant shall be notified of TAB's action. Handling of publication-misconduct complaints shall follow the processes specified in the PSPB Operations Manual.
 - c. If the inquiry can be answered without further processing, the Managing Director, Technical Activities, or that person's designee, shall arrange for an appropriate volunteer or Staff member to respond to the complainant and shall apprise the TAB Chair about this action.
 - d. If the complaint or inquiry is from an IEEE member and involves an allegation of that another IEEE member has violated the IEEE Code of Ethics, it shall be forwarded to EMCC for action/adoption. The complainant shall be notified of TAB's action.
 - e. If EMCC did not refer the complaint to TAB and if the complaint can be handled by an IEEE Society or Technical Council, the case shall be forwarded to the President or Executive Director of the Society or Technical Council. The complainant shall be notified about TAB's action. The case shall be subject to investigation, decision and action by the Society or Technical Council in accordance with the complaint/dispute resolution process in Section 2.11.E.
 - f. All other complaints shall be subject to investigation, decision, and action by TAB in accordance with the complaint/dispute resolution process in Section 2.11.D.

D. Complaint/Dispute Resolution Process. The following basic process shall be used in resolving TAB-related complaints and disputes.

- a. **Request for Non-Binding Mediation.** If the involved individuals request advice and assistance to resolve issues regarding ethical questions or disputes among Societies, Technical Councils, and/or TAB Organizational Units, the Managing Director, Technical Activities, or that person's designee, shall forward the request to the Chair, TAB Ethics and Conflict Resolution Committee (ECR). The TAB Management Committee shall be informed about this transaction. The ECR will provide a process for resolving the issues by adhering to the following.
 - i. The mission and function of ECR is to provide a non-binding mediation process for the participants. The Committee cannot impose a decision on the participants in matters brought before the Committee. The situation shall be between the participants, and all outcomes shall be consensual.
 - ii. Involvement by ECR in any particular matter shall not preclude additional action by (1) other Boards, or Committees, or Officers of IEEE having jurisdiction over the matter presented (including the IEEE Audit Committee or the IEEE Ombudsman), or (2) the EMCC in response to a validly filed complaint.
 - iii. The Committee shall not get involved in work-place (i.e., employment) disputes or other matters external to IEEE.
 - iv. While the functioning of ECR is not generally conducted in a public forum, the processes that the Committee follows are not confidential and participants in matters before the Committee shall not expect confidential treatment.

- v. The ECR Chair shall report the results of each case to the TAB Chair, to the TAB Management Committee, and if appropriate to TAB. The ECR can share information presented to it with other Boards or Committees within the IEEE.
 - vi. TAB Chair shall confirm the mediation result with the involved Organizational Units, and request acknowledgement of compliance.
- b. **Complaints Not Involving Mediation.**
- i. During the handling of a complaint, the contents of the complaint, identity of the persons involved, and the scope of the inquiry shall remain confidential to the extent practicable, consistent with the need for information and expeditious review.
 - ii. The Managing Director, Technical Activities, or that person's designee, shall confirm via written correspondence to the complainant and accused acknowledging the receipt of the complaint and, if necessary, requesting additional information.
 - iii. The complaint along with all relevant information shall be assembled and presented to the TAB Chair for review and handling.
 - iv. The TAB Chair can appoint up to three current or past members of TAB as an ad hoc committee for the purpose of investigating the complaint and formulating advice and recommendations. Members of this ad hoc committee shall not have any relationship with the complaint. The ad hoc committee will be assisted by Staff members who are not involved in the complaint. The ad hoc committee shall only report to the TAB Chair.
 - v. Utilizing the assembled relevant information and, if appropriate, the report of the ad hoc committee, the TAB Chair shall formulate a course of action. The TAB Chair, using written correspondence, shall notify the accused of the action that is being considered and offer the named individual(s) the opportunity to respond within 30 days to the proposed action.
 - vi. No sooner than 30 days after notifying the individual(s) named in the complaint, the TAB Chair will issue a final determination of action(s) to be taken. The decision of the TAB Chair is final and not subject to further appeal. The TAB Chair shall notify the complainant and accused of the final decision by written correspondence, including any correction actions and requested compliance agreements. The TAB Chair's notification to the complainant shall not solicit the filing of a complaint. The Chair shall also inform the EMCC about the final decision in the case of a referral.
 - vii. If the complainant is an IEEE Member and believes ethics issues still remain, the complainant may bring the case to the IEEE EMCC.
 - viii. It shall be the goal of TAB to complete the complaint resolution process for a particular complaint within six months of receipt.
- c. **Society or Technical-Council Complaints/Dispute Resolution Process.** The following basic process shall be used in resolving complaints and disputes handled by Societies and Technical Councils.
- i. During the handling of a complaint/dispute, the contents of the complaint/dispute, identity of the persons involved, and the scope of the inquiry shall remain confidential to the extent practicable, consistent with the need for information and expeditious review.
 - ii. The S/C President or Executive Director, or their designee, shall confirm via written correspondence to the complainant and accused acknowledging the receipt of the complaint/dispute and, if necessary, requesting additional information. In case the S/C President is involved in the complaint, the most immediate Past President, who has no relationship to the case, shall assume the President's role in the resolution process.

- iii. The S/C President shall review the complaint/dispute along with all relevant information then determine handling.
- iv. The S/C President can appoint up to three current or past members of the S/C administrative body as an ad hoc committee for the purpose of investigating the complaint/dispute and formulating advice and recommendations. Members of this ad hoc committee shall not have any relationship with the complaint or dispute. The ad hoc committee shall only report to the S/C President.
- v. Utilizing the assembled relevant information and, if appropriate, the report of the ad hoc committee, the S/C President shall formulate a course of action. The S/C President, using written correspondence, shall notify the accused of the action that is being considered and offer the named individual(s) the opportunity to respond within 30 days to the proposed action.
- vi. No sooner than 30 days after notifying the individual(s) named in the complaint, the S/C President will issue a final determination of action(s) to be taken. The decision of the S/C President is final. The S/C President shall notify the complainant and accused of the final decision by written correspondence, including any correction actions and requested compliance agreements. The S/C President's notification to the complainant shall not solicit the filing of a complaint. The S/C President shall also inform the TAB Chair about the final decision in the case of a referral from TAB.
- vii. If the complainant is an IEEE Member and believes ethics issues still remain, the complainant may bring the case to the IEEE EMCC.
- viii. It shall be the goal of the S/C to complete the complaint resolution process for a particular complaint/dispute within three months of receipt. The S/C President shall inform the TAB Chair if the complaint/dispute could not be resolved within this time.

2.12 TECHNICAL ACTIVITIES STAFF SUPPORT

The IEEE Technical Activities Department provides staff support to the IEEE Technical Activities Board and its Committees. S/C Presidents and Division Directors do not normally receive direct support; however, Committee Operations can assist them with requests, based on availability.

Basic society function support is provided by the Technical Activities staff. Individual support is provided by dedicated staff, such as the Executive Directors, who are paid by the respective S/C's. The Finance, Publications and Conference department staffs administer Technical Activities services as needed in their specific areas. Support for TAB is provided by Governance, Communications & Volunteer Relations.

3.0 IEEE TECHNICAL ACTIVITIES BOARD (TAB) COMMITTEES

[Back to Section 3](#)

There are various types of TAB Committees, which include a TAB Standing Committee and a Standing Technical Committee, reporting directly to TAB. A joint TAB committee, which can report directly to TAB and another Organizational Unit, or through a TAB Standing Committee, to TAB and another Organizational Unit. There are also TAB Committees that report to TAB Standing Committees.

3.1 APPOINTMENTS

The voting members of committees appointed by individuals or committees, other than the Technical Activities Board, as specified in this Operations Manual, shall be annually submitted to the Technical Activities Board for affirmation.

3.2 VOTE TO REMOVE MEMBER OF A COMMITTEE

A member of a committee may be removed as a member of that committee, with or without cause, by an affirmative vote of two-thirds of the members of the appointing body present at the time of the vote, provided a quorum is present.

3.3 [TAB STANDING COMMITTEES](#)

- A. Establishment.** The TAB Chair, with the advice and consent of the Technical Activities Board, may establish Standing Committees to facilitate the performance of duties assigned. The Charters of all TAB Standing Committees shall be contained in the TAB Operations Manual. The Charter for each Standing Committee shall specify the processes by which its chair and membership are selected.
- B. Review.** All TAB Standing Committees shall be reviewed by the Technical Activities Board at intervals of no more than five years to ensure that their respective scopes, activities and compositions continue to serve the best interests of the Technical Activities Board and its membership.
- C. List of TAB Standing Committees.** The Standing Committees reporting to TAB are as follows:
 - a. IEEE Conferences Committee
 - b. TAB Management Committee
 - c. TAB Nominations and Appointments Committee
 - d. TAB Periodicals Committee
 - e. TAB/PSPB Products & Services Committee
 - f. TAB Strategic Planning Committee

3.4 JOINT STANDING COMMITTEES

- A. Establishment.** The TAB Chair, with the advice and consent of the Technical Activities Board, may establish Joint Standing Committees with other IEEE organizational units. The choice of the Chairs of such committees shall be made jointly by the TAB Chair and the Chairs of the other IEEE organizational units involved with each such committee, except for the TAB/PSPB Products & Services Committee, the Chair of which is elected jointly appointed by the membership of TAB and the Publication Services and Products Board. The TAB Chair shall appoint the TAB members of such Joint Standing Committees. The charters of Joint Standing Committees shall be contained in the TAB Operations Manual.
- B. Review.** All Joint Standing Committees shall be reviewed by sponsoring organizational units at intervals of no more than three years to ensure that their scopes, activities and

compositions continue to serve the best interests of the Technical Activities Board and its membership.

- C. **List of Joint Standing Committees.** The following Committees shall be jointly appointed by and responsible to the IEEE Technical Activities Board and other IEEE Organizational Units.
 - a. TAB/PSPB Products & Services Committee. The TAB/PSPB Products & Services Committee reports directly to TAB. It shall be jointly appointed by and responsible to TAB and the Publication Services and Products Board (PSPB).

3.5 TECHNICAL COMMITTEES

- A. **Establishment.** The TAB Chair, with the advice and consent of the Technical Activities Board, may establish Standing Technical Committees to facilitate the performance of duties assigned. The Charter for each Technical Committee shall specify the processes by which its chair and membership are selected.
- B. **Technical Committee (TC) Structure.** The TC structure allows faster response to new technologies. Therefore, a TC has governance and financial obligations that are different than a Society/Council (S/C).
- C. **Review.** All TAB Technical Committees shall be reviewed by the TAB Finance Committee and the TAB Management Committee annually to ensure that their respective scopes, activities and compositions continue to serve the best interests of the Technical Activities Board and its membership.
- D. **Governance.** A Technical Committee does not have a vote on TAB, but is represented by its sponsoring S/Cs.
- E. **Financial Structure.** The Technical Committee will have a separate budget cost center within the TAB budget. The Technical Committee can be funded by NIC, TAB, Societies, or by other external mechanisms (e.g., grants). After 3 years, the TC will prepare a business plan for its ongoing existence and present to the TAB Finance Committee and TAB Management Committee. TAB FinCom will make a fiscal endorsement recommendation to TMC. TMC shall make a recommendation to TAB for approval. As new TC's are proposed, the process may be further defined.
- F. **List of TAB Technical Committees.** The Technical Committees reporting to TAB are as follows:
 - a. IEEE Committee on Earth Observations
 - b. IEEE Technical Committee on RFID

3.6 AD HOC COMMITTEES

The TAB chair may authorize the formation of Ad Hoc committees, which may be renewed on an annual basis to address specific issues or deal with special situations as deemed appropriate. If the Chair of the Ad Hoc Committee is not a voting member of TAB, the principal financial support for the Chair shall be provided for in the TAB budget.

3.7 COMMITTEE CHARTERS

The scope and functions, composition, membership requirements, terms of office, financial and administrative support for TAB, Joint TAB Committees, and IEEE Standing Committees administered by TAB are maintained in individual Committee charters and contained in this Operations Manual. Each charter indicates when TAB and/or a joint organizational unit has approved the charter:

<u>Listed by reporting structure</u>	<u>Listed in alphabetical order</u>
TAB MANAGEMENT COMMITTEE	Conference Publications Committee

TAB Awards and Recognition Committee TAB Ethics Conflict Resolution Committee TAB Finance Committee TAB Society Review Committee IEEE CONFERENCES COMMITTEE Technical Program Integrity Committee MGA GOLD Committee TAB PERIODICALS COMMITTEE TAB Magazines Committee TAB Newsletters Committee TAB Periodicals Review and Advisory Committee TAB Transactions Committee TAB/PSPB PRODUCTS AND SERVICES COMMITTEE Conference Publications Committee TAB Periodicals Packages Committee TAB NOMINATIONS AND APPOINTMENTS COMMITTEE TAB STRATEGIC PLANNING COMMITTEE IEEE Future Directions Committee	IEEE CONFERENCES COMMITTEE MCM Financial Oversight Committee MGA GOLD Committee TAB Awards and Recognition Committee TAB Ethics Conflict Resolution Committee TAB Finance Committee TAB Magazines Committee TAB MANAGEMENT COMMITTEE TAB New Technology Directions Committee TAB Newsletters Committee TAB NOMINATIONS AND APPOINTMENTS COMMITTEE TAB PERIODICALS COMMITTEE TAB Periodicals Packages Committee TAB Periodicals Review and Advisory Committee TAB Society Review Committee TAB STRATEGIC PLANNING COMMITTEE TAB Transactions Committee TAB/PSPB PRODUCTS AND SERVICES COMMITTEE Technical Program Integrity Committee
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3.8 TAB MANAGEMENT COMMITTEE CHARTER

A. GENERAL

The TAB Management Committee reports to, and is a Standing Committee of, the IEEE Technical Activities Board (TAB).

B. SCOPE

The TAB Management Committee is an implementation oversight body. The TAB Management Committee acts on behalf of TAB between TAB meetings, however, any such actions taken by the committee are subject to ratification by TAB at its next meeting.

C. FUNCTIONS

The TAB Management Committee shall:

1. Monitor and review TAD resources, activities and facilities through reports by the Managing Director, Technical Activities.
2. Coordinate and monitor, as necessary, the activities and directions of all TAB Management Committee standing committees and Ad Hoc Committees and keep track of the significant activities of other IEEE Committees important to TAB.
3. Recommend actions based on Committee and Managing Director reports, define the expectations from the TAB Management Committee, and communicate these to the relevant Committee or TAB.
4. Receive from the TAB Society Review Committee the five-year review reports of

each S/C and the three-year review reports of all committees and task forces, and take appropriate action.

5. Monitor the health of all Societies and Councils and initiate corrective action, if necessary.
6. Monitor provisional Societies and Councils.
7. Review and coordinate agendas for all TAB meetings.
8. Evaluate proposals submitted to TAB by individuals or other Organizational Units.
9. Provide recommendation to TAB helping to fulfill its Mission (through studying and submitting proposals, alternatives, and appropriate metrics).
10. Work with TAD staff to fulfill required administrative matters and recommend actions to TAB.
11. Develop a TAB Operational Plan, which will cover two (2) years, to correspond to the IEEE Strategic Plan. Review and revise as necessary, for formal adoption at the first TAB meeting of the following year.

D. COMPOSITION

The TAB Management Committee shall consist of the following members:

Voting Members

- Vice President, Technical Activities
- Vice President-Elect, Technical Activities
- Immediate Past Vice President, Technical Activities
- Three (3) Members-at-Large
- Chair, TAB Society Review Committee
- TAB Treasurer

Non-Voting Members

- TAB Secretary or designee

E. MEMBERSHIP REQUIREMENTS

1. The three (3) Members-at-Large shall be current or past S/C Presidents or current or past Division Directors.
2. All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

The three (3) Members-at-Large are appointed during a TAB Meeting and shall serve three-year staggered terms with re-appointment permissible for two consecutive terms or a maximum of six years.

G. VACANCIES

1. In the event of the incapacity or absence of the Chair, the Vice President-Elect, Technical Activities shall serve.
2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE TAB MANAGEMENT COMMITTEE

The following Committees shall report to the TAB Management Committee:

1. Standing Committees
 - TAB Awards and Recognition Committee
 - TAB Ethics and Conflict Resolution Committee
 - TAB Finance Committee
 - TAB Society Review Committee

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee meets a minimum of three (3) times per year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Committee Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. The proportion of votes of the members of the TAB Management Committee that shall be necessary for the transaction of any item of business shall be the same as the proportion applicable to the Technical Activities Board for the same item of business.
5. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
6. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

The Committee Chair shall provide a verbal report to TAB during each OU series of meetings, outlining the committee activities transacted.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

This committee will be funded by TAB. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

ADMINISTRATIVE

The principal staff support for the Committee is provided by the Technical Activities Department and includes preparing agendas and minutes, meeting coordination and consultation on TAB issues.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB November 2009

3.9 TAB AWARDS AND RECOGNITION COMMITTEE CHARTER

A. GENERAL

The TAB Awards and Recognition Committee (TABARC) reports to, and is a Standing Committee of, the TAB Management Committee.

B. SCOPE

The TAB Awards and Recognition Committee oversees the TAB and Society/Council (S/C) Awards Programs.

C. FUNCTIONS

The TAB Awards and Recognition Committee shall:

1. Make recommendations related to the TAB and S/C Awards Programs.
2. Consider proposals to establish, revise or discontinue S/C Awards.
3. Monitor compliance with IEEE policy and procedures related to the awards programs.

D. COMPOSITION

The TAB Awards and Recognition Committee shall consist of the following members:

Voting Members:

- Committee Chair
- One (1) representative from each of the ten (10) IEEE Divisions
- Chair, Awards Planning and Policy Committee of the IEEE Awards Board

Non-Voting Members:

- S/C Corresponding Members (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair, appointed by the Vice President, Technical Activities, shall serve a two-year term, with reappointment permissible.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. One (1) representative from each of the ten (10) IEEE Divisions, appointed by the corresponding Division Director. They shall serve a one-year term, with reappointment permissible.

G. VACANCIES

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE TAB AWARDS AND RECOGNITION COMMITTEE

1. Standing Committees

There are no Standing Committees reporting to the TAB Awards and Recognition Committee

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. A majority of the voting members of the Committee shall constitute a quorum.
3. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
4. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

The Committee Chair will provide the proposed revisions of S/C awards to the TAB Chair prior to each TAB meeting. Interim reports should be provided as directed.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

The Committee normally conducts business through correspondence and teleconference. Travel reimbursement shall be available to the Committee Chair on an "as required" basis. Travel reimbursements for other Committee members shall not normally be available.

ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB November 2007

3.10 TAB ETHICS AND CONFLICT RESOLUTION COMMITTEE CHARTER

A. GENERAL

The TAB Ethics and Conflict Resolution Committee reports to, and is a Standing Committee of, the TAB Management Committee.

B. SCOPE

The principal mission of the TAB Ethics and Conflict Resolution Committee is as a member-driven forum to provide advice and assistance in matters presenting ethical questions and disputes.

C. FUNCTIONS

The TAB Ethics and Conflict Resolution Committee shall:

1. Respond to requests for assistance from Societies, Technical Councils and organizations units of the Technical Activities Board.
2. Provide a neutral process for framing issues regarding ethical questions or disputes.
3. Provide a neutral process for discussion and exchange of viewpoints by all concerned parties.
4. Provide a neutral process for questions involving the definition and identification of conflicts of interest within S/C activities.
5. Provide guidance on potential revisions to S/C constitutions and bylaws to enable more transparent and effective governance.
6. Provide timely and responsive support to the TAB community within an efficient and collegial framework.

D. COMPOSITION

The TAB Ethics and Conflict Resolution Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Two (2) Members-at-Large

Non-Voting Members:

- None

E. MEMBERSHIP REQUIREMENTS

All members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow Grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be appointed by the Vice President, Technical Activities and shall serve a two-year term. Reappointment is permissible.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The Members-at-Large shall be appointed by the Vice President, Technical Activities, upon the recommendation of the Committee Chair, and shall serve a one-year term. Reappointment is permissible, for a maximum of three (3) terms.

G. VACANCIES

If vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE TAB ETHICS AND CONFLICT RESOLUTION COMMITTEE

1. Standing Committees

There are no Standing Committees reporting to the TAB Ethics and Conflict Resolution Committee.

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The committee does not have formal in-person meetings.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.

4. Voting shall be conducted in accordance with Robert's Rules of Order. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

1. The TAB New Ethics and Conflict Resolution Committee will produce reports on its activities as appropriate, but not less than once per year. These reports are forwarded to TAB Management Committee and TAB.
2. The Committee will provide any reports deemed necessary by the TAB Management Committee.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

The principal financial support for the TAB Ethics and Conflict Resolution Committee shall be provided through the TAB VP Discretionary Fund.

ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB November 2007

3.11 TAB FINANCE COMMITTEE CHARTER

A. GENERAL

The TAB Finance Committee reports to, and is a Standing Committee of, the TAB Management Committee.

B. SCOPE

The TAB Finance Committee serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the operations of TAB, develop and implement the TAB budget development process, and project and monitor the financial performance of technical activities. The TAB Finance Committee is responsible for making recommendations on all financial matters to the TAB Management Committee and for keeping the Committee fully informed on all financial issues.

C. FUNCTIONS

The TAB Finance Committee shall:

1. Develop the TAB annual budget.
2. Review Society/Council (S/C) annual budgets and recommend approval.
3. Review financial performance of TAB organizational units and monitor the performance of the overall TAB budget.
4. Formulate financial goals and procedures for TAB and S/C operations.
5. Develop financial projections for TAB and S/C operations.
6. Review financial audits of TAB operations.
7. Review publication and administration rates charged to S/C for IEEE services and recommend approval.
8. Review subscription rates for packaged products and recommend approval.
9. Review IEEE wide financial decisions that impacts TAB and S/C finances and provide relevant information to S/Cs.
10. Review and endorse the financial aspects of new periodicals proposals.
11. Maintain the TAB Finance Manual.
12. Review S/C fees and member and non-member periodical prices and recommend approval.
13. Report at each TAB meeting a summary review of the TAB financial status including projections of income and expenses relative to the budget, and of trends in expenses and income compared to actual data for the previous budget year period. The TAB Finance Committee Chair shall be responsible for communicating the overall TAB financial status to the S/C Presidents.

D. COMPOSITION

The TAB Finance Committee shall consist of the following members:

Voting Members

- TAB Treasurer, who serves as the Committee Chair
- Past Committee Chair
- TAB Periodicals Committee Chair
- TAB/PSPB Products & Services Committee Chair
- Two (2) Members-at-Large
- Two (2) present or past S/C Presidents

Non-Voting Members

- TAB Secretary (or designee)
- IEEE Publication Services and Products Board (PSPB) Finance Committee Chair
- S/C Corresponding Members. (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The TAB Treasurer is appointed by the Vice President, Technical Activities with the advice of the TAB Nominations and Appointments Committee and shall serve a two-year term, with reappointment permissible for a maximum tenure of three (3) terms. As TAB Treasurer they shall serve as the TAB Finance Committee Chair, who is a voting member of TAB, the TAB Management Committee, and the IEEE Finance Committee.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The Past Committee Chair, shall serve a two-year term to coincide with the sitting Chair's tenure.
4. The Chairs of the TAB Periodicals Committee and TAB/PSPB Products & Services Committee shall serve two-year terms to coincide with their committee chairmanship.
5. The two (2) Members-at-Large are appointed by the Committee Chair and shall serve two-year staggered terms, with reappointment permissible for a maximum of three (3) terms.
6. The two (2) S/C Presidents are appointed during the Presidents' Forum and shall serve two-year staggered terms, with reappointment permissible for a maximum of three (3) terms.

G. VACANCIES

1. In the event of the incapacity of the Chair, the most recent Past Chair shall serve as Acting Chair until a successor is appointed. The Acting Chair shall notify the TAB Chair in a timely manner and continue to serve until further directed.
2. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

H. COMMITTEES REPORTING TO THE TAB FINANCE COMMITTEE

1. Standing Committees

There are no Standing Committees reporting to the TAB Finance Committee.

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the

transaction of business and for the conduct of interim meetings as called by the Chair.

3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

1. The Committee Chair will provide a brief report, outlining the committee activities transacted in between meetings, to the TAB Chair prior to each TAB Management Committee meeting.
2. The Committee Chair will provide a Treasurer's Report to the TAB Chair and the TAB Management Committee prior to each TAB meeting.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

The principal financial support for the TAB Finance Committee shall be provided through the normal budgetary processes of the Technical Activities Board.

ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department and includes agenda preparation, minute taking, distribution and follow-up of action items, data gathering and analysis, subject matter expert and strategic analysis.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB November 2007

3.12 TAB SOCIETY REVIEW COMMITTEE CHARTER

A. GENERAL

The TAB Society Review Committee reports to, and is a Standing Committee of, the TAB Management Committee.

B. SCOPE

The TAB Society Review Committee ensures the continued technical leadership of IEEE by developing procedures for the periodic review of TAB Societies, Councils and by conducting such reviews.

C. FUNCTIONS

The TAB Society Review Committee shall:

1. Develop procedures for the periodic review of Societies, Councils. These reviews shall focus on the extent to which the Society/Council (S/C) is maintaining its vitality and technical leadership in its field of interest and is interacting appropriately with other entities.
2. Establish a schedule to review each S/C at least once every five (5) years. The first review of a provisional S/C that has been granted full status will take place within three years of the last provisional status review. Subsequent reviews will take place once every five years.
3. Work with the appropriate S/C Presidents to ensure that scheduled reviews are completed and reports submitted to TAB in a timely manner.
4. Analyze the scope and structure of the various S/C's to ensure that technical interest areas are fully covered in appropriate, effective and efficient ways. Report recommended changes to the TAB Management Committee.
5. Develop, review and revise as necessary, a general questionnaire for use by all S/Cs undergoing review.
6. Due to the nature of the work of the SRC, in order to maintain the objective review of the S/C's, the chair and members of the committee shall not participate in the review of a Society or Council in which he or she may have a perceived or real conflict of interest, as defined in IEEE Bylaw I-300.2 and IEEE Policies, Section 9.8.

D. COMPOSITION

The TAB Society Review Committee shall consist of the following members: Voting members

- Committee Chair
- Up to six (6) members

Non-Voting members

- None

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be appointed by the Chair-Elect, Technical Activities and shall serve a two-year term, with reappointment permissible. The Chair shall also serve as a voting member of the TAB Management Committee.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The committee members shall be appointed by the TAB Society Review Committee Chair with concurrence of the Vice President, Technical Activities and they shall serve staggered three-year terms.

G. VACANCIES

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

H. COMMITTEES REPORTING TO THE TAB SOCIETY REVIEW COMMITTEE

1. Standing Committees

There are no standing committees reporting directly to the TAB Society Review Committee.

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee meets a minimum of three (3) times each year, and shall conduct reviews of Societies, and Councils in compliance with the Schedule published as required by Paragraph C.2. above.

2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

3. A majority of the voting members of the Committee shall constitute a quorum.

4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.

5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

This committee will be funded by TAB. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department and includes: Meeting coordination (including setting up teleconferences); assist Chair with review reports by contacting and reminding Society/ Council of review; follow timeline to assure all reports are sent to the TAB Strategic Planning Committee and TAB in a timely manner; assist Chair with scheduling of reviews for each meeting series; alias maintenance and updating website as needed and assist Chair with template and schedule revisions.

K. REPORTS

1. The Committee shall provide a draft report of its findings and recommendations to the reviewed organizational unit for its comments preferably within 30 days of the review. The

reviewed organizational unit will have 30 days to respond with their comments. Any inconsistencies should be resolved within the next 30 days. The cycle should not exceed 90 days.

2. The final report with its Findings and Recommendations will be forwarded to the Chair of the TAB Management Committee and the Chair of the Technical Activities Board (for approval).
3. The Committee shall provide an update on committee activities to the TAB Management Committee Chair and TAB Chair, prior to each of their meetings.
4. The Committee shall also provide a report at the November TAB meeting on any recommended scope or organizational changes.

L. CHANGES TO CHARTER

Changes to this charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB February 2010

3.13 IEEE CONFERENCES COMMITTEE CHARTER

A. GENERAL

The IEEE Conferences Committee is a standing committee of the IEEE Technical Activities Board (TAB).

B. SCOPE

1. The IEEE Conferences Committee formulates and recommends strategies and policies for IEEE conferences and provides oversight for conference related activities. The oversight responsibility applies to the Technical Activities Department (TAD) Conference Services, IEEE Meetings and Conference Management Services, IEEE Conference Database Search and responsibility for the IEEE Conferences Organization Manual. The Committee makes recommendations on conferences to the IEEE Board of Directors for possible action; monitors compliance and recommends changes to the IEEE Bylaws and IEEE Policies related to conferences.

2. The term "conferences" shall encompass all technical or professional meetings that have a budgeted income or expense of greater than twenty five thousand U.S. dollars. Conferences shall include symposia, workshops, short courses, expositions, Conventions, and/or Tutorials.

C. FUNCTIONS

The IEEE Conferences Committee shall:

1. Monitor the IEEE Bylaws, and Policies relating to conferences and recommend changes as necessary.
2. Develop policies and procedures for the guidance of IEEE organizational units, to help assure the proper conduct of conferences including but not limited to financial and legal aspects.

3. Recommend guidelines for use by organizational units regarding review and reporting procedures for conferences.
4. Provide review, assessment and recommendations to the IEEE organizational units concerning proposed changes in meeting organization and scheduling.
5. Provide recommendations with regard to scheduling conflicts or other meeting related differences among IEEE Boards, Societies, Technical Councils, Regions, Sections, Chapters and other IEEE entities.
6. Review TAD Conference Services and IEEE Meetings and Conference Management activities and make recommendations concerning their modification, addition or viability.
7. Through TAD Conference Services and IEEE Meetings and Conference Management Services assist IEEE entities in the development and organization of conferences by providing information on current IEEE policies and procedures and guidance materials including: conferences organization and management; financial documentation; management agreements; security measures; conference manual development and publication; audit and tax procedure instructions; public and industry relations guidelines; publicity procedures; awards; special segments; and treatment of VIPs and dignitaries.
8. Interface with IEEE organizational units to collect input for the IEEE Conferences Organization Manual and the IEEE Conference Database Search and deal with issues and practices that relate to all IEEE conferences. Examples of the latter include policy and procedures, finance, publication, and publicity.
9. Recommend guidelines and monitor compliance regarding conferences co-sponsored by, or run in cooperation or technical co-sponsor with, non-IEEE entities.

D. COMPOSITION

The IEEE Conferences Committee shall consist of the following:

Voting Members

- Committee Chair
- Past Chair
- Ten members, as specified in section F below

Non-Voting Members

- MGAB Secretary
- TAB Secretary

E. MEMBERSHIP REQUIREMENTS

1. All voting members of the Committee shall be IEEE members of Graduate Student Member, Member, Senior Member or Fellow grade.
2. All voting members shall have demonstrated conference management experience.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be appointed by the Technical Activities Board for a two-year term with reappointment permissible for one additional term. The total length of service on the committee for those individuals having served as Chair shall not exceed eight (8) years. The chair shall be selected from a slate prepared by the TAB Nominations and

Appointments Committee. It is preferable that candidates included on the slate shall have served on the IEEE Conferences Committee for at least one year.

2. One (1) member appointed by each of the Chairs of the Educational Activities Board (EAB), Publication Services and Products Board (PSPB), Standards Association (SA), and IEEE-USA. The appointments of EAB and PSPB shall be made on even-numbered years, and the appointments of SA and IEEE-USA shall be made on odd-numbered years.

3. Two (2) members appointed by the Chair of the Member and Geographic Activities Board (MGAB) One (1) of these appointments shall be made on even-numbered years, and the other one (1) of these appointments shall be made on odd-numbered years.

4. Three (3) members appointed by the Chair of the Technical Activities Board (TAB), on the recommendation of the Division Directors. Two (2) of these appointments shall be made on even-numbered years, and the other one of these appointments shall be made on odd-numbered years.

5. One member of the Conference Publications Committee appointed by the Chair of the Technical Activities Board, on the recommendation of the Division Directors, who shall serve a one-year term with reappointment permissible.

6. The Committee may appoint a Vice-Chair from among the voting members of the Committee.

7. The Committee Chair shall appoint a member of the Committee to serve for a period of one (1) year as Liaison Representative to the MGAB Regional Conferences Committee in order to effectively coordinate joint activities.

8. Unless specified otherwise, the members appointed by the Chairs of EAB, PSPB, MGAB, SA, TAB and IEEE-USA shall serve two-year terms, with reappointment permissible for one (1) additional term.

G. VACANCIES

1. In the event of the incapacity of the Chair, the Past Chair shall serve as Acting Chair of the IEEE Conferences Committee.

2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE IEEE CONFERENCES COMMITTEE

Reporting to the IEEE Conferences Committee shall be the following Committees:

1. Standing Committees:

A. Technical Program Integrity Committee

1. General

The Technical Program Integrity Committee shall be appointed by and shall report to the IEEE Conferences Committee.

2. Scope

The Technical Program Integrity Committee shall deal with issues arising from accusations of misuse of an IEEE Technical Program.

3. Functions

The Technical Program Integrity Committee Shall:

- a. Provide IEEE staff with a single IEEE volunteer point of contact for quick and efficient resolution of issues not covered through other established processes.
- b. Provide a platform for discussion of practices that follow conference policy but may appear questionable.
- c. Provide peer contact for conference organizers and IEEE sponsors.

d. Recommend suspension/reinstatement of conferences accused of misuse of the technical program.

4. Composition

The Technical Program Integrity Committee shall consist of the following:

Voting Members

- Standing Subcommittee Chair
- Two (2) voting members of IEEE Conferences Committee

Non-Voting Members

- One (1) IEEE Meetings & Conferences Staff Member

5. Appointments and Terms of Office

a. Voting members shall be appointed by the IEEE Conferences Committee Chair.

b. Members shall serve one (1) year terms, with reappointment permissible for one (1) additional term.

2. Ad Hoc Committee

An ad hoc committee may be appointed to address a specific issue or activity.

The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The activities of an ad hoc committee are expected to be completed by the end of the calendar year of the ad hoc committee's formation, at which time the ad hoc committee shall terminate.

I. MEETINGS

1. The Committee shall normally meet three (3) times a year.

2. Electronic mail, teleconferences and other non non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

3. A majority of the voting members of the Committee shall constitute a quorum. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.

4. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

The Committee Chair shall provide a highlight report to the Technical Activities Board at each of its three (3) annual meetings and shall provide additional reports as requested by the Technical Activities Board Chair.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

The Committee shall be funded by TAB. When the Committee meetings are scheduled in conjunction with IEEE organizational unit (OU) series meetings, those attending shall have their expenses covered by their respective OUs.

ADMINISTRATIVE

The principal staff support for the Committee is provided by the Technical Activities

Department and includes preparing agendas and minutes, meeting coordination and consultation on TAB issues. Also included is the management of IEEE and IEEE-sponsored conferences.

L. CHANGES TO CHARTER

Changes to this Charter shall be reported to EAB, MGAB, PSPB, SA and IEEE-USA and approved by the IEEE Technical Activities Board.

As Approved by the IEEE Board of Directors February 2010

3.14 MGA Graduates of the Last Decade Committee (GOLD)

A. GENERAL

The Committee shall report to the Member & Geographic Activities Board (MGAB) through the MGAB Member Engagement and Life Cycle Committee. Changes to this charter must be endorsed by the MGAB Member Engagement and Life Cycle Committee and approved by the MGAB and the Technical Activities Board.

B. SCOPE

To serve the interests of the members of the IEEE characterized as GOLD.

C. FUNCTIONS

1.0 The functions of the Committee shall consist of ensuring that GOLD activities are relevant to members and the Institute. Notably, the committee will:

1.1 Membership Development: Conceive, develop, and advocate IEEE GOLD-specific benefits and services to the appropriate IEEE units and at conferences, symposia and similar events.

1.2 Membership Development: Promote strategies to facilitate the transition from Student Member to higher grade and to work with the Student Activities Committee to achieve this goal. Also promote strategies to encourage the retention of GOLD members.

1.3 Promote and coordinate the establishment, support and support of GOLD Affinity Groups.

1.4 Advocate IEEE GOLD-specific benefits and services to the appropriate IEEE units and at conferences, symposia and similar events.

1.5 Encourage recognition of GOLD activities performed by individuals or units and promote GOLD awards at all levels.

1.6 Assist the development of volunteer leaders among GOLD members and promote their representation in appropriate IEEE organizational units.

1.7 Regional Activities: Promote and coordinate the establishment, support and sustainability of GOLD Affinity Groups.

2.0 The function of the Region GOLD Coordinator is to develop GOLD activities in his/her defined IEEE Region. Specifically, IEEE Region GOLD Coordinators will:

- 2.1 Encourage and help form GOLD Affinity Groups in their respective Regions by mentoring GOLD leaders, assisting in the establishment of GOLD Affinity Groups and maintaining communication links with GOLD leaders in their Regions.
- 2.2 Recruit leaders by working with the Regional Student Activities Committee to identify future GOLD leaders.
- 2.3 Act as a liaison between local GOLD members regionally and promote their activities to their Regional leadership.
- 2.4 Collect and forward information on best practices to the GOLD Committee.
- 2.5 Inform local GOLD members of IEEE (GOLD, MGAB, TAB, etc) meetings and encourage their attendance.
- 2.6 Promote participation in IEEE activities (e.g. conferences, Chapters, GOLD groups, etc.) to GOLD members at various events.
- 2.7 Provide reports to the respective Region Director and Region Committee on GOLD activities.

D. COMPOSITION

The Committee shall consist of the following members:

Voting Members

- Chair
- Immediate Past Chair
- Up to three (3) members appointed by the Vice President, Technical Activities
- Up to three (3) members appointed by the Vice Chair - Member Development
- Regions 1-10 GOLD Coordinators

The MGAB Chair, MGAB Secretary and MGAB Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

E. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. The MGAB Vice Chair shall appoint the GOLD Chair.
2. Of the three (3) members appointed by the Vice President, Technical Activities, one should be a member from Regions 7-10, and one should be from Regions 1-6, one should may be a Society President or Division Director (or Society President Elect or Division Director Elect), At least two (2) of the three (3) members should be GOLD members.
3. Of the three (3) members appointed by the MGAB Vice Chair - Member Development, one should be a Region Director (or Region Director Elect), one should be a member from Regions 7-10, and one should be from Regions 1-6, one should be a Region Director (or Region Director Elect) Of the three, at least two should be members of the GOLD affinity group.
4. The respective Region's Directors shall appoint the Region GOLD Coordinators who shall serve terms consistent with their Region's Charter.

F. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. The Technical Activities Board shall fund the three (3) TAB appointees.
2. The Regional Activities Board shall fund the three (3) MGAB appointees, the Past Chair of the Committee, and the Chair of the Committee.
4. The Regions shall fund their respective Region GOLD Coordinator for expenses incurred

by attending the Committee meeting.

5. MGAB shall cover expenses incurred in the work of the Committee.

6. Administrative support for the Committee will be provided by the Regional Activities Department.

G. REPORTS

A report outlining business transacted shall be provided at each MGAB and TAB Meetings.

H. ADMINISTRATION

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGAB Committees).

(Presented for information only from MGA Operations Manual)

D. Meetings of MGAB Committees.

1. Meetings shall occur at the call of the Chair. Provisions shall be made in the MGAB budget for expenses incurred in the work of all MGAB Committees.

2. It is recommended that each MGAB Committee have one face-to-face meeting during the year and they should take place independently of MGAB and IEEE Board of Directors meeting series.

3. A quorum shall be a majority of the voting members of the Committee. Voting shall be by majority vote, provided a quorum is present. The Chair shall have no vote unless the vote is by secret ballot or his/her vote can change the outcome. Robert's Rules of Order (latest revision) shall be used to conduct business at meeting of the Committee.

4. All MGAB Committees are encouraged to take advantage of electronic communication to conduct business.

5. The Committee may also meet and act upon the vote of its members via telecommunications equipment, where, in accordance with IEEE Bylaws, all parties participating in the meeting can hear each other at the same time.

E. Appointments. The voting members of MGAB Standing Committees appointed by individuals or committees, other than the Member and Geographic Activities Board, as specified in this Operations Manual, shall be annually submitted to the Member and Geographic Activities Board for affirmation.

F. Vacancy. If vacancies occur, they are filled using the methodology originally used to fill that position. In the event of the incapacity of the Chair, the immediate Past Committee Chair shall serve as Acting Chair until such time as a successor has been identified. In the event of the absence of the Chair, the immediate Past Committee Chair shall serve as Acting Chair or, if not available, the voting members of the Committee present, from amongst their own, shall select someone to so serve.

G. Vote To Remove a Member of a MGAB Standing Committee. A member of a MGAB Standing Committee may be removed as a member of that committee, with or without cause, by an affirmative vote of two-thirds of the members of the appointing body present at the time of the vote, provided a quorum is present.

As approved by MGAB and TAB November 2007

3.15 TAB PERIODICALS COMMITTEE CHARTER

A. GENERAL

The TAB Periodicals Committee is an administrative entity of, and reports to, the IEEE Technical Activities Board (TAB) and the IEEE Publication Services and Products Board (PSPB).

B. SCOPE

The TAB Periodicals Committee is a policy and operational procedure formulating body. The Committee has oversight responsibility for all matters relating to Society/Council (S/C) and other TAB entity periodicals.

C. FUNCTIONS

The TAB Periodicals Committee shall:

1. Facilitate TAB action on proposals for new S/C periodicals by reviewing all such proposals and making recommendations to TAB and the PSPB on all matters other than those relating to finance.
2. Monitor the quality and timeliness of S/C sponsored periodicals and recommend appropriate action to TAB to ensure that adequate standards are maintained.
3. Assist S/Cs in resolving any disagreements regarding overlapping fields of interest in S/C periodicals.
4. Report to TAB important developments in Institute publication policies as they impact S/C periodicals.
5. Advise TAB on proposed changes in Institute guidelines, policies and procedures concerning S/C periodicals.
6. Assume other responsibilities related to publications with which it may be charged by TAB in furtherance of its functions.

D. COMPOSITION

The TAB Periodicals Committee shall consist of the following members:

Voting Members

- Committee Chair
- Immediate Past Chair of the Committee
- Eight (8) sitting Division Directors or S/C Presidents (or their designees)
- Up to three (3) additional members

Non-Voting Members

- TAB Secretary
- Periodicals Product Manager
- S/C Corresponding Members. (Each S/C President may appoint a corresponding member. They shall receive all announcements and other documentation that is

distributed to other Committee members, but do not attend regular Committee meetings.)

E. MEMBERSHIP REQUIREMENTS

All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be appointed for a two-year term by a majority vote of TAB from a slate of present or past Division Directors or S/C Presidents as prepared by the TAB Nominations and Appointments Committee. Nominees may be past or present Division Directors, S/C Presidents or past or present members of the Committee.

The Committee Chair shall serve as a voting member on TAB and the TAB Finance Committee.

Following this two-year term the Committee Chair becomes the Chair of the TAB Periodicals Review Committee for two (2) years.

2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.

3. The Past Chair, who also serves a two-year term as the Chair of the TAB Periodicals Review Committee.

4. The eight (8) sitting Division Directors or S/C Presidents (or their designees) shall serve two-year staggered terms starting 1 January, with reappointment permissible for a maximum tenure of four (4) years. These eight (8) appointees, which could include newly elected Division Directors and S/C Presidents that would take office 1 January, shall be sitting Directors or Presidents and active members of TAB during their tenure on the Committee. Each of the three (3) largest Societies may elect to be among the eight (8) appointees; otherwise the Division Directors' Forum shall attempt to establish the broadest S/C representation among these eight (8) appointees. An appointed Division Director or S/C President may wish to designate a substitute representative.

5. The three (3) additional voting members are appointed by the Committee Chair. They shall serve a two-year term, with reappointment permissible. Typically, these are the chairs of the TAB Magazines, Newsletters, and Transactions Committee; who are generally chosen from past or current EIC's of the respective periodicals. Note that it is possible that these roles can be played by (1) out of the (8) appointed via the procedure described under Item 4 above.

Early appointment of the committee members is strongly recommended for better familiarization prior to the official start of their committee role. However, appointments may wait until the November Division Directors' Forum when the Directors select the eight (8) sitting Division Directors, or S/C Presidents, or designee's.

G. VACANCIES

If vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F. The replacement shall serve for the remainder of the original term.

H. COMMITTEES REPORTING TO THE TAB PERIODICALS COMMITTEE

1. Standing Committees

- TAB Magazines Committee
- TAB Newsletters Committee
- TAB Periodicals Review and Advisory Committee
- TAB Transactions Committee

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

The TAB Periodicals Committee Chair shall provide a highlight report to TAB at each of its three annual meetings and shall provide additional reports as requested by the TAB Chair.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

This committee shall be funded by TAB. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget. Since the Committee meetings are normally scheduled to be in conjunction with IEEE Organizational Unit (OU) Series meetings, those attending shall have their personal expenses covered by their respective OUs.

ADMINISTRATIVE

Administrative support for the Committee shall be provided by the Technical Activities Department and includes agenda preparation; minute taking, including distribution and follow-up of action items; data gathering and analysis; meeting coordination (including setting up teleconferences); subject matter expert and strategic analysis.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE Bylaws and shall be approved by TAB.

3.16 TAB MAGAZINES COMMITTEE CHARTER

A. GENERAL

The TAB Magazines Committee reports to, and is a Standing Committee of, the TAB Periodicals Committee.

B. SCOPE

The TAB Magazines Committee serves as an advisory body to the TAB Periodicals Committee on all matters relating to IEEE Society/Council (S/C) sponsored Magazines.

C. FUNCTIONS

The TAB Magazines Committee shall:

1. Assist the TAB Periodicals Committee in evaluating proposals for new S/C Magazines by reviewing all such proposals and making recommendations to the TAB Periodicals Committee.
2. Assist the TAB Periodicals Committee in the evaluation of S/C sponsored Magazines and recommend appropriate action to the TAB Periodicals Committee to ensure that adequate standards are maintained.
3. Be cognizant of IEEE policies and procedures as they relate to S/C Magazines and advise the TAB Periodicals Committee of issues relating to S/C Magazine operations.
4. Assume other responsibilities related to S/C Magazines with which it may be charged by the TAB Periodicals Committee in furtherance of its functions.

D. COMPOSITION

The TAB Magazines Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Editors-in-Chief (EICs) from all TAB and S/C magazine publications

Non Voting Members:

- None

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair is appointed by the TAB Periodicals Committee Chair.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.

3. The current Editors-in-Chief (EICs) from all TAB and S/C magazine publications.
4. All voting members shall serve a one-year term, with reappointment permissible.

G. VACANCIES

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE TAB MAGAZINES COMMITTEE

1. Standing Committees

There are no Standing Committees reporting to the TAB Magazines Committee.

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee does not have formal in-person meetings but shall provide a summary report of committee activities to the Chair of TAB Periodicals Committee prior to each TAB meeting. Interim reports should be provided as directed.
2. Electronic mail and the IEEE Virtual Community may be used for the transaction of business.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

1. The Committee Chair will provide a brief report, outlining the committee activities transacted in between meetings, to the Chair of TAB Periodicals Committee prior to each TAB meeting.
2. Interim reports should be provided as directed.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

S/C representatives to the Committee will be supported financially by their respective S/C in accordance with its reimbursement policies.

ADMINISTRATIVE

The Committee normally provides its own administrative support.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB November 2007

3.17 TAB NEWSLETTERS COMMITTEE CHARTER

A. GENERAL

The TAB Newsletters Committee reports to, and is a Standing Committee of, the TAB Periodicals Committee.

B. SCOPE

The TAB Newsletters Committee serves as an advisory body to the TAB Periodicals Committee on all matters relating to IEEE Society/Council (S/C) sponsored Newsletters.

C. FUNCTIONS

The TAB Newsletters Committee shall:

1. Assist the TAB Periodicals Committee in evaluating proposals for new S/C Newsletters by reviewing all such proposals and making recommendations to the TAB Periodicals Committee, with the exception of financial aspects.
2. Provide to the TAB Periodicals Committee, upon request, evaluations of S/C sponsored Newsletters and recommend appropriate action to the TAB Periodicals Committee to ensure that adequate standards are maintained.
3. Be cognizant of IEEE policies and procedures relating to S/C Newsletters and advise the TAB Periodicals Committee of issues relating to S/C Newsletter operations.
4. Assume other responsibilities related to Newsletters with which it may be charged by the TAB Periodicals Committee in furtherance of its functions.

D. COMPOSITION

The TAB Newsletters Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Editors of all S/C Newsletters

Non Voting Members:

- None

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair is appointed by the TAB Periodicals Committee Chair.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. A representative from each TAB organizational unit that publishes a Newsletter, as appointed by the S/C President. Appointees should be knowledgeable in the publications area.
4. All voting members shall serve a one-year term, with reappointment permissible.

G. VACANCIES

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE TAB NEWSLETTERS COMMITTEE

1. Standing Committees

There are no Standing Committees reporting to the TAB Newsletter Committee.

2. Ad Hoc Committees

The Committee Chair may create Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. The Chairs of such Ad Hoc Committees must be a member of the Committee and shall be appointed by the Committee Chair. These committees will expire at the end of the calendar year.

I. MEETINGS

1. The Committee does not have formal in-person meetings but shall provide a summary report of committee activities to the Chair of TAB Periodicals Committee prior to each TAB meeting.
2. Electronic mail and the IEEE Virtual Community may be used for the transaction of business.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

1. The Committee Chair will provide a brief report, outlining the committee activities transacted in between meetings, to the Chair of TAB Periodicals Committee prior to each TAB meeting.
2. Interim reports should be provided as directed.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

S/C representatives to the Committee will be supported financially by their respective S/C in accordance with its reimbursement policies.

ADMINISTRATIVE

The Committee normally provides its own administrative support.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB November 2007

3.18 TAB PERIODICALS REVIEW AND ADVISORY COMMITTEE CHARTER

A. GENERAL

The TAB Periodicals Review and Advisory Committee is a standing committee reporting to the TAB Periodicals Committee.

B. SCOPE

The TAB Periodicals Review and Advisory Committee serves as an advisory body to the TAB Periodicals Committee on all matters relating to the review of IEEE Society/Council (S/C) sponsored periodicals. The objectives of the Committee are to provide suggestions for improvements; determine how well the S/C periodicals perform in terms of quality and timeliness, and meet the policies and procedures for IEEE periodicals; conduct a financial 'health check', and make recommendations for changes, if required. An important aspect of the Review is to assist S/C in enhancing the self awareness of its periodicals.

In carrying out the above objectives, the TAB Periodicals Review and Advisory Committee, on an ongoing basis, will identify best practices and assist/encourage S/Cs in identification of potential improvements to their publishing programs. This will be done during face-to-face review sessions as well as independent discussions with S/Cs.

C. FUNCTIONS

The TAB Periodicals Review and Advisory Committee shall:

1. Monitor the timeliness, appropriateness, and quality of all TAB S/C periodicals.
2. Establish a schedule to review each S/C at least once every five (5) years.

3. Work with the appropriate S/C Presidents and Division Directors to ensure that scheduled reviews are completed, and the findings of these reviews are submitted to the TAB Periodicals Committee in a timely manner.

4. Work in a collaborative and collegial fashion with S/C publication boards to develop improvements in quality and timeliness to enhance competitive positioning of the S/C periodicals, based on best practices used by other IEEE periodicals.

D. COMPOSITION

The TAB Periodicals Review and Advisory Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Chair of the TAB Periodicals Committee
- Chair of the TAB Magazines Committee
- Chair of the TAB Newsletters Committee
- Chair of the TAB Transactions Committee
- Up to seven (7) Additional Members

Non Voting Members:

- None

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be the immediate Past Chair of the TAB Periodicals Committee and shall serve a two-year term.

2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.

3. The TAB Periodicals Committee Chair shall also serve as a committee member and will then become the Chair of the TAB Periodicals Review and Advisory Committee the following two (2) years.

4. The Chairs of the TAB Magazines, TAB Newsletters and TAB Transactions Committees shall serve a one-year term, with reappointment permissible.

5. Two of the seven additional members shall be appointed by the TAB Periodicals Committee Chair via selection from a list of recommended candidates identified by the IEEE Publications Services and Products Board. The appointed members shall serve one-year terms, with re-appointment permissible for up to three (3) terms.

6. The remaining five (5) additional members shall be appointed by the TAB Periodicals Committee chair and shall serve staggered three-year terms, with re-appointment permissible for up to three (3) terms.

G. VACANCIES

1. In the event of the incapacity of the Chair, the TAB Periodicals Committee Chair shall serve as Acting Chair. The Acting Chair shall notify TAB in a timely manner and continue to serve until further directed by TAB.
2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

H. COMMITTEES REPORTING TO THE TAB PERIODICALS REVIEW AND ADVISORY COMMITTEE

1. Standing Committees

There are no Standing Committees reporting to the TAB Periodicals Review and Advisory Committee.

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc; however, ad hoc committees working on best practice building or development planning discussions with S/Cs are best done via face-to-face meetings.

J. REPORTS

1. The Committee Chair shall provide a highlight report to the Chair of the TAB Periodicals Committee and the TAB Chair prior to each of its three annual meetings and will provide additional reports as requested.
2. In a timely manner, the Committee Chair shall provide all final periodical review reports to the TAB Periodicals Committee for endorsement. These reports will also be provided to TAB for final approval.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

The principal financial support for the TAB Periodicals Review and Advisory Committee shall be provided through the normal budgetary processes of the Technical Activities Board.

ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department and includes handling all correspondence with Society/Councils; meeting coordination (including setting up teleconferences); follow timeline to assure all reports are sent to the TAB Periodicals Committee & TAB in a timely manner; assist Chair with scheduling of reviews for each meeting series and coordinate S/C regarding review; maintain alias list and update website as needed; assist chair with template and schedule revisions; maintain an archive of all reports and workings of the committee.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB February 2009

3.19 TAB TRANSACTIONS COMMITTEE CHARTER

A. GENERAL

The TAB Transactions Committee reports to, and is a Standing Committee of, the TAB Periodicals Committee.

B. SCOPE

The TAB Transactions Committee serves as an advisory body to the TAB Periodicals Committee on all matters relating to IEEE Society/Council (S/C) sponsored archival publications.

C. FUNCTIONS

The TAB Transactions Committee shall:

1. Assist the TAB Periodicals Committee in evaluating proposals for new S/C Transactions/Journals by reviewing all such proposals and making recommendations to the Committee.
2. Assist the TAB Periodicals Committee in the evaluation of S/C sponsored Transactions/Journals and recommend appropriate action to the Committee to ensure that adequate standards are maintained.
3. Be cognizant of IEEE policies and procedures relating to S/C Transactions/Journals and advise the TAB Periodicals Committee of issues relating to S/C Transactions/Journals operations.
4. Assume other responsibilities related to S/C Transactions/Journals with which it may be charged by the TAB Periodicals Committee in furtherance of its functions.

D. COMPOSITION

The TAB Transactions Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Editors-in-Chief (EICs) from the TAB and S/C transactions publications

Non Voting Members:

- None

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair is appointed by the TAB Periodicals Committee Chair.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. A representative from each TAB organizational unit that publishes a transactions, as appointed by the S/C President. Appointees should be knowledgeable in the publications area.
4. All voting members shall serve a one-year term, with reappointment permissible.

G. VACANCIES

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE TAB TRANSACTIONS COMMITTEE

1. Standing Committees

There are no Standing Committees reporting to the TAB Transactions Committee.

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee does not have formal in-person meetings but shall provide a summary report of committee activities to the Chair of TAB Periodicals Committee prior to each TAB meeting.
2. Electronic mail and the IEEE Virtual Community may be used for the transaction of

business.

3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

1. The Committee Chair will provide a brief report, outlining the committee activities transacted in between meetings, to the Chair of TAB Periodicals Committee prior to each TAB meeting.
2. Interim reports should be provided as directed.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

S/C Representatives to the Committee will be supported financially by their respective S/C in accordance with its reimbursement policies.

ADMINISTRATIVE

The Committee normally provides its own administrative support.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB November 2007

3.20 TAB/PSPB PRODUCTS AND SERVICES COMMITTEE CHARTER

A. GENERAL

The TAB/PSPB Products and Services Committee is a Joint Standing Committee of and reports directly to both the IEEE Technical Activities Board (TAB) and the IEEE Publication Services and Products Board (PSPB).

B. SCOPE

The TAB/PSPB Products and Services Committee serves as a policy and operational procedure formulating body. The Committee works in partnership with staff to define and recommend to TAB and PSPB proposals for dissemination of information and related products and services that are either freely available or offered for sale to members and non-members; such information includes, but is not limited to, material contained in the transactions, journals, magazines and conference proceedings. The medium of dissemination may be electronic, paper or other formats as may from time to time be considered appropriate.

The Committee is responsible for oversight of IEEE intellectual property (IP) products including recommending actions concerning products and marketing to TAB and/or PSPB, long range planning, reviewing budgets and marketing plans, and monitoring compliance with IEEE policies and procedures.

In general, products are understood to be marketable items produced by a Society/Council (S/C) or new ventures. Products and services may also include summaries, abstracts and indices of such materials, as well as algorithms, software, multimedia, tutorial and video products produced on behalf of all Societies.

The objective of the Committee is to identify and stimulate generation of products and services which meet the needs of members and/or the profession at large while generating revenue from the sale of such products and services.

C. FUNCTIONS

The TAB/PSPB Products and Services Committee shall:

1. Formulate and recommend products and services and their marketing to TAB and PSPB. Cooperate with staff in the preparation of proposals and business plans for new electronic information products and services and in the presentation of those proposals and plans to TAB and PSPB for approval.
2. Define goals and objectives for all programs under the Committee's jurisdiction. Develop and recommend strategies for the market positioning and pricing of information in electronic form both to maintain IEEE's preeminence as a publisher of choice and to continue the economic viability of IEEE's overall publications operations.
3. Monitor all activities and programs in support of products to ensure that they comply with applicable IEEE policies and procedures.
4. Monitor the progress of the implementation and sale of electronic products and services and report regularly to both TAB and PSPB.
5. Identify new products and services. This effort is to include but not to be restricted to:
 - o Guide the determination of opportunities to better service member and non-member customer needs with new electronic information products, taking full advantage of input from the Societies, Councils of TAB and all other IEEE organizational units.
 - o Developing business and operational plans.
 - o Overseeing the implementation of programs to handle these products and services after they are approved by TAB and PSPB.
6. Review results and evaluate the effectiveness of programs as measured against goals. This effort is to include but not to be restricted to:
 - Reviewing annually the costs and pricing structure for products and services offered to members and non-members.
 - Reviewing annually any reimbursements made to a S/C and/or to activities sponsored by these entities, such as meetings.
 - Monitoring the operational aspects of all programs.
 - Reviewing and evaluating marketing studies.

6. Interact with S/Cs to secure their support for the activities under the Committee's jurisdiction.
8. Coordinate with the appropriate Committees with efforts directed at assuring the quality of products and services.
9. Manage migration of IEEE products and services to fully electronic distribution. Monitor and guide efforts to influence ongoing developments in technology and standards relating to information dissemination by electronic means, including magnetic and optical media and communications networks.
10. Work toward a unified overall architecture for all IEEE information databases, including the methods and permissions for access, and the information flow between the internal IEEE network and Internet as well as any commercially available data networks.
11. Perform other functions relating to Products and Services as directed by TAB and PSPB.

D. COMPOSITION

The TAB/PSPB Products and Services Committee shall consist of up to seventeen (17) voting and three (3) non-voting members as follows:

Voting Members:

1. Committee Chair
2. Eight (8) members representing the Technical Activities Board as follows:
 - a. Conference Publications Committee Chair
 - b. TAB Periodicals Packages Committee Chair
 - c. Six (6) sitting division directors or S/C Presidents (or their designees).
3. Four (4) members representing the Publications Services and Products Board.
4. One member representing each of the following: Educational Activities Board (EAB), Member and Geographic Activities Board (MGAB), Standards Association, and IEEE-USA.

Non-Voting Members:

- Immediate Past Chair of the Committee
- TAB Secretary (or designee)
- Staff Executive, Publications (or designee)
- S/C Corresponding members. (Each S/C President may appoint a corresponding member. They shall receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

E. MEMBERSHIP REQUIREMENTS

All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be elected by paper ballot using Single Transferable Vote (STV) by both TAB and PSPB from a slate prepared by the Nominations and Appointments Committees of TAB and PSPB. Nominees may be past or present Division Directors, Society/Council Presidents, past or present members of PSPB, or individuals with past service on the Committee or one of its predecessors (TAB Products Committee, PSPB/TAB Electronic Services & Products Committee).
Nominations may be added by petition of at least 20% of the electorate, but not from the floor. The ballots shall not be tallied until both TAB and PSPB have voted.

The Committee Chair shall be elected for a two-year term.

2. The eight (8) members representing the Technical Activities Board are appointed as follows:
 - a. The two (2) additional TAB representatives, who serve as the Chairs of the Conference Publications Committee and TAB Periodicals Packages Committee, shall be appointed by the Committee Chair, in consultation with the Vice President, Technical Activities.
 - b. The six (6) sitting Division Directors or S/C Presidents (or their designees) shall serve a one-year term starting 1 January, with reappointment permissible for a maximum tenure of three (3) years. These six (6) appointees, which could include incoming Division Directors and S/C Presidents that would take office 1 January, shall be sitting Directors or Presidents and active members of TAB during their tenure on the Committee. Each of the three (3) largest Societies may elect to be among the six (6) appointees; otherwise the Division Directors' Forum shall attempt to establish the broadest S/C representation among these six (6) appointees. An appointed Division Director or S/C President may designate a substitute
3. The four (4) members representing Publications Services and Products Board are appointed by the Vice President, Publications Services and Products.
4. The Committee Chair shall serve as a voting member on TAB and the TAB Finance Committee and shall also serve as a voting member on PSPB.
5. The Chair may appoint a Vice-Chair from among the voting members of the Committee.

G. VACANCIES

1. In the event of the incapacity of the Chair, the most recent Past Chair shall serve as Acting Chair until a successor is elected (using the methodology originally used to fill that position as noted in section F). The Acting Chair shall notify TAB and PSPB in a timely manner and continue to serve until further directed. The replacement shall serve for the remainder of the original term.

2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE TAB/PSPB PRODUCTS AND SERVICES COMMITTEE

Reporting to the Committees shall be the following Committees:

1. Standing Committees

- Conference Publications Committee
- Periodicals Packages Committee

2. Ad Hoc Committees.

An Ad Hoc Committee may be appointed to address a specific issue or activity within the scope of the committee.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee shall be completed by the end of the calendar year of the Ad Hoc Committee's formation, at which time the Ad Hoc Committee shall terminate.

Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the vice President - Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee shall meet a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Chair shall vote when the vote is required to break a tie or if conducted by secret ballot.
5. The business of any Ad Hoc Committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

The Committee Chair shall provide a highlight report to PSPB and TAB at each of their meetings and shall provide additional reports as requested by the PSPB and TAB Chairs.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

Meeting accommodation costs for the TAB/PSPB Products and Services Committee shall be provided two-thirds by TAB and one-third by PSPB, in an amount to be determined through the normal budgetary processes of the respective boards. Since the Committee meetings are normally scheduled to be in conjunction with IEEE Board of Directors Series meetings, those attending shall have their personal expenses covered by their respective OUs.

ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department, with the support of the Publication Activities Department and includes agenda preparation, minute taking, distribution and follow-up of action items, data gathering and analysis, meeting coordination, subject matter expert and strategic analysis.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and be approved, in the following sequence, endorsed by the TAB/PSPB Products and Services Committee and TAB Management Committee and approved by TAB and PSPB.

*As Approved by TAB November 2009
As Approved by PSPB November 2009*

3.21 CONFERENCE PUBLICATIONS COMMITTEE CHARTER

A. GENERAL

The Conference Publications Committee reports to, and is a Standing Committee of, the IEEE Technical Activities Board (TAB) and IEEE Publication Services and Products Board (PSPB) (TAB/PSPB Products & Services Committee).

B. SCOPE

The Conference Publications Committee recommends to the TAB/PSPB Products and Services Committee new requirements or changes to conference publication policies and processes; provides oversight review and guidance for all operational aspects of conference publications; and is responsible for distribution of post-conference content.

C. FUNCTIONS

The Conference Publications Committee:

1. Recommends to the TAB/PSPB Products and Services Committee the financial parameters needed to ensure that the objectives of the Program are met.
2. Takes responsibility for the operational performance of the Program.
3. Annually, reviews Program results for the previous year to evaluate Program effectiveness in meeting its goals and initiates changes as needed.
4. Quarterly reviews the operational costs of the Program against budget.

5. Monitors the administrative aspects of the Program to ensure effective and efficient acquisition, processing and sales fulfillment.
6. Annually reviews and revises accordingly, the conference publication acquisition arrangements to ensure a favorable return.
7. Annually reviews the conference publications package pricing structures and the member and non member post-conference selling prices to reflect true market value.
8. Annually revises the Program plan that will meet marketing operational and administrative objectives.
9. Annually reviews the budget for the Program covering all income and expenses.
10. Disseminates information on the Program to all appropriate IEEE entities through the TAB/PSPB Products and Services Committee to ensure that the objectives and operations of the Program are clearly understood.
11. Works with, and conveys to, the IEEE Conferences Committee the Program's activities so as to maintain the quality of conference publications.
12. Reviews the Program surplus distribution methodology and recommend modifications as appropriate.

D. COMPOSITION

The Conference Publications Committee shall consist of the following members:

Voting Members:

- Committee Chair
- One (1) voting member of the IEEE Conferences Committee
- Two (2) to five (5) Additional Members

Non Voting Members:

- Secretary, Technical Activities Board
- Conference Publications Staff
- S/C Corresponding Members. (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be appointed by the Chair of the TAB/PSPB Products & Services Committee.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The IEEE Conferences Committee member shall be appointed by the IEEE Conferences Committee Chair.
4. The additional members shall be appointed by the Committee Chair with the concurrence of the TAB/PSPB Products & Services Committee Chair.
5. All voting members shall serve a one-year term, with reappointment permissible.

G. VACANCIES

1. In the event of the absence of the Chair, at a meeting, the voting members of the Committee who are present shall select someone to so serve from amongst those present.
2. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE CONFERENCE PUBLICATIONS COMMITTEE

1. Standing Committees

There are no Standing Committees reporting to the Conference Publications Committee.

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable. .

I. MEETINGS

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

1. The Committee Chair shall provide a brief report, outlining the committee activities transacted in between meetings, to the TAB/PSPB Products & Services Committee Chair prior to each TAB/PSPB Products & Services Committee meeting.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

Funds are allocated annually in the TAB Budget for meetings of the Committee. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department and includes agenda preparation, minute taking, distribution and follow-up of action items, data gathering and analysis, meeting coordination (including setting up teleconferences), subject matter expert and strategic analysis.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB February 2010

3.22 TAB PERIODICALS PACKAGES COMMITTEE CHARTER

A. GENERAL

The TAB Periodicals Packages Committee reports to, and is a Standing Committee of, the TAB/PSPB Products & Services Committee.

B. SCOPE

The TAB Periodicals Packages Committee shall identify and recommend to the TAB/PSPB Products & Services Committee new or enhanced technical services of benefit to IEEE technical entities and individual members.

C. FUNCTIONS

The TAB Periodicals Packages Committee shall:

1. Review annually the pricing and packages of non-member periodical offerings to assure market value.
2. Review the distribution of TAB periodical package revenue to the TAB organizational units, and recommend modifications to the distribution formula, as appropriate.
3. Identify possible new ventures based on periodical products and prepare proposals for consideration by the TAB/PSPB Products & Services Committee.

D. COMPOSITION

The TAB Periodicals Packages Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Up to five (5) additional members

Non-Voting Members:

- S/C Corresponding Members. (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be appointed by the Chair of the TAB/PSPB Products & Services Committee and shall also serve as a voting member of the TAB/PSPB Products & Services Committee.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The two (2) members shall be appointed by the Committee Chair with the concurrence of the TAB/PSPB Products & Services Committee Chair.
4. The three (3) additional members shall be appointed by the Committee Chair.
5. All voting members shall serve a one-year term, with reappointment permissible.

G. VACANCIES

1. In the event of the absence of the Chair, the voting members of the Committee present, from amongst their own shall select someone to so serve.
2. If vacancies occur, they are filled using the methodology originally used to fill that position as noted above in section F.

H. COMMITTEES REPORTING TO THE TAB PERIODICALS PACKAGES COMMITTEE

1. Standing Committees

There are no Standing Committees reporting to the TAB Periodicals Packages Committee

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

The Committee Chair will provide a written report, outlining the committee activities transacted in between meetings, on a regular basis to the TAB Chair and the Chairs of the

TAB/PSPB Products & Services Committee and TAB Periodicals Committee, prior to each of their meetings. Interim reports should be provided as directed.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

This committee will be funded by TAB. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

ADMINISTRATIVE

The Committee normally provides its own administrative support.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB November 2007

3.23 TAB NOMINATIONS AND APPOINTMENTS COMMITTEE CHARTER

A. GENERAL

The TAB Nominations and Appointments Committee reports to, and is a Standing Committee of, the IEEE Technical Activities Board (TAB).

B. SCOPE

The TAB Nominations and Appointments Committee will help identify nominees to stand for election to certain TAB organizational units. The Committee will also review the qualifications of those nominated for, or appointed to, membership of certain TAB entities.

C. FUNCTIONS

The TAB Nominations and Appointments Committee shall:

1. Assist Division Nominating Committees to identify nominees to stand for election as Division Director.
2. Prepare and present to the TAB a slate of recommended candidates for appointed positions. The TAB may fill the positions with candidates other than those presented by the TAB Nominations and Appointments Committee. In such cases, the Committee shall review the eligibility and qualifications of each such nominee.
3. Prepare and present to TAB a slate of candidates for appointment as Chair of the TAB Periodicals and the TAB/PSPB Products & Services Committee.
4. Prepare and present to TAB a slate of candidates for recommendation to the IEEE Nominations and Appointment Committee, to serve as Chair of the IEEE Conferences Committee.
5. Prepare and present to TAB, a slate of recommended candidates for Vice President-Elect, Technical Activities/TAB Vice Chair. Candidates must be current or past Division Directors or Society/Council (S/C) Presidents
6. Also prepare and present to Presidents' Forum and Division Directors' Forum a slate of

recommended candidates for election to various positions.

7. Prepare and present to the incoming TAB Treasurer a slate of recommended candidates for the four (4) Members-at-Large (two each year) who shall serve as voting members of the TAB Finance Committee. The incoming TAB Treasurer may recommend additional candidates to fill these positions. In such cases, the TAB Nominations and Appointments Committee shall review the eligibility and qualifications of each such nominee. If found eligible, such nominees may be appointed.

8. Prepare and present to Division Directors' Forum a listing of recommended candidates for membership on the TAB Periodicals, TAB/PSPB Products & Services and IEEE Conferences Committees.

D. COMPOSITION

The TAB Nominations and Appointments Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Committee Past Chair
- Three (3) members who are present or past Division Directors
- Three (3) members who are present or past S/C Presidents
- Three (3) additional members

Non Voting Members:

- TAB Secretary (or designee)

E. MEMBERSHIP REQUIREMENTS

All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair, who serves by virtue of being the Vice President-Elect, Technical Activities, shall serve a one-year term in this capacity.

2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.

3. The Committee Past Chair, who serves by being the Past Past Vice President, Technical Activities, shall serve a one-year term.

4. One (1) present or past Division Director, who is appointed in odd-numbered years and two (2) present or past Division Directors, who are appointed in even-numbered years. They shall serve two-year terms. They shall be nominated by the Division Directors' Forum and appointed by TAB.

5. Two (2) present or past Society/Council Presidents, who are appointed in odd-numbered years and one present or past Society/Council President, who is appointed in even-numbered years. They shall serve two-year terms. They shall be nominated by the Presidents' Forum, and appointed by TAB.

6. Three (3) additional members, who serve two-year terms, are appointed by the TAB Management Committee and are ratified by TAB to properly reflect distribution of S/C members from Regions 8, 9, and 10. No three (3) should be selected from the same Region.

G. VACANCIES

1. In the event of the incapacity of the Chair, the Vice Chair shall serve as Acting Chair of the TAB Nominations and Appointments Committee.
2. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

H. COMMITTEES REPORTING TO THE TAB NOMINATIONS AND APPOINTMENTS COMMITTEE

1. Standing Committees.

There are no Standing Committees reporting directly to the TAB Nominations and Appointments Committee.

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee meets a minimum of monthly via teleconference. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. A majority of the voting members of the Committee shall constitute a quorum.
3. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
4. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc

J. REPORTS

The Committee Chair shall provide a verbal reports to TAB during each OU series of meetings, outlining the committees activities transacted.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

This committee will be funded by TAB. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

ADMINISTRATIVE

The principal staff support for the Committee is provided by the Technical Activities

Department and includes preparing agendas and summaries, meeting coordination, preparation of history lists and grids to maintain a listing of nominations received.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB February 2011

3.24 TAB STRATEGIC PLANNING COMMITTEE CHARTER

A. GENERAL

The TAB Strategic Planning Committee (SPC) reports to, and is a Standing Committee of, the Technical Activities Board (TAB).

B. SCOPE

The TAB Strategic Planning Committee is responsible for developing and recommending strategic and long range plans and goals for TAB.

C. FUNCTIONS

The TAB Strategic Planning Committee shall:

1. Develop long-range plans in conjunction with the IEEE Strategic Planning Committee encompassing TAB broad goals for future years, which should include responding to evolving and emerging technologies. TAB SPC reviews and revises these as necessary for approval by TAB every three (3) years.
2. Develop a TAB Operational Plan, which will cover two (2) years, to correspond to the IEEE Strategic Plan, review and revise as necessary, for formal adoption at the first TAB meeting of the following year.
3. Monitor the performance of TAB in achieving the goals set in the Operational Plan and present an evaluation of the TAB performance at the last TAB meeting of each year.
4. Develop recommendations and report to TAB on ethics-related issues.
5. Coordinate the TAB Operational Plan with the Operational Plans of the IEEE Board of Directors and other major Boards as well as the IEEE Strategic Plan.

D. COMPOSITION

The TAB Strategic Planning Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Vice President, Technical Activities
- Past Vice President, Technical Activities
- Three (3) present or past Division Directors

- Three (3) present or past S/C Presidents
- Two (2) Members-at-Large
- TAB New Technology Directions Committee Chair

Non Voting Members:

- TAB Secretary (or designee)
- S/C Corresponding Members. (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

E. MEMBERSHIP REQUIREMENTS

All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair, who serves by virtue of being the Past Vice President, Technical Activities, shall serve a one-year term in this capacity.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The Vice President, Technical Activities, Past Vice President, Technical Activities and Chair of the TAB New Technology Directions Committee serve by virtue of their positions.
4. Three (3) Present or Past Division Directors, appointed by the Vice President, Technical Activities, shall serve staggered three-year terms, with reappointment permissible for a maximum tenure of six (6) years.
5. Three (3) Present or Past Society/Council Presidents, appointed by the Vice President, Technical Activities, shall serve staggered three-year terms, with reappointment permissible for a maximum tenure of six (6) years.
6. Two (2) Members-at-Large, appointed by the Committee Chair, shall serve terms concurrent with the one-year term of the Chair.
7. Fund the travel of TAB Vice President candidates to all TAB Strategic Planning Committee meetings during the year of their candidacy.

G. VACANCIES

1. In the event of the incapacity of the Chair, the Past TAB VP, or designee, shall serve as Acting Chair of the TAB Strategic Planning Committee.
2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

H. COMMITTEES REPORTING TO THE TAB STRATEGIC PLANNING COMMITTEE

1. Standing Committee(s)
 - IEEE Future Directions Committee
2. Ad Hoc Committee(s)

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The committee meets a minimum of three (3) times per year.
2. Electronic mail, teleconferences and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

1. Long-range planning reports, or revisions to existing plans, will be due at the last TAB meeting of the year.
2. Preliminary operational plan reports for the following year are also due at the last TAB meeting of the year.
3. Reports on long-range plans are due at the first TAB meeting of the year.
4. Reports on TAB operational plan performance are due at the last TAB meeting of the year.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

This committee will be funded by TAB. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

ADMINISTRATIVE

The principal staff support for the Committee is provided by the Technical Activities Department and includes preparing agendas and minutes, meeting coordination and consultation on TAB issues.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB February 2011

3.25 IEEE FUTURE DIRECTIONS CHARTER

A. GENERAL

The IEEE Future Directions Committee (FDC) reports to, and is a Standing Committee of, the TAB Strategic Planning Committee.

B. SCOPE

The principal mission of the IEEE Future Directions Committee is to anticipate and determine the direction of existing, new and emerging technologies, and related issues, and to spearhead their investigation and development by IEEE. The emphasis is on new, emerging technical areas either not adequately covered by existing IEEE Societies/Councils (S/C), or which overlap the fields of interest of the existing S/C's.

C. FUNCTIONS

The IEEE Future Directions Committee shall:

1. Seek out future technologies and related issues of potential interest to IEEE TAB and encourage the investigation of emerging technologies. The proactive support of the Societies and Councils is expected.
2. Foster cooperation among existing S/Cs to develop new products and services in new or emerging topics. The proactive support of Societies and Councils is therefore expected.
3. In emerging technology areas of interest to IEEE, serve as mentor to facilitate IEEE TAB involvement and encourage cooperative efforts within IEEE TAB
4. Provide liaison and encourage cooperation with non IEEE professional technical societies in new technologies.
5. Provide a report when appropriate to recommend actions relative to new technological trends for use by IEEE officers and organizational units.
6. Provide liaison, encourage and seek partnership with relevant industries in promoting activities in new and emerging technologies.
7. Provide liaison with IEEE SPECTRUM Magazine, as appropriate, in connection with its annual Technical Overview issue or other special issues.
8. Improve public awareness of important new technical issues.

D. COMPOSITION

The IEEE Future Directions Committee shall consist of the following members:

Voting Members:

- Committee Chair

- Up to eight (8) Members-at-Large, no more than four (4) being sitting TAB members.

Non Voting Members:

- None

E. MEMBERSHIP REQUIREMENTS

All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be appointed by the Vice President, Technical Activities. The Committee Chair shall serve a two-year term. Reappointment of the Chair is not permissible. The Chair shall also serve as a voting member of the TAB Strategic Planning Committee.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The Members-at-Large shall be appointed by the Committee Chair. They shall provide expertise in TAB and S/C operations to facilitate the mentoring process. They shall also represent a diversity of technical areas and geographical basis and have professional backgrounds that includes experience in identifying and pursuing new technological advances. They shall serve a two-year term with one possible reappointment.

G. VACANCIES

If vacancies occur, they are filled using the methodology originally used to fill that position as noted in section F. The replacement will serve for the remainder of the original term.

H. COMMITTEES REPORTING TO THE IEEE FUTURE DIRECTIONS COMMITTEE

1. Standing Committees

There are no Standing Committees reporting to the IEEE Future Directions Committee.

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee plans for one in-person meeting/year and shall provide a summary report of committee activities to the TAB Strategic Planning Committee (SPC) Chair, prior to each TAB SPC meeting. Interim reports should be provided as directed.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair 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.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc

J. REPORTS

1. The IEEE Future Directions Committee will produce reports on its activities as appropriate, but not less than once per year. These reports are forwarded to the TAB Strategic Planning Committee and TAB.
2. The Committee will provide any reports deemed necessary by the TAB Strategic Planning Committee.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

The principal financial support for the IEEE Future Directions Committee shall be provided through the normal budgetary processes of the Technical Activities Board.

ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department. Duties include coordination of committee meetings and new technology workshops, setting up teleconferences, agenda preparation, minute taking, distribution and follow-up of action items and alias maintenance.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

As approved by TAB February 2010

3.26 BEST PRACTICES FOR TAB COMMITTEES

1. Be clear on the Terms of Reference for the Committee. Understand that committees are advisory, and that TAB will make the ultimate decision.
2. Choose committee members who are:
 - A. Willing and able to work
 - B. Able to communicate
 - C. Represent all relevant constituencies or stakeholders
3. State desired outcome
4. Schedule desired outcome
5. Canvass stakeholders
6. Deliberate considering and responding to all input. Identify the main proponents of the various outcomes early in the process. Attempt to find a consensus. In the absence of consensus, identify possible outcomes, present positive and negative consequences clearly, and choose a position to recommend.

7. Make interim reports, both formal and informal, to constituencies and stakeholders. Do not surprise TAB with last minute proposals for major changes.

8. Make mid-deliberation corrections in response to stakeholder concerns

9. Prepare careful report

- A. Executive Summary
- B. Terms of Reference
- C. Constituencies and Stakeholders
- D. Approach
- E. Recommendations considered

- i. Reasons for

- ii. Reasons against

- iii. Discussion of weight applied to each reason

- iv. Financial consequences

- v. Required actions

- F. Final recommendation

- i. Discussion of reason for choice

- ii. Proposed action or motion

10. Review report with stakeholders

- A. Gather comments
- B. Be clear on remaining objections
- C. Modify report if appropriate

11. Prepare slide presentation

- A. Outline

- i. Charter

- ii. Membership

- iii. Recommendations Considered

- iv. Proposed Motion

- a. Pros

- b. Cons

- c. Financial Impact

- d. Action required - by whom and by when

- B. Format

- i. Few words; depend on oral presentation to supplement slides

- ii. Use images freely to support points made

- iii. Use large simple font
- iv. Use animation effectively

C. Delivery

- i. Speak to the audience with words supplementing or explaining slides
- ii. DO NOT READ the slides
- iii. Respond forthrightly, not defensively, to questions or comments

4.0 IEEE SOCIETIES, IEEE TECHNICAL COUNCILS (S/Cs) AND DIVISIONS

[Back to Section 4](#)

The Societies/Technical Councils of the IEEE provide publications, conferences, community, and many other benefits to members within their specialized areas.

There are a variety of activities that Societies and Technical Councils coordinate, some of which must be approved by TAB, and some which are governed by the S/C.

In accordance with IEEE Bylaw I -401.1 the Societies and Technical Councils shall be grouped into ten Divisions. The Technical Activities Board shall be responsible for the specification of the composition of each Division.

IEEE Bylaw I-401.1 Technical Organization of Members - Divisions There shall be ten Divisions. A Division is typically composed of one or more Societies, and may contain one or more Technical Councils. The Technical Activities Board shall determine the specific composition of each Division. The composition of the Divisions shall be specified in the TAB Operations Manual. If a Society warrants representation by more than one Division, the voting members of that Society shall be voting members of all those Divisions

The Divisions and constituent Societies and Technical Councils are:

Division	Societies and Technical Councils
Division I	IEEE Circuits and Systems; IEEE Council on Electronic Design Automation; IEEE Electron Devices Society; IEEE Nanotechnology Council; IEEE Solid-State Circuits Society
Division II	IEEE Components, Packaging, and Manufacturing Technology Society; IEEE Dielectrics and Electrical Insulation Society; IEEE Industry Applications Society; IEEE Instrumentation and Measurement Society; IEEE Power Electronics Society; IEEE Ultrasonics, Ferroelectrics and Frequency Control
Division III	IEEE Communications Society
Division IV	IEEE Antennas and Propagation Society; IEEE Broadcast Technology Society; IEEE Consumer Electronics Society; IEEE Electromagnetic Compatibility Society; IEEE Magnetics Society; IEEE Microwave Theory and Techniques Society; IEEE Nuclear and Plasma Sciences Society; IEEE Council on Superconductivity
Division V	IEEE Computer Society
Division VI	IEEE Education Society; IEEE Industrial Electronics Society;

	IEEE Product Safety Engineering Society; IEEE Professional Communication Society; IEEE Reliability Society; IEEE Society on Social Implications of Technology; IEEE Technology Management Council
Division VII	IEEE Power & Energy Society
Division VIII	IEEE Computer Society
Division IX	IEEE Aerospace and Electronic Systems Society; IEEE Geoscience and Remote Sensing Society; IEEE Information Theory Society; IEEE Intelligent Transportation Systems Society; IEEE Oceanic Engineering Society; IEEE Signal Processing Society; IEEE Vehicular Technology Society
Division X	IEEE Biometrics Council; IEEE Computational Intelligence Society; IEEE Control Systems Society; IEEE Engineering in Medicine and Biology Society; IEEE Photonics Society IEEE Robotics and Automation Society; IEEE Sensors Council; IEEE Systems, Man, and Cybernetics Society; IEEE Systems Council

The Societies are officially titled IEEE _____ Society or, optionally, IEEE Society on _____.

In accordance with IEEE Bylaw I-401.3, the Technical Activities Board shall be responsible for the establishment and operations of the Societies and Technical Councils

IEEE Bylaw I-401.3 - Society Establishment and Operation. Societies shall be established within the scope and objectives of the IEEE groups of members interested in specific technical fields or related subjects. The Technical Activities Board shall establish and be responsible for the operations of Societies. The procedures for organizing a new Society and operating an existing Society shall be contained in the TAB Operations Manual.

Revisions to Section 4.0, Composition of the Divisions, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

4.1 DEFINITION

A. IEEE Societies

IEEE Policy 2.1: In recognition of the continuing growth and diversification of its technical activities, the IEEE has provided for Societies within the IEEE structure. The Societies benefit from the economies of centralized administration, extensive geographical organization of the IEEE, and the ease with which an individual can participate in several organizational units within the IEEE, thus providing a better match between technical needs and the necessarily arbitrary lines of organization.

A. Functions of Societies. Each Society operates in a distinct technical area, and shall provide

the necessary basis for its further growth, for attracting new members in competition with other societies

in the field, for merging IEEE Societies into stronger technical organizational units, for merging non-IEEE societies into IEEE, for dealing with other professional societies, and for facilitating the representation of the profession to outside agencies including governments. Each Society carries out its own publication, meetings, standards, and other activities as required and operates within its own budget and may establish Society Technical Committees to allow members to promote specialized technical areas.

B. Administration. Each Society is governed by its own administrative body responsible to its members.

C. Society Membership Dues. The membership dues structure for Societies shall be set as part of the annual budget cycle.

D. No Society shall be recognized as joint with any other organization, society, or group outside the IEEE. However, Societies may cooperate with other organizations in the operation of joint committees and the holding of joint meetings and may invite members of such organizations and the public to their meetings.

E. Society Finances. The annual Society budget must be approved by the TAB Finance Committee and the Technical Activities Board.

B. IEEE Technical Councils

IEEE Technical Councils may be established by the IEEE Technical Activities Board for the purpose of providing a continuing mechanism for two or more IEEE Societies, called Member Societies, to work together in a multi-disciplinary technical area of mutual interest, primarily through conferences and publications.

A technical council has Member Societies but no individual members. In all respects except membership, a Technical Council operates generally like a Society. The representatives on the Technical Councils, are to be designated by the Member Societies, and are to elect their own President and other officers. Other policies and operational details shall be specified by each Technical Council. (*excerpt from IEEE Bylaw I-401.*)

Creation of a new IEEE Technical Council must be endorsed by the IEEE Technical Activities Board, and approved by the IEEE Board of Directors.

Technical Councils have voting privileges on TAB.

C. Multi-Society Technical Groups

Multi-Society Technical Groups may be established by the IEEE Technical Activities Board for the purpose of providing a mechanism for two or more IEEE Societies, called Member Societies, to work together in a multi-disciplinary technical area of mutual interest, primarily through conferences and publications.

A Multi-Society Technical Group is a community made up of members of more than one Society who have a common interest in a technical area not covered well, as determined by TAB, within one single Society but spanning many Societies. The Multi-Society Technical Group provides a technical identity for members working in these cross-Society technical fields, something with which they can self-identify. A Multi-Society Technical Group is created with a Field of Interest that clearly crosses the interests of multiple Societies and provides support for the technical and professional growth of IEEE members working within the Multi-Society Technical Group's Field of Interest. Other policies and operations details shall be specified by the Multi-Society Technical Group, with substantial input from the member Societies.

Multi-Society Technical Groups-shall not have voting privileges on TAB.

4.2 FUNCTION OF IEEE SOCIETIES

IEEE Bylaw I-401.2 Societies. A Society provides a forum and community for the exchange of technical information among members in the respective discipline and industries of electrical and electronics engineering and related arts and sciences. Societies may represent either an identifiable segment of the electrical and electronics industries, or a discipline having applicability in different industries and functions. A Society's scope or mission shall be approved by TAB.

Each Society operates in a distinct technical area, and shall provide the necessary basis for its further growth, for attracting new members in competition with other societies in the field, for merging IEEE Societies into stronger technical organizational units, for merging non-IEEE societies into IEEE, for dealing with other professional societies, and for facilitating the representation of the profession to outside agencies including governments. Each Society carries out its own publication, meetings, standards, and other activities as required and operates within its own budget and may establish Technical Committees to allow members to promote specialized technical areas.

A. Society Membership

- 1) **Society Membership Dues.** The membership dues structure for Societies shall be set as part of the annual budget cycle.
- 2) **Joining Societies.** All IEEE members, including those qualifying for special membership categories, may join any and all Societies upon payment of the appropriate dues.
- 3) **Society Affiliates.** IEEE Bylaw I-103. Affiliates, defines Society Affiliates as follows: "The designation "IEEE Society Affiliate" refers to individuals who are not IEEE members but who are entitled to participate in certain activities of the Society. The Technical Activities Board shall establish the qualifications for Society Affiliates and the associated rights and privileges within the Society. Dues shall be established by the Board of Directors. Affiliates do not qualify for any special membership categories as defined in IEEE Bylaw I-102.1."

IEEE Societies may, but are not required to, offer a Society Affiliate membership. The governing documents of the Society shall establish such membership. The qualifications for Society Affiliates and the rights and privileges are described below.

1. Qualifications:

Individuals shall meet at least one of the following criteria in order to qualify as a Society Affiliate:

- Shall be a member of a Sister Society (refer to TAB Operations Manual Section 4.55); or
- Shall be a member of another professional society; or
- Shall indicate evidence of professional achievement or interest in the Society's Field of Interest.

2. Rights and Privileges:

A Society Affiliate member shall be entitled to the same rights and privileges as other members of that Society, as described in the governing documents of the Society, Limitations on voting privileges on Society matters, conference

discounts and the ability to hold officer and other positions within the Society, unless restricted by the IEEE, shall be at the discretion of the Society. Society Affiliates are not entitled to any rights and privileges exclusively reserved to IEEE members.

Society Affiliates shall not vote in IEEE elections (including the election of Division Director or Division Director-Elect).

B. SOCIETY OPERATION:

- 1) Society Adherence to IEEE Rules.** Each Society shall conduct its activities within the IEEE Certificate of Incorporation, Bylaws, Policies, Operations Manuals and other internal and external rules and regulations that affect the membership and activities of the IEEE.
- 2) Society Bylaws and Constitution.** All Societies must operate according to their Society Bylaws and Constitution. Any changes to these documents must be approved by the Vice President, Technical Activities and be forwarded to TAB for information.
- 3) Society Meetings.** All Society meetings shall be open to all members of the IEEE regardless of Society memberships.
- 4) Society Finances and Administration.** Each Society is governed by its own administrative body responsible to its members. The annual Society budget must be approved by the TAB Finance Committee and TAB.
- 5) Society Nominating Committee.** The Society Nominating Committee shall be responsible for assembling a slate of candidates for Society Officer, AdCom/BoG elections, the submission of nominations for the office of Division Director to the Division Nominating Committee, and the annual solicitation of names of potential candidates to be considered by the TAB Nominations and Appointments Committee for service on TAB Committees, as well as IEEE Committees and Boards. The number of candidates on a slate for Society Officer, AdCom and BoD elections shall be no less than one and a half times the number of vacant positions. In the event that this cannot be reasonably accommodated, the Vice President, Technical Activities may at his/her discretion allow a smaller slate.
- 6) Society Publications.** Each Society may publish periodicals as specified in the IEEE Policies, Section 6. All publications of Societies, other than programs, notices, and the like, shall be subject to prior authorization of the Technical Activities Board, subsequent to consultation with the TAB/PSPB Periodicals Committee and TAB Finance Committee. Publications shall be made available to all IEEE members and Society Affiliates on an equitable basis approved by TAB. Each Society shall publish at least one periodical that is distributed to all its members.
- 7) Obligating Funds.** The officially constituted officers of a Society shall have the sole authority to obligate the funds and assets of the Society to promote the Society's activities. No Society officer or representative shall have authority to contract debts for, pledge the credit of, or in any way bind the IEEE for activities prohibited by IEEE Certificate of Incorporation, Constitution, Bylaws, Policies, this TAB Operations Manual, and the Constitution and Bylaws of the Society. Returns from investment of Society funds shall be credited to the Society.
- 8) Standards.** The Societies may prepare Standards recommendations, provided that advance approval for each such preparation is obtained from the Standards Board.
- 9) Society Reporting.** Each Society shall forward to the Managing Director, Technical Activities Department, a copy of each meeting minutes of the Society, an annual report, and a financial statement. Financial statements shall be prepared for each IEEE fiscal year and shall be submitted immediately following the end of that year.

- 10) Society Sub-entities.** Each Society may, as specified in its Constitution or Bylaws, organize subcommittees to manage and administer the Society in fulfilling its objectives.
- 11) Chapters.** (See Section 9.6 of the IEEE Member and Geographic Activities Operations Manual for information relating to the formation and management of Society and Technical Council Chapters.)
 IEEE Bylaw I-402.6-A Chapter shall be a technical subunit of a Region, one or more Sections or a Geographic Council. A Chapter shall comprise a minimum of twelve (12) members of a Society, or group of Societies and shall be established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE.
 In instances where Section territorial geography may warrant and Society member interests are sufficient to support multiple Chapters of a Society, additional Chapters, suitably identified, may be formed and operate under the current applicable procedures.
- a) Chapter-Society Cooperation.** The successful operation of the IEEE at the local level depends upon close cooperation and harmonious relations between the various organizational units involved: the Section, the Chapters, and the Societies.
- b) Technical Council Chapters**
 Each petition to form a Technical Chapter will be signed by individuals (at least 12) who are members of a Society which is a Member Society of the Technical Council. The formation process for Technical Council Chapters will be the same that is currently used by Society Chapters. Additionally, Technical Council Chapters will receive funding in the same manner as Society Chapters.
 To be an officer (Chair, Vice Chair, Secretary, and Treasurer) or to be able to vote in an election for such officers, an individual must be a member of a Society which is a Member Society of a Technical Council. Year-end membership statistics of a Technical Council Chapter will include all IEEE members who belong to any Society which is a Member Society of a Technical Council.
- 12) Intersociety Disputes.** Society functions provide for the possible overlap of interests and activities between organizational units, which may result in conflict. The following procedure is established for resolution of such conflict.
- i. An organizational unit finding itself in conflict with another must first exercise all realistic and practical efforts to negotiate a resolution.
 - ii. Failing successful resolution, the organizational unit shall submit a written report, to the Vice President of Technical Activities requesting arbitration with a copy to the other organizational unit(s) involved.
 - iii. Within thirty (30) days of receipt of such a report, the Vice President of Technical Activities shall appoint a panel of arbiters. The panel shall within ninety (90) days, prepare a report recommending a definitive resolution of the issue. Members of the panel should not be affiliated in any way with, or sympathetic to, the interests of any of the affected organizational units. The panel's report shall be submitted to the Vice President and the effected organizational units . If any of the effected organizational units choose not to abide by the panels recommendations, they must within twenty (20) days notify the Vice President for consideration at the next TAB meeting.
 - iv. If TAB, by a majority vote, accepts the panel's report, the organizational units must comply with the panel's recommendations or appeal the decision to the IEEE Board of Directors If TAB, by a majority vote rejects the panel's report, it shall select a new panel of arbiters to prepare a revised report with recommendations for consideration at the next TAB meeting. Upon receipt

and consideration of the second panel report, TAB may either (1) accept the report or (2) forward the matter to the IEEE Board of Directors for resolution.

- 13) Formation, Transfer and Termination of Societies and Divisions.** When appropriate, the Technical Activities Board shall recommend to the IEEE Board of Directors the transfer of Societies among Division, the formation of new Societies, the merger of Societies, and the termination of Societies, including the distribution of all funds and assets in the custody of the Society at the date of termination.
- 14) Monitoring Societies and Technical Councils** The Technical Activities Board shall be responsible for monitoring the operations of the individual Societies and Technical Councils for adherence to the New York Not-for-Profit Corporation Law, the IEEE Certificate of Incorporation, Constitution, Bylaws and Policies. At intervals of no longer than five years, in accordance with a schedule set by the Technical Activities Board, a critical review and evaluation shall be made of the total activities of each Society and Technical Council which shall be reported to TAB.
- 15) Society Awards within Technical Activities.** All Awards administered by organizational units within IEEE Technical Activities shall comply with the requirements set forth in the IEEE Policies

- i. Award Proposals:**

1. Proposals for the establishment of new awards or revision of existing awards by a Society, Technical Council within the organization of TAB, shall be forwarded to the TAB Awards and Recognition Committee for review and endorsement of the specifications of the award, to TAB for approval and to the IEEE Awards Board for information.
2. Responsibility for the establishment and revision of Technical Conference awards is delegated to the Societies/Technical Councils sponsoring the Technical Conference. The sponsoring Societies/Technical Councils shall be responsible for ensuring compliance with relevant policies regarding awards and that the award does not conflict with existing awards. The sponsoring Societies/Councils shall report all new awards and award revisions to the TAB Awards and Recognition Chair, in care of the Manager, Society General Activities in IEEE.
3. Cash awards supported from funds contributed by sources outside the Society, may be administered by the Society subject to the provisions of paragraph (1) above.
4. Awards Board will review on a case-by-case basis, instances where an IEEE Society requests to share sponsorship of an award with an external entity. Pending said approval a society shall not be limited to the monetary restrictions outlined in IEEE Policies regarding Hierarchy of Awards.

More detailed information related to the administration of IEEE Awards can be found in IEEE Policies, Section 4 and the IEEE Awards Board Operations Manual.

- ii. TAB Awards and Recognition Manual.** The TAB Awards and Recognition Manual contains details pertaining to Awards within Technical Activities, the process to obtain award approval, and. A comprehensive listing of awards (including scholarships and other student awards) sponsored by IEEE Societies, Technical Councils, Technical Conferences, and the IEEE Technical Activities Board, itself.

Revisions to Section 4.2.B - Society Operation, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

4.3 SOCIETY ACTIVITIES THAT REQUIRE TAB ENDORSEMENT/APPROVAL.

The following activities must be communicated and submitted to the IEEE Technical Activities Board for endorsement/approval. Items requiring final approval by the IEEE Board of Directors shall be prepared by Staff

1. Revisions to Society Field of Interest Statements
2. Change in Society Name (requires IEEE BoD approval)
3. Change in Society Finances
4. New Society Publications
5. New Society Awards

4.4 IEEE TECHNICAL SOCIETY FORMATION PROCESS

IEEE Societies shall be established within the scope and objectives of the IEEE groups of members interested in specific technical fields or related subjects (IEEE Bylaw I-401.3). Any IEEE member may propose the formation of a new IEEE Technical Society. Formation of a new IEEE Technical Society requires the steps listed below.

New Societies may only be started as an output of the New Technical Communities process (see Section 4.9)

1. Preparation and distribution of a draft scope (typically - 150 words) and a rationale for the society to be proposed.

- This shall be prepared in consultation with the TAB Strategic Planning Committee.
- The Vice President of Technical Activities shall announce this to TAB at least 60 days prior to the announcement of the Draft Initial Proposal.
- TAB members are expected to provide relevant feedback.

2. Preparation of a Draft Initial Proposal.

- The Draft Initial Proposal shall include:
 - Several possible names for the proposed society.
 - A set of draft statements for the Field of Interest.
 - A list of activities (e.g., conference, archival publications, student competitions) in which the new society plans to engage, and;
 - A brief statement showing the need for a new society.
- The Vice President of Technical Activities shall announce the proposal to TAB at least 60 days prior to a TAB meeting.
- TAB members are expected to provide relevant feedback, especially regarding the proposed name and FOI statements.

3. Completion of a Draft Initial Proposal for forming a new IEEE Technical Society.

- This shall include a specific name and FOI for the proposed society.
- The Vice President of Technical Activities, after determining that the initial Proposal is complete, shall include the matter as an action item for the upcoming TAB meeting and issue a specific announcement on this matter to TAB members, no later than 15 days prior to a TAB meeting.

- The Initial Proposal shall be approved by TAB at least one meeting before it considers a Full Proposal for a new society.

4. Development of a Full Proposal for forming a new IEEE Technical Society.

- During development of the initial proposal, the stakeholders in the proposed society shall be identified. Stakeholders are those who already have Intellectual Property in the proposed field of interest.
- The IEEE members, in consultation with the stakeholders, the TAB New Technology Directions Committee, the TAB Strategic Planning Committee, the Staff Director Product Management and the Managing Director, Technical Activities, shall develop a Full Proposal. In so doing, they shall consider:
 - Opportunities for attaching the proposed activities to an existing society or council.
 - IEEE's need to be involved in emerging technologies.
 - IEEE's need to provide more focus on specific applications.
 - IEEE's need to provide more specific focus within existing technical fields across multiple societies.
- The Full Proposal shall include the following information, including milestones:

i. Proposed Field of Interest Statement

ii. Proposed Constitution and Bylaws

iii. Proposed Society Development Plan, including activities and observable achievements with dates

a. Proposed Publication Plan, if appropriate

b. Proposed Conference Plan, if appropriate

c. Proposed Plans for other activities, e.g., educational products, standards

d. Marketing study for proposed new products

e. Proposed Resource Plan, including funds and other resources

5. Submission of the Full Proposal for forming a new IEEE Technical Society.

- The Full Proposal shall be submitted to the TAB Management Committee (TMC) before it is submitted to TAB.
- Once approved by TMC, the proposal shall be submitted to TAB for final approval.
 - The full proposal may not be considered at the same TAB meeting at which the Initial Proposal is approved.
- This approval shall explicitly include the following four elements:
 1. Approval of the Field of Interest
 2. Approval of Constitution and Bylaws
 3. Approval of the Division Placement
 4. Endorse of the New Provisional Society

6. Approval by TAB of the Formation of a new IEEE Technical Society.

- Once approved, the Full Proposal becomes the agreement between the Proposing Members and TAB.
- Once approved by TAB, a new society shall have a provisional status.
 - Provisional status allows full participation in TAB.
- All new Societies shall have a provisional status until they meet the Objectives set forth in the Development Plan.
- A provisional society shall submit a status report to the Society Review Committee (SRC) at each Board Series and shall meet with the SRC once a year.
- A provisional society shall normally be reviewed for full compliance with their Development Plan after three (3) years, but may request review sooner if they feel they meet all objectives set forth therein.
 - This review will be conducted by the SRC, with resulting recommendations going to the TAB Management Committee and then TAB for approval.
- TAB expects that the society will meet the objectives set forth in the Full Proposal within five (5) years.
- Failure to meet these Objectives within five (5) years will be cause for the Provisional Society to be dissolved or to be merged with another society or council.

7. Organization of the Provisional Society.

- The new society will organize itself and proceed to execute the plans included in the Development Proposal.
 - TAB staff shall be notified of the appointment of officers.
 - TMC shall be notified of any changes to the Development Plan proposed by the Council. Changes that are considered by TMC to be substantive shall be approved by TAB.

8. Establishment of a Provisional Society Advisory Committee.

- Upon creation of a Provisional Society, the Vice President of Technical Activities shall appoint a small advisory committee.
 - The Advisory Committee shall act as mentors and when possible, will consist of current or past TAB members who have experience with starting a new business either within the IEEE or outside thereof.
 - The Advisory Committee will be available to assist the leader of the Provisional Society.
 - The Chair of the Advisory Committee will be a non-voting member of the Provisional Society's governing body.
 - The Advisory Committee shall monitor the progress of the new society, participating in meetings, and gathering information independent of the new society.
 - In addition to the Society report, the Advisory Committee shall provide inputs to the SRC at each of its regular meetings, typically held at the OU Series, and make a recommendation to TMC on the continuance of the Provisional Society once each year.
 - Based on the recommendation of SRC, the TMC shall annually review the progress of the Provisional Society in achieving its Objectives, assess its progress toward meeting its Objectives, and take such action as may be

warranted in supporting the new Society in successfully meeting its Objectives.

- The TMC shall report progress of the Provisional Society to TAB annually and include the Advisory Committee recommendation and any plan changes (identifying substantive changes).

9. Achievement of Regular Status of the new IEEE Technical Society. TAB will grant Regular Status when the Provisional society meets the terms of the Full Proposal.

Revisions to Section 4.4 - IEEE TECHNICAL SOCIETY FORMATION PROCESS, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

4.5 IEEE TECHNICAL COUNCIL OPERATIONS

1. **Technical Council Bylaws and Constitution.** All Councils must operate according to their Council Bylaws and Constitution. Any changes to these documents shall be approved by the Vice President, Technical Activities and forwarded to TAB for information.
2. **Technical Council Meetings.** All Council meetings shall be open to all members of the IEEE.
3. **Technical Council Finances and Administration.** The annual Council budget must be approved by the TAB Finance Committee and TAB. The budgets, finances, and reserves of all technical organizational units are an integral part of IEEE under the ultimate authority of the Board of Directors. These operations are carried forward through administrative authorization delegated to the Technical Activities Board, as appropriate
4. **Technical Council Conferences.** A Technical Council by itself, or jointly with other organizations, may hold conferences, conventions, or other forms of meetings in a manner similar to Societies as specified in Section 6 of this manual.
5. **Technical Council Publications.** Each Technical Council authorized by TAB may publish periodicals in a manner similar to Societies as specified in Section 4.2.6. of this manual.
6. **Nominating Committees.** The Council Nominating Committee shall be responsible for assembling a slate of candidates for Council Officer, AdCom/BoD elections, the submission of nominations for the office of Division Director to the Division Nominating Committee, and the annual solicitation of names of potential candidates to be considered by the TAB Nominations and Appointments Committee for service on TAB Committees, as well as IEEE Committees and Boards.

The number of candidates on a slate for Council Officer, AdCom and BoD elections, shall be no less than one and a half times the number of vacant positions. In the event that this cannot be reasonably accommodated, the Vice President, Technical Activities may at his/her discretion allow a smaller slate.

Revisions to Section 4.5 - Technical Council Operations, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

4.6. MULTI-SOCIETY TECHNICAL GROUP OPERATIONS

- 1. Multi-Society Technical Group Governance.** All Multi-Society Technical Groups must operate according to their governing documents. Any changes to these documents shall be approved by the Vice President, Technical Activities and forwarded to TAB for information.
- 2. Multi-Society Technical Groups Meetings.** All Multi-Society Technical Group meetings shall be open to all members of the IEEE.
- 3. Multi-Society Technical Group Finances and Administration.** Multi-Society Technical Groups shall be funded by their sponsoring Societies on an annual basis, and all end-of-year residual (positive or negative) funds will revert to, or be the responsibility of, the sponsoring Societies. The annual Multi-Society Technical Group budget shall be created with input from the sponsoring Societies, and must be approved by the TAB Finance Committee and TAB. The budgets, finances, and reserves of all technical organizational units are an integral part of IEEE under the ultimate authority of the Board of Directors. These operations are carried forward through administrative authorization delegated to the Technical Activities Board, as appropriate. Multi-Society Technical Groups may conduct all of the activities normally conducted by a Technical Council, including awards, chapter development, product development, educational offerings, Distinguished Lecturers, conferences and publications.
- 4. Multi-Society Technical Group Conferences.** A Multi-Society Technical Group by itself, or jointly with other organizations, may hold conferences, conventions, or other forms of meetings in a manner similar to Societies as specified in Section 6 of this manual.
- 5. Multi-Society Technical Group Publications.** Each Multi-Society Technical Group authorized by TAB may publish periodicals in a manner similar to Societies as specified in Section 4.2.6. of this manual.

4.7 COUNCIL ACTIVITIES THAT REQUIRE TAB APPROVAL

The following activities must be communicated and submitted to the IEEE Technical Activities Board for endorsement/approval: Items requiring final approval by the IEEE Board of Directors shall be prepared by Staff.

- Revisions to Council Field of Interest Statements
- Change in Council Name (also requires IEEE BoD approval to change IEEE Bylaws)
- Change in Council Finances
- New Council Publications

4.8 IEEE TECHNICAL COUNCIL FORMATION PROCESS

An IEEE Technical Council may be established by the Technical Activities Board for the purpose of providing a continuing mechanism for two (2) or more IEEE Societies, called Member Societies, to work together in a multi-disciplinary technical area of mutual interest, primarily through

conferences and publications (IEEE Bylaw I-401.6). Any two or more IEEE Technical Societies may propose the formation of a new IEEE Technical Council.

Formation of a new IEEE Technical Council requires the steps listed below.

1. Preparation and distribution of a draft scope (typically ~150 words) and a rationale for the IEEE Technical Council to be proposed.

- This shall be prepared in consultation with the TAB Strategic Planning Committee.
- The Vice President of Technical Activities shall announce this to TAB at least 60 days prior to the announcement of the Draft Initial Proposal.
- TAB members are expected to provide relevant feedback.

2. Preparation of a Draft Initial Proposal. The Draft Initial Proposal shall include:

- Several possible names for the proposed Council.
- A set of draft statements for the Field of Interest Statement (FOI).
- A list of activities (e.g., conference, archival publications, student competitions) in which the new Council plans to engage in, and
- A brief statement showing the need for the new Council.
 - The Vice President of Technical Activities shall announce the proposal to TAB at least 60 days prior to a TAB meeting.
 - TAB members are expected to provide feedback, especially regarding the proposed name and FOI statement.

3. Completion of an Initial Proposal for forming a new IEEE Technical Council.

- This shall include a specific name and FOI for the proposed Council
- The Vice president of Technical Activities, after determining that the Initial Proposal is complete, shall include the matter as an action item for the upcoming TAB meeting and issue a specific announcement on this matter to TAB members no later than 15 days prior to a TAB meeting.
- The Initial Proposal shall be approved by TAB at least one meeting before it considers a Full Proposal for a new Council.

4. Development of a Full Proposal for forming a new IEEE Technical Council.

During development of the initial proposal, the stakeholders in the proposed Council shall be identified. Stakeholders are those who already have Intellectual Property in the proposed field of interest.

The Proposing Societies, in consultation with the Stakeholders, the TAB New Technology Directions Committee, the TAB Strategic Planning Committee, the Staff Director, Product Management, and the Managing Director, Technical Activities, shall develop a Full Proposal. In doing so, they shall consider

- Opportunities for attaching the proposed activities to an existing society or council
- IEEE's need to be involved in emerging technologies.
- IEEE's need to provide more focus on specific applications.

- IEEE's need to provide more specific focus within existing technical fields across multiple societies.

The Full Proposal shall include the following information, including milestones:

- i. Proposed Field of Interest Statement
 - ii. Proposed Constitution and Bylaws (See S/C Constitution & Bylaws "Must Haves" and "Nice to Haves")
 - iii. Proposed Council Development Plan, including activities and observable achievements (e.g., Conference Plan) with dates.
- a. Proposed Publication Plan, if appropriate
 - b. Proposed Conference Plan, if appropriate
 - c. Proposed Plans for other activities, e.g., educational products, standards
 - d. Marketing study for proposed new products
 - e. Proposed Resource Plan, including funds and other resources

5. Submission of the Full Proposal for forming a new IEEE Technical Council.

- The Full Proposal shall be submitted to the TAB Management Committee (TMC) before it is submitted to TAB.
- Once approved by TMC, the proposal shall be submitted to TAB for final approval. The Full Proposal may not be considered at the same TAB meeting at which the Initial Proposal is approved.

This approval shall explicitly include the following four elements:

- (1) Approval of the Field of Interest
- (2) Approval of Constitution and Bylaws
- (3) Endorsement of the Division Placement
- (4) Approval of the New Provisional Council

6. Approval by TAB of the formation of a new IEEE Technical Council.

- Once approved by TAB, the Full Proposal shall become the document outlining the relationship between the proposing Societies and TAB.
- Once approved by TAB, a new Council shall have a provisional status.
 - Provisional status allows full participation in TAB
- All new Councils shall have a provisional status until they meet the Objectives set forth in the Development Plan.
- A provisional Council shall submit a status report to the TAB Society Review Committee (SRC) at each Board Series and shall meet with the SRC once a year.
- A provisional council shall normally be reviewed for full compliance with their Development Plan after three (3) years but may request review sooner if the Council has met all objectives set forth therein. This review will be conducted by the SRC, with resulting recommendations going to the TMC for consideration and possible endorsement, and then to TAB for approval.
- TAB expects that the Council will meet the objectives set forth in the Full Proposal within five (5) years. Failure to meet these Objectives within five (5) years will be cause for the Provisional Council to be dissolved or to be merged with another Society or Council.

7. Organization of the Provisional Council.

- The new Council will organize itself and proceed to execute the plans included in the Development Proposal.
 - TAB staff shall be notified of the appointment of officers.
 - TMC shall be notified of any changes to the Development Plan proposed by the Council. Changes that are considered by TMC to be substantive shall be approved by TAB.

8. Establishment of a Provisional Council Advisory Committee.

- Upon creation of a Provisional Council, the Vice President of Technical Activities shall appoint a small Advisory Committee.
- The Advisory Committee shall act as mentors and, when possible, will consist of current or past TAB members who have experience with starting a new business either within the IEEE or outside thereof.
- The Advisory Committee will be available to assist the leader of the Provisional Council.
- The Chair of the Advisory Committee will be a non-voting member of the Provisional Council's governing body.
- The Advisory Committee shall monitor the progress of the new Council, participating in meetings and gathering information independent of the new Council.
- In addition to the Council report, the Advisory Committee shall provide inputs to the SRC at each of its regular meetings, typically held at the OU Series, and make a recommendation to TMC on the continuance of the Provisional Council once each year.
- Based on the recommendation of SRC, the TAB Management Committee shall annually review the progress of the Provisional Council in achieving its Objectives, assess its progress toward meeting its Objectives, and take such action as may be warranted in supporting the new Council in successfully meeting its Objectives.
- The TMC shall report progress of the Provisional Council to TAB annually and include the Advisory Committee recommendation and any plan changes (identifying substantive changes).

9. Achievement of Regular Status of the new IEEE Technical Council. TAB will grant Regular Status when the Provisional Council meets the terms of the Full Proposal.

Revisions to Section 4.7- IEEE TECHNICAL COUNCIL FORMATION PROCESS, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

4.9 MULTI-SOCIETY TECHNICAL GROUP

Formation of a new IEEE Multi-Society Technical Group, as defined in Section 4.6, requires the steps listed below.

1. New Multi-Society Technical Groups may only be started as an output of the New Technical Communities process. (see Section 4.10)

2. Completion of an Initial Proposal

- A draft scope, prepared in consultation with the TAB Strategic Planning Committee, will be distributed to TAB at least 60 days prior to the vote. TAB members are expected to provide relevant feedback, and identify an interest in participating on the Multi-Society Technical Group.
- The initial Proposal shall be approved by TAB at least one meeting before TAB considers a Full Proposal for a new Multi-Society Technical Group.

3. Development of a Full Proposal for forming a new IEEE Multi-Society Technical Group.

During development of the initial proposal, the stakeholders in the proposed Multi-Society Technical Group shall be identified. Stakeholders are those who already have Intellectual Property in the proposed field of interest.

The Proposing Societies, in consultation with the Stakeholders, the IEEE Future Directions Committee the TAB Strategic Planning Committee, and the Managing Director, Technical Activities, shall develop a Full Proposal. The Full Proposal shall include the following information, including milestones:

- Proposed Success Plan (as noted in Section 4.9)
 - The Full Proposal shall be submitted to the TAB Management Committee (TMC) before it is submitted to TAB.
 - Once approved by TMC, the proposal shall be submitted to TAB for final approval. The Full Proposal may not be considered at the same TAB meeting at which the Initial Proposal is approved.

This approval shall explicitly include the following four elements:

- (1) Approval of the Field of Interest
- (2) Approval of Constitution and Bylaws
- (3) Endorsement of the Division Placement
- (4) Approval of the New Multi-Society Technical Group

4. Approval by TAB of the formation of a new IEEE Multi-Society Technical Group.

- Once approved by TAB, the Full Proposal shall become the document outlining the relationship between the proposing Societies and TAB.
- Once approved by TAB, a new Multi-Society Technical Group shall have a provisional status.
 - Provisional status allows non-voting participation in TAB
- All new Multi-Society Technical Groups shall have a provisional status until they meet the Objectives set forth in the Development Plan.
- A provisional Multi-Society Technical Group shall submit a status report to the TAB Society Review Committee (SRC) at each Board Series and shall meet with the SRC once a year.
- A provisional Multi-Society Technical Group shall normally be reviewed for full compliance with their Development Plan after three (3) years but may request review sooner if the Multi-Society Technical Group has met all objectives set forth therein. This review will be conducted by the SRC, with resulting recommendations

going to the TMC for consideration and possible endorsement, and then to TAB for approval.

- TAB expects that the Multi-Society Technical Group will meet the objectives set forth in the Full Proposal within five (5) years. Failure to meet these Objectives within five (5) years will be cause for the Provisional Multi-Society Technical Group to be dissolved or to be merged with another organizational unit.

5. Establishment of a Provisional Multi-Society Technical Group Advisory Committee.

- Upon creation of a Provisional Multi-Society Technical Group, the Vice President of Technical Activities shall appoint an Advisory Committee.
- The Advisory Committee shall act as mentors and, when possible, will consist of current or past TAB members who have experience with starting a new business either within the IEEE or outside thereof.
- The Advisory Committee will be available to assist the leader of the Provisional Multi-Society Technical Group.
- The Chair of the Advisory Committee will be a non-voting member of the Provisional Multi-Society Technical Group 's governing body.
- The Advisory Committee shall monitor the progress of the new Multi-Society Technical Group, participating in meetings and gathering information independent of the new Council.
- In addition to the Council report, the Advisory Committee shall provide inputs to the SRC at each of its regular meetings, typically held at the OU Series, and make a recommendation to TMC on the continuance of the Provisional Multi-Society Technical Group once each year.
- Based on the recommendation of SRC, the TAB Management Committee shall annually review the progress of the Provisional Multi-Society Technical Group in achieving its Objectives, assess its progress toward meeting its Objectives, and take such action as may be warranted in supporting the new Council in successfully meeting its Objectives.
- The TMC shall report progress of the Provisional Multi-Society Technical Group to TAB annually and include the Advisory Committee recommendation and any plan changes (identifying substantive changes).

4.10 TAB NEW TECHNICAL COMMUNITIES

New Technical Communities shall be established to provide for the initiation and sustainability of new activities within Technical Activities, and to nurture them through their start-up period. New Technical Communities are temporary organizational units, with a 5-year maximum lifetime after initial TAB funding.

A. Formation process and transition to permanent Organizational Unit: The process for formation will be defined by the TAB Management Committee and the IEEE Future Directions Committee, and posted to the Technical Activities webpage. The entire approval process will be conducted in 8-10 weeks, including a 2-week TAB review to determine whether the technical topic may better reside within an existing organizational unit.

Within 5-years, they will either be disbanded or transform into a

- provisional Society
- provisional Council
- a Multi-Society Technical Group

- program
- specific sub-unit within one society
- a cosponsored conference
- a cosponsored publication
- something today undefined

B. Success Plan and Activities: The New Technology Community will develop a success plan for long-term activities, by defining their constituency, planning to transform into an organization unit as listed, develop a viable fiscal plan, and begin development of community activities. They need not develop a full portfolio of activities, but are expected to develop a path to technical and economic viability.

C. Finances: New Technical Communities are funded by TAB, through TAB Management Committee, for their first calendar year. In subsequent years (up until a 5th year) they are annually funded through the existing TAB budget process. They have no reserves; any positive or negative funds at the end of the year will revert to TAB. They do not pay director or indirect infrastructure charges, but do pay for operational expenses.

4.11 S/C TITLES AND FIELD OF INTEREST STATEMENTS

The Societies and Councils of the IEEE are officially titled IEEE_____Society/Council or optionally, IEEE Society/Council on _____. The S/C Titles and Field of Interest Statements are included within Section 4.10.

- A. Society Name Change.** To change a Society's name, which is part of a Society's Constitution, the following steps must be followed:
- a. To initiate a name change, the Society shall file a notice of proposed change with the TAB Managing Director. The Society President must then send this notice to all other S/C Presidents, including the Director of the applicable Division, (and the Presidents' Forum Chair) with a request to notify the proposing S/C President of any comments. The notice should be sent out in accordance with the deadline set for the upcoming TAB agenda.
 - b. The proposed change shall then be communicated as an action item at the Presidents' Forum with a summary of comments received from S/C Presidents. If not approved by a majority of S/C Presidents, an Ad Hoc Committee of interested and affected S/C Presidents shall be appointed by the TAB Vice President-Elect (who will also act as the Chair of the Ad Hoc Committee). Following due deliberations and input from Society AdComs/BoGs, the Ad Hoc Committee will attempt to arrive at a mutually acceptable statement of the proposed change. The Committee must report back to the Presidents' Forum at the next meeting with either an appropriate Motion or a recommendation that an Ad Hoc Arbitration Committee - chaired by the Vice President-Elect and consist of five (5) Presidents from disinterested Societies (i.e., who are not members of the affected S/Cs being formed. Again, this Committee must report back to the next meeting of the Presidents' Forum with its recommendation.
 - c. Based on the approval of the majority of the S/C Presidents present at the TAB Caucus, the proposed change will be introduced to TAB as a Forum Motion and voted on accordingly. TAB may authorize the new name for the Society.
 - d. A S/C Field of Interest shall be no longer than 75 words. Compliance with the word count limit shall be done through the TAB Society Review Committee review cycle and shall be completed for all Societies and Councils no later than February 2015.
- B. Field of Interest Statements.** To change a Society's Field of Interest statement, which is part of a Society's Constitution, the following steps must be followed:

- a. To initiate a change in its Field of Interest, a Society files a notice of proposed change with the Managing Director, Technical Activities. The Society President must then send this notice to all other Society/Council (S/C) Presidents (and the Society Presidents' Forum Chair) with a request to notify the proposing S/C President of any comments. The notice should be sent out in accordance with the deadline set for the upcoming TAB agenda.
- b. The proposed change should then be communicated as an action item at the Presidents' Forum with a summary of comments received from S/C Presidents. If not approved by a majority of S/C Presidents, an Ad Hoc Committee of interested and affected S/C Presidents shall be appointed by the Forum Chair (who will also act as the Chair of the Ad Hoc Committee). Following due deliberations and input from Society Administrative Committees, the Ad Hoc Committee will attempt to arrive at a mutually acceptable statement of the proposed change. The Committee must report back to the Presidents' Forum at the next meeting of the Forum with either an appropriate Motion or a recommendation that an Ad Hoc Arbitration Committee - chaired by the Forum Chair and consisting of five (5) Presidents from disinterested Societies and who are not members of the affected S/C - be formed. Again, this Committee must report back to the Presidents' Forum at the next meeting of the Forum with its recommendation.
- c. Based on the approval of the majority of the S/C Presidents present at the Presidents' Forum, the proposed change will be introduced to TAB as a Forum Motion and voted on accordingly. TAB may authorize the change in the Society's Field of Interest statement.

4.12 IEEE AEROSPACE AND ELECTRONIC SYSTEMS SOCIETY (AES-10)

The organization, systems engineering, design, development, integration, and operation of complex systems for space, air, ocean or ground environments. These systems include but are not limited to navigation, avionics, mobile electric power and electronics, radar, sonar, telemetry, military, law-enforcement, automatic test, simulators, and command and control. (6/10)

4.13 IEEE ANTENNAS AND PROPAGATION SOCIETY (AP-03)

Includes the following: antennas, including analysis, design, development, measurement, and testing; radiation, propagation, and the interaction of electromagnetic waves with discrete and continuous media; and applications and systems pertinent to antennas, propagation, and sensing, such as applied optics, millimeter-and sub-millimeter-wave techniques, antenna signal processing and control, radio astronomy, and propagation and radiation aspects of terrestrial and space-based communication, including wireless, mobile, satellite, and telecommunication. (6/04)

4.14 IEEE BIOMETRICS COUNCIL (BIO-46)

The theory, design, and application of biometric characterization of human beings, based on physiological and/or behavioral features and traits, in particular for identification, identity verification, authentication, encryption, recognition and medical diagnosis. (11/07)

4.15 IEEE BROADCAST TECHNOLOGY SOCIETY (BT-02)

Broadcasting is a one-to-many communication service in which the transmissions are intended for direct reception by the general public or a target audience, which may include audio, video and/or data services. The field of interest of the IEEE Broadcast Technology Society (BTS) shall encompass devices, equipment, techniques, and systems related to broadcast technology, including the production, distribution, wired and wireless transmission, propagation aspects and reception. (02/11)

4.16 IEEE CIRCUITS AND SYSTEMS SOCIETY (CAS-04)

The theory, analysis, design, tools, and implementation of circuits and systems. The field spans their theoretical foundations, applications, and architectures, as well as circuits and systems implementation of algorithms for signal and information processing. (11/09)

4.17 IEEE COMMUNICATIONS SOCIETY (COMM-19)

The IEEE Communications Society embraces science, technology, applications and standards for information organization, collection and transfer using electronic, optical and wireless channels and networks, including but not limited to: Systems and network architecture, control and management; Protocols, software and middleware; Quality of service, reliability and security; Modulation, detection, coding, and signaling; Switching and routing; Mobile and portable communications; Terminals and other end-user devices; Networks for content distribution and distributed computing; and Communications-based distributed resources control. (02/11)

4.18 IEEE COMPONENTS, PACKAGING, AND MANUFACTURING TECHNOLOGY SOCIETY (CPMT-21)

The scientific, engineering, and production aspects of materials, component parts, modules, hybrids and microelectronic systems for all electronic applications. This includes the technology, selection, modeling and simulation, characterization, application, assembly, interconnection, packaging, handling, thermal management, reliability, testing and control of the above as they apply in design and manufacturing. Examples are the packaging of optoelectronics and bioelectronic systems, as well as the adaptation for operation in severe and harsh environments. Emphasis is placed upon research, analysis, development and application and manufacturing technology that aid in advancing the state-of-art within this scope. (6/99)

4.19 IEEE COMPUTATIONAL INTELLIGENCE SOCIETY (CIS-11)

The Field of Interest of the Society shall be the theory, design, application, and development of biologically and linguistically motivated computational paradigms emphasizing neural networks, connectionist systems, genetic algorithms, evolutionary programming, fuzzy systems, and hybrid intelligent systems in which these paradigms are contained. (2/02)

4.20 IEEE COMPUTER SOCIETY (COMP-16)

The purposes of the Society shall be scientific, literary, and educational in character. The Society shall strive to advance the theory, practice, and application of computer and information processing science and technology and shall maintain a high professional standing among its members. The Society shall promote cooperation and exchange of technical information among its members and to this end shall hold meetings for the presentation and discussion of technical papers, shall publish technical journals, and shall through its organization and other appropriate means provide for the needs of its members. The scope of the Society shall encompass all aspects of theory, design, practice, and application relating to computer and information processing science and technology. (10/77)

4.21 IEEE CONSUMER ELECTRONICS SOCIETY (CE-08)

The field of interest of the Consumer Electronics Society is engineering and research aspects of the theory, design, construction, manufacture or end use of mass market electronics, systems, software and services for consumers. (11/10)

4.22 IEEE CONTROL SYSTEMS SOCIETY (CS-23)

The theory, design and application of Control Systems. It shall encompass components, and the integration of these components, as are necessary for the construction of such systems. The word 'systems' as used herein shall be interpreted to include physical, biological, organizational and

other entities, and combinations thereof, which can be represented through a mathematical symbolism. The field of interest shall include scientific, technical, industrial or other activities that contribute to this field, or utilize the techniques or products of this field, subject, as the art develops, to additions, subtractions, or other modifications directed or approved by the IEEE Technical Activities Board. (9/83)

4.23 IEEE DIELECTRICS AND ELECTRICAL INSULATION SOCIETY (DEI-32)

The study of dielectric phenomena and behavior; the development, characterization and application of all gaseous, liquid and solid electrical insulating materials and systems utilized in electrical, electronic, and biological applications. The Society shall also be involved in the creation of voluntary engineering standards and the recommended practices related thereto. (6/09)

4.24 IEEE COUNCIL ON ELECTRONIC DESIGN AUTOMTION (CEDA-44)

The field of interest of the council spans the theory, implementation and use of EDA/CAD tools to design integrated electronic circuits and systems. This includes tools that automate all levels of the design, analysis and verification of hardware and embedded software up to and including complete working systems. (6/05)

4.25 IEEE EDUCATION SOCIETY (Ed-25)

Theory and practice of education and educational technology involved in the effective delivery of domain knowledge of all fields within the scope of interest of IEEE. (11/09)

4.26 IEEE ELECTRON DEVICES SOCIETY (ED-15)

The field of interest for EDS is all aspects of engineering, physics, theory, experiment and simulation of electron and ion devices involving insulators, metals, organic materials, plasmas, semiconductors, quantum-effect materials, vacuum, and emerging materials. Specific applications of these devices include bioelectronics, biomedical, computation, communications, displays, electro and micro mechanics, imaging, micro actuators, optical, photovoltaics, power, sensors and signal processing.

The Society is concerned with research, development, design and manufacture related to materials, processing, technology, and applications of such devices, and scientific, technical, educational and other activities that contribute to the advancement of this field. (03/07)

4.27 ELECTROMAGNETIC COMPATIBILITY SOCIETY (EMC-27)

The Field of Interest of the Society involves engineering related to the electromagnetic environmental effects of systems to be compatible with themselves and their intended operational environment. This includes: standards, measurement techniques and test procedures, instrumentation, equipment and systems characteristics, interference control techniques and components, education, computational analysis, and spectrum management, along with scientific, technical, industrial, professional or other activities that contribute to this field. (11/10)

4.28 IEEE ENGINEERING IN MEDICINE AND BIOLOGY SOCIETY (EMB-18)

The EMBS field of interest is the development and application of engineering concepts and methods to biology, medicine and health sciences to provide effective solutions to biological, medical and healthcare problems. The field encompasses the development of mathematical theories, physical, biological and chemical principles, computational models and algorithms, devices and systems for clinical, industrial and educational applications. (11/10)

4.29 IEEE GEOSCIENCE AND REMOTE SENSING SOCIETY (GRS-29)

The theory, concepts, and techniques of science and engineering as applied to sensing the earth, oceans, atmosphere and space, and the processing, interpretation, and dissemination of this information. (2/78)

4.30 IEEE INDUSTRIAL ELECTRONICS SOCIETY (IE-13)

The theory and applications of electronics, controls, communications, instrumentation and computational intelligence to industrial and manufacturing systems and processes. (2/98)

4.31 IEEE INDUSTRY APPLICATIONS SOCIETY (IA-34)

The scope of the Industry Applications Society, as a transnational organization, is the advancement of the theory and practice of electrical and electronic engineering in the development, design, manufacture and application of electrical systems, apparatus, devices, and controls to the processes and equipment of industry and commerce; the promotion of safe, reliable, and economic installations; industry leadership in energy conservation and environmental, health, and safety issues; the creation of voluntary engineering standards and recommended practices; and the professional development of its membership. (2/98)

4.32 IEEE INFORMATION THEORY SOCIETY (IT-12)

The processing, transmission, storage, and use of information, and the foundations of the communication process. It specifically encompasses theoretical and certain applied aspects of coding, communications and communications networks, complexity and cryptography, detection and estimation, learning, Shannon Theory, and stochastic processes. (8/87)

4.33 IEEE INSTRUMENTATION AND MEASUREMENT SOCIETY (IM-09)

The science of developing and using electrical and electronic instruments for the purpose of measuring, monitoring or recording various physical phenomena that may or may not be of an electrical nature. This includes analog and digital electronic instruments, systems and standards for measuring and recording electrical quantities in the frequency domain (including DC) and the time domain, and transducers to give access to non-electrical quantities. Instruments with automated control and analysis functions are part of the field of interest. (3/86)

4.34 IEEE INTELLIGENT TRANSPORTATION SYSTEMS SOCIETY (ITS-38)

The Society is interested in theoretical, experimental and operational aspects of electrical and electronics engineering and information technologies as applied to Intelligent Transportation Systems (ITS), defined as those systems utilizing synergistic technologies and systems engineering concepts to develop and improve transportation systems of all kinds. (6/04)

4.35 IEEE MAGNETICS SOCIETY (Mag-33)

Treatment of all matters in which the dominant factors are the fundamental developments, design, and certain applications of magnetic devices. This includes consideration of materials and components as used therein, standardization of definitions, nomenclature, symbols, and operating characteristics; and exchange of information as by technical papers, conference sessions, and demonstrations. (2/80)

4.36 IEEE MICROWAVE THEORY AND TECHNIQUES SOCIETY (MTT-17)

The field of interest of the Society shall be "Microwave Theory, Techniques and Applications" of RF, microwave, guided wave, and wireless technologies, as they relate to components, devices, circuits, transmission lines, and systems involving the generation, modulation, demodulation, control, transmission, detection, and effects of electromagnetic signals. It shall include scientific, technical, and industrial, activities, subject to timely modifications approved by IEEE TAB. Microwave Theory and Techniques applies physical and mathematical principles to analyze structures with dimensions representing a significant fraction of a wavelength or when propagation effects need to be considered. (11/04)

4.37 IEEE NANOTECHNOLOGY COUNCIL (NANO-42)

The field of interest of the Council shall be the theory, design, and development of nanotechnology and its scientific, engineering, and industrial applications. The Council will provide a focus for cooperative activities, both internally and externally, including the promotion, consolidation, and coordination of nanotechnology activities among IEEE entities. (2/02)

4.38 IEEE NUCLEAR AND PLASMA SCIENCES SOCIETY (NPS-05)

The fields of interest of the Society are the nuclear and plasma sciences. The Society shall devote itself to publication or other dissemination of original contributions to the theory, experiments, educational methods and applications of these fields, and to the development of standards. Areas of technical activity shall include but not be limited to the following: Nuclear science and engineering, including: instrumentation for research; detection and measurement of radiation; nuclear biomedical applications; radiation monitoring and safety equipment; particle accelerators; nuclear instrumentation development for reactor systems; effects of radiation on materials, components, and systems; and applications of radiation and nuclear energy to other than utility power generation. Plasma science and engineering, including: magnetofluid dynamics and thermionics; plasma dynamics; gaseous electronics and arc technology; controlled thermonuclear fusion; electron, ion, and plasma sources; space plasmas; high current relativistic electron beams; laser-plasma interactions; diagnostics; plasma chemistry and colloidal and solid state plasmas. (3/73)

4.39 IEEE OCEANIC ENGINEERING SOCIETY (OE-22)

Includes all aspects of science, engineering, and technology that address research, development, and operations pertaining to all bodies of water. This includes the creation of new capabilities and technologies from concept design through prototypes, testing, and operational systems to sense, explore, understand, develop, use, and responsibly manage natural resources. (6/04)

4.40 IEEE PHOTONICS SOCIETY (PHOT-36)

Lasers, optical devices, optical fibers and associated lightwave technology and their application in systems and subsystems, in which the quantum electronic devices are key elements. The Society is concerned with the research, development, design, manufacture, and applications of materials, devices and systems, and with the various scientific and technological activities which contribute to the useful expansion of the field of quantum electronics and applications. The Society shall aid in promoting close cooperation with other IEEE Groups and Societies in the form of joint publications, sponsorship of meetings and other forms of information exchange. Appropriate cooperative efforts will also be undertaken with non-IEEE societies. (8/90)

4.41 IEEE POWER ELECTRONICS SOCIETY (PEL-35)

The development of power electronics technology. This technology encompasses the effective use of electronic components, the application of circuit theory and design techniques, and the development of analytical tools toward efficient electronic conversion, control, and conditioning of electric power. (6/87)

4.42 IEEE POWER & ENERGY SOCIETY (PE-31)

The scope of the Society embraces research, development, planning, design, construction, maintenance, installation and operation of equipment, structures, materials and power systems for the safe, sustainable, economic and reliable conversion, generation, transmission, distribution, storage and usage of electric energy, including its measurement and control. (02/11)

4.43 IEEE PRODUCT SAFETY ENGINEERING SOCIETY (PSE-43)

The society focuses on The theory, design, development and practical implementation of product safety engineering methodologies and techniques for equipment and devices. This includes the study and application of analysis, techniques, construction topologies, testing methodologies, conformity assessments and hazard evaluations. The Society provides a focus for cooperative activities, including the promotion of product safety engineering for the benefit of humanity. (06/11)

4.44 IEEE PROFESSIONAL COMMUNICATION SOCIETY (PC-26)

The Professional Communication Society's interests include the study, preparation, production, delivery, use, improvement and promotion of human communication in all media in engineering and other technical and professional environments. (06/11)

4.45 IEEE RELIABILITY SOCIETY (R-07)

The Society is concerned with the strategies and the best practices for attaining, assessing, assuring, and sustaining system reliability throughout its life cycle.

Reliability is a design attribute of a system (encompassing service and process). Even though reliability is intangible physically, it is a true system performance measure.

Note: System reliability in this context implies the reliability of any product tier starting at the materials level, then the device / component level, then the assembly / unit / module level, to a system or system of systems. The term system is meant to be a broad term so that anyone within Reliability Engineering working on or with a product or process or service can be included within this Society.

Additionally, by having Reliability as an attribute, with our broad perspective of the term, leads to the use of descriptive terms, such as: dependable, trustworthy, available, maintainable, reliable, fault-tolerant, graceful degradation, failure immunity, secure, safe, intuitive, resilient, reliant, etc. Reliability is integral to Design, Availability, Maintainability, Testability, Diagnostics, Prognostics and Health Management, Integrity, Security, Quality, Supportability, Human Engineering, and System Safety.

The Society membership encompasses engineers who are designing, analyzing, producing and assessing some portion or level of a system, be it hardware, software, devices, processes, or materials. (6/06)

4.46 IEEE ROBOTICS AND AUTOMATION SOCIETY (RA-24)

RAS strives to advance innovation, education, and fundamental and applied research in Robotics and Automation. Robotics focuses on systems incorporating sensors and actuators that operate autonomously or semi-autonomously in cooperation with humans. Robotics research emphasizes intelligence and adaptability to cope with unstructured environments. Automation research emphasizes efficiency, productivity, quality, and reliability, focusing on systems that operate autonomously, often in structured environments over extended periods, and on the explicit structuring of such environments. (11/07)

4.47 IEEE SENSORS COUNCIL (SEN-39)

The fields of interest of the Council and its activities shall be the theory, design, fabrication, manufacturing and application of devices for sensing and transducing physical, chemical, and biological phenomena, with emphasis on the electronics, physics and reliability aspects of sensors and integrated sensor-actuators. (2/99)

4.48 IEEE SIGNAL PROCESSING SOCIETY (SP-01)

Signal processing is the enabling technology for the generation, transformation, extraction, and interpretation of information. It comprises the theory, algorithms with associated architectures and implementations, and applications related to processing information contained in many different

formats broadly designated as signals. Signal processing uses mathematical, statistical, computational, heuristic, and/or linguistic representations, formalisms, modeling techniques and algorithms for generating, transforming, transmitting, and learning from signals. (6/10)

4.49 IEEE SOCIETY ON SOCIAL IMPLICATIONS OF TECHNOLOGY (SIT-30)

The impact of technology (as embodied by the fields of interest of IEEE) on society, including both positive and negative effects, the impact of society on the engineering profession, the history of the societal aspects of electrotechnology, and professional, social and economic responsibility in the practice of engineering and its related technology. (6/81)

4.50 IEEE SOLID-STATE CIRCUITS SOCIETY (SSC-37)

Design, implementation and application of solid-state integrated circuits. (5/96)

4.51 IEEE COUNCIL ON SUPERCONDUCTIVITY (CSC-41)

The field of interest of the council and its activities and programs shall be to cover the science and technology of superconductors and their applications, including materials and their applications for electronics, magnetics and power systems, where the superconductor properties are central to the application. Super-conducting electronic applications will include both analog and digital circuits and systems. Power applications will include the generation, storage, transmission and use of electric power. (2/06)

4.52 IEEE SYSTEMS COUNCIL (SysC-45)

This Council integrates IEEE activities regarding aspects of multiple disciplines and specialty areas associated with the engineering of systems. This Council covers, but is not limited to the following: Systems engineering, education, standards, processes and methodologies; Modeling, simulation and integration related to design, testing, production and support; Design aspects for robust design, human factors, safety, security and usability; Transition of products from design to production, deployment and use; Quality control and system management; Program/product/project management interactions; Risk management; Systems architecture. (6/05)

4.53 IEEE SYSTEMS, MAN AND CYBERNETICS SOCIETY (SMC-28)

Integration of the theories of communication, control, cybernetics, stochastics, optimization and system structure towards the formulation of a general theory of systems; (2) development of systems engineering technology including problem definition methods, modeling, and simulation, methods of system experimentation, human factors engineering data and methods, systems design techniques and test and evaluation methods; and (3) application of the above at both hardware and software levels to the analysis and design of biological, ecological, socio-economic, social service, computer information, and operational man-machine systems. (11/73)

4.54 IEEE TECHNOLOGY MANAGEMENT COUNCIL (TMC-14)

The field of interest of the Council encompasses the management sciences and practices applicable to individuals engaged in or overseeing the management of engineering, technology, innovation, and strategy in a global environment.

Topics of interest include but are not limited to: technology management and organizational strategy; technology policy development, assessment, and transfer; program and project management; transitioning from technology practitioner to manager; management of research, development, and design of products, equipment, processes, and related activities; innovation and entrepreneurship; interaction and role of scientists, engineers, and managers in meeting organizational objectives; education of personnel engaged in managing engineering, technology, and innovation; the economics of invention, innovation, and application of new technologies; and the impact of engineering, technology, and innovation management on society. (02/07)

4.55 IEEE ULTRASONICS, FERROELECTRICS AND FREQUENCY CONTROL SOCIETY (UFFC-20)

The theory, technology, materials, and applications relating to: the generation, transmission, and detection of ultrasonic waves and related phenomena; medical ultrasound, and associated technologies; ferroelectric, piezoelectric, and piezomagnetic materials; frequency generation and control, timing, and time coordination and distribution. This interest ranges from fundamental studies to the design and/or applications of devices, sensors, systems and manufacturing technologies within the general scope defined above. (11/10)

4.56 IEEE VEHICULAR TECHNOLOGY SOCIETY (VT-06)

The theoretical, experimental and operational aspects of electrical and electronics engineering in mobile radio, motor vehicles and land transportation. (a) Mobile radio shall include all terrestrial mobile services. (b) Motor vehicles shall include the components and systems and motive power for propulsion and auxiliary functions. (c) Land transportation shall include the components and systems used in both automated and non-automated facets of ground transport technology. (8/85)

4.57 SOCIETY AND TECHNICAL COUNCIL PROFILES

Specific information about IEEE [Societies](#) and [Technical Councils](#), is available on the Societies Homepage.

4.58 TECHNICAL SOCIETY AGREEMENTS

IEEE encourages cooperation with National Societies to enhance IEEE's fields of interest on a global basis. The purpose of these agreements shall be to assist the development and elevation of technical skills and professional growth for members of participating organizations. (See IEEE Policy 5.7) The IEEE Societies may also establish agreements with National Societies, also known as Sister Society Agreements (SSA), which are developed by the IEEE Societies and are developed by the IEEE Technical Societies and are administered through IEEE Technical Activities.

Technical/Sister Society Agreements are designed to promote additional cooperation in a specific discipline, through joint activities. Additionally, in order to promote joint membership, these agreements may also provide discounts on IEEE Society membership fees and Society publications. A current list of these agreements may be found at http://www.ieee.org/about/corporate/agreements/sister_guidelines.html

Membership Discounts

Some NSAs provide a 10% discount on IEEE basic dues and regional assessments. SSAs may also offer a 10% discount on IEEE Society member fees. The 10% discount on IEEE basic dues and regional assessments can only be established through a NSA. If a NSA does not exist and discounts on both IEEE basic membership and Society member fees are desired, then it is strongly encouraged that a NSA be initiated, so there can be discounts on dues at both the IEEE and the IEEE Society level.

SSA Establishment Process

- IEEE Societies/Technical Councils may implement a SSA with National/Sister Societies but must first verify if an IEEE National Society Agreement is in existence, in development or needs to be established. The NSA status can be confirmed by contacting national-societies@ieee.org. Further information on establishing a SSA, including the recommended SSA Memorandum of Understanding (MOU) text, is available.

- If an IEEE National Society Agreement exists, then the SSA becomes a supplement. Supplements with signatures should be forwarded to IEEE Technical Activities who provide copies to IEEE Corporate Activities.
- If a NSA does not exist, and discounts on IEEE dues and regional assessments are desired in addition to the IEEE Society dues discount, then a NSA must be initiated. Contact IEEE Corporate Activities or e-mail national-societies@ieee.org.
- Initiating and signing a NSA is not a difficult process. The wording was designed and approved by the IEEE Board of Directors so as not to interfere with any of the IEEE Societies/Technical Councils' initiatives and allows them to have the flexibility to develop their own terms with the National/Sister Society. IEEE Corporate Activities will draft the NSA and ensure that the appropriate discounts appear on members' payments.
- A periodic report of existing agreements is sent to the Board of Directors, Member and Geographic Activities and Technical Activities Boards by IEEE Corporate Activities

5.0 TECHNICAL PUBLICATIONS AND PRODUCTS

[Back to Section 5](#)

5.1 PUBLICATION POLICIES

IEEE Policy 6.1- AUTHORITY FOR IEEE PUBLICATION PRODUCTS AND SERVICES

IEEE publications exist by Board of Directors directive or as Publication Services and Products Board initiatives with Board of Directors approval.

The Board of Directors shall specify those publications to be received by every IEEE member. Such publications are the direct responsibility of the Publication Services and Products Board. Policies and procedures applying to these publications shall be specified in the [IEEE Publications Services and Products Board Operations Manual](#).

All published products and services, in any form that originates from an IEEE organizational unit or bear the [IEEE Master Brand](#), are ultimately the responsibility of the IEEE Publication Services and Products Board. These published products and services shall conform to the policies and procedures that shall be specified in the IEEE Publications Services and Products Board Operations Manual.

The major organizational units may introduce new publications following the approval policies and procedures which shall be specified in the [IEEE Publications Services and Products Board Operations Manual](#).

Organizational units may specify additional policies and procedures which shall conform to and do not conflict with these policies.

Section 8.1.1- PSPB OpMan

All persons involved with any aspect of IEEE publications should be cognizant of the general policies that govern all IEEE publications and, particularly, to those that relate to their areas of responsibility.

A. The IEEE is a transnational organization. Special care should therefore be taken in using the word "national" in connection with IEEE activities. For example references to a national Headquarters, a national President, or a national Society President, are all potentially inappropriate.

B. Statements and opinions given in work published by the IEEE are the expression of the authors. Responsibility for the content of published papers rests upon the authors, not the IEEE.

C. No letter or article received unsigned shall be published. It is acceptable for letters or articles to carry the notation "Name withheld on request."

D. No letter or article shall be published if it contains any pejorative ad hominem remarks or any other material deemed inappropriate or offensive.

E. Material of a nontechnical nature should conform with Section 8.1.3, Presentation of Nontechnical Material.

F. Material involving the support or nonsupport of candidates for public office is not permitted.

G. Unduly commercial material should also be avoided. For example "company profiles" and/or "industrial biographies" merit careful attention.

Revisions to Section 8.1.1 – General, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

5.2 OBJECTIVES

Section 1.3 - IEEE Publications Services and Products Board Operations Manual (PSPB OpMan)

1.3 - Objectives

Publications play a major role in implementing the purpose of the IEEE as defined in its constitution and in its vision and mission. Throughout the world, IEEE publications serve to advance the theory and practice of electrical, electronics, communications and computer engineering, as well as computer science and the allied branches of engineering and the related arts and sciences and technologies, and their applications for the benefit of IEEE members worldwide and for the general public.

To carry out these responsibilities, the IEEE shall:

- A.** Provide archival publications of lasting value to the profession. Archival publications contain material that has been appropriately evaluated and published for preservation as a record of the field.
- B.** Ensure that the material published by the IEEE is readily accessible and retrievable and that the needs of libraries and other important information services are met.
- C.** Present, in appropriate publications, information on matters of professional and social concern to the membership.
- D.** Enhance communication between the IEEE and its members, among its members, and with the public on matters of mutual interest and concern.
- E.** Develop and use new media and processes for information dissemination and exchange.
- F.** Develop and implement new services and products that enhance IEEE's ability to provide information to members and the public
- G.** Optimize the use of the technical and financial resources of the IEEE and its members in support of published information dissemination activities.
- H.** Ensure the widest possible dissemination of IEEE material consistent with maintaining the economic viability of IEEE's publication operations.

5.3 PUBLICATIONS

A. Periodicals

- a. **Transactions, Journals and Letters.** Societies and Technical Councils, as authorized by the Technical Activities Board, should publish periodicals incorporating specialized technical papers of lasting value to the profession, as defined in Section 8.2.3 of the PSPB OpMan.

Section 8.2.3 - PSPB OpMan

8.2.3 Transactions, Journals and Letters

A. Periodicals with TRANSACTIONS, JOURNAL or LETTERS in the title are the primary means for publication of technical papers concerning original work in electrotechnology. These periodicals may also contain reviews and tutorial papers concerning such work. The primary purpose of these periodicals is to disclose, and

provide a permanent archival record of original technical work that advances the state of the art or provides novel insights. Papers in these periodicals should be of lasting value to the profession as judged by the authors' peers through a formal review process.

B. All papers that appear in TRANSACTIONS, JOURNAL or LETTER periodicals must list the author(s) and affiliation(s) and must undergo peer review according to the process set forth in Section 8.4.4. Papers are to be selected strictly on the basis of merit and appropriateness.

C. Editorials, instructions, copyright forms, lists of referees, announcements of special issues and other material concerning the publication may be included in these periodicals.

D. The following standards apply to all TRANSACTIONS, JOURNAL, and LETTER periodicals.

1. All of these periodicals shall have a uniform format and style and should be fully and uniformly edited, including quality graphics and text.

2. The front cover shall have a header containing the full name of the periodical, as well as the ISSN, volume and issue numbers.

3. Flexibility in the use of the area underneath the front cover header is allowed, such as placement of the table of contents or the use of appropriate photographs or graphical designs.

4. A cover spine, when used, shall contain the full name of the periodical, as well as volume and issue numbers.

5. Minimum Activity. These publications must be published periodically, and at a rate not less than quarterly.

6. Volume Numbering. The volume number shall increase successively by one each calendar year.

7. Indexing. Only the technical material will be indexed. Indexing will be left to the discretion of the indexing staff of the IEEE Publications department.

8. For internal consistency, the title of these periodicals will normally be IEEE TRANSACTIONS ON _____, or IEEE JOURNAL OF _____, or IEEE _____ LETTERS.

9. All papers published in IEEE Transactions, journals, and letters shall have printed on the first page the date that the manuscript was initially received and the date on which the manuscript was received in finalized form from the authors for publication. These two dates shall serve to define the start and end of the review process. (See also Section 8.1.6 – Titling Protocols for IEEE Publications.)

Revisions to Section 8.2.3 – Transactions, Journals and Letters, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

- b. **Magazines.** Societies and Technical Councils, as authorized by the Technical Activities Board, may publish magazines incorporating papers on technical and professional topics, as well as news articles, as defined in Section 8.2.4 of the PSPB OpMan.

Section 8.2.4 - PSPB OpMan

8.2.4 – Magazines

A. IEEE Magazines are characterized by regular and continuing issues with significant technical content in addition to general news and regular columns. Magazines are

made available to libraries, institutions and individuals on a subscription basis. They are so organized that material within them can be referenced.

B. Minimum Activity. The Magazine shall be published periodically, and at a rate not less than quarterly.

C. The technical content shall constitute a significant component of the Magazine and shall be refereed as described in Section 8.4.4 before publication.

D. Volume Numbering. The volume number shall increase successively by one each calendar year.

E. Stable Titles. The title of the Magazine and any later revisions shall be approved by the sponsoring IEEE Organizational Unit and PSPB. The title shall normally begin with "IEEE" and end with "Magazine." If an exception is desired, a reason for it must accompany the title application to PSPB. Title changes are to be avoided unless clearly needed.

F. Indexing. Only the technical material will be indexed. Indexing will be left to the discretion of the indexing staff in the IEEE Publications Department, with the agreement of the Magazine editor. (See also Section 8.1.6 – Titling Protocols for IEEE Publications.)

Revisions to Section 8.2.4 – Magazines, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

- c. **Conference Proceedings.** Proposals for conference publications shall conform with Section 8.2.5 of the PSPB OpMan

Section 8.2.5 - PSPB OpMan

8.2.5 Conference Publications

Papers presented at IEEE meetings sponsored wholly or in part by any IEEE Organizational Unit may be published in IEEE Conference Records or Proceedings. Prior permission to do so shall be obtained from the sponsoring IEEE Organizational Unit who shall be responsible for ensuring that appropriate IEEE copyright (see Section 8.1.4) is obtained for each paper published and that the publication is correctly titled (see Sections 8.1.5 and 8.1.6). Conference publications do not require peer review. However, it is strongly recommended that there be some form of review by the conference organizers to ensure that material published is appropriate.

Allegations of misconduct by authors of papers in IEEE conference proceedings shall be investigated by the publication's editor, i.e., the person responsible for the conference publication, or by the Publication Officer of the IEEE Organizational Unit that sponsored the conference if the allegation is made after the publication of the conference proceedings. The procedures prescribed i

All inquiries regarding publication by an agency outside of IEEE of papers presented at any IEEE meeting shall be directed to the IEEE Intellectual Property Rights Manager, and no representative of a Section, Society, or any other IEEE Organizational Unit is authorized to grant such permission.

Revisions to Section 8.2.5 – Conference Publications, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

- d. **Newsletters.** Societies and Technical Councils, upon notifying the Technical Activities Board, may publish newsletters, as defined in Section 8.2.6 of the PSPB OpMan.

Section 8.2.6 – PSPB OpMan

8.2.6 Newsletters

Newsletters are usually published by IEEE Organizational Units (Boards, Committees, Societies, Councils, Sections, and Chapters). Newsletters are not considered archival periodicals, although they may be archived by the Organizational Units. Newsletters are normally distributed only to members of the Organizational Unit as a member benefit, and are intended to communicate news and information deemed of interest to the members. Typical information includes: reports on Organizational-Unit activities, messages from officers and the editor, letters from the readers, calls for papers, news from chapters, meeting notices, conference reports, awards publications of interest to the readers.

Newsletters may also contain technical articles of general interest to the members. Documents for the purpose of informing members about a conference, meeting, special event, or any other items of interest shall not be titled a Newsletter. Such publications should be titled bulletin, announcement, news release, Organizational-Unit notice, or other descriptive term preceded by the Organizational-Unit name.

A. Quality Assurance. To assure quality, conformance with applicable postal regulations, and protection of IEEE copyrights, PSPB will periodically review each Newsletter. Each Newsletter editor will supply the first issue of each calendar year, to the IEEE Staff Executive - Publications.

B. Requirements. The following requirements are necessary conditions for publication of IEEE Organizational Unit Newsletters:

1. Newsletter Title. The title of an Organizational Unit Newsletter shall contain the "IEEE", and the "Organizational Unit name." The word "Newsletter" is suggested as part of the title, but is not mandatory. Identification of the full name of the IEEE must be within the first two pages of the newsletter and in any required postal statement.

2. Masthead. The following information shall be included on the Newsletter front cover page masthead:

- a. The Newsletter title
- b. IEEE Logo Master Brand (the IEEE Logo, followed by the letters "IEEE")
- c. Name of Organizational Unit
- d. Volume and/or issue number
- e. Date of issue

3. Frequency of Publication. The Newsletters can be published at any frequency, but three (3) issues or more per year are recommended. However, if a United States second-class non-profit postal permit is used, it is a requirement of the U.S. Postal Service that the newsletter be published four (4) times within the calendar year.

4. U.S. Postal Permits. All requests for United States second-class postal permits must be made through Publishing Operations of the IEEE Publications department, which holds the main permit for IEEE publications. IEEE staff will handle the processing of the application. Applications for third-class bulk rate permits may be submitted directly to any local post office.

5. Pricing and Subscription. The Newsletter shall be supplied to each Organizational-Unit member at no additional charge. Free copies of the newsletter may be given to nonmembers at conferences, meetings, etc., to encourage them to join IEEE and/or

the Organizational Unit. Society and Technical Council Newsletters may be made available for sale via subscription in order to accommodate the needs of libraries and non IEEE members. Subscriptions shall be limited to Newsletters that have intellectual and technical content of value to non IEEE members. The appropriateness of a Newsletter for subscription, and the nonmember subscription price shall be determined by the Society or Technical Council and approved by the TAB Periodicals Council and PSPB

6. Advertisements. Advertising is permitted in newsletters, including IEEE ads, when approved by the governing body of the Organizational Unit and subject to the provisions of IEEE Policy.

7. Copyright. Many Newsletters regularly publish original or reprinted technical articles which require copyright protection. The following guidelines shall be followed to protect the IEEE, its authors, and other publisher rights.

(a) Newsletters that do not contain technical articles/papers shall have the following statement printed on the front inside cover or appropriate credits section: "IEEE Information contained in this newsletter may be copied without permission provided that copies for direct commercial advantage are not made or distributed, and the title of the publication and its date appear on each copy."

(b) Newsletters that provide at least one (1) technical paper or scholarly paper within an issue shall operate under the following procedures:

(1) Original technical material (article/paper) must be accompanied by a signed IEEE Copyright Form by the author. Copyright Forms can be obtained from the IEEE Intellectual Property Rights Office.

(2) Material reprinted from other publishers must be accompanied by a letter of permission granted by the original publisher (contact IEEE Copyrights and Permissions Office for a sample request letter and other assistance). Publisher's credit line or acknowledgment must appear on the first page of the reprinted article. Revisions to Section 8.2.6 – Newsletters, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

- e. **New Categories of Publications.** Proposals for a Society or Technical Council to offer a new category of publications, other than those defined in the IEEE Policies, shall be submitted to the Technical Activities Board for review and endorsement and Publications, Services and Products Board for approval.
- f. **Other Publications.** Societies and Technical councils or the Technical Activities Board may issue other special publications, such as, cumulative indexes, etc., when warranted.

B. Grievance Resolution Process for When a Periodical Publishes Outside Its Scope of Interest - The following procedure shall be followed to provide a process to bring to the attention of, and if necessary, resolve disputes which may arise between Societies when it is perceived and/or determined that a periodical has published an article that does not fall within the purview of the scope of the publication, as defined by the Technical Activities Board.

- a. Notification may be made, by any individual, to the Society(ies) where the material is perceived to belong. Such notification shall be in writing and sent to the Editor-in-Chief (EIC) of the appropriate journal, the President(s), and Publications Officer(s), if any, of the Society(ies). Should the leaders within the Society(ies) determine that its (their) scope(s) has (have) been usurped, the President(s) shall: Notify in writing to

the Chair of the TAB Periodicals Committee and the Editor-in-Chief (EIC) of the appropriate journal, the President(s), and Publications Officer(s), if any, of the Society(ies) sponsoring the journal that is perceived to have published outside of its scope.

- b. The Society(ies) leadership, as noted above, shall attempt to resolve the alleged scope infringement.
- c. If no resolution is reached and a determination cannot be made as to which Society(ies) has (have) the right to publish in a specific area, or an agreement is reached but the infringement persists and is repeated, the Chair of the TAB Periodicals Committee shall appoint a three-member arbitration panel which shall seek a resolution and act as the final arbiter in determining which Society has the right to publish in the area in question. The findings of the panel shall be binding. The members of the panel shall not be affiliated with any of the Societies involved in the dispute.
- d. The panel shall have access to all materials it determines as relevant and will assist them in rendering a decision. Such materials may include, but are not limited to articles that are to be published in upcoming issues of the publication in question. The panel shall issue a report of their findings within four months of being appointed.
- e. Financial distributions from the All Society Periodical Package (ASPP) to the periodicals involved shall be deferred until the final report of the panel has been issued and, if the scope infringement is confirmed, it is determined that the offending journal is in compliance

C. Procedure to Change a Periodical Scope.

If a Society/Council (S/C) desires to change the scope of one of its periodicals (transactions, journals, letters, Magazines, reviews, compendiums), a written request detailing the current scope and desired changes, along with specific reasoning, and pros and cons, must be completed and submitted to TAD Periodicals staff (tadperiodicals@ieee.org). The request will be submitted to TAB Periodicals Committee for endorsement and TAB for final approval.

5.4 GENERAL REQUIREMENTS FOR NEW PERIODICALS

A. Periodicals Development Process. The Periodicals Development Process should assist Societies and TAB in launching new journals and magazines in today's fiercely competitive marketplace. It should also assist in the life cycle management of these periodicals. IEEE Periodicals are highly regarded among the nonmember and member communities alike. This process will help to ensure that our publications both contribute to this high standard and enjoy the rewards of IEEE's exemplary reputation. New periodicals have been added to the IEEE portfolio of products at the rate of about three to four a year. The Periodicals Product Manager within the Technical Activities Department shall serve as a Society/Council's guide through the proposal building and milestones for approval.

The Periodicals Development Process was synthesized from various operations manuals, policy and procedures documents, and common operating practices. This process represents the best view of the life cycle of a periodical from birth to death. It is expected that this process will be dynamic and change as a result of discussions, issue identification, and new requirements. This document will, therefore be a living document and be frequently updated to reflect any changes.

- a. **Approval by TAB after 30 June.** Normally, approval is obtained before June 30th so the new publication can be included in the renewal and new member information for the following year. Approval of a new S/C periodical may occur after 30 June, provided

- i. The S/C would not be eligible for payment of the incremental costs from the All-Society Periodicals Package (ASPP) income in the publication's first year. However, that first year will count towards establishing a three-year financial record.
- ii. The S/C must print enough copies so that the periodical can be distributed to ASPP subscribers in its initial year of publication.
- iii. The S/C must provide its own promotion of the periodical since it will not be included in the IEEE renewal or new member brochures during the first year of production.
- iv. The S/C shall be responsible for ensuring that the periodical is included in ASPP in the periodical's second year of publication
- v. The periodical would be required to publish a full volume of issues in a calendar year.

B. Additional Requirements for Approval of a New Magazine.

- a. **Upgrading of Newsletter to Magazine.** A Newsletter, which is to be upgraded to a Magazine, should either submit to TAB the technical content of its last three issues or submit summaries of three papers to be published in the first issues of the Magazine. The burden of proof is on the Society to show that its publication qualifies for Magazine status. Toward that end, the Society should provide evidence of evolution toward Magazine status and information concerning editorial plans and personnel.
- b. **For New Magazines.** Proposals for new Magazines should include summaries of four (4) technical papers, or the complete papers, to be published in the first issues of the Magazine.
- c. **Continuing Publication.** The Society AdCom or Board of Governors shall make a commitment to the publication of the Magazine for at least two (2) years.

5.5 BEST PRACTICES

The following are suggestions of guidelines for Multi-Society Sponsorship of Periodicals. There are two Sponsorship Categories, full (or major) sponsors and technical co-sponsors.

A. Full Sponsors:

a. S/C Required Qualification:

- i. Scope of Journal must fall substantially within the Field of Interest of the S/C.
- ii. S/C should be able to contribute significantly to the pool of editors, reviewers and authors. This capability can be demonstrated, for example, by number of sessions on areas within the scope of the Periodical, which already take place in conferences sponsored by that S/C.

b. S/C Obligations:

- i. Be a financial partner of the periodical.
- ii. Fund initial costs and absorb eventual losses.
- iii. Full sponsor S/C do not have to be equal partners.
- iv. Appoint Steering Committee members.
- v. S/C Presidents must sign the sponsorship agreement.

c. S/C Benefits:

- i. Accrue financial surpluses (if any)
- ii. Have one or more members in the Steering Committee
- iii. On a rotational basis, appoint the EinC
- iv. Have the society name and logo in the Magazine cover
- v. Participate in pricing discussions
- vi. Offer the periodical at member price to its members
- vii. Approve additional Technical Co-Sponsors

B. Technical Co-Sponsors:

a. S/C Qualification to Join as Technical Co-sponsor:

- i. Scope of Journal must fall within the Field of Interest of S/C.
- ii. Provide indication why their members would be interested in contributing and subscribing to the Period

b. S/C Obligations:

- i. Market the publication to its members.

c. S/C Benefits:

- i. Appoint a representative to the editorial board.
- ii. Be recognized on an inside page or cover of the Periodical.
- iii. Offer the publication to their members at the member price.

6.0 IEEE CONFERENCES

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The prime objective of IEEE conferences is to provide IEEE members, other individuals and organizations with information and exhibits to assist in the advancement of electrical and electronics engineering and the related arts and sciences (*excerpt from IEEE Policy 10.1.1*)

6.1 IEEE CONFERENCES

IEEE Societies/Councils sponsor/co-sponsor over 300 conferences each year, including technical conferences, workshops, tutorials, short courses and expositions. In addition, IEEE Regions, Section, Chapters provide some type of sponsorship to many conferences. IEEE Organizations Units are involved in almost 200 "topical interest" meetings where they provide non-financial support by granting technical co-sponsorship or cooperation.

6.2 ORGANIZING A CONFERENCE

Organizers of IEEE conferences have access to many resources and tools from the Conference Organizers Webpage. This page is maintained by IEEE Conference Services and contains the IEEE Conferences Organizational Manual, required electronic forms, sample legal documents, tools and links to various other IEEE information relating to organizing a conference. All conferences shall be held in accordance with IEEE Policies, Section 10. For further assistance, contact Conference Services at conference-services@ieee.org

6.3 IEEE CONFERENCE SERVICES

IEEE Conference Services supports all IEEE Organizational Units and is the primary contact and source of information in all matters relating to conferences. Staff manages the IEEE Conference Database, which allows them the ability to respond to general conference information requests, generates the Search Conferences, http://www.ieee.org/conferences_events/index.html, track conference financials and approvals, provides quarterly reports to Society Officers, assist Societies with conference forecasts, reconciliation reports to the IEEE Controllers Office, auditors.

6.4 ADDITIONAL SERVICES OFFERED TO IEEE CONFERENCES

IEEE Conference Management Services (CMS) provides conference management support to volunteers for IEEE sponsored and co-sponsored conferences for a fee. Various levels of management are available depending on the types of services needed. You can also contact mcminfo@ieee.org for additional information.

7.0 FINANCIAL MATTERS

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7.1 TAB FINANCES

The TAB Treasurer or an appropriate designee shall annually recommend to the Technical Activities Board a TAB budget for the subsequent year. The Technical Activities Board shall annually approve the TAB Budget. The administration of TAB finances shall be in accordance with the TAB Operations Manual.

7.2 TAB FINANCE COMMITTEE

The TAB Finance Committee, chaired by the TAB Treasurer, serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the operations of TAB, develop and implement the TAB budget development process, and project and monitor the financial performance of technical activities. The TAB Finance Committee is responsible for making recommendations on all financial matters to the TAB Management Committee and for keeping the TAB Management Committee fully informed on all financial issues.

7.3 SOCIETY FINANCES

The budgets, finances, and reserves of all technical organizational units are an integral part of IEEE under the ultimate authority of the IEEE Board of Directors. These operations are carried forward through administrative authorizations delegated to the Technical Activities Board, as appropriate. In connection with the annual budget cycle, each Society may set organizational unit dues and fees to help defray operating expenses. Society dues shall be applied to membership in the respective Societies as specified in IEEE Bylaw I-108. - Dues, Assessments and Fees.

7.4 SOCIETY/COUNCIL/CO-SPONSORED PUBLICATIONS ANNUAL BUDGETING PROCESS

An integral part of the budget process are new publication proposals. For this process, please reference the Periodicals Development Process <http://www.ieee.org/documents/perpro1.pdf>

A. Budget Cycle Dates.

- a. **First Week in April- First distribution of S/C Budgets.** Staff will prepare and electronically distribute to S/C Presidents, Treasurers/VP Finance and Executive Office Staff, a first pass base budget accompanied by a budget memo for all Societies/Councils (S/Cs) co-sponsored publications and Technical Committees/Communities. The budgets will include default parameters from the prior year budget (i.e.: society member fees, optional price per periodical, issues, page count) as well as Marketing's recommended non member price, society member projections, optional publication and non member subscriptions, first pass infrastructure numbers and complete operating detail based on appropriate inflation factors.
- b. **First Week in May.** Preliminary S/C budgets are due back to the TAB Finance Group. The TAB Finance Group staff will work with the S/C officers to incorporate feedback on the base operating budgets. The following items **MUST** be submitted:
 - i. Society member fee
 - ii. Member price per periodical
 - iii. Non member price per periodical
 - iv. Number of issues per periodical
 - v. Page budget per periodical
 - vi. Preliminary operating budget
 - vii. Planned Initiatives, if appropriate
 - viii. Conference Worksheets

- c. **June.** Society fees, prices, page budgets, and offerings must be:
 - i. Endorsed by TAB Finance Committee
 - ii. Approved by Technical Activities Board
 - 1. **Please Note:** *No changes to periodical prices will be accepted once approved by TAB. For any prices not approved by TAB, the non-member price will be set by the IEEE Marketing Department, and all other prices (member, student, etc.) will remain at existing prices.*
- d. **First Week in July: Second distribution of S/C budgets** - Staff will distribute electronically, the second pass operating budgets to the S/C officers which will include all revisions/modifications made to date. It is during this cycle that the S/C's are expected to complete their full operating budgets for the upcoming year. The TAD Finance group will have incorporated any adjustments to the All Society Periodicals Package (ASPP) and the Conference Publications Distribution Program distributions. Also included are any adjustments to infrastructure, paid by each Society/Council.
- e. **First Week in August.** Full S/C operating budgets are due back to the TAD Finance group. Budgets should include final modifications or confirmation that no further changes have been incorporated.
- f. **1 September.** The TAD Finance Group submits the S/C budget summary to the IEEE Financial Planning Group in order for them to aggregate the S/C budget results into the IEEE consolidated budget.
- g. **October:** The TAB Finance Committee and the IEEE Finance Committee will review and endorse the Society/Council budgets.
- h. **November.**
 - i. S/C Budgets. Approved by Technical Activities Board
 - ii. S/C Budgets. Approved by the IEEE Board of Directors
- i. **December.** Approved budgets will be distributed to the S/Cs.

B. Important Information Regarding Page Budgets. The IEEE Publication Department plans their organization and publication rates for the upcoming year based on the page budgets submitted by the S/Cs. S/Cs may request any amount over the budget, but must inform IEEE Publication Department staff by 15 April of the production year for planning purposes. Additional pages should be spread evenly over the remaining issues for the year. Any requests to increase pages after the 15 April forecast will be considered on a "resource available" basis.

C. Investment Income. Beginning with the 2002 budget cycle, Investment Income (short-term interest and dividends) for S/C's are now budgeted at the Institute level and are no longer budgeted at the individual Society/Council level.

D. Exceeding Budgets. Elected and appointed individuals and Chairs that are funded by TAB shall not exceed their

budgets without approval. The following steps must be followed:

(1) The current Chair is responsible for providing input to the revenue/expense line items found in their committee budgets. Each line item shall be accompanied by a rationale for spending.

(2) The TAB Finance Committee will review budget inputs for acceptability and make adjustments as necessary.

(3) The Committee Chair will have access, using a WEB account, to review expenses on a monthly basis via the online financials.

(4) When it is apparent that actual or projected expenses will exceed their budgets, TAD will advise the TAB Managing Director, Vice President-Technical Activities or the TAB Treasurer as appropriate.

(5) Any actual or projected expenditure that causes any activity within the TAB budget to

exceed its budget must receive approval from the TAB Finance Committee. The TAB Finance Committee will bring appropriate items to the attention of TAB as necessary.

7.5 ADMINISTRATION OF SOCIETY/COUNCIL AND TAB FINANCES

The Technical Activities Department (TAD) Finance Group is responsible for the overall management of TAB/TAD and Society/Council/Committee finances, which includes the coordination of the annual budget cycle, management of actuals against budget, and preparation of year-end forecasts vs. budget. In addition, the group supports the TAB Treasurer and the activities of the TAB Finance Committee.

- A. Processing TAB/S/C Officer Expense Reports.** In order for expense reports from TAB officers to be processed by TAD staff, it is the responsibility of the officer to identify what Committee the officer is an official member, or provide their S/C affiliation and purpose for travel. If official membership or S/C affiliation is not provided, TAD staff is directed by TAB to hold up processing until the proper information is provided.
- B. Handling of any TAB Year-End Surplus.** Any TAB year-end surplus will be used to reduce TAB Support. TAB reserves be fixed at the ending 2004 level, only to be affected by market fluctuation, and special needs as approved by TAB.
- C. S/C Label Income.** S/C label income will be used as an income source to offset TAB Support.
- D. S/C Financial Watch List Guidelines.** A S/C will be considered for the Watch List when one or both of the following take place:
 - a. The S/C runs or budgets a deficit for two (2) consecutive years (unless the S/C provides the TAB Finance Committee with a reasonable explanation of the deficits, e.g., a purposeful decision to draw down reserves when reserves are more than adequate, for a special project or to increase member benefits);
 - b. The S/C fails to maintain minimum levels of reserves for two (2) consecutive years. S/Cs on the Watch List will remain on the list until both of the following conditions are met:
 - i. The S/C runs a surplus for two (2) consecutive years;
 - ii. The S/C maintains minimum recommended levels for reserves for two (2) consecutive years.

Minimum Recommended Levels for Reserves

Total Expense	Reserves/Expenses
Less than \$700k	.50
\$700k - \$2M	.40
\$2M - \$15 M	.30
More than \$ 15M	.15

7.6 FINANCIAL STATEMENTS AVAILABLE ELECTRONICALLY

Financial statements are provided electronically. Instructions for utilizing these options are described on each individual Society website. An [IEEE Web Account](#) is needed to access these pages. Refer to the Technical Activities **FAQs** for further information. If you have questions about the downloading instructions, please contact [Technical Activities Staff](#).

8.0 TAB NOMINATIONS & APPOINTMENTS PROCESS

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In accordance with IEEE objectives, TAB has established an equitable nominations and appointments process. The process had been developed to choose a slate of the best-qualified persons for the various positions throughout the TAB organization. It was also developed to involve a wide range of members in the selection process. It is essential that all candidates nominated for office are highly qualified, and it is therefore essential that all members show great diligence and exercise judgment in making nominations.

Unless otherwise indicated in this operations manual, IEEE Bylaws and IEEE Policies with respect to elections shall apply.

8.1 TAB NOMINATIONS AND APPOINTMENTS COMMITTEE (N&A)

- A. The TAB N&A Committee helps to identify nominees to stand for election to certain organizational units. The Committee will also review the qualifications of those nominated for, or appointed to, membership on certain TAB entities. The Committee shall operate in accordance to its charter.

IEEE Bylaw I-307.1 Nominations and Appointments Committees.

The following requirements shall govern the Nominations and Appointments (N&A) Committees of the six Major Boards and the IEEE Awards Board N&A Committee:

- a. The Chair of each of these N&A Committees shall be either the past past chair immediate past chair or the chair-elect of the governing body of that organizational unit as specified in the governing documents of that organizational unit. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the organizational unit's N&A Committee available shall be the Chair of that respective N&A Committee. With extenuating circumstances, an organizational unit may appoint a different individual to this position.
- b. Chairs shall not be eligible to be elected to the Board of Directors during their term of service.
- c. At least two-thirds of the voting members of each N&A Committee shall be elected or appointed by the governing body of their respective organizational unit.
- d. A member of an N&A Committee may be nominated and run for a position for which such member's respective N&A Committee is responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same N&A Committee and (ii) the member resigns from the N&A Committee prior to its first meeting in which the nomination shall be made.

8.2 TAB NOMINATIONS AND APPOINTMENTS GUIDELINES

- A. **Soliciting Nominations.** The TAB N&A Committee shall solicit nominations from the constituent Societies and Councils of TAB for elective and appointed positions and shall invite appropriate organizational units to submit suitable names to be considered by TAB N&A, requiring that a brief biography and a statement by the candidate be provided. The solicitation shall be done in a timely manner in order that the Societies and Councils have an opportunity to put their best choices forward.
- B. **Candidate Information.** Any candidate for election or appointment to any position under the purview of the TAB N&A Committee, must disclose: (a) any other offices he/she holds

within IEEE, (b) any role he/she has outside the IEEE that places him/her in a position of doing business with IEEE, and (c) any other possible source of conflict of interest. For Committee Chair positions, no candidate shall be considered who holds a similar responsibility in a subordinate organizational unit. For example, a Society Treasurer cannot be Finance Committee Chair; an Editor of transactions cannot be Periodicals Committee Chair, etc.

- C. Number of Candidates.** The TAB N&A Committee shall submit to the Technical Activities Board, the names of at least two candidates for each appointed TAB position.
- D. Representation.** No individual Society should be over-represented in the TAB structure. The N&A Committee shall make every effort to offer a balanced slate of nominees that represents as many Societies and Divisions as possible.
- E. Vacancies.** For those positions within its purview, the TAB N&A Committee shall solicit nominations and recommend names of candidates to fill vacancies. Recommendations shall be made for appointment by the TAB Management Committee. TAB shall ratify the election at its next scheduled meeting.
- F. Notification to TAB Members.** The TAB N&A Committee shall transmit its list of proposed nominees to all TAB voting members in time to permit the Technical Activities Board to fulfill its election requirements.

8.3 TAB APPOINTMENT AND VP-ELECT CANDIDATE SELECTION PROCEDURES

- A. President-Elect, Technical Activities (TAB Vice Chair):**
 - a. TAB VP-Elect Slate.** Every year, there shall be an election by all the eligible voting members of the IEEE, who are also members of at least one Society, to fill the position of Vice President-Elect of Technical Activities. The Vice President-Elect shall serve a one-year term and succeed, without further election, to the position of Vice President of Technical Activities. The Vice President-Elect shall serve as the Vice Chair of TAB.
 - b. TAB Approval of Candidates.** All candidates for the position of Vice President-Elect, Technical Activities shall fulfill the requirements for election as a Division Director as specified in Bylaw I-201. At the last regular TAB meeting of the year, the TAB N&A Chair shall submit the slate of candidates to TAB. Nominations are not accepted from the floor.
 - c. Petition Candidates.** A petition, signed by at least twenty percent (20%) of the voting members of TAB, may add a name to those on the N&A slate. The petition shall be accepted in paper or electronic format. The name of each member submitting the petition shall be clearly noted. For identification purposes of signatures, Membership number or addresses listed in the official IEEE membership records shall be included. Electronic submissions shall be sent to the Managing Director of Technical Activities, who will confirm e-mail addresses.
 - d. Deadline for Receiving Petition Signatures.** Petition candidates shall notify the Managing Director of Technical Activities of their intentions at least 30 days prior to the scheduled TAB meeting. Petitions shall be received by the Managing Director generally no later than one week prior to the TAB meeting to allow for verification of the written or electronic signatures. TAB shall approve at least two names to appear on the IEEE ballot as "TAB approved nominees." The final slate is approved at the last meeting of the year and forwarded to the election staff in IEEE Corporate Activities to be included on the IEEE ballot.
 - e. Process for Current Vice President-Elect, TA Candidates on IEEE Ballot.** Candidates on the IEEE ballot that do not get elected for VP-Elect, Technical Activities who are interested in going back on the following year's TAB N&A slate presented to TAB, must follow the petition process noted above.

- f. Number of Candidates.** TAB will determine the number of candidates to be selected after the slate of TAB N&A approved candidates as well as any petition candidates have been presented.
- g. Candidate Statements.** Each candidate may speak for up to five minutes. An advocate may speak for up to five minutes in support of the nomination of a candidate who is unable to participate. A period of up to five minutes will be allowed in order for each candidate or advocate to answer questions. Presentations by each candidate or advocate shall be done individually with others candidates or advocates absent from the room.
- Written position statements will be collected at least 4 weeks prior to the TAB meeting. All statements from candidates shall be written in standard English and must not exceed the maximum word length requirement of 200 words. To determine the number of words:
- i. Precede IEEE by an article and count both as one word;
 - ii. Count an acronym as one word;
 - iii. Count a discrete alphanumeric as one word – for example, 21st in 21st Century counts as one word;
 - iv. Titles and other properly hyphenated words shall be counted as one word.
- h. Voting.** Once all candidates have left the room, TAB shall discuss the candidates, limiting the discussion time to equal five minutes times the number of candidates. TAB shall vote by secret ballot. Approval voting is used, with highest vote totals being selected. However, selection requires receiving a number of votes at least equal to a majority of the number of TAB members present and voting. If the slate is not filled on the first round, a subsequent election round is held for the unfilled slots between the unselected candidates with the candidate receiving the lowest number of votes dropped (unless this would result in an uncontested election). This process is repeated until the slate is filled.

B. TAB Committee Chairs (appointed by TAB):

The following TAB Committee Chairs shall be appointed by TAB:

- Chair, TAB Periodicals Committee
 - Chair, TAB/PSPB Products & Services Committee (appointment is joint with PSPB)
 - Chair, IEEE Conferences Committee
- a. Nominations.** Once the TAB N&A approved slate is shown, nominations for appointed TAB Committee Chairs may come from the floor, except for the position of TAB/PSPB Products & Services Committee Chair. The TAB/PSPB Products & Services Committee Chair is a joint election between TAB and PSPB. Once the deadline dates arrive and TAB N&A announces its approved slates, petition candidates will be accepted for the position of TAB/PSPB Products & Services Committee Chair until the identified date.
- b. Candidate Statements.** Each candidate speaks for five minutes (with the other candidates out of the room). If a candidate is not present or available by telephone, an advocate will speak for five minutes in support of the nomination. Additional time is allowed for Q&A (five minutes to each candidate or advocate).
- Written position statements will be collected at least 4 weeks prior to the TAB. All statements from candidates shall be written in standard English and must not exceed the maximum word length requirement of 200 words. To determine the number of words:

- i. Precede IEEE by an article and count both as one word;
 - ii. Count an acronym as one word;
 - iii. Count a discrete alphanumeric as one word – for example, 21st in 21st Century counts as one word;
 - iv. Titles and other properly hyphenated words shall be counted as one word.
- c. **Voting.** All candidates leave the room. TAB discusses candidates. Time allowed is five minutes times the number of candidates. TAB votes by secret ballot. Approval voting is used, with highest vote total winning with a majority of the TAB members present and voting required. If no majority is achieved on first round, top two vote recipients participate in run-off; majority wins.

C. TAB Committee Members (appointed by TAB):

The following TAB Committee Members shall be appointed by TAB/Presidents' Forum:

- Members, TAB Finance Committee
 - Members-at-large, TAB Management Committee
 - Members, TAB Nominations and Appointments Committee
- a. **Nominations.** Once the TAB N&A approved slate is shown, nominations for all appointed TAB Committee Members may come from the floor.
- b. **Voting.** All candidates leave the room. TAB discusses candidates. Time allowed is five minutes times the number of candidates. TAB votes by secret ballot. Approval voting is used, with highest vote total winning with a majority of the TAB members present and voting required. If no majority is achieved on first round, top two vote recipients participate in run-off; majority wins.

8.4 TIMELINE FOR TAB APPOINTMENTS

- A. February OU Series:** Approve a recommendation(s) for the IEEE Conferences Committee Chair during the February TAB Meeting. Recommendations shall be forwarded to the IEEE N&A Committee for consideration and possible recommendation to the IEEE Board of Directors for appointment.
- B. June OU Series:** Slate (to date) for VP-Elect, Technical Activities is shown to TAB for "Information Only". Final deadline is in September. After the final deadline passes, the petition process needs to be followed.

TAB appoints the following:

- TAB Periodicals Committee Chair (in alternate years)
- TAB/PSPB Products & Services Committee Chair (in alternate years with PSPB)
- IEEE Conferences Committee Chair (in alternate years)

The VP-Elect, Technical Activities will make the following Chair Appointments for the following year, to serve during his/her term as TAB-VP:

- TAB Awards and Recognition Committee Chair (two-year term, appointed in alternate years).
- IEEE Future Directions Committee (FDC) Chair (two-year term, appointed in alternate years).
- TAB Society Review Committee Chair (two-year term, appointed in alternate years).
- TAB Treasurer (two-year term, appointed in alternate years).
- TAB Ethics and Conflict Resolution Committee Chair (two-year term, appointed in alternate years).

C. November OU Series: Final slate of candidates for the VP-Elect, Technical Activities is voted on during TAB Meeting. Once final, the slate is forwarded to IEEE Corporate for inclusion on the IEEE ballot. Appointments are conducted for members to the TAB Finance Committee, TAB N&A and TAB Management Committee.

Appointments are made by Division Directors for members of TAB Periodicals Committee, TAB/PSPB Products & Services Committee and IEEE Conferences Committee.

VP makes remaining TAB committee appointments

8.5 ELECTED/APPOINTED TAB POSITIONS

Vice President-Elect, Technical Activities (elected by S/C members).

TAB Periodicals Committee Chair (appointed by TAB in alternate years).

TAB/PSPB Products & Services Committee Chair (appointed by TAB and PSPB in alternate years).

TAB Management Committee Members (appointed in Presidents' Forum).

TAB Finance Committee Members (appointed in Presidents' Forum).

TAB Nominations and Appointments Committee Members (appointed in TAB meeting).

8.6 APPOINTED POSITIONS

A. The following appointments are made by the Vice President-Elect - Technical Activities to serve concurrent with his/her service as Vice President - Technical Activities:

- IEEE Marketing and Sales Committee Chair (yearly) (jointly appointed with VP-PSPB)
- TAB Awards and Recognition Committee Chair (in alternate years)
- IEEE Future Directions Committee Chair (in alternate years)
- TAB Society Review Committee Chair (in alternate years)
- TAB Strategic Planning Committee Members (yearly based on term)
- IEEE Ethics and Conflict Resolution Committee Chair (in alternate years)
- TAB Treasurer (in alternate years)
- TAB Representatives
 - IEEE Awards Board
 - IEEE Educational Activities Board (in concurrence with VP EAB)
 - IEEE Finance Committee
 - IEEE Graduates of the Last Decade Committee
 - IEEE Investment Committee
 - IEEE Marketing and Sales Committee
 - IEEE Membership Development Committee
 - IEEE New Initiatives Committee
 - IEEE Publications Services and Products Board
 - IEEE Member Geographic Activities Board
 - IEEE Standards Association
 - IEEE Strategic Planning Committee
 - IEEE Student Activities Committee
 - IEEE-USA Awards and Recognition Committee
 - IEEE-USA Board of Directors (in concurrence with USA President)
 - IEEE Washington Internships for Students of Engineering Committee
 - IEEE Women in Engineering Committee

B. The following appointments are made by the Division Directors during the November Division Directors' Forum:

- Members to TAB Periodicals Committee
- Members to TAB/PSPB Products & Services Committee

- Members to IEEE Conferences Committee (one will be a member of the Conference Publications Committee)

8.7 RECALL PROVISION

Refer to IEEE Bylaw I-111 - Removal or Suspension of Delegates, Director and Officers.

8.8 DIVISION/DELEGATE DIRECTORS

The Division Delegate/Directors shall be elected by the voting members as provided in the IEEE Bylaws and shall be members at large of the Technical Activities Board. Division Delegate/Directors shall serve on the IEEE Board of Directors and as Delegates to the IEEE Assembly. Each shall serve as a coordinator for the technical interests of the members in the Society(ies) within that Division.

8.9 NOMINATIONS PROCESS FOR DIVISIONAL DIRECTOR-ELECTS

A. Introduction

Division Directors are elected to the IEEE Board by members of their constituencies. They first serve as Directors-Elect before becoming Directors and Members of the Board. Owing to the fact that Divisions are organized differently, not all elements of the nomination process can be the same. For example, four of the Division Directors are elected by the members of individual technical societies while six are elected by the members of several societies that are grouped into one Division. The individual societies and the Regions have their own standing Nominations & Appointments Committees. The Divisions containing multiple societies share only the nomination process for Division Director-Elect. This document seeks to describe what should be the common elements of the nomination process for all Directors-elect. Additional details for particular Divisions are provided elsewhere and should not conflict with the details presented below. Requirements and best practices for Division Director-Elect nominations:

1. Nominating Committee: There must be a nominating committee (*details noted in 8.9.B below*)

- The committee membership should represent the diversity within the organizational unit it serves.
- No potential candidate for Director-Elect can serve on the nominating committee.
- The committee shall have a Chair. The Chair, for the coming term, shall be identified by 1 December.
- There shall be a minimum of three members on the committee, including the Chair.

2. Soliciting Nominations: A broad Call for Nominations shall be distributed within the organizational unit at least 90 days prior to the nominating committee's meeting.

- The call for nominations shall indicate the deadline for submission and where nominations are to be sent.

3. Position Criteria/Position Description: The Description for an IEEE Director, as approved by the IEEE Board of Directors, shall be distributed with the Call for Nominations. The description, as well as any special skills requested by the IEEE Board of Directors, shall be consulted [or considered] when candidates are being reviewed by the Nominating Committee. These Position Descriptions are available at URL: http://www.ieee.org/about/corporate/position_descriptions.html

4. Biographies and Position Statements: All potential candidates shall complete and submit the Nominations Form which requires submission of a Biography, list of IEEE Activities, and Position Statement, for evaluation by the Nominating Committee.

5. Size of the Slate: The committee shall decide how many candidates to place on the slate.

- The slate must have a minimum of two candidates. Specific procedures relative to the submission of slates with less than two names must be provided in accordance with IEEE Bylaw I-307.8 Single Nomination Slates.
- It is a recommended best practice that the slate contains no more than four candidates.

6. Voting: All candidates shall be supported by a majority vote of the nominating committee. It is a recommended best practice that voting be done by secret ballot.

It is a recommended best practice to use approval plurality voting when there are three or more candidates (vote for any and all you approve of) or selection plurality voting when there are less than three candidates (vote for one or the other).

B. DIVISION NOMINATING COMMITTEES

The functions of a Division Nominating Committee are 1) to develop a slate of candidates for election of the Division Director or Division Director-Elect in a year in which such an election will be held, and 2) to propose potential candidates to be considered by the TAB Nominations and Appointments committee for service on TAB committees.

By 1 January of each year, each Division Director shall establish a Division Nominating Committee, in consultation with the presidents of the constituent Societies and Councils. This process will vary for each Division, depending on whether or not a Division Director election will be held that year. IEEE Corporate Activities will remind the Division Director if an election for Division Director will take place in the current year. Each Division Director shall by 5 February notify the TAB N&A Committee of its composition and the process it will use to meet its responsibilities, as noted below.

1. Committee Membership.

The Division Nominating Committee, in the case of a Division comprising two (2) or more Societies, shall consist of a Chair, who shall be the current Division Director as a non-voting member, and a representative appointed by each Society and Council in the Division; or in the case of a Division comprising a single Society, shall be a Nominations (and Appointments) Committee of that Society, acting as the Division Nominating Committee, with the current Division Director as non-voting chair.

2. Division Director Nominations.

A. In accordance with IEEE Bylaws, Division Nominating Committees shall, by 15 March of the appropriate year, submit a slate of candidates for the office of Division Director or Division Director-Elect, if applicable, to the IEEE Board of Directors. At the same time a copy of the slate shall be submitted to the TAB Nominations and Appointments Committee for information. The slate shall not normally include fewer than two (2) candidates; conditions for a single candidate slate are discussed in Paragraph 2. B below. The slate shall not include more than three (3) candidates.

B. IEEE Bylaw I-308.7 does permit a Division Nominating Committee to submit a single candidate for Division Director, under special circumstances (including, relevant statements in the bylaws of the Division's Societies). However, such an action is to be discouraged, in order to give the voters a true choice.

3. Other Committee Responsibilities.

The Division Nominating Committee shall also solicit annually from the Societies within the Division names of potential candidates to be considered by the TAB Nominations and Appointments Committee for service on TAB Committees. TAB N&A will provide each Division Nominating Committee with information about the

openings on TAB committees and the respective criteria for membership on those committees.