

7.2 Communications Software - approved 10/01

Communications Software TC -- The mission of this committee is to advance the state of the art in communications software and its various aspects and applications. It serves as the major forum for discussion among communications software professionals in both of the communications and computer industries.

Operating Plan

Chair

1. The overall responsibilities of the chair will include the following:

- Support for ComSoc activities such as publications, conferences, educational services, standards activities, membership development, etc. As part of the support, the chair, the Secretary and vice chairs will formulate a plan, bring it up for discussion and acceptance to the general committee membership by 2/3 majority. Such a plan will include sponsorship for conferences.

The chair will recommend directions to the committee for activities that will influence and promote software theme, spanning technology and applications. These activities will include proactively suggesting, sponsoring, organizing, and reviewing material for the highest quality technical sessions, workshops, tutorials, and publications in COMSOC conferences (e.g. ICC and Globecom) consistent with the conference guidelines.

- Defining and communicating roles and responsibilities of the officers that will be voted upon by the general committee membership by 2/3 majority. This is a one time activity. It is expected that changes to the procedures will be proposed and approved from there on by general committee membership by 2/3 majority.
- 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

2. The members of technical committee will elect the chairperson by 2/3rd majority.

3. The term of the office is 2 years.

4. In the event a chair is unable to serve the term, there will be a re-election for this position at the next committee meeting.

5. 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 2 weeks prior to the meeting. The chair will arrange and host a working luncheon meeting for all the members. The Communications Software committee meetings are normally held on the third day of the ICC and Globecom conferences, between 12:00 Noon and 1:30 PM unless otherwise arranged. If there are members, that are unable to attend in person but would like to be hooked through a conference bridge, the Chair will work with the COMSOC conference coordinator to make the necessary arrangements.

6. The chair will run the meeting to facilitate the Secretary taking accurate notes.

7. The chair will attend or send a delegate to attend the Technical Affairs Committee (TAC) meeting and ensure a report is provided to the committee.

8. The chair will ensure that the Secretary posts meeting minutes on the web no later than 1 month after the meeting is held. Action items requiring immediate attention will be posted on the web as soon as time permits.

9. The chair may delegate any of the elected officers that include the Secretary and Vice Chairs to conduct the meeting on his/her behalf.

10. All members of the committee are eligible for nomination to the chairmanship.

11. The chair will ensure that new members are recruited and that activities of interest are created and shared among committee members. The chair may elect to promote these activities through an organized recognition process. The chair will arrange with the IEEE Communication Society to fund the recognition schemes e.g. Golf shirts, Coffee Mugs etc. The process for approval of such expenditures is as follows:

- The chair puts the motion to vote for the recognition gifts and gets approval by 2/3 majority
- The chair sends the request for approval to VP Technical Activities Committee
- Once approved, the chair or an officer contacts the vendor for purchase of the merchandise. The vendor is instructed to bill to ComSoc. If the vendor wants immediate payment then the bill is settled and an expense report is submitted to IEEE Communications Society for reimbursement.

12. The chair before the end of the term will recommend a slate of officers for election. This slate will be voted upon before the election is held. The chair will ensure that a list of candidates is placed on the web. The qualifications for election will include a proven track record of accomplishments within the committee and availability at committee meetings.

Vice Chair, Technical Affairs

1. The responsibilities of this office will include:

- Assigning and coordinating Technical Program Committee representatives and making sure the committee's interests are served. The Vice Chair will support the TPC representatives with arranging the reviewers and by keeping an up-to-date list of reviewers.
- Organizing workshops and tutorials. The Vice Chair will suggest and solicit proposals from the committee members for workshops and tutorials.
- Acting as a Liaison for IEEE publications and represent the committee interests
- Ensuring that any needed support is provided from the committee members (e.g. paper reviewers). The Vice Chair will maintain a current list of reviewers.

2. The members of technical committee will elect the Vice Chair by 2/3rd majority.

3. The term of the office is 2 years.

4. In the event a Vice Chair is unable to serve the term, there will be a re-election for this position at the next committee meeting.

5. The Vice Chair will participate in all the committee meetings and will support the Chair as required.

6. The Vice Chair is normally slated for election to the Chair after serving the full term of the office.

Secretary

1. The members of technical committee will elect the Secretary by 2/3rd majority.

2. The term of the office is 2 years.

3. In the event a Secretary is unable to serve the term, there will be a re-election for this position at the next committee meeting.

4. The Secretary will participate in all the committee meetings and will support the Chair as required.

5. The Secretary will take accurate meeting notes including any ensuing action items. Before posting the notes on the web, the Secretary will request for verification of the notes with the Chair and the Vice Chairs. The Secretary will

post the meeting minutes on the web no later than 1 month after the meeting is held. Action items requiring immediate attention will be posted on the web as soon as time permits. As part of the each conference agenda, the Secretary will request for a formal approval of the notes from the committee.

6. The Secretary will update the membership list after each conference. This list will not be available to any one in deference to the privacy of the individuals.

7. The Secretary is normally slated to the Vice Chair office after serving the full term of the office.

No comment.