

IEEE COMMUNICATIONS SOCIETY

Steering Committee Charter of the

IEEE [Conference Name]

A conference fully sponsored by the IEEE Communications Society

General

The Steering Committee reports to the IEEE Communications Society (ComSoc) Vice President of Conferences (VP Conferences) or his/her designee.

Purpose of the Steering Committee

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.

Name of the Conference Series

The conference series shall be named the *IEEE [Conference Name]*.

Focus and Summary

The conference shall focus on *[conference description - typically the first paragraph of the first call for papers]*.

Committee Composition

The Steering Committee shall consist of the following voting members:

- Current Steering Committee Chair (the Chair)
- Past Steering Committee Chair (the Past Chair)
- Typically 6 additional members

Other non-voting members can be appointed by the Chair as needed based on the general consensus of the voting members of the Steering Committee.

The Chair serves as the coordinator of meetings, and represents the general consensus of the Steering Committee to ComSoc and its boards and meetings and to the organizing committee of the conferences it oversees.

Membership Requirements

All voting members of the committee shall be IEEE members holding a grade of Member, Senior Member, Life Member, or Fellow, and shall also be members of the IEEE Communications Society.

Appointments and Terms of Office

The Chair is appointed by the IEEE Communications Society Vice President of Conferences typically based upon the recommendation of the Steering Committee and shall serve a three-year term, with reappointment permissible, as term limits allow. The Past Chair shall serve a three-year term to coincide with that of the sitting Chair. The other members are appointed by the Chair based on the general consensus of the Steering Committee and shall serve terms of no more than three years per term, with re-appointment permissible, as term limits allow. Terms shall be staggered so that no more than three terms expire each year; where necessary, such staggering shall be created by appointing members to terms shorter than three years, as indicated at the time of their appointment. The Chair may appoint a Vice Chair from amongst the voting members of the committee based on the general consensus of the committee to serve during the remainder of their term and coincident with that of the Chair, as term expiration and limits allow.

Term Limits

No member shall serve more than a maximum of two consecutive terms (full or partial), except the Past Chair, who may serve at most one additional term (full or partial). This term limit is independent of the length of a term at the time of appointment, or when resignation or ineligibility reduces a term to be shorter than appointed. Additional terms may ensue (the maximum of two consecutive terms still applies) after the lapse of at least one term.

Elections

A Steering Committee may conduct an election to name the individual to be recommended as the next Chair. In such case, the slate for said election shall be prepared by the current Chair in consultation with the VP of Conferences prior to the election.

Vacancies

In event of the incapacity or absence of the Chair, the sitting Vice Chair, if appointed, or if this position has not been filled, the most recent Vice Chair, shall serve as Acting Chair until a successor is appointed. The Acting Chair shall notify the IEEE Communications Society Vice President of Conferences of said incapacity or absence of the Chair in a timely manner and continue to serve until further directed. If there is no Vice Chair, the Steering Committee shall recommend an Acting Chair to the Vice President of Conferences.

Vacancies in the position of Past Chair are filled only upon the appointment of the next Chair, and may remain vacant otherwise. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in the Appointments and Terms of Office Sections.

Meetings

1. The majority of the voting members of the Steering Committee shall meet as a group in person or by teleconference a minimum of two (2) times per year. The time and method of this meeting shall be determined by the Chair. Minutes shall be recorded and made available to all committee members, as well as attendees of that meeting.
2. Electronic mail, teleconference and other remote means may be utilized for the transaction of business and for the conduct of meetings and/or interim meetings as called by the Chair.
3. A majority of the voting members of the Steering Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Chair shall have no vote except when the vote is by secret ballot or when the Chair's vote can change the outcome of the vote.
5. The General Chair(s) and TPC Chair(s) of conferences in active planning, as well as the most recent past conference, will be invited to participate in committee meetings as non-voting guests. Other non-voting guests may also be invited.

Interim Steering Committee

For a new conference series, an initial Interim Steering Committee shall be appointed by the VP of Conferences consisting of:

1. The Chair (in consultation with the technical community organizing the conference)
2. The TC Chair, or person designated by the TC Chair, of the most closely-related ComSoc TC as agreed by the VP of TAC and the VP of Conferences, and with the consultation of the Interim Steering Committee Chair
3. Three to four experts in the area of the focus of the conference to be recommended by the Chair
4. The ComSoc Director of Conference Development, or person designated by this Director
5. A Vice Chair may be appointed by the Chair from amongst the members
6. Note: since this is a brand new committee, there will be no Past Chair position

The Interim Steering Committee has the same purpose and operation as the non-interim Steering Committee. This committee is created to ensure a new conference series receives any and all assistance and guidance necessary to ensure a smooth transition into the ComSoc portfolio of fully sponsored events.

Members of this committee are subject to the same eligibility requirements listed in the Membership Requirements section of this document and they shall serve a term lasting no longer than the first two occurrences in the conference series. Upon the expiration of the Interim Steering Committee (following the second occurrence in the conference series), at least two interim Steering Committee members shall be selected by the Interim Steering Committee Chair to become members of the non-interim Steering Committee. Their terms shall be subject to the same term limits as outlined in the Appointments and Terms of Office section and includes their time already served on the Interim Steering Committee. These appointments will provide continuity from the interim to the non-interim Steering Committee and will aid in the establishment of staggered terms.

Acquired Conferences

When an existing conference series is acquired by ComSoc and no Steering Committee is in place, an Interim Steering Committee shall be appointed by the VP of Conferences as indicated in the Interim Steering Committee section. If there is a Steering Committee in place, the Director of Conference Development shall be added as a voting member for the next two occurrences in the series. The Chair of the Steering Committee and

the Director of Conference Development shall recommend a slate of committee members (per the Committee Composition section) to the VP of Conferences for approval. The membership slate shall strive to maintain continuity from the existing Steering Committee membership.

Applicability

This document 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. Each updated charter shall include the following footer on each page:

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IEEE xxxx Steering Committee Charter
(Based on the 2013 ComSoc Steering Committee Charter Template)

Effective date: xx/xx/xx

As ComSoc Standing Committees, both GIMS (GLOBECOM/ICC Management and Strategy) and GITC (GLOBECOM/ICC Technical Content), covering the two ComSoc flagship conferences of very large scope (IEEE ICC and IEEE GLOBECOM), are hereby granted exceptions to this document, and shall continue with their current charters.

Amendments

Amendments and changes may be made to this Charter by action of the Conference Council and submitted to the VP of Conferences for approval. Proposed amendments must be submitted in writing to all voting members of the Steering Committee and the Conference Council at least 30 days prior to the scheduled date of the meeting where action is expected. Amendments and changes shall require a two-thirds majority of the Conference Council. Amendments shall become effective immediately after approval by all required parties.

Version

Initial version	Sept. 27, 2010, approved Dec. 7, 2010.
2013 Version	Approved August 15, 2013