

Signal Processing and Communications Electronics Technical Committee Policy & Procedure

1. SPCE Charter

The Signal Processing and Communication Electronics Technical Committee (SPCE-TC) sponsors papers, participates in organization of conferences, and promotes technical workshops on those aspects of communications that pertain to the innovation, development and application of algorithms and electronic and photonic devices or subsystems for generation, processing, storage, transmission, recovery, and presentation of communications signals. In addition, the committee also has professional development goals for committee members and other practitioners working in the above areas. These goals are accomplished with SPCE-TC nomination of candidates for the various IEEE and ComSoc awards, to positions of distinguished lecturers, senior member and fellow, and the involvement of SPCE memberships in standardization committees sponsored by ComSoc.

2. Membership Requirements

Anybody can be a member of SPCE-TC. To become an SPCE member, it is necessary to attend an SPCE-TC meeting or to subscribe to the SPCE-TC mailing list as specified on the SPCE-TC Web page.

A member becomes an active member if he or she has attended (either at the meeting or by teleconference) two or more of the last five regularly scheduled SPCE-TC meetings.

The SPCE-TC Secretary shall maintain an attendance list for each such meeting. All meetings of the SPCE-TC are open to the general public.

3. Working Policies and Procedures

- Definition of elected and appointed officer positions:

The committee has three elected officers: Chair, Vice Chair, and Secretary. Each position is for two years. The Chair reports directly to the Vice President of Technical Activities, in accordance with ComSoc Bylaws.

The Chair represents SPCE at Technical Activities Committee or any ComSoc committee or board, provides endorsement for technical conferences that require technical co-sponsorship to ComSoc. The Vice Chair supports the Chair and takes chairing responsibility in his/her absence. The Secretary is responsible for the membership list, meeting documents and meeting minutes,

as well of maintaining the SPCE website.

If any SPCE Officer position becomes vacant before normal conclusion of his/her term, the remaining term shall be filled by a special election. If such a special election is not held before or during the next regularly scheduled meeting, the ComSoc Vice President of Technical Activities, in consultation with the President, shall appoint an officer to serve the remaining term. At the discretion of the Technical Committee, there may be additional non-officer positions elected or appointed, but no more than eight can be considered at any one time.

- Nomination and election policies and procedures:

Term: The nominal term for Chair, Vice-chair(s) and Secretary shall be two years. Any officer can be re-elected to the same position for one additional term (i.e., any officer can continuously serve for a maximum of four years). SPCE officers can be elected to a different officer position, but in no case can one person continuously serve as an officer for more than eight consecutive years.

Nomination: To facilitate the election of officers, SPCE establishes an *ad-hoc* Nomination & Election (N&E) committee, made up of members of the Technical Committee. The N&E Committee shall convene at a Technical Committee meeting, normally held during ICC, before the actual election (normally held during Globecom) and shall be dissolved after the election and installation of SPCE officers. The N&E committee member shall consist of past chairs and any other SPCE members selected by the current Chair. The N&E Committee membership should be between 3 and 5.

The purpose of the N&E Committee is to offer candidate names for officer positions. It is desirable that the N&E Committee identifies at least two candidates for each officer position. Eligible candidates for an officer's position are those who have already been voting members of SPCE. A definition of voting members is given in the voting section below.

The N&E Committee shall announce its slate of candidates at least four weeks before an election is to be held. Such announcement is preferably made via email. At any point, members shall be able to submit nominations via email or regular mail by communicating to the current Chair, Vice-chair, Secretary, or directly to the SPCE N&E Committee. Such "write-in" candidates should receive at least three supporting signatures. During an election, actual nominations from the floor shall also be invited and it is desirable that these impromptu nominations, receive support from three or more members at the meeting. All candidates, however they are identified, will have consented to being nominated and will have shown a willingness to serve if elected.

Technical Committee elections must be held in-person and is limited to

voting members. Approval of this measure is by simple majority. An SPCE officer shall take responsibility for conducting the election and reporting election results to the Technical Committee membership, Vice President of Technical Activities, Secretary of Technical Activities Committee, and ComSoc headquarters in New York City. It is desirable that biographies and position statements of candidates be available to SPCE members. Candidates shall be permitted to “advertise” their candidacy on the SPCE email distribution list. All candidates shall be informed of election results and be permitted to appeal the outcome.

Election: Technical Committee elections shall be administered by the SPCE Chair or, in his/her absence, any other elected officer, normally during a TC meeting at Globecom. In the case of two candidates for a position, election is by simple majority. For the case of more than two candidates, selection proceeds by attending voting members through a series of elections: at each stage, the individual gathering the fewest votes is eliminated, until only two remain. In the event of a tie, votes shall again be cast until the tie is broken. If that is not possible, the SPCE officer running the election shall cast a tie-breaking vote. SPCE-TC elections will normally be open. However, upon the request of any member, the election shall proceed by secret ballot. Votes will be counted by at least one SPCE officer and any other member (officer or not). A record of vote cast must be retained for post-election audit purposes.

Voting: A voting member is 1) an active Technical Committee member; or 2) a person who contributed substantially to the SPCE activities. The voting member of the second category should be recommended by Technical Committee members and should be approved by the SPCE Chair. A voting member shall only be permitted to vote in-person for a specific individual and position. This has obvious limitations if live elections are held and the list of candidates changes during the course of the meeting. Proxy voting shall be permitted. Each person asking another to vote on her/his behalf shall inform a SPCE-TC officer of this arrangement prior to the election. An actual voter shall represent no more than three proxies.

The SPCE Secretary shall maintain an attendance list for each meeting. That attendance list shall be a part of the meeting minutes prepared and issued by the Secretary. If SPCE has not maintained attendance lists in the past, the provision cannot be instituted until five meetings have elapsed. In that case, the Technical Committee shall specify an interim definition of membership and send that information to both the Vice President of Technical Activities and Secretary of Technical Activities Committee. A list of members shall also be maintained and appended to meeting minutes.

4. Planning, announcement, and conduction of SPCE-TC meetings

Meeting is usually scheduled on the first day of technical sessions during ICC or GLOBECOM. Meeting announcement is delivered through e-mail network of members and by announcement on the SPCE Web page. Any one who has visited SPCE home page and are interested in the committee activity can attend the meeting announced.

Our twice-a-year meetings are advertised in advance on the web and again via the email list shortly before ICC or Globecom. It is desirable that the SPCE Secretary invites new members who will present papers at ICC or Globecom to the Technical Committee meeting. An advanced notification will be possible since SPCE knows the accepted papers related to the technical areas through Technical Program Committees (TPC) representative.

5. Budget and expense policies & procedures:

Any officer shall make a proposal for an expense when he or she thinks that the Technical Committee needs a budget to accomplish its mission. If the proposal was seconded then the SPCE Chair solicits discussions among Technical Committee members. If there is no objection, the proposal will pass the Technical Committee discussions. If there is any objection, SPCE members vote and simple majority is used as a decision. If the proposal is passed, then the SPCE Chair finally approves the proposal and submits it to the Vice President of Technical Activities. The accounting procedure for expenses is based on the ComSoc practice. The expense report and record shall be kept by the SPCE secretary.

6. Supporting Activities

As appropriate, SPCE will be active in all of ComSoc's activities. This will include ComSoc conferences (such as ICC, Globecom, INFOCOM, MILCOM, and OFC) by providing representatives from their respective Technical Program Committees, by soliciting assistance from its membership to provide professional review of submitted papers, and by organizing mini-conferences, symposia, panels, short courses, tutorials, etc., as deemed appropriate by the Society and SPCE-TC. Further, SPCE-TC can individually organize workshops and conferences. Also due to the broad nature of committee activities, collaborative sessions with other committees will be sponsored and heartily encouraged. As new technologies and application areas emerge, SPCE-TC will seek to address aspects of these topics relative to its charter, and work with both the Strategic Planning Committee and Emerging Technologies Committee.

SPCE-TC will further support ComSoc journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership. SPCE-TC will seek

ways to increase active participation of its members in information exchange related to the charter of this Committee, such as: stimulating Feature Topics and Special Issues of ComSoc journals and magazines; and by sponsoring workshops, tutorials, short courses, panel sessions, etc. on special topics.

7. Procedures to nominate and vote for other candidates

SPCE nominates suitable candidate for ComSoc and IEEE Best Paper and Career Awards. SPCE also proposes distinguished lecturer candidates, and candidates for the election to Senior Member and Fellow statuses.

A candidate for any of the above categories is nominated by an active member of the SPCE, and seconded by at least another active SPCE member. A valid nomination must have a written case description with sufficient details and justification for the appropriate candidacy. The selection is made at the ICC and/or GLOBECOM SPCE candidate selection meeting. Written cases of nomination are presented to member of the selection meeting. The Chair of SPCE will form a selection committee including the current SPCE Secretary and a previous SPCE Chair or Vice-chair who is an active member. The selection committee will conduct a formal vote among all active members in support of, with recording of all objections or abstentions. The selected candidates are nominated and/or proposed by the Chair.

8. Procedures and Regulations for SPCE Outstanding Services Award

1. **Aim:** To recognize and encourage continuous and outstanding services to the technical activities sponsored and endorsed by the SPCE Technical Committee.
2. **Award:** This award is given by the SPCE Technical Committee. Upon successful nomination and selection, one award is given per year which includes a plaque and a check of USD 200.
3. **Eligibility:** Active SPCE members who have made continuous and outstanding contribution to the technical activities sponsored and endorsed by the SPCE Technical Committee. An active SPCE member is a member who is eligible to vote for officers as defined by the SPCE bylaws.
4. **Candidate Nomination:**
 - a) A candidate is nominated by an active member of the SPCE and seconded by at least another active SPCE member.
 - b) A valid nomination must have a written case description.
 - c) A nominee must accept the nomination in order to be nominated and cannot be his/her own nominator or seconder.
 - d) An award recipient cannot be nominated in the immediate following year.

5. Recipient Selection:

- a) The selection is made at the ICC SPCE-TC selection meeting for the recipient in the same year.
- b) Written cases of nomination are presented to the selection meeting.
- c) If only one nomination is presented, the SPCE Outstanding Services Award recipient is the nominee if a majority of active members in the selection meeting do not object the nomination.
- d) If more than one nomination is presented, an anonymous vote organized by the secretary will take place by active members attending the selection meeting. Active members can vote in support, objection or abstention. The recipient is the nominee who receives a majority of vote in support.
- e) If more than one nominee receives majority support, the SPCE Outstanding Services Award recipient is the one who receives more supporting votes.
- f) In case of equal supporting votes, refer to the procedure in g)..
- g) The Chair of SPCE will form a selection committee including the serving Secretary and a previous SPCE Chair or Vice-chair who is an active member. The selection committee will decide on the recipient, or no recipient if a decision cannot be reached.

6. Recipient Announcement and Award Presentation:

- a) The recipient is announced in the selection meeting if the selection is made at the meeting.
- b) If a selection committee is formulated, the decision will be announced within 2 months from the date of selection meeting.
- c) The presentation of the award is arranged by the SPCE Chair or a delegated representative and given in a Globecom SPCE meeting.