

***POLICIES & PROCEDURES***

**OF THE**

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SOCIETY***

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# **POLICIES & PROCEDURES**

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# **1. GENERAL**

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## **1.1 Guiding Management Principles**

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

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

### **1.1.1 Professional Values**

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

### **1.1.2 Diverse Volunteerism**

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

### **1.1.3 Sound Management Practices**

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

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

## **1.2 Travel Policy**

### **1.2.1 General Policy**

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

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

### **1.2.2 Eligibility Policy**

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

- IEEE ComSoc official business occurs when a member conducts ComSoc management or governance business or provides essential ComSoc representation at meetings outside normal conference venues.
- Registration fees for IEEE ComSoc meetings and conferences events will not be reimbursed, nor will travel to an event solely to attend that event.
- Expenses will be reimbursed on the basis of what is reasonable and customary. For air travel, fares less than or equal to advance purchase coach fare are permitted but discounted fares should be used when available.
- An upgrade to Business Class travel is permissible and reimbursable when flown. The travel must be international and include an aggregate of 6 (changed from 7) hours or more of airtime. Such travel must be covered in the officer's budget for that year and also be approved prior to travel by the IEEE Vice President of Technical Activities.

### **1.2.3 Exceptions to Policy**

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

## **1.3 Travel Procedures**

### **1.3.1 Budgeting**

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

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

Travel for Volunteers other than the Officers and Directors shall be included in departmental budgets and must comply with the IEEE ComSoc Travel Policy (and with individual departmental policy and procedures.)

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

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

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

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

### **1.3.3 Reference Documents**

Paper or electronic forms are available on request from IEEE.

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



## **1.4 Volunteer Travel Voucher Review**

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

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

## **1.5 Volunteer Travel Expense Reimbursement**

As announced in January 2007, IEEE has discontinued the process/option of direct billing of airline tickets to IEEE effective May 2007. All volunteers are requested to use their personal credit cards for IEEE travel and to submit expenses following the standard IEEE expense reimbursement procedures. ComSoc volunteers who have a concern about using a personal credit card or who need other options should contact:

Bruce Worthman

Telephone: +1 212 705 8911

Email [b.worthman@comsoc.org](mailto:b.worthman@comsoc.org)

Carole Swaim

Telephone: +1 212-705-8970

Email: [c.swaim@comsoc.org](mailto:c.swaim@comsoc.org)

IEEE fares are supposed to be the lowest available (because of the IEEE volume discounts). You may make your arrangements via the IEEE Travel Department (in any of the following ways):

Web site: <http://www.ieeeonline.org/> Telephone: 1-800-try-ieee or 732-562-5387

E-mail: [ieee.travel@ieee.org](mailto:ieee.travel@ieee.org)

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

After the trip is over you will complete and mail the IEEE Expense Form (attached) with your receipts (including your airplane and hotel receipts, etc.) to Bruce Worthman or Carole Swaim (address below)

Carole Swaim

Sr. Administrator, Executive & Volunteer Services

## **2. BOARD OF GOVERNORS**

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## **2.1 Attendance & BoG Responsibilities**

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

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

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

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

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

## **2.2 Management & Governance Meetings**

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

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

#### **2.2.1.1 Purpose**

Manage ComSoc operations and budgets

#### **2.2.1.2 Scope**

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

#### **2.2.1.3 Members**

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

#### **2.2.1.4 Procedures**

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

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

Treasurer,

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

All,

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

All (see Note 1),

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

Note:

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

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

#### **2.2.2.1 Purpose**

Govern the IEEE Communications Society

#### **2.2.2.2 Scope**

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

#### **2.2.2.3 Members**

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

#### **2.2.2.4 Procedures**

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

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

Treasurer,

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

All voting and non-voting BoG members,

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

### **2.2.3 January Management Retreat**

#### **2.2.3.1 Purpose**

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

#### **2.2.3.2 Scope**

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

#### **2.2.3.3 Members**

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

#### **2.2.3.4 Procedures**

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

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

Note:

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

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

### **2.2.4.1 Purpose**

Manage ComSoc operations and budgets

### **2.2.4.2 Scope**

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

### **2.2.4.3 Members**

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

### **2.2.4.4 Procedures**

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

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

Treasurer,

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

All,

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

All (see Note 1),

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

Note:

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

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

### **2.2.5.1 Purpose**

Govern the IEEE Communications Society

### **2.2.5.2 Scope**

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

### **2.2.5.3 Members**

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

#### **2.2.5.4 Procedures**

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

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

Treasurer,

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

All voting and non-voting BoG members:

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

##### **2.2.5.4.a Staff & Facilities Committee**

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



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

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

The special meeting shall be chaired by the President. If the President is unavailable, the Chair shall be determined by Society bylaws. The meeting secretary (MS) shall be the ComSoc Executive Director or designee.

All time periods mentioned in these procedures shall be based on the time zone at ComSoc headquarters.

The rules applying to the conduct of the semi-annual Board of Governors meetings shall also apply to email meetings with the following exceptions:

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

The order of business shall be as follows:

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

## **2.4 Limited Registration for BoG**

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

### **3. FINANCE**

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

The IEEE ComSoc budget is approved annually by the Board of Governors. Contracts for approved budget expenditures must be competitively bid if the “exposure” to IEEE exceeds \$250k except hotel, meetings, convention, and catering contracts.

IEEE Executive Committee or alternative Executive Committee approval is required for contracts above USD \$1.5M for conference hotel, catering, and convention center contracts and from USD \$250, to \$1M/year for all others.

All contracts over \$250k except for conference hotel, catering and convention center contracts must be approved by the appropriate IEEE-level volunteer (Vice President, Committee Chair, etc.) having IEEE Board of Directors delegated oversight of the area related to the contract.

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

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

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

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

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

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

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

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

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

### 3.2 Budget/Financial Reporting Timeline

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

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

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

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

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

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

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

An Adverse Financial Scenario can be:

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

Mitigation Procedures could involve

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

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

Adverse Scenarios exempt from mitigation:

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



## **3.5 Conference Finances**

This section covers the following

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

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

The following responsibilities should be handled by the Volunteer Treasurer

- Budget Compilation
- Expense Approval.

The following responsibilities should be handled by the ComSoc Staff Treasurer

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

### **3.5.2 Budget Compilation**

#### **3.5.2.1 Surplus Requirement**

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

#### **3.5.2.2 Approval Process**

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

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

#### **3.5.3.1 Bank Accounts**

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

#### **3.5.3.2 Expense approvals**

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

#### **3.5.4 Transaction Recording**

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

#### **3.5.5 Financial Reporting**

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

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## **4.1 Member Programs**

### **4.1.1 Purpose**

The Member Relations Council will establish policies and strategic direction to promote and further the interests of members - spanning Membership Programs Development and the four Regions (Asia/Pacific; Europe, Middle East & Africa; Latin America; and North America). In addition, the Council will establish policies for promoting and expanding membership.

### **4.1.2 Activities**

The Member Relations Council's charter is to 1) formulate long-range plans and 2) establish policies that affect membership development relating to information services, membership programs, and the four regions.

Activities focus on promoting and furthering the interests of individual members. Membership development activities and outreaches focus on member retention, renewal, recruitment, and recognition.

The Council – and especially via the Membership Programs Development Board – strives to develop adequate membership programs and provide information systems to facilitate these programs. Included in this section of Policies & Procedures are various member programs in use currently, having been developed and expanded over the years by the Membership Programs Development Board with the help of the Member Relations Council.

### **4.1.3 Chapter Funding**

The key objectives are:

- Increase perceived and real value for ComSoc membership
- Increase membership roster and the membership growth trend

At the beginning of each year Chapter Questionnaire requesting updated information for the coming year is e-mailed by Carole Swaim/Carol Cronin to Chapter Chairs.

Requests are evaluated and recommendations are made by each Regional Director, based upon a value assigned to each category or type of activity. The Director, MPD, in consultation with the MPD Board, is responsible for final approval of each funding request. Once the funds are approved, payment is made directly to the Chapter from the ComSoc New York City office via wire transfer or the IEEE concentration (HOP) bank account.

Starting 2006, the following changes were made to this program:

1. The Questionnaire has been modified: The funding and award portions are integrated in one document. The weights of different parameters that determine award have been established.
2. Prior to being approved for financial support a chapter must have (never implemented):
  - a. an updated web page with a link on ComSoc web portal
  - b. active mailing list of chapter members hosted by ComSoc
3. Funding support above and beyond the annual funding will be made available to chapters for special projects deemed valuable. Other incentives for chapter initiated special programs are being considered. (e.g., special meeting for membership development of membership level upgrade etc.) Normally, however, the funding is depleted and this additional support does not occur.

### **4.1.4 Chapter Achievement Awards (CAA) and Chapter-of-the-Year Award (CoYA)**

#### **4.1.4.1 Program Objectives**

In order to recognize and reward the outstanding achievements of its best chapters from among more than 170 chapters worldwide, ComSoc has established the Chapter Achievements Award Program. The program comprises two main awards: four Chapter Achievements Awards (CAA) and one Chapter-of-the-Year Award (CoYA).

The CAA is a regional award recognizing the achievements of the best chapter in a particular ComSoc Region. CoYA recognizes the best ComSoc's chapter annually and is selected from among the regional CAA winners.

Both awards are given on a yearly basis to chapters that provide their members with the highest quality of service in areas of technical activities, public relations, educational services, membership development, job placement support, and services geared toward student members.

#### **4.1.4.2 Award Description**

The CAA consists of \$1000 and a plaque acknowledging the outstanding performance of the chapter in a particular region.

The CoYA consists of \$2000 and a plaque acknowledging the overall superior performance of the highest ranking chapter. The chair (or representative) of this chapter will be invited to attend and be honored at the ComSoc Awards Luncheon at IEEE GLOBECOM.

CAA and CoYA award winning chapters will be cited at the ComSoc web site and in the IEEE Communications Magazine.

#### **4.1.4.3 Award Nomination Process**

A yearly performance evaluation of chapters and the selection of preliminary candidates from a particular region is managed by each Regional Director and is based on information contained within the yearly Chapter Questionnaire (CQ). The CQ is e-mailed to all chapters in the first quarter of each year and is posted on the ComSoc web site.

To be considered for an award, the completed CQ (with past year chapter activities) should be mailed to ComSoc Headquarters by June 1<sup>st</sup> of the current year. The CQ report should describe the following chapter activities during the past year:

1. Technical Activities
  - a. Technical Programs: meetings, tours, and conferences.
  - b. Educational Programs: multi-session courses, seminars/tutorials, and chapter-organized home-study programs for offering technical training.
2. Public Relations Activities
  - a. Public Activities: meetings open to the public on national/local issues promoted in the interest of public affairs. These include chapter/section activities geared towards the general public; activities interfacing with news media or legislators on communications issues; activities advancing the engineering profession or improving communications with chapter members.
  - b. Student Activities: must be directed towards current or perspective electrical engineering students or senior high school students; the objective is to encourage electrical engineering careers and enhance the professional-engineering image.
3. Membership Development, Advancement & Awards
  - a. Membership Development: activities to increase chapter membership; i.e., programs encouraging engineers, who have recently joined the field, to become actively involved in ComSoc at local or national levels.
  - b. IEEE Member Advancement: programs that encourage member advancement or promote recognition of such members (i.e., new IEEE Fellows or Senior Members).
  - c. Award Nominations: the process of nominating members for IEEE Fellows, IEEE Technical Awards, and ComSoc Career & Service Awards.
4. Required IEEE Reports
  - a. Timely submission of meeting reports as required by IEEE ([www.ieee.org/scsreports](http://www.ieee.org/scsreports) ). Reports must be sent to IEEE in compliance with IEEE timeframe.

#### 4.1.4.4 Award Selection Process

The Regional Directors rank the annual performance of the chapters in their region (based on the CQ reports prepared by each chapter chair) using the activity importance points (weights) presented below. The three highest ranked chapters in each region are submitted to the Achievements Awards Committee consisting of the 4 Regional Directors, the Director of Membership Programs Development, the VP Member Relations, and additional members if needed (as determined by the D-MPD). This committee selects the winners of both the CAA and CoYA with staff acting as advisors when needed.

	Activity	Activity Importance Points
1.	Membership growth (annual % of change)	4
2.	Hold 3 technical meetings	3
3.	Hold educational or public relations program	2
4.	Hold student activity meetings	2
5.	Industry involved in chapter activities	2
6.	Organization of seminars, symposia, conference	2
7.	Financial reserves exceed 1.5 times annual expenses	1
8.	Five key officers in place: Chair, Vice Chair, Treasurer, Secretary and MD Chair	2
9.	Membership Upgrade to Senior & Fellow members	1
10.	Participation in the DLT Program	3
11	Submitted all IEEE reports in time	1
12.	Others	2
	Maximum points	25

#### 4.1.5 Distinguished Lecturer/Speaker Program

Provided as a service to our local chapters, Distinguished Lecture Tours and individual Distinguished Speakers can be arranged in response to a request from one or more Chapter Chairs. They may also be initiated by Regional Directors, the Director – Membership Programs Development, or the Vice President – Member Relations. Although tours and individual lectures are organized to benefit existing members and Chapters, they can also be effective in generating membership and encouraging new chapter formation.

Lecture tours will be supported as the budget allows in each of our four Regions: Asia/Pacific, Europe-Africa-Middle-East, Latin America, and North America. The Director in each region plays a key role as facilitator. No more than two tours will be allowed per year to each lecturer. Funding will be in accordance with the following guidelines.

##### 4.1.5.1 Distinguished Lecturer Tour Program – Procedures

- Funding (approximately \$1000 - \$2000) for DISTINGUISHED LECTURE TOURS will be provided to enable a lecturer to address multiple groups during a lecture tour. Normally, no more than \$1,000 will be approved for chapters when they organize a DLT and choose a lecturer from

the same ComSoc region. However, ComSoc will approve an additional allocation (minimal) on a case-by-case basis.

- For those chapters that organize DLTs and select lecturers from “other” ComSoc regions (requiring international travel), ComSoc will approve between \$1,500 and \$2,000 per tour. No more than two or three tours of this type will be approved per Region (For example, NA region may invite 2-3 DLs from other regions. LA region may invite 2-3 DLs from other regions, etc) ComSoc will be flexible for this type of (international) DLT to enhance our Globalization efforts. DLTs organized using “In-Region” lecturers will continue to be supported as budget allows.
- DLT Tours involve a series of lectures – addressing at least three groups in three separate locations within reasonable geographical proximity to each other. DSP lecturers are for a single location.
- “Grassroots” organizers may be Chapters, Sections, local conference organizers, or even a group of members in an area where no ComSoc chapter exists. Organizers work directly with their Regional Director, who facilitates arrangements and recommends the tour to the Director - Membership Programs Development. Tour recommendations should take place at least two months before the tour begins and must include the following:
  - Chapters involved in the tour
  - Chapter Chairs and e-mails
  - If a university is involved, name of school, contact, and e-mail
  - Name and e-mail of Lecturer
  - Dates of each lecture
  - Location of each lecture
  - Estimated cost of lecturer’s air fare
- For chapters desiring to host an individual lecture, the chairs can work directly with their Regional Director and DLT Coordinator. Regional Directors and DLT coordinators should be proactive in engaging the more passive or inactive chapters in DLT activities to help the chapters attract more members.
- The decision is the responsibility of the Director - Membership Programs Development with his/her final approval being announced two months prior to the tour.
- All arrangements must be made in advance with local sponsoring groups. The two-month “lead time” is recommended to allow time to obtain visas if necessary, time to advertise, etc.
- As part of the overall program, all lecturers must record their lecture after the tour for the Online Distinguished Lecturers Program. To that end, someone in our IT Department will contact the lecturer regarding recording his/her lecture as a Webinar and the Marketing Department will contact the lecturer about promoting the tour on social media Facebook pages.
- Funding for a tour is provided, as normally required, to cover a lecturer’s travel expenses. Living expenses, such as lodging and meals, plus transportation to and from the airport, are generally the responsibility of the local chapter. Travel, lodging and meals must be booked at an economic rate acceptable for reasonable business travel. (Funding may include night before/after each lecture as required by the schedule to accommodate needs of local organizers.)
- After recording the lecture for the Online Distinguished Lecturers Program, expenses are then submitted to ComSoc Headquarters in NYC (Carole Swaim) on an IEEE Expense form and approved by the Director - Membership Programs Development. Receipts must be provided (in accordance with IEEE and Communications Society rules). The lecturer must not profit financially from the lecture tour. Expense form is found at the Distinguished Lecturer web site: [www.comsoc.org/about/memberprograms/distinguished-lecturers](http://www.comsoc.org/about/memberprograms/distinguished-lecturers).



#### **4.1.5.2 Distinguished Speaker Program – Procedures**

This program involves a Distinguished Speaker already visiting the region and a single day event (lecture/seminar, etc.) organized by a chapter for the members of the chapter.

- A Distinguished Speaker (DS) can be a current or former Distinguished Lecturers, IEEE Fellows, and a well-known person from industry and academia who is not current or former DL. All Distinguished Speakers must be approved by the Director of MPD before the event.
- A Distinguished Speaker Program event is supported up to a maximum amount of \$500.00, which includes the following local expenses only: Lodging (one night only), meals, ground transportation, publicity, A/V, copying, etc. All local expense from DS should occur in the same city of the event. Exception (such as a train ticket from other city to the event city) should be approved by the Director of MPD.
- Before the event, Local Chapter identifies a DS (or DS contacts a local chapter). Then the local chapter contacts the Regional DLT/DSP Coordinator, who, together with the local, chapter, works out the details of the talk and expenses. Regional Director should be in the loop as well. The DLT/DSP coordinator contacts Director-MPD to get the approval.
- After the event, the DS should submit a written event report to ComSoc, which will be posted on ComSoc web site. Then the DS sends the expense report to ComSoc for reimbursement (all local expense reimbursements should be submitted by DS, not local chapter). Finally, after the event, the local chapter should evaluate the speaker and provide feedback to DLT/DSP coordinator and the Director of MPD.

#### **4.1.6 Distinguished Lecturers Tour Organization**

##### **4.1.6.1 Tour Logistics**

- First contact the Regional Director or DLT Coordinator responsible for your region: Asia/Pacific, Europe, Middle-East & Africa, Latin America, or North America.
- Organize the Distinguished Tour around a pre-defined need or around the availability of a lecturer in a geographic region.
- Working with your Regional Director and DLT Coordinator, establish interested local contacts in at least three locations (via IEEE contacts, conference organizers, Chapter Chairs or other contacts if possible) before proceeding to detailed level of organization or firming up lecturer.
- Give local organizers and the speaker about two months' notice to arrange the tour. Verify that the logistics are feasible – such as ensuring that it is possible to book connecting travel between sites in the time allowed, etc.
- Schedule talk sites in a geographic pattern that minimizes travel expenses.
- Ask DLT Coordinator or local contact to ensure that the following items are addressed to the satisfaction of the lecturer:
  - return transport from airport to lecture site/hotel
  - hotel recommendations where required
  - arranging additional local contacts or meetings for the lecturer
  - providing appropriate tourist information, if lecturer has some spare time
- Brief the lecturer on local details, such as whether organizers are Chapters, a Student Branch, interested group of members (who could be encouraged to form a chapter), or local professionals (who should be encouraged to join Communications Society). Use the lecturer as an ambassador to encourage membership - using his/her own style.

### **4.1.7 Travel Grant Program**

#### **4.1.7.1 General Policy**

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

#### **4.1.7.2 Eligibility for ComSoc Student Travel Grants**

To qualify for the ComSoc STG, the applicant must satisfy all of the following requirements;

- Author of an accepted conference paper and presents the paper at the conference;
- Student Member of the IEEE Communications Society when submitting the application;
- Full-time student registered toward a Bachelors, Masters, or Ph.D. degree in engineering or related field in a college or university when submitting the application;
- Applicant may not receive more than one STG in any 12-month period.

#### **4.1.7.3 ComSoc Student Travel Grant Application Process and Notification**

The conference website will provide the instructions for completing the STG Application Form as well as information regarding the approval/notification process.

The Student Travel Grant Committee for each conference will review all travel grant applications and notify applicants about award decisions by the date indicated on the conference website.

#### **4.1.7.4 The ComSoc Student Travel Grant Award**

The STG consists of a monetary award to be used toward registration fees, conference hotel expenses, and travel costs as determined by the Student Travel Grant Committee for each particular conference. To claim an STG, the student must complete the necessary voucher form (provided on the conference website) and attach original receipts. The voucher must be received by ComSoc staff within 45 days of the last day of the conference.

### **4.1.8 Travel Grant Selection Guidelines**

The regional directors may use the following general guidelines while considering STG nominations:

- Rank papers using paper technical scores;
- If author has 2 or more papers accepted, you may opt to improve his/her ranking;
- If there are a large number of papers from one university or the same supervising professor, you may opt to downgrade some lower-ranked papers;
- If many top papers are from the same region or geographical area, you may opt to move up papers from other areas to improve the balance of papers from different areas;
- If you receive information that an author may have more of a hardship than other authors, you may opt to improve his/her ranking;
- Determine whether candidate is a Student Member of the IEEE Communications Society;
- Significance to the conference - if applicant has 2 or more papers selected for the conference and could not attend without a grant; determine whether the impact to the conference is significant enough to justify awarding the applicant a travel grant.

### **4.1.9 Regional & Global Chapter Chair Congresses**

Provided as a service to benefit ComSoc chapters, Regional Chapter Chair Congresses (RCCC) and Global Chapter Chair Congresses (GCCC) are (normally) organized on 4-year cycles by ComSoc Regional Directors, the Director - Membership Programs Development, and the Vice President - Member

Relations.

In general, Congresses shall be held in accordance with the following format:

PLEASE NOTE: only one GCCC has ever been held; and not more than 1 or 2 RCCC's have been held in any given year.



- Year 1: GCCC - All chapter chairs (or representatives) are invited;
- Year 2: No Congress will be scheduled;
- Year 3: Up to 4 regional congresses will be scheduled (one per ComSoc Region);
- Year 4: No Congress will be scheduled;
- Year 5 (or year 1) Cycle repeats: GCCC - All chapter chairs (or representatives) are invited.

Final approval is the responsibility of the Vice President – Member Relations and the ComSoc Board of Governors (who must approve funding for a GCCC/RCCC in any given year). Funding will be in accordance with the following guidelines.

- Funding is provided to host a global congress (GCCC) every four years.
- Up to four congresses will be supported (one per Region) during year 3 in Asia/Pacific, Europe-Middle-East-Africa, Latin America, and North America. The Regional Director in each region plays a key role as facilitator.
- All arrangements must be made in advance with local hotels, collocating groups if applicable (such as, ComSoc conferences or meetings), etc. A minimum of a four-to-six month “lead time” is recommended to enable chapters to make proper arrangements (including announcements, meeting agendas, travel, hotel accommodations, etc).
- Funding is provided, as required, to cover a chapter chair's (or representative's) travel-and-living expenses. ComSoc will cover travel, lodging, and specified meals. All arrangements must be booked at economic rates acceptable for reasonable business travel.
- Lodging for an RCCC comprises a 2 night stay. (RCCC's normally commence with an evening reception followed by 1 1/2 days of meetings).
- Lodging for the global congress will cover 4 nights. (Global congresses may commence with an evening reception followed by 3 full days of meetings).
- Expenses must be submitted to ComSoc Headquarters in NYC (Carole Swaim) on an IEEE Expense form and be approved by the Director - Membership Programs Development. Air transportation may be direct billed through IEEE Travel. Receipts must be provided (in accordance with IEEE and Communications Society rules).

#### 4.1.10 Logo Usage (IEEE and ComSoc) by Chapters

When a Chapter organizes or cosponsors an event, the IEEE logo may be used. The following forms are suggested - Xxxx being the name of the IEEE Section.

A.	 Xxxx Communications Chapter
B.	 Xxxx Communications Chapter

C.	Sponsored by the IEEE Xxxx Communications Chapter
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The IEEE logo must not be copied (or otherwise homemade) but should be requested from IEEE by a chapter officer. Permission is readily granted and logo files will be emailed in several formats for print or web-based publications. Go to the IEEE web site: [www.ieee.org/About/ Identity Standards/ IEEE Master Brand Images](http://www.ieee.org/About/IdentityStandards/IEEEMasterBrandImages) for information.

When the IEEE logo is made available to third parties for print or other advertising, it should be made clear that the use of the logo is for a single event only; it cannot be reused unless the chapter agrees to support a future event. It is helpful to put this in writing (an email is satisfactory).

When a ComSoc chapter organizes/supports a local event, it is the IEEE logo that must be used (not the Communications Society logo), since the event belongs to the IEEE Section. Chapters are encouraged to sponsor lectures and conferences—as an IEEE-entity—therefore, when a chapter provides financial support for an event, that chapter must ensure that IEEE guidelines are followed. Go to IEEE web site for requirement details:

[www.ieee.org / Conferences / for Organizers](http://www.ieee.org/Conferences/forOrganizers);

[www.ieee.org / Volunteer Resources / for People Involved in Chapters](http://www.ieee.org/VolunteerResources/forPeopleInvolvedinChapters)

The ComSoc logo is reserved *only* for events approved by ComSoc’s Meetings & Conferences (M&C); such events are normally international. The ComSoc logo must not be used until ComSoc sponsorship is formally approved. In addition (even though permission is anticipated), words or expressions such as “ComSoc sponsorship requested” may not be used.

Using IEEE and ComSoc logos achieves “brand recognition” and represents quality. There has been some confusion recently due to inappropriate usage of the ComSoc logo. If ComSoc support and its logo are marks of quality, M&C must review and approve conference applications if this is to have any meaning. (Note that M&C tries to ensure that two similar events do not compete for attendees).

If/when ComSoc support of an event is obtained for a particular year, support and use of logo *cannot* be assumed for future years. Approval must be obtained from M&C for every event. If you have questions about using IEEE or ComSoc logos, please contact Carole Swaim ([c.swaim@comsoc.org](mailto:c.swaim@comsoc.org)) who may be able to answer your questions.

#### **4.1.10.1 Chapter and Conference Logos**

BoG motion 08:02: “that ComSoc chapters may use the approved ComSoc Chapter logo template for any local chapter activities (such as newsletters, web site, meetings etc.); for approved ComSoc-sponsored/co-sponsored events, the Communication Society logo must be used.”

### **4.1.11 Membership Development Support Grant**

#### **4.1.11.1 Objectives**

The Membership Development Support Grant (MDSG) has been established to initiate, promote and support activities of individual ComSoc members, local chapters and regions in strengthening the Society, supporting membership development growth, and making it a world-wide professional community.

In particular, the MDSG Program has been implemented to achieve the following main objectives:

- ComSoc membership growth
- Member professional development
- Local chapter growth worldwide

#### **4.1.11.2 Supported Activities**

The MDSG program will encourage and support the following activities by regions, chapters and

individual members:

- Organization of special events to promote
  - Membership development and retention, including student membership
  - Membership level upgrade
  - Member professional/technical development and growth
  - Participation and connection with industry
  - Establishment of new chapters
  - Outreach to industry and other societies
- Travel of members to meetings and conferences deemed valuable to ComSoc, including:
  - Local/regional chapter lectures, seminars and workshops
  - MRC, MPD, RCCC Congresses, and other conferences to support membership development initiatives
  - Outreach to industry, professional, and other societies' meetings/conferences to promote membership growth and members professional development
  - Participation of ComSoc budding leaders in Society activities

#### **4.1.11.3 Grant**

The Membership Development Support Grant (MDSG) may be awarded to individual members, chapters or to a region under following guidelines:

1. The grant will not exceed \$1,000;
2. Amount of the grant will be decided on case by case, based on estimated expenses and value to ComSoc;
3. No more than one grant will be awarded to an individual or a chapter in a given calendar year;
4. All awardees will be required to submit a written report.

#### **4.1.11.4 Application & Selection Procedures**

The following MDSG application submission and awarding processes have been established:

1. Individual members, chapters and regions must submit the MDSG Application Form ([www.comsoc.org/socstr/org/operation/memdev/mem.html](http://www.comsoc.org/socstr/org/operation/memdev/mem.html)) and provide details on the proposed membership development activity, how the funds will be used and the expected value to ComSoc.
2. The application must be received by Director, Membership Program Development no later than 10 weeks before the event.
3. Applications from individual members and chapters should be sent to their Regional Director for review and recommendation.
4. All applications, including the applications from regions should be sent by Regional Directors or by a person specifically appointed by Regional Directors to the Director, Membership Programs Development.
5. Applications will be reviewed and awardees selected by the MDSG Committee. Director, Membership Programs Development will approve the grant.
6. HQ staff will notify each MDSG applicant (individual members, chapter or region) of the MDSG Committee's decision as to whether the applicant has been awarded a grant or not no later than five (5) weeks prior to the event. Awardees will be instructed on actual financial procedures of processing the award funds.

#### **4.1.11.5 Disbursement of Grant**

Once approved, honorariums to individuals will be issued by the ComSoc Finance Manager. Other expenses, travel, lodging, meals, conference room, food, A/V, and other incidental expenses will be settled via expense report to the Finance Manager. ComSoc policies and procedures will apply in settling any expense requests. Pre-approval of expenses for local lectures or events is required.

An MDSG awardee or the organization must submit a written report highlighting the achievements to Director – Membership Programs Development. The report may be received any time between the event and when the expense report is processed.

#### **4.1.11.6 Membership Development Support Grant (MDSG) Committee**

The MDSG Committee reports to the Director – Membership Programs Development who chairs the committee. It consists of three voting members appointed by the Chair in consultation with the VP Member Relations. Each member serves a two year term coinciding with that of the Director of Membership Programs Development. Members may serve no more than two consecutive terms.

## **4.2 Conferences Council**

### **4.2.1 Conference Policies and Procedures**

The ComSoc Conference Boards (Conference Development, Conference Operations, and Conference Publications) have approved the policies and procedures posted on this site. Their use and implementation is intended for all ComSoc portfolio (financially sponsored by ComSoc) conferences and workshops.

### **4.2.2 Conference Publications**

Peer-review Statement - For those conferences which are 100% financially sponsored by ComSoc (a portfolio event), the following statement will appear on each page of every published paper:

"This full text paper was peer reviewed at the direction of IEEE Communications Society subject matter experts for publication in the proceedings"

Acceptance Ratio - ComSoc portfolio events (those financially sponsored by ComSoc) must target an acceptance ratio to be a maximum of 50% of submitted papers if the organizers wish to submit their proceedings to IEEE Xplore®.

Multiple Submissions - Please click here for the IEEE policy:

[http://www.ieee.org/publications\\_standards/publications/rights/Multi\\_Sub\\_Guidelines\\_Intro.html](http://www.ieee.org/publications_standards/publications/rights/Multi_Sub_Guidelines_Intro.html)

### **4.2.3 Committees**

The Organizing Committee is the group that is responsible for the management of an event (conference, workshop, etc).

The Steering Committee is the group that is responsible for the oversight of an event and the event Organizing Committee. It is also responsible for all future events in the series.

Each ComSoc portfolio event (a financially-sponsored event) will be assigned a ComSoc PROJECT MANAGER. The Project Manager will coordinate with the Organizing and Steering Committees.

### **4.2.4 Conference Sponsorships**

ComSoc sponsorship opportunities include:

- Financial (sole)
- Financial Co-Sponsorship
- Technical Co-Sponsorship

Full details about these sponsorship levels may be found on the ComSoc event sponsorship page.

### **4.2.5 Conflict of Interest Policies Regarding Paper Submissions and Paper Reviews**

1. A Member of the Executive/Organizing Committee of a conference/workshop with Chair access to EDAS (or any other paper review tool used by the conference) cannot submit more than three papers to his/her conference as an author or co-author. The three-paper limit is a strict limit which holds for our flagship/major conferences. For smaller conferences and workshops, it is recommended to limit the number of submissions to two.
2. At ICC and GLOBECOM, the maximum number of papers that can be submitted by a Symposium Chair to his/her symposium is two. Similarly, at other major conferences organized in tracks, a Track Chair cannot submit more than two papers to his/her track.
3. A TPC Member cannot review or assign reviewers to his/her own papers, where he/she has a conflict of interest.
4. The papers of all Executive/Organizing Committee Members as well as those of the TPC Members must have the same fair review process as those of other submitters. When needed (for example, for reviewing the papers of the TPC Chair), the review process can be made under the

responsibility of the Steering Committee Chair of the conference.

5. The papers authored or co-authored by the conference General Chair, Executive Chair, or Technical Program Chair are not eligible for Best Paper Awards at that conference. Similarly, the papers authored or co-authored by one of the Symposium/Track Co-Chairs are not eligible for Best Paper Awards in that Symposium/Track.
6. This policy must be clearly indicated on the conference/workshop website to make sure that it is known by every member of the committee.
7. This policy is applicable to all conferences/workshops in the ComSoc portfolio. It excludes technically co-sponsored conferences.
8. The above policy sets a baseline for the Conflict of Interest and does not prevent an individual conference from imposing a stricter policy as appropriate. Furthermore, this policy does not intend to capture all possibilities of Conflict of Interest - exceptions are to be handled by governing IEEE policy.

#### **4.2.6 Finance**

For ComSoc portfolio events (100% financially sponsored):

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

#### **4.2.7 IEEE and ComSoc Logos**

- IEEE logo
  - Using the IEEE logo and "IEEE"
  - IEEE Master Brand images
- ComSoc Society logo
  - ComSoc-sponsored (financial and technical) events must use the ComSoc Society logo
  - ComSoc Chapters may use the ComSoc Chapter logo for any local chapter activities (newsletters, websites, meetings, etc).
- ComSoc Chapter logos
  - North America Region
  - Latin America Region
  - EMEA Region
  - Asia/Pacific Region



ComSoc Technical Committee (TC) logos - Many TCs have developed unique logos for their newsletters and websites and other TC-related materials. The TC logo is not to be used to indicate sponsorship, endorsement, or involvement in an event to avoid confusion regarding our ComSoc brand.

- TCs endorse events for ComSoc to technically co-sponsor
  - The ComSoc *Society* logo is used to represent technical co-sponsorship
  - The TC logo may not be used
- TCs are involved in events which are not sponsored by ComSoc in any way
  - The TC logo may not be used
  - The ComSoc logo may not be used
  - The following TC Tagline may be offered to events of this nature to indicate the ComSoc TC's involvement

"In cooperation with the IEEE Communications Society Technical Committee on xxxx.

#### **4.2.8 No Show Procedures for Comsoc Portfolio Events**

ComSoc NO SHOW Policy shall be clearly stated in the following:

- Calls for Papers, web sites, communications with the authors
- Suggested language: PLEASE NOTE: To be published in the IEEE [name of event] Conference Proceedings and to be eligible for publication in IEEE *Xplore*®, an author of an accepted paper is required to register for the conference at the full (member or non-member) rate and the paper must be presented by an author of that paper at the conference unless the TPC Chair grants permission for a substitute presenter arranged in advance of the event and who is qualified both to present and answer questions. Non-refundable registration fees must be paid prior to uploading the final IEEE formatted, publication-ready version of the paper. For authors with multiple accepted papers, one full registration is valid for up to 3 papers. Accepted and presented papers will be published in the IEEE [name of event] Conference Proceedings and submitted to IEEE *Xplore*® as well as other Abstracting and Indexing (A&I) databases.

ComSoc Staff prepares the Session Chair Report forms (including space for Presenter signatures) to be given to the person responsible for the Room Monitors (e.g., Technical Program Chair, Local Arrangements Chair, Conference Project Manager, etc.) for distribution at the conference.

Symposia Chairs communicate with their Session Chairs about the importance of the Session Chair Report (a copy of the form should be provided) and how they are to use/complete it. Room Monitors will have the forms available in each session room. If, for some reason, the forms are not available, it is the Session Chair's responsibility to contact an Organizing Committee member prior to the start of the session.

During the conference:

- Session Chairs
  - Obtain Session Chair Report forms from Room Monitor. If, for some reason, the forms are not available, it is the Session Chair's responsibility to contact an Organizing Committee member prior to the start of the session;
  - Inform Presenters they are to sign the Session Chair Report immediately after presenting their paper;
  - Inform Presenters of the Session Chair Report and what it entails (keeps the process transparent);
  - Complete the Session Chair Report for each of their sessions providing complete information regarding papers or posters not presented (No Shows);
  - Provide the completed Session Chair Report to the Room Monitor.
- Room Monitor delivers the completed Session Chair Reports to (person determined by Organizing Committee) immediately following the session.

At the end of the conference, all completed Session Chair Reports should be combined into one bundle and provided to the Technical Program Chair.

#### Initial No Show List Creation

- The Session Chair Reports will be reviewed by the Technical Program Chair.
- Based on the Session Chair Reports, the Initial No Show List will be prepared by the Technical Program Chair.

#### Verification of Initial No Show List

- With the possible assistance of the Publications Chair, email messages are sent to all authors of each "no show" paper with the following information:
  - Your paper has been listed as not being presented at the conference;
  - Only presented papers will be submitted to IEEE *Xplore*®;
  - Please respond by [deadline] to challenge the "not presented" status if you believe an error has been made;
  - Email message will be signed by VP-Conferences and Technical Program Chair;
  - If EDAS is the paper processing system being used, the functionality exists for sending these email messages and providing a link for author responses. EDAS configuration settings should reflect the appropriate "sending" and "cc" email addresses.
- Conference Project Manager and Technical Program Chair keep a file of all e- mails sent regarding the Initial No Show List and resulting author challenges.

#### Final No Show List Creation

- Technical Program Chair and other organizers review the challenges;
- Any challenges (that a paper on the Initial No Show List was actually presented) should be resolved by the Technical Program Chair in conjunction with the Session Chair;
- Once all challenges have been addressed and resolved, the Final No Show List will be prepared by the Technical Program Chair.

Final communication (email message) with authors on the Initial No Show List should include the following information:

- Successful challenges;
  - Your challenge was successful in that an error occurred in our review process.
  - As result, your paper will be submitted to IEEE *Xplore*®. We apologize for this error.
  - Email message will be signed by VP-Conferences and Technical Program Chair.
- Final No Show List:
  - Your paper was not presented and therefore will not be submitted to IEEE *Xplore*®.
  - Your previously-submitted IEEE Copyright form transferred ownership of this paper to IEEE.
  - If you would like to resubmit this paper to another conference, please request permission by sending an email message to [pubs-permissions@ieee.org](mailto:pubs-permissions@ieee.org).
  - Email message will be signed by VP-Conferences and Technical Program Chair.

Conference Project Manager sends the 3 identical sets of *Xplore*-compliant PDF files plus packing list along with the Final No Show List to Conference Publications within 30 days after the end of the conference. Conference Publications will modify the collection of papers by removing all of the papers on the Final No Show List. Only those papers which were presented at the conference will be submitted to IEEE *Xplore*®.

Conference Project Manager sends Final No Show List and associated documentation to ComSoc Staff Headquarters for archiving.

## 4.2.9 Plagiarism

To ensure all instances of plagiarism are handled in the most efficient and discrete manner, the following ComSoc policy shall be followed by Technical Program Chairs and Publications

Editors in Chief: ComSoc Plagiarism Policy

IEEE Intellectual Property - Tutorial on Plagiarism

### 4.2.9.1 CrossCheck Tool

In November 2012, the PSPB approved a new policy that requires all IEEE content to be screened for possible plagiarism. In order to support this new policy, IEEE provides all publication editors with free access to the premier plagiarism detection tool, CrossCheck.

- IEEE policies on intellectual property rights
  - Publication Services and Products Board Operations Manual
  - IEEE Intellectual Property Rights
- On plagiarism:
  - Introduction to the Guidelines for Handling Plagiarism Complaints
  - Identifying Plagiarism
  - A Plagiarism FAQ
  - Investigating Possible Misconduct
- On republication:
  - Introduction to Guidelines on Multiple Submission and Prior Publication
  - 8.2.2F Guidelines for Editorial Reuse of Previously Published Material
- ACM policies on republication and plagiarism:
  - Conference Manual Section No. 6.2.1
  - Conference Manual Section No. 6.2.2
  - Conference Manual Section No. 6.2.3
  - ACM Policy and Procedures on Plagiarism

### 4.2.9.2 Registration

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

#### **4.2.10 Steering Committees**

Steering committees serve as the oversight bodies for all ComSoc portfolio events. As such, each steering committee shall adopt a charter outlining provisions for creating the committee and operating same.

The Steering Committee oversees the long-term planning and success of current instances of the conference or workshop (collectively referred to as “conference” in this document); plans for future conferences in the series; evaluates how well each conference has achieved its objectives; and proposes and implements improvements to continuously meet these objectives. Every ComSoc conference series shall have a Steering Committee based on the principles, policies and procedures laid out in this document.

The Steering Committee shall be responsible for the general oversight and long-term goals for the conference. The Steering Committee shall normally be responsible for making strategic decisions, including but not limited to: the appointment of the General Chair and Technical Program Chair (including removal and reappointment if necessary); providing guidance, oversight, and support for the Executive Committees of instances of the conference; selection of conference dates and locations; determining the major theme of the conference; coordination amongst partner IEEE or Non-IEEE societies; creation or approval of any conference specific policies; enforcement of IEEE and ComSoc conference policies; and reviewing the budget.

The VP-Conferences and the Conferences Board have developed a charter template to provide consistency across all conference series. The template shall be used as the basis of the charter for new steering committees, and existing charters should be updated according to this template within one calendar year after its most recent approved amendment.

The 2013 ComSoc Steering Committee Charter Template is available here:

[http://cms.comsoc.org/SiteGen/Uploads/Public/Docs\\_Confs\\_P\\_P/ComSoc\\_Steering\\_Committee\\_Charter\\_Template\\_-\\_2013.pdf](http://cms.comsoc.org/SiteGen/Uploads/Public/Docs_Confs_P_P/ComSoc_Steering_Committee_Charter_Template_-_2013.pdf)

#### **4.2.11 Student Travel Grants**

##### **4.2.11.1 General Policy**

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

##### **4.2.11.2 Eligibility for ComSoc Student Travel Grants**

To qualify for the ComSoc STG, the applicant must satisfy all of the following requirements:

- Is an author of an accepted conference paper and presents the paper at the conference;
- Is a Student Member of ComSoc when submitting the application;
- Is a full-time student registered toward a Bachelors, Masters, or Ph.D. degree in engineering or a related field in a college or university when submitting the application;
- May not receive more than one STG in any 12-month period.

##### **4.2.11.3 ComSoc Student Travel Grant Application Process and Notification**

The conference website will provide the instructions for completing the STG Application Form as well as information regarding the approval/notification process. The STG Committee for each conference will review all travel grant applications and notify applicants about award decisions by the date indicated on the conference website.

##### **4.2.11.4 The ComSoc Student Travel Grant Award**

The STG consists of a monetary award to be used toward registration fees, conference hotel expenses, and

travel costs as determined by the STG Committee for each particular conference. To claim an STG, the student must complete the necessary voucher form (provided on the conference website) and attach original receipts. The voucher must be received by ComSoc Staff within 45 days of the last day of the conference.

#### **4.2.11.5 Additional Resources:**

- Corporate Sponsorships for STGs
- ComSoc STG Policy & Procedures Page
- NSF Student Grant Procedures
- Frequently Asked Questions (FAQ) - STG and EDAS

#### **4.2.11.6 Corporate Sponsorship of Student Travel Grants (STGs)**

Organizers may want to consider adding a new category of support to their patronage program to include a Corporate Sponsorship of Student Travel Grants.

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

#### **4.2.11.7 Instructions Regarding NSF Student Grant Procedures**

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

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

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

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

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

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

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

#### **4.2.11.8 Frequently asked questions (FAQ) for student travel grant (STG) chairs**

##### **4.2.11.8.a Where's EDAS help and documentation?**

- Log into EDAS
- Pick the help tab

##### **4.2.11.8.b My EDAS account is not a conference chair. How does an existing chair add me?**

- Log into EDAS as an EDAS conference Chair
- Select tab "Chairing"
- Pick conference
- Select tab "Conference"
- Select tab "Configuration"
- Scroll down to "Chairs"
- Pick the plus-sign on the left of the page
- Enter the email address or EDAS identifier of the account desired
- and so forth

##### **4.2.11.8.c How do I setup up a student travel grant under EDAS?**

As an EDAS chair of a conference, you are allowed to set up conference STG applications. To do so,

- Log into EDAS as an EDAS conference Chair
- Select tab "Chairing"
- Pick conference
- Select tab "Conference"
- Select tab "Configuration"
- Scroll down to "Travel Grants"
- Pick the plus-sign at the bottom of the "Travel Grants" section
- Fill in the relevant STG fields (see below)
- Appoint STG jury members

Once the STG grant is created,

- Pick the plus-sign at the right of the STG grant
- Enter the EDAS ID or email address of one jury member
- Hit "Add"
- Repeat for each jury member
- Fill in the relevant email templates

EDAS uses email templates to send out notifications. Note that if an email template is left blank, no notification gets sent.

- Select the conference configuration tab (as above)
- Scroll down to "Email templates"
- Pick one of email templates
  - Travel grant application completed
  - Reference letter refused for travel grant
  - Reference request for travel grant

- Reference for travel grant completed by recommender
- Travel grant request approved
- Travel grant request rejected
- Edit each (see below)
  - Update your conference webpage with STG instructions

Your webpage instructions should inform students how to apply, any special instructions such as what is expected in their recommendation letter, the deadline (including time zone), STG chair contact email, and any other relevant information.

#### **4.2.11.8.d How should I fill in the STG grant fields?**

Create a single STG grant application that is the union of all the grants available to your conference. For example, if your conference is in North America and has both ComSoc and NSF funding, then fill in the following

- Description of grant:
  - "Student Travel Grant"
- Conditions for obtaining the grant:
  - to students
- Note: Specify deadline with time zone for clarity
- Maximum amount of grant (in \$):
- Application deadline:
- Deadline for submitting recommendations
- Restricted to residents of:
- Allow applications from those residing in the same region as the conference:
- Only authors of accepted papers can apply:
- Only students can apply:

#### **4.2.11.8.e Why not create multiple applications?**

The idea is to simplify STG applications for students. That is to say each student applies once to the universal grant rather than having to apply separately to each source of funding. Their advisor writes one letter or recommendation and one STG committee appointed by the STG chair reviews all applications and allocates available funding to worthy applications. Confusion about multiple applications or missing applications or contradictory applications is reduced.

#### **4.2.11.8.f How do I fill in the email templates?**

EDAS uses each email template to automate one step of the STG application. For example, email template "Reference request for travel grant" may be filled out as follows:

-----

Dear {given name} {surname}:

{applicant} is applying for a travel grant for {name} and has nominated you as a reference.

Please submit your reference at {REFERENCE} . At that URL, you can also indicate that you are unable or unwilling to provide a letter of recommendation.

Since the travel grant evaluation is on a very tight schedule, please submit your letter by

Regards,

{ chairs }

-----  
Note: EDAS uses the "Source email address for notifications" email address specified in the conference configuration page.

#### **4.2.11.8.g How does the student apply?**

Each student

- Logs into their EDAS account on <http://edas.info>.

Note: Students must have such an account to submit their papers for publication, thus EDAS's STG grant "knows" the student's profile, paper scores, and so forth

- Selects tab "Travel Grants"
- Select the travel grant the STG chair has specified
- Specifies the recommender's email address or EDAS ID
- Hits "Apply for Grant"
- That's it!

#### **4.2.11.8.h What if there are additional attachments to complete an STG application?**

There may be additional forms necessary to complete each student's application. Arbitrary files may be uploaded as part of the application process. In the instructions on the conference website you may ask the student to upload these additional forms. Each student

- Logs into their EDAS account on <http://edas.info>
- Selects tab "Travel Grants"
- Select the travel grant the STG chair has specified
- Scrolls down to the section "Attachments"
- Picks the "upload attachments" icon
- Enters a description and filename
- Hits "Upload attachment"

Note: Very large attachments may cause problems. Avoid asking for large attachments such as scanned documents.

#### **4.2.11.8.i May students check their application status?**

Yes. Students may check their application status even after the application deadline has passed. Each student

1. Logs into their EDAS account on <http://edas.info>
2. Selects tab "Travel Grants"
3. Select the travel grant the STG chair has specified

#### **4.2.11.8.j What are the steps EDAS takes for each student application?**

1. The student receives email from EDAS indicating their application has been completed using email template "Travel grant application completed".
2. The recommender receives an email asking for a recommendation using the email template "Reference request for travel grant".

As a result of applying for a STG on [edas.info](http://edas.info) and specifying the recommender, EDAS sends email to the recommender asking for a text recommendation. This is also made part of the on-line documentation.



1. The student receives an email once his recommender finishes the recommendation step using template "Reference letter refused for travel grant" or "Reference for travel grant completed by recommender".
2. When the STG jury has completed all grants, the STG chair sends out a notification to all STG student applicants via EDAS. EDAS uses the appropriate template "Travel grant request approved" or "Travel grant request rejected" depending on STG status.

#### **4.2.11.8.k What does each STG jury member see?**

Each STG jury member navigates to their STG summary page of student grants as follows:

- Logs into their EDAS account on <http://edas.info>
- Picks tab "My TPCs"
- Picks

This leads to the exhaustive list of ALL student grants like so:

Applicant	Affiliation	Score
Micky Mouse	U of Disney	2.2 ...
Donald Duck	U of Orlando	1.5 ...

EDAS "knows" about the student and their submitted scores since the application is associated with the conference. Upon clicking on each student's name, you get the complete info on that student, including attachments and recommender's letter.

- Applicant (link to)
- Recommender (link to)
- Average page score
- Applied
- Recommendation submitted
- Current status (set by juror)
- Accepted Papers
- (Note: jurors only get to see title and combined score, not full paper or reviews)
- Recommendation (text)
- Attachments (if any)

#### **4.2.11.8.l Can jury members sort the STG applications on the summary page?**

Yes. Sortable columns are marked with a triangle. Click on the column title to sort by that column. For example, to sort by Country code, pick the "Country" column header.

#### **4.2.11.8.m Can jury members download the summary page to a spreadsheet program?**

Yes. By selecting the export icon just above the "Applicant" column heading, EDAS exports a ASCII CSV (comma-separated value) file which can be read by many spreadsheet programs.

#### **4.2.11.8.n How do STG jury members select STG recipients?**

Each jury member can edit the "Current Status" field on an individual student's STG page. Upon selecting status, each jury member can enter "jury notes", "amount", and "status".

#### **4.2.11.8.o How does the STG jury chair notify STG recipients?**

Once the jury members have agreed on STG recipients, the STG chair changes the status for each candidate to "Grant awarded" or "Grant not awarded". EDAS sends email to each candidate using email

templates "Travel grant request approved" or "Travel grant request rejected". To update each student's status the STG chair

- Logs into their EDAS account on <http://edas.info>
- Picks tab "My TPCs"
- Picks
- Picks the student's name
- Picks the "Current status" field
- Fills in status fields as appropriate

#### **4.2.12 VISA Assistance**

To obtain a visa to attend an IEEE Communications Society conference, some embassies will request presentation of a letter from the IEEE Communications Society. ComSoc will prepare such a letter based on specific information provided by the conference attendee.

The visa assistance letter will be sent to the attendee via email as a PDF attachment.

If the attendee requests a hard copy of a visa assistance letter, the letter will be sent via courier to allow for tracking and the requestor will be assessed a surcharge equal to the actual courier fees.

Visa invitation letters can be generated via EDAS or via the following site: Online Visa Assistance Request.

It is the responsibility of all accepted authors to apply for a visa as soon as their paper has been accepted. Embassy processing times for visas can be long. Accepted papers are the basis for the conference technical program and conference attendees expect all accepted papers to be presented by an author at the conference. Failure to obtain a visa in time is not an acceptable excuse for not presenting a paper at the conference.

#### **4.2.13 Volunteer recognition Policies and Guidelines**

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

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

##### **4.2.13.1 Policies**

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

event's Steering Committee):

- One registration is valid for a single paper only
- One registration is valid for up to two or three papers
- All recognition elements must be included in the event budget

#### **4.2.13.2 Guidelines for Recognizing Volunteer Contributions to an Event**

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

##### **All Committee Positions**

- Note: If a committee member is the author of an accepted paper, he/she is NOT to be given a complimentary registration of any kind. He/she must adhere to the policies stated above.
- Special name badges and/or ribbons for name badges
- Names/affiliations listed on the website
- Names/affiliations listed in the Advance/Final Program
- Names listed on presentation slides (opening plenary, banquet, etc.)
- Receive certificate of appreciation
- Gifts (apply for speaker gifts as well)
  - Logo'd shirts or keepsake items, desk accessories, etc.
  - Not to exceed \$100 in value per person
- Accepted business practices apply:
  - No gifts for families of committee members
  - No payments for vacations (all or in part)
  - No cash payments for services
- Committee dinner during or after the event

##### **Organizing Committee and Steering Committee Members**

- Definitions
  - The Organizing Committee (OC) is the group responsible for the management of a particular event
  - The Steering Committee (SC) is the group responsible for the oversight of a particular event and all future events in the series
- Complimentary registration fee (which includes meal functions)
- Selected OC and SC members may receive some expense reimbursement to attend planning meetings as necessary
- As event budget is being prepared, OC and SC travel expense reimbursement needed for the event itself must be addressed
- Complimentary hotel rooms (directly related to volunteer's on-site duties for the event itself)
  - All hotel rooms provided for SC and OC members must be included in the budget
  - Free rooms provided by the hotel should be used for SC and OC if possible
  - Discounted staff rooms should be assigned to ComSoc staff and/or associated support staff (IEEE MCM registration staff, Audio visual personnel, etc.). From a budgetary perspective, it is best to use these rooms for persons with the longest stays.
  - No hotel discounts shall be provided on future bookings (this is a benefit that is to be managed by ComSoc for future ComSoc events)

##### **Keynote/Plenary Speakers**

- Honorarium (if offered)
  - Honorarium valued up to \$2,000
  - Complimentary registration fee (which includes event meal functions)
  - One night hotel stay may be provided
- Honorarium (if not offered)
  - Travel expense reimbursement - up to \$2,000
  - Complimentary registration fee (which includes event meal functions)
  - One night hotel stay may be provided

#### Tutorial/Workshop/Panel Organizers

- One-Day complimentary registration (without meal functions) for the day of their session
- Individual must pay for any additional days of attendance
- SC could opt to give a complimentary registration (without meal functions included)
- No hotel room provided (unless deemed necessary by the SC)

#### Tutorial/Workshop/Panel Presenters

- Honoraria for Tutorial Presenters (up to \$1,000)
- One-Day complimentary registration for the day of their session
- Individual must pay for any additional days of attendance
- No hotel room

#### Technical Paper Reviewers - no complimentary registration, no hotel room Symposium Chairs and/or Symposium Co-Chairs

- Complimentary registration (with or without meal functions)
- Some travel expense reimbursement (to the event itself) may be considered
- No comp'd hotel room

#### Session Chairs

- No complimentary registration
- No comp'd hotel room

#### Student Volunteers

- Complimentary Student registration
- Some events require IEEE membership for a complimentary Student registration
- Some events require a minimum of 1 day of volunteer work to receive event proceedings CD.
- Meals for student volunteers should be provided - options to consider: pizza, no show seating in a food function, food vouchers for a maximum amount of \$25.00/student, etc.

### **4.2.13.3 Guidelines for Other Contributors to an Event**

#### Exhibitors

- Provisions established by the SC and OC and documented in the exhibitor package
- Generally, exhibitors receive a number of complimentary registrations

#### Patrons

- Provisions established by the SC and OC and documented in the patronage package

#### Press

- Complimentary registration (without meal functions)
- No comp'd hotel room

- A copy of the event proceedings and a program could be provided if supplies permit

#### **4.2.13.4 Budget Impacts**

- Committee gifts
- Committee dinner
- Certificates of appreciation
- Honoraria
- Travel expenses
- Hotel rooms
- Exhibitor packages
- Patron packages
- Complimentary registrations
  - Registration system fee per registrant
  - Name badge and lanyard
  - Final Program
  - Proceedings CD
  - Event bag or giveaway
  - Coffee breaks
  - Social event or meal event if included in the registration fee

## **4.3 Member Relations Council**

### **4.3.1 Purpose**

The Member Relations Council addresses all Society activities and programs related to members, chapters, membership development, marketing, industry relations, sister and related societies, and Society regions. Members of this Council include the President-Elect and the Past President, in addition to all Directors reporting to the Vice President - Member Relations, and a few members appointed by the VP-Member Relations with special tasks.

### **4.3.2 Organizational Structure**

The Members Relations Council is composed of a Chair (the Vice President for Member Relations) and the following members ex-officio: the President-Elect, the Past President, the Director for Marketing and Industry Relations, the Director for Membership Programs Development, the Director for Sister and Related Societies, the four Directors of North America, Latin America, Europe, Africa and Middle-East, and Asia/Pacific regions, and up to four more members appointed for special tasks by the Vice-President Member Relations. The Vice President Member Relations is elected to the position by Society members. Directors are appointed by the President upon the recommendation of the Vice President for Member Relations. All Directors shall serve a nominal two-year term, concurrent with that of the Vice President. Though normally not the practice, it is permissible by the IEEE Communications Society (ComSoc) Bylaws for a Director to be appointed for a subsequent term. In the event that a Director position is vacated before the full two-year term is completed, the Vice President shall appoint a successor to complete that partial term. Early termination of Director terms may occur in accordance with the bylaws or mutually agreed on policies set by the President and Vice Presidents. Each Director has a respective Board. Policies and procedures for the Boards within the Publications Council are covered in the corresponding sections for these Boards.

### **4.3.3 Activities**

The Member Relations Council is chartered with 1) formulating strategic directions and 2) establishing policies which:

- affect ComSoc member activities and benefits programs, for individuals, chapters, and sections assure cost-effective marketing programs for the Society services, products, initiatives and activities.
- initiate, stimulate and coordinate the activities of ComSoc members and chapters throughout the four regions of North America, Latin America. Europe, Africa and Middle East, and Asia/Pacific.
- foster the provisioning of ComSoc's technical, professional development and information services to the ComSoc members in the abovementioned regions.
- promote the active participation of members throughout the world in ComSoc's activities.
- oversight the relations with professional societies internationally, including the signing of agreements with professional societies as well as promoting and coordinating Society/professional-society activities.

### **4.3.4 To make it happen**

Areas of concern, issues, or proposals for new initiatives can be 'generated' anywhere - from members of the Board of Governors, the Operating Committee, Society Councils or members of their boards, Society members, the New York Staff, and professionals outside the Society. To facilitate follow-through, the Vice President shall ask a Director or, in conjunction with a Director, a member of that Director's Board, to assume leadership for specific projects. It is expected that whenever possible, target completion dates will be set, and that the responsible individual will prepare periodic 'update reports' to the Vice President and (where appropriate) the Director. As needed, progress will be reported to the Operating Committee

(OpCom) or Board of Governors (BoG) when they meet. Such reports will be presented by the Vice President or, at his discretion and in consultation with the President, the responsible Director. In any case, the Vice President shall receive Director's reports no less than four weeks prior to OpCom and BoG meetings, so the Vice President can, in turn, prepare his/her own report in conformance with a three-week lead time. Additionally, the Vice President shall ask members of the Member Relations Council to provide informal inputs to the annual Management Retreat.

In the event the Vice President cannot attend a Management Retreat, OpCom or BoG meeting, s/he will consult with the President to designate a Director to fill that role on a per-meeting basis.

To successfully fulfill its charter, the Member Relations Council must keep the New York ComSoc Staff informed of its activities and work closely with them whenever possible. In particular, the Executive Director and the appropriate Department Heads must be kept informed of Council activities.

## **4.4 Publications Council**

### **4.4.1 Purpose**

The Publications Council establishes policies and sets strategic directions to address the needs of the Society and Society Members related to print and electronic projects, such as journals, magazines, and on-line offerings, not including conference publications.

### **4.4.2 Organizational Structure**

The *Publications Council* is composed of a Chair (the Vice President for Publications) and three Council Members: the Director of Journals, the Director of Magazines, and the Director of On-Line Content. The Vice President is elected to the position by Society members. Directors are appointed by the President upon the recommendation of the Vice President for Publications. All Directors shall serve a nominal two-year term, concurrent with that of the Vice President. Though normally not the practice, it is permissible by the ComSoc Bylaws for a Director to be appointed for a subsequent term. In the event that a Director position is vacated before the full two-year term is completed, the Vice President shall appoint a successor to complete that partial term. Early termination of Director terms may occur in accordance with the bylaws or mutually agreed on policies set by the President and Vice Presidents. Each Director has a respective Board. Policies and procedures for the Boards within the Publications Council are covered in the corresponding sections for these Boards.

### **4.4.3 Activities**

The Publications Council is chartered with 1) formulating strategic directions, and 2) establishing policies which affect member services in the areas of Journals, Magazines, and On-Line Content. It is further responsible for 3) maintaining the vitality of existing publications and on-line content, 4) assuring that such services continue to meet the current needs of the Society Members, 5) supervising the incubation process for new publications, and 6) analyzing possible technical and/or financial co-sponsorship of journals published by Sister Societies.

Areas of concern, issues, or proposals for new initiatives can be ‘generated’ anywhere - from members of the Board of Governors, the Operating Committee, Society Councils or members of their boards, Society members, the New York Staff, and professionals outside the Society. To facilitate follow-through, the Vice President shall ask a Director or, in conjunction with a Director, a member of that Director’s Board, to assume leadership for specific projects. It is expected that whenever possible, target completion dates will be set, and that the responsible individual will prepare periodic ‘update reports’ to the Vice President and (where appropriate) the Director. As needed, progress will be reported to the Operating Committee (OpCom) or Board of Governors (BOG) when they meet. Such reports will be presented by the Vice President or, at his discretion and in consultation with the President, the responsible Director. In any case, the Vice President shall receive Director’s reports no less than four weeks prior to OpCom and BOG meetings, so the Vice President can, in turn, prepare his/her own report in conformance with a three-week lead time. Additionally, the Vice President shall ask Members of the Publications Council to provide informal input to the annual Management Retreat.

In the event the Vice President cannot attend a Management Retreat, OpCom or BOG meeting, s/he will consult with the President to designate a Director to fill that role on a per-meeting basis.

To successfully fulfill its charter, the Publications Council must keep the New York ComSoc Staff informed of its activities and work closely with them whenever possible. In particular, the Executive Director, Staff Accountant, and Publications Manager must be kept informed of Council activities. As a minimum, each report prepared by members of the Council for the customary Management Retreat, OpCom, and BOG meetings will be copied to the Headquarters Staff, as itemized above. If appropriate such reports should also be provided to Headquarters Staff direct reports on an individual basis. To facilitate sharing of such information with the New York ComSoc Staff, the Publications Council shall send the appropriate documents or files to the Volunteer Services & Administration Senior Administrator,



with copy to the Executive Director, for further distribution to Staff.

#### **4.4.4 Incubation process for Print & E-Journals and Magazines**

##### **4.4.4.1 Overview**

The incubation processes for new print/electronic journals is based on the current JSAC-based model. For purely electronic journals, a more specific description of what is required in a proposal is specified later. The Publications Council has the responsibility of starting the process when the need arises. In both instances, the responsibility for organizing the details of each incubation process resides in the Director of Journals and the Journals Board.

Specific details of implementation are intentionally avoided in order to allow for maximum flexibility in dealing with individual proposals. Each proposal for a new publications effort will almost certainly have unique features that will require special handling by the Journals Board and the Director of Journals and the detailed implementation can be developed in each instance.

##### **4.4.4.2 Initial Proposed Models**

The two incubation models are as follows:

- The standard print-electronic model, which constitutes almost all IEEE journals today and is almost all of what is featured in IEEE Xplore and the IEL;
- The purely electronic journal, which is never actually published in paper form, but which appears on one or more web sites. Such journals may be either purely Communications Society publications and appear on the ComSoc web site or may be full IEEE publications that will eventually appear in the IEL or may be a combination of the two forms.

The following subsections contain the descriptions of the proposed processes.

##### **4.4.4.3 Print-Electronic Journals**

In this instance, the J-SAC will be used as an incubator for new archival journals, instead of progressing in an *ad hoc* fashion. As an example J-SAC met this need very well with the successful introduction of the *IEEE Transactions on Wireless Communications*, and is currently serving as the vehicle for possible introduction of a new transactions dealing with optical communications and networking.

A four-stage process is recommended as follows:

- Development of a formal proposal and business case for the new publication;
- Approval by J-SAC Editorial Board, Director of Journals, ComSoc Journals Board, Publications Council, ComSoc Board of Governors;
- Testing the concept of the new journal by introducing it as a J-SAC Series (normally three issues per year); and then
- Actual launch of a new, archival journal. (Typically new journals are introduced as quarterly publications).

Successful completion of each step leads to the next. There are two conditions that must be met. Before a new journal can be approved it usually must be shown that:

- A sufficient flow of quality papers will exist to insure the viability of the proposed journal;
- The new journal can be introduced without jeopardizing the viability of existing journals (The *IEEE Transactions on Communications* usually experiences the most impact with the launch of an archival journal).

Strategically, the first step (preparing the proposal and the business case) might be the most important. Advocates for the new archival journal are asked to prepare a business case justifying the concept. Aspects of this business case should include a determination of how many papers are annually published by the IEEE Communications Society in the specific area, including its archival journals, magazines and

conference papers. The former are significant, since they not only weigh interest in the topic, but also help identify the potential for cannibalizing existing journals. The latter (conference submissions) are significant since submissions to conference proceedings are often the seeds from which full papers grow. In addition to looking inward, the proposal should also assess the level of activity in non-ComSoc-sponsored publications since they, too, help gauge the level of professional interest and potential for competition. The business case should estimate the page-count for the publication and provide insight into the editorial board and operational structure (e.g., an Editor-in-Chief, Area Editors - Senior Editors, Technical Editors, etc.) Finally, the proposal should identify possible topics that would be the basis for two or three successful issues in a year.

After showing success in developing two or three issues within a calendar year, the proposal would be further considered by the J-SAC EIC and the J-SAC Senior Editors. With their concurrence, the updated proposal (showing progress to date) would be presented to the Publications Council and, if approved, to OpCom or BoG for further action.

At the end of 2-3 years, an assessment of the incubation process needs to be made. This can have three results; namely:

- The incubation is successful and the incubated effort can become a full-fledged new journal. At this point, a full business plan needs to be prepared and a proposal made to TAB for the launch
- The incubation shows promise but is not yet ready to “hatch” as a new journal. In this case, a decision can be made to continue the incubation process for a further year at the end of which a final decision will be made
- Insufficient growth or promise has been shown and the incubation effort should be terminated.

#### **4.4.4.4 Electronic-Only Journals**

Electronic-only journals should start as Communications Society journals, which are available only on the ComSoc web site. To initiate the incubation of a new journal, a proposal must be made to the Publications Council, and, if approved, to OpCom or BoG. As a minimum a proposal must contain the following elements:

- A detailed technical case for why such a new publication effort is justified
- An assessment of the potential sources of high-quality papers
- A proposed call for papers and a description of how the new publication will be advertised
- A proposed editorial board structure
- A summary of the submission and review processes that are to be used
- A proposed subscription mechanism
- A preliminary plan for developing the transition to a full IEEE journal that would be listed in the IEL. This should include a preliminary business plan. Clearly, this last will be quite preliminary and subject to substantial changes at the end of the incubation process. It will also be subject to IEEE policies at the time concerning the addition of purely electronic journals to the IEL.

Once the Publications Council and OpCom or BoG have approved a proposal, the new journal will be incubated for a period of two to three years as an all-electronic journal appearing on the ComSoc web site. As part of the incubation process the new journal should by the end of the second year be posting at least three issues per year to the web site. At the end of two years an assessment will be made and one of the following decisions will be made:

- The incubation is successful and the incubated effort can become a continuing new all-electronic journal
- The incubation process shows promise but the incubation is not yet ready to “hatch” as a new journal. In this case, the decision can be made to continue the incubation process for a further year

at the end of which a final decision will be made

- Insufficient growth or promise has been shown and the incubation effort should be terminated.

If decision (a) is made, then a further decision needs to be made as to whether it should remain as only a Communications Society publication or whether it should be proposed as an all-electronic IEEE journal and included in the IEL. If the latter is the case, then a full proposal, including a business plan, needs to be developed and submitted to TAB for approval. Again, how this is accomplished will depend on IEEE policies and rules in place at the time concerning purely electronic journals. It should be noted that under present policies, many purely electronic journals would not be admitted to the IEL and would have to remain on a Society web site.

The procedure for incubating new Magazines is the same as for Journal, by replacing the incubation role of JSAC with Communications Magazine, and the Journals Board with the Magazines Board.

#### **4.4.5 Sister Society Journals/Magazines – Financial and/or Technical Co-Sponsorship**

##### **4.4.5.1 Introduction**

Technical and (possibly) financial co-sponsorship of journals/magazines published by Sister Societies is one of the ways in which the IEEE Communications Society (ComSoc) can enhance its global impact in the communications community. As an example, ComSoc has successfully co-sponsored the Journal of Communications and Networks (JCN) with the Korean Institute of Communications Sciences (KICS) since its inception in 1999.

##### **4.4.5.2 Sister Society New Journal/Magazine Technical/Financial Co-sponsorship**

A Sister Society can propose to initiate a new journal/Magazine, published by the Sister Society, with technical/financial co-sponsorship by ComSoc. A full proposal must be submitted to the ComSoc Director of Journals (DoJ) or Director of Magazines (DoM) for approvals in the following order:

- The ComSoc Publications Council
- The ComSoc Board of Governors (BoG). In between BoG meetings, the BoG Operating Committee (OpCom) may also approve when it meets, with final approval by the BoG via the OpCom Consent Agenda (unless the approval motion is removed for special consideration by the BoG).

For technical-only co-sponsorship, the full proposal must contain: a statement of scope, a justification for initiating the journal/magazine, the structure and size of the editorial board, including names of the initial Editor-in-Chief (EIC) and the senior Editorial Staff members, the review process, the initial frequency of the journal/magazine, the initial target size of each issue (number of papers and pages), the individual subscription fees (Sister Society members, ComSoc members, non-members), subscription fees for institutions, plans for print and/or electronic access, including fees for each and both (if applicable), page charge policy, additional funding sources, and a timetable for launching the new journal/magazine.

Technical co-sponsorship implies no financial commitment by ComSoc. However, several items in the full proposal address financial aspects of a journal/magazine. These financial elements are critical to the survival of a journal/magazine, and are thus necessary. Furthermore, it is anticipated that the sponsoring Sister Society would expect a proposal with, at least, the financial items included above, before it would approve a new journal/magazine. Approval of the proposed new journal/magazine by the Sister Society is presumed, prior to submission of the full proposal to ComSoc for technical co-sponsorship.

ComSoc will entertain technical co-sponsorship proposals for new journals/magazines from Sister Societies that have matured in their development. Such maturity is indicated by: the age of the society; its membership population; the regularity of its sponsorship of technical events, such as conferences, workshops, and expositions; the sponsorship of published material, including conference proceedings, newsletters, magazines, and journal/magazines; the stability of its leadership; and the structure of the society. These items should be included in the full proposal.

The structure and composition of the Editorial Board of the proposed journal/magazine must ensure a high level of quality control, and exhibit an appropriate balance of editors from both the Sister Society and from ComSoc. As a guideline, approximately 40% of the Editorial Board should be primarily affiliated with ComSoc, non-native to the Sister Society. A sample structure of the Publications Board of the new journal/magazine is: an Editor-in-Chief (EIC), a set of Senior or Area Editors, and a group of Associate Editors. The duties and responsibilities of the members of the Publications Board are left as a variable paradigm for the proposal.

The review process of the new journal/magazine should be similar to that employed by other ComSoc journals/magazines, i.e., at least three reviews, to ensure that only archival quality papers are published. The creation of a joint oversight board or steering committee is encouraged to annually monitor the operation and performance of the journal/magazine, and to help select an EIC. A comprehensive review of the effectiveness of the technical co-sponsorship shall be performed every five years to determine if ComSoc's participation shall be continued, modified, or terminated.

For financial (as well as technical) co-sponsorship, the proposal must include, in addition to the above, a detailed budget for the first three years of life of the new journal/magazine showing its financial sustainability.

#### **4.4.5.3 Technical Co-sponsorship of an Existing Sister Society Journal/Magazines**

A Sister Society can propose technical and financial co-sponsorship by ComSoc of a journal/magazine that it publishes. One of two modes can be proposed: the Single Issue mode (only technical co-sponsorship) or the Full Volume mode.

##### **4.4.5.3.a Single Issue Mode**

The Single Issue mode consists of a test-case special issue devoted to a specific topic. In this mode, a lead editor of the Sister Society journal/magazine is identified who will be responsible for the special issue. The lead editor may be the EIC. In addition, several Sister Society supporting editors are chosen, and an equal number of ComSoc editors are identified. The EICs of the ComSoc journals/magazines can assist in identifying candidate ComSoc editors who are non-native to the Sister Society.

A brief proposal must be submitted to the ComSoc DoJ (or DoM) for approvals by:

- The ComSoc Director of Journals or Magazines,
- The ComSoc Vice-President for Publications,
- The ComSoc Publications Council,
- The ComSoc Board of Governors (BoG).

In between BoG meetings, the BoG Operating Committee (OpCom) may also approve when it meets, with final approval by the BoG via the OpCom Consent Agenda (unless the approval motion is removed for special consideration by the BoG).

The proposal should contain a preamble, providing a brief synopsis of the Sister Society, including its age, population, administrative structure, how long it has been a ComSoc Sister Society, and other pertinent information. The preamble should also include a brief overview of the target Sister Society journal, including its scope, organizational structure, age, review process, approximate acceptance rate, frequency of issues, annual page budget, number of subscribers (members, non-members, institutions), number of papers submitted per year, growth of the journal since inception, and anticipated future growth.

The remainder of the single-issue proposal should take the form of a Call for Papers (CFP), detailing the topic, its scope, the lead editor, and the supporting editors from the Sister Society and from ComSoc. It should also include a time line from announcement with the CFP to publication. Methods of advertising the special issue CFP should be identified, with provisions noted for single copy sales to ComSoc members and to non-members.

The outcome of the single-issue test case will help to determine the course of future technical co-

sponsorship with the Sister Society in question, and the frequency of additional issues. For example, another special issue might be technically co-sponsored in one year, or after two years. Another scenario would be a sequence of one regular issue and one special issue technically co-sponsored over a two-year period. All follow-up cases are reviewed as Single Issue mode technical co-sponsorships. If these test cases prove viable, the venture can readily grow into a Full Volume technical co-sponsorship.

#### **4.4.5.3.b Full Volume Mode**

The Full Volume mode consists of technical and (possibly) financial co-sponsorship by ComSoc of all issues of a Sister Society journal/magazine each year for a five-year trial period. A detailed proposal must be submitted to the ComSoc DoJ (or DoM) for approvals in the following order: The Comsoc Publications Council

The ComSoc Board of Governors (BoG). In between BoG meetings, the BoG Operating Committee (OpCom) may also approve when it meets, with final approval by the BoG via the OpCom Consent Agenda (unless the approval motion is removed for special consideration by the BoG).

The detailed proposal should include a preamble, as delineated in the above section on the Single Issue mode. In addition, the proposal should contain baseline fiscal information, such as individual subscription fees (Sister Society members, ComSoc members, non-members) and subscription fees for institutions, for print and/or electronic access and both (if applicable), page charge policy, and additional funding sources. This data is important for the long-term viability of the journal/magazine, even though ComSoc makes no financial commitment with technical co-sponsorship.

ComSoc will consider Full Volume technical co-sponsorship proposals from Sister Societies that have matured in their development. Such maturity is indicated by: the age of the society; its membership population; the regularity of its sponsorship of technical events, such as conferences, workshops, and expositions; the sponsorship of published material, including conference proceedings, newsletters, magazines, and journals; the stability of its leadership; and the structure of the society. These items should be included in the detailed proposal.

The structure, composition, and size of the Editorial Board for Full Volume technical co-sponsorship must ensure a long-term, high level of quality control, and exhibit an appropriate balance of editors from both the Sister Society and from ComSoc. This information must be included in the proposal. As a guideline, approximately 40% of the Editorial Board, including Area Editors and Associate Editors, should be primarily affiliated with ComSoc, non-native to the Sister Society. An effective means of promoting balance on the Editorial Board is to appoint joint Area Editors, one from the Sister Society and one from ComSoc. The review process of the Sister Society journal/magazine should be similar to that employed by other ComSoc journals, i.e., at least three reviews, to ensure that only archival quality papers are published.

The remainder of the Full Volume proposal should take the form of an announcement of the technical co-sponsorship, and a CFP for the journal, emphasizing the cooperative role of the Sister Society and ComSoc. Methods of advertising the technically co-sponsored journal/magazine should be identified, and some form of marketing should be included.

For financial (as well as technical) co-sponsorship, the proposal must include, in addition to the above, a detailed budget for the first three years of life of the new journal/magazine showing its financial sustainability.

A comprehensive review of the effectiveness of the Full Volume technical co-sponsorship shall be performed every five years by the Publications Council to determine if ComSoc's participation shall be continued, modified, or terminated.

#### **4.4.5.3.c Memorandum of Understanding (MOU)**

After approvals have been obtained by the various groups or individuals noted above, a Memorandum of Understanding (MOU) will be written by the ComSoc Vice-President of Publications. The MOU should

include the Objective, Participation, Implementation, Administration, and Finance, including a Steering Committee, if appropriate, and the Editorial Board with the day-to-day management as well as the editorial policy delineated. Marketing, Subscriptions Fees and Copyright, if applicable, should be addressed in the MOU. The MOU must ensure that the subscription rate for the co-sponsored journal/magazine, for ComSoc members, is identical to the subscription rate for Sister Society members. It must also clearly state whether the Sister Society journal will be posted on IEL/Xplore or not, and, if so, how the IEL/Xplore revenues induced by it will be shared among ComSoc and the Sister Society. The MOU agreement must be signed by the President of ComSoc and the head of the Sister Society for the technical/financial co-sponsorship to be valid.

#### **4.4.6 Handling of manuscripts coauthored by members of the Editorial Board**

The ComSoc publication process is aligned with the rules expressed in Section 8.2 of the IEEE Publication Services and Products Board Operation Manual. Particular care will be devoted to avoid potential conflict of interest in the behavior of members of the Editorial Board.

In particular,

- Editorial responsibility and authority for any manuscript authored by an editor and submitted to the editor's publication shall be delegated to another qualified person
- Editors and other volunteers involved in IEEE periodicals shall not abuse access privileges to obtain confidential information, particularly about the review results of their own papers.

The following procedures apply:

- Procedure for submitted papers that are (co)-authored by the EiC of the Journal/Magazine:
  - The appropriate Area Editor (AE) (or Editor, if AEs do not exist) handles the paper review process
- Procedure for submitted papers that are (co)-authored by an Area Editor of the Journal/Magazine:
  - The EiC appoints another Area Editor (or directly an Editor, if AEs do not exist) to handle the paper review process
- Procedure for submitted papers that are (co)-authored by an Editor of the Journal/Magazine:
  - The appropriate Area Editor (or directly the EiC, if AEs do not exist) appoints a different Editor to handle the paper review process.

## **4.5 Technical Activities Council**

### **4.5.1 Purpose**

To make it easier for volunteers and IEEE Communications Society staff to conduct Technical Activities within the framework set by the IEEE Communications Society Constitution, Bylaws and general Policy & Procedures.

There are three levels of TAC Policies and Procedures (P&Ps) that apply:

100 Series – These are interim P&Ps defined by the VP Technical Activities and quickly put into place to meet pressing needs. They will automatically expire within one year, if not moved to the 200 or 300 Series.

200 Series – These are P&Ps that have been approved by the Technical Activities Council.

300 Series - These are P&Ps that have been approved by the ComSoc Board of Governors.

Note, most P&Ps will not require BoG approval, except if they are of wide impact to the Society or may involve possible Bylaws issues.

### **4.5.2 Technical activities council meetings**

This section provides policies and procedures for conducting Technical Activities Council Meetings:

- The Technical Activities Council will normally meet at each ICC and GLOBECOM on the second full day of technical sessions during the hours of 7:30 to 9:30 A.M., including breakfast, and will be chaired by the VP-Technical Activities (TA).
- Meeting room, equipment and meal arrangements will be made by ComSoc Staff Support. The TAC Secretary will inform ComSoc Staff Support of any special meeting needs and verify that arrangements are being made.
- The TAC Secretary will take notes, including a list of attendees. These notes will identify action items and responsible parties for follow-up. The TAC Secretary will send the draft notes for review to the VP-TA no later than ten days after the meeting. The VP-TA will return comments to the TAC Secretary no later than ten days after receipt of this draft. The TAC Secretary will distribute or otherwise make available the notes to TAC members no later than ten days after receipt of these comments.
- The TAC Secretary will notify TAC members no later than 30 days in advance of each TAC Meeting. The meeting agenda will be developed by the VP-TA in conjunction with the TAC Secretary and sent to TAC members one week in advance of the meeting.

### **4.5.3 VP Technical Activities (TAC Chair)**

In addition to the duties described in the ComSoc Bylaws, the following policies and procedure apply:

- The VP TA will chair TAC meetings at each ICC and GLOBECOM in accordance with Robert's Rules of Order.
- The VP-TA will coordinate overall TC and Standing Committee activities, assuring they meet broader ComSoc goals and objectives.
- The VP-TA will appoint a TAC vice Chair who will act as TAC Secretary (one person will typically be appointed to service both positions but be called Vice Chair). In addition, the VP-TA will appoint TAC ad hoc or standing committee chairs as appropriate.
- The VP-TA will provide an Operating Plan, Budget and other input to the BoG process, per BoG policies and procedures.
- The VP-TA will review and approve (where appropriate) all expense pre-approval and expense report requests within 5 days of receipt, assuring they are in accordance with IEEE, ComSoc and Technical Activities policies.

- The VP-TA will participate in committees and boards of other VP areas, as appropriate.

#### **4.5.4 TAC Vice Chair/Secretary**

The following policies and procedures apply for the TAC Vice Chair/Secretary:

- The TAC Vice Chair/Secretary will facilitate TAC Meetings as outlined in the TAC Meetings policies and procedures section (TAM), including notifying participants, preparing an agenda, taking notes, and working with ComSoc Support Staff to arrange meeting facilities (including overhead projector, screen, and meals or refreshments as appropriate).
- The TAC Vice Chair/Secretary will work with ComSoc Support Staff to establish and maintain an accurate record of Technical Committee officers, Standing Committee chairs, and Standing Committee members. This record will include current contact information. The TAC Vice Chair/Secretary or ComSoc Support Staff will notify TAC members of any updates to this information, unless minor.
- The TAC Vice Chair/Secretary will work with ComSoc Support Staff to establish and maintain the TAC email distribution list (i.e., email exploder), which will be open only to TAC members and selected additional members. The TAC Secretary or VP Technical Activities must approve selected additional members before they may be *added*.
- The TAC Secretary will periodically review (at least once per month) the Technical Activities web pages on the ComSoc server for completeness, accuracy and user- friendliness, and will work with ComSoc Support Staff for corrections or enhancements.

#### **4.5.5 ComSoc Support Staff**

ComSoc staff plays a key role in assuring a successful implementation of technical activities by our Society, especially when volunteer support may not be available. The other sections of these policies and procedures cite ways that ComSoc staff supports Technical Activities volunteers in conducting their activities. In addition, the following policies and procedures apply:

- The ComSoc Executive Director will identify a member of his or her staff to serve as the primary "ComSoc Staff Support" person for the Technical Activities area. This person will be the gateway into the wider Staff organization and will work directly with the VP-TA, TAC Vice Chair/Secretary, TC Chairs and Standing Committee Chairs.
- ComSoc Staff Support will work with the VP-TA to keep the Communications-related IEEE Technical Interest Profiles (TIP codes that IEEE sends to members as part of their annual renewal package) up to date. Staff will work with IEEE to introduce changes to the list of TIP codes. Staff will also use the TIP codes to help measure and stimulate membership activity and growth.
- ComSoc Staff Support will serve as a point-of-contact for technical subject matter information or committee membership requests, referring inquirers to the appropriate Technical Committee chairs either directly or after consultation with the VP-TA.
- ComSoc Staff Support will provide administrative support such as preparation and mailing of appointment letters, maintenance of Technical Activities leadership names and contact information, maintenance of relevant web pages hosted by ComSoc, and maintenance of Technical Activities email exploders including a current list of authorized members, etc.

#### **4.5.6 Budget**

Each year, the Board of Governors approves a budget for the Society using input from each Vice Presidential area. To help ease this process, the following policies and procedures apply for the Technical Activities area:

- The VP-TA will provide budget input to the Executive Director (or designee) for the next year for review and approval at the current year's second OpCom, covering expenses other than that



provided directly by the Technical and Standing Committees (see BUD105).

- Each Technical and Standing Committee must provide budget input to the Executive Director (or designee) for the next year for review and approval at the current year's second OpCom, in accordance with the schedule and format set by the general ComSoc policies and procedures.
- The VP-TA will serve as advocate for Technical and Standing Committee Budgets at OpCom and BoG Meetings.
- If impractical to implement BUD100 and BUD105 during the transition to the new Technical Activities Policies and Procedures, the VP-TA may instead provide aggregated budget amounts for the Technical and Standing Committees as part of the VP-TA budget in accordance with past practice.

#### **4.5.7 Travel and Operating Expenses**

Limited funding may be allocated by the Board of Governors each year for the Technical Committees and Standing Committees within the Technical Activities area to support the ComSoc mission. Use of such funds must be in accordance with IEEE and Communications Society travel and fiscal policy for volunteers. This limited funding is mainly intended to support special projects that may not otherwise receive funding from other sources. Examples are a Technical Committee newsletter, web page, recognition awards, telephone and postage, etc. It is normally not intended for travel expenses (especially not for attendance at conferences). The following policies and procedures apply:

- Expense reporting must be done using the standard IEEE expense reporting form and procedures. All requests for travel support must be requested 30 days in advance by the Technical Committee Chair to the VP-TA, and may not be approved for reimbursement unless pre-authorized.
- The TC or Standing Committee Chairs must provide all expense reports directly to the VP-TA for review and approval where appropriate.
- The VP-TA will review and forward approved expense reports received from TC or Standing Committee Chairs to the ComSoc Executive Director for further processing, forwarding to IEEE, and direct reimbursement to the expense report originator, except as noted in EXP112.
- In accordance with ComSoc Travel Policy, the VP-TA will forward expense reports in excess of \$1,500 to the ComSoc President for review, approval and forwarding to the ComSoc Executive Director for further processing.
- TC and Standing Committee Chairs must monitor their committee expenses and stay within their budget allocation.
- ComSoc Staff Support will maintain a record of approved expense reports and provide this information to the ComSoc Accountant and VP-TA as needed or on an agreed-on schedule.

#### **4.5.8 Operating Plans**

To assure the highest level of achievement in our ComSoc technical activities, including sharing of ideas across TCs and informing others of our plans, Operating Plans for Technical Activities as a whole and for each Technical and Standing Committee must be provided for approval at the second ComSoc OpCom Meeting of the year. The following policies and procedures are applicable:

- Each TC and Standing Committee Chair must provide a 1-2 page Operating Plan for the next year to the Executive Director (or designee) in accordance with the due date set for such input by ComSoc policy and procedures. A copy must also be sent to the VP-TA and TAC vice Chair/Secretary.
- The TAC vice Chair/Secretary (or designee) will follow up with TC and Standing Committee Chairs to assure timely input per OPP100.
- The VP-TA will serve as advocate for the TC and Standing Committee Operating Plans at

OpCom and BoG Meetings.

- The Operating Plans should focus on: a) near-term plans for the upcoming year, b) longer-term vision from 2-5 years out based on the ComSoc Strategic Plan, and c) identifying up to three important issues that may benefit from OpCom or TAC involvement.
- The Operating Plans should focus on: a) near-term plans for the upcoming year, b) longer-term vision from 2-5 years out based on the ComSoc Strategic Plan, and c) identifying up to three important issues that may benefit from OpCom or TAC involvement.
- If impractical to implement OPP100-115 during the transition to the new Technical Activities Policies and Procedures, the VP-TA may use the TA Operating Plan to represent the TA area in accordance with past practice.

#### **4.5.9 Technical Committees**

Each Technical Committee should develop its own policies and procedures that will preserve continuity over changes in leadership and facilitate participation in ComSoc technical activities. The following policies and procedures apply:

- Each Technical Committee Chair will prepare and maintain policies and procedures applicable to their specific Technical Committees, including but not limited to the following areas: a) definition of elected and appointed officer positions, b) nomination and election procedures, c) planning, announcement and conduction of TC meetings, d) budget and expense policies and procedures, e) support for ComSoc activities such as publications, conferences, educational services, standards activities, membership development, etc., f) information dissemination activities such as newsletters and web pages, g) other areas that may be appropriate.

#### **4.5.10 Standing Committees**

Each Standing Committee should develop its own policies and procedures that will preserve continuity over changes in leadership and facilitate participation in ComSoc technical activities. The following policies and procedures apply:

- Each Standing Committee Chair will prepare and maintain policies and procedures applicable to their specific committees, including, but not limited, to the following areas: a) appointment of committee members, b) conduction of business, c) budget and expense policies and procedures, d) interaction with internal entities such as the ComSoc Technical Committees, and external entities such as IEEE and Sister Societies, e) committee member job descriptions, f) other areas that may be appropriate.
- Each Standing Committee Chair will recommend at least one candidate to serve as a successor prior to expiration of his or her term of office.
- Each Standing Committee Chair will recommend for appointment members of their committees in accordance with the structure and terms set by the ComSoc Bylaws.

## **4.6 Standards Activities Council**

### **4.6.1 Purpose**

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

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

### **4.6.2 Organizational Structure**

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

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

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

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

### **4.6.3 Standards Development Activities**

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

### **4.6.4 Standardization Programs Development Activities**

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

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

### **4.6.5 Budgets**

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

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

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

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

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

#### **4.6.6 Meetings and Reporting**

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

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

#### **4.6.7 Staff Support**

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

#### **4.6.8 Appeals and Complaints**

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

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## **5.1 Education & Training Board**

### **5.1.1 Objectives**

The Education & Training Board is responsible for establishing policies and setting strategic directions for all continuing education products and services and training for members. To the extent that non-member professionals can be viewed as potential Society members, or that their needs should be understood in maintaining current and formulating new Society services, they, too, will be considered.

### **5.1.2 Organizational Structure**

The Education & Training Board, made up of a Chair (Director of Education & Training, appointed by the VP of Technical Activities in consultation with the Society President) and up to four Board Members. Board Members are appointed to their position by the Chair, drawing upon a field of candidates from the membership at large, with special attention given to individuals who have special expertise, previously served in related capacities, or held position of responsibility within the Society. It is expected that all members will be members in good standing of the IEEE Communications Society.

All Board Members shall serve a nominal two-year term, with terms extendable to a third year, based on mutual agreement of the Director and the individual Board Member. In the event that a Board position is vacated before the full two- or three-year term is completed, the Director shall appoint a successor to complete that partial term, plus serve an additional traditional (two- or three-year) term. A Board Member's term concludes either by natural expiration, or by invitation to resign, the latter subject to mutual agreement of the Director of Education and the COMSOC VP of Technical Activities.

### **5.1.3 Activities**

As stated above, the Board is chartered with 1) formulating strategic directions and 2) establish policies which affect member services in the areas of Education. The Board is further responsible for 3) maintaining the vitality of existing programs, and 4) assuring that such programs continue to meet the current needs of the Society Members.

Areas of concern, issues, or proposals for new initiatives can be 'generated' anywhere - from members of the Board of Governors, the Operating Committee, Society Councils or members of their boards, the membership at large, the New York Staff, and professionals outside the Society. To facilitate follow-through the Director shall ask a board member to assume leadership for specific projects. It is expected that whenever possible, target completion dates will be set, and that the responsible individual will prepare periodic 'update reports' to the Director and (where appropriate) the VP of Technical Activities. As needed, progress will be reported to the Operating Committee (OpCom) or Board of Governors (BOG) when they meet. Such reports will be presented by the Director or VP of Technical Activities. (Invitation for the Director to attend OpCom meetings is at the discretion of the President.)

To successfully fulfill its charter the Education & Training Board must keep the New York ComSoc Staff informed of its activities and work closely with them whenever possible. In particular, the Executive Director, Director – Conferences, Finance & Administration, Advertising Sales Manager, Director - Information & Communications Technology, Director - Marketing & Creative Services, Associate Publisher, and Senior Administrator - Volunteer Services & Administration must be kept informed of Board activities. As a minimum, each report prepared by Director of Education for the customary Management Retreat, OpCom, and BOG meetings will be copied to the Headquarters Staff, as itemized above. If appropriate such reports should also be provided to Headquarters Staff direct reports on an individual basis.

## **5.2 Membership programs Development Board**

### **5.2.1 Purpose**

This Board is responsible for the oversight of ComSoc member activities and benefits programs, for individuals, chapters, and sections. These programs serve ComSoc members worldwide in collaboration with the four ComSoc Regional Directors for NA, EAME, AP and LA and staff on their implementation. The Director of Membership Development programs reports to the Vice President – Member Relations.

### **5.2.2 Organizational Structure**

- Chair: Director of Membership Programs Development
- Members include the four Regional Directors plus three members per region selected by the Director from a list of candidates, consisting of at least four names per region, submitted by each Regional Director. All of these are voting members, in addition to the Director. The composition of this board should be drawn from the academic, industrial, and government communities. The members are appointed by the Director – Membership Programs Development, with the approval of the Vice President – Member Relations

### **5.2.3 Activities**

#### **5.2.3.1 Actions and Objectives**

Activities focus on promoting and furthering the interests of individual members worldwide. Membership development activities, programs, and outreaches target member retention, renewal, recruitment, and recognition.

#### **5.2.3.2 Membership Initiatives**

Develop and offer programs, and member activities that benefit individuals, chapters and sections:

- Promote community development and activities of common interest
- Engage young members and support leadership development
- Engage industry around the world in membership programs
- Develop and offer programs to serve the industry and academic institutions
- Promote professional development.

The key membership programs include:

- Chapter Funding
- Chapter Achievement Awards
- Distinguished Visitor Program
  - Distinguished Lecture Tour (DLT)
  - Distinguished Speaker Program (DSP)
- Industry Outreach Program
  - IndustryNow Program
  - Roadshows
- Visibility Program

(See <http://ww2.comsoc.org/about/MemberPrograms> for details on each of the programs).

#### **5.2.3.3 IEEE Relationships**

ComSoc representation on IEEE committees

Coordination of activities with IEEE Operations Center

Handle ComSoc branding, including coordination with IEEE branding initiatives



#### **5.2.3.4 How to Make it Happen**

To facilitate follow-through, the Director – Membership Programs Development or a member of his/her Board will assume leadership for specific projects.

Whenever possible, target dates will be set, and the responsible individual will prepare periodic ‘update reports’ to the Vice President - Member Relations and the Director – Member Development programs. As needed, progress will be reported at BoG or OpCom meetings. (Reports will be submitted to the Vice President prior to these meetings.). When necessary, the Vice President shall ask the Director - Member Development Programs y or member of his/her Board to provide informal input to the Management Retreat.

To successfully fulfill its goals, the Board must work with and keep headquarters staff informed of its activities. Each report prepared by members for Board of Governors meetings will be copied to headquarters staff.

## **5.3 On-Line Content Board**

### **5.3.1 Purpose**

The On-Line Content Board is responsible for establishing policies and setting strategic directions for the services offered to Society members via electronic/on line processes. To the extent that non-member professionals can be viewed as potential Society members, or that their needs should be understood in maintaining current and formulating new society services, they, too, will be considered.

### **5.3.2 Organizational Structure**

- The Director for On-Line Content (Chair)
- One representative from the Technical Activities Council (TAC)
- One representative from the Member Relations Council (MRC)
- One representative from the Conference Development Board
- One representative from the Conference Operation Board
- One representative from the Journal Board
- One representative from the Magazine Board
- One representative from the Education Board
- The CIO of ComSoc
- Up to three members at large.

The representatives from TAC, MRC, and various boards are appointed by the On-line Content Board Chair upon recommendation of the Councils and Board respective Chairs. The members- at-large of the Board are appointed to their position by the Chair, drawing upon a field of candidates from the membership at large, with special attention given to individuals who have previously served in related capacities. Members of the Board shall serve a nominal two-year term, renewable for 1 or 2 additional years, based on mutual agreement of the Director of On- Line Content and the Vice President for Publications. In the event that a position on the Board is vacated before the full two-year or three-year term is completed, the Director of Journals shall appoint a successor to complete the partial term and to serve an additional traditional (two-year or three-year) term. A term on the Board concludes either by natural expiration, or by an invitation to resign issued by the Director of On-Line Content.

### **5.3.3 Activities**

Duties of the On-Line Content Board include, but are not limited to, the following:

- Focusing on and determining the technological needs of the Society, both present and future.
- Investigating web and database technologies and communications-based systems with a goal toward increasing membership, improving staff support, and facilitating the core Society businesses of publications and meetings and conferences.
- Initiating and offering online content in support of or as enhancements to:
  - Technical Committee activities
  - New online services
  - Existing publications, conference and educational products.
- Providing strategies, policies and procedures for online content oversight, including integration across TC activities, new on-line services and exist product.

Suggestions can be 'generated' by anyone - from anywhere. To facilitate follow-through, the Director or a member of his/her Board will assume leadership for specific projects. Whenever possible, target dates will be set, and the responsible individual will prepare periodic 'update reports' to the Vice President and Director (if appropriate). As needed, progress will be reported at BoG or OpCom

meetings. When necessary, the Vice President shall ask the Director or members of his/her Board to provide informal input to the Management Retreat. To successfully fulfill its goals, the Director and the Board must work with and keep headquarters staff informed of its activities; particularly, the Information Services Manager and Executive Director. Each report prepared by members for Board of Governors meetings will be copied to headquarters staff.

The above items represent the ongoing responsibilities of the On-Line Content Board defined on the date of this document. In addition to these on-going responsibilities, a number of additional activities are typically identified in the course of day-to-day operations of the Communications Society. These often require the establishment of ad-hoc committees and/or working groups. The Director of On-Line Content will maintain a close working relationship with the Vice President of Publications to insure that all such requirements are properly handled as they are identified.

## **5.4 Sister & Related Societies Board**

### **Sister Societies**

They are national or international professional/learned communications (or equivalent) associations with status/charter similar to ComSoc, and similar in technical scope. (Examples of Sister Societies are IEICE, Popov.

### **Related Societies**

They are national or international professional/learned associations with status/charter similar to ComSoc, but complementary in technical scope. (Examples of Related Society are IEEE Computer Society, ISOC.

### **5.4.1 Purpose**

The Board is responsible for the oversight of Society relations with professional societies internationally, and includes agreements with professional societies as well as promoting and coordinating Society/professional-society activities.

### **5.4.2 Organizational Structure**

- Director – Sister& Related Societies
- Vice President Member Relations
- Additional members (as needed for international representation)

### **5.4.3 Activities**

#### **5.4.3.1 Actions and Objectives**

The Board helps in defining strategies and directions for new professional-society agreements, proposes revision to existing agreements, and proposes renewal agreements for those that will expire

Approaches to a professional society are normally made by the Sister & Related Societies Director through a local Communications Society officer, such as a member of the Board of Governors or a local ComSoc Chapter Chair.

#### **5.4.3.2 Concerns and Initiatives**

- A standard agreement form and a standard side-agreement form have been created and are used as starting points for new agreements and renewals. Where different forms of agreement arise, anomalies and inconsistencies must be identified.
- Agreements will be publicized within the Society to insure that all commitments that have been entered into will be honored.

#### **5.4.3.3 How to make it happen**

- Proposed amendments to agreements as well as agreements under discussion will be forwarded to the President and Vice President - Member Relations for review.
- Regular contact will be maintained with each professional society.
- Reciprocal publicity is a key feature in each agreement. Advertisements and articles from (and for) professional societies will normally be handled by the Vice Presidents - Publications and Conferences - working with the Director – Magazines, and Headquarters staff.

Whenever possible, target dates will be set, and the responsible individual will prepare periodic ‘update reports’ to the Vice President. As needed, progress will be reported at BoG or OpCom meetings. (Reports will be submitted to the Vice President prior to these meetings.) When necessary, the Vice President shall ask the Director or members of his/her Board to provide informal input to the Management Retreat.

## **5.5 Journals Board**

### **5.5.1 Purpose**

The Journals Board is responsible for establishing policies and setting strategic directions for the archival journals published by the IEEE Communications Society, within the context of providing services to Society members. To the extent that non-member professionals can be viewed as potential Society members, or that their needs should be understood in maintaining current and formulating new society services, they, too, will be considered. The journals include the Transactions on Communications, the Journal on Selected Areas in Communications (including the J-SAC Optical Communications and Networking Series), Communications Letters, e-Journal on Communications Surveys and Tutorials, and the electronic-only Transactions on Network and Service Management.

In addition, the Board has three seats on the nine-member Inter-Society Steering Committee for the IEEE/ACM Transactions on Networking and, through its membership on this steering committee, has a degree of responsibility for the successful operation of the Transactions on Networking. The Journals Board also maintains close liaison with the Journal of Lightwave Technology through a ComSoc Editor. The Journals Board has two seats on the Steering Committee of the Transactions on Multimedia, three seats on the Steering Committee of the Transaction on Wireless Communications, and two seats on the Steering Committee of the Transactions on Mobile Computing. Each joint publication has an Agreement and Charter defining the provisions of the journal and the responsibilities of the Steering Committee.

### **5.5.2 Organizational Structure**

The Journals Board consists of the following members:

- The Director of Journals (Chair)
- The Editor-in-Chief of Transactions on Communications
- The Editor in Chief of Journal on Selected Areas on Communications
- The Editor-in-Chief of J-SAC Optical Communications and Networking Series
- The Editor-in-Chief of Transactions on Wireless Communications
- The Editor-in-Chief of Transactions on Network and Service Management
- The Editor-in-Chief of Communications Letters
- The Editor-in-Chief of IEEE/ACM Transactions on Networking
- The Editor-in-Chief of IEEE e-Journal on Communications Surveys and Tutorial
- The ComSoc Editor of Journal of Lightwave Technology
- Two members at large
- Additional members can be appointed, including Liaison Editors to other IEEE journals.

The Director of Journals is appointed by the President of the Communications Society, upon recommendation by the Vice President of Publications. With the exception of the Editor-in-Chief of the IEEE/ACM Transactions on Networking, all other members of the Journals Board are appointed by the Director of Journals. The Editor-in-Chief of the IEEE/ACM Transactions on Networking is selected by the Inter-Society Steering Committee. Candidates for membership on the Journals Board, and therefore the EICs of the respective journals, are normally selected from the pool of the most active editors of the journals.

The two members-at-large of the Board are appointed to their position by the Chair, drawing upon a field of candidates from the membership at large, with special attention given to individuals who have previously served in related capacities. Members of the Journals Board shall serve a nominal two-year term, renewable for 1 or 2 additional years, based on mutual agreement of the Director of Journals and the Vice President for Publications. In the event that a position on the Journals Board is vacated before the

full two-year or three-year term is completed, the Director of Journals shall appoint a successor to complete the partial term and to serve an additional traditional (two-year or three-year) term. A term on the Journals Board concludes either by natural expiration, or by an invitation to resign issued by the Director of Journals.

ComSoc Editors-in-Chief (EICs) shall be appointed by the Director of Journals to an initial term of 2 years, renewable for 1 or 2 additional years. The maximum term of an EIC shall be 4 years. An Associate Editor-in-Chief (AEIC) can be appointed, as appropriate, for a ComSoc journal to serve a 1 or 2 year term with the expectation that the AEIC would succeed the current EIC.

### **5.5.3 Activities**

The Journals Board is responsible for the management of the archival journals published by the Communications Society. Duties of the Journals Board include, but are not limited to, the following:

- Formulating strategic directions for the suite of archival Journals published by the IEEE Communications Society and to insure that the technical scope of the Communications Society is reflected by the suite of publications.
- Insuring the quality of all publications for which the Board is responsible.
- Working with the IEEE staff to solve publications problems as they occur and to insure that all publications are produced in a timely manner and are consistent with IEEE publications requirements.
- Formulating page budgets for each publication and recommending changes where appropriate.
- Tracking the month-to-month use of the page budgets to insure that significant deviations in the page budget (an under-run exceeding 5% or any over-run) are minimized to the extent possible. Since page budget deviations affect the overall budget of the Communications Society, the Director of Journals is responsible for reporting these deviations to the Vice President of Publications and to the Executive Director of the Communications Society as soon as they are projected.
- Working with the Inter-Society Steering Committee to fulfill the responsibility of the Communications Society to the IEEE/ACM Transactions on Networking.
- Maintaining and updating the IOPP (Integrated Online Publications Plan) and distributing the revised IOPP when any revisions are made.
- Continuously studying the suite of Journals offered by the Communications Society and recommending changes as appropriate. Recommendations should be made to the Vice President of Publications and, as examples, could include the addition of new Journals or changes in the publication schedule.
- Work with the Director of Magazines to insure that meeting facilities are available at regularly scheduled meetings of the Board of Journals and the Board of Magazines. Meetings of the Board of Journals and Board of Magazines are held at ICC and at Globecom. Other meetings may be called as deemed necessary by the Director of Journals.
- As terms in-office for EICs draw to a close, the Director of Journals is responsible for appointing new EICs. The appointment is made by the Director of Journals after consultation with the Vice President of Publications.
- The Director of Journals is expected to attend regularly scheduled meetings of the Communications Society Board of Governors and meetings of the OpCom to which he or she is invited. If the Director is unable to attend, the Director will consult with the Vice President of Publications to name an alternate on a per-meeting basis. Normally, the alternate will be a member of the Journals Board.

Suggestions can be 'generated' by anyone - from anywhere. To facilitate follow-through, the Director or a

member of his/her Board will assume leadership for specific projects. Whenever possible, target dates will be set, and the responsible individual will prepare periodic 'update reports' to the Vice President and Director (if appropriate). As needed, progress will be reported at BoG or OpCom meetings. When necessary, the Vice President shall ask the Director or members of his/her Board to provide informal input to the Management Retreat.

To successfully fulfill its goals, the Director and the Board must work with and keep headquarters staff informed of its activities.

The above items represent the ongoing responsibilities of the Journals Board defined on the date of this document. In addition to these on-going responsibilities, a number of additional activities are typically identified in the course of day-to-day operations of the Communications Society. These often require the establishment of ad-hoc committees and/or working groups. The Director of Journals will maintain a close working relationship with the Vice President of Publications to insure that all such requirements are properly handled as they are identified.

## **5.6 Magazines Board**

### **5.6.1 Objectives**

The Magazines Board is responsible for establishing policies and setting strategic directions for magazines publication, and the actual editing and production of magazines of the IEEE Communications Society, within the context of providing services to Society members. To the extent that non-member professionals can be viewed as potential Society members, or that their needs should be understood in maintaining current and formulating new society services, they, too, will be considered. The magazines include the Communications Magazine, the Personal Communications Magazine, the Network Magazine, and the technically co-sponsored Multimedia Magazine, Internet Computing Magazine, and the Pervasive Computing Magazine.

### **5.6.2 Organizational Structure**

The Magazines Board is made up of a Chair (Director of Magazines) and Board Members. The Director is appointed to the position by the President of the Communications Society, upon recommendation by the Vice President of Publications. The Board Members are:

- The Editor-in-Chief of IEEE Communications Magazine
- The Editor-in-Chief of IEEE Network Magazine
- The Editor-in-Chief of IEEE Wireless Communications Magazine
- The Editor of the Global Communications Newsletter
- The ComSoc Editor for IEEE Press
- The ComSoc Editor for IEEE Multimedia Magazine
- The ComSoc Editor for Internet Computing Magazine
- The ComSoc Editor for IEEE Pervasive Computing Magazine
- Two members at large
- Additional members can be appointed, including Liaison Editors to other IEEE magazines.

ComSoc Magazines Editors-in-Chief (EICs) shall be appointed by the Director of Magazines to an initial term of 2 years, renewable for 1 or 2 additional years. The maximum term of an EIC shall be 4 years. An Associate Editor-in-Chief (AEIC) can be appointed, as appropriate, for a ComSoc Magazine to serve a 1 or 2 year term with the expectation that the AEIC would succeed the current EIC.

The two members-at-large of the Board are appointed to their position by the Chair, drawing upon a field of candidates from the membership at large, with special attention given to individuals who have previously served in related capacities. The Director shall confer with the Vice President for Publications in making a selection. Members of the Board, shall serve a nominal two-year term, renewable for 1 or 2 additional years, based on mutual agreement of the Director of Magazines and the Vice President for Publications. In the event that a member of the Board position is vacated before the full two- or three-year term is completed, the Director shall appoint a successor to complete that partial term, plus serve an additional traditional (two or three year) term. A Member of the Board term concludes either by natural expiration, or by invitation to resign, the latter subject to mutual agreement of the Board Chair and Society Vice President of Publications.

### **5.6.3 Activities**

The Magazines Board is responsible for the management of the archival journals published by the Communications Society. Duties of the Magazines Board include, but are not limited to, the following:

- Formulating strategic directions for the suite of archival magazines published by the IEEE Communications Society and to insure that the technical scope of the Communications Society is reflected by the suite of magazines.



- Insuring the quality of all publications for which the Board is responsible.
- Establishing policies which affect member services in the area of Magazines Publications.
- Editing and producing the IEEE Communications Society Magazines and the IEEE Wireless Communications Magazine.
- Formulating page budgets for each publication and recommending changes where appropriate.
- Maintaining the validity of existing programs.
- Assuring that such programs continue to meet the current needs of the Society Members.
- Continuously studying the suite of magazines offered by the Communications Society and recommending changes as appropriate. Recommendations should be made to the Vice President of Publications and, as examples, could include the addition of new magazines or changes in the publication schedule.
- Work with the Director of Journals to insure that meeting facilities are available at regularly scheduled meetings of the Board of Journals and the Board of Magazines. Meetings of the Board of Journals and Board of Magazines are held at ICC and at Globecom. Other meetings may be called as deemed necessary by the Director of Journals.

Areas of concern, issues, or proposals for new initiatives can be generated anywhere - from members of the Board of Governors, the Operating Committee, Society Councils or members of their boards, the membership at large, and professionals outside the Society. To facilitate follow-through the Director shall ask a Member of the Board, an Editor-in-Chief or a ComSoc Editor, or in conjunction with that Board Member, a member of their Editorial Board, to assume leadership for specific projects. It is expected that whenever possible, target completion dates will be set, and that the responsible individual will prepare periodic update reports to the Director and (where appropriate) the Editor-in-Chief or ComSoc Editor. As needed, progress will be reported to the Operating Committee or Board of Governors when they meet. Such reports will be presented by the Vice President of Publications or, at his discretion, the Director of Magazines.

To successfully fulfill its charter the Department of Magazines Board must keep the ComSoc Staff informed of its activities, and work closely with them whenever possible.

The above items represent the ongoing responsibilities of the Magazines Board defined on the date of this document. In addition to these on-going responsibilities, a number of additional activities are typically identified in the course of day-to-day operations of the Communications Society. These often require the establishment of ad-hoc committees and/or working groups. The Director of Magazines will maintain a close working relationship with the Vice President of Publications to insure that all such requirements are properly handled as they are identified.

## **5.7 Marketing & Industry Relations Board**

### **5.7.1 Purpose**

The Marketing & Industry Relations Board is responsible for assuring cost-effective marketing program for the Society services, products, initiatives and activities. It is also responsible for developing liaisons with communication related enterprises to promote ComSoc products and services. This includes defining marketing strategies, policies and procedures for the Society, and working closely with staff on their implementation. The Director of Marketing & Industry Relations reports to the Vice President – Member Relations.

### **5.7.2 Organizational Structure**

- Chair: Director of Marketing & Industry Relations
- Other members of the board are populated as specified in the Bylaws (article 6.4.7). The members are appointed by the Director – Marketing & Industry Relations, with the approval of the Vice President – Member Relations

### **5.7.3 Activities**

#### **5.7.3.1 Actions and Objectives**

- The Board will work with other directors, committee chairs or officers to identify marketing needs of other departments /Boards/committees; i.e., Meetings & Conferences, Awards, Education, Membership Program Development, Publications, Advertising, etc.
- The Board will serve as the primary volunteer interface with the staff's Marketing Department head.
- The Board will prepare an annual operating plan and budget for marketing activities.
- The Board will be responsible for ensuring that an industrial relations plan exists, is updated, and is followed.

#### **5.7.3.2 Membership Initiatives**

- Membership recruitment, retention, and recognition
- Member research - conduct membership surveys and analyses;
- Oversee the use of the ComSoc web pages for marketing purposes, including links to other organizations or patrons which may benefit ComSoc;
- Exhibit participation at conferences and trade shows
- Local chapter receptions at ICC and GLOBECOM
- Presentation development

#### **5.7.3.3 Traditional Product Marketing**

- Product pricing
- Products and services promotions
- Product development
- Database research
- Electronic products and services

#### **5.7.3.4 Industry Relations**

- Identify new products and services that would attract industry people to ComSoc
- Review existing products and services to enhance their appeal to industry people

- Define package bundles of society products and services that could be sold to corporations
- Organize industry outreach activities and initiatives
- Industry-specific surveys and analyses

#### **5.7.3.5 IEEE Relationships**

- ComSoc representation on IEEE committees
- Coordination of activities with IEEE Operations Center
- Handle ComSoc branding, including coordination with IEEE branding initiatives

#### **5.7.3.6 How to Make it Happen**

- Collect and assess the practicality of marketing proposals
- Prepare short business plan for each marketing proposal
- To facilitate follow-through, the Director - Marketing & Industry or a member of his/her Board will assume leadership for specific projects
- Whenever possible, target dates will be set, and the responsible individual will prepare periodic 'update reports' to the Vice President Member Relations and the Director Marketing & Industry (if appropriate). As needed, progress will be reported at BoG or OpCom meetings. (Reports will be submitted to the Vice President prior to these meetings.) When necessary, the Vice President shall ask the Director Marketing & Industry or member of his/her Board to provide informal input to the Management Retreat.
- To successfully fulfill its goals, the Board must work with and keep headquarters staff informed of its activities; particularly, the Marketing Manager. Each report prepared by members for Board of Governors meetings will be copied to headquarters staff.

## **5.8 Conferences Development Board**

The ComSoc Conference Boards (Conference Development, Conference Operations, and Conference Publications) have approved the policies and procedures posted on this site:

[http://cms.comsoc.org/eprise/main/SiteGen/Confs\\_P\\_P/Content/Home.html](http://cms.comsoc.org/eprise/main/SiteGen/Confs_P_P/Content/Home.html)

## **5.9 Conferences Operations Board**

The ComSoc Conference Boards (Conference Development, Conference Operations, and Conference Publications) have approved the policies and procedures posted on this site:

[http://cms.comsoc.org/eprise/main/SiteGen/Confs\\_P\\_P/Content/Home.html](http://cms.comsoc.org/eprise/main/SiteGen/Confs_P_P/Content/Home.html)

### **5.10 Conference Publications Board**

The ComSoc Conference Boards (Conference Development, Conference Operations, and Conference Publications) have approved the policies and procedures posted on this site:

## **5.11 Regional – Asia/Pacific (AP)**

### **5.11.1 Scope**

The Asia Pacific Board (APB) has been established according to the Communications Society(ComSoc) Bylaws(TBD). The APB acts as a management body which represents the ComSoc to the Asia Pacific (AP) Region. It fosters provision of ComSoc's technical and information services to the ComSoc members in the AP Region and promotes their participation in the ComSoc activities. It also reflects the interests of the AP Regional members in establishing the policies and procedures of the ComSoc.

### **5.11.2 Objectives**

1. APB shall promote the ComSoc membership in the AP region.
2. APB shall foster the provision of ComSoc's technical and information services in the AP region.
3. APB shall endeavor to converge the interests and opinions of AP regional ComSoc members and reflect them to ComSoc's policies and procedures.
4. APB shall promote the global and regional technical activities in the AP region.
5. APB shall collaborate with other ComSoc boards, councils and committees in the international matters.
6. APB shall support ComSoc's collaboration with the Sister Societies in the AP region.
7. APB shall promote and coordinate the ComSoc Chapter activities in the AP region.
8. APB shall conduct other related businesses.

### **5.11.3 Operations and Organization**

#### **5.11.3.1 APB Meeting**

The APB Meeting shall be held in locations convenient to its members at least twice a year. Unless particularly notified the regular APB meetings will be held during the ICC and GLOBECOM conferences, and temporary meetings may be held during the APCC.

#### **5.11.3.2 AP Director**

1. AP Director shall represent the ComSoc to the AP Region.
2. The AP Director shall organize the APB and appoint the APB officers to run the APB organization.
3. The AP Director shall act as the Chair of APB and represent APB to other ComSoc organizations. The Director may appoint some ComSoc members as the APB representatives to other ComSoc organizations and meetings.
4. The AP Director shall report to the ComSoc Vice President-Membership Development and endeavor to reflect the interests of the ComSoc members in the AP Region.
5. The AP Director shall distribute information of the APB activities to the concerned ComSoc organizations and meetings.

#### **5.11.3.3 APB Organization**

The APB shall have the following organization in support of the AP Director to accomplish its goal effectively.

- Vice Director(s)
- Secretary(ies)
- Treasurer(s)
- Advisors
- Committees

- Support Office(AP Office)

#### **5.11.4 Officers**

##### **5.11.4.1 Nomination and Appointment**

1. The AP Director (for the next term) shall be nominated by the APB and approved (or selected) by the President of the ComSoc. A formal procedure of the nomination shall be defined by the APB (see Appendix).
2. The Vice-Director(s), Secretary(ies), and Treasurer(s) shall be appointed by the AP Director.
3. The Chairperson of each committee shall be appointed by the AP Director. The Vice-Chairperson(s) and the Secretary(ies) of each committee shall be appointed by the AP Director upon recommendation of the relevant Chairperson. Other officers of each committee may be additionally appointed by the AP Director when it is determined necessary to conduct its businesses.
4. The APB Advisors shall be appointed by the APB Director. The number of Advisors should not exceed 12.
5. Insofar as possible, these officers should provide balanced representation reflecting countries/areas, industrial and academic affiliations.

##### **5.11.4.2 Terms of Office**

The above officers shall be appointed for a two year term. These officers should not serve in the same capacities for more than two consecutive terms, but the Advisors may serve in the same capacity for plural terms.

#### **5.11.5 Vice Directors, Secretaries, Treasurers and Advisors**

##### **5.11.5.1 Vice Director(s)**

The Vice Director shall delegate the AP Director when it is requested by the Director or when the Director is not available to perform the function due to emergent situations.

##### **5.11.5.2 Secretary(ies)**

The secretaries shall assist the AP Director through the following activities:

- To assist the Director in determining the beneficiary of Student Travel Grant(STG) Program by responding to the inquiry from the applicants and notifying the results to the applicants.
- To coordinate APB meetings by arranging the meeting time schedule, reserving the meeting room and food, and encouraging APB officers and the (potential) AP Regional ComSoc members to attend the meeting.
- To prepare reports for APB meetings and the International Development Council (IDC) meetings.
- To record the meeting minutes of the APB meetings.
- To keep all APB documents and records.
- To substitute the Director and to attend the meetings requested by the AP Director.
- To gather information from the ComSoc boards, councils, and committees.
- To coordinate the mutual interests and the cross-boundary issues among APB Committees.
- To keep contacts with the APB officers and the AP office.
- To do other activities for secretaries requested by the Director.

##### **5.11.5.3 Treasurer(s)**

The Treasurer(s) shall prepare the APB budget plan, manage the budget, and keep the budget related record, under the approval of the Director.



#### **5.11.5.4 Advisor(s)**

The Advisors shall provide advices to the AP Director and other APB officers to their related affairs.

### **5.11.6 Committees**

#### **5.11.6.1 General**

1. APB shall have five standing committees: Technical Affairs Committee (TAC), Meetings and Conferences Committee (MCC), Information Services Committee (ISC), Membership Development Committee (MDC), and Chapters Coordination Committee (CCC).
2. Each committee shall be operated by each Committee Chairperson supported by Vice Chair(s) and Secretary(ies).
3. Each Committee shall perform the chartered functions described below.

#### **5.11.6.2 Technical Affairs Committee (TAC)**

1. The TAC shall manage the following technical related activities in cooperation with ComSoc Technical Committees and the other APB Committees:
  - a. to propose technical sessions/workshops for the ComSoc conferences;
  - b. to foster session/workshop organizers from the Asia Pacific Region;
  - c. to solicit qualified reviewers from the Asia Pacific Region and to propose them to the technical program committees of ComSoc conferences as required;
  - d. to propose editors and guest editors to the ComSoc publications as required;
  - e. to foster AP members to be involved directly in the ComSoc Technical Committee activities;
  - f. to coordinate independent Workshops/Mini-Conferences in the AP region.
2. The TAC Chairperson shall represent the APB in contacting the ComSoc's Technical Affairs Council(TAC), the Publication Boards and other technical related organizations.

#### **5.11.6.3 Meetings and Conference Committee (MCC)**

1. The MCC shall manage the following meetings and conferences related activities in cooperation with the concerned ComSoc organizations and APB committees:
  - a. to distribute information on international meetings and conferences related to IEEE ComSoc and its Sister Societies.
  - b. to distribute call for papers and other technical information to AP Regional ComSoc members
  - c. to coordinate and support IEEE ComSoc supported international meetings and conferences in the AP region, including the APCC, ISPACS, EOCC, and APNOMS.
  - d. to pursue the visibility of the APB in the above international conferences.
  - e. to perform their statistical analyses for the ComSoc's major conferences including ICC, GLOBECOM, and INFOCOM, and the above AP Regional conferences.
  - f. to develop empirical knowledge database of the ComSoc's major conferences including ICC, GLOBECOM, and INFOCOM, and the above AP Regional conferences by collecting the meeting reports.
2. The MCC Chairperson shall represent the APB in contacting Meetings and Conferences Director, GICB, and other international conference organizations and meetings.

#### **5.11.6.4 Information Services Committee (ISC)**

1. The ISC shall manage the following information services to the AP Regional ComSoc members in cooperation with the AP Office, MDC, and other ComSoc organizations:
  - a. to manage and update the AP Region Homepage to provide new and important information for the AP Regional ComSoc members
  - b. to publish and distribute the AP Newsletter

- c. to provide a liaison to the IEEE Global Communication Newsletter (GCN)
- d. to collaborate with the AP Office in information service related matters
- 2. The ISC Chairperson shall represent the APB in contacting the Information Services Development (ISD) Director and other information Service related organizations.

#### **5.11.6.5 Membership Development Committee (MDC)**

- 1. The MDC shall manage the following membership development related matters in cooperation with the AP Office, ISC and other related ComSoc and APB organizations:
  - e. to manage the AP Regional e-mail system containing all AP Regional ComSoc members.
  - a. to provide information and analyze statistics related to membership in the AP Region and overall.
  - b. to collaborate with the ISC and the AP Office in relation to information distribution.
  - c. to coordinate with other ComSoc organizations in developing Sister Societies.
- 2. The MDC Chairperson shall represent the APB in the Membership Program Development Board(MPDB), and in contacting other membership related ComSoc organizations.

#### **5.11.6.6 Chapters Coordination Committee (CCC)**

- 1. The CCC shall manage the coordination among ComSoc Chapters in the AP region and other Chapter related matters:
  - a. to coordinate the activities and services of the ComSoc Chapters in the AP region
  - b. to hold a yearly AP Regional Chapter meeting
  - c. to collaborate with the AP Office in running the Distinguished Lecturer Tour (DLT) Program
  - d. to collaborate with the AP Office in coordinating ComSoc Executives' visit to Chapters
- 2. The CCC Chairperson may delegate the AP Director to the Chapters, and shall represent the APB in contacting Chapter related ComSoc organizations and meetings.

### **5.11.7 Support Office (AP Office)**

#### **5.11.7.1 Location**

Since July 1995, the IEEE Communications Society has had a permanent office in Singapore(within the IEEE Asia Pacific Operations Centre premises). Its purpose is to better serve the ComSoc members in the AP Region.

The Communications Office for the Asia Pacific (or AP Office) is located at

59E Science Park Drive

The Fleming Singapore Science Park

Singapore 118244

Tel no: (65) 778-2873, Fax no: (65) 778-9723, Email: [ieeeapo@pacific.net.sg](mailto:ieeeapo@pacific.net.sg)

#### **5.11.7.2 Operation**

- 1. Within the given resources provided by the IEEE Communications Society, the office shall endeavor to support the AP Director and the five APB Committee Chairs to the best of its ability. The support includes:
- 2. to assist the Technical Affairs Committee(TAC) in promoting the ComSoc at major ComSoc conferences.
- 3. to assist the Meeting & Conference Committee(MCC) in the e-mail distribution of conference announcements to Region 10 Committee members, Council and Section Chairs, and Communications Chapter Chairs for local distribution.
- 4. to assist the Information Services Committee(ISC) by contributing articles to the Global Communications Newsletter and supporting the coordination/production of the AP Homepage and

the AP Newsletter.

5. to collaborate with the Membership Development Committee(MDC) on membership promotions in the AP Region.
6. to assist the Chapter Coordination Committee(CCC) in Chapter related matters. Under special circumstances, the CCC may request the office to host its guest speakers/visitors and coordinate interaction between Chapters and ComSoc for special projects.

### **5.11.8 Appendix: Asia Pacific Director Nomination Procedure**

#### **5.11.8.1 The Nomination Procedure**

1. A Nomination Committee shall be established when needed. The Nomination Committee shall have five members.
2. The current AP Director and the previous AP Director (or APC Chair, as applicable) are automatic members, and the previous AP Director (or APC Chair, as applicable) serves as the chairman of the Nomination Committee.
3. The other three members of the Nomination Committee shall be recommended by all “active” AP Regional ComSoc members who attended two or more of the last four APB meetings. The chairman of the Nomination Committee shall send e-mails to request recommendations of the three members from all “active” APB members, and then discuss with the current AP Director to select the three members from those recommended. The Nomination Committee must reflect a reasonably balanced representation among different countries/areas, cultures and others. The three members of the Nomination Committee can nominate and be nominated for the post of AP Director.
4. The names/e-mail addresses of all the five members of the Nomination Committee shall be announced on the e-mail network. Any “active” member may recommend candidates to any of the Nomination Committee members.
5. The Chairman of the Nomination Committee shall then conduct discussions among the five committee members via e-mails/conference calls or any other possible means. The committee shall finally decide one (or two) of the next AP Director candidate(s) and recommend to the ComSoc President.

#### **5.11.8.2 AP Director Candidacy Qualifications**

1. The candidate should be an IEEE ComSoc member residing in the AP Region.
2. The candidate should be an “active” APB member for some period of time who has attended half or more of the last two years’ APB meetings before being considered as a candidate.
3. The candidate should be a one who has committed to attend all ICC/GLOBECOM's in his 2-year term to be able to chair the APB meetings and represent the APB in various ComSoc meetings to be held in those conferences.

## **5.12 Regional – Europe Middle-East and Africa (EMEA)**

### **5.12.1 Scope**

The Europe Middle East and Africa Board (EMEAB) has been established according to the Communications Society (ComSoc) Bylaws Article 6.4.10. The EMEAB acts as a management body which is responsible for initiating, stimulating and coordinating the activities of ComSoc members and chapters throughout Europe Middle East and Africa Region. It fosters the provisioning of ComSoc's technical, professional development and information services to the ComSoc members in the EMEA Region and promotes their participation in ComSoc's activities. EMEAB also represents the interests of the EMEA Region members in establishing the policies and procedures of ComSoc.

### **5.12.2 Objectives**

The objectives of EMEAB are:

1. Promoting ComSoc membership
2. Fostering the provisioning of ComSoc's technical, professional development and information services
3. Advocating for the interest and opinions of ComSoc members and representing the interest of society members in establishing the policies and procedures of ComSoc
4. Initiating, stimulating and coordinating activities of ComSoc members and chapters
5. Supporting Information exchange and collaboration with other ComSoc boards, councils and committees on activities concerning international programs, events, and publications
6. Supporting Information exchange and collaboration with other ComSoc Regions
7. Supporting collaboration with Sister and related Societies

### **5.12.3 Operations and Organization**

#### **5.12.3.1 EMEAB Meetings**

The EMEAB Meeting will be held in locations convenient to its members at least twice a year. Unless specially notified, the regular EMEAB meetings will be held during the ICC, GLOBECOM, or EMEA RCCC conferences

#### **5.12.3.2 EMEA Director**

1. Director will represent ComSoc in the EMEA Region.
2. The EMEA Director will organize the EMEAB and appoint the EMEAB officers to run the EMEAB organization.
3. The EMEA Director will act as the Chair of EMEAB and represent EMEAB to other ComSoc organizations. The Director may appoint some ComSoc members as the EMEAB representatives to other ComSoc organizations and meetings.
4. The EMEA Director will report to the ComSoc Vice President-Member Relations and endeavor to represent the interests of the ComSoc members in the EMEA Region.
5. The EMEA Director is responsible for preparation and distribution of information of EMEAB activities to ComSoc executives, organizations and meetings.

#### **5.12.3.3 EMEAB Organization**

The EMEAB shall have the following organization in support of the EMEA Director to accomplish his/her goal effectively.

- Secretary
- Treasurer

- Membership Development Coordinator
- Advisors
- Committees

At the discretion of the EMEA Director additional members may be included into the EMEAB performing tasks such as Technical Activities Coordinator, Awards Coordinator, Information Services Coordinator, Membership Development Coordinator, Industry Relations Coordinator, Student Activities Coordinator, DLT and DSP Coordinator, and others.

#### **5.12.4 Officers**

##### **5.12.4.1 Appointments Procedures**

1. The EMEA Director for the next 2 year term will be nominated by the President of ComSoc from a list prepared by the existing EMEAB and containing at least two candidates.
2. The Secretary, Treasurer, Technical Activities Coordinator, Awards Coordinator, Information Services Coordinator, Membership Development Coordinator, Industry Relations Coordinator, Student Activities Coordinator, DLT and DSP Coordinator are appointed by the EMEA Director.
3. The EMEAB Advisors shall be appointed by the EMEAB Director. The number of Advisors should not exceed 12.
4. Insofar as possible, these officers should provide balanced representation reflecting geographic/administrative areas, industrial and academic affiliations.

##### **5.12.4.2 Terms of Office**

The above officers will be appointed for a two year term. These officers should not normally serve in the same capacities for more than two consecutive terms.

#### **5.12.5 EMEA Board Member**

##### **5.12.5.1 Secretary**

Secretary will support the EMEA Director by:

- Assisting the Director in determining the beneficiaries of the Student Travel Grant (STG) Program by responding to the inquiries from the applicants and notifying the results to the applicants.
- Coordinating EMEAB meetings, arranging the meeting time schedule, reserving the meeting room and food, and encouraging EMEAB officers and the (potential) EMEA Regional ComSoc members to attend the meeting.
- Preparing reports for EMEAB meetings and the International Activities Council (IAC) meetings.
- Recording the minutes of the EMEAB meetings.
- Keeping all EMEAB documents and records.
- Acting for the Director and attending meetings as requested by the EMEA Director.
- Gathering information from ComSoc boards, councils, and committees.
- Coordinating the mutual interests and the cross-border issues among EMEAB Committees.
- Keeping contacts with the EMEAB officers and the EMEA office.
- Preparing the EMEAB budget plan, manage the budget, and keep the budget records, under the approval of the Director.

##### **5.12.5.2 Treasurer**

Treasurer shall prepare the EMEAB budget plan, manage the budget, and keep the budget related records

as approved by the Director.

#### **5.12.5.3 Membership Development Coordinator**

The Membership Development Coordinator will pursue membership development in cooperation with the EMEA Office and other related ComSoc and EMEAB organizations and will provide information and will analyze statistics related to membership in the EMEA Region.

#### **5.12.5.4 Technical Activities Coordinator**

Technical Activities Coordinator will help chapter chairs in identification and support in organizing technical meetings, workshops, conferences, and publications. The coordinator develops the overall technical activities plan for the region, helps to schedule the events and nominates the events for the approval of the EMEA Director.

#### **5.12.5.5 Awards Coordinator**

Awards Coordinator will help chapter chairs in identification candidates for the regional EMEA awards.

#### **5.12.5.6 Information Services Coordinator**

Information Services Coordinator will help local chapter chairs in identification and installation of information services, such as email servers, websites, community boards and others.

#### **5.12.5.7 Industry Relations Coordinator**

The Industry Relations Coordinator plans and executes ComSoc Industry Now Program in the EMEA Region.

#### **5.12.5.8 Student Activities Coordinator**

The student Activities Coordinator plans and executes specific regional plans targeting ComSoc student members in the region

#### **5.12.5.9 DLT & DSP Coordinator**

DLT & DSP Coordinator will help chapter chairs in identification of the need for distinguished lecturers and speakers, in selecting corresponding lecturers. The coordinator develops the overall DLT & DSP plan for the region, helps to schedule the lectures, and nominates the regional DLTs and DSPs for the approval of the EMEA Director.

#### **5.12.5.10 Representatives**

The Representatives will provide regional advice to the EMEA Director and coordinate regional activities with chapter chairs. The Representatives will maintain liaison with the chapters as assigned by the Director.

#### **5.12.5.11 Advisor(s)**

The Advisors shall provide advices to the EMEA Director and other EMEAB officers to their related affairs.

### **5.12.6 Committees**

#### **5.12.6.1 General**

The EMEAB can establish committees on Technical Activities, Awards, Information Services, Membership Development, DLT & DSP Student Activities, and Industry Relations.

#### **5.12.6.2 Membership Development Committee**

The Membership Development Committee is chaired by the EMEAB member, Membership Development Coordinator. The Membership Development will pursue membership development in cooperation with the EMEA Office and other related ComSoc and EMEAB organizations and will provide information and will analyze statistics related to membership in the EMEA Region.

### **5.12.6.3 Technical Activities Committee**

The Technical Activities Committee will be chaired by the EMEAB member, Technical Activities Coordinator. The Technical Activities Committee performs the following tasks:

- Propose technical sessions/workshops for the ComSoc conferences;
- Foster session/workshop organizers from the EMEA Region;
- Solicit qualified reviewers from the EMEA Region and propose them to the technical program committees of ComSoc conferences as required;
- Propose editors and guest editors to the ComSoc publications as required;
- Encourage EMEA members to be involved directly in the ComSoc Technical Committee activities;
- Coordinate independent Workshops/Mini-Conferences in the EMEA region;
- Distribute information on international meetings and conferences related to IEEE ComSoc and its Sister Societies;
- Distribute call for papers and other technical information to EMEA Regional ComSoc members;
- Coordinate and support IEEE ComSoc supported international meetings and conferences in the EMEA region;
- Pursue the visibility of the EMEA in the above international conferences.

### **5.12.6.4 Information Services Committee**

The Information Services Committee is chaired by the EMEAB member, Information Services Coordinator. The Information Services Committee performs the following tasks:

- Liaison with the IEEE Global Communication Newsletter (GCN).
- Collaborating with the EMEA Office in information service related matters.
- Managing the EMEA Regional e-mail list.

### **5.12.7 Appendix – Europe Middle East and Africa Region Director Attributes**

1. The EMEA Region Director must be an IEEE ComSoc member residing in the EMEA Region, has established strong professional roots in EMEA, and has actively participated in local and regional IEEE ComSoc events and programs.
2. The Director should be an active EMEAB member, who has attended at least two of the last four EMEAB meetings.
3. The Director must make every effort to commit his/her time for attending all ICC/GLOBECOM conferences in his/her 2-year term in order to chair the EMEAB meetings and represent EMEAB in the various ComSoc meetings held at those conferences.

## **5.13 Regional – Latin America (LA)**

### **5.13.1 Scope**

The Latin America Board (LAB) has been established according to the Communications Society (ComSoc) Bylaws Article 6.4.10. The LAB acts as a management body which is responsible for initiating, stimulating and coordinating the activities of ComSoc members and chapters throughout Latin America Region. It fosters the provisioning of ComSoc's technical, professional development and information services to the ComSoc members in the LA Region and promotes their participation in ComSoc's activities. LAB also represents the interests of the LA Region members in establishing the policies and procedures of ComSoc.

### **5.13.2 Objectives**

The objectives of LAB are:

1. Promoting ComSoc membership
2. Fostering the provisioning of ComSoc's technical, professional development and information services
3. Advocating for the interest and opinions of ComSoc members and representing the
4. interest of society members in establishing the policies and procedures of ComSoc d) Initiating, stimulating and coordinating activities of ComSoc members and chapters
5. Supporting Information exchange and collaboration with other ComSoc boards, councils and committees on activities concerning international programs, events, and publications
6. Supporting Information exchange and collaboration with other ComSoc Regions
7. Supporting collaboration with Sister and related Societies

### **5.13.3 Operations and Organization**

#### **5.13.3.1 LAB Meetings**

The LAB Meeting will be held virtually at least twice a year. Unless specially notified, one LAB meeting will be held during the LATINCOM conference.

#### **5.13.3.2 LA Director**

1. LA Director will represent ComSoc in the LA Region.
2. The LA Director will organize the LAB and appoint the LAB officers to run the LAB organization.
3. The LA Director will act as the Chair of LAB and represent LAB to other ComSoc organizations. The Director may appoint some ComSoc members as the LAB representatives to other ComSoc organizations and meetings.
4. The LA Director will report to the ComSoc Vice President-Member Relations and endeavor to represent the interests of the ComSoc members in the LA Region.
5. The LA Director is responsible for preparation and distribution of information of LAB activities to ComSoc executives, organizations and meetings.

#### **5.13.3.3 LAB Organization**

The LAB shall have the following organization in support of the LA Director to accomplish his/her goal effectively.

- Secretary & Treasurer
- ComSoc Membership Program Development
- Advisors



- Committees

At the discretion of the LA Director additional members may be included into the LAB performing tasks such as Technical Activities Coordinator, Awards Coordinator, Information Services Coordinator, Membership Development Coordinator, Industry Relations Coordinator, Student Activities Coordinator, DLT and DSP Coordinator, and others.

### **5.13.4 Officers**

#### **5.13.4.1 Nominations and Appointments**

1. The LA Director for the next 2 year term will be nominated by the President of ComSoc from a list prepared by the existing LAB and containing at least two candidates.
2. The Secretary, Treasurer, Regional Representatives, Technical Activities Coordinator, Awards Coordinator, Information Services Coordinator, Membership Development Coordinator, Industry Relations Coordinator, Student Activities Coordinator, DLT and DSP Coordinator are appointed by the LA Director.
3. Insofar as possible, these officers should provide balanced representation reflecting geographic/administrative areas, industrial and academic affiliations.

#### **5.13.4.2 Terms of Office**

The above officers will be appointed for a two year term. These officers should not normally serve in the same capacities for more than two consecutive terms.

### **5.13.5 LA Board Members**

#### **5.13.5.1 Secretary & Treasurer**

Secretary will support the LA Director by:

- Assisting the Director in determining the beneficiaries of the Student Travel Grant (STG) Program by responding to the inquiries from the applicants and notifying the results to the applicants.
- Coordinating LAB meetings, arranging the meeting time schedule and encouraging LAB officers and the (potential) LA Regional ComSoc members to attend the meeting.
- Preparing reports for LAB meetings.
- Recording the minutes of the LAB meetings.
- Keeping all LAB documents and records.
- Acting for the Director and attending meetings as requested by the LA Director.
- Gathering information from ComSoc boards, councils, and committees.
- Coordinating the mutual interests and the cross-border issues among LAB Committees.
- Keeping contacts with the LAB officers and the LA office.
- Preparing the LAB budget plan, manage the budget, and keep the budget records, under the approval of the Director.
- Treasurer shall prepare the LAB budget plan, manage the budget, and keep the budget related records as approved by the Director.

#### **5.13.5.2 Technical Activities Coordinator**

Technical Activities Coordinator will help chapter chairs in identification and support in organizing technical meetings, workshops, conferences, and publications. The coordinator develops the overall technical activities plan for the region, helps to schedule the events and nominates the events for the approval of the LA Director. Technical Activities Coordinator will act as standing committee member of LATINCOM.

### **5.13.5.3 Awards Coordinator**

Awards Coordinator will help chapter chairs in identification candidates for the regional LA awards. .

### **5.13.5.4 Information Services Coordinator**

Information Services Coordinator will help local chapter chairs in identification and installation of information services, such as email servers, websites, community boards and others.

### **5.13.5.5 Membership Development Coordinator**

The Membership Development Coordinator will pursue membership development in cooperation with the LA Office and other related ComSoc and LAB organizations, will promote the seniors and fellows elevations and will provide information and will analyze statistics related to membership in the LA Region.

### **5.13.5.6 Industry Relations Coordinator**

The Industry Relations Coordinator plans and executes ComSoc Industry Now Program in the LA Region

### **5.13.5.7 Student Activities Coordinator**

The student Activities Coordinator plans and executes specific regional plans targeting ComSoc student members and Student Branch Chapters in the region

### **5.13.5.8 DLT & DSP Coordinator**

DLT & DSP Coordinator will help chapter chairs in identification of the need for distinguished lecturers and speakers, in selecting corresponding lecturers. The coordinator develops the overall DLT & DSP plan for the region, helps to schedule the lectures, and nominates the regional DLTs and DSPs for the approval of the LA Director.

## **5.13.6 Committees**

### **5.13.6.1 General**

The LAB can establish committees on Technical Activities, Awards, Information Services, Membership Development, Student Activities, and Industry Relations

### **5.13.6.2 Technical Activities Committee**

The Technical Activities Committee is chaired by the LAB member, Technical Activities Coordinator. The Technical Activities Committee performs the following tasks:

- Propose technical sessions/workshops for the ComSoc conferences;
- Foster session/workshop organizers from the LA Region;
- Solicit qualified reviewers from the LA Region and propose them to the technical program committees of ComSoc conferences as required;
- Propose editors and guest editors to the ComSoc publications as required;
- Encourage LA members to be involved directly in the ComSoc Technical Committee activities;
- Coordinate independent Workshops/Mini-Conferences in the LA region;
- Distribute information on international meetings and conferences related to IEEE ComSoc and its Sister Societies;
- Distribute call for papers and other technical information to LA Regional ComSoc members;
- Coordinate and support IEEE ComSoc supported international meetings and conferences in the LA region;
- Pursue the visibility of the LA in the above international conferences.

#### **5.13.6.3 Information Services Committee**

The Information Services Committee is chaired by the LAB member, Information Services Coordinator. The Information Services Committee performs the following tasks:

- Managing and updating the LA Region WWW Homepage
- Liaison with the IEEE Global Communication Newsletter (GCN)
- Collaborating with the LA Office in information service related matters.
- Managing the LA Regional e-mail list.

#### **5.13.6.4 Membership Development Committee**

The Membership Development Committee is chaired by the LAB member, Membership Development Coordinator. The Membership Development will pursue membership development in cooperation with the LA Office and other related ComSoc and LAB organizations and will provide information and will analyze statistics related to membership in the LA Region.

## **5.14 Regional – North America (NA)**

### **5.14.1 Scope**

The North America Board (NAB) has been established according to the Communications Society (ComSoc) Bylaws Article 6.4.10. The NAB acts as a management body which is responsible for initiating, stimulating and coordinating the activities of ComSoc members and chapters throughout North America Region. It fosters the provisioning of ComSoc's technical, professional development and information services to the ComSoc members in the NA Region and promotes their participation in ComSoc's activities. NAB also represents the interests of the NA Region members in establishing the policies and procedures of ComSoc.

### **5.14.2 Objectives**

The objectives of NAB are:

1. Promoting ComSoc membership
2. Fostering the provisioning of ComSoc's technical, professional development and information services
3. Advocating for the interest and opinions of ComSoc members and representing the interest of society members in establishing the policies and procedures of ComSoc
4. Initiating, stimulating and coordinating activities of ComSoc members and chapters
5. Supporting Information exchange and collaboration with other ComSoc boards, councils and committees on activities concerning international programs, events, and publications
6. Supporting Information exchange and collaboration with other ComSoc Regions
7. Supporting collaboration with Sister and related Societies

### **5.14.3 Operations and Organization**

#### **5.14.3.1 NAB Meetings**

The NAB Meeting will be held in locations convenient to its members at least twice a year. Unless specially notified, the regular NAB meetings will be held during the ICC, GLOBECOM, or NA RCCC conferences.

#### **5.14.3.2 NA Director and Vice-Director**

1. NA Director will represent ComSoc in the NA Region.
2. The NA Director will organize the NAB and appoint the NAB officers to run the NAB organization.
3. The NA Director will act as the Chair of NAB and represent NAB to other ComSoc organizations. The Director may appoint some ComSoc members as the NAB representatives to other ComSoc organizations and meetings.
4. The NA Director will report to the ComSoc Vice President-Member Relations and endeavor to represent the interests of the ComSoc members in the NA Region.
5. The NA Director is responsible for preparation and distribution of information of NAB activities to ComSoc executives, organizations and meetings.
6. The NA Vice-Director will represent the Director as necessary in any of the activities above.

#### **5.14.3.3 NAB Organization**

The NAB shall have the following organization in support of the NA Director to accomplish his/her goal effectively.

- Vice Director

- Secretary
- Treasurer
- Regional Representatives
- Director, ComSoc Membership Program Development
- Advisors
- Committees

At the discretion of the NA Director additional members may be included into the NAB performing tasks such as Technical Activities Coordinator, Awards Coordinator, Information Services Coordinator, Membership Development Coordinator, Industry Relations Coordinator, Student Activities Coordinator, DLT and DSP Coordinator, and others.

#### **5.14.4 Officers**

##### **5.14.4.1 Nominations and Appointments**

1. The NA Director for the next 2 year term will be nominated by the President of ComSoc from a list prepared by the existing NAB and containing at least two candidates. . A formal procedure for the nomination will be defined by the NAB (see Appendix).
2. The Vice-Director, Secretary, Treasurer, Regional Representatives, Technical Activities Coordinator, Awards Coordinator, Information Services Coordinator, Membership Development Coordinator, Industry Relations Coordinator, Student Activities Coordinator, DLT and DSP Coordinator are appointed by the NA Director.
3. The APB Advisors shall be appointed by the APB Director. The number of Advisors should not exceed 12.
4. Insofar as possible, these officers should provide balanced representation reflecting geographic/administrative areas, industrial and academic affiliations.

##### **5.14.4.2 Terms of Office**

The above officers will be appointed for a two year term. These officers should not normally serve in the same capacities for more than two consecutive terms.

#### **5.14.5 NA Board Members**

##### **5.14.5.1 Vice Director**

Vice Director performs specific tasks identified by the Director, or acts on behalf of the Director at his request, or when the Director is not available to perform the function due to emergent situations.

##### **5.14.5.2 Secretary**

Secretary will support the NA Director by:

- Assisting the Director in determining the beneficiaries of the Student Travel Grant (STG) Program by responding to the inquiries from the applicants and notifying the results to the applicants.
- Coordinating NAB meetings, arranging the meeting time schedule, reserving the meeting room and food, and encouraging NAB officers and the (potential) NA Regional ComSoc members to attend the meeting.
- Preparing reports for NAB meetings and the International Activities Council (IAC) meetings.
- Recording the minutes of the NAB meetings.
- Keeping all NAB documents and records.
- Acting for the Director or Vice-Director and attending meetings as requested by the NA Director.

- Gathering information from ComSoc boards, councils, and committees.
- Coordinating the mutual interests and the cross-border issues among NAB Committees.
- Keeping contacts with the NAB officers and the NA office.
- Preparing the NAB budget plan, manage the budget, and keep the budget records, under the approval of the Director.

#### **5.14.5.3 Treasurer**

Treasurer shall prepare the APB budget plan, manage the budget, and keep the budget related records as approved by the Director.

#### **5.14.5.4 Technical Activities Coordinator**

Technical Activities Coordinator will help chapter chairs in identification and support in organizing technical meetings, workshops, conferences, and publications. The coordinator develops the overall technical activities plan for the region, helps to schedule the events and nominates the events for the approval of the NA Director.

#### **5.14.5.5 Awards Coordinator**

Awards Coordinator will help chapter chairs in identification candidates for the regional NA awards.

#### **5.14.5.6 Information Services Coordinator**

Information Services Coordinator will help local chapter chairs in identification and installation of information services, such as email servers, websites, community boards and others.

#### **5.14.5.7 Membership Development Coordinator**

The Membership Development Coordinator will pursue membership development in cooperation with the NA Office and other related ComSoc and NAB organizations and will provide information and will analyze statistics related to membership in the NA Region.

#### **5.14.5.8 Industry Relations Coordinator**

The Industry Relations Coordinator plans and executes ComSoc Industry Now Program in the NA Region.

#### **5.14.5.9 Student Activities Coordinator**

The student Activities Coordinator plans and executes specific regional plans targeting ComSoc student members in the region.

#### **5.14.5.10 DLT & DSP Coordinator**

DLT & DSP Coordinator will help chapter chairs in identification of the need for distinguished lecturers and speakers, in selecting corresponding lecturers. The coordinator develops the overall DLT & DSP plan for the region, helps to schedule the lectures, and nominates the regional DLTs and DSPs for the approval of the NA Director.

#### **5.14.5.11 Representatives**

The Representatives will provide regional advice to the NA Director and coordinate regional activities with chapter chairs. The Representatives will maintain liaison with the chapters as assigned by the Director.

#### **5.14.5.12 Advisor(s)**

The Advisors shall provide advices to the AP Director and other APB officers to their related affairs.

### **5.14.6 Committees**

#### **5.14.6.1 General**

The NAB can establish committees on Technical Activities, Awards, Information Services, Membership

Development, DLT & DSP Student Activities, and Industry Relations.

#### **5.14.6.2 Technical Activities Committee**

The Technical Activities Committee is chaired by the NAB member, Technical Activities Coordinator. The Technical Activities Committee performs the following tasks:

- Propose technical sessions/workshops for the ComSoc conferences;
- Foster session/workshop organizers from the NA Region;
- Solicit qualified reviewers from the NA Region and propose them to the technical program committees of ComSoc conferences as required;
- Propose editors and guest editors to the ComSoc publications as required;
- Encourage NA members to be involved directly in the ComSoc Technical Committee activities;
- Coordinate independent Workshops/Mini-Conferences in the NA region;
- Distribute information on international meetings and conferences related to IEEE ComSoc and its Sister Societies;
- Distribute call for papers and other technical information to NA Regional ComSoc members;
- Coordinate and support IEEE ComSoc supported international meetings and conferences in the NA region;
- Pursue the visibility of the NA in the above international conferences.

#### **5.14.6.3 Information Services Committee**

The Information Services Committee is chaired by the NAB member, Information Services Coordinator. The Information Services Committee performs the following tasks:

- Managing and updating the NA Region WWW Homepage
- Liaison with the IEEE Global Communication Newsletter (GCN)
- Collaborating with the NA Office in information service related matters.
- Managing the NA Regional e-mail list.

#### **5.14.6.4 Membership Development Committee**

The Membership Development Committee is chaired by the NAB member, Membership Development Coordinator. The Membership Development will pursue membership development in cooperation with the NA Office and other related ComSoc and NAB organizations and will provide information and will analyze statistics related to membership in the NA Region.

### **5.14.7 Appendix – North America Region Director Nomination Procedure**

#### **5.14.7.1 Nomination Committee**

1. The North America Region Director Nomination Committee shall be established as needed basis. The Nomination Committee shall consist of the Chairman of the Nomination Committee and four members.
2. The current and the previous NAR directors are the automatic members of the Nomination Committee. The previous NAR Director serves as the Chairman of the Nomination Committee.

3. For the selection of three other members of the Nomination Committee the NAB prepares a list of recommended candidates from the active NAB members who have attended at least two of the last four NAB meetings. The chairman of the Nomination Committee will select three members from the recommended candidates list to reflect a reasonably balanced representation among different geographic and administrative areas of NAR.
4. The members of the Nomination Committee will be posted at the NAR website and announced via NAR mailing list.
5. The Nomination Committee shall recommend to the ComSoc President at least two candidates for the NAR Director position. ComSoc President will then choose among them the next NAR Director.

#### **5.14.7.2 Candidate Qualification**

1. The NAR Director candidate must be an IEEE ComSoc member residing in the NA Region, has established strong professional roots in NA, and has actively participated in local and regional IEEE ComSoc events and programs.
2. The candidate should be an active NAB member, who has attended at least two of the last four NAB meetings.
3. The candidate must make every effort to commit his/her time for attending all ICC/GLOBECOM conferences in his/her 2-year term in order to chair the NAB meetings and represent NAB in the various ComSoc meetings held at those conferences.



## 5.15 Standards Development Board

### 5.15.1 Introduction

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

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

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

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

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

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

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

Policies and Procedures of IEEE Communications Society Standards Development Board

IEEE Communications Society Standards Development Board Resolutions

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

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

#### 5.15.1.1 IEEE Sponsor scope

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

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

#### **5.15.1.2 Organization of the Sponsor**

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

#### **5.15.2 Responsibilities of the Sponsor**

The Sponsor shall be responsible for at least the following:

- Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor.

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

#### **5.15.2.1 Sponsorship**

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

##### **5.15.2.1.a Joint-Sponsor responsibility/accountability**

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

#### **5.15.3 Officers**

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

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

##### **5.15.3.1 Election or appointment of officers**

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

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

### **5.15.3.2 Temporary appointments to vacancies**

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

### **5.15.3.3 3.3 Removal of officers**

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

### **5.15.3.4 Responsibilities of officers**

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

#### **5.15.3.4.a Chair**

The responsibilities of the Chair shall include

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

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

#### **5.15.3.4.b Vice-Chair**

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

#### **5.15.3.4.c Secretary**

The responsibilities of the Secretary include:

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

#### **5.15.3.4.d Treasurer**

Treasurer shall:

1. Maintain a budget
2. Control all funds, including any into and out of the Committee's bank account

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

#### **5.15.4 Membership**

##### **5.15.4.1 Voting membership**

Each voting member is expected to attend meetings as defined in this clause. COM/SDB has a fixed number of voting members per ComSoc Bylaws, Section 6.4.12. The Sponsor Chair shall appoint voting members in addition to the other officers for a two-year term. Voting members shall be members of any grade of the IEEE and IEEE Communications Society, and members of the IEEE-SA. If a voting membership becomes vacant for any reason (such as resignation or removal), an appointment shall be made by the Chair for a period till the end of the Chair's term. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements. Voting members are eligible to vote during the first and second meetings. At subsequent meetings, voting eligibility requires attendance of at least one of the two immediately previous meetings.

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

##### **5.15.4.2 Application**

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

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

##### **5.15.4.3 Review of membership**

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

##### **5.15.4.4 Membership roster**

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

- Title of the Sponsor and its designation
- Scope of the Sponsor
- Officers: Chair, Vice Chair, Secretary, Treasurer

- Members: for all, name, e-mail address, affiliation and membership status.
- For each subgroup: subgroup title, Chair, and names, e-mail addresses, and affiliations of all members

#### **5.15.4.5 Membership public list**

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

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

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

#### **5.15.5.1 Administrative subgroups**

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

#### **5.15.5.2 Working groups – Individual Method**

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

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

#### **5.15.5.3 Working groups – Entity Method**

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

#### **5.15.5.4 Standards study groups**

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

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

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

#### **5.15.5.5 Other subgroups**

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

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

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

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

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

### **5.15.6 Meetings**

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

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

#### **5.15.6.1 Quorum**

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

#### **5.15.6.2 Conduct**

Meeting attendees shall demonstrate respect and courtesy toward each other and shall allow each



participant a fair and equal opportunity to contribute to the meeting, in accordance with the IEEE Code of Ethics.

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

#### **5.15.6.3 Executive session**

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

#### **5.15.6.4 Meeting fees**

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

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

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

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

#### **5.15.6.5 Minutes**

The minutes shall record the essentials, including the following:

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

Copies of handouts and subcommittee reports may be included in the minutes or made available as

separate items.

## **5.15.7 Vote**

### **5.15.7.1 Approval of an action**

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

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

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

The following actions require approval by a majority vote:

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

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

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

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

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

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

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

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

### **5.15.7.3 Proxy Voting**

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

their discretion.

#### **5.15.7.4 Voting between meetings**

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

### **5.15.8 Communications**

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

#### **5.15.8.1 Formal internal communication**

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

#### **5.15.8.2 External communication**

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

#### **5.15.8.3 Public statements for standards**

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

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

##### **5.15.8.3.a Sponsor public statements**

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

##### **5.15.8.3.b Subgroup public statements**

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

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

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

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

#### **5.15.8.4 Informal communications**

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

#### **5.15.8.5 Standards publicity**

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

instructions.

### **5.15.9 Appeals**

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

The Sponsor shall not consider any claim that

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

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

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

#### **5.15.9.1 Appeal brief**

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

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

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

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

#### **5.15.9.2 Reply brief**

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

#### **5.15.9.3 Appeal Panel**

The Sponsor Chair shall appoint from the Sponsor voting and non-voting members an Appeal Panel consisting of a chair and two other members who have not been directly involved in the matter in dispute,

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

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

#### **5.15.9.4 Conduct of the hearing**

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

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

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

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

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

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

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

#### **5.15.9.5 Appeals Panel decision**

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

- Finding for the appellant, remanding the action to the appellee, with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- Finding against the appellant, with a specific statement of the facts that demonstrate that appellant

failed to meet its burden to demonstrate that fair and equitable treatment of the appellant was not taken;

- Finding that new, substantive evidence has been introduced, and remanding the entire action to the appropriate committee for reconsideration.

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

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

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

## **5.16 Standardization Programs Development Board**

### **5.16.1 Purpose**

These Policies and Procedures govern operation of the ComSoc Standardization Programs Development Board (CSPDB) and are subordinate to Policies and Procedures of the ComSoc Standards Activities Council.

These P&Ps as well as changes to them require approval of the 2/3 of current voting CSPDB membership as well as a subsequent approval by ComSoc Vice President – Standards Activities.

### **5.16.2 CSPDB Activities**

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

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

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

### **5.16.3 CSPDB Structure**

#### **5.16.3.1 CSPDB Chair and officers**

The CSPDB Chair is the ComSoc Director of Standardization Programs Development (SPD). He/she is appointed by ComSoc president for a 2 year term concurrent with the term of the ComSoc president. CSPDB Chair reports directly to the ComSoc Vice President of Standard Activities (VP-SA), in accordance with the IEEE Communications Society (ComSoc) Bylaws.

The SPD Director appoints Vice-Chair and Secretary, from CSPDB members. The Vice-Chair assumes the duties of the CSPDB Chair at board meetings and other occasions if the CSPD Director is absent or chooses for procedural reasons to temporarily step down from the chair position during the CSPDB meeting. The secretary supports the administration of the CSPDB, including but not limited to the preparation of minutes of board meetings and the maintenance of the CSPDB Web pages.

#### **5.16.3.2 Membership:**

The CSPDB members are appointed by the CSPDB chair according to ComSoc bylaws. The appointments are for two year terms concurrent with the term of the CSPDB Chair.

According to bylaws CSPDB consists of 4 members in addition to the chair. Vice President – Standards Activities serves as an ex officio of the Board. CSPDB Chair can appoint non-voting members and advisers to serve during his/her term.

All voting members of the CSPDB shall be members of IEEE and ComSoc of any grade.

#### **5.16.3.3 Committees and Task Groups**

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

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

Activities.

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

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

#### **5.16.4 Meetings**

The CSPDB shall meet face-to-face at least twice a year, in conjunction with the ComSoc BoG meetings. An effort should be made to allow participation via teleconference. If necessary, additional meetings can be organized via TELECON or other online means at the discretion of the CSPDB Chair.

Face-to-face meetings shall be announced and agenda distributed at least two weeks in advance at least to the CSPDB members. TELECONS and online meetings shall be announced and agenda distributed at least one week in advance at least to CSPDB members.

All face-to-face CSPDB meetings are open to all attendees. Any attendee can speak up if recognized by the chair but cannot make or second motions.

Any CSPDB member can suggest items for the agenda.

Robert's Rules of Order are used to conduct the meeting.

The CSPDB Secretary will take minutes. Unapproved minutes should be made available within one month of the meeting. Availability of unapproved minutes should be announced at least to CSPDB members via email. Approved Minutes are posted on the CSPDB Web page and are public.

#### **5.16.5 Voting**

All decisions at face-to-face or TELECON/online meetings can be made only with presence of a quorum which is 50% of the current voting CSPDB membership.

Voting membership of CSPDB is defined in ComSoc bylaws.

CSPDB voting member can exercise his/her right to vote only if he/she attended at least one of the two preceding consecutive meetings.

All motions by default require simple majority to pass, exceptions are where indicated in these policies and procedures. The Chair is allowed to vote only to break a tie, but shall announce his/her vote last.

Voting may be conducted via email at the discretion of the chair. Email ballot shall last at least two weeks before results are announced. Email voting also requires a 100% ballot return rate by all voting members.



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## **6.1 Awards Committee**

### **6.1.1 Organization**

The President appoints the Chair of the Awards Committee, who reports to the VP- Technical Activities, for a two-year term coincident with the term of the President. The Chair may be re-appointed for one additional term.

The Awards Committee has a minimum of 12 (and a maximum of 15) Members plus the Chair. Each Member has a term of 3 years and each year a minimum of four new Members are appointed by the Chair. Appointments shall aim toward a reasonable balance among different technical areas, different regions and countries, and industry and academic sectors. A Member may be re-appointed for one additional term.

The Committee membership, description of awards, and instructions for making nominations shall be posted on a dedicated Awards page on the ComSoc web site.

### **6.1.2 Functions**

1. The Awards Committee evaluates candidates for ComSoc-level awards and selects award winners. It further considers any awards-related issue presented to it by the President or the Board of Governors. The Awards Committee shall have no jurisdiction over awards offered by subsidiary organizations of ComSoc, but shall be consulted on processes and standards prior to establishment of or change in any such award.
2. Nominations of papers for ComSoc-level prize paper awards shall be solicited, sufficiently in advance before the nominations deadline, from the VP-Publications and Editors-in-Chief of all ComSoc publications. There shall be an open call on the ComSoc web site, an additional solicitation to the Technical Activities Council via the VP-Technical Activities, and optional solicitations to other officers and volunteers. The recipients for the ComSoc prize paper awards shall be selected by the Awards Committee sufficiently in advance of ICC, and presented by the Awards Committee Chair and the President during ICC each year.
3. Nominations of individuals for career and service awards shall be solicited, sufficiently in advance before the nominations deadlines, in open calls through the ComSoc web site and in publications. The recipients for ComSoc career and service awards shall be selected by the Awards Committee sufficiently in advance of ICC or GLOBECOM, depending on the deadline(s) specified for each award. Awards shall be presented by the Awards Committee Chair and the President during GLOBECOM each year, unless the award is one for which a decision was made in advance of ICC, in which case the presentation may optionally be made at ICC.
4. When no acceptable candidate or not enough candidates are nominated for any award by the deadline, the Awards Committee may solicit additional nominations. Also, the Committee will determine at the end of each evaluation process whether each unsuccessful career/service nomination should be continued, updated, or discontinued for consideration the following year.
5. Relevant discussion and the selection of award recipients may be carried out in face-to-face meetings or by e-mail, electronic discussion thread or other collaborative environment, conference call or teleconferencing. E-mail voting is a sufficient means for decision.
6. Any proposed change in the ComSoc awards program shall be first discussed by the Awards Committee, and a recommendation submitted to the Board of Governors for its consideration.
7. The Awards Committee shall hold a face-to-face meeting at each ICC/GLOBECOM to discuss relevant issues. A preparatory email interchange shall give an opportunity for participation to members of the Awards Committee who are unable to attend.
8. The Awards Committee shall solicit advice and nominations from the Technical Activities Council, of which the Awards Committee Chair is a member.

### **6.1.3 Operational Restrictions and Options**

1. Committee deliberations for each award, and all documents submitted to or created by the Committee, shall be strictly confidential. Only the finally decided award recipients shall be openly announced.
2. The E-mail group alias for the Awards Committee, and any paper or electronic collaboration environment created for the Committee's deliberations, are closed and their use restricted to Awards Committee Members.
3. The Awards Committee Chair may appoint award-specific evaluation subcommittees, reporting to the full Committee, to reduce the workload on Members. A joint evaluation subcommittee may be created with another Society for evaluation of nominations for a jointly sponsored award. A joint subcommittee shall report to the Awards Committees of both sponsoring Societies, but may, if so specified in the approved award description, make the final decision on a joint award.
4. In conformance with IEEE Policy 4.4.H, no Awards committee member may nominate or be a reference for an individual or paper nominated for a ComSoc award. An Awards Committee Member may be nominated for a ComSoc award, but must withdraw from discussion or evaluation of nominations for any award for which he/she, or a close associate, or a paper authored or coauthored by the committee member or a close associated, is nominated.
5. The current President or the VP-Technical Activities, to whom the Awards Committee reports, may not nominate or submit a written reference or endorsement for a candidate for any award. No other officers are subject to this exclusion. The Committee Chair shall be free to consult the President or VP-Technical Activities on any awards issue.

### **6.1.4 Budget and Support Staff**

1. A staff member at ComSoc Headquarters shall be appointed to support the operations of the Awards Committee.
2. The budget of the Awards Committee shall be included as a part of the overall budget of the Vice President - Technical Activities.

### **6.1.5 Operational Schedule**

The following schedule shall be followed under normal circumstances.

#### **6.1.5.1 Prize Paper Awards and eligible career/service awards**

- January 10: Publications officers and EICs of publications reminded of February 15 deadline for prize paper nominations. Technical Activities Council informed. Open call on web site for nominations for prize paper awards and for any career/service award for which nominations are accepted on February 15. Staff begins Awards Luncheon scheduling with ICC local organizers.
- February 15: Deadline for nominations for all prize paper awards and for any eligible (February 15 nomination deadline) career/service award.
- February 22: Individual Members or subcommittees assigned paper and/or career/service award(s) for which nominations are to be reviewed, with deadline of two months before ICC.
- No later than 50 days before ICC: Teleconference of full Awards Committee and award decisions, based on evaluation results from individual Members or subcommittees, email balloting in the prior week and balloting during the meeting.
- No later than 45 days before ICC: Award winners are informed by Staff and invited to the Awards Ceremony. Staff begins preparation of award certificates, plaques, and checks.
- Morning of luncheon at ICC: Staff delivers awards materials to room where luncheon is being held and runs through presentation details with Awards Committee Chair and local organizers.

#### **6.1.5.2 Career/service Awards**

- July 15: Call for nominations with deadline of September 1. Inform all Society officers and publish open call. Staff begins Awards Luncheon scheduling with GLOBECOM local organizers.
- September 1: Deadline for nominations.
- September 3: Subcommittees assigned nominations to review, with deadline of two months before GLOBECOM.
- No later than 50 days before GLOBECOM: Teleconference of full Awards Committee and award decisions, based on evaluation results from individual Members or subcommittees, email balloting in the prior week and balloting during the meeting.
- No later than 45 days before GLOBECOM: Award winners are informed by Staff and invited to the Awards Ceremony. Staff begins preparation of award certificates, plaques, and checks.
- Morning of Luncheon at GLOBECOM: Staff delivers awards materials to room where luncheon is being held and runs through presentation details with Awards Committee Chair and Local Arrangements person.

#### **6.1.6 Encouragement of Nominations for IEEE Awards**

1. The Awards Committee shall encourage nominations for IEEE awards relevant to the scope and interests of the IEEE Communications Society.
2. A link to IEEE's Web site for open call for nominations shall be posted on ComSoc's Web page for Awards, and published in ComSoc's Enews when requested by the Awards Committee Chair.
3. The ComSoc support staff member shall maintain liaison with IEEE and TAB Awards Staff and relay received information to the Awards Committee chair. The Awards Committee chair shall, in turn, remind the Awards Committee, and the relevant ComSoc Boards, Councils, Committees and Officers about relevant IEEE awards and the deadlines for nominations.

#### **6.1.7 Career & Service Awards**

The Communications Society sponsors programs to recognize technical achievements and service. To learn more about these awards or how to develop or sponsor new awards, please contact the ComSoc Awards Committee.

##### **6.1.7.1 Career Awards**

##### **6.1.7.1.a IEEE Communications Society Edwin Howard Armstrong Achievement Award (originally Achievement Award)**

- Prize – Certificate, plaque, and honorarium of \$2,000; funded by the Armstrong Memorial Research Foundation.
- Eligibility – Member of the Communications Society at time of nomination.
- Basis for Judging – Outstanding contributions over a period of years in the field of interest of the Society.
- Presentation – Annually (as soon as possible after recommendation). Award will not be presented if suitable candidate is not available.

##### **6.1.7.1.b IEEE Communications Society Distinguished Industry Leader Award**

- Prize – Plaque, certificate, and honorarium of \$2,000.
- Description - To recognize an industry executive whose leadership has resulted in major and outstanding advances and new directions in the information and communications business area.
- Eligibility – An information or communication industry executive who played a major leadership

role in research or development and introduction of systems, devices, applications or services that have significantly impacted the communications and information markets on a global basis and substantially advanced the use of information and communication technologies in industry, commerce, and society. The candidate is not required to be an IEEE member.

- **Selection Criteria and Basis for Judging** – Executive leadership resulting in major advances and new directions in the information and communications business area. Evaluation is based on such factors as global acceptance of the products and services, financial success and growth of the business, ubiquity of the products and services, emulation of the contributions by competition, and degree of global recognition of the candidate. Other factors include time of service, impact, specific innovations, etc.
- **Nomination/Selection Process** – Nominations will be solicited each year, up to the nominations deadline decided by the Awards Committee. Nominations will be openly solicited; however, nominations would also be received from a Nominations Committee appointed by the President of the Communication Society. The nomination/selection process to select an award recipient for year “X+ 1” will take place in year “X”, thus conforming to IEEE procedures. (For example, the 2004 winner will be decided by the committee in year 2003.)
- **Presentation** - The award will be presented at a major Communication Society annual conference or venue appropriate to the business area of the recipient. The award will not be conferred in any given year if a suitable candidate is not identified. Annually (as appropriate); no more than two awards will be given per year.
- **Administration and Funding** - The Communications Society will administer the award covered out of annual Society operating expenses until a suitable endowment is established.

#### **6.1.7.1.c IEEE Communications Society Industrial Innovation Award**

- **Prize** – Plaque, certificate, and honorarium of \$1,000 for each recipient. Up to three individuals may receive this award in a calendar year, for separate accomplishments or as members of a team.
- **Description** - To annually recognize an individual in industry for major industrial accomplishments, standards, deployment of important processes or products, etc., that substantially benefit the public in the field of communications and information technologies and are visible beyond the company or institution where the contribution was made.
- **Eligibility** – Individuals at any level who were industry employees at the time of the accomplishments being recognized; candidate need not be an IEEE member.
- **Selection Criteria and Basis for Judging** – Basis for judging and factors to be considered in the selection are time/length of service, impact in the field of communications, specific innovations benefiting industry, commerce, and society.
- **Nomination/Selection Process** – The ComSoc Awards Committee will handle the evaluation and selection process. Nominations will be solicited each year, up to the nominations deadline decided by the Awards Committee. Calls for nominations are posted on the ComSoc Web page, Society magazine and electronic newsletter.
- **Presentation** – Annually (as soon as possible after recommendation). No more than three awards may be made in any calendar year. The award will not be conferred in any given year if suitable candidates are not identified. The award presentation is made preferably at the IEEE GLOBECOM Awards Luncheon, or at a venue and time appropriate to the business area of the recipient. Award will be publicized on the ComSoc Web page, Society Magazine, electronic newsletter, and Awards Luncheon Brochure.
- **Administration and Funding** -The IEEE Communications Society will administer the award. Funding will be covered by the annual Society operating budget unless a suitable endowment is established. Up to \$3000 (plus the minimal cost of plaques and certificates) will be budgeted

annually to cover the cost of up to 3 recipients.

**6.1.7.1.d IEEE Communications Society Award for Public Service in the Field of Telecommunications**

- Prize – Certificate, plaque, and honorarium of \$1,000.
- Eligibility – No restrictions.
- Basis for Judging – Major contributions to the public welfare through work in the field of telecommunications.
- Presentation – Annually (as soon as possible after recommendation). Award will not be presented if suitable candidate is not available.

**6.1.7.2 Service Awards**

**6.1.7.2.a IEEE Communications Society Donald W. McLellan Meritorious Service Award**

- Prize – Certificate, plaque, and honorarium of \$1,000 up to two awards per year.
- Eligibility – Member of the Communications Society at time of nomination.
- Basis for Judging – Outstanding long-term service to the welfare of the Communications Society.
- Presentation – Annually (as soon as possible after recommendation). Award will not be presented if suitable candidate is not available.

**6.1.7.2.b IEEE Communications Society Harold Sobol Award for Exemplary Service to Meetings & Conferences (formerly Meetings & Conferences Award).**

- Prize – Plaque, certificate, and honorarium of \$1,000.
- Description and Eligibility – Society member at time of nomination who has demonstrated exemplary services to the meetings and conferences of the Society over a sustained period of time. Evaluation of candidates is based on such factors as long-term service, significant contributions, strategic planning and financial success, etc.
- Basis for Judging – Exemplary service to IEEE Communications Society meetings and conferences over a sustained period of time.
- Nomination/Selection Process - Nominations will be openly solicited but they will be screened and reduced to a short list by a nominations committee chaired by the Vice President of Conferences and consisting of members of the Conferences Steering Committee. The short list will be provided to the Awards Committee and the Awards Committee will select the final awardee.
- Schedule and Presentation - Nominations will be solicited each year, up to the nominations deadline decided by the Awards Committee. The award will be presented at Globecom or other venue appropriate to the award and the recipient. The award will not be conferred in any given year if a suitable candidate is not identified. Annually (as appropriate); no more than one award will be given per year.
- Administration and Funding - The Communications Society will administer the award. Funding will be covered out of annual Communications Society operating expenses unless a suitable endowment is established.

**6.1.7.2.c IEEE Communications Society Joseph LoCicero Award for Exemplary Service to Publications (formerly Publications Exemplary Service Award)**

- Prize – Plaque, certificate, and honorarium of \$1,000.
- Description and Eligibility: A Society member at time of nomination who has been involved with

one or more of the Society's publications (e.g., Journals, Magazines; print or electronic) for a sustained period of time and having made notable contributions in areas such as editing, publishing or otherwise facilitating their realization, quality, scope or visibility.

- Selection Criteria - Basis for judging is exemplary and exceptional service to IEEE Communications Society publications over a sustained period of time. Factors to be considered in the selection are time of service, impact, specific innovations, etc.
- Nominee Selection – Award will be presented annually to a recipient selected by a Publications Award Selection Committee working in conjunction with the Communications Society Award Committee. Nominations shall be solicited, screened and reduced to a short list by the Selection Committee (Vice President of Publications; Directors of Journals and Magazines, and Editors-in-Chief of the Society's publications) with external consultation, as appropriate, and submitted to the Communications Society Awards Committee for final selection.
- Schedule and Presentation - Nominations will be solicited each year, up to the nominations deadline decided by the Awards Committee. The award will be presented at a venue appropriate to the award and the recipient. The award will not be conferred in any given year if a suitable candidate is not identified. Annually (as appropriate).
- Administration and Funding - The IEEE Communications Society will administer the award. Funds will be covered out of annual Communications Society operating expenses until a suitable endowment is established.

#### **6.1.7.2.d IEEE ComSoc/KICS Exemplary Global Service Award**

- Prize – Certificate, plaque, and honorarium of \$2,000 and up to \$1500 for travel to receive award.
- Description & Eligibility – Member of the Communications Society or the Korean Information & Communications Society at time of nomination and have demonstrated exemplary and distinguished service in globalization.
- Basis for Judging: Outstanding and long-term service fostering and advancing globalization within the communications arena.
- Presentation – Annually; presented by both presidents during Awards Luncheon at IEEE GLOBECOM. Award will not be presented if suitable candidate is not available.
- Nomination/Selection Process – ComSoc Awards Committee will handle the evaluation and selection process. Nominations will be solicited each year, up to the nominations deadline decided by the Awards Committee.
- Administration and Funding - KICS will provide the honorarium and partial travel support up to \$1500 for recipient to receive award.

### **6.1.8 Paper Awards**

#### **6.1.8.1 General policies for all papers:**

ComSoc magazines and journals are defined as those financially sponsored, in whole or in part, by the IEEE Communications Society.

##### **6.1.8.1.a Multiple Awards:**

- Technical committee level awards should not preclude a ComSoc level award and may even be considered a supporting document.
- No paper should get multiple ComSoc level awards, even if in different years.

##### **6.1.8.1.b EIC Nominations:**

- Each journal EIC may submit up to 5 nominations per award relative to that journal and can



decide if the papers are from current or previous years, and whether previous-year nominations are based on number of citations or other criteria.

### **6.1.8.2 List of Paper Awards**

#### **6.1.8.2.a The IEEE Communications Society Best Tutorial Paper Award**

- Prize – Plaque and honorarium up to \$500 for each author; total not to exceed \$1,000.
- Eligibility – Given to an outstanding tutorial paper published in any Communications Society magazine or journal in the previous 5 calendar years; author need not be an IEEE member.
- Basis for Judging –Clarity and quality of presentation, timeliness and relevance of topic.
- Nominee Solicitation – Nominations solicited by Chair of Magazines/Journals Paper Awards Selection Committees in consultation with Magazines/Journals Editors-in-Chief.
- Selection Process – Nominations screened and short list prepared by the Magazines and Journals Paper Awards Selection committees with the approval of the Magazines/Journals Editors-in-Chief, Director of Magazines, and Director of Journals. The short list submitted to the Communications Society Awards Committee for final selection.
- Presentation – Annually (as soon as possible after recommendation). Award will not be given if a paper of high quality is not uncovered.

#### **6.1.8.2.b The IEEE Communications Society Leonard G. Abraham**

- Prize – Plaque and honorarium up to \$500 for each author; total not to exceed \$1,000.
- Eligibility – Publication of an original paper, in the category of Communications Systems, published in the *IEEE Journal on Selected Areas in Communications* in the previous 3 calendar years; author need not be an IEEE member.
- Basis for Judging – Quality, originality, utility, timeliness, clarity of presentation.
- Nominee Solicitation – Nominations solicited by Journal Editor-in-Chief from the Editorial Board, guest Editors, and readership (through published notice).
- Selection Process – Nominations screened and reduced to a short list by a committee of the Editorial Board and submitted to the Communications Society Awards Committee for final selection.
- Presentation – Annually (as soon as possible after recommendation). Award will not be given if a paper of high quality is not uncovered.

#### **6.1.8.2.c The IEEE Communications Society Stephen O. Rice Prize**

- Prize – Plaque and honorarium up to \$500 for each author; total not to exceed \$1,000.
- Eligibility – Publication of an original paper, in the category of Communications Theory, published in the *IEEE Transactions on Communications* in the previous 3 calendar years; author need not be an IEEE member.
- Basis for Judging – Quality, originality, utility, timeliness, clarity of presentation.
- Nominee Solicitation – Nominations solicited by Transactions Editor-in-Chief from the Editorial Board, guest Editors, and readership (through published notice).
- Selection Process – Nominations screened and reduced to a short list by a committee of the Editorial Board and submitted to the Communications Society Awards Committee for final selection.
- Presentation – Annually (as soon as possible after recommendation). Award will not be given if a paper of high quality is not uncovered.

#### **6.1.8.2.d The IEEE Communications Society William R. Bennett Prize in the Field of Communications Networking**

- Prize – Plaque and honorarium up to \$500 for each author; total not to exceed \$1,000.
- Eligibility – Publication of original paper, in the category of Communications Networking, published in the *IEEE/ACM Transactions on Networking* or the *IEEE Transactions on Network and Service Management* in the previous 3 calendar years; author need not be an IEEE member.
- Basis for Judging – Quality, originality, utility, timeliness, clarity of presentation.
- Nominee Solicitation – Nominations solicited by Transactions Editor-in-Chief from the Editorial Board, guest Editors, and readership (through published notice).
- Selection Process – Nominations screened and reduced to a short list by a committee of the Editorial Board and submitted to the Communications Society Awards Committee for final selection.
- Presentation – Annually (as soon as possible after recommendation). Award will not be given if a paper of high quality is not uncovered.

#### **6.1.8.2.e Fred W. Ellersick Prize (formerly the Communications Society Magazine Prize Paper Award)**

- Prize – Plaque and honorarium up to \$500 for each author; total not to exceed \$1,000.
- Eligibility – Publication of an original paper in the *IEEE Transactions on Communications* in the previous 3 calendar years; author need not be an IEEE member.
- Basis for Judging – Quality, utility, timeliness, and clarity of presentation, comprehensible to the non-specialist.
- Nominee Solicitation – Nominations solicited by the Chair of Magazines Paper Awards Selection Committee in consultation with Magazines Editors-in-Chief.
- Selection Process – Nominations screened and short list prepared by the Magazines Paper Awards Selection Committee with the approval of the Magazines Editors-in-Chief. The short list is submitted to the Communications Society Awards Committee for final selection.
- Presentation – Annually (as soon as possible after recommendation). Award will not be given if a paper of high quality is not uncovered.

#### **6.1.8.2.f The IEEE Communications Society Heinrich Hertz Award for Best Communications Letter**

- Prize - Plaque and honorarium of \$500 per author (up to a maximum total of \$2000).
- Description - Letters published in any letter journal financially sponsored or co-sponsored by the Communications Society which open new lines of research, envision bold approaches to communication, formulate new problems to solve, and essentially enlarge the field of communications engineering are eligible for this annual award.
- Eligibility - This award is given to an outstanding manuscript published in any letter journal during the previous 3 calendar years which opens new lines of research, envisions bold approaches to communication, formulates new problems to solve, and essentially enlarges the field of communications engineering. Recipients need not be IEEE members.
- Basis for Judging - Quality, exposition, novelty and impact.
- Nominee Solicitation/Selection - Nominations will be solicited by the Editor-in-Chief of *IEEE Communications Letters* from the Editorial Board. Each associate editor may submit no more than one paper to the Editor-in-Chief for consideration. A subcommittee comprised of the Editor-in-Chief and five Associate Editors will screen the nominated papers. Nominations will also be

solicited from ComSoc Technical Committee chairs and readership (through published notices). No more than five manuscripts will be submitted to the Awards Committee for final selection by March 1 of each year. Selection will be based on rankings given to each nominated paper by each member of the subcommittee. Each paper submitted to the Awards Committee will be accompanied by a summary statement.

- Administration - The IEEE Communications Society will administer the award covered out of the Society's annual operating budget until a suitable endowment is established. Each recipient receives an honorarium of \$500 up to maximum of \$2000 (plus the minimal cost of plaques) and will be budgeted annually to cover the total cost of up to \$2000 per year.
- Presentation - Annually, at ICC or GLOBECOM (as soon as possible after recommendation). Award will not be given if a paper of high quality is not uncovered.

#### **6.1.8.2.g IEEE Communications Society/Information Theory Society Joint Paper Award**

- Prize: A plaque and an honorarium up to \$500 for each author; total not to exceed \$1,000 for each paper.
- Eligibility: For outstanding papers published in any publication of the Communications Society or IEEE Information Theory Society within the previous three calendar years. The authors do not have to be members of IEEE. Presented annually.
- Basis for Judging: Quality, originality, utility, timeliness, and presentation. The paper should cover the interests and achieve the values of both the Communications Society and Information Theory Society.
- Sponsorship and Funding: Jointly sponsored by IEEE Communications Society (ComSoc) and Information Theory Society (IT). Funding evenly divided by the two sponsoring societies.
- Selection Process:
  - Each year a joint papers evaluation subcommittee of six members is formed with three from each of the Awards committees of the two Societies. ComSoc's members are appointed by the Chair of the ComSoc Awards Committee.
  - This subcommittee considers ranked nominations from publications boards in both societies and selects 1 or 2 papers as the award recipients. No paper already selected for a ComSoc paper award will be eligible. The processes/timelines will be the same as all other paper awards.
- Presentation: Annually at any event sponsored by either of the two sponsoring societies selected by the recipient(s).

#### **6.1.8.2.h IEEE Marconi Prize Paper Award in Wireless Communications**

- Prize – Plaque, honorarium of up to US\$1,000, travel reimbursement of up to US\$3,000.\*
- Description - The IEEE Guglielmo Marconi Best Paper Award is an annual award, sponsored by Qualcomm Inc., for an original paper in the field of Wireless Communications published in the *IEEE Transactions on Wireless Communications*. NOTE: *IEEE Transactions on Wireless Communications* is co-sponsored by the IEEE Communications Society and IEEE Signal Processing Society.
- Eligibility - Authors of an original paper in the field of Wireless Communications, published in the *IEEE Transactions on Wireless Communications* in the previous 3 calendar years, are eligible for the Award. There are no restrictions as to IEEE membership, nationality, race, creed, age or gender.
- Basis for Judging – Originality, utility, timeliness, and clarity of presentation.
- Nominee Solicitation – Nominations solicited by the Editor-in-Chief of *IEEE Transactions on*

Wireless Communications from the Editorial Board, guest Editors, and readership (through published notice).

- Selection Process – Annually solicitations are sought from 1 January through 31 January; a short list is generated by 1 March; selection by an award committee (consisting of 3 members of the ComSoc Awards Committee and 1 from the Signal Processing Society) is completed by 10 April; the Chair of the Communications Society Awards Committee notifies recipients no later than 20 April.
- Administration – Sponsored by Qualcomm Inc., in addition to the \$1000 honorarium, a travel reimbursement of up to US\$3000 is provided for travel and living to enable recipients to attend the Awards Luncheon.
- Presentation – Annually presented by the IEEE Communications Society Awards Committee Chair, in the name of the IEEE Communications Society, the IEEE Signal Processing Society, and the external sponsor of the award, at the International Conference on Communications.

#### **6.1.8.2.i IEEE Communications Society Award for Advances in Communications**

- Prize: Plaque and honorarium of \$500 per author (up to a maximum total of \$2000).
- Eligibility: Papers that open new lines of work, envision bold approaches to communication, formulate new problems to solve, and essentially enlarge the field of communications engineering. Given to an outstanding paper published in any IEEE Communications Society publication in the previous 15 calendar years; author need not be an IEEE member.
- Basis for Judging: Quality, originality, novelty and impact.
- Nominee Solicitation: Nominations solicited by Editors-in-Chief to the Editorial Boards and guest Editors of all IEEE Communications Society publications. After screening, each Editor-in-Chief shall submit at least one nomination. Nominations will also be solicited from ComSoc Technical Committee chairs and readership (through published notice).
- Selection Process: All nominations shall be submitted to the IEEE Communications Society Awards Committee for final selection by March 1 of each year. The selection process shall comply with procedures and regulations established in IEEE and ComSoc governing documents, in particular with IEEE Policy 4.4 on Award Limitations.
- Administration and Funding: The IEEE Communications Society will administer the award covered out of annual Society operating expenses until a suitable endowment is established.
- Presentation: Annually at ICC or GLOBECOM. Award will not be given if a paper of high quality is not uncovered. Award and recipient will be published in the ComSoc Awards Luncheon brochure and posted on the ComSoc web site.

#### **6.1.8.3 Paper Awards Nomination Process**

##### **6.1.8.3.a Communications Society Paper Awards**

The Communications Society's Awards Committee retains responsibility for the ultimate selection of winning papers and functioning of the awards process. It coordinates the nomination and decision processes; and staff orders the certificates, plaques, and honorariums. ComSoc magazines and journals are defined as those financially sponsored, in whole or in part, by the IEEE Communications Society.

Magazine and Journals Editors-in-Chief are responsible for generating short nomination lists for their respective prizes, these lists become the major basis for decisions of the Awards Committee. Nominations are solicited by each Editor-in-Chief from his/her Editorial Board, guest editors, and the readership. Nominations may be solicited in a published notice. These nominations are then screened/reduced to a short list and submitted to the Awards Committee for final selection. (See specific details under each paper award.)

The Society welcomes nominations from Society Members for Prize Papers published in previous years. Such action will give a deserving colleague a chance for one of these prestigious awards. A nomination should clearly state the authors, paper title, the publication and issue in which the paper appeared, and, in a few words, why the paper deserves an award. It should then be sent to the Editor-in-Chief of the publication in which the paper appeared (see current EICs listed under “Publications” in front part of the ComSoc Community Directory).

1. The Communications Society Best Tutorial Paper Award
  - For an outstanding tutorial paper published in any Communications Society magazine or journal in the previous 5 calendar years.
2. The Communications Society Leonard G. Abraham Prize
  - For a paper published, in the category of Communications Systems, published in the *IEEE Journal on Selected Areas in Communications* in the previous 3 calendar years.
3. The Communications Society Stephen O. Rice Prize
  - For a paper published in the category of Communications Theory, published in the *IEEE Transactions on Communications* in the previous 3 calendar years.
4. The Communications Society William R. Bennett Prize - in the Field of Communications Networking to be deleted (Award recently redefined for networking)
  - For a paper in the *IEEE/ACM Transactions on Networking* or the *IEEE Transactions on Network and Service Management* in the previous 3 calendar years.
5. The Fred W. Ellersick Prize
  - For a paper in any Communications Society magazine in the previous 3 calendar years.
6. The Communications Society Heinrich Hertz Award for Best Communications Letter
  - For letters published in any letter journal financially sponsored or co-sponsored by the Communications Society which essentially enlarge the field of communications engineering in the previous 3 calendar years.
7. The ComSoc & Information Theory Joint Paper Award
  - For a paper, relevant to both Societies, that appeared in any publication of the Communications Society or the Information Theory Society in the previous 3 calendar years.
8. The IEEE Marconi Prize Paper Award in Wireless Communications (ComSoc and Signal Processing Society)
  - Restricted to a paper from *IEEE Transactions on Wireless Communications* in the previous 3 calendar years.
9. The Communications Society Award for Advances in Communication
  - For a paper in any Communications Society journal or magazine in the previous 15 calendar years.

The short nomination lists for all prize papers are submitted to the Communications Society Awards Committee no later than January 31\* of the year following the year span (normally 3 years) in which papers were published. Award presentations are traditionally made at ICC each year.

\*See Awards Report to BoG2 2013

#### **6.1.8.3.b IEEE Awards**

Recognition for an outstanding paper can be given at both Society and Institute levels. Editors-in-Chief may wish to nominate automatically the winning Communications Society papers for appropriate IEEE awards. (See the IEEE web site for awards information: “About Us/Awards”)

1. W. R. G. Baker Award recognizes an outstanding original paper published in any IEEE journal, transactions, proceedings, or magazine in the past year.
2. Donald G. Fink Award recognizes an outstanding survey or tutorial paper published in any IEEE

journal, transactions, proceedings, or magazine in the past year.

**6.1.8.3.c Establishing New Awards**

1. The Awards Committee of ComSoc receives suggestions or proposals about new awards from members, officers, volunteers, committees, boards, councils of ComSoc, and put together formal proposals for new awards.
2. The proposals should include: names, descriptions of the awards, the eligibility, prize items, funding, administration of the awards, the selection criteria, the nomination/selection procedures, the processing schedule and the way of presentation of the awards, etc.
3. After the proposals are approved by the Board of Governors of ComSoc, the ComSoc headquarter office sends them to the IEEE TAB ARC for IEEE approval. Consensus of the BoG is that all ComSoc paper awards must receive Board approval. Award proposals originating with ComSoc (but involving other societies) must go to the BoG for approval. Awards originating within steering committees (having ComSoc representatives) must be reported to the BoG; information should include “motivation” behind establishing the award, procedures, and budget/sponsorship.
4. The Awards Committee of ComSoc starts announcing and implementing the new awards after approval by IEEE.

## 6.2 Fellow Evaluation Committee

The Fellow Evaluation Committee is responsible for the Society's evaluation of Fellow nominations and the forwarding of the result of this evaluation, in a timely fashion, to the IEEE Fellow Committee. Presently this input consists of a rank order of the candidates and summary of the evaluation of each candidate.

- According to ComSoc Bylaws, the committee is composed of at least 9 members in addition to the Chair.
- The FEC Chair is appointed by the Communications Society President. The term of office is two years, starting January 1<sup>st</sup> of even years.
- The usual term of office of committee members is three years. The Chair should appoint at least two new members each year. If a member resigns in mid-term, or if the committee is expanded, the Chair appoints members who will be assigned to a particular term and serve the remainder of that term.

Committee members should perform their duties in a fair and unbiased way. They should also keep confidentiality concerning all of the documents which are made available to them as a consequence of their work in the committee. The Chair is responsible for receiving the nomination documentation directly from the IEEE.

Most of the business of the committee should be conducted by electronic means or by conference call coordinated by the Chair. If in-person meetings are necessary, they should be also called by the Chair and should preferably take place during ICC (International Conference on Communications) meetings.

At any stage of the evaluation, each nomination must be reviewed by at least two members who will act as rapporteurs for that nomination. A rapporteur will be responsible for summarizing the accomplishments of the candidate and proposing a rating. The work of the rapporteurs will be the basis for a debate on the candidate's credentials by the whole committee. Every committee member should be familiar with all nominations by the time the final rank order is prepared.

To enhance the quality of the evaluation Committee, members may seek information about the candidates with other distinguished members of the communications community. The Chair may also establish liaison mechanisms with Technical Committees and Sister Societies to obtain additional references about the candidates.

The Chair may not provide feedback to nominators concerning the reason why a particular nomination was not successful (not allowed by IEEE).

Committee members, as well as the Chair, should keep confidentiality concerning the debates and voting results that take place during the evaluation work. Results of the Society evaluation should not be released by any Committee member. The only official result of the evaluation is the one issued by the IEEE Fellow Committee after the whole process is completed each year.

The Chair shall submit budget input to the Vice President of Technical Activities (or its designee) for the following year for review and approval. (The approval should take place at the current year's second semester OpCom, in accordance with the schedule and format set by general ComSoc policies and procedures.)

- Typical budgetary items for this committee are communication costs, such as postage and phone calls. Other costs might be included in the budget and the use of such funds must be in accordance with IEEE and Communications Society policies for volunteers.
- Any travel expense must be reported using the standard IEEE expense report form and procedures. All requests for travel support must be requested by the Chair at least thirty days in advance to the Vice President Technical Activities (VP-TA).
- The Chair must provide all expense reports directly to the VP – TA for review and approval where appropriate.

The FEC Chair will recommend to the incoming Vice- President of Technical Activities at least one candidate to serve as successor prior to the expiration of his or her term of office.

### **6.2.1 Fellow Evaluation Process**

The IEEE requires the Fellow Evaluation Committee of each Society to submit an *individual evaluation form* for every candidate who has had a nomination submitted to their Society, plus a *summary rank ordering* of the nominees (with no “ties”). The evaluation procedures recommended here for the ComSoc Fellow Evaluation Committee (FEC) will produce the required result. The methodology described is intended to supplement the rules found in the IEEE policies and procedures documents for standing committees, such as those found at [http://www.comsoc.org/socstr/documents/pp/pp\\_6\\_2.html](http://www.comsoc.org/socstr/documents/pp/pp_6_2.html). Additional FEC recommendations are described here as refinements of the procedure that the ComSoc FEC has used successfully. Considerable flexibility in the application of these recommendations is expected, but a tight schedule is always imperative as there are typically more than 70 ComSoc nominations to consider, and all results must be delivered to the IEEE before 15 June. Suggestions for improvements are welcome and should be directed to the current chair as identified at:

<http://www.comsoc.org/socstr/org/operation/comm/fellow.html>.

#### **6.2.1.1 Step 1**

The Chair sends a FedEx Priority package with every nomination form to each Committee member within two days of receipt of the paper nomination forms from the IEEE. A little over three weeks later the chair receives from each committee member a division of the candidate pool into (nearly) equal quartiles. (Now handled electronically and via IEEE web site)

This can be especially difficult because so many of the nominees are well qualified; however, unless this is done there will be little hope of producing the absolute ranking ultimately required. Because of the quality of nominees, the members of the lower quartiles are not considered “unqualified” but simply less qualified than their peers. In this respect, our initial quartiles do not have the same interpretation as the final IEEE group definitions.

A number of parallel activities usually take place in conjunction with Step 1. Committee members review the set of IEEE Instructions provided, especially the restrictions in the “Code of Ethics.” To avoid conflict of interest, the IEEE Fellow Code of Ethics requires that any Technical Society Evaluating Committee Member who is a business associate of an IEEE Fellow Candidate being evaluated for ranking in the Society should make this relationship known to the Committee and withdraw from acting on the specific candidate’s rating. Obviously, a committee member in the same organizational direct reporting chain as a nominee needs to withdraw, but, especially in very large organizations, conflict of interest is more difficult to assess. These issues are resolved and relevant conflict situations documented.

The committee is sensitive to the fact that many industry candidates, especially Application Engineers/Practitioners and Technical Leaders (typically about 15% of the submissions) do not have the same type of opportunity to produce an extensive, generally available record of publications as those, for example, in a university environment. Candidates adjudged to be in the AE/P or TL categories are identified and then ranked somewhat separately and against each other. After initial evaluation, the committee also determines if some candidates might be more appropriately (and beneficially) placed in classifications other than those indicated on the application. As will be described, candidate classification is an important ranking influence. Ultimately, all groups are carefully interleaved so as to not penalize any specific group.

As an aid to ranking, various *citation* statistics are gathered and distributed for each candidate. It is important to consider the citation statistics in combination with the above-mentioned categorization. Publication is important in a university-research setting, but for many practitioners and leaders, publication is not at all a priority and we take this into account. The weight given to citations needs to be considerably different depending upon the candidates grouping. All lists are eventually interleaved during the review process so as to not penalize the strong practitioner or industrial leader for lack of publication,



and to simultaneously give university-based candidates proper credit for recognized achievements.

#### **6.2.1.2 Step 2**

The chair accumulates the Step 1 quartile rankings produced by each committee member, counts quartile rankings for each candidate, and circulates to all committee members a list of candidates *ordered lexicographically* by quartile-based histogram (so [7,2,1,0], indicating for a specific candidate 7 first-quartile votes and 2 second-quartile votes etc., precedes [4,0,2,4]). This method of ranking serves as an important diagnostic tool; it helps the chair identify an advocate for each nominee, and to organize the process of collecting and disseminating information about the different candidates. Many cultures are represented in the committee and this process makes it easier for a committee member to be heard.

The tabulation by histogram also associates an initial “agreement level” with each candidate. Histograms such as [10,0,0,0] or [0,0,0,10] (meaning all 10 reviewers placed this candidate in the first or last quartile) indicate full agreement among committee members, but a histogram such as [3,2,2,3] indicates that more discussion is needed in order to reach consensus.

As an additional aid, another ranking reminiscent of “grade-point average” is created by assigning weights of 1 to 4 to each of the candidate’s quartile counts, and then dividing by the number of members who actually rated the candidate. Although it is intended that every committee member become familiar with and rank every candidate, there are usually a few cases (i.e., conflict) where that is not possible. This “GPA” method produces a ranking that is more independent of the number of rankers.

#### **6.2.1.3 Step 3**

With the tabulated data as assembled by the chair in hand, a teleconference is held a few days later for the entire committee. During this teleconference, advocates for each candidate are selected from among the committee, and this member then has the task of eventually completing the Individual Evaluation Form for that candidate. Collection of any needed additional information is assigned to committee members for distribution by email. During this first teleconference, conflict-of-interest issues are resolved, and a consolidated AE/P-TL list is produced to aid in the second round. At this point, after appropriate discussion, a large segment of the lower rated population is set aside. Unless significant new information appears, this lower group does not receive any further extensive consideration.

#### **6.2.1.4 Step 4**

Prior to a second teleconference, the chair receives from each committee member another division into quartiles of just the higher-rated portions of all the candidate pools. The chair integrates this input and circulates the updated rankings to the committee. These second lists are then refined and all lists are interleaved as part of the second teleconference cycle. This is done in such a way so as to not penalize the strong practitioner or industrial leader for lack of publication, and to simultaneously give university-based candidates proper credit for achievements as recognized by others.

#### **6.2.1.5 Step 5**

Experience has shown that a third teleconference is usually needed to obtain closure and before the final rankings is forwarded to IEEE. After a third teleconference, a single, unified final ranking of all candidates is agreed. The chair produces the Summary Sheet (1 page) and assembles the 70+ Individual Evaluation Forms as received from and reviewed by the committee members.

As a result of the effort to be proactively inclusive of all aspects of our profession, past experience has shown that of the highest rated candidates (i.e., those ultimately rated in the Exceptionally Qualified-EQ and Highly Qualified-HQ categories), typically as many as half may have been considered to have been supported by industrial, application, or leadership credentials.

#### **6.2.1.6 Step 6**

The Chair forwards the ranking and evaluation forms to the IEEE where the Fellow Committee (<http://www.ieee.org/web/membership/fellows/committee.html>) produces the final selection.

In addition to the process outlined above, there are some additional issues that should be considered:

- Replies from references are *not* made available to the Evaluation Committee. However, on individual request basis, additional information on candidates can be requested. Nominators should therefore understand the importance of the individual nomination form in pointing out what the candidate has done, and why these accomplishments have had an extraordinary impact on the profession.
- Nominators should understand that for those candidates *where it is appropriate*, a measure of publications which have had a significant history of multiple citations may have a positive influence.
- In addition to paper distribution, electronic files of nominations (when they exist) should also be accessible to the committee as backup.
- New committee members should be appointed before the candidate nomination cycle to prevent new members from being inadvertently listed as references or nominators.

Prepared by Jules A. Bellisio ([jules@bellisio.com](mailto:jules@bellisio.com)) February 2008

## 6.3 Nominations & Elections Committee

### 6.3.1 Purpose and Use

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

### 6.3.2 Functions of the Nominations and Elections Committee

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

The composition, appointment, and chair of the NEC are detailed in the [ComSoc Bylaw 7.3.11](#).

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

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

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

According to the TAB Operations Manual, Section 8.9 "Nominations Process for Divisional Director-Elects", the IEEE Division III Director shall establish and chair a Division Nominating Committee. In consideration of the fact that both the Division III Director and the Division III Director-Elect function as voting members of the ComSoc Board of Governors, the ComSoc BOG, NEC, and Division III Director jointly decided during the December, 2012 meetings held during GLOBECOM 2012 that 1) the Division III Director shall join the ComSoc NEC as a voting member, 2) the ComSoc NEC shall serve, in addition to its other functions, as the Division Nominating Committee, and 3) the Division III Director shall delegate the role of Division Nominating Committee Chair to the ComSoc NEC Chair.

With the support of ComSoc's Department Head, Executive and Volunteer Services, (hereinafter referred to as "Department Head"), the NEC shall be responsible for the content of the permanent Nominations and Elections section of the ComSoc Web site. This section shall describe ComSoc offices, NEC policies

and procedures, and shall, during election periods, contain candidate information.

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

### 6.3.3 Timeline for the NEC Process

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

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

June 1 <sup>st</sup>	On or about June 1, online recommendation form goes live on the ComSoc website with a link from the HOME page. The online form is also advertised to members via eNews, governance meetings, etc.
June 1 <sup>st</sup>	NEC Chair contacts the following ComSoc leadership requesting online recommendations: Regional Directors, Technical Committees, WICE (Women in Communications Engineering) Committee, and BOG members
August 15 <sup>th</sup>	Online recommendations are accepted thru August 15 <sup>th</sup> - creating the Long List.
August 15 <sup>th</sup> thru September 15 <sup>th</sup>	NEC considers the Long List and creates the Short List
September 15 <sup>th</sup> thru October 15 <sup>th</sup>	NEC contacts the Short List individuals to: a) Obtain IEEE member number b) Confirm their willingness to become a candidate and to serve if elected c) Confirm that P-E candidates are Fellows d) Confirm that VP candidates are Senior Members e) Confirm they will renew their ComSoc membership for next year (the year of the election)
November 1 <sup>st</sup>	NEC Secretary confirms ComSoc membership, Fellow status and Senior Member status via the latest issue of the IEEE Member Verification CD (issued monthly) for individuals on the Short List
November 1 <sup>st</sup>	The Final Candidate List for the next election has been established
Prior to BOG2 meeting at IEEE GLOBECOM	All individuals who recommended potential candidates should be notified of the status of their respective recommendations: a) Individual was selected as a candidate, b) Individual was selected as an alternate candidate, or c) Individual was not selected as a candidate or as an alternate candidate
BOG2 meeting at IEEE GLOBECOM	The NEC Chair presents the Final Candidate List to the BOG
December 15 <sup>th</sup>	Deadline for individuals intending to run as a petition candidate to inform Department Head
December 18 <sup>th</sup>	NEC Secretary verifies eligibility of petition candidate(s) (if any) via the latest issue of the IEEE Member Verification CD (issued monthly)

December 18 <sup>th</sup>	Department Head notifies all NEC-nominated candidates of the entire list of candidates and the potential for petition candidates (if any)
December 18 <sup>th</sup>	Those on the Final Candidate List are requested to provide photos, bios and position statements, and to confirm eligibility
January 15 <sup>th</sup>	The Final Candidate List is submitted to IEEE for verification of eligibility
	(ComSoc membership for all, Fellow status for P-E candidates, and Senior Member status for VP candidates), e.g., IEEE/ComSoc membership must be active for the election year
February 1 <sup>st</sup>	Deadline for petition candidates to meet petition signature requirements for placement on the ballot
February 5 <sup>th</sup>	The Final Candidate List is updated with successful petition candidates (if any) resulting in the Official Candidate List and is shared with all candidates - BoG is notified accordingly
Feb 28 <sup>th</sup>	Candidate photos, biographical sketches and position statements due to Department Head
May 1 <sup>st</sup>	Department Head posts the candidate photos, biographical sketches and position statements on the ComSoc website
May issue of Communications Magazine	Includes candidate photos, bios and position statements
May xx	Email messages sent (via the electronic voting system) to all voting ComSoc members publicizing the use of electronic voting
May 31 <sup>st</sup> thru July 31 <sup>st</sup>	Time window for election to be conducted
May thru July	Election articles posted via eNews. Regular email reminders sent (via the electronic voting system) to all who have not voted
On or about August 7 <sup>th</sup>	ComSoc Executive Director and/or ComSoc President notifies/notify all candidates of election results ComSoc Executive Director and/or ComSoc President notifies/notify BOG of election results Department Head posts the election results on the ComSoc website

The time-table for generating a slate of candidates for Division III Director-Elect (during odd years for the IEEE election to be held in even years) is approximately as follows:

October 15 <sup>th</sup> (odd year)	Post the online recommendation form on the ComSoc website
November 15 <sup>th</sup>	Close online recommendations

November 30th	Division Nominating Committee completes rankings, candidate list ready to submit to IEEE
BOG2 Meeting	Report the candidate list to BOG as a courtesy
After BOG2 Meeting	Submit candidate list to IEEE no later than March 15th (even year)

#### **6.3.4 Nomination by Petition**

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

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

#### **6.3.5 Eligibility for Candidacy and Re-election**

To be eligible to run for ComSoc elected positions, all candidates must be ComSoc members (Member Grade or higher). In addition,

- President-Elect candidates shall have had substantial experience in both Society elected and appointed positions including having served as a ComSoc VP,
- VP candidates shall have previously served in ComSoc elected or appointed positions,
- Member-at-Large candidates shall have actively participated in ComSoc activities prior to serving in this role.
- Eligibility requirements shall be verified for all potential candidates on the Short List.
- No individual shall be nominated for two positions in the same election.
- No individual shall be nominated for a given position more than two consecutive times

A President-Elect, President, or past ComSoc President may not be nominated for any other elected ComSoc position. This latter restriction does not apply to the IEEE position of Division III Director-Elect, for which a President in his/her last year, or past President, can be considered. (For example, the ComSoc President in 2007 could be considered that year, run in the election in 2008, and begin serving as IEEE Division III Director- Elect in 2009.)

In the case of an officer vacancy or incapacity, [ComSoc Bylaws 3.2.1 and 3.2.4](#) govern the process for filling an unexpired term. To ensure transparency in the process, an additional step will occur prior to the official appointment of the individual who will complete the unexpired term. The NEC will advise the BOG (via email or during a face-to-face meeting) of the details surrounding such a case including: the bylaws employed, specific election results involved, and the name of the individual determined to fill the unexpired term. No BOG vote is required. Once the BOG has been advised, the President shall officially make the appointment.

In accordance with [IEEE Bylaw I-307.1.2](#) and [ComSoc Bylaw 7.3.11](#), members of the NEC cannot be nominated for elected ComSoc BoG positions.

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

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

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

#### **6.3.6.1 Members-at-Large Positions:**

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

#### **6.3.6.2 Formats for Elections**

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

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

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

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

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

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

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

## **6.4 Operations and Facilities Committee**

### **6.4.1 IEEE Personnel Guidelines, Policies & Procedures.**

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

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

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

### **6.4.3 Facilities and Capital Investments**

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

### **6.4.4 Operational issues**

Operational issues of a confidential nature may be addressed by the committee at the request any member of the committee.

### **6.4.5 Committee Membership**

The committee will be chaired by the President. The following as members will be appointed by the President to serve for the duration of the President’s Term:

- CIO, Treasurer, Four members from among volunteer BoG officers, and
- One member from among volunteers not on the current BoG.

### **6.4.6 Staff Support**

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



## **6.5 Finance Committee**

Work in progress

## **6.6 Strategic Planning Committee**

This Committee consists of a Chair and members appointed by the President for the term of his/her office. The Committee will prepare a long-term strategic plan, typically once every five years, to guide the direction and future of the Society and will also prepare short-term plans to direct specific areas, as appropriate.

### **6.6.1 Objectives**

The Strategic Planning Committee is responsible for developing a long term (2 to 5 years) strategic plan for the Society, and will also prepare short-term plans to direct specific areas as appropriate. The committee works with ComSoc officers to incorporate the strategic elements into the Society's operating plans.

### **6.6.2 Organization Structure**

The Committee consists of a Chair and members appointed by the President for the term of his/her office. The number of board members varies from 6 to 9. It consists of members representing different areas of strategic interest (e.g. new technologies, membership developments, etc.) that the Society considers important for its future direction. The committee members are selected from Society members who have made sustained and/or major contributions to the Society.

### **6.6.3 Activities**

The Chair of the Strategic Planning Committee assists the President to organize the ComSoc Management Retreat at the beginning of each year (typically within the first two weeks), and serves as the Management Retreat Secretary. He or she prepares a report of the Management Retreat, including the action items. The report will proceed to the April OpCom in the Consent Agenda. The updated OpCom report, including any modifications, will proceed to the June BoG in the Consent Agenda.

The Committee and/or its subgroups conduct periodic discussions via email, conference calls, and face-to-face meetings throughout the year. The full Strategic Planning Committee meet twice a year at ICC and GLOBECOM to review the progress of the committee during the previous 6 months and introduce new strategic elements that are considered important to the Society at that time.

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

## **6.7 Technical Committees Recertification Committee**

The TCRC is responsible for assuring that our Technical Committees (TCs) focus their activities in support of ComSoc goals and programs, as well as maintain currency with the communications field. To carry out this role, the TCRC will review and recommend changes to the TC structure for approval in accordance with ComSoc Bylaws. This may include redirecting existing TCs, stimulating creation of new TCs, and eliminating TCs that are no longer needed.

The following specific operating procedures apply

### **6.7.1 Conducting of Business**

1. The TCRC shall meet at each ICC and GLOBECOM, with notice for such meetings being sent to the TCRC members and TC Chairs whose committees are being reviewed, at least one month prior to the meeting.
2. Reviews of committees may take place either at GLOBECOM/ICC, or by other tele- review means such as email for preparation and an audio conference.
3. The TAC Vice Chair shall serve as the TCRC Secretary, with duties including, but not limited to, arranging the details for the meetings (working with Staff support), taking notes, distributing minutes within one month of each meeting, maintaining (with Staff support) TC review status, and other duties that will facilitate TCRC operations.
4. The TCRC Chair shall be the primary interface with the Board of Governors and seek their approval for TCRC recommendations in accordance with the ComSoc Bylaws. Note, the VP-Technical Activities is also the Chair of the TCRC, per the Bylaws.
5. The TCRC shall use information from the TAC's Emerging Technologies Committee (ETC) as input on technical topics that are of potentially high interest for ComSoc TC coverage.
6. In addition to recommending **recertification** of specific TCs, the TCRC shall also suggest opportunities for cross-TC coverage of important topics.

### **6.7.2 Review Criteria and Application**

1. The TCRC shall develop and use criteria for evaluating TCs.
2. The TC review criteria or questionnaires based on it shall be sent to TC Chairs with sufficient time to complete and return to the TCRC for processing. Normally, at least one month will be allowed.
3. TCRC reviews are open to all TC chairs and members, including those in TCs that are not under review at the time.
4. The TCRC shall measure the effectiveness of its review criteria and process in helping TCs meet ComSoc goals.

### **6.7.3 Review Schedule**

1. The TCRC Secretary shall work with Staff and the TCRC Chair in preparing and maintaining a schedule for review of existing TCs. Where practical, clusters of TCs having commonalities or natural synergies should be reviewed together.
2. Each TC should be reviewed once every three years, in accordance with the ComSoc Bylaws.
3. To help achieve the objective of each TC being reviewed every three years, due to the large number of TCs, reviews may take place continually throughout the year, and not tied to the TCRC meetings at each ICC and GLOBECOM.

### **6.7.4 New TCs**

1. NEW100: Proposals for new TCs shall be reviewed by the TCRC, with recommendations being forwarded to the Board of Governors through the VP-Technical Activities.

2. Suggestions for creation of new TCs coming from the TCRC shall be recommended to the VP-Technical Activities for further pursuit (e.g., seeking a volunteer advocate, etc.).

## **6.8 Distinguished Lecturers Selection Committee**

### **6.8.1 Purpose/Mission**

The Distinguished Lecturer Program provides a means for IEEE Chapters and other organizations to identify and arrange lectures by renowned authorities on IEEE Communications Society (ComSoc) topics.

### **6.8.2 Organizational Structure**

The Selection Committee shall consist of the following members

- TAC Vice Chair (Committee Chair)
- Vice President - Technical Activities
- Vice President – Member Relations
- Director - Membership Programs Development
- Chair of the Standing Committee on Emerging Technologies

### **6.8.3 Distinguished Lecturer Selection Policies and Procedures**

The following are minimum qualifications for Distinguished Lecturers:

- The Distinguished Lecturer must be a Senior Member of the IEEE.
- The Distinguished Lecturer must be a member of the IEEE Communications Society.
- The Distinguished Lecturer must agree to prepare a conference tutorial if asked to do so. (Not all will be asked.)

The Chair of the Selection Committee (TAC Vice Chair) shall contact the ComSoc Technical Committees in June of each year in order to encourage nominations. Nominations will be submitted to the Chair of the Selection Committee with a copy of the ComSoc Vice President for Technical Activities.

The Chair of the Selection Committee shall schedule a Committee meeting in November of each year to select members.

Nominations received outside of this period will be held until three nominations are received, after which a meeting of the Committee will be held to act upon these nominations.

Selection Committee meetings will normally be conducted by phone or email.

#### **6.8.3.1 Nominations**

Nominations can be made in two ways:

- An individual may nominate another person. The nominator must be a member of ComSoc and a Senior Member of IEEE.
- A person can receive the nomination of a ComSoc Technical Committee.

#### **6.8.3.2 Distinguished Lecturers Selection Committees**

The following are suggested guidelines for use by the ComSoc Technical Committees in the nomination of Distinguished Lecturers:

- Is the candidate is a competent speaker as evidenced by previous presentations?
- Does the candidate speak to interesting topics in communications; is the talk of a tutorial or R&D nature within the scope of the sponsoring TC? Avoid outdated topics in communications, material that is readily available from other sources, or subjects too narrow to be of broad listener interest.
- Each TC should provide no more than 4 candidate proposals, including background support for the nomination, such as a summary of experience, website, or curriculum vitae.

The term of appointment as a Distinguished Lecturer is nominally two years. A person can be appointed

as a Distinguished Lecturer more than once. At the discretion of the Committee, an appointment as a Distinguished Lecturer can be continued for an additional two-year term.

## **6.9 Emerging Technologies Committee**

### **6.9.1 Purpose**

The IEEE Communications Society fosters the timely dissemination of technical information in emerging technology areas that are of high interest to its members. It encourages and provides assistance to members with common interest in a new technology area to form a small activity group with the expectation that such a group may eventually evolve into a full-fledged technical committee under the Society's Technical Affairs Council (TAC). The small activity group will be called a sub-committee reporting to the chair of Emerging Technologies Committee (ETC). The following are the policies and procedures governing the formation of such sub-committees.

### **6.9.2 Organizational Structure**

This Committee consists of a Chair serving concurrently with the President, appointed by the President with the recommendation of the Vice President – Technical Activities from among the members of the Strategic Planning Committee, at least one other member of the Strategic Planning Committee and others members appointed by the Chair with the consent of the Vice President – Technical Activities. The committee will have six members appointed for three years with one-third appointed each year. In addition, the Editor-in-Chief of *IEEE Communications Magazine* and the Editor-in-Chief of *IEEE Journal on Selected Areas in Communications* are members of the committee.

### **6.9.3 Formation of Technical Sub-Committees in New Technology Areas**

Members of the Society interested in organizing new technical groups should submit a written proposal to the VP of Technical Activities (Chair of TAC), copied to the chair of Emerging Technologies Committee. The proposal should include the following sections:

- Name of the proposed sub-committee
- Scope of technical activities to be pursued
- Rationale for organizing the sub-committee (e.g. activities currently pursued by other technical groups or related societies)
- Proposed activities
- Proposed officers (chair, vice-chair, secretary, and any other positions)
- Proposed budget for the first two years
- Signature of 10 IEEE members interested in becoming members of the sub-committee

The VP of Technical Activities will evaluate the proposal in consultation with the chair of Emerging Technologies Committee and members of the Technical Activities Council and make decision to approve or reject the formation of the sub-committee. The new sub-committee can then be organized with an approval and will report to the chair of Emerging Technologies Committee.

The chair of Emerging Technologies Committee will assist the proposed officers to organize the sub-committee and commence its stated activities. The ETC chair will help the sub-committee to obtain the necessary resources from the Society and IEEE to sponsor such activities.

The VP of Technical Activities, together with the chair of Emerging Technologies and members of the Technical Affairs Council, will annually review the progress of the sub-committee and make one of the following decisions at the beginning of each calendar year:

- Continuation of the sub-committee
- Termination of the sub-committee (Note: Such decision should not be made for sub-committees that have been formed for less than 1 year)
- Recommend that the status of the sub-committee be changed to that of a full-fledged technical committee, in accordance with the Society's Constitution and Bylaws.

If ETC recommends that the status of the sub-committee be changed to that of a full-fledged TC, the following should be carefully considered.

- the new TC areas/topics are broad enough to merit creation of a TC.
- the new TC does not have too much overlap with an existing TC or another IEEE Society.

#### **6.9.4 Name Change for an Existing Technical Subcommittee**

- Chair sends a proposal to Emerging Technology Committee stating reasons for the name change.
- ETC will evaluate the request and make their recommendation to VPTA who will evaluate the proposal in consultation with the Technical Activities Council to ensure there is no conflict/overlap with another TC area. The VPTA will inform the Board of Governors in his/her next written report to the BoG.



## **6.10 IEEE/ComSoc Coordination Committee**

### **6.10.1 Introduction**

The Standing Committee on IEEE-ComSoc Coordination exists to enhance ComSoc's approach, internal coordination, and cooperation with other IEEE organizations in its relations with the central IEEE governance and staff organizations.

### **6.10.2 Overview/Rationale**

With the heightened interactions between central IEEE governance and staff bodies and ComSoc over important budget and other issues during the past several years, ComSoc needs to enhance its approach and internal coordination in its relations with IEEE. This committee will facilitate such enhancements.

### **6.10.3 Scope and Responsibilities**

IEEE-ComSoc Coordination Committee will advise the ComSoc President, Board of Governors, and Division III Director on approaches to enhance ComSoc's standing and representation in IEEE. The Committee's responsibility will include, but not limited to, the following items:

- Identify IEEE committees, initiatives, and issues with which ComSoc should be concerned.
- Maintain a current roster of IEEE positions held by ComSoc members.
- Proactively identify existing positions and help create new positions within central IEEE and TAB organizations for which ComSoc members should be nominated.
- Identify opportunities for ComSoc to strengthen its financial stake in IEEE budget.
- Identify actions concerning IEEE issues and on new IEEE initiatives that ComSoc should launch, either alone or jointly with other IEEE groups.

### **6.10.4 Membership**

The Committee will consist of the following members:

Chair – The Vice President of Society Relations will serve as the ex-officio chair of the committee

- Committee members:
  - President of ComSoc
  - Past President for 2 years
  - President Elect
  - Current and Past Division III Directors
  - Director, Related Society
  - 2 to 4 other members appointed by ComSoc's President. These members can be selected from the BOG or active volunteer roster who has considerable experience and thus might be able to help us leverage our involvement in different areas of IEEE.

### **6.10.5 Method of Operation**

The Committee will meet at ICC and GLOBECOM, usually in conjunction with the Society Relations Council meeting, or conduct meetings by conference call or email. It will maintain a web page at the BOG secure web site on the current roster of IEEE positions held by ComSoc members. The web page will also document key decisions and action items of the committee and other topics of interest in IEEE-ComSoc coordination. The committee will also conduct its business through frequent email communications among the committee members.

## **6.11 Communications History Committee**

Work in progress

## **6.12 Governance Committee**

Work in progress

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

Work in progress

## **6.14 GLOBECOM/ICC Technical Content (GITC) Committee**

Work in progress

## **6.15 Industry Content & Exhibition (ICEC) Committee**

Work in progress

## **6.16 Women in Communications Engineering (WICE) Committee**

Work in progress

## **7. TECHNICAL COMMITTEES**

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## **7.1 Current Technical Committees**

- Ad Hoc & Sensor Communications & Networks
- Cognitive Networks
- Communications & Information Security
- Communications Quality & Reliability
- Communications Software
- Communications Switching & Routing
- Communications Systems Integration & Modeling
- Communication Theory
- Computer Communications
- Data Storage
- e-Health
- Green Communications & Computing
- Information Infrastructure & Networking
- Internet
- Multimedia Communications
- Network Operations & Management
- Optical Networking
- Power Line Communications
- Radio Communications
- Satellite & Space Communications
- Signal Processing & Communications Electronics
- Transmission, Access & Optical Systems
- Wireless Communications

### **7.1.1 Technical Committee Templates**

Policies and procedures for Technical Committees are required by the Board of Governors from each technical committee since 1998. To help facilitate this requirement, The Vice President – Technical Activities has provided five templates for TC operating procedures.

This section of the P&P Manual contains a minimum set of policies and procedures to complement the existing procedures of individual Technical Committees. Technical Committees may add and refine (but not violate) these minimum procedures.

## **8. OMBUDSMAN**

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## 8.1 General

- The ombudsman should be a standing post. A volunteer should be elected by the Board of Governors every two years to fill the position for a two-year term.
- The ombudsman shall have direct access to the Board of Governors with respect to any unusual or otherwise important complaints that are not readily rectified. However, this will not apply to those components of ComSoc operations where procedures for appeal already exist.

## 8.2 Operations

- A copy of all ComSoc-related complaints received by the IEEE or ComSoc should be sent to the ombudsman.
- A standard form will be generated that indicates: the name/address of the member, the nature of the complaint, and the action instigated to rectify the problem. The ombudsman will not usually be involved with any normal non-fulfilment complaints, except to receive a copy of the form.
- The ombudsman's address and purpose will be sent out with all new membership applications (printed on the back of the IEEE ComSoc member application form). Applicants and members who do not receive the proper response for processing of their membership, and do not begin to receive publications in a timely fashion, are invited to contact the ombudsman.
- A brief notice, giving the address and purpose of the ombudsman, as a service to members, will be published in each issue of *The IEEE Communications Magazine*. A longer notice will be published once a year, preferably in the months just after memberships are renewed when most membership complaints are likely to be made. The ombudsman's address should be given as a c/o address to the IEEE ComSoc Office to avoid reprinting costs each year if the ombudsman changes and will also serve as a screening service.
- The ombudsman will deal directly with all non-standard complaints following receipt of the above form.
- In dealing with complaints, the ombudsman shall receive administrative support from the Executive Director of ComSoc.
- Society members are invited to write directly to the ombudsman if they have reason to believe their original complaint has not received the attention it deserves.
- The ombudsman is responsible for:
  - Immediately acknowledging receipt of the complaint.
  - Investigating the nature of the complaint and taking whatever action is necessary to rectify the problem in a timely manner.
  - Responding with details of the actions taken and inviting he/she to correspond further if either the action does not solve the problem or if he/she still remains dissatisfied.

## 8.3 Reporting

The ombudsman shall provide an annual report to the Executive Director of the Communications Society for inclusion in the end of year Society Report.