

IEEE Technical Committee on Communications Software Engineering
Policies and Procedures
(Vers. 1.0 June 2007)

CHARTER

The Technical Committee on Communications Software Engineering (TC-COMMSOFT) examines methods and techniques devoted to advancement of the formal methods and tools, use of system analysis and design, methodology for development of communications protocols as well as application of general Software Engineering approaches for the purpose of development of communications applications. The scope of the TC-COMMSOFT includes network simulators of various kinds as well as network analysis and design tools. The issues addressed by the Committee include domain-specific languages and practices of using them. Developing of "middleware" between networks and applications and the usefulness and usability of it is also a topic.

MEMBERSHIP

There are two categories of members:

- active (voting);
- observer (non-voting);

An active (voting) member of the TC can be one of the following:

- A) attending one of the TC meetings in two years time;
- B) working on the TC's publications projects such as Special Issues in Journals and Magazines during two year time;
- C) working with the Conferences endorsed by the TC during the last two years time.

OFFICERS

Rationale: According to the experience of the other IEEE ComSoc TCs it seems there is a rationale to spread TC's activities by the geographical regions. It also helps to bring a talent from the regions.

The TC-COMMSOFT has the following six officers (each position is for a term of three years):

1. Chair
2. Vice Chair for North America,
3. Vice Chair for South America
4. Vice Chair for Europe/Africa,
5. Vice Chair for Asia/Pacific,
6. Secretary

The **Chair** of the committee reports directly to the IEEE ComSoc Vice President Technical Activities within the guidelines of ComSoc and represents the TC-COMMSOFT to TAC and to any other ComSoc committee or board meeting which requires representation.

The overall responsibilities of the Chair will include the following:

- Support for IEEE ComSoc activities such as publications, conferences, educational services, standards activities, membership development, awards etc.
- The Chair will recommend directions to the TC-COMMSOFT for activities that will influence and promote the Communications Software theme, spanning technology and applications.
- The Chair will further support IEEE ComSoc publishing activities by soliciting new volunteers as authors and editors, and identifying new TC-COMMSOFT members.
- Defining and communicating roles and responsibilities of the officers that will be voted upon by the general TC-COMMSOFT membership by a majority.
- Appoint members to non-elected positions. Any appointment should be approved by the Committee membership in a Committee meeting.
- Defining and communicating nomination procedures for election of officers.
- Timely dissemination of activity information to the membership through web site or email or both.
- Planning, announcement and conduction of the committee meetings.
- Defining budget and expense policies and procedures
- The Chair will work with the Secretary and the Vice Chairs to generate a meeting agenda and conduct the meeting per parliamentary procedure. The Chair will ensure that the meeting agenda, time, and place are posted on the web at least 1 weeks prior to the meeting.
- Attend TAC meetings as the committee representative;

Vice Chairs support the TC Chair in conducting the TC's business and assume the Chair's responsibilities in case of his/her absence. They advise TC Chair on issues related to the TC-COMMSOFT's activities. The Vice Chairs are ALSO responsible for:

- Dedicated regional activities;
- Participation in all the TC's meetings;
- Promoting relevant activities and identify opportunities in their regions.

The **Secretary's** responsibility includes:

- Work with TC Chair to prepare meeting agenda;
- The Secretary will participate in all the TC-COMMSOFT meetings and will support the Chair as required;
- Take minutes and attendance list at the committee meetings;
- Keep a record of meetings minutes. The Secretary will produce TC meeting minutes to the Chair's approval for posting on the TC's web-site no later than 1 month after the meeting is held. The minutes should include a list of attendees.
- Maintain a list of the TC membership by managing of the TC maillist using a standard IEEE ComSoc Services (with usual privacy precautions).
- Maintain TC's website;

If position of an officer becomes vacant prior to the normal conclusion of his/her term, the position will be filled for the remaining term through a special election by the committee membership.

The committee, at its discretion, may add additional elected and/or appointed (non-officer) positions for efficient operation of the committee.

NOMINATION AND ELECTION POLICIES

The term for the committee officers will be three years. Elections will be held every three years to elect officers for another term of three years. The term can be extended for at most one year upon consultation to the committee membership.

Nomination Process

An ad hoc nomination committee will be appointed by the committee officers to seek nominations for the vacant committee position(s). The nomination committee will be established at the committee meeting prior to the coming elections. The committee will consist of at least 3 members. The nomination committee must include as many past committee chairs as available to serve. Additional members to the nomination committee may be added from the committee membership. The nomination committee will be given a task of identifying candidates for the vacant officer position(s). The names of potential candidates must be circulated among the committee's membership at least 15 days prior to the election date. All candidates must consent to their nominations and must show willingness to serve the committee, if elected. Eligible candidates for nominations for the committee officer position(s) are those who have been committee members at least for the past six months. **Members of the nomination committee are not eligible to become a candidate.** The nomination committee will be automatically dissolved after the election and installation of new committee officers.

Election Process

Elections for the TC-COMSOFT officer positions will be administered by the committee's Chair. In the case of Chair's absence, Chair's designee will conduct the elections. In the case of two candidates for the same position, election will be by a simple majority. In case there are more than two candidates, election will consist of a series of elections. At each stage of voting, the candidate gathering the fewest votes will be eliminated. This process will continue until only two candidates remain.

The voting process will normally be by a secret ballot. Votes will be counted by at least two members of the nomination committee. The committee's secretary will maintain a record of the election results.

Voting

Any ACTIVE member of the technical committee has the right of voting for officers. Voting can be conducted either in person at the TC meeting or by e-mail (as ruled by the TC Chair). Normally, only ACTIVE members will be allowed to vote in elections as well as on other issues that need to be decided by a voting process. However, written proxy votes will also be permitted and arrangement for such proxy votes must be made prior to the committee meetings. A voting

member present in the meeting will be allowed to cast no more than two written proxy votes. Electronic voting process will be implemented as soon as its details are worked out.

TECHNICAL COMMITTEE MEETINGS

Committee meetings will be scheduled twice a year at ICC and GLOBECOM conferences. Meeting announcements and agenda for the meeting will be normally distributed to the committee membership via email and posted on the web site at least one week prior to the meeting. The meeting times will also be posted on the committee's website. Minutes of the meetings should be posted on the web site as well as distributed via the committee mailing list at most one month after the meeting. The committee always encourages conference participants to attend the committee meetings and join the committee membership.

FINANCES

When a Committee feels that funds are needed to fulfill its mission, a proposal will be prepared by the Chair and submitted to the Vice President of Technical Activities. The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested.

The Chair is responsible for elaborating the budget and soliciting financial support for the committee activities. If approved by the Vice President Technical Activities, the funds will be used in accordance with the COMSOC procedures.

THE TECHNICAL COMMITTEE CONFERENCES

The Committee shall promote Conferences for disseminating the advances in the areas covered by the Committee charter. The conference should have a steering committee which will guide the conduction of the workshop by its organizers. The *SoftComm, the International Conference on Software, Telecommunications and Computer Networks* shall be the official TC's flagship conference. Moreover, the Committee must actively participate in IEEE International Conference on Communications (ICC) and in the IEEE Global Communications Conference promoting symposia and workshops.

The Chair is responsible to appoint TC's representative to these conferences. TC shall promote workshops in emerging topics.

CERTIFICATES

The chair of the TC-COMMSOFT can issue certificates of appreciation to members who have contributed to committee activities.