POLICIES & PROCEDURES

OF THE

IEEE COMMUNICATIONS SOCIETY

(October 2020)

Updates from the previous May 2020 version:

- **Part A – Society P&Ps**
  - Clause A.3 (Finance): Process for determination and approval of expenditure items funded on the basis of the 3% and 50% rules.

- **Part B: Society Assembly P&Ps**
  - Clause B.1.7 (NEC): Revised timeline; Selection and eligibility criteria for candidates.
  - Clause B.5.6 (TC Board): Revised requirements for the common TC P&Ps.

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INTRODUCTION

This document is composed of two parts, each with different Policies & Procedures (P&Ps):

A. The Society P&Ps
B. The Assembly P&Ps

Part A contains common Society P&Ps that apply to all Assemblies, including the Board of Governors (BoG). All Assemblies (councils, boards, standing committees, ad hoc committees, technical committees, and industry communities), except the Standards Development Board which operates under P&Ps approved by IEEE-SA, shall follow the Society P&Ps. Amendments to the Society P&Ps require simple majority approval of the IEEE Communications Society (ComSoc) BoG.

Part B contains the P&Ps of each Assembly and provides additional details for transacting business within such Assemblies. For anything that is not explicitly included in the Assembly P&Ps above, Robert's Rules of Order Newly Revised latest revision (RONR) shall apply. Amendments to the Assembly P&Ps require simple majority approval of either the BoG or a Council, as specified in the P&Ps of each Assembly.

Part A: SOCIETY POLICIES AND PROCEDURES

Part A contains common Society P&Ps that apply to all Assemblies, including the Board of Governors (BoG). All Assemblies (councils, boards, standing committees, ad hoc committees, technical committees, and industry communities), except the Standards Development Board which operates under P&Ps approved by IEEE-SA, shall follow the Society P&Ps. Amendments to the Society P&Ps require simple majority approval of the IEEE Communications Society (ComSoc) BoG.

A.1 General

A.1.1 Purpose of ComSoc Policies and Procedures (P&Ps)

The purpose of these P&Ps is to provide detailed statements of specific policies, objectives, and procedures than those contained in the ComSoc Constitution and Bylaws. These P&Ps shall be followed by all ComSoc assemblies (Board of Governors/Councils/Boards/any Committee).

Amendments to these P&Ps require approval of the ComSoc Board of Governors (BoG) or one of its Councils, as specified in ComSoc Bylaws.

A.1.2 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, widespread understanding, appreciation, and acceptance of these principles are essential. These principles guide and influence our decisions.

A.1.3 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.

A.1.4 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.

A.1.5 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.

A.2 THE GOVERNANCE TOOLKIT

A.2.1 Introduction

As prescribed in the Bylaws, business transacted by any Society assembly (BoG, Councils, Boards, Standing/Ad Hoc/Technical Committees, and Industry Communities) at a meeting shall be conducted according to Robert's Rules of Order Newly Revised latest revision (RONR).

All Society assemblies, except the Standards Development Board which operates under IEEE-SA approved P&Ps, shall follow the procedures specified in this Clause A.2. This clause contains important "must haves" that descend from IEEE and from RONR. In addition, this clause also contains a procedure for discussing and transacting business via e-mail that was developed by the ComSoc Governance Committee. Finally, the last clause A.2.12 contains a summary of roles and responsibilities of assembly Chairs and Members.

This clause complements the ComSoc Bylaw 7.1 "Operations in Society assemblies," and provides additional details for transacting business within assemblies. If additional details are needed, RONR shall be used as a reference.

The individual assembly P&Ps need not repeat the provisions of this Clause A.2.

A.2.2   IEEE and ComSoc Governance

The policies, procedures, and regulations by which IEEE and its Organizational Units (e.g., TAB and ComSoc) are governed are embodied in various governing documents. The ComSoc documents shall have the order of precedence shown below:

1. NY State Not-for-Profit Corporation Law
2. IEEE Certificate of Incorporation
3. IEEE Constitution
4. IEEE Bylaws
5. IEEE Policies
6. Resolutions of the IEEE Board of Directors
7. IEEE Operations Manuals of Major Boards and Committees reporting to the IEEE Board of Directors
8. ComSoc Constitution
9. ComSoc Bylaws
10. ComSoc Society P&Ps (Part A of this document)
11. Resolutions of the ComSoc Board of Governors
12. ComSoc P&Ps of Councils and Standing Committees reporting to the BoG (Part B of this document)
13. Resolutions of ComSoc Councils and Standing Committees reporting to the BoG
14. ComSoc P&Ps of Boards and Standing Committees reporting to a Council (Part B of this document)
15. Resolutions of ComSoc Board and Standing Committees reporting to a Council
16. ComSoc Charters/P&Ps of Technical Committees, and Industry Committees

The governing documents for which ComSoc is responsible shall not conflict with other governing documents with higher precedence. For anything that is not explicitly included in the documents above, Robert's Rules of Order Newly Revised latest revision (RONR) shall apply.

In the following sub-sections, relevant IEEE Bylaws that refer to Organizational Units (e.g. Societies) will be reported and summarized to provide useful context to this P&Ps document. Furthermore, Governance must-haves, best practices and guidelines will also be given to encourage a uniform set of practices across any ComSoc assembly (i.e., BoG, Councils, Boards, and any Committee). When possible, a pointer to the IEEE governing documents and RONR will be given.

A.2.2.1   Important Clauses from IEEE Bylaw I-300 – Management (*verbatim – Nov 2019 issue*)

(1) Governance; Parliamentary Procedures; Meeting Protocol.

Governance. The policies, procedures, rules and regulations by which IEEE and its organizational units are governed are embodied in the following documents. The IEEE Certificate of Incorporation legally establishes IEEE. The IEEE Constitution, which can be approved and amended only by the voting members of IEEE, contains IEEE's fundamental objectives and organization. Implementation of the constitutional provisions by specific organizational units and their policies, is contained in these IEEE Bylaws, which are approved and amended by the IEEE Board of Directors. The IEEE Policies contains more detailed statements of specific policies, objectives and procedures which may be approved only by the IEEE Board of Directors.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not be in conflict with the New York Not-For-Profit Corporation Law, the IEEE Certificate of Incorporation, or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. Accordingly, additional documents governing organizational

units such as operations manuals, policy statements and organizational unit bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above.

Parliamentary Procedures. Robert's Rules of Order (latest revision) shall be used to conduct business at meetings of the IEEE Board of Directors, Committees of the Board of Directors, Committees of IEEE and other organizational units of the IEEE unless other rules of procedure are specified in the Not-For-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, the IEEE Constitution, these Bylaws, the IEEE Policies, resolutions of the IEEE Board of Directors, or the applicable governing documents of those organizational units provided such organizational documents are not in conflict with any of the foregoing.

The IEEE Board of Directors shall resolve any issues related to the interpretation of, and conformance of other documents to IEEE's governing documents.

Meeting Protocol. Meetings of the IEEE Board of Directors, Major Boards, and other organizational units shall be open for attendance by any IEEE member or staff. Guests (who are not members of the particular body) are not entitled to join the discussion but may be allowed to address the body at the discretion of the body. Meetings shall be convened in Executive Session when dealing with confidential matters such as, but not restricted to, individual matters, disciplinary actions, legal and business critical issues. Executive Sessions shall be conducted in accordance with Robert's Rules of Order (latest revision), Chapter 4, §9. Members of the Board of Directors shall be allowed to attend Executive Sessions of any board or committee unless there is a conflict of interest with respect to the matter being discussed. Barring a conflict of interest, members of the Board of Directors shall be granted access to the approved minutes of executive sessions of any organizational unit board, committee or council.

(2) *Conflict of Interest.*
All persons either elected or appointed to an IEEE office (including but not limited to any Board, Committee, Council, Society, Chapter, or other Organizational Unit), prior to acceptance and during tenure of that position, shall consider each item of business, where they have a vote or decision authority, to determine if an actual, perceived, or potential conflict exists with the interests of IEEE. A conflict of interest is a situation, transaction, or relationship in which a member's, volunteer's or staff person's decisions, actions, or votes could materially affect that individual's professional, personal, financial, or business concerns. In the event that a person nominated for or holding an IEEE office finds himself or herself in such a position, he or she shall promptly disclose the conflict of interest to the IEEE Internal Audit Department and the person in charge of the activity (or the next higher authority if the member is in charge) and to the governing body of the unit of IEEE in which he or she holds office and recuse himself or herself at any Board, Committee, Section, Council, Society, Chapter, or other meeting from any deliberations or vote on the matter giving rise to the conflict of interest.

(3) *Indemnification.*
To the extent permitted by law, IEEE shall indemnify (i) each Director, Officer, former Director and former Officer of IEEE, (ii) each person who serves as a duly authorized volunteer or employee of a duly authorized IEEE activity, (iii) each person who shall have served at the request of IEEE as a Director or Officer of another organization, and (iv) each person who serves on those committees responsible for IEEE employee benefit plans, against judgments, fines, amounts paid in settlement and reasonable expenses, including without limitation attorney's fees and expenses, actually and necessarily incurred by such person in connection with the defense of any action, suit, or proceeding to which such person is made or threatened to be made a party by virtue of such service; provided (i) that such service is found by the Board of Directors to have been duly authorized and is not found by the Board of Directors to have been taken in bad faith or in a manner inconsistent with

the purposes or objectives of IEEE as expressed in Bylaws, IEEE Policies, or resolutions duly adopted by the Board of Directors or in policies and procedures duly adopted by an IEEE organizational unit which are applicable to the activity at issue, (ii) the person to be indemnified has otherwise met the standards of conduct set forth in Section 722 or established by Section 721 of the New York Not-For-Profit Corporation Law, and (iii) that such indemnification is not otherwise prohibited by law. The foregoing right of indemnification shall not be exclusive of other rights to which such person may be entitled.

A.2.3   Generalities on Meetings

IEEE distinguishes between procedures to follow "with" and "without" a meeting. As specified in IEEE Bylaw I-300-4.(2), a "meeting" makes it possible for "*all persons participating in the meeting to hear each other at the same time.*" The implication of this Bylaw is that a "meeting" is either face-to-face or a web/tele/videoconference, but not simple discussions via email.

Society assemblies may transact business with meetings (in-person or teleconference or videoconference, also known as synchronistic meetings) or without a meeting. When the matter can be adequately handled without a meeting, assemblies may conduct business via letter, electronic ballot, electronic mail interchange, etc. During a meeting, normal voting procedures shall apply.

On the other hand, operating via email is not considered as having a meeting. When operating without a meeting, decisions may still be taken but special voting requirements apply. IEEE Bylaw I-300-4.(4) deals with the requirements applicable when voting via email: the passing of a motion voted upon via email requires the majority of all the members entitled to vote, not just the majority of those who have actually cast their vote.

Actions such as changes to the Constitution and Bylaws should usually be left for discussions and action at a meeting but, for simple changes, exceptions can be made.

In the day-to-day operation of an assembly, the use of e-mail for discussion or revisions of documents can be very efficient, but it is a recommended practice to take actions and make decisions only during a meeting. Although e-mail can be used for voting, it is important to keep in mind that this way of transacting business is not considered as having a meeting and, compared to holding a meeting, there are:

1. restrictions on what can actually be done, and
2. differences in voting requirements – see IEEE Bylaw I-300.4(4).

Meeting schedules for each assembly shall be stated in the Bylaws or P&Ps of each assembly. Teleconferences shall be held with the frequency that pending matters demand.

In-person or teleconference meetings can be called as needed by the assembly Chair or a number of members, as prescribed in the bylaws or in the P&Ps.

If items of a time-critical nature arise, they can be addressed by holding special meetings as specified in the Bylaws and this Clause.

A.2.4   Call for Meetings

As prescribed in the Bylaws, Society assemblies may hold regular or special meetings at the request of the assembly Chair or of a specified number of assembly members.

The Chair shall announce the meeting of an assembly with reasonable advance notice. Meetings can be held via teleconference or in-person, and matters can be discussed via e-mail between meetings. The Chair shall distribute the Agenda with reasonable advance before the meeting. The Chair may also invite members to contribute Agenda items. Meeting minutes shall always be taken, distributed to the assembly members within a reasonable time, and approved at the following assembly meeting.

Mandatory and recommended number of days for the advance notice of a meeting (either regular or special) and distribution of the Agenda as well as the number of days after the meeting for distributing the meeting minutes are given in Clause A.2.11.

A.2.4.1   Regular Meetings

Regular meetings may be called as specified in the Bylaws. If a meeting is called by members, the Chair shall organize it within 2 weeks (teleconference) or 4 weeks (in-person).

A.2.4.2   Special Meetings

See the Society Bylaws.

A.2.5   Transacting Society Business with a Meeting (In-Person or Web/Tele/Video conference)

A.2.5.1   Preparing the Agenda

The meeting Agenda shall be distributed before the meeting and members may be invited by the Chair to contribute Agenda items. If there is a Consent Agenda, members should review items prior to the meeting. The Chair shall provide e-copies of all planned motions at the time the Agenda is distributed. Mandatory and recommended time interval requirements are given in clause A.2.11.

An example of a meeting Agenda is given below (see the Governance Resources on the Governance Committee roster webpage, Agenda terms are explained in the Minutes Outline document):

1. Call to order, establish quorum
2. Approval of Agendas
   a. Consent Agenda
   b. Regular Agenda
3. Approval of minutes of last meeting
4. Action Items from previous meeting
5. Action Agenda
   a. Motion #1
   b. Motion #2
   c. Motion #3
   d. Motion #4
6. Discussion Agenda
   a. Discussion Item #1
   b. Discussion Item #2
   c. Discussion Item #3
7. New business
8. Next meeting
9. Adjourn

Note that the motions listed above are only "planned" motions, i.e. motions that are known in advance to the meeting. Any motion germane to the discussion items on the meeting Agenda can be made from the floor during the meeting by any member (voting or non-voting).

A.2.5.2   Running the Meeting

The list of actions given below shall be followed by the Chair at an assembly meeting:

- Perform roll call and ascertain quorum.
- For taking minutes, nominate (with the approval of the assembly) a secretary among the members attending the meeting. In a small committee, the Chair could also take minutes.
- Approve Consent Agenda first. If an item is removed from the Consent Agenda, include it in the still unapproved Agenda.
- Discuss and approve the Agenda, including any changes raised by the Assembly.
- Discuss and approve minutes of previous meeting.
- Go through the Agenda items one by one ensuring a fair and open debate and keeping assembly actions and discussions tied to the approved Agenda.
- Have brief meeting minutes taken, recording at least (also see Governance Resources on the Governance Committee roster webpage for the Minutes Outline document):
  o members attending, highlighting who is a voting member, who is not, who is a guest

- quorum, if present or not
- the approved agenda
- the substance of all discussions, but not a verbatim transcript
- agreed actions (passed motions, action items for members, next meeting, etc.)
- distribute minutes within the time prescribed or recommended in Clause A.2.11
- have the assembly approve the minutes at the next meeting or via e-mail

- Handle unapproved minutes after a BoG, OpCom, or other assembly meeting as recommended in the Minutes Outline document posted on the Governance Committee roster webpage.

A.2.5.3   When and How to Relax Formality

Formality at a meeting may be relaxed when appropriate but note that relaxing formality does not imply relaxing the protection of the basic rights ensured by Parliamentary Law, e.g. the rights of individuals, minority views, and absentees

Examples of being less formal are given in RONR in the section devoted to adopting measures by "unanimous consent." On motions that are likely non-controversial, the chair can ask if there is any objection to approving the item. If no one objects, the motion is approved. If a member objects, the presiding officer shall take a formal vote. Unanimous consent can even be used to take action without the formality of a motion. For example, with no motion pending but a clear sense from discussion that there is consensus on some item, the chair might ask to approve such item without the usual formality requiring a formal motion and a second. If there is objection, then chair can ask for a motion, second, and process the motion formally.

More in general, operating in such a way is fine when in accord with the principle that Parliamentary rules are designed for the protection of the minority and generally need not be strictly enforced when there is no minority to protect. Unanimous consent is a useful tool but needs to be used judiciously to avoid abusing it. In addition to allowing a more relaxed meeting, unanimous consent allows an assembly to move quickly through non-contested issues so that there is more time for contested ones. However, if controversy arises at a meeting, then it is not only necessary but also in the best interest of all to run the meeting in a more formal way.

A.2.6 Transacting Society Business with an E-mail Meeting

Currently, there are no RONR provisions that specify how to hold a meeting via e-mail. An e-mail meeting is a way of holding an actual meeting, and it should not be confused with simple e-mail discussion or even e-mail voting.

The IEEE has developed a Best Practice for holding an e-mail meeting, and the procedure is posted here: IEEE Best Practices for Conducting Meetings by E-mail. We report below these IEEE Best Practices. As IEEE updates them, the Section below will be updated as well.

A.2.6.1 IEEE Best Practices for Conducting Meetings by E-mail

Bylaws allow for special meetings to be called. 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. These email meeting procedures may be used by any ComSoc assembly.

The special meeting shall be chaired by the Chair of the assembly. If the Chair is unavailable, the meeting Chair shall be determined by Society bylaws. A meeting secretary (MS) shall be appointed for the meeting. All time periods mentioned in these procedures shall be based on the time zone at ComSoc headquarters (US Eastern Time). The rules applying to the normal conduct of business 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 weekdays.

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 assembly members stating the reason for calling the meeting and providing an outline of the issue to be discussed. These 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 assembly) 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 assembly. 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-yyyymm-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 (<assembly acronym>-yyyymm-N@comsoc.org), used strictly for this meeting. The exploder shall contain all the sitting members of the assembly or in the case that the Special Meeting 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 normal business 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 weekdays. In order to keep everyone informed and to monitor progress of the meeting, emails pertaining to the issue being resolved shall be addressed to the Special Meeting email exploder and have, in the subject line, the unique ID Number assigned by the MS.

5. At the end of the discussion period, the Chair shall then start the voting period by submitting the motion to a vote. The voting period shall last 4 weekdays 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 (simple majority or two-thirds) of the entire assembly (not just those present) 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 (via email to the Special Meeting exploder) the results at the end of the voting period along with a list showing the vote of each member. 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.

A.2.7 Transacting Society Business without a Meeting

It is preferable for deliberative discussions to take place at meetings, be they in-person or via web/teleconference. However, the use of e-mail, chat rooms, discussion boards etc. for transacting business can be very efficient in some cases and is often used by Society assemblies. It is important to recognize that this way of transacting business is considered as a way of transacting business "without a meeting." This clause provides clarifications and procedures on how to exploit electronic tools such as e-mail, chat rooms, discussion boards, for transacting Society business without sacrificing the protections of Parliamentary Law.

An important thing to point out is that, when transacting business without a meeting, there are restrictions on what can actually be done as opposed to what can be done during a (synchronistic) meeting. Furthermore, IEEE Bylaw I-300.4(4) specifies additional voting requirements needed to transact business without a meeting. Note that the intent of allowing the transaction of business without a meeting is not to eliminate the use of meetings in the deliberative process, thus it is highly recommended to hold regular meetings (in-person or teleconference) and not resort only to transacting business without a meeting.

The following clauses provide procedures for holding discussions and taking votes without a meeting.

A.2.7.1 Discussions via E-mail

Discussion outside of a synchronistic meeting can be very useful for debating matters between meetings, as well as reviewing/revising documents. The best use of electronic discussion is to understand better matters at hand, build consensus, and progress work that is difficult to do during a meeting, e.g. revising documents. However, this is not equivalent to holding a meeting and thus members cannot do things that can be normally done when attending a meeting. The Chair should monitor electronic discussions of the assembly and intervene when certain actions are not appropriate to be taken outside a meeting, such as making motions.

When discussing outside a meeting, the following recommendations should be followed:

1. Reserve for meetings (face-to-face or teleconferences) the discussion of complex or controversial topics.
2. Always have every member (voting or non) in copy during discussion, so all are informed and have a chance to participate.
3. When revising documents, use revision control and possible collaborative editing tools like Google Docs on a Google drive.

If assembly members feel that the discussion time was adequate to reach a good level of consensus, they can ask the Chair to hold an e-mail vote. Ideally, it would be best to agree at a meeting that e-mail voting will be used for a certain matter at a later time but of course there may be exceptions where e-mail voting could be used without a prior agreement at a meeting. It is left to the assembly Chair to decide on whether a matter can be put to an e-mail vote without a prior agreement. However, this decision may be overturned by a majority of the assembly.

A.2.7.2 Voting via E-mail

All actions to be acted upon without a formal meeting should be vetted thoroughly, and there should be a clear sense that the group has had an adequate opportunity for discussion, albeit by electronic means, to reach a consensus on the matter.

The following procedure for holding an e-mail vote shall be followed:

1. Any member (voting or non, except staff) can request an e-mail vote after the topic has been discussed over e-mail for at least 7 days.
2. The Chair or Vice-Chair (if any) shall designate a staff member as Secretary/teller and initiate the voting procedure by putting the motion to the assembly, i.e. e-mailing the question to all voting

members. If it was agreed to hold the vote via secret ballot, then two staff members shall be designated as tellers.

3. The voting window shall start 24 hours after the question is e-mailed and shall close 7 days later or until the number of returned votes is sufficient to determine the outcome of the vote. During the first 24 hours after the question is called, members can:
    a. Raise points of order with respect to the correctness of the called question.
    b. Declare they feel uncomfortable with an e-mail vote and state they prefer to have a meeting to discuss the matter - 2 members required (voting or not, except staff). In this case, there shall be no e-mail vote on the pending matter and the chair shall schedule a meeting promptly (regular or special).

4. After 24 hours have passed since the question was called and no points of order were raised and no requests for non-voting stated, voting members shall e-mail their vote to the officer who put the motion to the assembly (Chair or Vice Chair) and the designated staff member. If the vote is being held via secret ballot, then voting members shall e-mail their vote to the two staff tellers only.

5. The Chair (or Vice Chair, if any), and the Secretary shall tally the votes and inform the assembly whether the motion has passed or not at the end of the voting window, also providing a list showing the vote of each member. If a motion to hold a secret ballot had previously been passed, the Secretary shall announce only the results of the vote.

6. A motion conducted via email passes if it receives a majority (simple or 2/3, depending on the motion type) of all of the voting members of the assembly.

7. The result of the e-mail vote shall be recorded as an amendment to the minutes of the previous assembly meeting which shall be subject to approval at the next assembly meeting.

A.2.8   Executive Sessions

An Executive Session in general parliamentary usage has come to mean any meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret. When an assembly meeting is held in executive session, only members of said assembly are allowed to remain in the room. When appropriate, the assembly members may decide to allow additional invited guests and/or staff members to participate in the executive session.

A meeting enters into Executive Session only when required by rule or established custom, or upon the adoption of a motion to do so. A motion to go into Executive Session is adopted by a majority vote.

Meetings shall be convened in Executive Session when dealing with confidential matters such as, but not restricted to, individual matters, disciplinary actions, legal and business critical issues. Members of the IEEE Board of Directors shall be allowed to attend Executive Sessions of any Board or Committee unless there is a conflict of interest with respect to the matter being discussed.

For BoG and OpCom Executive Sessions, only motions passed shall be included in the minutes. Brief Executive Session minutes shall be kept on file in the office of the ComSoc Executive Director.

A member of an assembly who participates in an Executive Session of said assembly accepts the responsibility of honoring the confidentiality of the proceedings and agrees not to divulge anything that occurred in the Executive Session. Violations of Society governance shall be investigated and appropriate action taken where necessary.

IEEE has created an Executive Session Documentation and Guidelines which should be consulted when handling Executive Sessions.

A.2.9   Removal of an Assembly Chair/Member

Procedures for the removal of assembly Chairs and members shall be specified in the Bylaws.

Note that ex-officio members of an assembly cannot be removed directly. To remove an ex-officio member of an assembly it is necessary to remove the person from the held office as this automatically removes that person from any assembly of which they are an ex-officio member.

A.2.10   Vacancies

Procedures for handling vacancies shall be specified in the Bylaws.

A.2.11   Time Intervals for Meetings (notice, agenda, minutes)

Listed below are the time intervals for notices to call meetings, distribute agendas, and distribute meeting minutes. These intervals apply to all Society assemblies.

Each interval is labeled as follows:

- "bylaws" – the interval is specified in the Bylaws and thus *shall* be followed

- "recommended" – the interval is recommended and thus should be followed

A.2.11.1   BoG Meetings

A.2.11.1.1 Regular

- Face-to-Face
    - Meeting Notice – 21[bylaws]
    - Distribution of Agenda – 15[recommended]
    - Distribution of Minutes – 45[bylaws]
    - Distribution of Motions – 7[bylaws]
    - Post approved Minutes to the ComSoc website

- Web/Telecon
    - Not/Applicable – BoG regular meetings are face-to-face only, as per the Society Bylaws

A.2.11.1.2 Special

- Face-to-Face
    - Meeting Notice - 21[bylaws]
    - Distribution of Agenda - 21[bylaws]
    - Distribution of Minutes – 45[bylaws]
    - Distribution of Motions – 7[bylaws]
    - Post approved Minutes to the ComSoc website

- Web/Telecon
    - Meeting Notice – 2[bylaws]
    - Distribution of Agenda – 2[bylaws]
    - Distribution of Minutes – 45[bylaws]
    - Distribution of Motions – 7[bylaws]
    - Post approved Minutes to the ComSoc website

A.2.11.2   OpCom Meetings

A.2.11.2.1 Regular

- Face-to-Face
    - Meeting Notice – 21[bylaws]
    - Distribution of Agenda – 15[recommended]
    - Distribution of Minutes – 30[bylaws]
    - Distribution of Motions – 7[bylaws]
    - Post approved Minutes to the ComSoc website

- Web/Telecon
    - Meeting Notice – 21[bylaws]
    - Distribution of Agenda – 15[recommended]
    - Distribution of Minutes – 30[bylaws]
    - Distribution of Motions – 7[bylaws]
    - Post approved Minutes to the ComSoc website

A.2.11.2.2 Special

- Face-to-Face
    - Meeting Notice - 21$^{\text{bylaws}}$
    - Distribution of Agenda - 21$^{\text{bylaws}}$
    - Distribution of Minutes – 30$^{\text{bylaws}}$
    - Distribution of Motions – 7$^{\text{bylaws}}$
    - Post approved Minutes to the ComSoc website

- Web/Telecon
    - Meeting Notice – 2$^{\text{bylaws}}$
    - Distribution of Agenda – 2$^{\text{bylaws}}$
    - Distribution of Minutes – 30$^{\text{bylaws}}$
    - Distribution of Motions – 7$^{\text{bylaws}}$
    - Post approved Minutes to the ComSoc website

A.2.11.3   All Other Assembly Meetings

A.2.11.3.1   Regular

- Face-to-Face
    - Meeting Notice – 21$^{\text{recommended}}$
    - Distribution of Agenda – 10$^{\text{recommended}}$
    - Distribution of Minutes – 7$^{\text{recommended}}$
    - Post approved Minutes to the ComSoc website

- Web/Telecon
    - Meeting Notice – 10$^{\text{recommended}}$
    - Distribution of Agenda – 10$^{\text{recommended}}$
    - Distribution of Minutes – 7$^{\text{recommended}}$
    - Post approved Minutes to the ComSoc website

A.2.11.3.2   Special

- Face-to-Face
    - Meeting Notice – 21$^{\text{recommended}}$
    - Distribution of Agenda – 21$^{\text{recommended}}$
    - Distribution of Minutes – 7$^{\text{recommended}}$
    - Post approved Minutes to the ComSoc website

- Web/Telecon
    - Meeting Notice – 2$^{\text{recommended}}$
    - Distribution of Agenda – 2$^{\text{recommended}}$
    - Distribution of Minutes – 7$^{\text{recommended}}$
    - Post approved Minutes to the ComSoc website

A.2.11.4   Some Comments on the Recommended Time Intervals

If not specified in the IEEE or Society Bylaws, the time intervals specified here are recommendations and not mandatory. The expectation is that assemblies will operate as close as possible to these recommended time intervals, but non-compliance does not translate to a procedural violation. However, if the actions of the Chair or Vice Chair or Secretary deviate substantially from these recommendations, it is within the assembly members' rights to complain about and even act upon such actions. For example, members could complain that they did not have enough time to review the planned motions or the documents scheduled for approval and therefore opt for either tabling the motion or voting against it.

Thus, it is important to keep in mind that deviation from these recommendations could result in a delay of the work planned by the assembly, a delay that could be detrimental not only to all assembly members but also to the Society.

A.2.12 Rights and Responsibilities of Assembly Members

A.2.12.1 Assembly Chair

The assembly Chair is responsible for making sure that each meeting is planned and run effectively, conducted according to the IEEE and Society governing documents, and that matters are dealt with in an efficient manner.

Since the Chair of a ComSoc assembly is also a member of the assembly, the Chair has - as an individual - the same rights in debate as any other member. However, the impartiality required of the chair while chairing an assembly meeting, precludes exercising these rights while presiding as Chair. Thus, the Chair should have nothing to say on the merits of pending questions, should not make motions, and may vote only in specific circumstances (see §**Error! Reference source not found.**).

If the Chair wishes to participate in debate, the Chair must relinquish the chair by turning it over to another qualified member. In so doing, the Chair may debate, make motions, and vote. The presiding officer who relinquished the chair should not return to it until the pending main question has been disposed of, since the presiding officer has shown their partisanship as far as that particular matter is concerned.

An important responsibility of the Chair is to ensure that the way meetings are run provide for a fair and open debate. The Chair shall also uphold the following rights (Principles of Parliamentary Law, RONR):

1. Basic rights protecting individuals, minority views, and absentees
2. Members' rights to speak, make motions, vote, make points of order, etc.

The Chair of an assembly is also responsible for the preparation and distribution of information on assembly activities and plans to Society Officers. If the Chair is temporarily unavailable, the Vice-Chair (or the Chair's designee if there is no Vice-Chair) shall fulfill the duties of the chair and preside over the assembly meeting.

The assembly secretary (or designee), with the possible support of staff, shall help the Chair in setting the Agenda, take minutes at meetings, establish member availability for meetings, and arrange for organizing scheduled meetings.

A.2.12.2 Assembly Members

A member of an assembly is a person entitled to full participation in its proceedings, that is, the right to attend meetings, to make motions, to speak in debate, and to vote. No member may be individually deprived by the Chair of the assembly of these basic rights of membership - or of any basic rights similarly available to them, such as the right to make nominations or to give previous notice of a motion—except through disciplinary proceedings. In some cases, additional classes of "membership" that do not entail all of these rights are specified. For example, in some Society Assemblies there may be "non-voting members." While non-voting members cannot vote, they are entitled to all other rights of voting members, such as attending meetings, making motions, and speaking in debate.

In the transaction of business, each individual or subgroup has the right to make the maximum effort to have his, her, or its position declared as the will of the assembly to the extent that said efforts can be tolerated in the interests of the entire body. Thus, an important responsibility of assembly members is to become familiar with procedural rules so that their voice may be heard and their actions may be as effective as possible.

Assembly members should respect the office of the Chair but should not be intimidated by the Chair as the role and responsibilities of the Chair are entirely determined by governing documents and the will of the assembly. Thus, members (voting and non-voting) should not hesitate to ask that agendas are distributed with reasonable advance notice, minutes are taken and distributed for approval, votes are taken to formalize agreements, motions made, the Chair behaves impartially, and that the Chair runs the meeting more formally if informality is not appropriate at that time.

A.2.12.3   The Role of the Society Parliamentarian

The role of the Society Parliamentarian shall be specified in the Bylaws.

As mentioned in RONR, there should be an understanding between the parliamentarian and the presiding officer at BoG meetings (the Chair) that there will probably be occasions when it may be essential for the Chair to listen to suggestions being made by the Parliamentarian, even if it means momentarily not giving full attention to others or asking the assembly to stand at ease during the consultation. This practice will enable the Chair to act promptly at the correct time and be fully informed. In advising the Chair, the Parliamentarian should not wait until asked for advice as that may be too late. An experienced Parliamentarian will often see a problem developing and be able to head it off with a few words to the Chair. Only on the most involved matters should the Parliamentarian actually be called upon to speak to the assembly. The Parliamentarian should be assigned a seat next to the Chair, so as to be convenient for consultation in a low voice, but the Chair should try to avoid checking with the Parliamentarian too frequently or too obviously.

The Society Parliamentarian shall also serve as the OpCom Parliamentarian, who shall have the same role and responsibilities of the BoG Parliamentarian.

A.2.13   Proposed Amendments to Society Governing Documents

As specified in the Bylaws, a deadline for submitting proposed motions amending governing documents for Governance Committee review shall be set.

The Governance Committee motion review process is as follows:

- Motion is prepared using the latest version of the ComSoc Board of Governors Motion Template. The Motion Template is available on the Governance Committee roster webpage.

- Motion is submitted to the Governance Committee for review by the deadline set according to the Bylaws.

- Assembly/Individual submitting the motion shall be engaged by the Governance Committee regarding proposed revisions (if any) to the motion based on the Governance Committee review. A final version of the motion shall be prepared.

- The Governance Committee shall submit the final version of the motion to the BoG at least two weeks prior to the BoG meeting including governance-related comments and/or concerns about the motion when appropriate.

- The Governance Committee may recommend to the BoG if the motion is better suited for the Consent Agenda or the Regular Agenda.

A.3   FINANCE

A.3.1   Approval Levels, Fiscal Controls & Business Plans

A.3.1.1   Definitions

A.3.1.1.1   Projects

A planned set of interrelated tasks to be executed over a fixed period and within certain cost and other limitations. A project can include one or multiple contracts, or statements of work.

A.3.1.1.2   Contract

A specific agreed task or statement of work with one vendor.

A.3.1.1.3   New

An expenditure that has either never been in a ComSoc budget, never been approved by the

BoG, or an expenditure that hasn't appeared in a ComSoc budget in two years.

A.3.1.1.4   Cash outflows

Any payment to any vendor or individual regardless of whether the transaction will be immediately expensed, or capitalized and depreciated over its useful life, or paid from previous years' surplus/reserves.

A.3.1.1.5   Product Pricing

Items ComSoc sells (dues, wholly owned publication subscriptions, other non-conference related merchandise) and fees ComSoc charges for services (overlength page charges, technical co-sponsorship fees, open access fees, and training course fees). Not included are conference products or registration fees.

A.3.1.1.6   IEEE 3% Spending Rule

Subject to conditions stated in the IEEE-Financial Operations Manual ComSoc may spend up to 3% of its reserves for new initiative activities (activities with a limited expected life of one to three years).

A.3.1.1.7   IEEE 50% Spending Rule

Subject to conditions stated in the IEEE-Financial Operations Manual ComSoc may be allowed to use up to 50% of its preceding year's operational surplus (excluding investment returns) as part of the forecasting process. This funding must be used for new initiative activities (activities with a limited expected life of one to three years).

A.3.1.2   Approval Levels and Business Plans

For anticipated cash outflows that are not scheduled in the current year or the following year's budget, the following approval levels and business plan requirements apply prior to entering into agreements with vendors:

Project Amount	Approval By	Business Plan Required
Up to $5K	Staff Directors/Treasurer	No
Up to $15K	Volunteer VPs/Executive Dir	No
Up to $25K	President	No
Up to $50K	OpCom	Yes (but abbreviated)
Greater than $50K (*)	The Board of Governors	Yes (more extensive)

- The Executive Director signs all contracts binding the Society and approves all bills above staff manager approval limits.

- (*) Before signing any contract above $50K, the Executive Director shall forward the contract to the President for review together with a form that shall contain the dates of FinCom and BoG approvals and a link to the corresponding minutes where the approvals are reported.

- All expenses/anticipated cash outflows that are new to ComSoc operations, and exceed $25K, require the presentation of a business plan at the time of FinCom and BoG approval requests.

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

- If a project/contract does not require a business plan, the project/contract should be made known to the BoG at the next meeting.

- For contracts in excess of $25,000 please refer to the IEEE Finance Committee Operations Manual, Section 8d, for additional approvals and execution authority requirements. The additional process and approvals specified in the IEEE Finance Committee Operation Manual do not void the necessary approvals required by ComSoc that are specified in ComSoc's governing documents.

- Competitive bidding from at least three vendors shall be solicited for expenditures greater than $100,000 USD. When competitive bidding is required, an ad hoc committee shall be appointed by the President to prepare the bid and to evaluate the vendors' responses to the bid. The committee shall include the Society Executive Director and the appropriate Senior Staff Member, shall be chaired by a Volunteer, and the majority of members shall be volunteers. Before entering into any agreement with vendors, the appropriate approval must be obtained as per the table above.

- Proposed product pricing changes must be submitted to FinCom for review 21 days before the BoG meeting. FinCom shall make a recommendation to the BoG.

- The budget may include projects that are funded on the basis of the 3% and 50% rules which are defined in clause A.3.1.1.. The process for determination and approval of such expenditure items is specified in clause A.3.2.

A.3.1.3   Executive Director budget responsibility and authority

The Executive Director is responsible for the ComSoc infrastructure expense budget which includes:

- Headcount levels (for regular employees)
- Salary, employee taxes, insurance, and other benefits
- Temporary staffing needs
- Staff travel
- Office rent costs and maintenance
- Equipment acquisitions

- Office supplies and telephone services
- Other services and application needed by staff to support departmental needs

Any other new infrastructure expense greater than $15,000 will adhere to the overall rules for projects, contracts, and business plans. Any other new infrastructure expense that is less than $15,000 may be approved only by the Society Executive Director.

A.3.1.4   Pre-approval of Expenditures

- Unbudgeted, or expenses not specifically identified, require approval by the appropriate elected officer (e.g., VP or President) prior to any incurred travel expense or purchasing goods and services. It is the responsibility of members to confirm that the specific expenditure is identified in the budget, and if not, to follow the pre-approval expenditure process.
- Reimbursements shall be denied without an accompanying pre-approval.
- The pre-approval is requested via the ComSoc Pre-Approval Form, which will be distributed by a VP or the President.
- Upon completion of the form, an approval notification shall be sent to the appropriate Vice President or the President, with a copy to all other Vice Presidents and the President.
- The recipients of the approval notification have 72 hours to provide any feedback to the deciding VP/President who shall thereafter approve or deny the expenditure request.
- Once a decision has been made by the deciding VP/President, the Treasurer shall convey such decision to the requestor.

A.3.2 Budget/Financial Reporting Timeline

(Note: Director of Finance and Business Operations may assist or substitute for the Treasurer)

A.3.2.1 February/March

. Treasurer receives and analyzes prior year actuals. Treasurer continues to inform the BoG of any possible funding available based on 50% spending rule. A request for project spending goes out shortly thereafter. Treasurer presents the consolidated list of items, which includes items approved at the previous BoG2 and new proposed items to the FinCom for review. FinCom shall consider the financial merits of the projects, identify that it is a new initiative, and submit for approval at BoG1. The President can request a special BoG teleconference meeting to approve if projects must commence prior to the BoG1 meeting.

A.3.2.2 OpCom 1 (usually April)

Treasurer reports highlights from the prior year, an update on the current year's forecast, and the 1st 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:

- Membership, Member and Non-Member prices
- Membership, Member and Non-Member counts/subscriptions
- Number of issues and pages per publication
- Level of funding for Editors-in-Chief
- Volunteer travel
- Program needs
- List of conferences ComSoc will sponsor or co-sponsor (have a financial interest)
- Estimated revenue and expense for those conferences
- Staffing levels
- Marketing/Promotion expenses

On or around OpCom 1, the Treasurer informs the BoG via email of any funding available based on the 3% spending rule, and requests BoG members to propose items to be funded under this rule.

A.3.2.3 FinCom 1 (May or June)

Treasurer reports highlights from the prior year, an update on the current year's forecast, and an extensive review of the details and assumptions of the 1st draft of next year's budget and the list of items, as required in section A.3.1.2, to be funded under the 3% spending rule. Included in these highlights are supplemental financial reports. Treasurer obtains FinCom approval on the current year's bottom line forecast, next year's product pricing, budgetary assumptions, list of items to be funded under the 3% spending rule and budgetary bottom line; then presents to the BoG for approval at the BoG 1 meeting.

A.3.2.4 BoG 1 (May or June)

Treasurer reports highlights from the prior year, an update on the current year's forecast, and the 1st draft of next year's budget. Included in these highlights are supplemental financial reports. Treasurer obtains BoG approval on each new expenditure to the ComSoc budget greater than $25K or increases in existing expenditures by at least $25K (except for expenditures arising out of inflation), list of items to be funded under the 3% spending rule, the 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.

Treasurer presents the list of items to be funded based on 50% spending rule for BoG approval.

A.3.2.5   By the end of July (if necessary)

If there is a change in the budgetary bottom line (surplus/deficit) by more than $100K, then a Special Meeting of the BoG shall be called by the President to approve the revised budget. If there is a change in the bottom line by less than $100K, then the Treasurer and the President shall jointly approve the change in the bottom line on behalf of the BoG.

A.3.2.6   OpCom 2 (September)

Treasurer initially informs of any possible funding available based on the 50% spending rule. A request for project spending goes out shortly thereafter to all BoG members.

Treasurer reports an update on the current year's forecast and adjustments within the next year's budget since presented at BoG 1 (or the Special BoG, if it took place). Included in these highlights are supplemental financial reports. Treasurer seeks OpCom endorsement of those budgetary changes.

A.3.2.7   FinCom 2 (November/December)

The Treasurer presents the list of items, with business plans as required in Section A.3.1.2, to be funded under the 50% spending rule. FinCom shall consider the financial merits of the projects, identify that it is a new initiative, and submit for approval at BoG2.

A.3.2.8   BoG 2 (November/December)

Treasurer presents the list of items, with business plans where appropriate, to be funded under the 50% spending rule, and requests BoG approval of the projects for spending in the next year conditional upon the society's final financial results.

Treasurer reports an update on the current year's forecast and adjustments within the next year's budget since presented at BoG 1 (or the Special BoG, if it took place). Treasurer seeks BoG approval of the official budget (operating plan for ComSoc) for the next year.

A.3.3 Capital Acquisitions and Budget

In addition to the IEEE Policies and Procedures, the IEEE Communications Society Capital Budget Procedures shall conform to these policies and procedures. The capital budget shall be submitted by ComSoc's Treasurer to the IEEE Technical Activities Board with the Operating Budget each year. To accomplish this, the following procedures shall 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 of capital expenses are: computers, servers, furniture, software, website improvements, 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 item whose value is less than $1,500 is not listed in the capital budget, rather it is 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 Director of Finance and Business Operations and the Director of Information and Communication Technologies) shall develop the capital budget annually, with the concurrence of the President and the Treasurer.

- The capital budget shall be reported to FinCom, OpCom, and the BoG for BoG approval as part of the overall ComSoc budget.

- The capital budget shall be reported to the Operations and Facilities Committee that will make a recommendation to the BoG.

A.3.4   Adverse Financial Scenarios and Mitigation Procedures

A.3.4.1   Adverse Financial Scenarios Requiring Mitigation Procedures

- A deficit in the current year forecast of $500K or more
- A drop below the minimum reserve level

A.3.4.2   Mitigation Procedures

- Increasing the budget surplus requirement of conferences
- Increasing the prices offered for membership, subscriptions (if within the allowable timeframe), and registration fees
- Suspension or postponement of volunteer travel and programs
- Suspension or postponement of publication page counts and possibly entire issues
- Suspension or postponement of other expenses
- Reduction of staff
- Postponement of conference expenses

A.3.4.3   Authorizations

In the event of an adverse financial scenario, the Treasurer may activate any of the mitigation procedures listed in Clause A.3.4.2 with the approval of the President.

A.3.4.4   Adverse Scenarios Exempt from Mitigation

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

If the scenario is exempt from mitigation, the Treasurer or President or any BoG member may still ask the BoG to vote to enact a specific mitigation procedure.

A.3.5   Conference Finances

This section covers the following

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

A.3.5.1   Division of Responsibilities of the Volunteer Treasurer and the ComSoc Staff Treasurer

The following responsibilities should be handled by the Volunteer Treasurer:

- Completion of the IEEE Conflict of Interest Form
- Ensuring the Conference Chair completes the IEEE Conflict of Interest Form
- Budget Compilation
- Expense Approval.

The following responsibilities should be handled by the ComSoc Staff Treasurer (Director of Finance and Business Operations):

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

A.3.5.2   Budget Compilation

A.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. 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 ComSoc Member registration should be the cost of a ComSoc membership. The difference between the IEEE Member and Non-Member registration fee should be the cost of an IEEE membership.

A.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 VP-Conferences, and the Treasurer for joint approval. The conference chair may appeal a rejected budget to the President.

A.3.5.3   Checkbook Management, and Expense Approvals

A.3.5.3.1   Bank Accounts

All conferences should 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 Finance and Business Operations Department. A conference "pcard" will be procured, (and reside in the ComSoc Headquarters) to also settle transactions. Additional pcards may be procured for local volunteers 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 that 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.

A.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 for an expense item.

A.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," with as many different types of revenue and expense accounts as possible.

A.3.5.5   Financial Reporting

The ComSoc Staff Treasurer will provide periodic reporting on the budget, actuals, and the forecast. The final financial results must be reported to the IEEE within 12 months of the conclusion of the conference, after the closing of the bank account.

A.3.5.6   IEEE Compliance and Auditing

If the conference generates greater than $250,000 in revenue, the conference will be subject to audit (either by the IEEE Internal Audit Department, or an external auditor).

A.4 TRAVEL POLICY

A.4.1 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.

A.4.2 Eligibility Policy

IEEE ComSoc members may be reimbursed for travel and living expenses on ComSoc official business whenever authorized by a ComSoc elected officer (the appropriate Vice President or the President) 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.

- Registration fees for IEEE ComSoc meetings and conferences events will not be reimbursed, nor will travel to an event solely to attend that event. Members of the BoG shall receive a complimentary Full registration for ICC and GLOBECOM to allow them the opportunity to attend sessions (technical talks, posters, panels, etc.), mingle with rank-and-file ComSoc members, and assess the quality of session management and content. The conference financials shall not be negatively impacted from the associated awards luncheon and banquet costs. Complimentary registrations specifically exclude paper registrations.

- Expenses will be reimbursed on the basis of what is reasonable and customary.

- An upgrade to Business Class travel is permissible and reimbursable as allowed in the IEEE Finance Operations Manual.

A.4.3 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 Treasurer and the President is required. The Executive Director will maintain a record of any significant exceptions to this policy and include such exceptions in the Executive Director's twice-yearly reports to the BoG.

A.4.4 Society Travel Guidelines

These guidelines apply to all volunteer travel reimbursed by the Society. The individual organizational units are responsible to budget for known obligations; the individual budgets to be consolidated under the elected official responsible. As the Communications Society is an organizational unit of the IEEE, all volunteer travel is subject to the Travel Guidelines section of the *Technical Activities (TA) Operations Summary of Frequently Requested Information and Key Procedures* and the travel reimbursement policy in the *IEEE Finance Operations Manual* (https://www.ieee.org/documents/financial_ops_manual.pdf).

Reimbursable Expenses include:

- Airfare

- Hotel Nights
- Meals
- Gratuity
- Internet
- Driving to airport/meeting + tolls
- Train/bus
- Visas
- Passport renewal IF majority of use is for ComSoc business
- Laundry (if under extreme circumstances)

Duration: Travel support coverage begins the day/night prior to the first day of the meeting(s) through the day following the last day of meetings. Exceptions require approval of the President. Subject to pre-approval by the President, BoG members can extend travel support beyond the BoG meeting if required to be present and participate at co-located associated RCCCs and/or assembly meetings (e.g. councils, boards, and standing committees)

Travel insurance: Travel insurance is reimbursable only if it does not include medical coverage. Travel insurance that includes medical coverage is not reimbursable.

Airfare: Generally refundable airfares should not be purchased. Should a trip be cancelled ComSoc, will reimburse any resulting change or cancellation fees. Airfare cost will be reimbursed up to the cost of an available non-stop roundtrip fare in the event of an itinerary including an additional destination/stop. An upgrade to Business Class travel is reimbursable as allowed in the IEEE Finance Operations Manual

Meals: Receipts are required for meal and beverage expenditures that exceed US$25. Meals in excess of $100US/day need justification and are subject to review by IEEE audit. (Attending the ComSoc Awards Lunch or co-located conference banquet is sufficient justification).

Rental Car: Rental car costs will be reimbursed up to the cost of the roundtrip taxi / mass transit to and from the airport/hotel.

Privately Owned Vehicles: Driving to meetings is reimbursed at the lower of the IEEE "mileage reimbursement" rate plus parking and tolls or round-trip economy fare ticket plus travel to/from the airport and home.

A.4.5   Approvals & Reporting

Non-routine, previously unspecified, but within the budget limit, travel support requires pre-approval by the appropriate VP or the President. It is the responsibility of members to confirm that the travel is budgeted for and, if not, contact the appropriate VP who will require a completion of the ComSoc Expense Pre-Approval Form.

All non-BoG meeting travel by BoG members requires a trip report to be filed under BOG Travel when the reimbursement request is submitted.

A.4.6   Travel Procedures

A.4.6.1   Budgeting

Officer and Director annual travel budgets for the coming year will be finalized at OpCom 1 and approved by the Board of Governors at their BoG 1 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 (of who they report to) and must comply with the IEEE ComSoc Travel Policy.

A.4.6.2   Approval and Review Procedures

All Volunteer travel expenses will be submitted via the IEEE ConCur web-based expense reporting system 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 Treasurer and the President. The Executive Director shall summarize travel overruns and policy exceptions as part of the Executive Director's 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.

A.4.6.3   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."

A.4.7   Volunteer Travel Voucher Submission and 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 upload their expense report and receipts in the IEEE ConCur web-based expense reporting system.

- The Staff Director of Finance and Business Operations will approve, or on an exception 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 upload their own vouchers in the IEEE ConCur web-based expense reporting system and will be routed 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.

A.4.8 Volunteer Travel Expense Reimbursement

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 the staff Director of Finance and Business Operations.

IEEE fares are supposed to be the lowest available (because of the IEEE volume discounts). Volunteers may make transportation arrangements by contacting IEEE World Travel.

Should a volunteer obtain airfares substantially higher from the IEEE Travel Web site (versus their own) they may contact IEEE before booking the flight, and include the intended itinerary (dates, times, and airline).

After the trip is over the volunteer will complete the IEEE Expense Form in IEEE Concur and upload receipts (airplane, meals, hotel receipts, etc.).

A.5 OMBUDSMAN

A.5.1   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.

A.5.2   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:
  o Immediately acknowledging receipt of the complaint.
  o Investigating the nature of the complaint and taking whatever action is necessary to rectify the problem in a timely manner.
  o Responding with details of the actions taken and inviting the complainant to correspond further if either the action does not solve the problem or if the complainant still remains dissatisfied.

A.5.3   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.

A.6   ADDITIONAL SOCIETY POLICIES

A.6.1   Diversity Efforts for BoG Appointed and Elected Officers

The process for appointing Society Officers is defined in the Bylaws and the process for developing the NEC-Approved Ballot is defined in the NEC P&Ps. In addition, the Bylaws state that documentation shall be provided regarding the diversity efforts employed during these two processes. This documentation shall be provided by the President-Elect for appointed Officers and by the NEC for candidates to elected office.

The Diversity Efforts documentation shall include:

- The composition of the list of candidates - providing the gender, geographical region, and professional sector for each candidate (names of candidates shall not be provided).
- The criteria used for evaluating each candidate for a given position.
- The name, gender, geographical region, and professional sector of either:
  - The individual selected for appointment for each position; or
  - The candidates selected to appear on the ballot for each position.
- A brief note about the creation of the candidate list, the development of the selection criteria, and the individuals consulted for deciding the appointments.

The Diversity Efforts documentation for appointed Officers shall be submitted by the President-Elect to the BoG 2 meeting along with the list of appointees.

The Diversity Efforts documentation for candidates to elected office shall be submitted to the BoG 2 meeting along with the NEC-Approved ballot.

All Diversity Efforts documentation shall be stored in a secure archive.

Part B: SOCIETY ASSEMBLY POLICIES & PROCEDURES

Part B contains the P&Ps of each Assembly and provides additional details for transacting business within such Assemblies. For anything that is not explicitly included in the Assembly P&Ps above, Robert's Rules of Order Newly Revised latest revision (RONR) shall apply. Amendments to the Assembly P&Ps require simple majority approval of either the BoG or a Council, as specified in the P&Ps of each Assembly.

B.1 STANDING COMMITTEES OF THE BOARD OF GOVERNORS (BOG)

B.1.1 Awards Standing Committee

B.1.1.1 Scope (from Bylaws, *verbatim*)

This Committee is responsible for all major awards and recognitions made or proposed by the Society.

B.1.1.2 Objectives

The Awards Standing Committee shall evaluate candidates for ComSoc-level awards and select awards winners. It further considers any awards-related issue presented to it by the President or the Board of Governors. The Awards Committee shall be consulted on processes and standards prior to establishment of or change in any such award. The Committee membership, description of awards, and instructions for making nominations shall be posted on a dedicated Awards page on the ComSoc web site.

B.1.1.3 Organizational Structure

The Committee reports to the BoG.

Committee membership and term limits shall be specified in the Bylaws.

Appointments shall aim toward a reasonable balance among different technical areas, different regions and countries, and industry and academic sectors.

B.1.1.4 Activities and Responsibilities

B.1.1.4.1 Chair

Duties of the Chair include, but are not limited to, the following:

- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

B.1.1.4.2 Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the Committee P&Ps.

B.1.1.5 Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.1.1.5.1 Meetings

The Committee shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in). Meetings of this committee shall always be held in Executive Session.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.1.1.6 Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

The Committee shall manage the awards policies and procedures listed in the next sections.

B.1.1.6.1   Committee Functions

1. Nominations of papers for ComSoc-level prize paper awards shall be solicited, sufficiently in advance before the nomination 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 and Educational Activities Council via the VP-TEA, 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.

2. Nominations of individuals for career and service awards shall be solicited, sufficiently in advance before the nomination 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.

3. 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 shall 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.

4. 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 decisions.

5. 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.

6. The Awards Committee shall solicit advice and nominations from the Technical and Educational Activities Council.

B.1.1.6.2   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 sub-committees, reporting to the full Committee, to reduce the workload on Members. A joint evaluation sub-committee may be created with another Society for evaluation of nominations for a jointly sponsored award. A joint sub-committee shall report to the Awards Committees of both sponsoring Societies, but may, if 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 the Member, or a close associate, or a paper authored or coauthored by the Committee member or a close associate, is nominated.

5. The current President 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 on any awards issue.

B.1.1.6.3   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 BoG.

B.1.1.6.4   Operational Schedule

The following schedule shall be followed under normal circumstances.

B.1.1.6.4.a   *Prize Paper Awards and eligible career/service awards*

- January 10:   Publications officers and EICs of publications reminded of the February 15 deadline for prize paper nominations. Technical & Educational 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 sub-committees 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 sub-committees, 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.

B.1.1.6.4.b   *Career/service Awards*

- Unless otherwise specified in an individual career or service award description, the following operational schedule shall apply.

- 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 sub-committees, 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.

B.1.1.6.5   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.

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.

B.1.1.6.6   Career Awards

B.1.1.6.6.a   *IEEE Communications Society Edwin Howard Armstrong Achievement Award (originally Achievement Award)*

- Prize – Certificate, plaque, and honorarium of $2,000; funded by the IEEE 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 shall not be presented if suitable candidate is not available.

B.1.1.6.6.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 shall be solicited each year, up to the nomination deadline decided by the Awards Committee. Nominations shall 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" shall take place in year "X", thus conforming to IEEE procedures. (For example, the 2004 winner shall be decided by the Committee in year 2003.)

- Presentation - The award shall be presented at a major Communication Society annual conference or venue appropriate to the business area of the recipient. The award shall not be conferred in any given year if a suitable candidate is not identified. Annually (as appropriate); no more than two awards shall be given per year.

- Administration and Funding - The Communications Society shall administer the award covered out of annual Society operating expenses until a suitable endowment is established.

B.1.1.6.6.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 shall handle the evaluation and selection process. Nominations shall be solicited each year, up to the nomination 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 shall 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 shall be publicized on the ComSoc Web page, Society Magazine, electronic newsletter, and Awards Luncheon Brochure.

- Administration and Funding -The IEEE Communications Society shall administer the award. Funding shall 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) shall be budgeted annually to cover the cost of up to 3 recipients.

B.1.1.6.6.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 shall not be presented if suitable candidate is not available.

B.1.1.6.6.e *IEEE Communications Society Education Award*

- Prize - Plaque, certificate, and honorarium of $1,000.

- Description - To recognize distinguished and significant contributions to education within the Society's technical scope.

- Eligibility - A Communications Society member at the time of nomination who is an educator and who has made distinguished and substantial contributions to education within the fields of interest of ComSoc.

- Basis for Judging - Nominees shall be judged by a career of meritorious achievement as exemplified by writing of scholarly books and texts, course materials, and papers on education; inspirational and innovative teaching; creativity in the development of new curricula and methodology, etc.

- Nominee Solicitation - Nominations will be solicited each year, up to the nomination deadline decided by the Awards Committee. Nominations will be openly solicited.

- Selection Process - All nominations shall be submitted to the IEEE Communications Society Awards Committee for final selection. 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.

- Presentation - Annually presented by the IEEE Communications Society Awards Committee Chair, in the name of the IEEE Communications Society at the Global Communications Conference (GLOBECOM).
- 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. The Society's budget includes the amount for this award and the Society budget is net positive with the inclusion of the award - $1000 per year.

B.1.1.6.7   Service Awards

B.1.1.6.7.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 shall not be presented if suitable candidate is not available.

B.1.1.6.7.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 shall be openly solicited but they shall 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 shall be provided to the Awards Committee and the Awards Committee shall select the final awardee.
- Schedule and Presentation - Nominations shall be solicited each year, up to the nomination deadline decided by the Awards Committee. The award shall be presented at GLOBECOM or other venue appropriate to the award and the recipient. The award shall not be conferred in any given year if a suitable candidate is not identified. Annually (as appropriate); no more than one award shall be given per year.
- Administration and Funding - The Communications Society shall administer the award. Funding shall be covered out of annual Communications Society operating expenses unless a suitable endowment is established.

B.1.1.6.7.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 shall 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 shall be solicited each year, up to the nomination deadline decided by the Awards Committee. The award shall be presented at a venue appropriate to the award and the recipient. The award shall not be conferred in any given year if a suitable candidate is not identified. Annually (as appropriate).

- Administration and Funding - The IEEE Communications Society shall administer the award. Funds shall be covered out of annual Communications Society operating expenses until a suitable endowment is established.

B.1.1.6.7.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 shall not be presented if suitable candidate is not available.

- Nomination/Selection Process – ComSoc Awards Committee shall handle the evaluation and selection process. Nominations shall be solicited each year, up to the nomination deadline decided by the Awards Committee.

- Administration and Funding - KICS shall provide the honorarium and partial travel support up to $1500 for recipient to receive award.

B.1.1.6.7.e *IEEE Communications Society Robert M. Walp Industry Humanitarian Award*

- Prize – Plaque, certificate, and honorarium of $1,000.

- Description **-** To recognize an industry executive or leader whose leadership has resulted in major and outstanding contributions to humanity through the application or use of information and communications technology.

- Eligibility – An information or communications industry executive who played a major leadership role in research or development and introduction of systems, devices, applications or services that have significantly impacted humanity through availability and use of such technologies in developing or under-served areas, improving the well-being of people, or enabling their access to emergency and other basic services. The candidate is not required to be an IEEE member. Self-nominations are not allowed. Nominators have to submit an evidence-based nomination to the IEEE ComSoc Awards Server (https://awards.comsoc.org/). The required format and contents of nominations will be determined and publicized by the Awards Committee.

- Basis for Judging – Executive leadership applying advances in information and communications technology so that they have a substantial impact on humanitarian needs and objectives. Evaluation is based on such factors as widespread acceptance of the products and services, meeting humanitarian objectives, ubiquity of the products and services in under-served or underdeveloped regions or communities, emulation of the contributions by others, and degree of global recognition

of the candidate by humanitarian and other organizations. Other factors include time of service, impact, specific innovations, etc.

- Nominee Solicitation – Nominations will be solicited each year, up to the nomination 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 Communications Society.

- Presentation - The award will be presented at either a major Communications Society annual event or an industry venue appropriate to the recipient, such venue being chosen by mutual agreement of ComSoc and the recipient. The award will not be conferred in any given year if a suitable candidate is not identified. No more than one award will be given in any calendar year (January 1 – December 31).

- Administration and Funding – The honorarium will be funded out of the Communications Society's annual operating budget. The Society budget includes the amount for this award AND the Society budget is net positive with the inclusion of the award. No travel costs are to be paid.

B.1.1.6.7.f   *IEEE Communications Society Carole Swaim Award for Distinguished Staff Service*

- Prize – The award will include a plaque, certificate, and honorarium of $1,000.

- Eligibility – Member of the IEEE Communications Society Staff.

- Basis for Judging – For outstanding service over a period of years to the IEEE Communications Society.

- Nomination/Selection Process – Nominations shall be solicited each year (from volunteers only) up to the nomination deadline decided by the Awards Committee. The list of nominees shall be submitted to OpCom for consideration and determining the awardee at their OpCom 2 meeting. The name of the awardee selected (if any) shall be conveyed to the Awards Committee to facilitate coordination of the Awards Ceremony.

- Presentation – The award shall be presented during IEEE GLOBECOM. The award title and description, with the recipient's name, shall be included in the ComSoc Community Directory. There is no requirement to confer the award in any given year.

- Administration and Funding – The Communications Society shall administer the award. Funding shall be covered out of annual Communications Society operating expenses unless a suitable endowment is established.

- This award was created and approved by the BoG in June 2007 as The IEEE Communications Society Board of Governors Award for Distinguished Staff Service. The award was renamed by the BoG in May 2016 as The IEEE Communications Society Board of Governors Carole Swaim Award for Distinguished Staff Service.

B.1.1.6.8   Paper Awards

B.1.1.6.8.a   *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.

B.1.1.6.8.b   *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.

B.1.1.6.8.c   *Nominations Process:*

- Each journal EIC may submit up to 5 nominations per award relative to that journal and may decide if the papers are from current or previous years, and whether previous-year nominations are based on number of citations or other criteria.

- 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 their 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 shall 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).

- The short nomination lists for all prize papers are submitted to the Communications Society Awards Committee no later than January 31st of the year following the year span (normally 3 years) in which papers were published. Award presentations are traditionally made at ICC each year.

B.1.1.6.8.d   *IEEE Paper Awards*

Recognition for an outstanding paper may 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)

- W. R. G. Baker Award recognizes an outstanding original paper published in any IEEE journal, transactions, proceedings, or magazine in the past year.

- Donald G. Fink Award recognizes an outstanding survey or tutorial paper published in any IEEE journal, transactions, proceedings, or magazine in the past year.

B.1.1.6.8.e   *List of Paper Awards*

1. **The IEEE Communications Society Best Tutorial Paper Award**
   o Prize – Plaque and honorarium up to $500 for each author; total not to exceed $1,000.
   o For 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.
   o Basis for Judging –Clarity and quality of presentation, timeliness and relevance of topic.
   o Nominee Solicitation – Nominations solicited by Chair of Magazines/Journals Paper Awards Selection Committees in consultation with Magazines/Journals Editors-in-Chief.
   o 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.
   o Presentation – Annually (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

2. **The IEEE Communications Society Leonard G. Abraham**
    o   Prize – Plaque and honorarium up to $500 for each author; total not to exceed $1,000.
    o   For an original paper published in the *IEEE Journal on Selected Areas in Communications* in the previous 3 calendar years; author need not be an IEEE member.
    o   Basis for Judging – Quality, originality, utility, timeliness, clarity of presentation.
    o   Nominee Solicitation – Nominations solicited by Journal Editor-in-Chief from the Editorial Board, guest Editors, and readership (through published notice).
    o   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.
    o   Presentation – Annually (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

3. **The IEEE Communications Society Stephen O. Rice Prize**
    o   Prize – Plaque and honorarium up to $500 for each author; total not to exceed $1,000.
    o   For an original paper published in the *IEEE Transactions on Communications* in the previous 3 calendar years; author need not be an IEEE member.
    o   Basis for Judging – Quality, originality, utility, timeliness, clarity of presentation.
    o   Nominee Solicitation – Nominations solicited by Transactions Editor-in-Chief from the Editorial Board, guest Editors, and readership (through published notice).
    o   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.
    o   Presentation – Annually (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

4. **The IEEE Communications Society William R. Bennett Prize in the Field of Communications Networking**
    o   Prize – Plaque and honorarium up to $500 for each author; total not to exceed $1,000.
    o   For an original paper 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.
    o   Basis for Judging – Quality, originality, utility, timeliness, clarity of presentation.
    o   Nominee Solicitation – Nominations solicited by Transactions Editor-in-Chief from the Editorial Board, guest Editors, and readership (through published notice).
    o   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.
    o   Presentation – Annually (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

5. **Fred W. Ellersick Prize (formerly the Communications Society Magazine Prize Paper Award)**
    o   Prize – Plaque and honorarium up to $500 for each author; total not to exceed $1,000.
    o   For an original paper in any Communications Society magazine in the previous 3 calendar years; author need not be an IEEE member.
    o   Basis for Judging – Quality, utility, timeliness, and clarity of presentation, comprehensible to the non-specialist.
    o   Nominee Solicitation – Nominations solicited by the Chair of Magazines Paper Awards Selection Committee in consultation with Magazines Editors-in-Chief.
    o   Selection Process – Nominations screened and short list prepared by the Magazines Paper Awards Selection Committee with the approval of the Magazine's Editors-in-Chief. The short list is submitted to the Communications Society Awards Committee for final selection.

o Presentation – Annually (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

6. **The IEEE Communications Society Heinrich Hertz Award for Best Communications & Wireless Communications Letter**
   o Prize - Plaque and honorarium of $500 per author (up to a maximum total of $2000).
   o For an outstanding article published in any letter journal financially sponsored or co-sponsored by the Communications Society which essentially enlarges the field of communications engineering in the previous 3 calendar years; author need not be an IEEE member.
   o 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.
   o Basis for Judging - Quality, exposition, novelty and impact.
   o Nominee Solicitation/Selection - Nominations shall 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 sub-committee comprised of the Editor-in-Chief and five Associate Editors shall screen the nominated papers. Nominations shall also be solicited from ComSoc Technical Committee chairs and readership (through published notices). No more than five manuscripts shall be submitted to the Awards Committee for final selection by March 1 of each year. Selection shall be based on rankings given to each nominated paper by each member of the sub-committee. Each paper submitted to the Awards Committee shall be accompanied by a summary statement.
   o Administration **-** The IEEE Communications Society shall 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 shall be budgeted annually to cover the total cost of up to $2000 per year.
   o Presentation - Annually, at ICC or GLOBECOM (as soon as possible after recommendation). Award shall not be given if a paper of high quality is not uncovered.

7. **IEEE Communications Society/Information Theory Society Joint Paper Award**
   o Prize: A plaque and an honorarium up to $500 for each author; total not to exceed $1,000 for each paper.
   o For outstanding papers published in any publication of the Communications Society or the Information Theory Society in the previous 3 calendar years. Authors need not be IEEE members. Presented annually.
   o 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.
   o Sponsorship and Funding: Jointly sponsored by IEEE Communications Society (ComSoc) and Information Theory Society (IT). Funding evenly divided by the two sponsoring societies.
   o Selection Process:
      ▪ Each year a joint papers evaluation sub-committee 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 sub-committee 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 shall be eligible. The processes/timelines shall be the same as all other paper awards.

o Presentation: Annually at any event sponsored by either of the two sponsoring societies selected by the recipient(s).

8. **IEEE Marconi Prize Paper Award in Wireless Communications**
   o Prize – Plaque, honorarium of up to US$1,000, travel reimbursement of up to US$3,000.
   o For an original paper in the field of Wireless Communications, published in the *IEEE Transactions on Wireless Communications* in the previous 3 calendar years. There are no restrictions as to IEEE membership, nationality, race, creed, age or gender.
   o 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.
   o Basis for Judging – Originality, utility, timeliness, and clarity of presentation.
   o 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).
   o 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.
   o 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.
   o 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.

9. **IEEE Communications Society Award for Advances in Communications**
   o Prize: Plaque and honorarium of $500 per author (up to a maximum total of $2000).
   o For 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.
   o Basis for Judging: Quality, originality, novelty and impact.
   o 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 shall also be solicited from ComSoc Technical Committee chairs and readership (through published notice).
   o 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.
   o Administration and Funding: The IEEE Communications Society shall administer the award covered out of annual Society operating expenses until a suitable endowment is established.

- o Presentation: Annually at ICC or GLOBECOM. Award shall not be given if a paper of high quality is not uncovered. Award and recipient shall be published in the ComSoc Awards Luncheon brochure and posted on the ComSoc web site.

10. **The IEEE Communications Society Charles Kao Award for Best Optical Communications & Networking Paper Award**
    - o Prize - Plaque and honorarium of $500 per author (up to a maximum total of $2,000). If more than four authors, the maximum of $2,000 would be split between each author.
    - o This award will be given to papers published in the OSA/IEEE Journal on Optical Communications & Networking (JOCN) that open new lines of research, envision bold approaches to optical communication and networking, formulate new problems to solve, and essentially enlarge the field of optical communications and networking. Papers published in the prior three calendar years of JOCN are eligible for the award. Author need not be an IEEE member.
    - o Description - Award to recognize a best paper award published in OSA/IEEE Journal on Optical Communications & Networking.
    - o Nominee Solicitation - Nominations will be solicited by the Editor-in-Chief of OSA/IEEE Journal on Optical Communications & Networking from the Editorial Board. Each associate editor may submit no more than one paper to the Editor-in-Chief for consideration. Nominations will also be solicited from ComSoc Technical Committee chairs and readership (through published notices).
    - o Selection Process - A sub-committee comprised of the Editor-in-Chief and five Associate Editors will screen the nominated papers. Selection will be based on rankings given to each nominated paper by each member of the sub-committee. Each paper submitted to the Awards Committee will be accompanied by a summary statement. The selection process complies with procedures and regulations established in IEEE and Communications Society governing documents, in particular with IEEE Policy 4.4 on Award Limitations.
    - o Presentation - Annually, at the OFC Conference.

11. **IEEE Communications Society Young Author Best Paper Award**
    - o Prize - Plaque and honorarium of $1000. In the event that there is more than one young author, the maximum prize shall be divided equally among all young authors and each shall receive a plaque.
    - o Author(s) of an original paper in a subject related to the Society's technical scope and appearing in one of the Society's solely owned or jointly owned transactions or journals in the previous 3 calendar years and who, upon the date of submission of the paper, is(are) less than 30 years of age. There are no restrictions as to IEEE membership, nationality, race, creed, age or gender. The prize is only presented to the young author(s) who are under 30 years of age and have made a substantial contribution to the paper.
    - o Description - The Young Author Best Paper Award honors the author(s) of an especially meritorious paper dealing with a subject related to the Society's technical scope and who, upon the date of submission of the paper, is less than 30 years of age.
    - o Frequency - Annually; if, in any year, no eligible paper is deemed to be of sufficient quality, no award will be given.
    - o Basis for Judging - Originality, utility, timeliness, impact, and clarity of presentation.
    - o 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).
    - o Selection Process - All nominations shall be submitted to the IEEE Communications Society Awards Committee for final selection by February 15 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.

o Administration/Funding - Budget Implication - $1000 per year. The IEEE Communications Society will administer the award out of annual Society operating budget. The Society's budget includes the amount for this award and the Society budget is net positive with the inclusion of the award.

12. **The IEEE Communications Society Best Survey Paper Award**
   o Prize - Plaque and honorarium of $500 per author (up to a maximum total of $1000).
   o This award will be given to papers published in any journal owned exclusively by the IEEE Communications Society in the past five years. Eligibility and Selection process shall comply with procedures and regulations established in IEEE and Society governing documents, particularly with IEEE Policy 4.4 on Awards Limitations. There are no restrictions as to IEEE membership, nationality, race, creed, age, or gender.
   o Description - Award honors the author(s) of an especially meritorious paper published in a ComSoc owned journal dealing with a subject related to the Society's technical scope.
   o Basis for Judging - Originality, utility, timeliness, impact, technical content and clarity of presentation
   o Nominee Solicitation/Selection - Nominations are solicited by Editors-in-Chief with the aid of their 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 the community at large.
   o Administration & Funding - The IEEE Communications Society will administer the award covered in part by an endowment established by the IEEE Foundation and the remaining out of annual Society operating expenses. The Society's budget includes the amount for this award and the Society budget is net positive with the inclusion of the award.
   o Presentation - Annually, at ICC (as soon as possible after recommendation).
   o Award will not be given if a paper of high quality is not uncovered.

B.1.1.6.9   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.

B.1.1.7   Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

B.1.2 Fellow Evaluation Standing Committee

B.1.2.1 Scope (from Bylaws, verbatim)

This committee is responsible for the Society's technical evaluation of Fellow nominations being considered by the IEEE Fellow Committee.

B.1.2.2 Objectives

The Society Fellow Evaluation Committee (FEC) is responsible for the Society's technical evaluation of Fellow nominations and the forwarding of evaluation results through the Fellow website, in a timely fashion, to the IEEE Fellow Committee. The evaluation result includes the qualification classification (e.g., extraordinarily qualified, highly qualified, qualified, marginally qualified, or not qualified), the final score, and answers to the evaluation questions for each candidate, as specified on the IEEE Fellow Committee S/TC Evaluation Form.

B.1.2.3 Organizational Structure

The Committee reports to the BoG.

Committee membership and term limits shall be specified in the Bylaws.

The Operations Manual of the IEEE Fellow Committee, the Fellow forms, and the Fellow Handbooks (available here: www.ieee.org/fellow) take precedence over these P&Ps in matters related to the Fellow Nomination and Evaluation processes.

B.1.2.4 Activities and Responsibilities

B.1.2.4.1 Chair

Duties of the Chair include, but are not limited to, the following:

- Be very familiar with the Fellow Operations Manual, the S/TC Handbook, and the Fellow Recommendation Guides.
- Provides guidance and direction to Committee members in the conduct of their responsibilities, including organizing orientation and Q&A session
- Works with the Committee to provide to the IEEE Fellow Committee Chair, Vice-Chair, and the Fellow Activities Staff feedback on IEEE Fellow Committee governing documents and Guides.
- Coordinates with IEEE Fellow Activities and ComSoc Staff in the conduct of their responsibilities
- May assume leadership for specific projects, as delegated by the Committee

B.1.2.4.2 Committee

Responsibilities of the Committee shall be as specified in the ComSoc Bylaws and the IEEE Fellow Committee governing documents. Committee members should be familiar with the IEEE Fellow Operations Manual, the Fellow Forms, the S/TC Handbook, and the Fellow Recommendation Guides – all available on the IEEE Fellow homepage (www.ieee.org/fellows).

B.1.2.5 Transaction of Business

All Committee business shall be conducted in compliance with Section A.2 of ComSoc's P&Ps. Furthermore, as specified in the Operations Manual of the IEEE Fellow Committee, all committee meetings in which Fellow Nominees and their evaluation are discussed shall be held in Executive Session – see the IEEE Executive Session Documentation and Guidelines.

The Fellow Evaluation Committee members shall treat all data related to the Nomination and Evaluation process in their possession as "IEEE Confidential – Controlled Distribution," in accordance with the IEEE Policies Section 9.25 "Information Disclosure Policy," and shall not share it with anyone outside their own committee. Furthermore, they shall be responsible for destroying all confidential information they may have obtained related to the Fellow nomination and evaluation process, including electronic correspondence.

B.1.2.5.1   Meetings and Email

Most of the business of the committee should be conducted by electronic means or by teleconference calls coordinated by the Chair. If in-person meetings are necessary, they should be called by the Chair and should preferably take place during ICC and GLOBECOM meetings.

Conference calls, discussions and voting shall be conducted on an as needed basis.

B.1.2.6   Activities and Programs Managed by the Committee

Activities, programs and related policies managed by the Committee shall be defined by the Committee but shall be compliant with the IEEE Fellow Committee governing documents.

The Committee shall work according to the following process to evaluate Fellow nominations.

B.1.2.6.1   Operational Considerations

The aim is to form the FEC by including leading experts as committee members to cover a wide variety of technical areas within the scope of interest of ComSoc, ranging from communication theory, communication technologies, wireless communications, networking and protocols, internet to optical communications, satellite communications and communication processor or hardware design, to name a few.

Committee members shall perform their duties in a fair and unbiased way. Each committee member shall also refrain from assessing or expressing opinions on any nomination, if there is a conflict of interest between the committee member and the nominee. See IEEE Policy for definitions of Conflict of Interest.

Depending on the nature and characteristics of the contributions, each nominee is grouped into one of the four categories: Application engineer/practitioner, Educator, Research engineer/scientist and Technical leader. According to the category of each nominee, the FEC focuses on identifying the actual contributions and their impacts made by the nominee as well as the evidence provided to support the claim of contributions and impacts. For example, for a nominee in the category of research engineer/scientist, the committee naturally looks for the actual research contributions and their impacts. In this case, the contributions may be an introduction of a new research topic or framework, or invention of new techniques or technologies for solving a significant technical problem. The corresponding impacts may include influencing the direction of other researchers in the fields, widespread use of new technologies in engineering practices, adoption of the results in industrial standards and so on. As another example, for the category of application engineer/practitioner, the focus will be on the actual technical contributions and the associated practical use or impacts in the engineering fields. With the FEC members from both industry and academia, our goal is to provide thorough and objective evaluations of all nominees regardless of whether their contributions are leaning more toward academic research, practical engineering techniques, engineering leadership or education.

By the IEEE requirement, each nomination must be evaluated in detail by at least five FEC members. To maintain openness and achieve the best possible result, all nominations should be made available to all committee members on the evaluation website so that they can provide information and express opinions about each nomination subject to the aforementioned exception of conflict of interest.

Committee members shall not provide feedback to nominators concerning the reason why a particular nomination was or was not successful.

B.1.2.6.2   Fellow Evaluation Process

The IEEE requires the Fellow Evaluation Committee (FEC) of each Society to submit an *individual evaluation form* for every nomination submitted to the Society, which is based on a detailed evaluation of the candidate by at least 5 committee members through the use of the evaluation website. The individual evaluation includes one final score with no ties for each candidate. The evaluation procedures recommended here for the ComSoc FEC should achieve the desired 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/about/documents/pp. Additional FEC recommendations are

described here as refinements of the procedure that the ComSoc FEC has used successfully over many years. Considerable flexibility in the application of these recommendations is expected, but a tight schedule is always imperative as there are typically more than 80 ComSoc nominations to consider, and all results must be completed and delivered to the IEEE by the deadline set by the IEEE Fellow Committee. Suggestions for improvements are welcome and should be directed to the current chair as identified at: http://www.comsoc.org/about/memberprograms/fellows.

B.1.2.6.2.a   *Step 1*

At the beginning of the year, the Chair invites new committee members and reminds new and existing committee members that they shall not serve as a nominator, reference, or endorser for any IEEE Fellow nomination to avoid potential conflict of interest, while serving on the FEC. Since very limited time is available for the evaluation, the Chair may prefer to set up well in advance the dates and time for two teleconference calls for the whole committee in early and mid-May. The calls, each of which can be up to 3 hours long, are used to discuss and rank all nominations. If the committee has members from Asia, Europe and America, experience indicates that it may be convenient to have the calls starting at about 10:30 am East Coast time in order to accommodate the wide time differences. IEEE can provide a conference bridge and toll-free calling numbers across the world for each teleconference call.

B.1.2.6.2.b   *Step 2*

By early April, the Chair receives from the IEEE all nominations submitted to ComSoc through the Fellow website. The Chair asks all committee members to identify candidates with potential conflict of interest such as being colleagues in the same organization, research collaborators, coauthors of publications, etc. Based on this information and members' areas of expertise, the Chair assigns 5 or 6 (the minimum requirement is 5) committee members to provide a detailed technical evaluation of each nomination. At this point, the evaluation website mainly enables committee members convenient access to nomination materials. Evaluation results shall be input onto the website in Step 5.

As an aid to the assessment, the Chair arranges to gather and distribute various citation statistics for each candidate, which can include the total number of citations for the top 5 cited publications (patents included), the number of publications with more than 50 citations each, and the number of granted patents. The citation figures should not be regarded as a key factor but should be considered sensibly only as an additional piece of information in the evaluation process.

Committee members should be reminded of the four categories of contributors: Application engineer/practitioner, Educator, Research engineer/scientist and Technical leader. The key of the evaluation is to identify specific contributions, their impacts in terms of scientific, engineering and practical values, and supporting evidence of each nominee. The committee should be sensitive to the fact that industry candidates, especially Application engineers/practitioners and Technical leaders, may not have produced an extensive, publicly available record of publications as those, for example, in a university environment.

After a careful evaluation of the assigned nominations, each committee member groups all of their assigned nominations into 4 quartiles: low, low-middle, top-middle and top 25 percentile. An integer score of 1 to 4 is given to each nomination where a score of 1 and 4 are for a candidate in the low and top quartile, respectively. As a result, an equal number of the nominations assigned to a committee member receive a score of 1 to 4. Putting nominations into quartiles according to their merits will enable the committee to obtain a rank order of all nominees efficiently as follows.

B.1.2.6.2.c   *Step 3*

The Chair receives and merges the quartile rankings and scores produced by each committee member in Step 2 to generate the initial rankings of all candidates in the descending order of merits as follows. The rankings are obtained by the following sequence of sorting: (1) in the descending order of the average score, and (2) in the ascending order of the score standard deviation. Sorting keys of (1) and (2) show the collective opinions of the committee members responsible for the detailed assessment of the nominations.

With the tabulated data as assembled by the Chair, the first teleconference call is held. During this conference call, strengths and weakness of all nominations are discussed. Special attention will be paid to candidates where committee members do not share similar opinions, as reflected by a high score standard deviation, as well as industrial nominees who may not have significant publication records. As long as there is no conflict of interest, all committee members are encouraged to provide information and opinions about every nomination, regardless of whether they have participated in the detailed assessment of the candidate under consideration in Step 2. Such discussion helps the committee reach a consensus of the merits of the nominations, although each committee member is welcomed to maintain their personal view of the candidates. Following the discussion and exchange of opinions at the first conference call, the key outcome is to identify nominations for which some committee members may want to revise their initial scores given in Step 2, while maintaining the equal number of assigned candidates in each quartile.

B.1.2.6.2.d   *Step 4*

Prior to the second teleconference call, the Chair receives from each committee member revised scores of their assigned nominations where appropriate. Using the revised scores from committee members, revised rankings of all candidates can be obtained using the same sorting criteria in Step 3.

During the second teleconference call, rankings of all candidates are finalized. Based on the ordered list of candidates, thresholds are identified to group and classify nominations as Extraordinarily Qualified (EQ), Highly Qualified (HQ), Qualified (Q), Marginally Qualified (MQ) and Not Qualified (NQ). The IEEE has specified the range of final scores for nominations in each of these classifications. The final score for *every candidate in each classification* can thus be calculated based on the candidate ranked order and the score range of the classification. The classification and the final score of each candidate (ranging from 0 to 100%) are the main evaluation result representing the consensus of the whole committee.

B.1.2.6.2.e   *Step 5*

To prepare the Summary Evaluation on the website, the Chair identifies and designates one committee member, among those who have carried out a detailed assessment in Step 2, responsible for preparing the text answers to questions for every nominee in the Summary Evaluation Form. Each committee member is expected to prepare text inputs for an equal number of candidates. All committee members, as individual evaluators, shall input evaluation results for each of their assigned nominations onto the website. However, committee members may input "N/A" as text answers to certain questions on the website for the candidates for whom they are not responsible to prepare comments.

B.1.2.6.2.f   *Step 6*

The Chair officially submits the evaluations as approved by the Committee to the IEEE Fellow Committee via the website before the set deadline.

B.1.2.7   **Approval of P&Ps**

All changes to these Committee P&Ps shall be approved by the Committee and by the TEA-C before taking effect.

B.1.3   Finance Standing Committee

B.1.3.1   Scope (from Bylaws, *verbatim*)

This Committee is responsible for facilitating the Society's budget process and for managing and providing direction in all aspects of Society financial matters.

B.1.3.2   Objectives

The Finance Committee provides an opportunity for both members and non-members of the Committee to more deeply explore and understand the Society financials beyond what can normally be covered during a meeting of the Board of Governors (BoG).

The main responsibility of the Finance Committee is to ensure that a budget is prepared for approval by the Board of Governors in accordance with the schedule outlined in Section A.3.2 of ComSoc's P&Ps. The Committee shall review and endorse all detailed assumptions related to the budgets.

B.1.3.3   Organizational Structure

The Committee reports to the BoG.

Basic Committee membership and members' terms shall be defined in the Bylaws.

B.1.3.4   Activities and Responsibilities

B.1.3.4.1   Chair

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the BoG, as the ex-officio Chair is the Society Treasurer
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

B.1.3.4.2   Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the BoG P&Ps.

B.1.3.5   Transaction of Business

All Committee business shall be conducted in compliance with Section A.2 of ComSoc's P&Ps.

B.1.3.5.1   Meetings and Email

The Committee shall hold at least two in-person regular meetings per year at the ICC and GLOBECOM conferences (if possible, with remote participation by dial-in). The meeting should be held a day or two before the Board of Governors meeting to allow more detailed discussion of finance-related agenda items scheduled for the BoG meeting.

Conference calls, discussions via email, and voting via email during the year shall be conducted on an as needed basis. The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.1.3.5.2   Meeting Scheduling and Announcement

This section describes the process for scheduling and announcing the in-person business meetings of the Finance Committee.

1. The Society Treasurer shall work with the staff Finance Director and the conference staff in order to determine a time for the meeting of the Finance Committee during ICC or GLOBECOM.

2. The Society Treasurer and staff Finance Director shall then circulate a draft agenda for the Finance Committee meeting among the Committee members asking if there are any requests for additional agenda items.

3. The draft agenda shall normally contain (at a minimum):
   a. At the ICC Meeting: An extensive review of the assumptions surrounding next year's budget
   b. Report on status of prior year's financials
   c. Report on forecast for current year financials
   d. At the GLOBECOM Meeting: A final review of next year's budget
   e. Budget for the next year: (i) Current outlook; (ii) Request for any changes/modifications
   f. Any Other Business that has financial impacts/implications

4. After receiving feedback/input from the Committee members, a final agenda shall be circulated to the entire Board of Governors
   a. Committee members are expected to attend
   b. Other BoG (non-Committee members) are encouraged to attend if they have questions or would like to see more detail on the financials.

B.1.3.6 Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

B.1.3.7 Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

B.1.4 Governance Standing Committee

B.1.4.1 Scope (from Bylaws, *verbatim*)

This Committee is responsible for all matters related to Society Governance, including but not limited to: reviewing any proposed amendment to Society governing documents (Constitution, Bylaws, Policies and Procedures) prior to discussion in the BoG; crafting amendments to Society governing documents that result from actions of the BoG; establishing Society-wide Governance best practices and overseeing their application across all Councils, Boards, and Committees; upon request or when needed proposing changes to existing Society governing documents with the goal of keeping them current and consistent; and serving as an interpretive committee on Governance issues.

B.1.4.2 Objectives

The Committee assists the BoG on governance matters related to the effectiveness and efficiency of the Society. Such matters shall include, but are not limited to, the review of proposed amendments to Society governing documents to assure clarity, consistency, and legal compliance.

B.1.4.3 Organizational Structure

The Committee reports to the BoG.

Basic Committee membership and members' terms shall be defined in the Bylaws. The Society Executive Director and the staff person appointed by the Executive Director to serve as the Editor of Society governing documents shall be ex-officio non-voting members of the Committee.

B.1.4.4 Activities and Responsibilities

B.1.4.4.1 Chair

Duties of the Chair include, but are not limited to, the following:

- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee
- Chair and Vice Chair shall work with ComSoc Staff to ensure the timely posting of updated governing documents to the ComSoc website.

B.1.4.4.2 Committee

Responsibilities of the Board shall be as specified in the Bylaws and the BoG P&Ps.

B.1.4.5 Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.1.4.5.1 Meetings and Email

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM (possibly with remote dial-in). Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.1.4.5.2 Other

The Chair and Vice-Chair are responsible for the preparation and distribution of information on Committee activities and plans to Society Officers.

The Chair and Vice-Chair shall work closely with the Society Executive Director. The Executive Director shall appoint a staff member as the only editor of Society governing documents, and the staff editor shall

work with the Committee when implementing changes on governing documents. Staff shall also support the Committee in its efforts of establishing governance best practices and overseeing their application across the Society.

B.1.4.6   Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

The Governance Committee is responsible for:

- Reviewing proposed Constitutional/Bylaw/P&Ps amendment prior to its discussion in the Board of Governors (BoG), when possible
- Crafting Constitutional/Bylaw/P&Ps amendments that result from actions of the BoG
- Establishing Society-wide governance best practices and overseeing their application across all Councils, Boards, and Committees (e.g., the Motion Template and the Minutes Outline on the GovCom roster webpage)
- Upon request or when needed, proposing changes to existing Society governing documents, with the goal of keeping them current, clear, and consistent
- Upon request or when needed, serving as an interpretive body on any governance issue

B.1.4.7   Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

B.1.5   Information Technology Standing Committee

B.1.5.1   Scope (from Bylaws *verbatim*)

The Committee is responsible for the planning and oversight of ComSoc's IT initiatives and special projects to ensure that they follow a well-developed long-term strategy, are consistent with ComSoc's mission, and meet the important needs of ComSoc. The Committee shall develop and maintain an up-to-date BoG-approved IT long-term strategic plan. The committee shall prioritize and oversee the implementation of ComSoc's IT initiatives and special projects in ways that are timely, cost effective, efficient, and compatible with the interest and evolution of ComSoc and IEEE. Inputs and requests to this committee may originate from within ComSoc or as a result of IEEE or Legal requirements.

B.1.5.2   Objectives

Specific objectives of the planning and oversight of ComSoc's Information Technology (IT) initiatives and special projects include:

- Serve as the point of entry for all major investments and initiatives related to IT
- Develop long term goals and a strategic plan for information technology (IT) investment
- Establish processes for evaluating IT needs, initiatives, and projects
    - to provide a timely assessment and response to requests for possible IT investment and projects
    - to ensure such investment is consistent with ComSoc's long term interests and the ComSoc Strategic Plan
    - to evaluate the cost and benefits of proposed IT initiatives and projects
    - to recommend IT initiatives and special projects for President/BoG approval with the underlying justification
    - to define criteria and milestones used for project review and oversight once a project is approved
- Manage the IT Initiatives and Projects Portfolio budget
    - Track existing initiatives (progress, expenses, outcomes)
    - Plan current year activities
    - Evaluate current year IT project outcomes
    - Project future year requirements and budget
    - Forecast future new IT initiative opportunities and funding required
- Work cooperatively with the ComSoc Staff ICT department to respond to new IT needs and to resolve major technical issues
- Work cooperatively with IEEE IT Services to maximize return on ComSoc's investment to avoid duplication and incompatible plans
- Request and review ComSoc member input and feedback to improve the IT infrastructure and associated services
- Review and approve calls for proposal and responses for large outside contracts for IT initiatives and projects

B.1.5.3   Organizational Structure

The Committee reports to the BoG.

Basic Committee membership and members' terms shall be defined in the Bylaws.

B.1.5.4   Activities and Responsibilities

B.1.5.4.1   Chair

Duties of the Chair include, but are not limited to, the following:

- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee
- Report Committee activities and status to the BoG

B.1.5.4.2   Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the BoG P&Ps.

B.1.5.5   Transaction of Business

All Committee business shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

B.1.5.5.1   Meetings and Email

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM (with the possibility of remote dial-in). Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.1.5.6   Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

The Chair and Vice-Chair are responsible for the preparation and distribution of information on Committee activities and plans to Society Officers.

B.1.5.7   Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

B.1.6   Marketing Standing Committee

B.1.6.1   Scope (from Bylaws, *verbatim*)

This committee oversees ComSoc's marketing programs and is chaired by the Chief Marketing Officer. The Marketing Standing Committee works in collaboration with the marketing staff for strategizing, planning, and implementing the BoG-approved marketing plan. Responsibilities include exploration and adoption of emerging digital media; use of social platforms; the ComSoc website; creation, communication, and implementation of a strategic roadmap for innovative marketing; and related 3rd party marketing efforts.

B.1.6.2   Objectives

The Marketing Committee's objective is to help guide the direction and oversee the operations of ComSoc's marketing department. The Marketing Standing Committee works in collaboration with the Staff Marketing Director and other ComSoc staff to strategize, plan, and implement ComSoc marketing activities. The committee should oversee timely and comprehensive surveys of ComSoc's potential, current, and former membership to ascertain whether the society's products and services are appropriate and of value to the membership. The committee should maintain oversight of the various marketing channels for ComSoc products and services including both online and physical channels.

B.1.6.3   Organizational Structure

The Committee reports to the BoG.

Committee membership and members' terms shall be defined in the Bylaws.

The committee shall strive to recruit Members-at-Large who represent diverse segments of customer and membership interest (e.g., geographies, principal activity types, employer categories) that the Society considers important for its marketing activities.

B.1.6.4   Activities and Responsibilities

B.1.6.4.1   Chair

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the BoG, and on ComSoc's OpCom.
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- May appoint a Committee Vice Chair from among the Committee's voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

B.1.6.4.2   Committee

Responsibilities of the Committee shall be as specified in the Bylaws, the BoG P&Ps and these P&Ps.

B.1.6.5   Transaction of Business

All Committee business shall be conducted in compliance with Section A.2 of ComSoc's P&Ps.

B.1.6.5.1   Meetings and Email

The Committee shall hold at least two in-person regular meetings per year at the ICC and GLOBECOM conferences (if possible, with remote participation by dial-in). The meeting should be held a day or two before the Board of Governors meeting to allow more detailed discussion of marketing-related agenda items scheduled for the BoG meeting.

Meetings may also be held via conference call, multimedia conferencing (e.g., WebEx), or other interactive means. Discussions via email and other electronic means and voting via email during the year shall be conducted on an as needed basis.

B.1.6.6   Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

B.1.6.6.1   Marketing Strategic Plan

A strategic roadmap for innovative marketing shall be created/updated by the Committee. The roadmap shall be approved by the BoG. Implementation of the roadmap shall be accompanied with periodic status updates to the BoG.

B.1.6.7   Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

B.1.7   Nominations & Elections Standing Committee

B.1.7.1   Scope (from Bylaws, *verbatim*)

This Committee is responsible for recommending to the BoG candidates to fill elected Society office positions, and for the development, implementation, and supervision of election procedures. For each position, there shall be documentation attesting that an earnest effort was made to identify a diverse set of qualified candidates and that no discrimination was made pursuant to IEEE Policy 9.2.6. Meetings of this Committee shall always be held in Executive Session.

B.1.7.2   Objectives

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 solicited 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.

The NEC shall manage nominations and elections processes in a fair and open manner.

B.1.7.3   Organizational Structure

The Committee reports to the BoG.

Committee membership and term limits shall be specified in the Bylaws.

B.1.7.4   Activities and Responsibilities

B.1.7.4.1   Chair

Duties of the Chair include, but are not limited to, the following:

- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee
- Present the NEC-approved candidate list to the BoG.

B.1.7.4.2   Committee

Responsibilities of the Committee shall be as specified in the Bylaws and these P&Ps.

B.1.7.5   Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.1.7.5.1   Meetings and Email

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM. Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis and as specified in Clause A.2 of the ComSoc P&Ps. The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.1.7.5.2   Special Provisions

As specified in the Bylaws, meetings of this Committee shall always be held in Executive Session.

B.1.7.6   Activities and Programs Managed by the 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.

Following the Timeline for the NEC Process shown in Sect. B.1.7.6.1, 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	Even	1 yr.	next odd year
President		2 yrs.	next even year
VP Technical & Educational 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 & Global Activities	Odd	2 yrs.	next even year
VP Industry & Standards Activities	Odd	2 yrs.	next even year
Members-at-Large of the BoG (4)	Every	3 yrs.	next year
Ombudsman	Even	2 yrs.	next odd year

With the support of ComSoc's Executive and Volunteer Services Administrator (hereinafter referred to as "Administrator"), 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.

B.1.7.6.1   Timeline for the NEC Process

The NEC shall solicit recommendations from the Society at large, as well as from members of this committee.

The timeline for generating a slate of candidates for President-Elect, Vice Presidents, and MALs and alternates is, in the year before the election shall take place, approximately as follows:

June 1st	On or about June 1, online recommendation form goes live on the ComSoc website with a link from the HOME page.
June 1st	NEC Chair contacts the following ComSoc leaders requesting online recommendations: Regional Directors, Technical Committees, Industry Communities, WICE (Women in Communications Engineering) Committee, and BoG members
Sep 1st	Online recommendations are accepted thru September 1st *creating* the Long List.
Sep 1st thru Sep 30th	NEC considers the Long List and creates the Short List

Oct 1st thru Oct 15th	NEC contacts the Short List individuals to: a) Obtain IEEE Member number and determine Member Grade (Bylaw 3.1) b) Confirm their willingness to become a candidate and to serve if elected c) Confirm they will renew their ComSoc membership for next year (the year of the election)
November 1st	NEC Secretary confirms ComSoc membership eligibility of individuals on the Short List.
November 1st	The NEC-approved candidate list for the next election has been established
November 15th	NEC nominates two candidates for Ombudsman
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 Diversity Efforts documentation (as described in the Society P&Ps) and the NEC-approved candidate list to the BoG The NEC Chair presents the two candidates for Ombudsman to the BoG for selection (even years)
December 15th	Deadline for individuals intending to run as a petition candidate to inform Administrator
December 18th	NEC Secretary verifies eligibility of petition candidate(s) (if any) via the latest issue of the IEEE Member Verification CD (issued monthly) or other appropriate method.
December 18th	Administrator notifies all NEC-nominated candidates of the entire list of candidates and the potential for petition candidates (if any)
December 18th	Those on the Final Candidate List are requested to provide photos, bios and position statements, and to confirm eligibility
January 15th	The Final Candidate List is submitted to IEEE for verification of eligibility. IEEE/ComSoc membership must be active for the election year.
February 1st	Deadline for petition candidates to meet petition signature requirements for placement on the ballot
February 5th	The Final Candidate List is updated with successful petition candidates (if any)
End of May	Start of the 8-week Election period – coordinated and implemented by IEEE Staff.

B.1.7.6.2   Nomination by Petition

ComSoc members wishing to run a petition campaign must notify the Society Executive Director of their intention no later than December 15th. As for all candidates, the eligibility of petition candidates shall be confirmed by NEC against ComSoc P&Ps and, to avoid any delay for the petition candidate, this eligibility step shall be completed within one week. The candidate shall be notified of their eligibility prior to commencement of the petition. For eligible petition candidates, the Administrator 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.

B.1.7.6.3   Eligibility and Qualifications for Candidacy

To be eligible to run for ComSoc elected positions, candidates shall satisfy the membership qualifications listed in the ComSoc Bylaws. In addition, the following criteria are to be used during candidate evaluations (excluding petition candidates).

- President-Elect candidates shall have had substantial experience in ComSoc-elected or ComSoc-appointed positions and demonstrate proficiency in the following areas:
    o Experience in ComSoc ~~areas~~ assemblies
    o Experience in IEEE
    o Held positions and achievements in ComSoc/IEEE
    o Leadership experience
    o Other relevant non-IEEE experience
    o Strategic vision

- VP candidates shall have had significant experience in ComSoc-elected or ComSoc-appointed positions and demonstrate proficiency in the following areas:
    o Experience in ComSoc assemblies
    o Experience in IEEE
    o Held positions and achievements in ComSoc/IEEE
    o Leadership experience
    o Other relevant non-IEEE experience

- Member-at-Large candidates shall have actively participated in ComSoc activities prior to serving in this role and demonstrate proficiency in the following areas:
    o Experience in ComSoc assemblies
    o Active involvement and achievements in ComSoc/IEEE
    o Other relevant non-IEEE experience

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.

B.1.7.6.4   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 may 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 may be three candidates.

Member-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

B.1.7.6.5   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 distribution of election-related printed material in gatherings and events shall follow IEEE Policies and Procedures, Sections 13.3 "Elections and Electioneering" and 14 "IEEE Mailing Lists and Rosters." As specified in the IEEE Policies, the request to make the election-related material available in conference spaces must be submitted to the Conference Organizers and, when the Conference Organizer(s) is (are) also candidate(s) in the elections, they must delegate the decision to another member of the Conference Organizing Committee.

Per IEEE policy, Conference Organizers are encouraged to allow such distribution, provided that in their judgement it does not interfere with the purpose or orderly conduct of the conference.

ComSoc also requires that:

- If permission is granted, the Conference Organizer(s) shall provide a location (typically a table) in the conference area where the candidates may make their material available.

- In any case, ComSoc and/or IEEE booth space shall not be used for the purpose of distributing candidate materials.

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.

B.1.7.6.6   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, all vote tallies for all ComSoc elected positions shall be posted on the ComSoc website.

B.1.7.7   Approval of P&Ps

All changes to these P&Ps shall be approved by the Committee and by the BoG before taking effect.

B.1.8 Operations and Facilities Standing Committee

B.1.8.1 Scope (from Bylaws, *verbatim*)

This Committee is responsible for supporting the President in making recommendations to the BoG on operations, facilities and related capital expenses.

B.1.8.2 Objectives

This Committee is responsible for evaluating proposals to change the headcount of Society staff positions, collecting input for the ComSoc Employee Annual Performance Review, reviewing the ICT Capital Equipment Investment budget and making recommendation to the BoG, and addressing operations issues as they arise.

B.1.8.3 Organizational Structure

The Committee reports to the BoG.

Basic Committee membership and members' terms shall be defined in the Bylaws.

B.1.8.4 Activities and Responsibilities

B.1.8.4.1 Chair

Duties of the Chair include, but are not limited to, the following:

- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

B.1.8.4.2 Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the BoG P&Ps.

B.1.8.5 Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.1.8.5.1 Meetings and Email

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM. Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.1.8.6 Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

B.1.8.6.1 IEEE Personnel Guidelines, Policies & Procedures

- Primary responsibility is assigned to the ComSoc Executive Director who will ensure that the Operations and Facilities 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.

B.1.8.6.2 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 "employee" application.

- Staff managers reporting directly to the ComSoc Executive Director are responsible for annual performance and goal setting for employees reporting to them.

B.1.8.6.3 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.

B.1.8.6.4 Operational issues

Operational issues of a confidential nature may be addressed by the Committee at the request of any member of the Committee to enter in Executive Session.

B.1.8.6.5 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.

B.1.8.7 Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

B.1.9   Strategic Planning Standing Committee

B.1.9.1   Scope (from Bylaws, *verbatim*)

This Committee is responsible for preparing a long-term strategic plan to guide the direction and future of the Society and for preparing short-term plans to direct specific areas, as appropriate.

B.1.9.2   Objectives

The Strategic Planning Committee is responsible for developing strategic plans for the Society. The Committee works with ComSoc officers to incorporate the strategic elements into the Society's operating plans. 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.

B.1.9.3   Organizational Structure

The Committee reports to the BoG.

Basic Committee membership and members' terms shall be defined in the Bylaws. It consists of members representing different areas of strategic interest (e.g. new technologies, membership development, 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.

B.1.9.4   Activities and Responsibilities

B.1.9.4.1   Chair

Duties of the Chair include, but are not limited to, the following:

- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

B.1.9.4.2   Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the BoG P&Ps.

B.1.9.5   Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.1.9.5.1   Meetings and Email

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM. Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.1.9.5.2   Other

The Chair of the Strategic Planning Committee assists the President in organizing the ComSoc Management Retreat at the beginning of each year and serves as the Management Retreat Secretary. The Chair prepares a report of the Management Retreat, including the action items. The report and the Committee recommendations shall be included in the Consent Agenda of the OpCom 1 meeting. After being reviewed at OpCom, the Committee's report and recommendations including any modifications shall be included in the Consent Agenda of the BoG 1 meeting.

At ICC and GLOBECOM meetings, the Committee shall 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 on the ComSoc web site, and authors articles of the strategic directions at different ComSoc publications as appropriate.

B.1.9.6   Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

B.1.9.7   Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

B.1.10   Technology Evolution and Initiatives Standing Committee

B.1.10.1   Scope (from Bylaws *verbatim*)

This Committee is responsible for the oversight and management of ComSoc's involvement in external initiatives, i.e. those originated from IEEE-level or multi-Society initiatives (e.g., Multi-Society Technical Groups, IEEE Technical Communities, IEEE TAB Future Directions Committee, IEEE New Initiatives Committee, and all IEEE OUs). The Committee shall ensure that ComSoc's involvement is timely, relevant, within ComSoc's field of interest, cost effective, and compatible with the evolution of ComSoc and IEEE. The Committee shall recommend to the BoG when to terminate existing initiatives, revise existing initiative MoUs, and join/launch new initiatives.

The Committee shall also monitor ComSoc's internal initiatives, identifying gaps and opportunities, and recommending to Councils and the BoG (a) improvements of existing initiatives and (b) new initiative projects and programs consistent with ComSoc's vision, mission, and Strategic Plan.

B.1.10.2   Definitions

- Initiative – An Initiative is a new program, service, or product that will provide significant benefit to members, the public, the technical community, or customers, or which could have lasting impact on the IEEE or its business processes (per the IEEE New Initiatives Operations Manual).

- External Initiatives – Initiatives with ComSoc's involvement that originated from IEEE-level or Multi-Society initiatives (e.g., Multi-Society Technical Groups, IEEE Technical Communities, IEEE TAB Future Directions Committee, IEEE New Initiatives Committee, and all IEEE OUs).

- Internal Initiatives – Initiatives that are incubated and managed on a day to day basis by ComSoc's Councils and the Assemblies reporting to them.

B.1.10.3   Objectives

The Committee's objective is to ensure the vitality and relevance of ComSoc's Initiatives Portfolio which includes external and internal initiatives. It does so in concert with existing delegations to VP-areas for internal initiatives and establishes new delegations for external initiatives as specified in the Bylaws.

Specific objectives include:

- Provide a BoG point of contact for all matters related to internal and external initiatives.

- Provide additional resources and recommendations to internal initiatives to further the work being done.

- Establish processes for evaluating new external initiative opportunities
    - provide a timely response to requests for possible ComSoc involvement and support in external initiatives
    - ensure such initiatives are in ComSoc's field of interest
    - verify there is a core group of ComSoc members interested in developing the technical area and championing its growth
    - recommend initiatives meeting selection criteria to the BoG for approval
    - make recommendations for improving MOU drafts

- Examples of external initiative opportunities include:
    - those incubated in other Societies requesting ComSoc involvement to form a Multi-Society Technical Group (MSTG)
    - those graduating from IEEE TAB Future Directions Committee (FDC)
    - those supported by the IEEE New Initiatives Committee (NIC)
    - those incubated within ComSoc requesting other Society involvement to form a Multi-Society Technical Group (MSTG)

- Prepare for the BoG and track the ComSoc budget for external initiatives

- o Track existing external initiatives (revenues, expenses)
- o Project current year results
- o Project future year requirements
- o Forecast future new initiative opportunities and funding required

- Work cooperatively with ComSoc's Councils and the assemblies reporting to them to act as a resource in identifying potential initiatives to be launched as external initiatives.

- Connect ComSoc external initiatives with ComSoc internal initiatives to maximize impact and avoid duplication and fragmentation of efforts

- Stimulate ComSoc members to propose and participate in FDC initiatives strategically important to ComSoc

- Recommend sunset criteria for ComSoc Initiatives to the BoG

- Invite proposals and issue Calls for Initiatives Proposals from time to time

TE&I Workflow Diagram
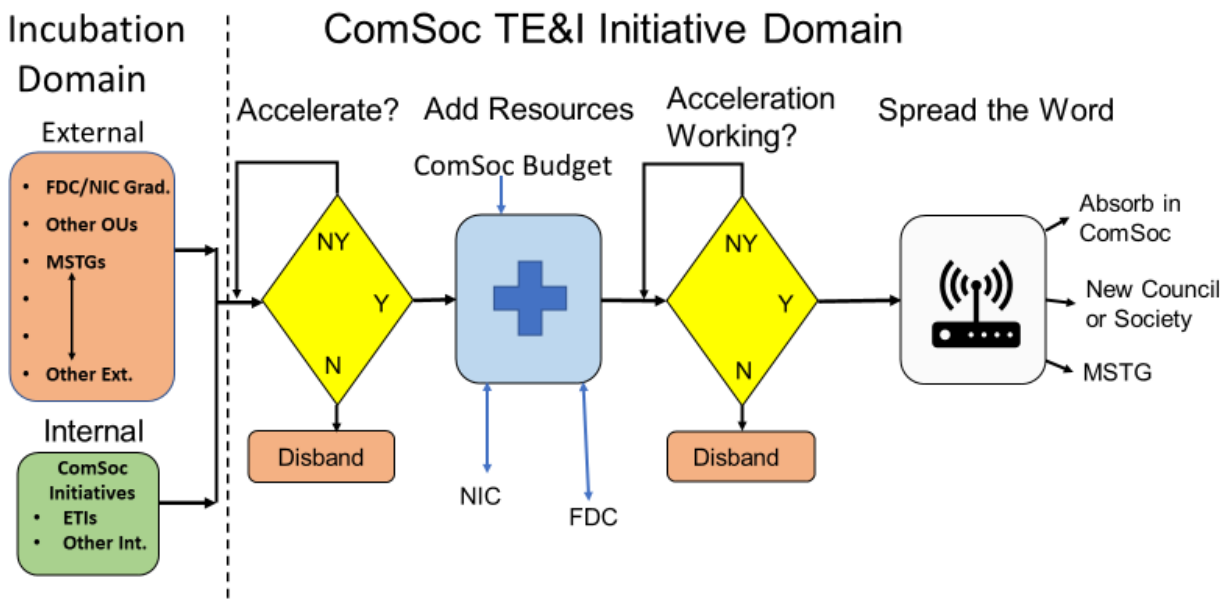
B.1.10.4 Organizational Structure

The Committee reports to the BoG.

Basic Committee membership and members' terms shall be defined in the Bylaws.

B.1.10.5 Activities and Responsibilities

B.1.10.5.1 Chair

Duties of the Chair include, but are not limited to, the following:

- Provides guidance and direction to Committee members in the conduct of their responsibilities

- Coordinates with ComSoc Staff in the conduct of their responsibilities

- Should appoint a Committee Vice Chair chosen among the Committee voting members

- As per the Bylaws, may appoint additional non-voting members as needed

- May assume leadership for specific projects, as delegated by the Committee
- Attends at least one FDC meeting annually

B.1.10.5.2 Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the BoG P&Ps.

B.1.10.6   Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.1.10.6.1 Meetings

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM (possibly with remote dial-in). Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.1.10.7   Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

The Chair and Vice Chair are responsible for the preparation and distribution of information on Committee activities and plans to Society Officers.

B.1.10.8   Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the BoG before taking effect.

B.2   CONFERENCES COUNCIL (CON-C) AND BOARDS/STANDING COMMITTEES THEREOF

B.2.1   Conferences Council

B.2.1.1   Scope (from Bylaws, verbatim)

This Council is responsible for the needs of the Society and Society Members related to technical conferences, workshops, and professional meetings. Additional voting members of the CON-C shall be the voting members of the Boards reporting to this Council.

B.2.1.2   Objectives

The Council has adopted a Portfolio-based Management Strategy for its financially sponsored or co-sponsored conferences. The CON-C shall:

- Manage the ComSoc Portfolio Conferences (those financially sponsored or financially co-sponsored by ComSoc) pertaining to strategic planning, technical scope, and growth.
- Manage the Technical Co-Sponsorship process for those non-ComSoc events seeking technical co-sponsorship from ComSoc
- Develop, implement, and maintain policies regarding the financial, publications, and operational aspects of ComSoc Portfolio Conferences.
- Oversee the strategy, planning, technical content, and execution of ComSoc flagship conferences: IEEE ICC and IEEE GLOBECOM.

B.2.1.3   Organizational Structure

The Council reports to the BoG.

Council membership and term limits shall be specified in the Bylaws.

B.2.1.4   Roles and Responsibilities of Council Members

B.2.1.4.1   Vice President

Duties of the Vice President-Conferences include, but are not limited to, the following:

- Chairs the Council
- Represents the Council on the Board of Governors
- Chairs the meetings of the Council or delegates that function to the Vice Chair as necessary.
- Provides guidance and direction to Council Directors and Committee Chairs in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Council Vice Chair chosen among the Council voting members who shall replace the Chair when the Chair is temporarily unavailable or incapacitated
- May appoint additional Council non-voting members as needed per the Bylaws

B.2.1.4.2   Directors and Standing Committee Chairs

Duties of the Directors/Chairs of the Boards/Committees reporting to this Council include, but are not limited to, the following:

- Be voting members on the Council
- Represent their respective Boards or Committees on the Council

- Chair their respective Boards or Committees
- Coordinate with ComSoc Staff in the conduct of their responsibilities

B.2.1.5   Responsibilities of the Council and its Boards/Committees

B.2.1.5.1   Council

The Council works within its scope and executes plans to achieve its objectives, eventually assigning tasks to its Boards and Committees.

The Council shall approve the P&Ps of all its Boards/Standing Committees.

B.2.1.5.2   Boards and Committees

Scope of the Boards and Standing Committees reporting to this Council shall be defined in the Bylaws.

The programs managed at the Board/Committee level are listed below. The policies for these programs shall be specified in the Board or Committee P&Ps.

- The Conferences Leadership Team (comprised of the Vice President, the two Directors, and the two Standing Committee Chairs) shall:
    o   Manage issues between the in-person meetings of the Council
    o   Prepare the agenda and outline issues to be brought to the Council meetings for resolution

- The Conference Development Board is responsible for:
    o   the strategic planning, technical scope, and growth of all conferences financially sponsored or co-sponsored by ComSoc (namely, Portfolio Conferences);
    o   the Technical Co-Sponsorship process for those non-ComSoc events seeking technical co-sponsorship from ComSoc.

- The Conference Operations Board is responsible for the oversight and management of the operational, publications, and financial aspects of all conferences financially sponsored or co-sponsored by ComSoc (namely, Portfolio Conferences).
    o

- The GIMS (GLOBECOM/ICC Management and Strategy) Standing Committee is responsible for the continuity, successful conduct, strategic evolution, and policy recommendations of the IEEE GLOBECOM and IEEE ICC conference series.

- The GITC (GLOBECOM/ICC Technical Content) Standing Committee is responsible for the strategic vision and management of the technical content of the IEEE GLOBECOM and IEEE ICC conference series.

B.2.1.6   Transaction of Business

All Council business and committees/boards thereof shall be conducted in compliance with Clause A.2 of these P&Ps.

B.2.1.6.1   Meetings and Email

The Council shall hold two in-person meetings annually during the IEEE ICC and IEEE GLOBECOM conferences.

The Conferences Development and the Conferences Operations Boards shall hold two in-person meetings annually concurrent with the meetings of the Council.

GIMS and GITC shall hold two in-person meetings annually during the IEEE ICC and IEEE GLOBECOM conferences. The GIMS and GITC Chairs represent their respective committees on the Council.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Council and its Boards and Standing Committees shall be specified in the Society Bylaws.

B.2.1.7   Policies of Activities and Programs Managed by the Council

All activities and programs of this Council, including their policies, shall be managed by the Boards and Standing Committees of this Council.

B.2.1.8   Approval of P&Ps

All changes to these Council P&Ps shall be approved by the Council and by the BoG before taking effect.

B.2.2   Conference Development Board

B.2.2.1   Scope (from Bylaws, verbatim)

This Board is responsible for the strategic planning, technical scope, and growth of all conferences financially sponsored or co-sponsored by ComSoc (namely, Portfolio Conferences).

B.2.2.2   Objectives

The Conference Development Board shall:

- Monitor the performance of all portfolio conferences
- Evaluate new conferences for possible addition to the portfolio
- Manage the Technical Co-Sponsorship process
- Coordinate with the Conference Operations Board regarding policies pertinent to ComSoc's portfolio events

B.2.2.3   Organizational Structure

The Board reports to the Conferences Council.

Board membership and term limits shall be specified in the Bylaws.

B.2.2.4   Activities and Responsibilities

B.2.2.4.1   Director

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Conferences Council
- Coordinates with the Conferences Council in the preparation of the agenda and the outlining of issues to be brought to the Council meetings
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Appoints additional Board non-voting members as needed per the Bylaws
- May assume leadership for specific projects, as delegated by the Board

B.2.2.4.2   Board

Responsibilities of the Board shall be as specified in the Bylaws and the Conferences Council P&Ps.

B.2.2.5   Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of the ComSoc P&Ps.

B.2.2.5.1   Meetings

The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in) concurrent with the Conferences Council meetings.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Society Bylaws.

B.2.2.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.2.2.6.1   Technical Co-Sponsorship

Technical co-sponsorship (TCS) is available to those events which are financially sponsored by a not-for-profit organization, the technical scope of the event is within the ComSoc field of interest, and at least 3

ComSoc Technical Committee members have a direct and substantial involvement in the organization and development of the technical program. ComSoc has no financial involvement in the event.

The Technical Co-sponsorship process is managed by the ComSoc Director - Conference Development.

All ComSoc technically co-sponsored events are available via the ComSoc Conference Search tool.

Benefits of ComSoc Technical Co-sponsorship:

- The conference will be included in the ComSoc Conference Search tool.
- The conference proceedings will be submitted to IEEE Xplore® as well as other Abstracting & Indexing (A&I) databases.
- The conference Call for Papers will be announced in the conference section of ComSoc E-news within a few months prior to the CFP deadline.
- The conference will be listed in the IEEE Communications Magazine calendar pages.
- The conference will be eligible for 40% off the list price of CFP and General Announcement advertisements in IEEE ComSoc Magazines: *IEEE Communications Magazine, IEEE Network Magazine,* and *IEEE Wireless Magazine*. For advertising information, ComSoc Staff should be contacted.

The ComSoc Technical Co-sponsorship policy (included in these P&Ps) shall apply to all conferences requesting technical co-sponsorship from ComSoc.

B.2.2.6.1.a   *How to apply for ComSoc Technical Co-sponsorship (TCS)*

- A new process for obtaining TCS from ComSoc is in effect as of August 30, 2013. This new process introduces a shortened form (2 pages) for organizers to complete. *Previous versions of the application will no longer be accepted.*

- Applying for ComSoc TCS may be completed in two steps:
    - Step 1: IEEE Conference Application
    - Step 2: ComSoc ADDENDUM to the IEEE Conference Application

- Step 1 Details
    - Complete an IEEE Conference Application using the online form.
        - The first question posed is: "Have you already obtained sponsorship for your conference?" Please select "yes" to start the process to request ComSoc TCS.
        - Provide details about your conference, program, committee, etc.
        - List all proposed FINANCIAL sponsors (they will be asked to sign the MOU)
    - Definition of a financial sponsor: Receives their percentage of any possible surplus and liable for their percentage of any possible deficit resulting from a conference, plus has direct and substantial involvement in the development of the technical program. Organizations that contribute funds but do not receive surplus or do not have responsibility for deficit should not be listed as financial sponsors. They are classified as patrons or supporters.
        - List all proposed TECHNICAL co-sponsors
    - Definition of a technical co-sponsor: Has a direct and substantial involvement in the development of the technical program, but no financial stake in the conference surplus or deficit. [Any organization that is participating in the event and does not fit within these definitions for financial or technical sponsors should not be listed on your application.]
        - Include IEEE COMMUNICATIONS SOCIETY as a Technical Co-sponsor (0%)
        - Note: you can save your application and return to complete it later if necessary
    - Completion of the IEEE application will generate a 5-digit conference ID number. Please be sure to keep this number for your records and use it in all your correspondence with IEEE and ComSoc.

- o After submitting your application, IEEE Conference Operations will review it for completeness and accuracy. You may be contacted by a Conference Operations representative if any items need further clarification.
- Step 2 Details
  - o This step will be initiated by ComSoc based on ComSoc being listed as a potential Technical Co-sponsor on the IEEE Conference Application
  - o ComSoc will contact organizers requesting completion of a short (2-page) ADDENDUM
    - This additional information is related specifically to the ComSoc TCS process and does not duplicate information already provided on the IEEE Conference Application
    - ComSoc will evaluate the ADDENDUM, collect the application fee and, if the application is approved, other applicable fees, and notify organizers and IEEE Conference Services of our decision regarding sponsorship of the event
    - Processing time for an ADDENDUM can be reduced by addressing the following items *at the time of submission*
      - ➢ Ensure the ComSoc name and/or logo is not used – see FAQ#2 (see below)
      - ➢ Ensure there is an active and accessible conference website – FAQ#3
      - ➢ Ensure there is a Call for Papers posted on the website – FAQ#3
      - ➢ Ensure the list of Technical Program Committee members is posted on the website
      - ➢ Ensure there are no references to IEEE Xplore® - FAQ#2
      - ➢ For returning events – FAQ#7 & #8: if not already provided, please send the conference proceedings media to the attention of Compliance Coordinator, IEEE Communications Society the opt-in attendee email list to ComSoc Staff.
  - o If ComSoc agrees to participate as a sponsor, IEEE Conference Services will prepare a Memorandum of Understanding (MOU) and obtain signatures of all financial sponsors and all IEEE technical co-sponsors
  - o IEEE Conference Services will then send organizers final notification of IEEE APPROVAL along with a link to the MOU for your records.
  - o At this point, the process is complete
- Frequently Asked Questions (FAQ) are available on the ComSoc website under CONFERENCES

B.2.2.6.2   ComSoc Conferences Technical Co-Sponsorship (TCS) Policy and Process

This is v3.1, which was released March 15, 2015.

B.2.2.6.2.a   *Scope*

This document describes the IEEE Communications Society's (ComSoc's) policy and process for reviewing applications for Technical Co-Sponsorship (TCS) of conferences. It specifies the different steps a typical application review involves, from submission to IEEE and ComSoc until receiving decision of granting technical co-sponsorship or denying it. It also describes the roles of parties involved in the process and many of the evaluation criteria based upon which TCS decisions are made.

B.2.2.6.2.b   *Introduction*

The IEEE Communications Society (ComSoc) sponsors many conferences throughout the world every year. There are two types of sponsorship: financial sponsorship, and technical sponsorship. Financial sponsorship means that ComSoc either wholly or partially shares the surplus/loss of a conference. Financial sponsorship implies technical sponsorship and includes it therewith.

Conferences[1] that ComSoc financially sponsor are known as "Portfolio" conferences. Events in which ComSoc is not financially involved may apply for TCS. However, TCS is only available to conferences that are financially sponsored by non-profit entities. Granting ComSoc TCS is an indication of the technical quality of a conference as overseen by ComSoc. It is seen by ComSoc members as a sign of quality because it ensures that this conference has met our minimum expectations for peer reviewed events/meetings and is endorsed by at least one suitable ComSoc Technical Committee (TC), which help provide oversight. TCS qualifies the conference papers to be considered for inclusion into IEEE Xplore®, but does not guarantee it.

This document explains the TCS review process for conferences that are not financially sponsored by ComSoc. It updates and integrates several existing TCS policies into one framework that is organized and as easy as possible to understand and follow. It also adds a few new guidelines to help streamline the process and enhance its efficiency and effectiveness. Upon releasing this document, it will be effective immediately and will define the ComSoc TCS process. ComSoc policies are always evolving. Therefore, where this document contradicts published ComSoc policy, that policy shall prevail and take precedence. Also, the publication of this document does not undermine ComSoc's right to grant/deny TCS of events based on factor(s) not specified herein.

We describe the TCS process here below by providing:

- Information for applicants; explaining the steps an applicant takes to obtain ComSoc TCS
- Description of how the ComSoc evaluation process is carried out; outlining the roles and responsibilities of conference organizers applying for TCS; ComSoc Conference Operations (CO), ComSoc Technical Committees (TCs), and ComSoc individual members who represent the society in sponsored conferences.

B.2.2.6.2.c   *Information for Conference Organizers Applying for ComSoc TCS*

- A TCS application for a given conference can be submitted:
    - No earlier than the conclusion of the previous occurrence of this conference
    - No later than 90 days prior to the Call for Papers deadline of this new occurrence

    The first rule ensures that TCS of conferences completes the requirements of the IEEE Memorandum of Understanding (MOU) before the next occurrence can be considered. The second rule ensures that there is sufficient time to process an application in advance of issuing the CFP for that conference, which ensures that any changes (e.g., review process, etc.) can be accommodated. The second rule also provides sufficient time for ComSoc to publicize the CFP and the conference to its membership.

- The ComSoc TCS application Process involves two main steps:
    - IEEE Conference Application: This application is handled by IEEE Conference Services. Applicants, i.e. conference organizers seeking ComSoc TCS status for their events, start the process by completing an IEEE Conference Application using the online form on www.ieee.org/conferences_events/conferences/organizers/conf_app.html. The first question posed is: Have you already obtained sponsorship for your conference? In order to request ComSoc TCS, conference organizers need to answer "yes" in response to this question. Organizers should provide all requested details therein, bearing in mind that they must list all their proposed FINANCIAL and TECHNICAL sponsors. Financial sponsors will be asked to sign a Memorandum of Understanding (MOU). See www.comsoc.org/conferences/Event-Sponsorship for more details. Completion of the IEEE application generates a 5-digit conference ID number. Applicants should keep this number for their records and include it in all future correspondence with both IEEE and ComSoc.

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[1] The word conference in this document refers to engineering/scientific meetings or events, including conferences and any stand-alone workshop or symposium seeking ComSoc TCS. The words conference, meeting, and event are therefore used herein interchangeably.

o ComSoc Application (Addendum): This application is handled by ComSoc Conference Operations. This step will be initiated by the organizer's listing of ComSoc as potential Technical Co-sponsor in the IEEE Conference Application. While IEEE will inform ComSoc thereto upon completion of the first step, conference organizers are encouraged to contact ComSoc Conference Operations (CO) at the same time to inform our society of their desire to request ComSoc TCS. Either way, ComSoc will ask the organizer to complete a short (2-3 pages) ADDENDUM which is related specifically to the ComSoc TCS process. The ComSoc Addendum is designed in such a way that it does not duplicate information requests already made on the IEEE Conference Application. ComSoc will evaluate the complete TCS application subsequently (IEEE application + ComSoc addendum) and notify the conference organizer and IEEE Conference Services of our decision regarding technical sponsorship of the event.

o Conference organizers are also encouraged to contact ComSoc Technical Committees (TCs), whose technical scopes overlap with the scope of the conference before, and during, the application process (it is recommended to contact as many relevant TCs as possible). These communications should explore TCs' interest in endorsing the conference and its relevance to ComSoc technical co-sponsorship.

B.2.2.6.2.d   *Description of the IEEE ComSoc TCS Process (parties' roles and responsibilities)*

ComSoc relies on Conference Operations (CO), Technical Committees (TCs), and volunteering society members to evaluate the technical quality of conferences seeking TCS status. Since the TCS process has grown significantly over recent years, the following guidelines are critical for all parties to recognize and observe while contributing to the process:

- ComSoc Technical Committees may endorse conferences within their technical scope and charter. An Emerging Technology Sub-Committee may only endorse an event for TCS purposes with the concurrent endorsement and approval of the Emerging Technologies Committee (ETC) Chair (ComSoc Conference Council Motion, June 12, 2014).

- TCs can endorse conferences for TCS purpose **DURING THE TC REVIEW PERIOD** where the conference application/information is posted on the **TC REVIEW SITE**. Every application will remain active on this site for approximately **SEVEN BUSINESS DAYS.** Upon request of TC(s), this period may be extended for a few more days (provided the request is made on the TC review site and approved by CO). TCs may endorse conferences **ONLY** via the TC review site, not by emails. Due to the magnitude of the work involved and the importance of treating all applications equally and fairly, such emails will **NOT** be considered as substitute for conference endorsement through the online TC-review form.

- Since a single TC endorsement may qualify a conference for ComSoc TCS, a TC should endorse conferences only when that TC can ensure the following:
  o The bulk of the event falls within the scope of the TC.
  o The TC can speak to the technical quality of the bulk of the event.
  o The event does not compete with existing ComSoc portfolio events. Competition is discussed in Section B.2.2.6.2.e.

  If a conference is only of partial interest to a TC, the TC should indicate so in the online form and may contact other TCs to collaborate thereto. Two or more TCs may endorse a conference that does not entirely match the technical scope of one TC.

- Endorsements made through the TC Review Site must be complete, providing three names of current TC members (i.e., potential ***TCS Representatives***) and their e-mail addresses. Information must be entered on the site before the posted deadline. Applications will not be available for TC endorsement after the deadline.

While there is no limit on the number of events a TC may endorse, a given ComSoc member (who is a member of one or more TCs) may serve as a TCS Representative no more than **THREE TIMES** per calendar year[2] (regardless of which TC the TCS Representative is representing). This is an increase over the previous limit of two times (was enforced through October 15, 2014). **TCs and individual *TCS Representatives* are expected to maintain *TCS representation* records whereby they observe and ensure compliance with this limit**. TC endorsements which do not fully observe this limit in assigning *TCS Representatives* may not be counted towards ComSoc sponsorship in future.

- Per IEEE guidelines, TCS Representatives must be directly and substantially involved in the development and running of the technical program of the event. They are expected to report any anomalies experienced. They are to confirm that papers they reviewed were assigned reasonably, that conflict-of-interest policies were honored, that their reviews were adequately considered, and that the overall process was fair and appropriate. They are not expected to report on the entirety of the event or the entirety of the review process.

- As soon as an application reaches ComSoc, an evaluation process starts where ComSoc Staff may communicate with conference organizer(s) for inquiries, information confirmation and/or refinement, etc.

  Approximately every two weeks applications are reviewed to: ensure compliance with IEEE and ComSoc policies and requirements; verify that applicable fees have been collected; examine the time line; evaluate past-meetings' completeness and event's history with ComSoc; examine the last-event's TCS Feedback Forms, check for IEEE comments/recommendations (if any), etc. Decisions about applications are made accordingly by the ComSoc Director, Conference Development. These include: further inquiries if needed, posting (or not posting) application(s) onto the Online TC Review Site, and granting/denying TCS for applications which have completed the evaluation process. ComSoc expects applying conferences to fulfill certain conditions including, but not limited to, the following:
  - o The conference must have an active web site, a Technical Program Committee (TPC) that is available for viewing on the conference web site, refrains from premature use of IEEE/ComSoc logos, and complies with IEEE policy concerning reference to IEEE Xplore®
  - o The conference only accepts full manuscripts, 3 pages minimum
  - o Every manuscript must receive at least three peer reviews
  - o Acceptance rate of the conference should not exceed 50%
  - o Conference organizers should observe the ComSoc TCS policy, and application processing should be smooth enough to keep staff time and cost at their typical levels. ComSoc expects applying conferences to have steering/oversight committees that guarantees proper transfer of knowledge of the TCS process from one year to another.

  Upon posting application(s) on the TC review site, an email request is sent out to the Technical & Educational Activities Council (TEAC) mailing list (thereby reaching TC Chairs and Vice Chairs). This email asks TCs to review those pending applications. The announcement email typically has a subject line: "New Applications for Review and Response". A conference that meets all IEEE and ComSoc policy requirements and has at least one TC endorsement may receive TCS status. An event that fails to fully meet ComSoc requirements and/or receives no TC endorsements **on the TC review site** is not granted TCS status. ComSoc reserves the right to deny TCS without giving reasons.

  More about the ComSoc TCS evaluation process can be found on the ComSoc Event Sponsorship webpage.

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[2] Instances of such service are determined and counted based on the year in which the conferences itself (not the TCS application) takes place

- A conference which is granted ComSoc TCS will have a minimum of three *TCS Representatives*. Events endorsed by one TC only, may automatically meet this minimum with the three eligible representatives specified by the endorsing TC. If the conference is endorsed by multiple TCs, formal *TCS Representatives* will be assigned from the pool of representatives nominated by all TCs using the following guidelines:
  - If two TCs are endorsing, the first name specified in each TC form will be selected. A third *TCS Representative* will be selected alphabetically (family names) out of the two names listed second in the two endorsing TC forms
  - If three TCs are endorsing, the first name specified in each TC form will be selected.
  - If four, or more, TCs are endorsing; the first name specified in each TC form will be selected. There will be more than three *TCS Representatives* in such cases (as many as the number of endorsing TCs).

  Notwithstanding these guidelines, care will be given to avoiding conflicts of interest, and to ensuring that feedback forms provide credible assessments.

  Formal *TCS Representatives* who are specified by any of the above methods are **REQUIRED** to complete and submit TCS Feedback Forms after the conclusion of the conference (item h below). Other ComSoc members who were nominated for TCS representation by TCs, and who were not selected as formal ComSoc *TCS Representatives*, may of course serve on the conference TPC as desired and are encouraged to submit TCS Feedback Forms. However, their service therein is not counted toward their three-time TCS representation limit. Feedback forms are property of ComSoc; and name(s) of a particular TCS representative(s) (making particular remarks) may be treated as confidential if so desired by this representative.

- TCS Feedback forms must be submitted to ComSoc Conference Operations (CO), through a dedicated online form, after conclusion of the conference. Every *TCS Representative* is also expected to report any issue(s) they encountered about the conference to the Chair of their TC. Submission of Feedback forms may take place at the *TCS Representative's* earliest convenience but must occur no later than **ONE MONTH** after the end of the conference. Submission of all due Feedback Forms for a given periodic event (annual or otherwise) is a precondition for considering this event for TCS in its next occurrence.

- When a decision is made to TCS a conference, two emails will be generated: the first email is sent to the conference organizer (applicant) informing him/her of the decision made and subsequent guidelines. The second email is sent to the *TCS Representatives* who are required to complete the TCS Feedback Forms, reminding them of their assignment and feedback deadline. This second email will be copied to the respective TC Chair(s) to update their TCS representation records.

- The process described above applies to Technical Co-Sponsorship of the main conference of any event applying for ComSoc TCS. It does not automatically apply to sub-events of the conference (e.g., workshops, tutorials, panels, special sessions, poster sessions, etc.). Papers of these sub-events are not included herein. If a conference organizer wishes to extend ComSoc's TCS to include these papers, this request must be made expressly on the ComSoc Addendum. The organizer must clarify how these papers are reviewed and their acceptance rate so that a decision can be made about them.

It must be noted that TCs can endorse events/meetings which do not receive - or do not request - TCS status. Such an endorsement is an indication of the technical quality of an event from the viewpoint of the TC alone. If this is the only such IEEE involvement, it must be indicated by using the following text: "**Endorsed by the Technical Committee on X of the IEEE Communications Society**". In this case, however, the conference will not be eligible to use the IEEE and ComSoc logos and its papers will not be eligible for inclusion in IEEE Xplore®. TC logos can be used in such cases provided they do not include the IEEE or ComSoc logos as part of their graphic, and provided the entire text specified above is included.

B.2.2.6.2.e *Consideration of Competition with ComSoc Portfolio Conferences*

On the TC review form, TCs are expected to answer questions about whether the conference applying for TCS competes with ComSoc portfolio conference(s). The following briefly describes how competition, healthy or otherwise, may be viewed in this context.

Since ComSoc co-sponsors events in the society's broad area of expertise, and since professionals of other societies are active in this area all over the world, conferences that receive our TCS do constitute some natural, inevitable, competition with ComSoc conferences. Some of this competition complements ComSoc conferences, enriches our field and profession, and grows our global community and reach. This type of competition is healthy; and it is out of professional responsibility that ComSoc grants TCS to events of this nature. Other competition however may unfairly exploit ComSoc's work, stature, and accomplishments; may impact ComSoc conferences negatively in terms of paper submissions, conference success, etc. ComSoc cannot provide TCS for events which pose negative impact on its conferences.

Competition may be evaluated based on a combination of criteria each of which, solely, may not impact ComSoc conferences negatively. In principle, competition can be topical (technical scope), temporal, or geographical; and may be classified as follows:

- Topical/Scope competition: conferences designated to topics on which ComSoc portfolio conference(s) focus

- Competition in Topic/Scope <u>and</u> Scale: conferences designated to topics on which ComSoc portfolio conference(s) focus <u>and</u> are designated to broad coverage that mimics ComSoc flagship/portfolio conferences in terms of structure and/or organization

- Temporal <u>and</u> Topical Competition: conferences designated to similar topics, <u>and</u> take place at the same time as ComSoc portfolio conference(s)

- Geographical <u>and</u> Topical Competition: conferences designated to similar topics, <u>and</u> take place in the same geographical area (e.g., continent), as ComSoc portfolio conference(s)

Competition with ComSoc conferences will be evaluated on a case-by-case basis. ComSoc reserves the right to deny TCS to events the co-sponsorship of which would adversely affect ComSoc flagship and/or portfolio conferences.

B.2.2.6.2.f *Version history of this ComSoc Conferences Technical Co-Sponsorship Policy and Process:*

1.0 6/2012	Initial draft (Internal only), Author: Joe Touch	
1.1 8/2012	1st version (Internal only), Author: Joe Touch	
1.2 2/2013	First published version, Author: Joe Touch (archived)	
2.0 6/2014	2nd version, (New draft, Internal only), Author: Tarek El-Bawab	
2.1 & 2.2 6/2014	Modified 2nd versions, (Internal only), Author: Tarek El-Bawab	
2.3 8/2014	Modified 2nd version, (Internal only), Author: Tarek El-Bawab	
2.4 10/2014	Modified 2nd version, (Semi-Final, Internal only), Author: Tarek El-Bawab	
2.5 10/2014	Second published version, Author: Tarek El-Bawab (archived)	
3.0 03/2015	3rd version, (New draft, Internal only), Author: Tarek El-Bawab	
3.1 03/2015	Third published version, Author: Tarek El-Bawab	
3.2 05/2018	Minor revision to the Third Published Version (Active)	

B.2.2.7   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the CON-C before taking effect.

B.2.3   Conference Operations Board

B.2.3.1   Scope (from Bylaws, *verbatim*)

This Board is responsible for the oversight and management of the operational, publications, and financial aspects of all conferences financially sponsored or co-sponsored by ComSoc (namely, Portfolio Conferences).

B.2.3.2   Objectives

The Conference Operations Board shall:

- Manage all operational policies for ComSoc portfolio conferences
- Manage all publications and financial policies for ComSoc portfolio conferences
- Coordinate with the Conferences Development Board regarding policies pertinent to ComSoc's portfolio events

B.2.3.3   Organizational Structure

The Board reports to the Conferences Council.

Board membership and members' terms shall be defined in the Bylaws.

B.2.3.4   Activities and Responsibilities

B.2.3.4.1   Director

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Conferences Council
- Coordinates with the Conferences Council in the preparation of the agenda and the outlining of issues to be brought to the Council meetings
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Appoints additional Board non-voting members as needed per the Bylaws
- May assume leadership for specific projects, as delegated by the Board

B.2.3.4.2   Board

Responsibilities of the Board shall be as specified in the Bylaws and the Conferences Council P&Ps.

B.2.3.5   Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of the ComSoc P&Ps.

B.2.3.5.1   Meetings

- The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in) concurrent with the Conferences Council meetings.
- Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.
- The procedure for calling regular or special meetings of the Board shall be specified in the Society Bylaws.

B.2.3.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.2.3.6.1 Conference Publications

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®.

B.2.3.6.2 Conference Committee Definitions

- 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 a series of events (i.e., for those events that are held in multiple editions over the years) and of Organizing Committees of single events. It is also responsible for planning future events in the series.

- Each ComSoc Portfolio event (i.e., events financially sponsored or co-sponsored by ComSoc) will be assigned a ComSoc Project Manager. The Project Manager will coordinate with the Organizing and Steering Committees.

B.2.3.6.3 Event Sponsorships

Opportunities for event sponsorship by ComSoc include: Financial Sponsorship (or Co-Sponsorship) and Technical Co-Sponsorship.

B.2.3.6.4 Financial Sponsorship (or Co-Sponsorship)

Events which ComSoc financially sponsors or co-sponsors, are referred to as Portfolio Events. The ComSoc Director of Conference Development manages our portfolio and oversees the addition of new events. All portfolio events may be found on the ComSoc Portfolio Events website.

Benefits of ComSoc Financial Sponsorship:

- The conference will be listed on the ComSoc Portfolio Events web page.

- The conference, including its CFP deadline listing, will be listed on the ComSoc Conference Calendar.

- The conference will be listed in the conference section of ComSoc's E-news within a few months prior to the date of the event.

- The conference Call for Papers will be announced in the conference section of ComSoc E-news within a few months prior to the deadline date.

- ComSoc will conduct targeted e-blasts for CFP and conference promotion.

- The conference will be listed in the *IEEE Communications Magazine* Calendar Listing.

- The conference will be eligible for 75% off the list price of CFP and General Announcement advertisements in IEEE ComSoc Magazines – *IEEE Communications Magazine, IEEE Network Magazine, and IEEE Wireless Magazine.* For advertising information, the IEEE Media Senior Manager Advertising & Business Development should be contacted.

- The conference will be eligible for ComSoc in-house marketing services which includes developed, produced, and distributed promotional materials, such as ads, flyers, brochures, e-blasts, etc.

B.2.3.6.5 Conflict of Interest Policies Regarding Paper Submissions and Paper Reviews

- 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 their 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.

- At ICC and GLOBECOM, the maximum number of papers that can be submitted by a Symposium Chair to their own symposium is two. Similarly, at other major conferences organized in tracks, a Track Chair cannot submit more than two papers to their track.

- A TPC Member cannot review or assign reviewers to their own papers, where the TPC Member has a conflict of interest.

- 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.

- 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.

- This policy must be clearly indicated on the conference/workshop website to make sure that it is known by every member of the Committee.

- This policy is applicable to all conferences/workshops in the ComSoc portfolio. It excludes technically co-sponsored conferences.

- 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.

B.2.3.6.6   Finance

For ComSoc portfolio events (financially 100% sponsored or co-sponsored in part by ComSoc):

- 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.

- Use of IEEE Concentration Banking Account is the default for conferences with financial sponsorship of 51% or more. Exception for using a local bank account is when it is more beneficial and lowers risk, upon approval by the VP of Conferences.

- 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.

B.2.3.6.7   IEEE and ComSoc Branding (website and logos)

- ComSoc Website Standards: Flagship Conferences (ICC and GLOBECOM), core conferences, and other Portfolio Conferences with two consecutive years of 100+ paid attendees are required to use the ComSoc conference standard website template.

- Information on the use of the IEEE logo may be found on www.ieee.org.

- 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 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.

B.2.3.6.8   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, symposium chairs, and session chairs.
  - 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 or Limited (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 or Limited 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. All Electronic Session Report Forms distributed on tablets is now available.

- Technical Program Chairs communicate with 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.
  - o Room Monitor delivers the completed Session Chair Reports to the (person determined by the 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
  - o The Session Chair Reports will be reviewed by the Technical Program Chair.
  - o 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
  - o 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.
  - o 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
  - o Technical Program Chair and other organizers review the challenges;
  - o 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;
  - o 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:
  - o 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.
  - o 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.
    - 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.

B.2.3.6.9   Multiple Submissions and Plagiarism

- Multiple Submissions – ComSoc adheres to the IEEE policy "Introduction to Guidelines on Multiple Submission and Prior Publication", posted on the IEEE web site.

- To ensure all instances of plagiarism are handled in the most efficient and discrete manner, the ComSoc Plagiarism Policy (posted on the ComSoc web site) shall be followed by Technical Program Chairs and Publications Editors in Chief.

- IEEE Intellectual Property: see the "Tutorial on Plagiarism" posted on the IEEE web site.

- 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 (posted on the IEEE web site):
    - Publication Services and Products Board Operations Manual
    - IEEE Intellectual Property Rights

- IEEE policies on plagiarism (posted on the IEEE web site):
    - Introduction to the Guidelines for Handling Plagiarism Complaints
    - Identifying Plagiarism
    - A Plagiarism FAQ
    - Investigating Possible Misconduct

- IEEE policies on republication (posted on the IEEE web site):
    - Introduction to Guidelines on Multiple Submission and Prior Publication
    - 8.2.2F Guidelines for Editorial Reuse of Previously Published Material

B.2.3.6.10   Registration

- Registration fees shall be established and advertised within one month prior to paper acceptance notification.

- Each accepted paper shall have a FULL or LIMITED (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 shall be the default for conferences with financial sponsorship of 51% or more. Exception for using an alternative registration system is when it is more beneficial and lowers risk, upon approval by the VP of Conferences.

- Student registrations shall 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.

B.2.3.6.11 Steering Committees

- Steering Committees shall 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, appointing its members, and operating it.

- Every ComSoc conference series shall have a Steering Committee based on the principles, policies and procedures laid out in the Charter. The Steering Committee shall oversee the long-term planning and success of 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.

- 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 posted on the ComSoc web site.

B.2.3.6.12 Student Travel Grants

- 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.

- 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.

- 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.

- 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.

B.2.3.6.12.a *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.

B.2.3.6.12.b *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:

- 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.

- 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.

- 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 the IEEE Development & Grants Officer who is available to assist conferences with the process of seeking grants from U.S. Federal sources.

B.2.3.6.13 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 may be generated via EDAS or by placing an Online Visa Assistance Request at the link provided on the particular conference website or the ComSoc website.

- 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.

B.2.3.6.14 Volunteer Recognition

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

B.2.3.6.14.a *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):
  o One registration is valid for a single paper only
  o One registration is valid for up to two or three papers
- All recognition elements must be included in the event budget

B.2.3.6.14.b *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
  o Note: If a Committee member is the author of an accepted paper, the Committee member is NOT to be given a complimentary registration of any kind. The Committee member must adhere to the policies stated above.
  o Special name badges and/or ribbons for name badges
  o Names/affiliations listed on the website
  o Names/affiliations listed in the Advance/Final Program
  o Names listed on presentation slides (opening plenary, banquet, etc.)
  o Receive certificate of appreciation
  o Gifts (apply for speaker gifts as well)
    ▪ Logoed 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
- o Committee dinner during or after the event
- Organizing Committee and Steering Committee Members
  - o 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
  - o Complimentary registration fee (which includes meal functions)
  - o Selected OC and SC members may receive some expense reimbursement to attend planning meetings as necessary
  - o As event budget is being prepared, OC and SC travel expense reimbursement needed for the event itself must be addressed
  - o 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
  - o Honorarium (if offered)
    - ▪ Honorarium valued up to $2,000
    - ▪ Complimentary registration fee (which includes event meal functions)
    - ▪ One-night hotel stay may be provided
  - o 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
  - o One-Day complimentary registration (without meal functions) for the day of their session
  - o Individual must pay for any additional days of attendance
  - o SC could opt to give a complimentary registration (without meal functions included)
  - o No hotel room provided (unless deemed necessary by the SC)
- Tutorial/Workshop/Panel Presenters
  - o Honoraria for Tutorial Presenters (up to $1,500)
  - o One-Day complimentary registration for the day of their session
  - o Individual must pay for any additional days of attendance
  - o No hotel rooms
- Technical Paper Reviewers
  - o No complimentary registration
  - o No hotel rooms
- Symposium Chairs and/or Symposium Co-Chairs
  - o Complimentary registration (with or without meal functions)
  - o Some travel expense reimbursement (to the event itself) may be considered
  - o No comp'd hotel rooms

- Session Chairs
    - No complimentary registration
    - No comp'd hotel rooms
- 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.

B.2.3.6.14.c *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 rooms
    - A copy of the event proceedings and a program could be provided if supplies permit

B.2.3.6.14.d *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

B.2.3.7   Approval of P&Ps
All changes to these Board P&Ps shall be approved by the Board and by the CON-C before taking effect.

B.2.4 GLOBECOM/ICC Management & Strategy (GIMS) Standing Committee

NOTE: The Committee was established in 2006 via the IEEE COMMUNICATIONS SOCIETY GLOBECOM/ICC MANAGEMENT AND STRATEGY COMMITTEE (GIMS) CHARTER (most recent version dated July 27, 2009). All provisions of said charter are reflected in the ComSoc Bylaws and Policies and Procedures.

B.2.4.1 Scope (from Bylaws, *verbatim*)

This Standing Committee is responsible for the successful conduct, strategic evolution, and policies of the IEEE Global Communications Conference (GLOBECOM) and the IEEE International Conference on Communications (ICC). ICC and GLOBECOM are ComSoc portfolio technical conferences (fully owned) held annually and covering telecommunications research, technology and applications.

B.2.4.2 Objectives

The IEEE International Communications Conference – IEEE ICC – and the IEEE Global Communications Conference – IEEE GLOBECOM – are fully owned by the IEEE Communications Society (ComSoc) and cover telecommunications research, technology and applications. The ICC shall be held annually in late May or early June. The GLOBECOM shall be held annually in late November or early December.

The GIMS Committee shall provide the following for ComSoc's flagship conferences (ICC and GLOBECOM):

- Strategic guidance
- Operational preparation and management oversight

B.2.4.3 Organizational Structure

The Committee reports to the Conferences Council.

Committee membership and term limits shall be specified in the Bylaws pertaining to Standing Committees.

In addition to what is specified in the Bylaws, additional policies for Committee voting members shall be as follows:

- The GIMS Chair shall appoint:
  - one of the voting members as Vice-Chair
  - one of the voting members as Operations Chair

- The members at large (MALs) shall serve staggered terms. Once a MAL has served six consecutive years on the Committee, that member must sit out for at least two years before being appointed for additional service to GIMS.

- The past members of an ICC or GLOBECOM Organizing Committee (OC) shall serve staggered terms. The term of office shall be three years. For a volunteer to be eligible for this appointment the volunteer shall have served on the OC of an ICC or GLOBECOM conference that was held during the past five years at the time of the appointment. It is desirable to include representation of past General or Executive Chairs. One reappointment may be allowed provided the member still satisfies the eligibility criterion specified here and the term limits specified in the Bylaws.

- Whenever possible, the membership of this Committee shall include both geographic and professional experience diversity. In particular, a special effort should be made to have sitting members that have their professional affiliation in industry.

GIMS shall have the following non-voting Members:

- The VP-CON shall be an ex-officio, non-voting member of GIMS.

- The ComSoc Staff Project Manager shall be an ex-officio non-voting member of GIMS. The ComSoc Staff Project Manager shall also provide administrative support as requested by the GIMS Chair.

- The ComSoc Staff Finance Manager shall be an ex-officio non-voting member of GIMS.

B.2.4.4   Activities and Responsibilities

B.2.4.4.1   Chair

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the Conferences Council

- Chairs the Committee

- Coordinates with the Conferences Council in the preparation of the agenda and the outlining of issues to be brought to the Council meetings

- Provides guidance and direction to Committee members in the conduct of their responsibilities

- Coordinates with ComSoc Staff in the conduct of their responsibilities

- Appoints additional Committee non-voting members as needed per the bylaws

- May assume leadership for specific projects, as delegated by the Committee

- The GIMS Chair may assign Work Group responsibilities to Committee members in areas such as Finance, Site Selection, Industry Forum & Exhibition, Co-location, and Patronage.

- The GIMS Chair is responsible for submitting specific recommendations for additions, deletions and modifications to the GIMS Handbook to the full Committee for its approval. In doing so the Chair shall recognize the need for balance between uniformity and conformity versus creativity and innovation by individual conference OCs. It shall be the responsibility of the GIMS Operations Chair to record the approved action in the minutes of the meeting and to update the GIMS Handbook.

B.2.4.4.2   Vice Chair

The Vice Chair shall replace the Chair when the Chair is temporarily unavailable or incapacitated.

The Vice Chair shall be responsible for managing the Decision Matrix (described in the GIMS Handbook) and its deliverables.

B.2.4.4.3   Operations Chair

The Operations Chair shall be responsible for meeting agendas and minutes, maintaining documents (GIMS P&Ps, GIMS Handbook, etc.), managing the GIMS Website, etc.

B.2.4.4.4   Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the Conferences Council P&Ps.

The GIMS shall be responsible for:

- Selecting the location, venue and dates for each conference consistent with IEEE conference planning policies. The selection of invitational bids to host a conference should take place 36 to 48 months before the date of the conference to minimize conflicts with other conferences and activities that might adversely affect the success of the planned conference.

- Initiating and approving a GIMS/OC MOU addressing basic guidelines and directives for successfully managing a conference.

- Appointing or approving the appointment of a General Chair and Executive Chair/Vice Chair for each conference. Recommendations will normally come from an IEEE Section, a local ComSoc Chapter, or ComSoc volunteers in the area hosting the conference. In the event that the General Chair for a conference is incapacitated or resigns, the Executive/Vice Chair shall assume the full duties and powers of the General Chair on an interim basis.

- Approving the appointment of a volunteer Finance Chair, upon the recommendation of the General Chair/Executive Chair/Vice Chair.

- Approving, in consultation with the ComSoc Staff Project Manager, facilities proposed for the conference, i.e., hotel, convention center, university facilities, etc.

- Approving ICC and GLOBECOM locations and venues. Prior to approval, a Primary Policy MOU must be executed between the conference Organizing Committee and the responsible local IEEE officials stating that the policies, procedures and directives established by the IEEE, the IEEE Communications Society and the GIMS shall be followed.

- Approving a Financial Participation MOU between the ICC/GLOBECOM Organizing Committee and the local IEEE Section. Organizing Committees may allow financial participation for assistance with volunteers, marketing, etc. The amount of such participation is capped at 20% of the first $200K of total surplus.

- Determining conference locations based on a rotation plan such that each of the following regions may host an ICC or a GLOBECOM every 18 months: the Americas, Europe-Middle East-Africa, and Asia Pacific.

- Providing general consultation and appropriate guidance to the General Chair/Executive Chair/Vice Chair and the Organizing Committee (OC) of each conference. The GIMS shall appoint from its membership at least one member to serve as GIMS Advisor for each conference OC to assess such issues as the Decision Matrix deliverables and financial reports.

- Approving financial plans for each future conference. Providing advice on the preparation of budgets and providing guidance for ICC/GLOBECOM Organizing Committees with respect to all patronage related activities and for ComSoc's Corporate Patron Program (CPP), reviewing and approving said budgets, and overseeing the disposition of all liabilities and assets of a conference, following applicable IEEE financial policies and guidelines. Recommending for VP-CON and ComSoc Executive Director approval of the contracting or employment of any service providers (exhibits, administrative, hotel management, registration management, or publications) that may be warranted.

- Approving and aiding in the selection of themes and logos for the conference.

- Receiving and approving general status reports and financial reports from each conference General Chair or Executive/Vice Chair.

- Reviewing conference strategy and management policies in accordance with the IEEE and ComSoc governing documents, ComSoc and Conferences Council policies, the GITC Handbook, and the GIMS Handbook.

- Removing with or without cause Conference Organizing Committee members with a 2/3 GIMS Committee majority.

- Ensuring a representative for each future conference shall attend all GIMS meetings to report on the status of their conference. These representatives shall also be expected to attend the Wrap-Up meeting of the conference in progress. Ensuring appropriate attention is devoted to international participation and providing conferences that are attractive to the whole communications and networking engineering community

B.2.4.5   Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of the ComSoc P&Ps.

B.2.4.5.1   Meetings and Email

- The Committee shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in)

- There shall also be a regular joint meeting of GIMS and GITC twice per year at ICC and GLOBECOM.

- Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis

- The procedure for calling regular or special meetings of the Committee shall be specified in the Society Bylaws

- The Committee meetings shall be structured to address strategic issues first, including reports by Work Groups assigned to address issues between meetings. Work Groups and others shall be expected to meet by conference call and e-mail between GIMS meetings to address the issues assigned to them.

- The joint meeting of GIMS and GITC shall be held for the purpose of reviewing and approving all conference status reports.

- ComSoc Staff members shall assist the GIMS Operations Chair with tools (e.g., website) and administrative support (e.g. making copies, mailing hardcopy when needed, etc.).

- Minutes of each GIMS meeting shall be distributed within 30 days after each meeting to the following: each voting member of GIMS and the ComSoc VP-CON. Further distribution will be made as directed by the GIMS Chair.

B.2.4.6   Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

Specific policies pertaining to the strategy and management of GLOBECOM and ICC operations shall be specified in the GIMS Handbook.

All changes to Committee activities, programs, and the GIMS Handbook shall be approved by the Committee and by the Conferences Council before taking effect.

B.2.4.7   Approval of P&Ps

All changes to these Committee P&Ps and the GIMS Handbook shall be approved by the Committee and by the CON-C before taking effect.

B.2.5 GLOBECOM/ICC Technical Content (GITC) Standing Committee

NOTE: The Committee was established in 2006 via the IEEE COMMUNICATIONS SOCIETY GLOBECOM/ICC TECHNICAL CONTENT COMMITTEE (GITC) CHARTER (most recent version dated January 1, 2008). All provisions of said charter are reflected in the ComSoc Bylaws and Policies and Procedures (P&Ps).

B.2.5.1 Scope (from Bylaws, *verbatim*)

This Committee is responsible for providing strategic vision and management of the technical content of GLOBECOM and ICC to guarantee timeliness and the highest level of quality.

B.2.5.2 Objectives

The IEEE International Communications Conference – IEEE ICC - and the IEEE Global Communications Conference – IEEE GLOBECOM - are fully owned by the IEEE Communications Society (ComSoc) and cover telecommunications research, technology and applications. The ICC shall be held annually in late May or early June. The GLOBECOM shall be held annually in late November or early December.

The GITC Committee shall provide the following for ComSoc's flagship conferences (ICC and GLOBECOM):

- Oversight and guidance to the conference Technical Program Committees in their effort in putting together a program that is of value to a broad segment of the communications and networking engineering community
- Coordination with the Technical & Educational Activities Council (TEA-C) in harmonizing the objectives of the technical and conference activities of ComSoc
- Active participation by IEEE Organizational Units (OUs) and members as well as by the overall engineering community having substantial interests in communications
- Appropriate attention devoted to international participation and providing conferences that are attractive to all segments of the communications engineering community.
- GITC is accountable to the Conferences Council (CON-C) and the TEA-C for the continuity, successful conduct, strategic evolution and policy recommendations regarding the technical programs of ICC and GLOBECOM as indicated in these P&Ps and the GITC Handbook.

B.2.5.3 Organizational Structure

The Committee reports to the Conferences Council.

Committee membership and term limits shall be specified in the Bylaws pertaining to Standing Committees.

In addition to what is specified in the Bylaws, additional policies for Committee voting members shall be as follows:

- MALs shall serve staggered terms. Once a MAL has served six consecutive years on the Committee, that member must sit out for at least two years before being appointed for additional service to GITC.

- The past ICC or GLOBECOM Technical Program Chairs shall serve staggered terms, one of them being appointed each year. For a volunteer to be eligible for this appointment the volunteer must have been a Technical Program Chair of an ICC or a GLOBECOM that was held in the past five years at the time of the appointment. It is desirable to provide representation of past Technical Program Chairs of both conference series (ICC and GLOBECOM). If a past Technical Program Chair is not available to serve in this capacity, ComSoc members with significant conference program experience and distinguished professional accomplishments may be appointed.

- Additional policies:
  - Whenever possible the membership of this Committee shall include both geographic and professional experience diversity. In particular, a special effort should be made to have sitting members that have their professional affiliation in industry.

- o The Chair shall select, in consultation with the VP-CON and the VP-TEA, one of the Committee voting members to serve as GITC Vice Chair. The term of office for the Vice Chair shall be concurrent with that of the Chair.
- o The GITC Chair may define Committee member functional responsibilities in areas within the Committee scope and also to work or lead Project Teams addressing strategic issues.

GITC shall have the following non-voting members:

- The ComSoc Vice-President - Conferences is an ex-officio non-voting member.
- The Director-Technical Committees is an ex-officio non-voting member.

B.2.5.4   Activities and Responsibilities

B.2.5.4.1   Chair

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the Conferences Council
- Chairs the Committee
- Coordinates with the Conferences Council in the preparation of the agenda and the outlining of issues to be brought to the Council meetings
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Appoints additional non-voting members as needed per the bylaws
- Shall appoint one of the voting members to manage the Decision Matrix (described in the GIMS Handbook) for GITC approval items.
- May assume leadership for specific projects, as delegated by the Committee
- The GITC Chair is responsible for submitting specific recommendations for additions, deletions and modifications to the GITC Handbook to the full Committee for its approval. In doing so the Chair shall recognize the need for balance between uniformity and conformity versus creativity and innovation by individual conference Executive Committees. It shall be the responsibility of the Vice Chair to record the approved action in the minutes of the meeting and to reissue a complete updated revision of the GITC Handbook to all voting and non-voting members of GITC.

B.2.5.4.2   Vice Chair

The Vice Chair shall replace the Chair when the Chair is temporarily unavailable or incapacitated.

The Vice Chair shall also be responsible for recording the minutes of GITC meetings, managing the GITC Handbook, archiving Committee documents, etc.

B.2.5.4.3   Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the Conferences Council P&Ps.

The GITC shall be responsible for:

- Appointing or approving the appointment of a Technical Program Chair and Technical Program Vice-Chairs (all of whom shall be IEEE ComSoc members) for each conference. Recommendations will normally come from the conference General Chair, ComSoc Technical Committee Chairs or a local ComSoc Chapter in the area hosting the conference.
- The GITC may remove a conference Technical Program Chair with or without cause with a 2/3 GITC Committee majority.
- Approving the technical program of each ICC and GLOBECOM, upon recommendation of the respective Technical Program Chair. These include the overall technical content, Business and Application sessions (BAS), Panels, Tutorials and Exhibits, etc.

- Approving, in instances where the conference follows the ensemble of Symposia model, the names of the Symposia Chairs, upon recommendation of the respective Technical Program Chair.

- Providing general consultation and appropriate guidance to the Technical Program Chair and Technical Committees for each conference. The GITC shall appoint from its membership one member to serve as an advisor for each conference Technical Committee.

- Providing strategic directions for the evolution of the technical content of ICC and GLOBECOM so that these conferences remain an exceptional value to its attendees and are permanently in consonance with ComSoc's general objectives.

- Reviewing conference technical policies in accordance with the IEEE and IEEE ComSoc governing documents, ComSoc and Conferences Council policies, the GIMS Handbook, and the GITC Handbook.

- Reviewing and approving final reports on the technical program from each conference Technical Program Chair.

B.2.5.5   Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of the ComSoc P&Ps.

B.2.5.5.1   Meetings and Email

- The Committee shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in)

- There shall also be a regular joint meeting of GIMS and GITC twice per year at ICC and GLOBECOM.

- Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

- The procedure for calling regular or special meetings of the Committee shall be specified in the Society Bylaws.

- The Committee meetings shall be structured to address strategic issues first, including reports by Project Teams assigned to address issues between meetings. Project Teams and others are expected to meet by conference call and email between GITC meetings to address the issues assigned to them.

- The joint meeting of GIMS and GITC shall be held for the purpose of reviewing and approving all conference status reports.

- Minutes of each GITC meeting shall be distributed within 30 days after each meeting as follows: a copy to each voting member of the GITC and the VP-CON. Further distribution shall be made as directed by the Chair.

B.2.5.5.2   Conflict Resolution

If a conflict concerning a particular issue arises between the GIMS and the GITC Committees the following conflict resolution procedure shall be followed:

- The issue shall first be considered in a joint meeting of GIMS and GITC chaired by the –VP-CON who shall schedule the meeting upon request by the Chair of GIMS or the Chair of GITC.

- If the issue remains unresolved after the joint meeting, then the matter shall be considered for final action by the CON-C

- Appeals to decisions of the CON-C shall be taken to the BoG.

Any conflict between the CON-C and the TEA-C shall be brought to the BoG for resolution.

B.2.5.6   Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

Specific policies pertaining to the strategic vision and management of the technical content of GLOBECOM and ICC shall be specified in the GITC Handbook.

GITC is accountable to the CON-C and the TEA-C for all GITC P&Ps and the GITC Handbook. Proposed amendments thereof shall be sent to the CON-C and the TEA-C for review and comment.

All changes to Committee activities, programs, and the GITC Handbook shall be approved by the Committee and by the CON-C before taking effect.

B.2.5.7   Approval of P&Ps

All changes to these Committee P&Ps and the GITC Handbook shall be approved by the Committee and by the CON-C before taking effect.

B.3   MEMBER AND GLOBAL ACTIVITIES COUNCIL (MGA-C) AND BOARDS/STANDING COMMITTEES THEREOF

B.3.1   Member and Global Activities Council

B.3.1.1   Scope (from Bylaws, *verbatim*)

The Member and Global Activities Council (MGA-C) is responsible for all Society activities and programs related to members, chapters, membership development, sister and related societies, and Society regions.

B.3.1.2   Objectives

The MGA-C shall:

- ComSoc member activities and programs for individuals, chapters, and sections assuring 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 (NA), Latin America (LA), Europe, Middle East, and Africa (EMEA), and Asia/Pacific (AP).

- 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.

- Oversee the relations with professional societies internationally, including the signing of agreements with professional societies as well as promoting and coordinating Society/professional-society activities.

The MGA-C oversees the following member activities and programs:

- Chapter Achievement Awards
- Chapter Funding
- Distinguished Visitor Program
    - Distinguished Lecturer Tours (DLTs)
    - Distinguished Speaker Program (DSP)
- Global Communications Newsletter
- IEEE and ComSoc Logos for Chapters
- Membership Development Support Grant
- Regional & Global Chapter Chair Congresses
- Student Competition

B.3.1.3   Organizational Structure

The Council reports to the BoG.

Council membership and term limits shall be specified in the Bylaws.

The President-Elect and Past President shall be ex-officio non-voting members of the Council.

B.3.1.4   Roles and Responsibilities of Council Members

B.3.1.4.1   Vice President

Duties of the VP-MGA include, but are not limited to, the following:

- Chairs the Council
- Represents the Council on the Board of Governors
- Provides guidance and direction to Council Directors and Committee Chairs in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Council Vice Chair chosen among the Council voting members
- May appoint additional non-voting members as needed per the bylaws

B.3.1.4.2   Directors and Standing Committee Chairs

Duties of the Directors/Chairs of the Boards/Committees reporting to this Council include, but are not limited to, the following:

- Be voting members on the Council
- Represent their respective Boards or Committees on the Council
- Chair their respective Boards or Committees
- Coordinate with ComSoc Staff in the conduct of their responsibilities

B.3.1.5   Responsibilities of the Council and its Boards/Committees

B.3.1.5.1   Council

The Council works within its scope and executes plans to achieve its objectives, eventually assigning tasks to its Boards and Committees.

The Council shall approve the P&Ps of all its Boards/Standing Committees.

The following activities and programs shall be managed at the Council level:

- Global Communications Newsletter
- IEEE and ComSoc Logos for Chapters
- Regional and Global Chapter Chair Congresses
- Student Competition

B.3.1.5.2   Boards and Committees

Scope of the Boards and Standing Committees reporting to this Council shall be defined in the Bylaws.

The programs managed at the Board/Committee level are listed below. The policies for these programs shall be specified in the Board or Committee P&Ps.

The Member Services Board manages the following Member Programs:

- Chapter Achievement Awards
- Chapter Funding
- Distinguished Visitor Program
    - Distinguished Speaker Tours (DLTs)
    - Distinguished Speaker Program (DSP)
- Membership Development Support Grant

Regional Boards (Asia Pacific [AP], Europe, Middle East, and Africa [EMEA], Latin America [LA], and North America [NA]) execute plans to engage our members in ComSoc programs and activities in their respective regions.

The Women in Communications Engineering (WICE) Committee promotes the visibility and roles of women communications engineers and provides a venue for their professional growth.

B.3.1.6   Transaction of Business

All Council business and Committees/boards thereof shall be conducted in compliance with Clause A.2 of the ComSoc P&Ps.

B.3.1.6.1   Meetings and Email

The Council shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Council and its Boards and Standing Committees shall be specified in the Society Bylaws.

B.3.1.7   Policies of Activities and Programs Managed by the Council

B.3.1.7.1   Global Communications Newsletter (GCN)

- The GCN appears monthly within IEEE Communications Magazine.

- The GCN Editor is appointed by the Director-Magazines in consultation with the VP-MGA.

- The GCN Editor chairs the GCN Editorial Board and appoints Board members who serve as Regional Correspondents.

- Regional Correspondents are responsible for contributing articles to the newsletter. They may write articles themselves or solicit articles from chapters or local entities. In addition, they support contributors in their respective regions in the preparation of articles according to the submission guidelines.

- The GCN Editorial Board manages the newsletter content and selects all articles for each issue.

- Articles published in the GCN are neither technical papers nor technical surveys. Rather, they shall be short articles informing the IEEE ComSoc community about various activities being carried out and organized in all regions by the many volunteers who are the true engine of the IEEE ComSoc. Moreover, major news from the regional telecommunications industry, operators, and academia may be of great interest to our global community.

B.3.1.7.2   IEEE and ComSoc logos for Chapters

Chapters may use the approved ***ComSoc Chapter logo*** provided for their chapter for any local chapter activities (such as newsletters, chapter web site, chapter meetings etc.). Individual ComSoc Chapter logos may be found on the ComSoc website for each Region.

Figure

The entire logo image shall be used as a unit with the specified spacing – it is not to be distorted in any way

- For those events that are organized by or co-sponsored by a ComSoc Chapter, organizers shall refer to the IEEE Member and Geographic Activities Operations Manual, Section 10 on Conferences regarding the proper use of the IEEE and Organizational Unit logos.

- The ***Communications Society logo*** shall be displayed only for ComSoc Portfolio events (i.e., financially sponsored or co-sponsored by ComSoc) or for events technically co-sponsored by ComSoc (with the specification "technically co-sponsored by ComSoc"). Reference: **IEEE COMMUNICATIONS SOCIETY BRAND RESOURCES**.

B.3.1.7.3   Regional & Global Chapter Chair Congresses

- Purpose: Regional Chapter Chair Congress (RCCC) and Global Chapter Chair Congress (GCCC) events are provided as a benefit to ComSoc chapters to facilitate and encourage sharing, feedback, and networking amongst chapter chairs, staff and ComSoc officers.

- Congresses shall be scheduled during the annual budget process and any proposed funding shall be approved by the BoG.

- Regional Directors play a key role in the planning and execution of the RCCCs.

- Congresses shall be organized on a four-year cycle:
  o Year 1: GCCC – all chapter chairs (or representatives) shall be invited
  o Year 2: no congress shall be scheduled
  o Year 3: Up to 4 regional congresses shall be scheduled (one per ComSoc Region)
  o Year 4: no congress shall be scheduled
  o Year 5 becomes Year 1 and the cycle repeats

- The guidelines for Congress planning shall be:
  o A GCCC may be funded no more frequent than every 4 years
  o Up to 4 RCCCs may be funded in Year 3 (or Year 1 if a GCCC shall not be held)
  o Logistics:
    ▪ Allow sufficient lead time for sending invitations to enable chapters to make proper arrangements
    ▪ Arrange necessary meeting space, hotel, food and beverage
    ▪ Collocate Congresses with other ComSoc conferences or meetings if possible

- Chapter Chair (or representative) travel expenses covered by ComSoc:
  o Transportation: shall be booked at the lowest available rates
  o Hotel lodging: 2 nights for RCCC, 4 nights for GCCC
  o Specified meals
  o An IEEE Expense Report (with receipts) shall be submitted to ComSoc Staff and approved by the Director – Member Services

B.3.1.7.4   Student Competition

- Purpose: The competition *Communication Technology Changing the World*, by the IEEE Communications Society – Member and Global Activities Council, recognizes students or teams of students who demonstrate the capacity to improve the lives of people, through the application of communication technology and the development of projects that meet the human needs of people.

- The Chair of the Student Competition is appointed by the MGA Council

- Members of the Student Competition Committee are appointed by the Chair. Committee membership should represent all ComSoc Technical Committees and ComSoc Regions.

- Policies: Each year in which the Student Competition is held, a page on the ComSoc website shall provide the necessary details for all wishing to participate including:
  o Eligibility – Participant shall be a Student Member or Graduate Student Member of IEEE Communications Society, or form a team with either Student Members or non-student-members that is led by a Student Member. Team members do not need to be from the same country or region.
  o Submission guidelines – as specified on the website

- o Prizes – The team leader or the individual, whose entry is chosen as the top prize, shall be invited to receive their prize at the IEEE GLOBECOM conference held the year of the competition. All remaining prizes shall be presented by a local IEEE ComSoc representative
- o Evaluation of entries and selection of the winners – Entries shall be evaluated and ranked by an international judging committee, appointed by the Student Competition Chair.
- o Evaluation Criteria – They shall include: originality, creativity in applying communication technology, social impact on humanity or local community, challenging technical aspects, practical results, and possible application in other parts of the world.
- o Notification of prize winners – Winners shall be notified promptly after selections are made. In case a winner does not respond within a reasonable time and cannot be contacted, another winner may be selected.
- o Requirements of prize winners – as specified on the website
- o Sponsor and funding sources – as specified on the website
- o Return of entries – as specified on the website
- o Contest Results and Official Rules – as specified on the website

B.3.1.8   Approval of P&Ps

All changes to these Council P&Ps shall be approved by the Council and by the BoG before taking effect.

B.3.2 Industry Outreach Board

B.3.2.1 Scope (from Bylaws, *verbatim*)

This Board is responsible for assuring a comprehensive and cost-effective outreach program of Society products and services to industry and governmental communities. It is also responsible for developing liaisons with communications and networking related enterprises to promote ComSoc products and services and for attracting industry and government leaders into ComSoc's volunteer community.

Members include a representative from each of the following: the Industry Community Board, Technical Committees Board, the Educational Services Board, the PUB-C, the CON-C, the Standardization Programs Development Board, the Industry Communities Board, and the MGA-C. In addition, up to four Members-at-Large may be appointed by the Director to represent external industrial and governmental interests.

B.3.2.2 Objectives

The Board shall establish policies and set strategic directions for all of ComSoc's outreach to industry and governmental communities. The board shall engage with chapters and with the Industry Communities Board to identify and confirm products and services of interest to industry and governmental communities and, following the offering of such products and services, shall coordinate with ComSoc marketing and membership to continue engaging consumers via membership and/or additional offerings of products and services. The Board shall also address the needs of non-member professionals when expanding and enhancing current offerings and initiating new ones, to the extent that these professionals can be viewed as potential new ComSoc members or consumers of additional ComSoc offerings.

The Industry Outreach Board shall identify and manage mutually beneficial relationships with related industry associations, which are defined as national or international industry and trade associations within ComSoc's scope (e.g., communications and networking) with the main focus of providing business value to members. The typical members of such a related industry association are companies or practitioners who normally would not participate in academic conferences, publish in archival journals, or consider themselves researchers. Examples of Related Industry Associations include, but are not limited to, the Pacific Telecommunications Council (PTC) and the OpenFog Consortium (OpenFog.)

B.3.2.3 Organizational Structure

The Board reports to the Member and Geographic Activities Council.

Board membership and term limits shall be as defined in the ComSoc Bylaws.

A member of this Board who serves as representative of another Board is appointed in consultation with that Board's Chair/Director. Members are appointed to their position drawing upon a field of candidates from the membership at large, with special attention given to individuals who have special expertise, have previously served in related capacities, or have held positions of responsibility within the Society.

B.3.2.4 Activities and Responsibilities

B.3.2.4.1 Director

Duties of the Director include, but are not limited to, the following:

- Chairing the Board
- Representing the Board on the Board of Governors and on the Member and Geographic Activities Council
- Providing guidance and direction to Board members in the conduct of their responsibilities
- Coordinating with ComSoc Staff in the conduct of their responsibilities
- Appointing a Board Vice Chair chosen among the Board voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board

B.3.2.4.2   Board

Responsibilities of the Board shall be as specified in the Bylaws and the Member and Geographic Activities Council P&Ps.

B.3.2.5   Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.3.2.5.1   Meetings

The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in). Other meetings (in-person or by teleconference) may be called on an as-needed basis.

Regular and special Board meetings (in-person or teleconference) shall be called on as specified in the Bylaws and in Clause A.2 of ComSoc's P&Ps.

B.3.2.5.2   Other

It is expected that, whenever possible, target completion dates shall be set, and that the responsible individual shall prepare periodic update reports to the Director and (where appropriate) the VP of Member and Geographic Activities. As needed, progress will be reported to the Operating Committee (OpCom) or Board of Governors (BoG) when they meet. Such reports shall be presented by the Director or by the VP of Member and Geographic Activities.

For specific activities of sustained interest, the Board may decide to create dedicated Working Groups that work on specific topics and report to the Board. The Working Group chairs shall be chosen from among the voting members of the Board.

The Director and the Board must work with and keep headquarters staff informed of their activities; particularly, the Society Executive Director or their designated proxy. Each report prepared by members for Board of Governors meetings shall be copied to headquarters staff.

B.3.2.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.3.2.7   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the Member and Geographic Activities Council before taking effect.

B.3.3 Member Services Board

B.3.3.1 Scope (from Bylaws, *verbatim*)

This Board is responsible for the oversight of all services and programs addressed to members and chapters, and oriented to membership retention and development in the four regions. In particular, this Board is responsible for developing and providing individual-level membership services globally.

B.3.3.2 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. These activities serve ComSoc members worldwide and their implementation is handled in collaboration with the four ComSoc Regional Directors AP, EMEA, LA and NA and ComSoc staff.

B.3.3.3 Organizational Structure

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

B.3.3.4 Activities and Responsibilities

B.3.3.4.1 Director

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the MGA Council
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- May appoint additional Board non-voting members as needed per the Bylaws
- May appoint the past Director – Member Services as an ex-officio non-voting member.
- May assume leadership for specific projects, as delegated by the Board

B.3.3.4.2 Board

Responsibilities of the Board shall be as specified in the bylaws and the MGA Council/BoG P&Ps.

The Board shall be responsible for developing and offering programs, and member activities that benefit individuals, chapters and sections to:

- 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 Board oversees the following member activities and programs:

- Chapter Funding
- Chapter Achievement Awards
- Distinguished Visitor Program
  - o Distinguished Lecture Tour (DLT)
  - o Distinguished Speaker Program (DSP)
- Membership Development Support Grant

B.3.3.5   Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

To facilitate follow-through, the Chair or a member of the Board shall assume leadership for specific projects.

Whenever possible, target dates shall be set, and the responsible individual shall prepare periodic 'update reports' to the VP-MGA and the Director – Member Services. As needed, progress shall be reported at BoG or OpCom meetings. Reports shall be submitted to the VP-MGA prior to these meetings. When necessary, the VP-MGA shall ask the Director – Member Services and/or a member of their Board to provide informal input to the Management Retreat.

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

B.3.3.5.1   Meetings and Email

The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in).

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

B.3.3.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.3.3.6.1   Chapter Funding

The key objectives are:

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

B.3.3.6.1.a   *The process*

At the beginning of each year the Chapter Questionnaire requesting updated information for the coming year is e-mailed by ComSoc Staff 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, in consultation with the 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 Staff office via wire transfer or the IEEE concentration (HOP) bank account.

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

- The Questionnaire has been modified: the funding and award portions are integrated in one document. The weights of different parameters that determine the award have been established.

- Prior to being approved for financial support, a chapter must have*:*
  - an updated web page with a link on the ComSoc web portal (never implemented)
  - and an active mailing list of chapter members hosted by ComSoc

- Funding support above and beyond the annual funding shall be made available to chapters for special projects deemed valuable. Other incentives for chapter initiated special programs are being considered (e.g., special meetings for membership development or membership level upgrade, etc.). Normally, however, the funding is depleted and this additional support does not occur.

B.3.3.6.2 Chapter Achievement Award (CAA) and Chapter-of-the-Year Award (CoYA) Programs

B.3.3.6.2.a   *Program Objectives*

In order to recognize and reward the outstanding achievements of its best chapters from amongst more than 200 chapters worldwide, ComSoc has established the Chapter Achievement Award Program. The program comprises two main awards: four Chapter Achievement 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 chapter annually and is selected from amongst 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.

B.3.3.6.2.b   *Award Descriptions*

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

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

CAA and CoYA award winning chapters shall be cited on the ComSoc web site and in the *IEEE Communications Magazine*.

B.3.3.6.2.c   *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) shall be mailed to ComSoc Staff by June 1st of the current year. The CQ shall 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 prospective 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)
     b. Reports must be sent to IEEE in compliance with IEEE timeframe.

B.3.3.6.2.d   *Award Selection Process*

The Regional Directors rank the annual performance of the chapters in their region (based on the CQs 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 Member Services, the VP-MGA, and additional members if needed (as determined by the Director). This Committee selects the winners of both the CAA and CoYA with ComSoc Staff acting as advisors when needed.

	Activity	**Activity Importance Points**
1.	Promote Membership Development	2
2.	3 Activities to promote membership	3
3.	Hold 3 technical meetings	3
4.	Hold educational or public relations program	2
5.	Hold student activity meeting	2
6.	Industry involved in chapter activities	2
7.	Organized full or half day seminar, symposium or conferences	2
8.	Five officers in place/reported: Chair, V-Chair, Treas, Sec., MD	2
9.	Membership Upgrade to Senior & Fellow	1
10.	Participated in a DLT	3
11	Turned in all IEEE reports on time	1
12.	Others	2
	Maximum points	**25**

B.3.3.6.3   ComSoc Membership and Global Activities Contribution Award (ComSoc-MGACA)

B.3.3.6.3.a   *Program Objectives*

With the goal of praising individuals who made significant advancements to the IEEE Communications Society membership and global activities, the ComSoc Membership and Global Activities Contribution Award (ComSoc-MGACA) was created. The award is given to those ComSoc members who made distinguished efforts for promoting membership and activities in their chapters, working hard to get new members, and also maintaining existing members. The goal of the award, which is given yearly to all qualifying applicants, is to motivate actions geared towards the improvement of the member base of ComSoc.

B.3.3.6.3.b   *Award Description*

Awardees of the ComSoc-MGACA who have made outstanding and substantial efforts to attract new members will receive a celebratory plaque recognizing their achievement. In addition, awardees shall receive one full year of IEEE and ComSoc membership dues and the choice of a one-year's subscription to any ComSoc publication (both paid for by ComSoc). If, one year after receiving this award, the awardee

can prove that efforts were made to successfully retain the new members recruited during the previous year, the awardee shall receive a second year of IEEE and ComSoc membership dues and their choice of renewal of the ComSoc publication subscription chosen in the first year or their choice of a different ComSoc publication subscription (both paid for by ComSoc).

B.3.3.6.3.c   *Award Nomination Process*

To be considered for the award, the applicant must contact the Vice-President of Membership and Global Activities, the Director of Member Services, the Director of Sister and Related Societies, and the Membership Manager at ComSoc. The message must be sent no later than October 1st for the award of that year and it must contain the following:

1. A description about the activities conducted during that year with the goal of attracting new members and/or maintaining existing members.

2. For the first-year award, a list of names of newly recruited ComSoc members in that local chapter (the list must include full name of the members as well as chapter association, email address, ComSoc join date and end date of current ComSoc membership).

3. For the second-year award, a list of names of members who were recruited and joined in the previous year and kept their membership in ComSoc active in the second year (the list must include full name of the members as well as chapter association, email address, ComSoc join date and end date of current ComSoc membership).

B.3.3.6.3.d   *Award Selection Process*

Applicants will qualify for the first-year award if they fulfill the requirements below.

1. They can provide a list of at least 50 newly recruited ComSoc members

2. Their local chapter attained a net gain of at least 50 members in their numbers,

3. The Vice-President of Membership and Global Activities, the Director of Member Services, the Director of Sister and Related Societies and the Membership Manager at ComSoc deem that those new members come directly from the actions of the applicant.

Moreover, applicants will qualify for the second-year award if they fulfill the following requirements.

1. They can provide a list of at least 50 members who joined ComSoc in the previous year and remained as members

2. The Vice-President of Membership and Global Activities, the Director of Member Services, the Director of Sister and Related Societies and the Membership Manager at ComSoc deem that those members continued their membership because of actions of the applicant.

Data related to number of members are based on statistics from the month of September at each year. Additionally, applicants from smaller chapters can alternatively combine with neighboring chapters for their evaluation.

B.3.3.6.4   Distinguished Lecturer/Speaker Program

Provided as a service to our local chapters, Distinguished Lecturer Tours and individual Distinguished Speaker events may be arranged in response to a request from one or more Chapter Chairs. They may also be initiated by Regional Directors, the Director – Member Services, or the VP-MGA. Although tours and individual lectures are organized to benefit existing members and Chapters, they may also be effective in generating membership and encouraging new chapter formation.

Lecture tours shall 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 should be allowed per year to each Distinguished Lecturer. Funding shall be in accordance with the following guidelines.

B.3.3.6.4.a *Distinguished Lecturer Tour (DLT) Program - Procedures*

Funding (up to approximately $3000) for DISTINGUISHED LECTURER TOURS (DLT) shall be provided to enable a lecturer to address multiple groups during a lecture tour. Normally, no more than $1,000 shall be approved for chapters when they organize a DLT and choose a lecturer from the same ComSoc region. However, ComSoc shall 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 shall approve up to approximately $3000 per tour. No more than two or three tours of this type should 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 shall be flexible for this type of (international) DLT to enhance our Globalization efforts. DLTs organized using "In-Region" lecturers should 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.

"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 - Member Services. 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-mail addresses
- If a university is involved, name of school, contact, and e-mail
- Name and e-mail address 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 may work directly with their Regional Director and DLT Coordinator. Regional Directors and DLT Coordinators shall be proactive in engaging the more passive or inactive chapters in DLT activities to help the chapters attract more members.

- The decision to approve a DLT request is the responsibility of the Director - Member Services with their final approval being announced with as much advance notice as possible (preferably two months prior to the tour)

- DLT budget change after the final approval. Please keep in mind that our DLT budget is very limited. The estimated budget for an approved DLT has been allocated from the ComSoc budget. If it appears that some estimated costs will be exceeded, it is imperative that you contact the DLT Coordinator prior to incurring those increased costs as additional approvals must be requested. Additionally, those Chapters participating in the DLT should consider that participation as a commitment since the approved DLT is based on said commitment.

- All arrangements must be made in advance with the 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 the ComSoc IT Department shall contact the lecturer regarding recording their lecture as a Webinar and the ComSoc Marketing Department shall contact the lecturer about promoting the tour on social media and 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 Staff on an IEEE Expense form and approved by the Director - Member Services. Receipts must be provided (in accordance with IEEE and Communications Society rules). The lecturer must not profit financially from the lecture tour. The IEEE Expense form is found at the Distinguished Lecturer web site:

  www.comsoc.org/about/memberprograms/distinguished-lecturers

B.3.3.6.4.b   *Distinguished Lecturers Tour (DLT) Organization*

Recommendations for organizing a DLT for local chapter chairs and Distinguished Lecturers:

- 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 DLT 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 the detailed level of organization or firming up lecturer.

- Give local organizers and the lecturer 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 the DLT Coordinator or each local contact to ensure that the following items are addressed to the satisfaction of the lecturer:
  o return transport from airport to lecture site/hotel
  o hotel recommendations where required
  o arranging additional local contacts or meetings for the lecturer
  o 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 the Communications Society). Use the lecturer as an ambassador to encourage membership - using their own style.

B.3.3.6.4.c   *Distinguished Speaker Program (DSP) – 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) may be a current or former Distinguished Lecturer, an IEEE Fellow, or a well-known person from industry and/or academia who is not a current or former DL. All Distinguished Speakers (DS) must be approved by the Director-Member Services before the event.

- A Distinguished Speaker Program (DSP) event is supported by up to a maximum amount of $500.00, which includes the following local expenses only: lodging, meals, transportation, publicity, A/V, copying, etc. All local expense from a DSP shall occur in the same city of the event. Exceptions (such as a train ticket from another city to the event city) shall be approved by the Director-Member Services.

- Before the event, the local chapter identifies a DS (or the 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 event and the expenses. The Regional Director should be in the loop as well. The DLT/DSP Coordinator contacts the Director-Member Services for final approval.

- After the event, the DS shall submit a written event report to ComSoc, which shall be posted on the ComSoc web site. Then the DS sends their expense report to ComSoc for reimbursement (all local expense reimbursements shall be submitted by the DS, not the local chapter). Finally, after the event, the local chapter shall evaluate the speaker and provide feedback to the DLT/DSP coordinator and the Director-Member Services.

B.3.3.6.5 Membership Development Support Grant

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 the Society 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

The MDSG program shall 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 funding for members to attend meetings and conferences deemed valuable to ComSoc, including:
  - Local/regional chapter lectures, seminars and workshops
  - MGA Council meetings, Member Services Board meetings, Regional Chapter Chair Congresses (RCCC), 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

B.3.3.6.5.a *The Grant*

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

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

B.3.3.6.5.b *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 (http://www.comsoc.org/about/MemberPrograms/MPSG) to ComSoc outlining the details of the proposed membership development activity, how the funds shall be used, and the expected value to ComSoc.

2. The application must be received by the Director – Member Services no later than 10 weeks before the event.

3. Applications from individual members and chapters shall be sent to their Regional Director for review and recommendation.

4. All applications, including the applications from the regions shall be sent by the Regional Directors or by a person specifically appointed by the Regional Directors to the Director – Member Services.

5. Applications shall be reviewed and awardees selected by the MDSG Committee. The Director – Member Services shall approve the grant.

6. ComSoc Staff shall notify each MDSG applicant (individual members, chapter or region) of the MDSG Committee's decision no later than five (5) weeks prior to the event. Awardees shall receive instructions regarding the actual financial procedures for processing the award funds.

B.3.3.6.5.c   *Disbursement of Grant:*

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

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

B.3.3.6.5.d   *Membership Development Support Grant (MDSG) Committee*

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

B.3.3.7   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.

B.3.4   Regional – Asia/Pacific Board (APB)

B.3.4.1   Scope (from Bylaws, *verbatim*)

The Asia Pacific Board (APB) is responsible for stimulating, coordinating and promoting the activities of ComSoc members and chapters throughout the AP region.

B.3.4.2   Objectives

The objectives of the APB shall be:

- APB shall promote the ComSoc membership in the AP region.
- APB shall foster the provision of ComSoc's technical and information services in the AP region.
- APB shall endeavor converging the interests and opinions of AP regional ComSoc members and reflect them to ComSoc's policies and procedures.
- APB shall promote the global and regional technical activities in the AP region.
- APB shall collaborate with other ComSoc boards, councils and Committees in the international matters.
- APB shall support ComSoc's collaboration with the Sister Societies in the AP region.
- APB shall promote and coordinate the ComSoc Chapter activities in the AP region.
- APB shall conduct other related businesses.

B.3.4.3   Organizational Structure

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

The positions available on the Board shall be as listed below although it is at the discretion of the Chair to fill any or all of these positions:

- Up to 3 Vice Director(s)/Chair(s)
- Secretary
- Up to 12 Advisors
- APB Standing Committee Chairs

The AP Director shall be appointed as specified in the Bylaws and requires the APB to submit a list of candidates to the President-Elect during an odd-numbered year. The procedure for creating the list of candidates shall be defined by the APB (see Activities and Programs Managed by the Board).

Officers should be appointed taking into account the need for balanced representation reflecting countries/areas, industrial, and academic affiliations.

B.3.4.3.1   APB Standing Committees

There shall be five Standing Committees reporting to the APB:

1. Technical Affairs Committee (APB-TAC),
2. Meetings and Conferences Committee (APB-MCC),
3. Information Services Committee (APB-ISC),
4. Membership Development Committee (APB-MDC),
5. Chapters Coordination Committee (APB-CCC).

Each APB Standing Committee shall have a chair and may be supported by Vice Chair(s) and a Secretary.

The Standing Committees shall have up to 5 voting members, including Chair, Vice-Chair and secretary. The term of all Standing Committees members is concurrent with the nominal terms of the APB Director.

The Vice-Chair(s), the Secretary, and other voting members of the Standing Committees shall be appointed by the AP Director upon recommendation of the relevant Standing Committee Chair.

B.3.4.4　Activities and Responsibilities

B.3.4.4.1　Director

Duties of the Director shall include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Member & Global Activities Council (MGA-C)
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint Board Vice Chair(s) chosen among the Board voting members
- May appoint additional non-voting members as needed per the bylaws
- May assume leadership for specific projects, as delegated by the Board
- Shall represent ComSoc to the AP Region.
- May appoint ComSoc members as APB representatives to other ComSoc organizations and meetings.
- May appoint the Past Director – APB as an ex-officio non-voting member.
- Shall endeavor to reflect the interests of the ComSoc members in the AP Region.
- Shall distribute information on APB activities to the appropriate ComSoc organizations and meetings.

B.3.4.4.2　Vice Director(s)/Chair(s)

The AP Director shall delegate one of the Vice Directors to serve as Chair of the Board when the Director is temporarily available or incapacitated.

B.3.4.4.3　Secretary

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

- 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.
- Preparing reports for APB meetings
- Record the meeting minutes of the APB meetings.
- Keep all APB documents and records.
- Acting for the Director and attending meetings as requested by the AP Director.
- Gather information from the ComSoc boards, councils, and Committees.
- Coordinate the mutual interests and the cross-boundary issues among APB Committees.
- Keep contacts with the APB officers and the AP office.
- Perform other activities as requested by the Director.

B.3.4.4.4　Advisor(s)

The Advisors shall provide advice to the AP Director and other APB officers.

B.3.4.4.5　Board

Responsibilities of the Board shall be as specified in the Bylaws and the MGA Council P&Ps.

B.3.4.4.6   APB Standing Committees

Each Committee shall perform the chartered functions described below.

B.3.4.4.6.a   *Technical Affairs Committee (APB-TAC)*

The APB-TAC shall manage the following technical related activities in cooperation with ComSoc Technical Committees and the other APB Standing Committees:

- Propose technical sessions/workshops for the ComSoc conferences;
- Foster session/workshop organizers from the Asia Pacific Region;
- Solicit qualified reviewers from the Asia Pacific 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;
- Foster AP members to get directly involved with ComSoc Technical Committee activities;
- Coordinate independent Workshops/Mini-Conferences in the AP region.

The APB-TAC Chair shall represent the APB when interacting with ComSoc's Technical and Educational Council's Boards and Standing Committees, ComSoc's Publications Council's Boards, and other technical organizations.

B.3.4.4.6.b   *Meetings and Conference Committee (APB-MCC)*

The APB-MCC shall manage the following meetings and conferences related activities in cooperation with the concerned ComSoc organizations and APB Committees:

- Distribute information on international meetings and conferences related to IEEE ComSoc and its Sister Societies.
- Distribute call for papers and other technical information to AP Regional ComSoc members
- Coordinate and support IEEE ComSoc supported international meetings and conferences in the AP region, including the APCC, ISPACS, EOCC, and APNOMS.
- Pursue the visibility of the APB in the above international conferences.
- Perform their statistical analyses for the ComSoc's major conferences including ICC, GLOBECOM, and INFOCOM, and the above AP Regional conferences.
- 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.

The APB-MCC Chairperson shall represent the APB when interacting with the Conference Council's Boards and Standing Committees, and other international conference organizations and meetings.

B.3.4.4.6.c   *Information Services Committee (APB-ISC)*

The APB-ISC shall manage the following information services for the AP Regional ComSoc members in cooperation with the AP Office, APB-MDC, and other ComSoc organizations:

- manage and update the AP Region Homepage to provide new and important information for the AP Regional ComSoc members
- publish and distribute the AP Newsletter
- provide a liaison to the IEEE Global Communication Newsletter (GCN)
- collaborate with the AP Office in information service-related matters

The APB-ISC Chair shall represent the APB in contacting the ComSoc Information Technology Department and other IEEE information service-related organizations.

B.3.4.4.6.d   *Membership Development Committee (APB-MDC)*

The APB-MDC shall manage the following membership development related matters in cooperation with the AP Office, APB-ISC and other related ComSoc and APB organizations:

- Manage the AP Regional e-mail reflector containing all AP Regional ComSoc members.
- Provide information and analyze statistics related to membership in the AP Region and overall.
- Collaborate with the APB-ISC and the AP Office in relation to information distribution.
- Coordinate with other ComSoc organizations in developing Sister Societies.

The APB-MDC Chair shall represent the APB when interacting with the Member Services Board and contacting other membership related ComSoc organizations.

B.3.4.4.6.e   *Chapters Coordination Committee (APB-CCC)*

The APB-CCC shall manage the coordination among ComSoc Chapters in the AP region and other Chapter related matters:

- Coordinate the activities and services of the ComSoc Chapters in the AP region
- Hold a yearly AP Regional Chapter meeting
- Collaborate with the AP Office in running the Distinguished Lecturer Tour (DLT) Program
- Collaborate with the AP Office in coordinating ComSoc Executives' visit to Chapters

The APB-CCC Chair may represent the AP Director to the AP Chapters, and shall represent the APB when contacting Chapters and other related ComSoc organizations and meetings.

B.3.4.5   Transaction of Business

All Board business and Committees thereof shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.3.4.5.1   Meetings and Email

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

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

B.3.4.5.2   Support Office (AP Office)

B.3.4.5.2.a   *Location*

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

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

1, Fusionopolis Walk, #04-07

South Tower, Solaris

Singapore 138628

Tel no: (65) 6778-2873, Fax no: (65) 6778-9723, Email: ieeeapo@ieee.org

B.3.4.5.2.b   *Operation*

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:

- assist the Technical Affairs APB Standing Committee in promoting the ComSoc at major ComSoc conferences.

- assist the Meeting & Conference APB Standing Committee in the e-mail distribution of conference announcements to Region 10 Committee members, Council and Section Chairs, and Communications Chapter Chairs for local distribution.

- assist the Information Services APB Standing Committee by contributing articles to the Global Communications Newsletter and supporting the coordination/production of the AP Homepage and the AP Newsletter.

- collaborate with the Membership Development APB Standing Committee on membership promotions in the AP Region.

- assist the Chapter Coordination APB Standing Committee in Chapter related matters. Under special circumstances, the APB-CCC may request the office to host its guest speakers/visitors and coordinate interaction between Chapters and ComSoc for special projects.

B.3.4.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

The APB shall specify the procedure for creating the shortlist of AP Director Candidates to submit to the President-Elect during an odd-numbered year.

B.3.4.6.1   Asia Pacific Director Candidate Nomination Procedure

B.3.4.6.1.a   *The Candidate Nomination Procedure*

An AP Nomination Committee (AP-NC) shall be established when needed. The AP-NC shall have five voting members.

The current AP Director and the previous AP Director shall be ex-officio voting members of the Nomination Committee, and the previous AP Director as applicable) serves as the chair of the Nomination Committee.

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 chair 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 may nominate and be nominated for the post of AP Director.

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.

The Chair 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-Elect during an odd-numbered year.

B.3.4.6.1.b   *AP Director Candidate Qualifications   AP Director Candidacy Qualification*

The candidate shall be an IEEE ComSoc member residing in the AP Region.

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.

The candidate shall make every effort to commit their time for attending all ICC/GLOBECOM conferences in their 2-year term in order to chair the APB meetings and represent the APB in the various ComSoc meetings to be held at those conferences.

B.3.4.6.2   IEEE ComSoc Asia/Pacific Young Researcher Award

This award honors researchers who have been very active in IEEE ComSoc publication and conference activities over the last three years.

B.3.4.6.2.a   *Criteria*

- The upper age limit is 35.
- Applicants must be members in the Asia Pacific region.
- The "IEEE ComSoc Asia-Pacific Young Researcher Award" will be given to the best candidate.
- The candidates not selected are eligible for the award of "Outstanding Young Researcher(s)" which can be issued at the same time.

B.3.4.6.2.b   *Award Prize*

- The recipient of the "IEEE ComSoc Asia-Pacific Young Researcher Award" shall receive a plaque and honorarium of US$500.
- Each outstanding young researcher shall receive a plaque and honorarium of US$250.

B.3.4.6.2.c   *Selection Process*

The APB shall establish a selection Committee, which shall determine the award recipient(s) from among the eligible applicants. The Committee will then determine the outstanding young researcher(s) from the remaining applicants.

Each applicant must send the application form to IEEE ComSoc APB TAC chair before the deadline. The application form shall include the following:

- Applicant's biography
- A list of publication and conference activities over the last 3 years.
- Description of main topics/thesis of the applicant over the last 3 years. (A4 1 page)
- The cover page should contain the applicant's name, affiliation, address, telephone, fax number and e-mail address.

B.3.4.6.2.d   *Award Process Timeline*

- July 1: Application forms due
- October 1: Announcement of awardees
- December: Awards ceremony at GLOBECOM.

Each application shall be sent to the following address by e-mail:

APB Technical Affairs Committee: APB-OFFICERS-TAC@ieee.org

(for email go to http://www.comsoc.org/about/boards/member-relations)

Questions may be directed to the AP Director.

B.3.4.6.3   IEEE ComSoc Asia-Pacific Outstanding Paper Award

Motion 11:18: "That the BoG approve an annual ComSoc Asia/Pacific Outstanding Paper Award sponsored by the IEEE Asia-Pacific Board given for an original paper authored by a ComSoc member/members in Asia/Pacific Region published in a ComSoc journal/conference in the previous 3 calendar years; prize is a plaque and honorarium up to US $500." **Approved BoG2 2011**

B.3.4.6.3.a   *Prize*

Plaque and honorarium up to US $ 500 (award total)

B.3.4.6.3.b   *Eligibility*

Given to an outstanding paper authored by ComSoc Members in the Asia-Pacific Region and published in IEEE ComSoc journals or conferences in the previous 3 calendar years. All authors' affiliations must be from the Asia-Pacific region at the time the paper is published. The paper shall be nominated by ComSoc members in the Asia-Pacific region. No self-nominations are acceptable.

B.3.4.6.3.c   *Basis of Judging*

Quality, originality, utility, timeliness, and clarity of presentation.

B.3.4.6.3.d   *Nominee Solicitation and Selection Process*

APB shall sponsor the award and establish a selection Committee. Nominations shall be solicited by the Committee chair; Committee shall select an award recipient from among the eligible nominees.

B.3.4.6.3.e   *Presentation*

Presented annually by the selection Committee chair at the APB meeting held at IEEE GLOBECOM (International Conference on Global Communications).

B.3.4.6.3.f   *Nomination Form*

Each nomination shall include:

- Cover page with nominator's name, affiliation, address, telephone, fax, and email.
- Information about nominated paper: title, authors' names, affiliations, source, publication month/year, contact information.
- Copy of the nominated paper
- Letter of recommendation (up to A4 1 page)

Application submission due: see the APB website http://chapters.comsoc.org/~apb/award/ (or the current "Call for Nominations" for details)

Each nomination must be e-mailed to APB Technical Affairs Committee at

APB-OFFICERS-TAC@ieee.org

(or see the current "Call for Nominations" for details)

B.3.4.7   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.

B.3.5   Regional – Europe Middle East and Africa Board (EMEA)

B.3.5.1   Scope (from Bylaws, *verbatim*)

The Europe Middle East and Africa Board (EMEAB) is responsible for stimulating, coordinating and promoting the activities of ComSoc members and chapters throughout the EMEA region.

B.3.5.2   Objectives

The objectives of the EMEAB shall be:

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

B.3.5.3   Organizational Structure

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

The positions available on the Board shall be as listed below although it is at the discretion of the Chair to fill any or all of these positions:

- Secretary
- Up to 12 Advisors
- EMEAB Standing Committee Chairs

The EMEA Director shall be appointed as specified in the Bylaws and requires the EMEAB to submit a list of candidates to the President-Elect during an odd-numbered year.

Officers should be appointed taking into account the need for balanced representation reflecting geographic/administrative areas, industrial and academic affiliations.

The EMEA Region Director shall 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.

The Director should be an active EMEAB member, who has attended at least two of the last four EMEAB meetings.

The Director shall make every effort to commit their time for attending all ICC/GLOBECOM conferences in their 2-year term in order to chair the EMEAB meetings and represent the EMEAB in the various ComSoc meetings held at those conferences.

B.3.5.3.1   EMEAB Standing Committees

There shall be seven Standing Committees reporting to the EMEAB:

- Technical Activities Committee (EMEAB-TAC)
- Awards Committee (EMEAB-AC)
- Information Services Committee (EMEAB-ISC)
- Membership Development Committee (EMEAB-MDC)

- Industry Relations Committee (EMEAB-IRC)
- Student Activities Committee (EMEAB-SAC)
- DLT and DSP Committee (EMEAB-DDC)

At the discretion of the Director and with the concurrence of the EMEAB, the Director may choose to establish one or more of the above EMEAB Standing Committees in a given year. An EMEAB Standing Committee shall have a chair, may be supported by Vice Chair(s) and a Secretary, and shall have up to 5 voting members including Chair, Vice Chair, and Secretary.

The term of all Standing Committee members is concurrent with the nominal term of the EMEA Director.

The Vice Chair(s), the Secretary, and other voting members of the Standing Committees shall be appointed by the EMEA Director upon recommendation of the relevant Standing Committee Chair.

B.3.5.4   Activities and Responsibilities

B.3.5.4.1   Director

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Member and Global Activities Council (MGA-C).
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- May appoint additional non-voting members as needed per the Bylaws
- May assume leadership for specific projects, as delegated by the Board
- Shall represent ComSoc to the EMEA Region.
- May appoint ComSoc members as the EMEAB representatives to other ComSoc organizations and meetings.
- May appoint the Past Director – EMEA Region as an ex-officio non-voting member.
- Shall endeavor to represent the interests of the ComSoc members in the EMEA Region.
- Shall prepare and distribute information on EMEAB activities to the appropriate ComSoc organizations and meetings.

B.3.5.4.2   Secretary

The Secretary shall assist the EMEA Director through the following activities:

- 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
- 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.
- Performing other activities required by the Director.

B.3.5.4.3   Advisor(s)

The Advisors shall provide advice to the EMEA Director and other EMEA officers.

B.3.5.4.4   Board

Responsibilities of the Board shall be as specified in the Bylaws and the MGA Council P&Ps.

B.3.5.4.5   EMEAB Standing Committees

Each Committee shall perform the chartered functions described below.

B.3.5.4.5.a   *Membership Development Committee (EMEAB-MDC)*

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

B.3.5.4.5.b   *Technical Activities Committee (EMEAB-TAC)*

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

The Technical Activities Committee shall perform 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 calls 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.

B.3.5.4.5.c   *Awards Committee (EMEAB-AC)*

The Awards Committee shall help chapter chairs in identifying candidates for the regional EMEA awards.

B.3.5.4.5.d   *Information Services Committee (EMEAB-ISC)*

The Information Services Committee shall help local chapter chairs in the identification and installation of information services, such as email servers, websites, community boards and others.

The Information Services Committee shall perform the following tasks:

- Managing and updating the EMEA Region WWW Homepage
- 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.

B.3.5.4.5.e   *Industry Relations Committee (EMEAB-IRC)*

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

B.3.5.4.5.f   *Student Activities Committee (EMEAB-SAC)*

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

B.3.5.4.5.g   *DLT & DSP Committee (EMEAB-DDC)*

DLT & DSP Committee shall help chapter chairs in identifying the need for distinguished lecturers and speakers, and in selecting corresponding lecturers. The Committee develops the overall DLT & DSP plan for the region, helps to schedule the lectures, and recommends the regional DLTs and DSPs for the approval of the EMEA Director.

B.3.5.5   Transaction of Business

All Board business and Standing Committees thereof shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.3.5.5.1   Meetings and Email

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

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

B.3.5.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.3.5.6.1   IEEE ComSoc Young Researcher Award for the Europe, Middle East, & Africa Region

Motion 10:02: *"IEEE ComSoc EMEA Regional Young Researcher of the Year Award recognizes ComSoc members in EMEA Region for their research activities in the Field of Interest of ComSoc as follows: Award is a plaque and honorarium of up to $500; maximum. This Award will be complemented by two awards for 'Outstanding Young Researchers' to comprise plaques and honorariums of up to $250 each. All 3 awards will be granted yearly."* (**Approved by BoG2 2010**)

The "IEEE ComSoc Young Researcher Award for the Europe, Middle East, and Africa Region" is sponsored by the IEEE Europe Middle East and Africa (EMEA) Region. This award honors researchers who have been very active in the IEEE through ComSoc publication and conference activities over the last three years.

B.3.5.6.1.a   *2015 EMEA Award Application*

B.3.5.6.1.b   *Award Criteria*

- The upper age limit is 35.
- Applicants must be an IEEE member, and reside in the EMEA Region.
- The "IEEE ComSoc Young Researcher Award for the EMEA Region" will be awarded to the best candidate.

B.3.5.6.1.c   *Award Prize*

- The recipient of the "IEEE ComSoc Young Researcher Award for the EMEA Region" shall receive a plaque and honorarium of US$500.

- The two runner-up Outstanding Young Researchers shall each receive a plaque and honorarium of US$250.

B.3.5.6.1.d   *Selection Process*

An EMEA Awards Committee shall determine the award recipient(s) from among the eligible applicants. The Committee shall then determine two additional outstanding young researchers from the remaining applicants.

Each applicant shall submit an Application to the Chair of the IEEE ComSoc EMEA Young Researcher Awards Committee before the deadline.

Applications shall include the following:

- Applicant's biography
- A list of publication and conference activities over the last three years, particularly in IEEE Periodicals. In case of multiple author publication, please explain the role of the nominee.
- Description of main topics/thesis of the applicant over the last three years. (A4 one page)
- The cover page should contain the applicant's name, affiliation, address, IEEE Membership Number, telephone, fax number and e-mail address.
- See http://www.comsoc.org/about/chapters/emea/regional-awards for the current application form.

B.3.5.6.1.e   *Important dates for 2015:*

- 30 November 2015*: Closing date for submissions*
- 01 February 2016*: Announcement of awardees*

Each application must be sent by e-mail to:

Chair - Young Researcher Award Program

(for email go to http://www.comsoc.org/about/boards/member-relations)

B.3.5.6.2   **EMEA Region Distinguished Service Award**

B.3.5.6.2.a   *Basis for Judging*

Evidence of significant contribution to the development of IEEE Communications Society activities in the EMEA Region.

B.3.5.6.2.b   *Eligibility*

Individual(s) who has(have) significantly contributed to the development of IEEE Communications Society activities in the EMEA Region

B.3.5.6.2.c   *Nominations*

- Nominations shall be solicited and may include electronic advertising for the award.
- Nomination shall include a supporting statement and a list of the particular activities and achievements of the nominee in the development of IEEE ComSoc in the EMEA Region.
- Nominations deadline is 31st of January annually
- Announcement of the winner: 31st of March annually

B.3.5.6.2.d   *Selection Process*

An EMEA Awards Committee shall determine the award recipient(s) from among the eligible nominees. The Committee shall then determine two additional outstanding young researchers from the remaining applicants.

B.3.5.6.2.e   *Award Prize*

The prize consists of a plaque and honorarium in the amount of USD$$400

B.3.5.6.2.f   ***Presentation***

Annually (as appropriate)

B.3.5.7   **Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.

B.3.6   Regional – Latin America Board (LA)

B.3.6.1   Scope (from Bylaws, *verbatim*)

The Latin America Board (LAB) is responsible for stimulating, coordinating and promoting the activities of ComSoc members and chapters throughout the LA region.

B.3.6.2   Objectives

The objectives of the LAB shall be:

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

B.3.6.3   Organizational Structure

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

The positions available on the Board shall be as listed below although it is at the discretion of the Chair to fill any or all of these positions:

- Secretary
- Up to 12 Advisors
- LAB Standing Committee Chairs

The LA Director shall be appointed as specified in the Bylaws and requires the LAB to submit a list of candidates to the President-Elect during an odd-numbered year.

Officers should be appointed taking into account the need for balanced representation reflecting geographic/administrative areas, industrial and academic affiliations.

The LA Region Director shall be an IEEE ComSoc member residing in the LA Region, has established strong professional roots in LA, and has actively participated in local and regional IEEE ComSoc events and programs.

The Director should be an active LAB member, who has attended at least two of the last four LAB meetings.

The Director shall make every effort to commit their time for attending all ICC/GLOBECOM conferences in their 2-year term in order to chair the LAB meetings and represent the LAB in the various ComSoc meetings held at those conferences.

B.3.6.3.1   LAB Standing Committees

There shall be nine Standing Committees reporting to the LAB:

- Technical Activities Committee (LAB-TAC)
- Awards Committee (LAB-AC)
- Information Services Committee (LAB-ISC)
- Membership Development Committee (LAB-MDC)

- Global Communications Newsletter (GCN) Committee (LAB-GCNC)
- Social Networks Committee (LAB-SNC)
- Industry Relations Committee (LAB-IRC)
- Student Activities Committee (LAB-SAC)
- DLT and DSP Committee (LAB-DDC)

At the discretion of the Director and with the concurrence of the LAB, the Director may choose to establish one or more of the above LAB Standing Committees in a given year. A LAB Standing Committee shall have a chair, may be supported by Vice Chair(s) and a Secretary, and shall have up to 5 voting members including Chair, Vice Chair, and Secretary.

The term of all Standing Committee members is concurrent with the nominal term of the LA Director.

The Vice Chair(s), the Secretary, and other voting members of the Standing Committees shall be appointed by the LA Director upon recommendation of the relevant Standing Committee Chair.

B.3.6.4   Activities and Responsibilities

B.3.6.4.1   Director

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Member and Global Activities Council (MGA-C).
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- May appoint additional non-voting members as needed per the Bylaws
- May appoint the Past Director – LAB as an ex-officio non-voting member.
- May assume leadership for specific projects, as delegated by the Board
- Shall represent ComSoc to the LA Region.
- May appoint ComSoc members as the LAB representatives to other ComSoc organizations and meetings.
- Shall endeavor to represent the interests of the ComSoc members in the LA Region.
- Shall prepare and distribute information on LAB activities to the appropriate ComSoc organizations and meetings.

B.3.6.4.2   Secretary

The Secretary shall assist the LA Director through the following activities:

- 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.

- Performing other activities required by the Director.

B.3.6.4.3 Advisors

The Advisors shall provide advice to the LA Director and other LAB officers.

B.3.6.4.4 Board

Responsibilities of the Board shall be as specified in the Bylaws and the MGA Council P&Ps.

B.3.6.4.5 LAB Standing Committees

Each Committee shall perform the chartered functions described below.

B.3.6.4.5.a *Technical Activities Committee (LAB-TAC)*

The Technical Activities Committee shall help chapter chairs in identification and support in organizing technical meetings, workshops, conferences, and publications. The Committee develops the overall technical activities plan for the region, helps to schedule the events and recommends the events for the approval of the LA Director. The Technical Activities Committee Chair shall act as Standing Committee member of the LATINCOM conference series.

The Technical Activities Committee shall perform 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.

B.3.6.4.5.b *Awards Committee (LAB-AC)*

The Awards Committee shall help chapter chairs in identifying candidates for the regional LA awards.

B.3.6.4.5.c *Information Services Committee (LAB-ISC)*

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

The Information Services Committee shall perform 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.

B.3.6.4.5.d *Membership Development Committee (LAB-MDC)*

The Membership Development Committee shall pursue membership development in cooperation with the LA Office and other related ComSoc and LAB organizations, shall promote Senior and Fellow elevations and shall provide information and shall analyze statistics related to membership in the LA Region.

B.3.6.4.5.e *Global Communications Newsletter Committee (LAB-GCNC)*

The Global Communications Newsletter (GCN) Committee shall stimulate LA chapter chairs to submit articles to the GCN and shall coordinate said efforts

B.3.6.4.5.f *Social Networks Committee (LAB-SNC)*

The Social Networks Committee shall create a strategy and implementation plan for publication of ComSoc official content and activities and ComSoc Region 9 conferences on social network platforms.

B.3.6.4.5.g *Industry Relations Committee (LAB-IRC)*

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

B.3.6.4.5.h *Student Activities Committee (LAB-SAC)*

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

B.3.6.4.5.i *DLT & DSP Committee (LAB-DDC)*

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

B.3.6.5   Transaction of Business

All Board business and Standing Committees thereof shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.3.6.5.1   Meetings and Email

LAB meetings shall be held at least twice a year. Unless otherwise notified, one LAB meeting shall be held during the IEEE LATINCOM conference.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

B.3.6.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.3.6.6.1   LA Director Candidates

The LAB shall specify the procedure for creating the shortlist of LA Director Candidates to submit to the President-Elect during an odd-numbered year.

B.3.6.6.1.a *The Candidate Nomination Procedure*

A Nomination Committee shall be established when needed.

The current LA Director and the previous LA Director shall be ex-officio voting members of the Nomination Committee.

The previous LA Director shall serve as the chair of the Nomination Committee.

The other members of the Nomination Committee shall be recommended by all "active" LAB members who attended two or more of the last four LAB meetings. The chair of the Nomination Committee shall send e-mails to request recommendations of members from all "active" LAB members, and then discuss with the current LA Director to select the three members from those recommended. The Nomination Committee shall reflect a reasonably balanced representation among different countries/areas, cultures and others. The three members of the Nomination Committee may nominate and be nominated for the position of LA Director.

The names/e-mail addresses of all 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.

The Chair of the Nomination Committee shall then conduct discussions among all Committee members via e-mails/conference calls or any other possible means. The Committee shall finally decide upon one (or two) candidate(s) for LA Director and recommend to the ComSoc President-Elect in an odd-numbered year.

B.3.6.6.1.b   *LA Director Candidacy Qualification*

The candidate shall be an IEEE ComSoc member residing in the LA Region.

The candidate should be an "active" LAB member for some period of time who has attended half or more of the last two years' LAB meetings before being considered as a candidate.

B.3.6.6.2   Latin America Region Awards Program

Latin America Awards Motion:

08:21 "that OpCom approve the creation of two Latin America regional awards, each award consisting of a plaque and honorarium of about $1000: Latin America Young Professional Award and Latin America Distinguished Service Award." Nelson Fonseca, OpCom, 15-16 September 2008.

- A program to recognize IEEE Communications Society members in the Latin America Region for their achievements was initiated. Nominations of individuals, who must be residents of our Region, are solicited for the following ComSoc Latin America awards.
  - o Distinguished Service Award
  - o Young Professional Award

There shall be special Calls for each of these awards. Residents of the Latin America Region are also eligible for major Communications Society awards described at

http://www.comsoc.org/about/memberprograms/comsoc-awards

B.3.6.6.2.a   *Awards Description and Awards Process*

- Each award consists of a plaque and honorarium in the amount of USD$$1000. The timeframe for issuing an award shall be determined by the ComSoc Director for Latin American in consultation with the Chair of the Latin American Awards Committee. Awards winners will be listed on the ComSoc Latin America Region Website. The awards ceremony will preferably be held at an event which includes regional ComSoc meetings or conferences.

- The Latin American Region Awards Committee is responsible for selecting award winners from among the nominated candidates, and the chair may designate sub-committees for different awards. The Committee shall have at least three members plus the chair. The chair is appointed by the Director of the Latin America Region, and the members of the Committee by the Director in consultation with the Awards Committee Chair.

- Candidates for awards must reside in the Latin America Region at the time of the publication or activity for which the awards are made and must be regular or student members of the IEEE Communications Society.

- The Awards Committee Chair and the Director of the Latin American Region are not eligible for any award during their term. If a member of the Committee is nominated for an award, that member shall not participate in the selection process for that award.

B.3.6.6.2.b   *Selection Process*

Final decisions shall be made by the Awards Committee on a timely schedule and approved by the Director of the Latin America Region.

Selection criteria shall be established by the Awards Committee chair in consultation with the Committee members. The reviews, voting, and any deliberations of the Awards Committee shall be strictly

confidential. If the Committee determines that no candidate fulfills the established criteria, no award should be issued regardless of the call for nominations.

B.3.6.6.2.c   *Nominations and Selection of Awards*

- Latin America Region Distinguished Service Award
    - o Basis for Judging: Evidence of significant contribution to the development of IEEE Communications Society activities in the Latin America Region
    - o Eligibility: Individual who have significantly contributed to the development of IEEE Communications Society activities in the Latin America Region
    - o Nominations:
        - ▪ Nominations should be solicited and can include electronic advertising for the award.
        - ▪ Nomination should include a supporting statement
    - o Award Prize: plaque and honorarium in the amount of $1000
    - o Presentation: Annually (as appropriate)

- Latin America Region Young Professional Award
    - o Basis for Judging: Evidence of an outstanding and promising professional record in the field of communications
    - o Eligibility: Professionals in communications and related fields in the first five years of their careers following a professional degree
    - o Nominations: Nominations should include a supporting statement as well as contact information of the nominee and of the nominator
    - o Award Prize: Prize consists of consists of a plaque and honorarium in the amount of $1000
    - o Presentation: Annually (as appropriate)

B.3.6.6.2.d   *Contact*

LA Regional Director.

B.3.6.7   **Approval of P&Ps**

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.

B.3.7 Regional – North America Board (NA)

B.3.7.1 Scope (from Bylaws, *verbatim*)

The North America Board (NAB) is responsible for stimulating, coordinating and promoting the activities of ComSoc members and chapters throughout the North America region.

B.3.7.2 Objectives

The objectives of the NAB shall be:

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

B.3.7.3 Organizational Structure

The Board reports to the Member and Global Activities Council (MGA-C).

Board membership and term limits shall be specified in the Bylaws.

The positions available on the Board shall be as listed below although it is at the discretion of the Chair to fill any or all of these positions:

- Director/Chair
- Vice Chair
- Secretary
- Regional Representatives (one for each NA Region 1-7)
- DLT/DSP Coordinator
- NAB Standing Committees
- Up to 12 Advisors

The NA Director shall be appointed as specified in the Bylaws and requires the NAB to submit a list of candidates to the President-Elect during an odd-numbered year.

Officers should be appointed taking into account the need for balanced representation reflecting geographic/administrative areas, industrial and academic affiliations.

The NAR Director shall 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.

The candidate should be an active NAB member, who has attended at least two of the last four NAB meetings.

The candidate shall make every effort to commit their time for attending all ICC/GLOBECOM conferences in their 2-year term in order to chair the NAB meetings and represent the NAB in the various ComSoc meetings held at those conferences.

B.3.7.3.1 NAB Standing Committees

There shall be six Standing Committees reporting to the NAB:

- Technical Activities Committee (NAB-TAC)
- Awards Committee (NAB-AC)
- Information Services Committee (NAB-ISC)
- Membership Development Committee (NAB-MDC)
- Industry Relations Committee (NAB-IRC)
- Student Activities Committee (NAB-SAC)

At the discretion of the Director and with the concurrence of the NAB, the Director may choose to establish one or more of the above NAB Standing Committees in a given year. An NAB Standing Committee shall have a chair named from the Regional Representatives, may be supported by Vice Chair(s) and a Secretary, and shall have up to 5 voting members including Chair, Vice Chair, and Secretary.

The term of all Standing Committee members is concurrent with the nominal term of the NA Director.

The Vice Chair(s), the Secretary, and other voting members of the Standing Committees shall be appointed by the NA Director upon recommendation of the relevant Standing Committee Chair.

B.3.7.4   Activities and Responsibilities

B.3.7.4.1   Director

Duties of the Director include, but are not limited to, the following:
- Chairs the Board
- Represents the Board on the Board of Governors and on the Member and Global Activities Council (MGA-C).
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- May appoint additional non-voting members as needed per the Bylaws
- May appoint the Past Director – NAB as an ex-officio non-voting member
- May assume leadership for specific projects, as delegated by the Board
- Shall represent ComSoc to the NA Region.
- May appoint ComSoc members as the NAB representatives to other ComSoc organizations and meetings.
- Shall endeavor to represent the interests of the ComSoc members in the NA Region.
- Shall prepare and distribute information on NAB activities to the appropriate ComSoc organizations and meetings.

B.3.7.4.2   Vice Chair

The NA Vice Chair shall serve as Chair of the Board when the Director is temporarily unavailable or incapacitated.

B.3.7.4.3   Secretary

The Secretary shall assist the NA Director through the following activities:
- 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
- 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.
- Performing other activities required by the Director.

B.3.7.4.4 Regional Representatives

The Regional Representatives shall provide regional advice to the NA Director and coordinate regional activities with chapter chairs. The Regional Representatives shall establish/maintain a relationship with the chapters in their region. In addition, at the discretion of the Director, each Regional Representative may be appointed Chair of one of the NAB Standing Committees.

B.3.7.4.5 DLT/DSP Coordinator

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

B.3.7.4.6 Advisors

The Advisors shall provide advice to the NA Director and other NA officers.

B.3.7.4.7 Board

Responsibilities of the Board shall be as specified in the Bylaws and the MGA Council P&Ps.

B.3.7.4.8 NAB Standing Committees

Each Committee shall perform the chartered functions described below.

B.3.7.4.8.a *Membership Development Committee (NAB-MDC)*

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

B.3.7.4.8.b *Technical Activities Committee (NAB-TAC)*

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

The Technical Activities Committee shall perform 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.

B.3.7.4.8.c *Awards Committee (NAB-AC)*

The Awards Committee shall help chapter chairs in identifying candidates for the regional NA awards. The members of the Awards Committee are appointed by the Director in consultation with the Awards Committee Chair.

B.3.7.4.8.d *Information Services Committee (NAB-ISC)*

The Information Services Committee shall help local chapter chairs in the identification and installation of information services, such as email servers, websites, community boards and others.

The Information Services Committee shall perform 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.

B.3.7.4.8.e *Industry Relations Committee (NAB-IRC)*

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

B.3.7.4.8.f *Student Activities Committee (NAB-SAC)*

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

B.3.7.5 Transaction of Business

All Board business and Standing Committees thereof shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.3.7.5.1 Meetings and Email

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

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

B.3.7.6 Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.3.7.6.1 North America Region Exceptional Service Award

Motion Approved (BoG 6/2009)

Goal - to recognize ComSoc members in the North America Region for their activities and contributions for the success of their local chapters and regions

B.3.7.6.1.a *Award*

- "IEEE ComSoc North American Regional Exceptional Service Award"
- Award consists of a plaque and honorarium of USD $400
- Maximum of 3 awards shall be granted each year

B.3.7.6.1.b *Selection Process*

Nominations are made by NA chapters

The North America Board Awards Committee is responsible for selecting award winners from among the nominated candidates.

B.3.7.7   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the MGA-C before taking effect.

B.3.8 Women in Communications Engineering (WICE) Standing Committee

B.3.8.1 Scope (from Bylaws, *verbatim*)

This Committee is responsible for encouraging the participation and membership of women communications engineers in the Society.

B.3.8.2 Objectives

The objectives of the WICE Standing Committee are:

- Promote the visibility and roles of women communications engineers
- Initiate, stimulate and coordinate activities of WICE
- Foster connections among the under-represented women in communications and related research fields
- Foster the provisioning of ComSoc's technical, professional development, and information services to its members
- Advocate for the interest and opinions of WICE and represent their interests in establishing the policies and procedures of ComSoc
- Support information exchange and collaboration with other ComSoc boards, councils and committees
- Support information exchange and collaboration with other groups within IEEE and sister societies.

B.3.8.3 Organizational Structure

The Committee reports to the Member and Global Activities Council.

Basic Committee membership and members' terms shall be defined in the Bylaws.

Up to three of the Members-at-Large shall be former WICE Chairs. Anybody interested in participating in WICE activities, or attending WICE in-person meetings, or signing up for the WICE mailing list is a WICE non-voting member.

B.3.8.4 Activities and Responsibilities

B.3.8.4.1 Chair

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the Member and Global Activities Council (MGA)
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- May appoint additional non-voting members as needed per the bylaws
- May assume leadership for specific projects, as delegated by the Committee
- May appoint WICE representatives to other ComSoc organizations and meetings, when appropriate.
- Preparation and distribution of information of WICE activities to ComSoc executives, organizations and meetings.
- Coordinate WICE activities with other ComSoc organizations.

B.3.8.4.2 Vice Chair

- Coordinates WICE activities;
- Initiates new WICE activities;
- Nominates deserving WICE individuals for various distinctions and awards;

- Organizes joint activities with under-represented groups within IEEE and sister societies.

B.3.8.4.3   Publicity Chair

- Maintains an up-to-date website;
- Maintains an active WICE Facebook site and LinkedIn group;
- Promotes WICE activities to ComSoc members by various means;
- Connects to the IEEE staff for any WICE publicity-related issues.

B.3.8.4.4   Secretary

- Coordinates the WICE meetings, arranging the meeting time schedule, reserving the meeting room and food, and informing the members via the e-mail list;
- Prepares reports for the WICE Committee and MGA Council meetings;
- Records the minutes of the WICE meeting;
- Maintains contact with the WICE voting members and Chair;
- Sends announcements to the WICE e-mail list.

B.3.8.4.5   IEEE Women in Engineering Committee (WIEC) Society Coordinator

The IEEE WIEC Society Coordinator shall be the liaison between WICE and WIEC. The individual will be in contact with IEEE WIEC, participating in various WIEC sub-committees, and informing WICE about any possibility of joint activities. The IEEE WIEC Society Coordinator, the WICE Chair or another voting member shall attend the annual WIEC meeting and associated conference, with travel support from the MGA Council.

B.3.8.4.6   Awards Sub-Committee Member-at-Large

The Awards Sub-Committee Member-at-Large is a voting member of the Awards Sub-Committee

B.3.8.4.7   Members-at-Large

Members-at-Large (MALs) shall advise/support other voting members in their WICE Committee activities.

B.3.8.4.8   Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the Member and Global Activities Council P&Ps.

B.3.8.5   Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps

B.3.8.5.1   Meetings and Email

The Committee shall hold at least one in-person regular meeting per year at ICC or GLOBECOM (with the possibility of remote participation by dial-in).

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.3.8.6   Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

B.3.8.6.1   WICE Awards Sub-Committee

The WICE Committee shall establish an Awards sub-committee which is chaired by the WICE Chair.

The voting members shall be:

- Chair

- Vice Chair
- Secretary
- Publicity Chair
- Awards Sub-Committee Member-at-Large

The following WICE Awards shall be established:

- Outstanding Achievement Award
- Outstanding Service Award
- WICE Mentorship Award

The Awards sub-committee shall solicit nominations for the WICE awards via email from the WICE members, assess the nominations for WICE awards and select recipients. The nominations shall include a concise description of the candidate's contribution and any supporting material showing the significance of the nominee's contributions.

Any person may nominate a candidate for an award, except the members of the WICE Awards Sub-Committee. Any individual, except members of the WICE Awards Sub-Committee, may be nominated for the WICE awards. The nominee shall not be a recipient of the same award in the year previous to the nomination.

B.3.8.7   Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the MGA-C before taking effect.

B.3.9 ComSoc Young Professionals (ComSoc YP) Standing Committee

B.3.9.1 Scope (from Bylaws, *verbatim*)

This Committee is responsible for encouraging Young Professionals (as defined by IEEE) to become Communications Society members and to participate in its activities. It will do this through developing programs and initiatives attractive to Young Professionals, empowering them to make valuable contributions to the Society and the entire IEEE organization, giving them a voice in Society direction, and by preparing them for future leadership roles.

B.3.9.2 Objectives

The objectives of the ComSoc YP Standing Committee are:

- Initiate, stimulate, and coordinate activities of ComSoc YP
- Foster connections among young professionals in communications and related research fields
- Foster the provisioning of ComSoc's technical, professional development, and information services to its members
- Advocate for the interest and opinions of YP and represent their interests in establishing the policies and procedures of ComSoc
- Support information exchange and collaboration with other ComSoc boards, councils and committees
- Support information exchange and collaboration with other YP groups within IEEE and sister societies.

B.3.9.3 Organizational Structure

The Committee reports to the Vice President-Member and Global Activities (VP-MGA).

Basic Committee membership and members' terms shall be defined in the Bylaws. At the discretion of the chair, the following positions may be created:

- Secretary
- Publicity Coordinator
- Funding Coordinator

The Members-at-Large shall be former ComSoc YP Chairs of their Sections. Those interested in participating in ComSoc YP activities, or attending ComSoc YP in-person meetings, or signing up for the ComSoc YP mailing list shall be ComSoc Young Professionals and non-voting members of the committee.

B.3.9.4 Activities and Responsibilities

B.3.9.4.1 Chair

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the Member and Global Activities Council (MGA)
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- May appoint additional non-voting members as needed per the bylaws
- May assume leadership for specific projects, as delegated by the Committee
- May appoint ComSoc YP representatives to other ComSoc organizations and meetings, when appropriate.
- Preparation and distribution of information of YP activities to ComSoc executives, organizations and meetings.

- Coordinate YP activities with other ComSoc organizations.

B.3.9.4.2   Secretary

- Coordinates the ComSoc YP meetings, arranging the meeting time schedule, reserving the meeting room and food, and informing the members via the e-mail list;
- Prepares reports for the ComSoc YP Committee and MGA Council meetings;
- Provides an annual written report, which will be distributed to the Society President, Vice Presidents, and Technical Committee Chairs prior to each ICC.
- Records the minutes of the ComSoc YP meeting;
- Maintains contact with the ComSoc YP voting members and Chair;
- Sends announcements to the ComSoc YP e-mail list.

B.3.9.4.3   Publicity Coordinator

- Maintains an up-to-date website;
- Maintains an active ComSoc YP Facebook site;
- Promotes ComSoc YP activities to ComSoc members by various means;
- Coordinates with ComSoc staff for any ComSoc YP publicity-related issues.

B.3.9.4.4   Funding Coordinator

- Liaise with other IEEE organizations to identify funding options;
- Raise awareness of funding options among ComSoc YP members;
- Work with ComSoc YP Section Chairs to coordinate the preparation of funding proposals;
- Encourage ComSoc YP groups to provide financial and activities report.

B.3.9.4.5   Members-at-Large

Members-at-Large (MALs) shall advise/support other voting members in their ComSoc YP Committee activities.

B.3.9.4.6   Committee

Responsibilities of the Committee shall be as specified in the Bylaws, the Member and Global Activities Council P&Ps, and these P&Ps.

B.3.9.5   Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps

B.3.9.5.1   Meetings and Email

The Committee shall hold at least one in-person regular meeting per year at ICC or GLOBECOM (with the possibility of remote participation by dial-in).

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.3.9.6   Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

B.3.9.6.1   ComSoc YP Awards Sub-Committee

The ComSoc YP Committee shall establish an Awards sub-committee, which is chaired by the ComSoc YP Chair. The voting members shall be:

- Chair

- Secretary
- Publicity Coordinator
- Funding Coordinator

The IEEE Communications Society (ComSoc) Young Professionals (YPs) Committee has established the annual IEEE ComSoc Best YP Awards, one for each of the following areas:

- Academia;
- Industry.

Nominee for the IEEE ComSoc Best YP in Academia Award must be a young scientist or engineer who is currently working for academia at any level (Ph.D. student, Post Doc fellow, Assistant Professor, Associate Professor, Full Professor) and who has made significant contributions in the communications field. Priority will be given to nominees that prove significant contributions within ComSoc's field of interest.

Nominee for the IEEE ComSoc Best YP in Industry Award must be a YP who is currently working for a company and who has demonstrated significant contributions to the industry in terms of innovative research and/or development of concepts, frameworks, products, and services in the communications field. Priority will be given to nominees that prove significant contributions within ComSoc's field of interest.

The Awards sub-committee shall solicit nominations for the ComSoc YP awards via email from the ComSoc YP members, assess the nominations for ComSoc YP awards, and select recipients. The nominations shall include a concise description of the candidate's contribution and any supporting material showing the significance of the nominee's contributions.

Any person may nominate a candidate for an award, except the members of the ComSoc YP Awards Sub-Committee. Any individual, except members of the ComSoc YP Awards Sub-Committee, may be nominated for the ComSoc YP awards. The nominee shall not be a recipient of the same award in the year previous to the nomination.

B.3.9.7 Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the MGA-C before taking effect.

B.4 PUBLICATIONS COUNCIL (PUB-C) AND BOARDS THEREOF

B.4.1 Publications Council

B.4.1.1 Scope (from Bylaws, verbatim)

This Council is responsible for the needs of the Society and Society Members related to print and electronic projects, such as journals, magazines, TC-edited Newsletters and similar publications, and online offerings, not including conference publications.

B.4.1.2 Objectives

The Publications Council shall:

- Formulate strategic directions within its scope
- Establish policies that affect member services in the area of Journals, Magazines, and Online Content
- Maintain the vitality of existing publications and online content
- Assure that existing publications and online content continue to meet the current needs of the Society Members
- Supervise the incubation process for new publications
- Analyze possible technical and/or financial co-sponsorship of journals published by Sister Societies

B.4.1.3 Organizational Structure

The Council reports to the BoG.

Council membership and term limits shall be specified in the Bylaws. Traditionally, the members of the Journals, Magazines, and Online Content Boards have been invited to serve as non-voting members of the Council.

B.4.1.4 Roles and Responsibilities of Council Members

B.4.1.4.1 Vice President

Duties of the Vice President – Publications (VP-PUB) include, but are not limited to, the following:

- Chairs the Council
- Represents the Council on the Board of Governors
- Provides guidance and direction to Council members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Council Vice Chair chosen among the Council voting members
- May appoint additional non-voting members as needed per the bylaws
- In the event that the Vice President cannot attend a Management Retreat, OpCom or BoG meeting, the Vice President shall consult with the President to designate a Director to fill that role on a per-meeting basis.

B.4.1.4.2 Directors

Duties of the Directors of the Boards reporting to this Council include, but are not limited to, the following:

- Serve as voting members on the Council

- Represent their respective Boards on the Council
- Chair their respective Boards
- Coordinate with ComSoc Staff in the conduct of their responsibilities

B.4.1.5 Responsibilities of the Council and its Boards

B.4.1.5.1 Council

The Council works within its scope and executes plans to achieve its objectives, eventually assigning tasks to its Boards.

The Council shall approve the P&Ps of its Boards.

The Council manages:

- Incubation Process for Journals and Magazines
- Sister Society Journals/Magazines – Financial and/or Technical Co-Sponsorship
- Handling of manuscripts coauthored by members of the Editorial Board
- Approval of the Magazines and Journals Page Budgets (i.e., number of pages to be published each year) as well as any changes thereof
- Subscription fees and overlength page charges for wholly owned Magazines and Journals

B.4.1.5.2 Boards

Scope of the Boards reporting to this Council shall be defined in the Bylaws.

The programs managed at the Board level are listed below. The policies for these programs shall be specified in the Board P&Ps.

- The Journals Board manages the Society's journals, both wholly owned and those co-sponsored with other IEEE and non-IEEE societies, to ensure sustained quality and proper focus on ComSoc's technical scope.
- The Magazines Board manages the Society's magazines, both wholly owned and those co-sponsored with other IEEE and non-IEEE societies, to ensure sustained quality and proper focus on ComSoc's technical scope.
- The Online Content Board manages online offerings, initiates new online offerings, and oversees online content integration across Society publications, conferences, and educational products.

B.4.1.6 Transaction of Business

All Council business and Boards thereof shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.4.1.6.1 Meetings and Email

The Council shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Council and its Boards shall be as specified in the Society Bylaws.

B.4.1.6.2 Other Provisions

To facilitate coordination with ComSoc Staff,

- All PUB-C reports prepared by the Council shall be copied to ComSoc Staff
- The VP-PUB shall copy the ComSoc Publications Manager on any emails related to changes in publication policy or needs.

Areas of concern, issues, or proposals for new initiatives may be 'generated' anywhere - from members of the Board of Governors (BoG), the Operating Committee (OpCom), Society Councils or members of their boards, Society members, the ComSoc 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 shall be set, and that the responsible individual shall prepare periodic 'update reports' to the Vice President and (where appropriate) the Director. As needed, progress shall be reported to the Operating Committee (OpCom) or Board of Governors (BoG) when they meet. Such reports shall be presented by the Vice President or, at the Vice President's discretion and in consultation with the President, the responsible Director. In any case, the Vice President shall receive Director's reports no fewer than four weeks prior to OpCom and BoG meetings. This gives the Vice President time to prepare their own report in conformance with adequate lead time. Additionally, the Vice President may ask Members of the Publications Council to provide informal input to the annual Management Retreat.

B.4.1.7   Policies of Activities and Programs Managed by the Council

B.4.1.7.1   Incubation process for Journals and Magazines

New publications ideas can come from the Publications Council as well as other members of ComSoc. For example, a Technical Committee may propose a new journal idea.

Specific details of implementation are intentionally avoided in order to allow for maximum flexibility in dealing with individual proposals. Each proposal for a new publication effort shall almost certainly have unique features that shall require special handling by the Publications Council.

Publications may be incubated through existing periodicals. For journals this means incubating a publication as a JSAC series. JSAC publishes 9 issues per year, leaving 3 issues available for ComSoc incubation: March, July and November. For magazines, new publications are incubated as print (or electronic) supplement/series to IEEE Communications Magazine.

In some cases, publications can go directly to the IEEE proposal phase. However, it is more prudent to first incubate the topic before starting the official proposal phase.

Once a new periodical is approved for proposal by the Publications Council, the VP-PUB is responsible for drafting the IEEE proposals for the new journal. This work is done in close cooperation with the ComSoc Staff Publications Manager and those who initiate the proposal/special series.

A five-stage process for new publications is recommended as follows:

1. Development of a formal proposal and business case for the new publication;
2. Approval by the Publications Council and the ComSoc Board of Governors.
3. Testing the concept of the periodical as a JSAC series or a magazine supplement;
4. Initiating the IEEE proposal process (see Section 5.4 of the IEEE Technical Activities Board Operations Manual at http://www.ieee.org/documents/tab_operations_manual.pdf and the Periodicals Process at https://ta.ieee.org/operations/periodicals, (this site may require IEEE member login credentials.)
5. Launch the new journal
   a. Successful completion of each step leads to the next. A new periodical proposal should ensure that: The number of quality papers is large enough to ensure the viability of the proposed periodical
   b. There is sufficient interest from ComSoc members;
   c. The new periodical can be introduced without jeopardizing the viability of existing periodicals (For example, 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 periodical are asked to prepare a business case justifying the concept.

Aspects of this business case should include 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., 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. The proposal shall be reviewed by the Publications Council. If approved by the Publications Council, the incubation process shall then begin.

At the end of 1-2 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 proposal needs to be prepared and approved by the BoG. The incubation shows promise but is not yet ready to "hatch" into a new periodical. In this case, a decision may be made to continue the incubation process for a further year at the end of which a final decision shall be made.

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

B.4.1.7.2   Sister Society Journals/Magazines – Financial and/or Technical Co-Sponsorship

Sister Society Journals/Magazines – Financial and/or Technical Co-Sponsorship Technical and (possibly) financial co-sponsorship of journals/magazines published by Sister Societies is one of the ways in which the IEEE Communications Society may 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.

B.4.1.7.2.a   *New Journal/Magazine*

A Sister Society may 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 VP-PUB 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).

B.4.1.7.2.b   *Technical Co-sponsorship Only*

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 shall 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 two independent 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.

B.4.1.7.2.c   *Financial and Technical Co-sponsorship*

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.

B.4.1.7.2.d   *Technical and Financial Co-sponsorship of Existing Sister Society Journal/Magazines*

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

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 shall 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 may assist in identifying candidate ComSoc editors who are non-native to the Sister Society.

A brief proposal must be submitted to the ComSoc VP-PUB 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 shall 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 shall 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, and institutions), and number of papers submitted per year, growth of the journal since inception, and anticipated future growth.

The remainder of the single-issue proposal shall 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 shall also include a timeline 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 shall 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.

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 VP-PUB 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 shall include a preamble, as delineated in the above section on the Single Issue mode. In addition, the proposal shall 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 shall consider Full Volume technical co-sponsorship proposals from Sister Societies which 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 shall 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, shall 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 shall 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 shall 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 shall be identified, and some form of marketing shall 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.

Memorandum of Understanding (MOU)

After approvals have been obtained by the various groups or individuals noted above, a Memorandum of Understanding (MOU) shall be written by the ComSoc VP-PUB. 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 shall be posted on IEL/Xplore or not, and, if so, how the IEL/Xplore revenues induced by it shall be shared between 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.

B.4.1.7.3   Handling of manuscripts coauthored by members of the Editorial Board

The ComSoc publication process is aligned with the rules expressed in the IEEE Publication Services and Products Board Operation Manual. Particular care shall be devoted to avoiding 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:

1. 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
2. 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
3. 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.

B.4.1.7.4   Subscription Fees and Overlength Page Charges of Wholly Owned Periodicals

The Council is responsible for proposing subscription fees and overlength page charges for new and existing wholly owned Magazines and Journals. All changes to the overlength page charges and subscription fees require BoG approval and shall be sent for review to FinCom with sufficient notice before being forwarded to the BoG. Excluded from this policy are the yearly adjustments to the subscription fees recommended by IEEE.

B.4.1.8   Approval of P&Ps

All changes to these Council P&Ps shall be approved by the Council and by the BoG before taking effect.

B.4.2 Journals Board

B.4.2.1 Scope (from Bylaws, *verbatim*)

This Board is responsible for the oversight of Society journals.

B.4.2.2 Objectives

The Journals Board shall be responsible for oversight and management of Society journals, specifically, establishing policies and setting strategic directions for the archival journals published by the IEEE Communications Society (ComSoc), within the context of providing services to Society members and the wider professional community. It also recognizes the value of journals in generating revenue for the Society and IEEE.

B.4.2.3 Organizational Structure

The Board reports to the Publication Council.

Board membership and term limits shall be specified in the Bylaws. The terms for ex-officio members (EiCs) shall be concurrent with their ex-officio terms.

The Members-at-Large of the Board shall be appointed to their position drawing upon a field of candidates from the membership at large, with special attention given to individuals who have previously served in related capacities.

B.4.2.4 Activities and Responsibilities

B.4.2.4.1 Director

Duties of the Director shall include, but are not limited to, the following:

- Represents the Board on the Board of Governors and the PUB-Council
- Chairs the Board
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board
- Works with the Board to maintain/update the best practices for journals and EiCs

Additional duties of the Director of Journals shall include:

- Working with IEEE and ComSoc staff to solve publications problems as they occur and ensure that all publications are produced in a timely manner and are consistent with IEEE publications requirements.
- Alerting the VP-PUB, the Treasurer, and the Executive Director of ComSoc of page budget over-runs as soon as they are projected for a journal and obtaining approval for significant over-runs (on the order of 200 pages) from the VP-PUB.
- Working with the EiCs to approve the editorial page budgets for each journal and recommending changes to the VP-PUB.
- As terms in-office for EiCs draw to a close, the Director of Journals shall be responsible for appointing new EiCs for ComSoc's wholly owned journals. The appointment shall be made by the Director of Journals after consultation with the VP-PUB and approval by the BoG.
- Working with the Director of Magazines and the Director of Online Content to ensure that meeting facilities are available at regularly scheduled joint meetings of the Publication Council, the Journals Board, the Magazines Board, and the Online Content Board.

- The Director of Journals shall be expected to attend regularly scheduled meetings of the ComSoc Board of Governors and meetings of OpCom (when invited). If the Director is unable to attend, the Director shall consult with the VP-PUB to name an alternate on a per-meeting basis. Normally, the alternate shall be a member of the Journals Board.

- At the end of the term, the outgoing Director of Journals informs the incoming Director of Journals about their duties and the status of the Journals Board in order to ensure a smooth transition.

B.4.2.4.2   Board

The Journals Board shall be responsible for oversight and management of ComSoc's archival journals. Duties of the Journals Board shall include:

- Formulating strategic directions for the suite of journals published by the IEEE Communications Society, ensuring that the technical scope of the Communications Society is reflected by the suite of journals and that the suite of journals continues to meet the needs of the Society members.

- Ensuring the quality of all publications for which the Board is responsible.

- Establishing policies which affect member services in the area of Journals Publications.

- Continuously studying the suite of Journals offered by ComSoc and recommending changes as appropriate. Recommendations should be made to the VP-PUB and, as examples, could include the addition of new Journals or changes in the publication schedule.

- The Journals Board may delegate certain responsibilities to the Director of Journals but shall retain oversight authority.

B.4.2.5   Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.4.2.5.1   Meetings

The Board shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM, eventually jointly with the Publications Council, the Magazine Board, and the Online Content Board.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

B.4.2.5.2   Other

Suggestions (for example, for new journals) may be generated by anyone. To facilitate follow-through, the Director or a member of the Board shall assume leadership for specific projects. Whenever possible, target dates shall be set, and the responsible individual shall prepare periodic update reports to the VP-PUB and the Director (if appropriate). As needed, progress shall be reported at BoG or OpCom meetings. When necessary, the VP-PUB shall ask the Director or members of their Board to provide informal input to the Management Retreat.

To successfully fulfill its goals, the Director and the Journals Board Members must work with and keep ComSoc staff informed of their activities. A number of activities in the course of day-to-day operations may require the establishment of ad-hoc committees and/or working groups. The Director of Journals shall maintain a close working relationship with the VP-PUB to ensure that all such requirements are properly handled as they are identified.

B.4.2.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.4.2.6.1   Society Journals

ComSoc sponsors a number of journals, some wholly owned by ComSoc and others co-sponsored with other Societies within IEEE, as well as with societies outside the IEEE. A complete listing of these journals can be found at http://www.comsoc.org/publications/journals.

For journal specific issues, the EiC may also address problems directly with staff and inform the Director when appropriate.

B.4.2.6.1.a   *Wholly Owned Journals*

EiCs for wholly owned journals shall be appointed by the Director of Journals, after consultation with the VP-PUB and approval by the ComSoc BoG, to an initial term of 2 years, renewable for up to 2 years. Within one year of the expiration of the term of an incumbent EiC, a Search Committee is formed. The Search Committee is chaired by the Director of Journals and has four additional Members. The Members are appointed by the Director after consultation with the VP-PUB. The Search Committee advertises the EiC position through an open call and ranks the received nominations according to the qualifications and suitability of the candidates for the position. The top ranked candidate will be recommended to the VP-PUB and the BoG.

B.4.2.6.1.b   *Co-Sponsored Journals*

Co-sponsored journals are typically managed by a Steering Committee, and ComSoc has a number of seats on each of these committees. The number of seats varies based on the financial commitment that ComSoc has in each of these journals. More information about the structure and responsibilities of the Steering Committee for a particular journal can be found in the Memoranda of Understanding between ComSoc and IEEE Societies or other Associations (see https://www.comsoc.org/about/board-governors/governance/co-sponsored-ieee-comsoc-publications-mou). Through its membership on these steering committees, ComSoc has a degree of responsibility for the successful operation of the journal. Each joint publication also has a Charter defining specific details about the Editorial Board of the journal and its operation.

The selection of the EiC of jointly sponsored journals is governed by the Memorandum of Understanding and Charter currently in place and is usually recommended by the Steering Committee.

The Director shall work with the appropriate Steering Committee to fulfill the responsibility of ComSoc to its jointly sponsored journals.

B.4.2.7   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the PUB-C before taking effect.

B.4.3   Magazines Board

B.4.3.1   Scope (from Bylaws, *verbatim*)

This Board is responsible for the oversight of Society magazines.

B.4.3.2   Objectives

The Magazines Board shall be 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, shall be considered.

B.4.3.3   Organizational Structure

The Board reports to the Publication Council.

Board membership and term limits shall be specified in the Bylaws.

The Members-at-Large of the Board shall be appointed drawing upon a field of candidates from the membership at large, with special attention given to individuals who have previously served in related capacities.

B.4.3.4   Activities

B.4.3.4.1   Director

Duties of the Director include, but are not limited to, the following:

- Represents the Board on the Board of Governors and the PUB-C.
- Chairs the Board
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board
- Works with the Board to maintain/update the best practices for magazines and EiCs

Additional duties of the Director of Magazines shall include, but are not limited to, the following:

- Working with IEEE and ComSoc staff to solve publications problems as they occur and ensure that all publications are produced in a timely manner and are consistent with IEEE publications requirements.
- Alerting the VP-PUB, the Treasurer, and the Executive Director of ComSoc of page budget over-runs as soon as they are projected for a magazine and obtaining approval for significant over-runs (on the order of 200 pages) from the VP Publications.
- Working with the EiCs to approve the editorial page budgets for each magazine and recommending changes to the VP-PUB.
- As terms in-office for EiCs draw to a close, the Director of Magazines shall be responsible for appointing new EiCs for ComSoc's magazines. The appointment shall be made by the Director of Magazines after consultation with the VP-PUB and approval by the ComSoc BoG.
- Working with the Director of Journals and the Director of Online Content to ensure that meeting facilities are available at regularly scheduled joint meetings of the Publication Council, the Journals Board, the Magazines Board, and the Online Content Board.
- Attending the regularly scheduled meetings of the ComSoc Board of Governors and meetings of OpCom (when invited). If the Director is unable to attend, the Director shall consult with the VP-

PUB to name an alternate on a per-meeting basis. Normally, the alternate shall be a member of the Magazines Board.

- Appointing the Global Communications Newsletter Editor (published in *Communications Magazine*) in consultation with the VP-MGA

- Informing the incoming Director of Magazines about their duties and the status of the Magazines Board at the end of their term in order to ensure a smooth transition.

B.4.3.4.2   Board

The Magazines Board shall be responsible for the management of the magazines published by the Communications Society. Duties of the Magazines Board shall include, but are not limited to, the following:

- Formulating strategic directions for the suite of archival magazines published by the IEEE Communications Society, ensuring that the technical scope of the Communications Society is reflected by the suite of magazines and that the suite of magazines continues to meet the needs of the Society members.

- Ensuring the quality of all publications for which the Board is responsible.

- Establishing policies that affect member services in the area of Magazines Publications.

- Continuously studying the suite of magazines offered by the Communications Society and recommending changes as appropriate. Recommendations should be made to the VP-PUB and, as examples, could include the addition of new magazines or changes in the publication schedule.

- Editing and producing the IEEE Communications Society Magazines.

- The Magazines Board may delegate certain responsibilities to the Director of Magazines but shall retain oversight authority.

B.4.3.5   Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.4.3.5.1   Meetings

The Board shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM, eventually jointly with the Publications Council, the Journals Board, and the Online Content Board.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

B.4.3.5.2   Other

Areas of concern, issues, or proposals for new initiatives may be generated anywhere - from members of the Board of Governors (BoG), the Operating Committee (OpCom), 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 shall be set, and that the responsible individual shall prepare periodic update reports to the Director and (where appropriate) the Editor-in-Chief or ComSoc Editor. As needed, progress shall be reported to OpCom or the BoG when they meet. Such reports shall be presented by the VP-PUB or, at the VP's 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.

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 shall maintain a close working

relationship with the VP-PUB to ensure that all such requirements are properly handled as they are identified.

B.4.3.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.4.3.6.1   Society Magazines

The Society magazines include the Communications Magazine, the Wireless Communications Magazine, the Network Magazine, the Communications Standards Magazine, and the technically co-sponsored Internet of Things Magazine, and China Communications.

For magazine specific issues, the EiC may also address problems directly with staff and inform the Director when appropriate.

ComSoc Magazines Editors-in-Chief (EiCs) shall be appointed by the Director of Magazines in consultation with the VP-PUB and approval by the ComSoc BoG, to an initial term of 2 years, renewable for up to 2 years. The maximum term of an EiC shall be 4 years. An Associate Editor-in-Chief (AEiC) may be appointed, as appropriate, for a ComSoc Magazine to serve a 1- or 2-year term with the expectation that the AEiC could apply and be considered for the next EiC.

Within one year of the expiration of the term of an incumbent EiC, a Search Committee is formed. The Search Committee is chaired by the Director of Magazines and has four additional Members. The Members are appointed by the Director after consultation with the VP-PUB. The Search Committee advertises the EiC position through an open call and ranks the received nominations according to the qualifications and suitability of the candidates for the position. The top ranked candidate will be recommended to the VP-PUB and the BoG.

B.4.3.7   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the PUB-C before taking effect.

B.4.4 Online Content Board

B.4.4.1 Scope (from Bylaws, *verbatim*)

This Board is responsible for initiating, assessing and overseeing Society online content. It supports Technical Committee activities; online services; as well as publications, conferences, and educational products and services.

B.4.4.2 Objectives

The Online Content Board shall be responsible for establishing policies and setting strategic directions for the online services offered to Society members. To the extent that non-member professionals can be viewed as potential Society members, the Online Content Board shall also address the needs of non-member professionals when enhancing current online offerings and initiating new ones.

B.4.4.3 Organizational Structure

The Board reports to the Publications Council.

Board membership and term limits shall be specified in the Bylaws.

Representatives from other Councils and Boards shall be appointed upon recommendation of the Chairs of those respective Councils and Boards. The members-at-large of the Board shall be appointed to their position drawing upon a field of candidates from the membership at large, with special attention given to individuals who have previously served in related capacities.

B.4.4.4 Activities and Responsibilities

B.4.4.4.1 Director

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the Publications Council
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Board Vice Chair chosen among the Board voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board

B.4.4.4.2 Board

Duties of the Online Content Board shall include, but are not limited to, the following:

- Maintaining and revising current online offerings and initiating new ones with a goal of increasing membership and increasing the Society online offerings in publications.
- Supporting:
  o Technical Committee activities
  o New online services
  o Existing publications, conference and educational products.
- Providing strategies, policies and procedures for online content oversight, including integration across TC activities, new online services and existing product.

B.4.4.5 Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.4.4.5.1 Meetings and Email

The Board shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM, eventually jointly with the Publications Council, the Magazine Board, and the Journals Board.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Board shall be specified in the Bylaws.

B.4.4.5.2 Other

Proposals by the Chair or by members shall be discussed at Committee meetings and via email, and the Board shall evaluate whether to approve or not such proposals. The Board shall also assess who the most appropriate people for implementing the approved proposals should be and eventually assign delegation to the Chair for implementing approved proposals.

To facilitate follow-through, the Chair or a member of the Board shall assume leadership for specific projects that have been approved by the Online Content Board. Whenever possible, target dates shall be set, and the responsible individual shall prepare periodic 'update reports' to the Vice President and the Board, as needed. Progress shall be reported to OCB, BoG and OpCom. When necessary, the Vice President shall ask the Chair or members of their Board to provide informal input to the Management Retreat.

To successfully fulfill its goals, the Chair and the OCB members must work with and keep ComSoc executive office headquarters staff informed of its activities; and copied on each report prepared by members for Board of Governors meetings.

B.4.4.6 Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.4.4.7 Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the PUB-C before taking effect.

B.5 TECHNICAL AND EDUCATIONAL ACTIVITIES COUNCIL (TEA-C) AND BOARDS/STANDING COMMITTEES THEREOF

B.5.1 Technical and Educational Activities Council

B.5.1.1 Scope (from Bylaws, *verbatim*)

This Council is responsible for the educational and technical interests of the Society, encompassing the broad range of communications and communications-related technical areas.

B.5.1.2 Objective

The Council shall oversee the operation of its Boards and Standing Committees, ensuring they meet broader ComSoc goals and objectives.

B.5.1.3 Organizational Structure

The Council reports to the BoG.

Council membership and term limits shall be specified in the Bylaws.

B.5.1.4 Roles and Responsibilities of Council Members

B.5.1.4.1 Vice President

Duties of the Vice President Technical and Educational Activities include, but are not limited to, the following:

- Chairs the Council
- Represents the Council on the Board of Governors
- Provides guidance and direction to Council members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- As per the Bylaws, may appoint additional non-voting members as needed.
- Shall provide an Operating Plan, Budget and other input to the BoG process, per BoG policies and procedures.
- Shall have the responsibility of approving allocation of funds for the budgets submitted by the TCs and ETCs

B.5.1.4.2 Vice Chair

Duties of the TEA-C Vice Chair include, but are not limited to, the following:

- Shall serve as the Council Secretary
- Shall facilitate TEA-C meetings, 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).
- Shall periodically review (at least once per month) the Technical and Educational Activities web pages on the ComSoc server for completeness, accuracy and user-friendliness, and shall work with ComSoc Support Staff for corrections or enhancements.

B.5.1.4.3 Directors and Standing Committee Chairs

Duties of the Directors/Chairs of the Boards/Committees reporting to this Council include, but are not limited to, the following:

- Shall be voting members on the Council
- Shall represent their respective Boards/Standing Committees on the Council. Directors shall also represent their Boards on the BoG.
- Chair their respective Boards or Standing Committees
- Coordinate with ComSoc Staff in the conduct of their responsibilities

B.5.1.5   Responsibilities of the Council and its Boards/Committees

B.5.1.5.1   Council

The Council works within its scope and executes plans to achieve its objectives, eventually assigning tasks to its Boards and Committees.

The Council shall approve the P&Ps of all its Boards/Standing Committees.

B.5.1.5.2   Boards and Committees

Scope of the Boards and Standing Committees reporting to this Council shall be defined in the Bylaws.

The policies under the Boards and Standing Committees responsibilities shall be defined in their P&Ps.

B.5.1.6   Transaction of Business

All Council business and committees/boards thereof shall be conducted in compliance with Clause A.2 of the Society P&Ps.

B.5.1.6.1   Meetings and Email

The TEA-C shall hold two in-person meetings per year, at ICC and GLOBECOM. The meeting shall always be scheduled on the second full day of technical sessions during the hours of 7:30 to 9:30 am, including breakfast.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Council and its Boards and Standing Committees shall be specified in the Society Bylaws.

B.5.1.7   Policies of Activities and Programs Managed by the Council

This Council does not oversee directly any policy, as they are all delegated to the appropriate Boards and Standing Committees reporting to this Council. However, any change to such policies shall require Council approval.

All activities and programs that fall under this Council, including their policies, shall be managed by the Boards and Standing Committees reporting to this Council.

B.5.1.8   Approval of P&Ps

All changes to these Council P&Ps shall be approved by the Council and by the BoG before taking effect.

B.5.2   Educational Services Board

B.5.2.1   Scope (from Bylaws, *verbatim*)

This Board is responsible for the oversight of all Society education and training activities, including administration of the Society's programs on continuing education, incorporating tutorials, short courses, lectures, etc. In particular, this Board is responsible for developing and maintaining continuing professional education and training programs, while striking a balance between generating revenue, supporting outreach efforts, and providing services to members.

B.5.2.2   Objectives

The Board shall establish policies and set strategic directions for all ComSoc continuing education products, services, and training. The Board shall also be responsible for maintaining, expanding and enhancing the vitality of existing programs, and ensuring that such programs continue to meet the current needs of ComSoc members.

The Educational Services Board shall also address the needs of non-member professionals when expanding and enhancing current education and training offerings and initiating new ones, to the extent that these professionals can be viewed as potential new ComSoc members.

B.5.2.3   Organizational Structure

The Board reports to the Technical and Educational Activities Council.

Board membership and term limits shall be defined in the Bylaws.

A member of this Board who serves as representative of another Board is appointed in consultation with that Board's Chair/Director. Members-at-Large are appointed to their position drawing upon a field of candidates from the membership at large, with special attention given to individuals who have special expertise, have previously served in related capacities, or have held positions of responsibility within the Society.

B.5.2.4   Activities and Responsibilities

B.5.2.4.1   Director

Duties of the Director include, but are not limited to, the following:

- Chairing the Board
- Representing the Board on the Board of Governors and on the Technical and Educational Activities Council
- Providing guidance and direction to Board members in the conduct of their responsibilities
- Coordinating with ComSoc staff in the conduct of their responsibilities
- Appointing a Board Vice Chair chosen among the Board voting members
- Appointing additional non-voting members, as needed, per the Bylaws
- Assuming leadership for specific projects, as delegated by the Board.

B.5.2.4.2   Board

Responsibilities of the Board shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

B.5.2.5   Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.5.2.5.1 Meetings

- The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in). Other meetings (in-person or by teleconference) may be called on an as-needed basis.

- Regular and special Board meetings (in-person or teleconference) shall be called on as specified in the Bylaws and in Clause A.2 of these P&Ps.

B.5.2.5.2 Other

It is expected that, whenever possible, target completion dates shall be set, and that the responsible individual shall prepare periodic update reports to the Director and (where appropriate) the VP of Technical and Educational Activities. As needed, progress will be reported to the Operating Committee (OpCom) or Board of Governors (BoG) when they meet. Such reports shall be presented by the Director or VP of Technical and Educational Activities.

For specific activities of sustained interest, the Board may decide to create dedicated Working Groups that work on specific topics and report to the Board. The Working Group chairs shall be chosen among the voting members of the Board.

The Director and the Board must work with and keep ComSoc headquarters staff informed of their activities; particularly, the Society Executive Director or their designated proxy. Each report prepared by members for Board of Governors meetings shall be copied to headquarters staff.

B.5.2.6 Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.5.2.6.1 Educational Event Sponsorships

The Educational Services Board educational event sponsorship opportunities include:

B.5.2.6.1.a *Financial Sole, Financial Co-Sponsorship, Technical Co-Sponsorship, or Financial Co-Ownership*

- Educational events that ComSoc financially sponsors, technically co-sponsors, or co-owns are events that include educational content within the ComSoc field of interest and for which the speakers/instructors are recognized international experts in the field. Examples of such educational events include (but are not limited to) ComSoc Summer School, ComSoc Training events, etc. ComSoc (summer or winter) Schools are educational events targeted primarily to ComSoc Graduate Student Members and Student Members.

- The ComSoc Director of Educational Services manages the educational events portfolio, whenever possible, through a dedicated Request for Proposals process or through the collaboration and negotiation of new opportunities. The Director oversees the addition of new events.

- The Educational Services Board may plan and initiate new financially sponsored educational events and initiatives.

- The Educational Services Board approves or rejects all event proposals for financial sponsorship or co-sponsorship.

- ComSoc involvement in financially (co-)sponsored events:
  - The training or educational opportunity will be listed on the ComSoc website and included in the ComSoc calendar.
  - The opening of registration for the training or educational opportunity will be announced on the ComSoc website and social media.
  - The co-sponsor or co-owner will be entitled to use the IEEE/ComSoc logo on their class and marketing materials per IEEE guidelines.

o ComSoc will conduct targeted e-blasts for the promotion of the training or educational opportunity.

B.5.2.6.1.b *Technical Co-Sponsorship*

- Technical co-sponsorship is available for those educational events which are financially sponsored by an external non-profit organization, the educational content of the event is within the ComSoc field of interest, and the speakers/instructors are recognized international experts in the field.
- ComSoc has no financial involvement in the event.
- The technical co-sponsorship process is managed by the ComSoc Director of Educational Services. Event organizers interested in technical co-sponsorship of educational events submit their proposals to the Director of Educational Services. The Educational Services Board approves or rejects all event proposals for technical co-sponsorship.
- The Educational Services Board evaluates proposals at least every 2 months.
- ComSoc involvement in technically co-sponsored events:
  - The opening of the training registration will be announced on ComSoc social media
  - The event will be entitled to use the IEEE/ComSoc logo on their class and marketing materials per IEEE guidelines.

B.5.2.6.1.c *Financial Co-Ownership*

- Third-party courses in which ComSoc has a financial stake, which have not been developed by ComSoc but include educational content within the ComSoc field of interest. Examples include (but are not limited to) courses marketed by ComSoc for which ComSoc receives a share of revenue (e.g., as illustrated in ComSoc's October 2017 agreement with KPMG for various courses, and ComSoc's October 2018 agreement with IEEE Educational Activities for a Blockchain course.)
- Financial co-ownership may be proposed to ComSoc through staff or the Educational Services Board.
- Terms of the Financial co-ownership, including financial details, logo usage, and the extent to which ComSoc will market the course(s), shall be defined in a Memorandum of Understanding, Commercial Services Agreement, or another IEEE-approved document. A financial co-ownership arrangement shall not be considered in effect until the appropriate document is signed by all parties.

B.5.2.7   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the TEA-C before taking effect.

B.5.3   Industry Communities Board

B.5.3.1   Scope (from Bylaws, *verbatim*)

This Board is responsible for developing and promoting a strategic vision and oversight for organizing and promoting internal ComSoc communities that are attractive to members from industry, government, or other non-academic sectors. This includes processes to assure the quality and value of content in industry-oriented conferences, events, education and publications. It is within the overall objective and mission of the Industry Communities Board to increase industry membership and participation in ComSoc activities.

B.5.3.2   Objectives

The Board shall establish Industry Communities along specific relevant topics of interest to provide input and guidance to Society products and services, in order to enhance the experience and engagement of industry members with the Society. Members of these communities shall organize workshops, contribute articles, participate in discussions, serve as speakers, and perform other functions aimed at achieving the objectives of the Industry Communities Board. These Industry Communities shall report to the Industry Communities Board. Industry Communities also may be merged or dissolved by the Industry Communities Board.

B.5.3.3   Organizational Structure

The Board reports to the Technical and Educational Activities Council.

Board membership and term limits shall be as defined in the ComSoc Bylaws.

A member of this Board who serves as representative of another Board is appointed in consultation with that Board's Chair/Director. Members are appointed to their position drawing upon a field of candidates from the membership at large, with special attention given to individuals who have special expertise, have previously served in related capacities, or have held positions of responsibility within the Society.

The Director of this Board will give priority to the Chairs of Industry Communities to serve as voting members on the Industry Communities Board. Other Industry Community chairs shall be non-voting members of the Industry Communities Board. The Vice President – Technical and Educational Activities shall be an ex-officio voting member of the Industry Communities Board.

B.5.3.4   Activities and Responsibilities

B.5.3.4.1   Director

Duties of the Director include, but are not limited to, the following:

- Chairing the Board
- Representing the Board on the Board of Governors and on the Technical and Educational Activities Council
- Providing guidance and direction to Board members in the conduct of their responsibilities
- Coordinating with ComSoc Staff in the conduct of their responsibilities
- Appointing a Board Vice Chair chosen among the Board voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board

B.5.3.4.2   Board

Responsibilities of the Board shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

B.5.3.5   Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.5.3.5.1   Meetings

The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in). Other meetings (in-person or by teleconference) may be called on an as-needed basis.

Regular and special Board meetings (in-person or teleconference) shall be called on as specified in the Bylaws and in Clause A.2 of ComSoc's P&Ps.

B.5.3.5.2   Other

It is expected that, whenever possible, target completion dates shall be set, and that the responsible individual shall prepare periodic update reports to the Director and (where appropriate) the VP of Technical and Educational Activities. As needed, progress will be reported to the Operating Committee (OpCom) or Board of Governors (BoG) when they meet. Such reports shall be presented by the Director or by the VP of Technical and Educational Activities.

For specific activities of sustained interest, the Board may decide to create dedicated Working Groups that work on specific topics and report to the Board. The Working Group chairs shall be chosen from among the voting members of the Board.

The Director and the Board must work with and keep headquarters staff informed of their activities; particularly, the Society Executive Director or their designated proxy. Each report prepared by members for Board of Governors meetings shall be copied to headquarters staff.

B.5.3.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

B.5.3.7   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the Technical and Educational Activities Council before taking effect.

B.5.4   Standards Development Board

NOTE: This Board reports to IEEE-SA and its P&Ps approved by IEEE-SA.

The COM/SDB P&Ps currently in force can be found in the link below:

https://ieee.app.box.com/v/PandP-ComSoc

B.5.5 Standardization Programs Development Board

B.5.5.1 Scope (from Bylaws, *verbatim*)

This Board is responsible for launching pre-and post-standardization technical activities, not restricted to those standards being developed by the IEEE. These would include, but not be limited to Research Groups that lead to the discovery of standardization opportunities and, for completed standards, creation of follow-up programs, such as compliance testing, standards education, workshops, conferences, and publications on technical issues that are relevant to standards.

B.5.5.2 Objectives

The objective of the Standardization Programs Development Board is to foster pre- and post-standardization and standards-related technical activities.

B.5.5.3 Organizational Structure

The Board reports to the Technical and Educational Activities Council.

Board membership and term limits shall be specified in the Bylaws.

SPDB voting members can exercise their right to vote only if they attended at least one of the two preceding consecutive meetings.

B.5.5.3.1 SPDB Ad Hoc Committees

The SPDB Chair can create and disband Ad Hoc Committees to operate within their term.

B.5.5.3.2 SPDB Standing Committees

Standing Committees can be created as well. Creation and disbandment of Standing Committees require approval of 2/3 of the SPDB membership followed by approval of the Vice President- Technical and Educational Activities.

B.5.5.3.3 SPDB Task Groups

SPDB may create task groups 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 SPDB. To disband a task group a simple majority vote of the SPDB is required.

B.5.5.3.4 SPDB Standards Study Groups

SPDB may initiate a standards study group but, prior to its registration with IEEE-SA, SPDB shall secure sponsorship of the study group by the SDB or its appropriate subgroup or Standards Committee.

B.5.5.4 Activities and Responsibilities

B.5.5.4.1 Director

Duties of the Director include, but are not limited to, the following:

- Chairs the Board
- Represents the Board on the Board of Governors and on the ISA Council
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Shall appoint a Board Vice Chair chosen among the Board voting members. The Vice-Chair shall assume the duties of the SPDB Chair at Board meetings and other occasions if the SPDB Chair is absent or chooses for procedural reasons to temporarily step down from the chair position during the SPDB meeting.
- Shall appoint a Board Secretary chosen among the Board voting members. The Secretary shall support the administration of the Board, including but not limited to the preparation of minutes of Board meetings and the maintenance of the SPDB webpages.

- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Board

B.5.5.4.2   Board

Responsibilities of the Board shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

B.5.5.5   Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.5.5.5.1   Meetings

- The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in).
- Regular and special Board meetings (in-person or teleconference) shall be called on an as needed basis as specified in the Bylaws and in Clause A.2 of these P&Ps.

B.5.5.6   Activities and Programs Managed by the Board

The activities, programs, and related policies managed by the Board shall be defined by the Board.

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

B.5.5.7   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the Technical and Educational Activities Council before taking effect.

B.5.6   Technical Committees Board

B.5.6.1   Scope (from Bylaws, *verbatim*)

This Board is responsible for the oversight and promotion of the technical committees of the Society and their activities including the promotion of technical content and the support of technical activities across the Society.

B.5.6.2   Objectives

The Board shall establish policies and set strategic directions for the activities of ComSoc Technical Committees (TCs). The Board should provide inputs and guidance to Society products and services, in order to enhance the experience and engagement of both ComSoc members and non-ComSoc members with the Society. Members of these committees shall engage themselves in ComSoc products and services such as conferences, publications, standards and educational activities. Furthermore, this Board shall:

- Ensure Technical Committees are covering topics that are timely and of interest to ComSoc.
- Ensure Technical Committees are operating per the ComSoc Bylaws and P&Ps and resolve any generated conflicts.
- Encourage ComSoc members to create Technical Committees and Sub-Technical Committees on timely topics.
- Encourage the participation of Technical Committees with ComSoc products, e.g., conference organization, organization of feature topics for ComSoc publications, etc.
- Resolve any issues that could emerge amongst officers and members of a Technical Committee.

B.5.6.3   Organizational Structure

The Board reports to the Technical and Educational Activities Council.

Board membership and term limits shall be defined in the Bylaws.

B.5.6.4   Activities and Responsibilities

B.5.6.4.1   Director/Chair

- Chairs the Board
- Represents the Board on the Board of Governors and on the Technical and Educational Activities Council
- Provides guidance and direction to Board members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Appoints a Board Vice Chair chosen among the Board voting members
- May assume leadership for specific projects, as delegated by the Board

B.5.6.4.2   Board Vice Chair

The Vice Chair shall assist the Chair and shall act on behalf of the Chair in the event of his/her incapacity.

B.5.6.4.3   Board

Responsibilities of the Board shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

B.5.6.4.4   Minimum Mandatory/Recommended Policies for Technical Committees' P&Ps

This Section contains the minimum set of mandatory/recommended policies that must be included in each TC P&Ps. All TC P&Ps shall include and be compliant with the policies in this Section and higher precedence IEEE governing documents. Each TC shall also post its approved P&Ps on the TC web page.

B.5.6.4.4.a   *Generalities*

All P&Ps shall include the following Sections:

- Charter of the Technical Committee.

- Objectives of the Technical Committee:
  o Help positioning ComSoc as the leading technical organization for communication professionals, as per the Bylaws.
  o Promote knowledge and dissemination of knowledge related to the scope of the technical committee.
  o Foster the development of new emerging topical areas related to the scope of the technical committee.
  o Provide technical support to the development of ComSoc conferences, publications, standards, and educational activities.

B.5.6.4.4.b   *Organizational Structure and Membership*

As specified in the Bylaws:

- Technical Committees report to the Technical Committees Board.

- Technical Committees shall have at least a Chair, Vice-Chair, and a Secretary and all shall be elected by the TC membership. Elections for Technical Committee Chairs shall be held every two years. A Chair cannot serve more than two consecutive terms of office, and a term has a two-year duration.

- Technical Committees may form Subcommittees and Special Interest Groups (SIGs). Chairs of Subcommittees and SIGs shall be appointed by the Technical Committee Chair.

- Technical Committee membership shall be defined in the Technical Committee P&Ps.

Additional details on Subcommittees and Special Interest Groups (SIGs):

- Subcommittees deal with specific tasks related to TC operations, e.g., nomination and selection of awards, officer elections, etc.

- Special Interest Groups (SIGs) help the TC foster the scientific and technological development in topical emerging technologies within the scope of the TC. SIGs may also be created to promote activities in well-established technologies.

The minimum requirements for membership in Technical Committees shall be:

- Be a ComSoc members in good standing.

- Have been active in the Technical Committee for the past three years.

- Participate in Technical Committee meetings.

- Assist in the conduct of Technical Committee business.

- Be included in the TC mailing list.

The requirements for being a voting member in Technical Committees shall be (some TCs call voting members as "Active Members" or similar):

- Be a Technical Committee member or a Technical Committee Officer.

- Additional criteria that shall be satisfied for attaining voting rights may be set by the Technical Committee and shall be added to the P&Ps, for example the ones already set for "Active Members". These criteria shall be objective, measurable, and easy to verify, e.g. based on a members' record of attendance at a given number of meetings, or on a members' participation in a specified number of activities, etc.

Other membership levels:

- Collaborators – Individuals who are not ComSoc members. Collaborators may participate in TC activities but shall not be entitled to vote and run for election. On a case by cases basis, Collaborators may be appointed as non-voting members to TC subcommittees.

B.5.6.4.4.c   *Elected and Appointed Officers*

Technical Committees shall have elected Officers and may have appointed officers. All elected Officers shall be elected by the Technical Committee voting members. Appointed Officers shall be appointed by the Technical Committee Chair or other Officer, as specified in the Technical Committee P&Ps.

All Officers shall be Technical Committee voting members and shall serve two-year terms concurrent with the nominal term of the Technical Committee Chair.

Technical Committees shall have at least the following three elected Officers, each with the minimum duties and responsibilities listed below (TC Officers may also decide how to best partition the work among themselves):

- TC Chair
  - Represents the Technical Committee on the Technical Committees Board.
  - Provides guidance and direction to Technical Committee members in the conduct of their responsibilities.
  - Appoints Chairs of Subcommittees and Special Interest Groups, as necessary.
  - Coordinates with ComSoc Staff in the conduct of their responsibilities.
  - May assume leadership for specific projects, as delegated by the Technical Committee.

- TC Vice Chair
  - Assists the Chair and shall act on behalf of the Chair in the event of his/her incapacity.

- TC Secretary
  - Coordinates the TC meetings, arranging the meeting time schedule, reserving the meeting room and food, and informing the members via the e-mail list.
  - Prepares reports for the TC and Technical Committees Board meetings.
  - Provides an annual written report, which shall be distributed to the VP-TEA-C, the Director-Technical Committees, and TC members prior to each meeting held at ICC.
  - Records the minutes of the TC meetings and posts them on the TC website.
  - Maintains contact with the TC members and Chair.
  - Sends announcements to the TC e-mail list.
  - Maintains and updates the TC website.
  - Maintains the list of Technical Committee members that have voting rights.

Additional elected Officers may be specified and shall be listed in the Technical Committee P&Ps. Appointed Officers may also be specified and shall be listed in the Technical Committee P&Ps.

B.5.6.4.4.d   *Nomination and Election Subcommittee*

As per the Bylaws, the Technical Committee P&Ps shall specify the procedure to be followed for the election of Officers. A Nomination and Election (N&E) Subcommittee shall be formed to identify suitable candidates and oversee the election procedure. The Technical Committee P&Ps shall specify how the members of the Nomination and Election Subcommittee are appointed. All members of the Nomination and Election Subcommittee shall be Technical Committee members.

As approved by the TEA Council, the following requirements for elections are in force:

1. For each elected office, there must be at least two candidates on the ballot. If there are not enough nominations, the TC N&E Subcommittee shall identify additional candidates. Only TC voting members are eligible to run as elected TC Officer.

2. While it is strongly recommended that an election is held for all elected positions, TCs may also specify an alternative election process if they have difficulty identifying enough candidates. In this alternate process, only the Secretary is elected by the TC membership and the Secretary, at the end of his/her two-year term, shall serve two years as Vice Chair and then two years as Chair.

3. Elected Officers shall not serve for more than six consecutive years in any position within the same TC.

4. A TC Chair is ineligible to serve concurrently as Chair for more than one TC.
After each election, the Nomination and Election Subcommittee Chair shall prepare an Election Report that shall include:

- A *verbatim* excerpt of the election process specified in the P&Ps, including how the Nomination and Appointment Subcommittee members are selected.

- When and where the election took place.

- The roster of the Nominations and Elections Committee.

- The candidates for each office and how the candidates were selected for the ballot.

- The IEEE member number for each candidate, with a confirmation that they satisfy the criteria for being a Technical Committee member.

- The method chose for voting (in person, electronically, by teleconference, etc.).

- The list of members who voted in the election with a confirmation that they all satisfy the criteria for being a Technical Committee voting member.

- Name of the person preparing the ballot.

- The actual vote tally by candidate.

The Nominations and elections Subcommittee shall always meet in Executive Session and its deliberations, as well as all documents submitted to or created by the Subcommittee, shall be strictly confidential. Only the final list of candidates on the ballot shall be openly announced.

The Technical Committee Chair shall send the election report to the Director-Technical Committees and the VP-TEA within two weeks from when the election was held. Election results shall be ratified when approved by the TEA Council, with notification to the Technical Committee Chair within four weeks after receipt of the Election Report. If the TEA Council does not approve the election results, the Director-Technical Committees shall organize a new election for the Technical Committee.

B.5.6.4.4.e   *Awards Subcommittee*

Technical Committees may administer awards to recognize deserving members of their technical community. Technical Committees that administer an award program shall define in their P&Ps an Awards Subcommittee responsible for the selection of the award recipients, the type of awards administered, and the criteria considered for granting the awards. Technical awards shall be restricted to the scope of the Technical Committee. The creation of any type of TC Award must be approved by the TEA-Council before being included in the P&Ps.

The voting members of the Awards Subcommittee shall be composed of a Chair and four-to-six members, chosen among the TC members. At most one Subcommittee member can be chosen among the elected Technical Committee Officers, except the TC Chair. All Subcommittee members shall be elected by the Technical Committee and are subject to approval by the TEA Council. The TEA Council has the authority to change one or more of the Subcommittee members when needed, for example to satisfy diversity criteria. Members shall not serve simultaneously on the Awards Subcommittee of more than two TCs.

The term limit of the Awards Subcommittee members shall be two years concurrent with the nominal term of the TC Chair, with reappointment to at most one additional two-year term. The roster of the Awards Subcommittee, including members' affiliations, shall be posted on the Technical Committee web page as soon as approved by the TEA Council.

The Awards Subcommittee shall always meet in Executive Session and its deliberations, as well as all documents submitted to or created by the Subcommittee, shall be strictly confidential. Only the final award recipients shall be openly announced.

Real or perceived conflicts of interest between Awards Subcommittee members and awards candidates shall be disclosed to the other subcommittee members. Should any <u>real or perceived</u> Conflict of Interest between an Awards Subcommittee member and one or more award nominees be identified, the conflicted member shall declare to the Subcommittee such conflict and recuse him/her-self from any and all discussions related to the award to which such nominees were nominated. Here follows a non-exhaustive list of Conflicts of Interest:

AFFILIATION WITH A NOMINEE'S ORGANIZATION – You have a conflict if you have/hold/are:

- Current primary employment at the same company/university/institution/etc. of the nominee.
- Other current employment with the same company/university/institution/etc. of the nominee, e.g., consulting or an advisory arrangement.
- Previous employment with the same company/university/institution/etc. of the nominee within the last 24 months.
- Being considered for employment at the same company/university/institution/etc. of the nominee.
- Received an honorarium or award from the same company/ university/institution/etc. of the nominee within the last 24 months.

RELATIONSHIP WITH A NOMINEE – You have a conflict if you have/hold/are:

- A family relationship with a nominee, e.g., spouse, child, sibling, or parent.
- A romantic relationship with a nominee.
- A business or professional partnership with a nominee.
- Association with a nominee as thesis advisor or thesis student in the past 10 years.
- Collaboration with a nominee on a project or on a book, article, report, or paper within the last 24 months.
- Co-editor of a journal, compendium, or conference proceedings with a nominee within the last 24 months.
- Nominator for an award of the nominee within the last 24 months.
- Having been nominated for an award by the nominee in the past 24 months.
- Any other potential situation where you or a family member may have a connection or an obligation to the nominee that might influence your decision.

Once the selection of the awardees is completed, the Awards Subcommittee Chair shall prepare an Awards Selection Report containing the following information:

- A *verbatim* excerpt of the award selection process specified in the P&Ps, including how the Awards Subcommittee members are selected.
- The Awards Subcommittee roster.
- The names of all candidates for each award.
- The name of the recipient of each award and associated justification.

The Technical Committee Chair shall send the Awards Selection Report to the Technical Committees Director within two weeks from when the awardee's selection is over. The Technical Committees Director will then submit it to the TEA Council for approval. The TEA Council shall approve the Awards Selection Report within four weeks of receipt.

Once the Awards Selection Report has been approved by the TEA Council, and only then, the final award recipients may be notified and the selection outcome publicly announced.

B.5.6.4.4.f   *Website and Mailing List*

Each TC shall maintain an official web page and a mailing list hosted by the ComSoc IT Department.

The web page shall contain information about officers and their contact information, the scope of the TC, TC P&Ps, subscription to membership, and minutes of meetings held.

B.5.6.4.4.g   *Transactions of Business*

All TC business, including meetings and email voting, shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

The TC shall hold at least two in-person meetings per year, one at ICC or GLOBECOM (with the possibility of remote participation by dial-in). The TC may conduct additional meetings concurrent with flagship conferences for the TC. Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

B.5.6.4.4.h   *Approval of TC P&Ps*

Technical Committee P&Ps require the approval of the Technical Committee Board before taking effect. The process for submitting TC P&Ps amendments for approval shall be as follows:

1.   The TC shall first approve the amendment.

2.   The TC Chair shall forward the approved P&Ps to the Governance Committee for feedback, copying the Chair of the Technical Committee Board.

3.   The TC P&Ps shall be revised as needed based on the feedback of the Governance Committee.

4.   The finalized P&Ps shall be sent to the Technical Committee Board Chair who shall schedule them for approval at the next Technical Committee Board meeting.

B.5.6.4.5   Current Technical Committees

- Big Data - The goal of the Technical Committee on Big Data (TCBD), IEEE Communications Society, is to provide a premier platform for its members, and the research, development, services, applications, and standardization communities of big data processing, analysis, analytics, integration, retrieval, and networking, to interact and exchange technical ideas, to identify relevant challenges, and to collaborate and investigate solutions in the development of methodology and solution for the sciences and technologies of big data processing, analysis, analytics, integration, retrieval, and networking.

  The technical issues addressed by this Technical Committee include all aspects of big data processing, analysis, analytics, integration, retrieval, related research issues, such as theories, algorithms, solutions, practices, applications, and challenges for big data big data processing, analysis, analytics, integration, retrieval on information and communications technologies; machine learning, data mining, web mining, graph mining, and processing; computational intelligence for big data; knowledge discovery for big data; big data for cloud computing and networking; big data for network design and architectures; big data for network protocols; big data for green information and communication technologies; big data for security, privacy, and trust; crowdsourcing and crowd intelligence using big data; big data maintenance; data science; big data platform design; data-intensive workflows; big data benchmarks; reliability for systems with big data; big data for wireless access and mobility; big data for Internet of Things, big data for software-defined networking; big data for cognitive communications and computing; big data for smart homes; big data for smart sensing; big data for smart grids; big data for relevant signal processing techniques; big data for biomedical and health technologies; big data for social networks; and so on.

- Cognitive Networks - The goal of TCCN is to provide a platform for its members in particular, and the cognitive networking research, development, policy making and standardization community in general, to interact and exchange technical ideas to identify major challenges and also derive solutions in the development of cognitive networking technologies.

- Communication Theory - This committee sponsors conference sessions, workshops, tutorials, as well as promoting and reviewing papers in the broad area of communication theory, with emphasis on applications to practical systems. The technical content of these sessions and papers focuses on the analytical and theoretical aspects of many diverse areas that include modulation, coding, synchronization, equalization, signal processing and neural networks, transmission over all media, source and channel coding, spread spectrum and multiple access, data communications, and communication networks.

- Communications & Information Security - This committee will promote security of all types of communication networks and forms of information transported by them and through them, end to end. Our security interests start from the network physical layer and they end on the end user application layer. The committee will support conferences, symposia, technical sessions, publications, etc., where information is exchanged within the scope of interest of the TC.

- Communications Quality & Reliability - This committee focuses on and advocates worldwide communications quality and reliability on behalf of, and within, the Communications Society. CQR serves as the catalyst for global awareness and the exchange of information relative to technical and management-related aspects of communications quality and reliability.

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

- Communications Switching & Routing - The objective of this committee is to sponsor publications, conference technical sessions, workshops and topical meetings and discussions in the theory and applications of information switching. Specific areas include, but are not limited to theory, architecture, traffic, performance, signaling protocol and networks, call and mobility control, services and features, planning, economic factors and management of switching systems.

- Communications Systems Integration & Modeling - This committee is concerned with the systems disciplines and modeling tools that facilitate the integration of information-transport equipment, subsystems, and networks into communications systems. The committee particularly addresses computer-aided modeling of integrated subsystems to answer architectural and performance questions.

- Computer Communications - This committee (TCCC) sponsors papers, discussions, and standards on all aspects of computer-communication systems. It provides a forum for members to broaden professional contacts and for technical discussions and interactions. Its areas of interest include performance of computer network and switch architectures, interfaces and protocols, configuration control, scheduling and buffer management, routing, flow control and admission control algorithms, error control, and network security, reliability, and management.

- Data Storage - This committee (DS) promotes advances in the state of the art of coding and signal processing to enhance digital data storage systems, in order to achieve high storage densities, fast access, and low error rates. The committee is also interested in VLSI implementations of read/write channel electronics.

- e-Health - This committee focuses on exploring ICT solution gaps and business models supporting emerging eHealth applications and services, as well as exploring project collaboration opportunities addressing global health challenges with IEEE sister societies and governments around the globe. The focused technical areas include eHealth network and system infrastructures (e.g., health grid,

cloud computing, etc.), net-centric health and healthcare application developments, ICT-enabled personalized healthcare and management, and ICT-enabled smart medical devices and systems. This committee provides a platform to ComSoc members not only for technical information exchange (e.g., conferences and workshops) but also for project-based collaborations with IEEE and non-IEEE organizations.

- Green Communications & Computing - The goal of Technical Committee on Green Communications and Computing (TCGCC), IEEE Communications Society, is to provide a platform for its members, and the whole research, development, standardization, and service community of energy- and/or resource- efficient and/or environment-sustainable communications, computing, and relevant systems, to interact and exchange technical ideas, to identify major research and development challenges, and to collaborate and investigate solutions in the development of energy-sustainable, resource-saving, and environment-friendly green communications and computing technologies. The areas this committee addresses are quite inter-disciplinary due to the inherent features of the relevant green topics. This committee not only addresses greening communications, computing, and relevant systems but also investigate using communications, computing, and relevant systems to achieve green objectives for the sustainable world.

- Information Infrastructure & Networking - Working in concert with other ComSoc Technical Committees, the objective of IIN is to facilitate the cohesive advancement of information infrastructures and supportive technologies to enable global networking to guarantee distribution and accessibility of any kind of data in any format, to anywhere, at any time, on any media, and with any access tool. Social responsibility, including green operations and the narrowing of the "digital divide" are key precepts.

- Internet - This committee is a joint committee of the Internet Society and the IEEE Communications Society for stimulating interdisciplinary exchanges and applications of state-of-the-art communications and related technologies to Internet infrastructure and services. The committee contributes to the emergence of an ubiquitous, multimedia, and high-performance Internet serving large segments of the world's population.

- Internet of Things, Ad Hoc and Sensor Networks – This committee will serve as ComSoc's focal point in the area of Internet of Things, wireless ad hoc, and sensor networks technologies, stimulating and organizing leading-edge wireless ad hoc and sensor networks symposia, workshops, sessions, and tutorials at ComSoc conferences. It will also serve as a proactive facilitator in the dissemination of evolving wireless ad hoc and sensor networking standards.

- Molecular, Biological and Multi-Scale Communications - This committee focuses on nanoscale communication in the range from nanometers to micrometers. Nanoscale communication may be based on biological materials and mechanisms (molecular communication), electromagnetic waves and principles (electromagnetic communication), or quantum states and quantum physics (quantum communication). Nanoscale communication is a paradigm-shifting communication and networking technology that enables nano-to-micro meter scale devices to coordinate and perform a wide range of applications from targeted drug delivery, in-body nanosensor wireless networks and computing in a new paradigm.

- Multimedia Communications - This committee examines systems, applications, services and techniques in which two or more media are used in the same session. These media include, but are not restricted to, voice, video, image, music, data, and executable code. The scope of the committee includes conversational, presentational, and transactional applications and the underlying networking systems to support them.

- Network Operations & Management - This committee (CNOM) focuses on network and service operations and management. It encourages the exchange of information on the operational and technical management aspects of public and private networks for voice, data, image, and video,

and organizes and sponsors publications and discussions of these topics. Specific technical interests include automation of network operations, customer network management and control, knowledge-based technologies, real-time management of networks, network-operations architecture, service management, and end-to-end management across several jurisdictional boundaries.

- Optical Networking - The committee will serve as ComSoc's focal point in the area of optical networking technologies and play an active role in stimulating/organizing leading-edge optical networking symposia, workshops, sessions and tutorials serving OFC and other premier M&C venues. ONTC will also serve as a proactive facilitator in the dissemination of evolving optical networking standards by working closely with standards forums such as OIF, IETF, and ITU/T1.

- Power Line Communications - The Committee sponsors conference sessions, special issues, workshops, tutorials, and promotes the dissemination of technical information in the broad area of communications over power lines. Our primary goal is to serve as a focal point for all activities in the area of power line communications.

- Radio Communications - The IEEE Communications Society's Radio Communications Committee (RCC) is primarily interested in physical layer wireless communications. Its areas of interest include engineering aspects of communication and localization systems, equipment, and operation with involvement in standardization, spectrum, and regulatory efforts. Technologies considered span point-to-point, point-to-multipoint, multipoint-to-multipoint, mobile radio access, and adaptive diversity systems. The RCC sponsors and promotes technical publications, conferences, symposia, workshops, tutorials, and other related activities on the aforementioned aspects. The committee also assumes the proactive duty to nominate suitable candidates for Communications Society and IEEE awards, propose distinguished lecturer candidates, and endorse deserving candidates for the election to IEEE Senior member and Fellow grade.

- Satellite & Space Communications - This committee facilitates technical exchange in the field of satellite and space communications and maintains a keen interest in the development and maintenance of standards in this area. It explores the evolution of new satellite and space-based systems and the application of new and emerging technologies.

- Signal Processing and Computing for Communications – The Signal Processing and Computing for Communications Technical Committee (SPCC-TC) sponsors papers, participates in the organization of conferences, and promotes technical activities on those aspects of converged communications and computing systems that pertain to the innovation, development, and application of algorithms, devices, systems, and protocols for generation, exchange, recovery, analysis, and utilization of different signals and data.

- Smart Grid Communications - The goal is to provide technical support to the IEEE Smart Grid Initiative and secure ComSoc's position in the development and promotion of Smart Grid related technologies, and particularly, in Smart Grid Communications. The activities include conferences and journal publications, standardization and policies, industry outreach programs, academic curriculum development, realization of an IEEE ComSoc Smart Grid portal.

- Social Networks - The Social Networks committee promotes interdisciplinary research among social science, information theory, and computer science. The main scope of the committee is to encourage study and research activities that answer the very fundamental questions in human and telecommunication networks including:
  - Formation and evolution of human social networks
  - Information propagation and dissemination in human social networks
  - Small world phenomenon and its implication in telecommunication networks
  - Convergence of telecommunication networks and human social networks
  - New applications and services

- Tactile Internet - The Tactile Internet (TI) sub-committee will focus on exploring and elucidating all facets of the next generation of "Tactile Internet" technology, business and societal gaps and challenges. The objectives of the TI Sub-committee are to facilitate the worldwide harmonization of research, pre-standardization and best practices for deployment user scenarios of the global TI ecosystem, to design the built-in security and privacy and to explore ways the tactile technology can be realized in different segments such as in engineering, automobile, transport and logistics, health service, and public. The TI Sub-committee will target the understanding of the tactile requirements, the specification and identification of tactile use cases, defining system specifications to meet these requirements, developing breakthrough technology to the identified challenges of the tactile internet, and enabling of Internet protocols over the next generation of empowered devices in order to reach convergence and end to end transparency through IPv6.

- Transmission, Access & Optical Systems - This committee sponsors and organizes papers, conference sessions, workshops and standards development relating to both optical and metallic guided media transmission and access systems for the transport of speech, data, and visual information of any bandwidth. Specific areas of interest include: testing and performance of analog and digitally transmitted signals; systems and equipment for subscriber access over fiber, coaxial cable, and twisted copper pairs; analog and digital subscriber lines over wires and interfaces to wireless media; inductive coordination and electrical protection of wired media; network synchronization; and development of IEEE-oriented standards.

- Wireless Communications - The mission of the committee is to sponsor publications, conferences, technical sessions, workshops, and other information exchanges on architectures, applications, systems, terminals and technologies to provide personal, location-independent communication and computing in voice, data and visual media. Its areas of interest include techniques for achieving portability, ubiquity and transparency using wireless networks ranging from microcellular to satellite, and wired networks ranging from narrow to broadband.

B.5.6.5   Transaction of Business

All Board business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.5.6.5.1   Meetings

- The Board shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in). Other meetings (in-person or by teleconference) may be called on an as-needed basis.

- Regular and special Board meetings (in-person or teleconference) shall be called as specified in the Bylaws and in Clause A.2 of these P&Ps.

B.5.6.6   Approval of P&Ps

All changes to these Board P&Ps shall be approved by the Board and by the TEA-C before taking effect.

B.5.7 Communications History Standing Committee

B.5.7.1 Scope (from Bylaws, *verbatim*)

This Committee is responsible for identifying, placing in electronic archives, and raising public awareness through all appropriate steps on the most important facts/person/achievements of communications history in particular, as well as telecommunication milestones in general.

B.5.7.2 Objectives

The objectives of the Committee are to

- Promote awareness of past technical accomplishments in ComSoc's field of interest among professionals, educators, students and the general public.

- Encourage more scholarly participation and effort in the study and development of communications history and historiography.

- Engage ComSoc, other IEEE organizational units, and outside organizations with an interest in communications history in our efforts to promote awareness of communications history and historiography.

- Involve ComSoc and outside industry and academic experts in the writing of history articles for journals and magazines and participation in history-oriented panels and other sessions at major conferences.

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B.5.7.3 Organizational Structure

The Committee reports to the TEA Council.

Committee membership and term limits shall be specified in the Bylaws.

B.5.7.4 Activities and Responsibilities

B.5.7.4.1 Chair

Duties of the Chair include, but are not limited to, the following:

- Representing the Committee on the TEA-Council
- Providing guidance and direction to Committee members in the conduct of their responsibilities
- Coordinating with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

B.5.7.4.2 Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the TEA Council P&Ps.

B.5.7.5 Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.5.7.5.1 Meetings and Email

Committee teleconferences and face-to-face meetings shall be held at major conferences as needed.

Conference calls, discussions via email, and voting via email shall be conducted as needed.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.5.7.6   Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee and may be conducted in collaboration with other ComSoc Boards and Committees, other IEEE organizational units, and/or outside organizations.

The major activities of this Committee are:

- Soliciting, reviewing, and publishing historical articles,
- Sponsoring and organizing history sessions at major conferences,
- Commemorating historical achievements,
- Maintaining a web site with archived historical information,
- Maintaining a web site with a directory of communications-history-themed museums, exhibitions, or events.

B.5.7.7   Promotion of History-themed Museums, Exhibitions or Events

- The Communications History Committee may promote museums, exhibitions or events (other than technical meetings or conferences) which make important contributions to the preservation of historical artifacts and/or commemoration or understanding of historical achievements within the ComSoc field of interests. ComSoc shall not have financial involvement in the museum, exhibition or event. The promotion request process is managed by the Chair of the Communications History Committee according to the following guidelines: proposals for ComSoc's promotion of history-themed museums, exhibitions or events may be submitted to the Chair of the Communications History Committee by the respective organizers.

- The Communications History Committee approves or rejects all museum, exhibition or event requests for promotion. The Communications History Committee evaluates requests at least every 2 months.

ComSoc promotion of a museum, exhibition, or event may include one or more of the following benefits as defined by the respective promotion agreement, e.g., Memorandum of Understanding:

- Listing of the communications history-themed museum, exhibition, or event on the ComSoc website.
- Announcement of the opening of the history-themed museum, exhibition, or event on the ComSoc website and via social media.
- Launch of targeted e-blasts by ComSoc for the promotion of the history-themed museum, exhibition, or event.

B.5.7.8   Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the TEA-C before taking effect.

B.5.8 Distinguished Lecturers Selection Committee

B.5.8.1 Scope (from Bylaws, *verbatim*)

This Committee is responsible for establishing selection criteria and for the appointment of lecturers

B.5.8.2 Objectives

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.

B.5.8.3 Organizational Structure

The Committee reports to the Technical and Educational Activities Council.

Committee membership and term limits shall be specified in the Bylaws.

B.5.8.4 Activities and Responsibilities

B.5.8.4.1 Chair

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the TEA Council
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

B.5.8.4.2 Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

B.5.8.5 Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.5.8.5.1 Meetings and Email

The Committee shall hold two in-person regular meetings annually at IEEE ICC and IEEE GLOBECOM.

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis. Meetings of this committee shall always be held in Executive Session.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.5.8.6 Activities and Programs Managed by the Committee

The Policies of activities and programs managed by the Committee shall be defined by the Committee.

The DL selection policies and procedures are given in the next section.

B.5.8.6.1 Distinguished Lecturer Selection Policies

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 shall contact the ComSoc Technical Committees in June of each year in order to encourage nominations. Nominations shall be submitted to the Chair of the Selection Committee with a copy of the ComSoc Vice President for Technical and Educational 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 shall be held until three nominations are received, after which a meeting of the Committee shall be held to act upon these nominations.

Selection Committee meetings are normally conducted by phone or email.

B.5.8.6.2   Nominations

Nominations may 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 may receive the nomination of a ComSoc Technical Committee.

B.5.8.6.3   Distinguished Lecturers Selection Guidelines

The following are suggested guidelines for use by the ComSoc Technical Committees in the nomination of Distinguished Lecturers:

- Is the candidate 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.

B.5.8.6.4   Distinguished Lecturers Term of Appointment

The term of appointment as a Distinguished Lecturer is nominally two years. A person may be appointed as a Distinguished Lecturer more than once. At the discretion of the Committee, an appointment as a Distinguished Lecturer may be continued for an additional two-year term.

B.5.8.7   Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the TEA-C before taking effect.

B.5.9 Emerging Technologies Standing Committee

B.5.9.1 Scope (from Bylaws, *verbatim*)

This Committee is responsible for identifying, describing, and nurturing new technology directions, recommending new programs, and nurturing potential Technical Committees for formal proposal via the VP-TEA. This committee shall collaborate with the Technical Committees in promoting technical activities in support of academia and industry in the areas of the Society's Emerging Technology Initiatives.

B.5.9.2 Objectives

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 TEA Council. This small activity group shall be a sub-committee reporting to the chair of Emerging Technologies Committee (ETC).

B.5.9.3 Organizational Structure

The Committee reports to the Technical and Educational Activities Council.

Committee membership and term limits shall be specified in the Bylaws.

B.5.9.4 Activities and Responsibilities

B.5.9.4.1 Chair

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the TEA Council
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

B.5.9.4.2 Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

B.5.9.5 Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.5.9.5.1 Meetings

The Committee shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in).

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.5.9.6 Activities and Programs Managed by the Committee

The activities, programs, and related policies managed by the Committee shall be defined by the Committee.

The procedure specified in the next sections shall be used for creating technical sub-committees in new technology areas and for changing the name of an existing sub-committee.

B.5.9.6.1   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-TEA, 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-TEA shall evaluate the proposal in consultation with the chair of Emerging Technologies Committee and members of the TEA Council and make decision to approve or reject the formation of the sub-committee. Upon approval, the new sub-committee shall then be formed and shall report to the chair of Emerging Technologies Committee.

The chair of Emerging Technologies Committee shall assist the proposed officers to organize the sub-committee and commence its stated activities. The ETC chair shall help the sub-committee to obtain the necessary resources from the Society and IEEE to sponsor such activities.

B.5.9.6.2   Name Change for an Existing Technical Subcommittee

- Chair sends a proposal to Emerging Technology Committee stating reasons for the name change.
- ETC shall evaluate the request and make their recommendation to VP-TEA who shall evaluate the proposal in consultation with the Technical Activities Council to ensure there is no conflict/overlap with another TC area.
- The VP-TEA shall inform the Board of Governors in their next written report to the BoG.

B.5.9.6.3   Sub-Committee Evaluation Process

The ETC shall evaluate critically all technical sub-committees that have been operating for at least two years. The evaluation will reach one of the following recommendations:

1. elevated/merged to a full TC
2. continue as a sub-TC
3. put on a probation
4. disband

If the ETC recommends either 2) or 3) for a sub-committee, then two years later the ETC shall decide to recommend either 1) or 4) for that sub-committee.

The ETC shall forward to the TEA-C the recommendation to elevate/merge a technical sub-committee. If TEA-C approves such recommendation, then it shall forward it to the BoG for final approval.

The ETC shall forward to the TEA-C the recommendation to disband a technical sub-committee. If TEA-C approves such recommendation, then the technical sub-committee shall be disbanded.

B.5.9.6.4   Current Emerging Technical Initiatives

- Backhaul/Fronthaul Networking & Communications - There are considerable market interests on the development of small cell backhaul/fronthaul solutions that are an evolution of the existing backhaul/fronthaul technologies, i.e. SDH, ATM, MPLS and Ethernet. One of the main considerations the operators are faced with today is how to migrate existing backhaul/fronthaul

infrastructure toward adaptive and smart backhauling/fronthauling solutions that optimize their operations jointly with the access network for the next generation of cellular technology. The deployment availability, cross layer convergence, and economics of smart backhauling/fronthauling systems are the most important factors in selecting the appropriate backhaul/fronthaul technologies for multiple networks (Cellular, WiFi, WiMax, WiGig, etc.); variety of cell sizes (macro, micro, pico, femto) and multiple technologies (Visible light communications, D2D, distributed antennas, etc.). The aim of the new sub-TC on Backhaul Networking and Communications is to put forward IEEEs' agenda and contribution in the research and standardization activities on future backhaul/fronthaul communications and networking. This sub-TC will create a forum for researchers, developers and practitioners from both academia and industry to identify and discuss the backhaul/fronthaul requirements, challenges, recent development and smart end-to-end solutions pertaining to fifth generation (5G) of mobile communication networks. The sub-TC will serve as a prolific opportunity to educate about, promote and accelerate the evolution of next generation of backhaul/fronthaul networking and communications by fostering technical activities in the related area.

- Full Duplex Communications - Full duplex communications supporting concurrent transmission and reception in a single time/frequency channel has the potential of improving the attainable spectral efficiency and throughput by a factor of two. However, implementing full duplex communications has not been possible due to the large power difference at the receiver between the self-interference, imposed by the device's own transmission, and the signal of interest received from a remote peer. In a typical cellular or wireless local area arrangement, this power difference can be as high as 70-80 dB or larger. The scope of the present emerging technology initiative is to develop self-interference cancellation and mitigation techniques and to develop technology enablers and associated physical layer and medium access control layer algorithms and radio resource management techniques that facilitate full duplex communications in the next generation of wireless systems and, when applicable, in wireline networks.

- Machine Learning for Communications - The aim of this Emerging Technology Initiative (ETI) is to foster research and innovation surrounding the use of machine learning (ML) for the physical (PHY) and medium access control (MAC) layers for all types of communication systems, such as wireless, optical, satellite, and molecular. We provide a list of Best Readings in MLC for newcomers and organize conference workshops, tracks, sessions, industry symposia, tutorials, summer schools, data science competitions, as well as special issues in journals. We aim to establish common data sets and related benchmarks and invite authors to open-source their code for reproducible research. We maintain a blog where members can write articles, opinions, perspectives or present their research in an accessible way.

- Network Intelligence - The goal of the Network Intelligence (NI) ETI is to support and endorse research to embed Artificial Intelligence (AI) in future networks. Future networks need to have built-in (by design) embedded intelligence to allow better agility, resiliency, faster customization and security. Indeed, embedding Intelligence into the network will provide greater level of automation and adaptiveness, enabling faster deployment (from months down to minutes), dynamic provisioning adapted to the nature of network functions, and end-to-end orchestration for coherent deployment of IT and network infrastructures and service chains. It will also result in higher resiliency and better availability of future networks and services. The aim of the Network Intelligence ETI is to bring together (cross-fertilization) competences in networks and in AI towards better, agile and dynamic smart networks that are becoming a must for the foreseen network transformation.

- Quantum Communications & Information Technology - This sub-TC aims at fostering engineering in the newly upcoming quantum technology by applying our (ComSoc's) technical knowledge in areas like RF technology, coding theory, communications and information theory, photonic communications technology, interconnection and complexity theory, error correction, control

instrumentation, modeling and simulation, communication systems architecture and hardware, optimized algorithms and applications, which all are highly required to drive quantum technology forward and get it ready for applications).

B.5.9.7 Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the TEA-C before taking effect.

B.5.10 Technical Committees/Industry Communities Recertification Standing Committee

B.5.10.1 Scope (from Bylaws, *verbatim*)

This Committee reviews each Technical Committee/Industry Community once every three years to ensure their continued relevance and effectiveness to the Society. Committee recommendations for recertification, modification, merging, or elimination are submitted to the TEA-C for approval.

B.5.10.2 Objectives

The Committee is responsible for assuring that our Technical Committees (TCs)/Industry Communities (ICs) focus their activities in support of ComSoc goals and programs, as well as maintain currency with the communications field. The Committee's recertification process includes reviewing each TC/IC once every three years and reporting their findings in the form of recommended actions to the TEA-C. These recommendations may include recertifying a TC/IC for another three years, redirecting a TC/IC, merging a TC/IC with another TC/IC, suggesting the creation of a new TC/IC, or eliminating a TC/IC.

B.5.10.3 Organizational Structure

The Committee reports to the Technical and Educational Activities Council.

Committee membership and term limits shall be specified in the Bylaws.

B.5.10.4 Activities and Responsibilities

B.5.10.4.1 Chair (VP-TEA, ex-officio)

Duties of the Chair include, but are not limited to, the following:

- Represents the Committee on the TEA Council
- Provides guidance and direction to Committee members in the conduct of their responsibilities
- Coordinates with ComSoc Staff in the conduct of their responsibilities
- Should appoint a Committee Vice Chair chosen among the Committee voting members
- As per the Bylaws, may appoint additional non-voting members as needed
- May assume leadership for specific projects, as delegated by the Committee

B.5.10.4.2 Secretary

Duties of the Secretary include, but are not limited to, the following:

- The TEA-C Vice Chair shall serve as the TCRC Secretary
- Shall arrange the details for the meetings (working with Staff support), taking notes, distributing minutes, maintaining (with Staff support) TC review status, and other duties that shall facilitate TCRC operations.

B.5.10.4.3 Committee

Responsibilities of the Committee shall be as specified in the Bylaws and the Technical and Educational Activities Council P&Ps.

B.5.10.5 Transaction of Business

All Committee business shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.

B.5.10.5.1 Meetings

The Committee shall hold at least two in-person regular meetings per year at ICC and GLOBECOM (with the possibility of remote participation by dial-in).

Conference calls, discussions via email, and voting via email shall be conducted on an as needed basis.

The procedure for calling regular or special meetings of the Committee shall be specified in the Bylaws.

B.5.10.6   Activities and Programs Managed by the Committee

The Policies of activities and programs managed by the Committee shall be defined by the Committee.

The TCRC shall follow the guidelines specified below.

B.5.10.6.1   Review Criteria and Application

1. The TCRC shall develop and use criteria for evaluating TCs.

2. The TCRC shall use information from the Emerging Technologies Committee (ETC) as input on technical topics that are of potentially high interest for ComSoc TC coverage.

3. 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 should be allowed.

4. TCRC reviews are open to all TC chairs and members, including those in TCs that are not under review at the time.

5. The TCRC shall measure the effectiveness of its review criteria and process in helping TCs meet ComSoc goals.

6. In addition to recommending recertification of specific TCs, the TCRC shall also suggest opportunities for cross-TC coverage of important topics.

B.5.10.6.2   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.

B.5.10.7   Approval of P&Ps

All changes to these Committee P&Ps shall be approved by the Committee and by the TEA-C before taking effect.