



# Technical Activities Board Operations Manual

---

- IEEE Technical Activities
- IEEE Technical Activities Board (TAB)
- IEEE TAB Committees
- Societies, Technical Councils and Divisions
- Technical Publications and Products
- IEEE Conferences
- Financial Matters
- TAB Nominations and Appointments Process



This document incorporates changes to the IEEE Technical Activities Board (TAB) Operations Manual approved by TAB through the February 2024 meeting.  
*(formatting edits as of 18 March 2024)*

A five year summary of revisions is included at the end of the manual.

# Table of Contents

1.0 INTRODUCTION - IEEE TECHNICAL ACTIVITIES .....	8
1.1 IEEE INCORPORATION .....	8
1.2 IEEE GOVERNANCE.....	8
1.3 TECHNICAL ACTIVITIES OBJECTIVES .....	8
1.4 IEEE TECHNICAL ACTIVITIES MISSION STATEMENT .....	9
1.5 TECHNICAL ACTIVITIES VISION .....	9
1.6 FORMAT OF THE IEEE TECHNICAL ACTIVITIES BOARD (TAB) OPERATIONS MANUAL.....	9
1.7 REVISIONS TO THE IEEE TECHNICAL ACTIVITIES BOARD (TAB) OPERATIONS .....	9
2.0 IEEE TECHNICAL ACTIVITIES BOARD (TAB) .....	11
2.1 TAB OPERATIONAL PROCEDURES AND FUNCTIONS .....	11
2.2 TAB MEMBERSHIP AND VOTING .....	11
2.3 TAB MEETINGS .....	12
2.4 ALTERNATES AT TAB MEETINGS.....	13
2.5 TAB/COMMITTEE AGENDA ITEMS AND MINUTES .....	14
2.6 TAB FORUMS .....	15
2.7 TAB OFFICERS AND ROLES.....	16
2.8 TAB MEMBERS AND ROLES .....	19
2.9 INCOMING TAB MEMBERS AND ROLES .....	22
2.10 TAB REPRESENTATIVE TO OTHER OUs .....	22
2.11 RESPONSIBILITIES FOR CONDUCT AND PROFESSIONALISM .....	23
2.12 OVERVIEW OF PROCESS FOR HANDLING CONFLICTS INCLUDING ETHICS COMPLAINTS OR DISPUTES BETWEEN TECHNICAL ACTIVITIES ORGANIZATIONAL UNITS .....	25
2.13 PROCESS FOR MEDIATION (NON-BINDING) ASSISTANCE WITH DISPUTES AMONG ORGANIZATIONAL UNITS OF TECHNICAL ACTIVITIES .....	25
2.14 PROCESS FOR BINDING ASSISTANCE WITH DISPUTES AMONG TA ORGANIZATIONAL UNITS .....	26
2.15 PROCESS FOR BINDING ASSISTANCE WITH DISPUTES WITHIN TA ORGANIZATIONAL UNITS .....	26

2.16 TAB OMBUDSPERSON .....	27
2.17 TECHNICAL ACTIVITIES STAFF SUPPORT .....	28
3.0 IEEE TECHNICAL ACTIVITIES BOARD (TAB) COMMITTEES.....	29
3.1 APPOINTMENTS.....	29
3.2 VOTE TO REMOVE MEMBER OF A COMMITTEE .....	29
3.3 TAB COMMITTEES .....	29
3.4 JOINT COMMITTEES.....	29
3.5 AD HOC COMMITTEES .....	30
3.6 COMMITTEE CHARTERS.....	30
3.7 TAB MANAGEMENT COMMITTEE CHARTER .....	32
3.8 TAB AWARDS AND RECOGNITION COMMITTEE CHARTER .....	35
3.9 TAB CONFLICT RESOLUTION COMMITTEE CHARTER.....	37
3.10 TAB FINANCE COMMITTEE CHARTER.....	40
3.11 IEEE FUTURE DIRECTIONS COMMITTEE CHARTER .....	43
3.12 IEEE TECHNOLOGY ROADMAPS COMMITTEE CHARTER .....	46
3.13 TAB HALL OF HONOR SELECTION COMMITTEE CHARTER.....	50
3.14 TAB SOCIETY AND COUNCIL REVIEW COMMITTEE CHARTER.....	53
3.15 TAB COMMITTEE ON STANDARDS CHARTER.....	56
3.16 TAB COMMITTEE ON TECHNICAL COMMUNITY OUTREACH, ENGAGEMENT AND SOCIETY MEMBERSHIP .....	59
3.17 IEEE CONFERENCES COMMITTEE CHARTER.....	62
3.18 CONFERENCE FINANCE COMMITTEE CHARTER .....	66
3.19 CONFERENCE GOVERNANCE AND STRATEGY COMMITTEE CHARTER .....	69
3.20 CONFERENCE NOMINATIONS, APPOINTMENTS AND RECOMMENDATIONS COMMITTEE CHARTER .....	71
3.21 CONFERENCE PORTFOLIO REVIEW COMMITTEE CHARTER.....	73
3.22 CONFERENCE QUALITY COMMITTEE CHARTER.....	74
3.23 CONFERENCE APPLICATION REVIEW COMMITTEE .....	76
3.24 CONFERENCE ORGANIZATION INTEGRITY COMMITTEE CHARTER .....	78

3.25	TECHNICAL PROGRAM INTEGRITY COMMITTEE (TPIC).....	80
3.26	CONFERENCE TOOLS COMMITTEE CHARTER .....	82
3.27	EVENT INNOVATIONS AND ENHANCEMENTS COMMITTEE CHARTER .....	84
3.28	FUTURE OF CONFERENCE IP COMMITTEE CHARTER .....	86
3.29	TAB PERIODICALS COMMITTEE CHARTER .....	88
3.30	TAB MAGAZINES AND NEWSLETTERS COMMITTEE CHARTER .....	92
3.31	TAB PERIODICALS PARTNERSHIP OPPORTUNITIES COMMITTEE CHARTER .....	94
3.32	TAB PERIODICALS REVIEW AND ADVISORY COMMITTEE CHARTER .....	97
3.33	TAB PROPOSAL DEVELOPMENT COMMITTEE .....	100
3.34	TAB TRANSACTIONS COMMITTEE CHARTER .....	103
3.35	TAB/PSPB PRODUCTS AND SERVICES COMMITTEE CHARTER .....	105
3.36	CONFERENCE PUBLICATIONS COMMITTEE CHARTER.....	109
3.37	TAB NOMINATIONS AND APPOINTMENTS COMMITTEE CHARTER .....	112
3.38	TAB STRATEGIC PLANNING COMMITTEE CHARTER.....	115
3.39	TAB COMMITTEE ON DIVERSITY, EQUITY, AND INCLUSION CHARTER .....	118
3.40	IEEE ENTREPRENEURSHIP STEERING COMMITTEE CHARTER .....	120
3.41	IEEE YOUNG PROFESSIONALS COMMITTEE CHARTER.....	123
3.42	IEEE PANEL OF TECHNICAL PUBLICATION EDITORS CHARTER.....	126
4.0	IEEE SOCIETIES, IEEE TECHNICAL COUNCILS (S/Cs) AND DIVISIONS .....	128
4.1	DEFINITION.....	129
4.2	FUNCTIONS OF IEEE SOCIETIES .....	130
4.3	IEEE SOCIETY ACTIVITIES THAT REQUIRE TAB ENDORSEMENT/APPROVAL. ....	134
4.4	IEEE SOCIETY AND TECHNICAL COUNCIL FORMATION PROCESS.....	135
4.5	FUNCTIONS OF IEEE TECHNICAL COUNCILS .....	140
4.6	IEEE TECHNICAL COUNCIL ACTIVITIES THAT REQUIRE TAB ENDORSEMENT .....	143
4.8	TAB NEW TECHNICAL COMMUNITIES .....	147
4.9	MONITORING AND ASSISTANCE FOR TECHNICAL OUS.....	148
4.11	IEEE AEROSPACE AND ELECTRONIC SYSTEMS SOCIETY (AES-10) .....	152

4.12	IEEE ANTENNAS AND PROPAGATION SOCIETY (AP-03) .....	152
4.13	IEEE BIOMETRICS COUNCIL (BIO-46) .....	152
4.14	IEEE BROADCAST TECHNOLOGY SOCIETY (BT-02).....	152
4.15	IEEE CIRCUITS AND SYSTEMS SOCIETY (CAS-04) .....	152
4.16	IEEE COMMUNICATIONS SOCIETY (COMM-19) .....	152
4.17	IEEE COMPUTATIONAL INTELLIGENCE SOCIETY (CIS-11).....	153
4.18	IEEE COMPUTER SOCIETY (COMP-16) .....	153
4.19	IEEE CONSUMER TECHNOLOGY SOCIETY (CT-08).....	153
4.20	IEEE CONTROL SYSTEMS SOCIETY (CS-23) .....	153
4.21	IEEE DIELECTRICS AND ELECTRICAL INSULATION SOCIETY (DEI-32).....	153
4.22	IEEE EDUCATION SOCIETY (Ed-25).....	153
4.23	IEEE ELECTRON DEVICES SOCIETY (ED-15).....	153
4.24	IEEE COUNCIL ON ELECTRONIC DESIGN AUTOMATION (CEDA-44).....	153
4.25	IEEE ELECTRONICS PACKAGING SOCIETY (EPS-21).....	154
4.26	ELECTROMAGNETIC COMPATIBILITY SOCIETY (EMC-27) .....	154
4.27	IEEE ENGINEERING IN MEDICINE AND BIOLOGY SOCIETY (EMB-18) .....	154
4.28	IEEE GEOSCIENCE AND REMOTE SENSING SOCIETY (GRS-29).....	154
4.29	IEEE INDUSTRIAL ELECTRONICS SOCIETY (IE-13).....	154
4.30	IEEE INDUSTRY APPLICATIONS SOCIETY (IA-34) .....	154
4.31	IEEE INFORMATION THEORY SOCIETY (IT-12) .....	154
4.32	IEEE INSTRUMENTATION AND MEASUREMENT SOCIETY (IM-09) .....	154
4.33	IEEE INTELLIGENT TRANSPORTATION SYSTEMS SOCIETY (ITS-38) .....	155
4.34	IEEE MAGNETICS SOCIETY (Mag-33) .....	155
4.35	IEEE MICROWAVE THEORY AND TECHNOLOGY SOCIETY (-17) .....	155
4.36	IEEE NANOTECHNOLOGY COUNCIL (NANO-42).....	155
4.37	IEEE NUCLEAR AND PLASMA SCIENCES SOCIETY (NPS-05) .....	155
4.38	IEEE OCEANIC ENGINEERING SOCIETY (OE-22).....	155
4.39	IEEE PHOTONICS SOCIETY (PHOT-36) .....	155

4.40	IEEE POWER ELECTRONICS SOCIETY (PEL-35).....	155
4.41	IEEE POWER & ENERGY SOCIETY (PE-31).....	156
4.42	IEEE PRODUCT SAFETY ENGINEERING SOCIETY (PSE-43) .....	156
4.43	IEEE PROFESSIONAL COMMUNICATION SOCIETY (PC-26) .....	156
4.44	IEEE RELIABILITY SOCIETY (R-07).....	156
4.45	IEEE COUNCIL ON RFID (RFID-700).....	156
4.46	IEEE ROBOTICS AND AUTOMATION SOCIETY (RA-24) .....	156
4.47	IEEE SENSORS COUNCIL (SEN-39) .....	156
4.48	IEEE SIGNAL PROCESSING SOCIETY (SP-01).....	156
4.49	IEEE SOCIETY ON SOCIAL IMPLICATIONS OF TECHNOLOGY (SIT-30).....	156
4.50	IEEE SOLID-STATE CIRCUITS SOCIETY (SSC-37) .....	157
4.51	IEEE COUNCIL ON SUPERCONDUCTIVITY (CSC-41) .....	157
4.52	IEEE SYSTEMS COUNCIL (SysC-45) .....	157
4.53	IEEE SYSTEMS, MAN AND CYBERNETICS SOCIETY (SMC-28) .....	157
4.54	IEEE TECHNOLOGY AND ENGINEERING MANAGEMENT SOCIETY (TEMS-14).....	157
4.55	IEEE TRANSPORTATION ELECTRIFICATION COUNCIL (TEC-802).....	157
4.56	IEEE ULTRASONICS, FERROELECTRICS AND FREQUENCY CONTROL SOCIETY (UFFC-20)	158
4.57	IEEE VEHICULAR TECHNOLOGY SOCIETY (VT-06).....	158
4.58	SOCIETY AND TECHNICAL COUNCIL PROFILES .....	158
4.59	TECHNICAL SOCIETY AGREEMENTS .....	158
5.0	TECHNICAL PUBLICATIONS AND PRODUCTS .....	160
5.1	PUBLICATION POLICIES .....	160
5.2	PUBLICATION OBJECTIVES .....	160
5.3	PERIODICALS .....	160
5.4	TAB BEST PRACTICES .....	163
5.5	CONFERENCE PROCEEDINGS. ....	164
5.6	NEW CATEGORIES OF PUBLICATIONS.....	164
5.7	OTHER PUBLICATIONS.....	164

5.8	IEEE PANEL OF TECHNICAL PUBLICATION EDITORS.....	164
6.0	IEEE CONFERENCES .....	165
7.0	FINANCIAL MATTERS.....	166
7.1	TAB FINANCES .....	166
7.2	TAB FINANCE COMMITTEE .....	166
7.3	SOCIETY FINANCES .....	166
7.4	ADMINISTRATION OF SOCIETY/COUNCIL AND TAB FINANCES .....	166
7.5	SOCIETY AND COUNCIL FINANCIAL PROCESSES .....	166
7.6	S/C FINANCIAL HEALTH LIST.....	168
8.0	IEEE TECHNICAL ACTIVITIES BOARD TAB NOMINATIONS & APPOINTMENTS PROCESS ...	169
8.1	TAB NOMINATIONS AND APPOINTMENTS COMMITTEE (N&A).....	169
8.2	TAB NOMINATIONS AND APPOINTMENTS GUIDELINES.....	169
8.3	TAB APPOINTMENT PROCEDURES.....	170
8.4	TIMELINE FOR TAB/PRESIDENTS'FORUM/DIVISION DIRECTORS' FORUM APPOINTMENTS	174
8.5	ELECTED/APPOINTED TAB POSITIONS .....	175
8.6	APPOINTED POSITIONS .....	175
8.7	RECALL PROVISION.....	176
8.8	DIVISION DELEGATES/DIRECTORS.....	176
8.9	NOMINATIONS PROCESS FOR DIVISIONAL DELEGATE-ELECTS/DIRECTOR-ELECTS .....	176

## 1.0 INTRODUCTION - IEEE TECHNICAL ACTIVITIES

### 1.1 IEEE INCORPORATION

IEEE is incorporated under the [New York State Not-for-Profit Corporation Law](#). The text of that law changes from time to time; the IEEE Executive Director should be consulted prior to taking any action, which relates to that law.

### 1.2 IEEE GOVERNANCE

*Reference from [IEEE Bylaw I-300.1](#)*

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 the 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 this operations manual, policy statements and organizational unit bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above.

### 1.3 TECHNICAL ACTIVITIES OBJECTIVES

*The following paragraph is from [IEEE Bylaw I-303.7](#)*

The IEEE Technical Activities Board (TAB) shall be responsible to the Board of Directors for directing the advancement of the theory and practice, of electrical, electronics, communications and computer engineering, as well as computer science, and the allied branches of engineering and the related arts and sciences and technologies, and their application for the benefit of IEEE members worldwide and for the general public. TAB shall encourage and support its Societies, Councils, and Committees to develop and deliver to their global customers appropriate and timely intellectual property products, in either printed or electronic form, or through meetings on current or emerging technologies.

These objectives embrace the spectrum of engineering from research and development, design and production, to test, installation, operation, and service. To accomplish these objectives, the IEEE shall:

1. Have technical Societies, Councils and Divisions in the various industries and disciplines of electrical and electronics engineering and the related arts and sciences, which provide a forum for the exchange of technical information among members in the respective disciplines and industries. Some Societies or Divisions represent an identifiable segment of the electrical and electronics industries. Some Societies and Divisions, organized on a disciplinary basis, encourage the development and use of specialized knowledge and expertise having applicability in different industries and functions.
2. Have geographical Chapters of the Societies in conjunction with the Sections and Regional organizational units of IEEE. These shall provide for the local day-to-day exchange of technical information and the development of local technical meetings and other activities



of an educational nature for members living in a geographical area with common interests in a specialized discipline.

3. Hold general meetings, conferences and tutorials for the presentation and discussion of technical papers. These meetings may concentrate on one or more disciplines. Meetings may be international, national, or regional in geographical coverage.
4. Publish Transactions of technical papers and records of general meetings and conferences. These publications shall be distributed to the interested membership and provided for permanent library retention.
5. Provide a means for the appropriate Societies to be involved in the development of standards. The IEEE shall offer electrical standards for adoption by other national and international standardizing bodies.
6. Recognize excellence among its members in the advancement of the theory and practice of electrical and electronics engineering. Awards in the specialized disciplines are established and administered by the various Societies.
7. Keep current with emerging technical activities throughout the fields of interest, encourage appropriate changes in the technical activities of the IEEE in recognizing new and emerging fields, as well as areas of declining technical importance.

*Revisions to the Technical Activities Objectives, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with [IEEE Bylaw I-300.4\(6\)](#).*

#### **1.4 IEEE TECHNICAL ACTIVITIES MISSION STATEMENT**

Inspire and engage worldwide technical communities to:

- foster dynamic interdisciplinary collaboration
- motivate participation and leadership
- nurture and promote leading edge innovative ideas
- empower professionals with relevant knowledge and life-long development
- provide value

#### **1.5 TECHNICAL ACTIVITIES VISION**

Technical communities working together to be the preferred home for all professionals, worldwide.

#### **1.6 FORMAT OF THE IEEE TECHNICAL ACTIVITIES BOARD (TAB) OPERATIONS MANUAL**

The IEEE Technical Activities Board Operations Manual, published here, has been arranged in eight sections, each covering a different facet of IEEE technical activities. Those consulting this Manual for the first time are urged to carefully review the Table of Contents to acquaint themselves with all procedures relating to their particular activities.

#### **1.7 REVISIONS TO THE IEEE TECHNICAL ACTIVITIES BOARD (TAB) OPERATIONS MANUAL**

Proposed changes to the IEEE Technical Activities Board (TAB) Operations Manual and the reasons therefore shall be distributed to all voting members of the Technical Activities Board at least 10 days before the stipulated TAB meeting at which the vote shall be taken. A simple majority of the votes cast at the meeting shall be required to approve any revisions to the TAB Operations Manual. Any amendment or repeal of the IEEE Technical Activities Board Operations Manual shall be subject to review by the IEEE Governance Committee or its designee, and final approval by the IEEE Technical Activities Board.

Additionally, the IEEE Board of Directors has determined that changes related to specific responsibilities and activities of the Major Organizational Units shall be reviewed and approved by the Board using the process in accordance with IEEE Bylaw I-300.4(6).

The following chart indicates the sections of the TAB Operations Manual for which TAB is responsible and as to which shall follow the process specified in IEEE Bylaw I-300.4(6) and for which review and consent shall be obtained by additional Major Boards or Committees, as indicated, prior to submission to the IEEE Board of Directors.

<b>TAB OPERATIONS MANUAL SECTION/ACTIVITY</b>		<b>INVOLVED OU(S) REVIEW/CONSENT</b>
1.3 Objectives	TAB Objectives	Deliberation: TAB Review/Consent: TAB Approval: TAB
2.2 Technical Activities Board	TAB Membership	Deliberation: TAB Review/Consent: TAB Approval: TAB
4.0 Divisions	Composition of divisions	Deliberation: TAB Review/Consent: TAB Approval: TAB
4.2.A.3 Society Affiliates	Qualifications, Rights and Privileges	Deliberation: TAB, MGA Review/Consent: TAB, MGA Approval: TAB

## **2.0 IEEE TECHNICAL ACTIVITIES BOARD (TAB)**

[\(IEEE Bylaw I.303.7\)](#)

As stated in (IEEE Bylaw I.303.7) "The IEEE Technical Activities Board shall be responsible to the Board of Directors for directing the advancement of the theory and practice, of electrical, electronics, communications and computer engineering, as well as computer science, and the allied branches of engineering and the related arts and sciences and technologies, and their application for the benefit of IEEE members worldwide and for the general public. TAB shall encourage and support its Societies, Councils, and Committees to develop and deliver to their global customers appropriate and timely intellectual property products, in either printed or electronic form, or through meetings on current or emerging technologies."

### **2.1 TAB OPERATIONAL PROCEDURES AND FUNCTIONS**

As delegated by the IEEE Board of Directors, the Technical Activities Board shall interpret relevant bylaws and policies through organization arrangements, guidelines, and scopes, and shall develop policy relating to the IEEE program of technical activities. Relevant policy statements, rules and regulations, and procedures shall be published in the TAB Operations Manual for the guidance of all concerned.

As delegated by the IEEE Board of Directors, the Technical Activities Board shall establish operational procedures assisting the management and operation of the Societies and Technical Councils. The Technical Activities Board shall be responsible for developing its plans, schedules, and procedures. The Societies and Technical Councils shall operate in support of their assigned technical fields, as provided in their respective constitutions and field of interest statements. The Technical Activities Board through the TAB Chair may bring reports, recommendations, or other actions by the individual Societies and Technical Councils, the TAB Committees, the TAB Ad Hoc Committees, and the Technical Activities Board, to the Board of Directors.

### **2.2 TAB MEMBERSHIP AND VOTING**

[\(IEEE Bylaw I-303.7\)](#)

- a) IEEE Technical Activities Board (TAB).** The IEEE Technical Activities Board shall be responsible to the Board of Directors for directing the advancement of the theory and practice, of electrical, electronics, communications and computer engineering, as well as computer science, and the allied branches of engineering and the related arts and sciences and technologies, and their application for the benefit of IEEE members worldwide and for the general public. TAB shall encourage and support its Societies, Councils, and Committees to develop and deliver to their global customers appropriate and timely intellectual property products, in either printed or electronic form, or through meetings on current or emerging technologies.

TAB Membership. The Technical Activities Board shall consist of the Chair, who shall be the Vice President - Technical Activities; the immediate Past Chair; the Vice Chair, who shall be the TAB Vice President-Elect; the Society Presidents; the Technical Council Presidents; the ten Division Delegate/Directors; the TAB Treasurer; the Chair of the TAB Periodicals Committee; the Chair of the TAB/PSPB Products and Services Committee and the Chair of the IEEE Conferences Committee. The TAB Assistant Treasurer and the Staff Secretary shall be non-voting members of TAB.

The Vice President – Technical Activities shall be elected by the eligible voting members of the IEEE who are also members of at least one society. The Society Presidents shall be elected or appointed in accordance with the bylaws of each respective Society. The

Technical Council Presidents shall be appointed by the Board of Governors of each respective Council. The ten Division Delegate/ Directors shall be elected in accordance with the IEEE Bylaw I-307. The TAB Assistant Treasurer shall be appointed by the Vice Chair for a one-year term, to coincide with the final year of service of the TAB Treasurer, and shall become the TAB Treasurer upon completion of the term as Assistant Treasurer. The TAB Treasurer shall serve a two-year term, with reappointment permissible for up to a maximum of six years. The Chair of the TAB Periodicals Committee shall be appointed by TAB for a two-year term. The Chair of the TAB/PSPB Products & Services Committee shall be appointed jointly by TAB and PSPB for a two-year term.

The Vice President - Technical Activities shall be ineligible to serve a second full term.

- b) Voting Members.** No Member of TAB may hold more than one TAB voting position simultaneously.

*Any revisions to Technical Activities Board membership ([IEEE Bylaw I-303.7](#)) requires review and approval by the Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(6).*

### 2.3 TAB MEETINGS

- A. Number of TAB Meetings and Locations.** The Technical Activities Board (TAB) shall hold at least two meetings during the year. The scheduling of these meetings shall be according to the criteria set forth in IEEE Policies. Meeting dates and locations can be found at <https://ta.ieee.org/meetings>.
- B. TAB Meeting Schedule Changes.** Once scheduled, a meeting date or location may be altered or canceled by the Vice President - Technical Activities only in extenuating circumstances and not less than 20 calendar days before the original date or the new date set for the meeting, whichever is the earlier. Notice of such change shall be distributed to all TAB voting members not less than 20 calendar days before the original or the new date of the said scheduled meeting, whichever is the earlier.
- C. TAB Special Meetings.** Special meetings of the Technical Activities Board may be called by the TAB Chair or by 20% of TAB voting members on notice to all other TAB members. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the TAB voting members calling the meeting, shall be distributed to all TAB members not less than 20 calendar days before the date set for the special meeting.
- D. Actions Without Meeting.** IEEE Bylaw I-300.5 applies to TAB, as it is an IEEE Major Board. Unless otherwise provided in the Certificate of Incorporation, the Constitution, the Bylaws, or the [Not-for-Profit Corporation Law of the State of New York](#), any action required or permitted to be taken by the Board of Directors, the Major Boards, the Committees and any other board or committee reporting directly to the Board of Directors may be taken without a meeting if all members of the Board or Committee vote unanimously on the action, with the vote to be confirmed promptly in writing. The written confirmation shall be filed with the minutes of the proceedings of the Board or Committee.
- E. Meeting Alternatives.** The IEEE Technical Activities Board and TAB organizational units, including the Societies/Technical Councils and their committees, may conduct meetings other than in-person provided that (1) notice of such meeting alternative, giving the date and time of the meeting, shall be distributed to all governing body members not less than 20 calendar days before the date set for the meeting; and (2) all persons participating in the meeting are able to hear each other at the same time and each person can participate in all matters before the TAB, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the TAB. Given these conditions, normal TAB meeting procedures will apply. Any actions taken will be reported and recorded into the minutes.

- F. Notices of Meetings.** Notices of meetings and any other documents required to be sent to TAB members pursuant to provisions of the IEEE Constitution, IEEE Bylaws, IEEE Policies, and this TAB Operations Manual shall be sent by such routings as shall ensure prompt delivery. Tentative dates for meetings may be announced before the dates are finalized. Meeting dates are finalized when announced in the formal meeting announcement.
- G. Parliamentary Authority.** Robert's Rules of Order (latest edition) shall be used to conduct business at meetings of the TAB and all other governing bodies thereof, unless otherwise specified by IEEE governing documents, resolutions of the IEEE Board of Directors, resolutions of the Technical Activities Board, the TAB Operations Manual, or the TAB Standing Orders.
- H. TAB Parliamentarian.** The Vice President, Technical Activities shall select an individual to serve as the TAB Parliamentarian, to serve concurrent to their term. This individual may be a third-party contractor or an IEEE Volunteer and may serve unlimited terms.
- I. Guidelines for Motions Passed at TAB Meetings.** The length of time between TAB meetings (depending on scheduling) varies. To avoid confusion and errors regarding parliamentary process, guidelines for motions will be used that apply as if all TAB meetings occur before a quarterly time interval has elapsed. Motions related to actions as well as procedural votes have the same criteria for approval.

## 2.4 ALTERNATES AT TAB MEETINGS

Alternates may attend TAB meetings and/or Presidents' Forums in place of their respective Society or Council (S/C) President should the President be unable to attend the meeting.

### 1. Approval of Alternate Positions

Each year, the incoming Society/Council President is asked to identify a first and second alternate position. TAB Voting Alternates must be an Officer who is involved in the administrative and financial discussions of the S/C, and who can make an informed decision regarding TAB votes.

The IEEE Board of Directors shall approve the list of first and second alternate positions submitted. The list is approved annually, at the IEEE Board of Directors last regularly scheduled meeting of the year prior to the alternate positions being in effect.

If alternate positions are not identified by the yearly deadline, the previous year's alternate positions will be used.

### 2. Attendance and Voting

In the event that the S/C President is unable to attend the TAB meeting and/or Presidents' Forum, the first alternate may attend and have voting privileges. In the event that the first voting alternate is also unable to attend, the second alternate may attend and have voting privileges.

A S/C President may send a representative to a TAB meeting and/or Presidents' Forum not indicated on the approved alternate list. The representative may participate in discussions if recognized but does not have voting privileges or the ability to make or second motions.

A voting alternate or non-voting representative will be the sole attendee on behalf of that Society/Council for the entire meeting session.

### 3. Required Notification

TAB shall be informed by the S/C President of any alternates no later than 4 days prior to the start of the TAB meeting and/or Presidents' Forum. In the case of an emergency or extenuating circumstance that arises within 4 days and prevents a S/C President from

attending the TAB meeting and/or Presidents' Forum, the Vice President-Technical Activities may approve an exception to this 4 day rule. All voting members must be finalized at least 3 hours prior to the start of the TAB meeting/Presidents' Forum and will be announced at the beginning of the TAB meeting and/or Presidents' Forum.

## 2.5 TAB/COMMITTEE AGENDA ITEMS AND MINUTES

### A. TAB Agenda Item Criteria

Agenda items must meet one of the following criteria:

- i. **Action Items.** Question to be decided by the body, phrased as motions. Proposed action items require a summary of the item and the reason for its submission. Supporting documentation shall also be provided. Financial implications to TAB must be included in every motion.
- ii. **Information Items.** Reports from officers, committee chairs and other persons invited to present assigned tasks by TAB. Proposed information items require purpose and documentation whenever possible.

**B. Submission Process.** Proposed TAB Agenda items should be submitted electronically to Technical Activities Staff. All items must be submitted with an agenda item submission form and financial implications form which can be found at the following link: [ta.ieee.org/tab-meeting-information](http://ta.ieee.org/tab-meeting-information). Staff will then forward the request to the TAB Chair for review and approval.

**C. Agenda Item Submission Deadlines.** Submission deadlines are crucial to the agenda compilation process. Due to the review process that must take place, enforcement of these due dates is imperative. Exceptions or late submissions are approved solely by the TAB Chair. It is not safe to assume items will be included if submitted late. The most up to date meeting schedules and deadlines are available at: <http://www.ieee.org/tab-meeting>. In general, agenda items submission deadlines are as follows:

- First call for agenda items: 8 weeks prior to the scheduled TAB meeting.
- Second call for agenda items: 6 weeks prior to the scheduled TAB meeting.
- Release of agenda and supporting documentation: 10 calendar days prior to the scheduled TAB meeting. The first draft of items proposing revisions to the TAB Operations Manual, IEEE Bylaws or IEEE Policies, or reports or motions from TAB Committees, shall be sent to TAB members at least 10 days prior to the scheduled TAB meeting at which the item is to be considered. The agenda and supporting documentation will be posted to <http://www.ieee.org/tab-meeting> 10 days before the TAB meeting. At this time, TAB board members will be notified of the agenda release.
- Agenda items received after the established deadline for submission of agenda items and prior to the start of the TAB meeting, are considered late agenda requests. This covers agenda items submitted less than six weeks and more than 24 hours before the start of the TAB meeting, and will require review and approval by the Vice President -Technical Activities in order to be added to the agenda that is available at the start of the TAB meeting. In order to receive approval by the Vice President, the item submission form should specify the time criticalness of the item, as well as a justification as to why the item cannot wait to be included on a subsequent board meeting agenda.

#### 1. Updates:

- 1.1 Submission of Updates to supporting documentation:
  - 1.1.1. If updates are required after the first draft of supporting documentation is submitted, the updates will be indicated with track changes.

- 1.1.2: Highlighting specific changes to updates is preferred, but when not possible, tracking changes at the page level is acceptable.
- 1.2 Submission of Motions:
  - 1.2.1: Changes to motions that occur after the 10-day deadline must be made on the TAB floor.
  - 1.2.2: Proposed amendments to motions can be appended to a presentation as an update in advance of the TAB meeting, but the amendment must be moved during the TAB meeting. The submission of a justification for the proposed amendment in advance of the TAB meeting is necessary to allow TAB members the opportunity to prepare and discuss the amended motion with stakeholders prior to the meeting.

**2. 24 Hour Rule:** All final versions of agenda items with supporting documentation must be submitted within 24 hours of the start time of the Technical Activities Board meeting, with the following exceptions.

- 2.1: A standing exception will be allowed for items from TAB committee meetings that take place within 24 hours of the TAB meeting.
- 2.2. Other Items submitted within 24 hours of the TAB meeting will be reviewed by the Technical Activities Vice President and must include a reason for requesting a 24 hour exception. The Technical Activities Vice President has the authority to approve or reject changes to items within 24 hours of the TAB meeting.

**D. Technical Activities Board Minutes.** For each Technical Activities Board (TAB) meeting, minutes shall be prepared by the Chair of the Board and the Secretary or their designee. Minutes shall concisely record attendance at the meeting, the substance of all discussions and any actions taken, but need not be in the nature of a verbatim transcript. Minutes shall be distributed to all members prior to the next regularly scheduled TAB meeting for feedback. In the absence of extenuating circumstances, minutes of all meetings of the Technical Activities Board shall be distributed within 45 days of the meeting. Minutes may be amended according to procedures as outlined in Robert's Rules.

Highlights of TAB meetings are provided in the IEEE Society Sentinel normally within two weeks after a TAB meeting. TAB meeting minutes will be approved at the next regularly scheduled TAB meeting. Once approved, minutes of TAB meetings shall be archived by the Secretary or their designee.

**E. TAB Committee Meeting Minutes.** For each meeting of a permanent TAB committee, minutes/summaries or highlight reports of the meetings shall be prepared by the Chair of the particular Committee and the assigned staff support for that Committee.

Minutes/Summaries and highlight reports shall concisely record attendance at the meeting and the summary of actions taken and the substance of all discussions but need not be in the nature of a verbatim transcript. Minutes shall be distributed to all members prior to the next regularly scheduled meeting for feedback. Committee meeting minutes will be approved at the next regularly scheduled committee meeting. Once approved, TAB Committee meeting minutes shall be archived by the Committee staff support. Minutes may be amended according to procedures as outlined in Robert's Rules.

## 2.6 TAB FORUMS

**A. Presidents' Forum.** There shall be a Presidents' Forum comprised of the incumbent Society and Technical Council Presidents' and the TAB Vice Chair who shall serve as Chair. The Forum shall be for discussion of items of interest or concern to the IEEE Society/Council Presidents, as well as making appointments for various TAB committee positions specified in Section 8 of this manual. The Forum shall report to TAB on its

selection of individuals to serve on the TAB Finance Committee, TAB Nominations and Appointments Committee and TAB Committee on Technical Community Outreach, Engagement and Society Membership Members at Large. When items of common interest are discussed, Division Directors and other members of TAB are invited to attend this meeting.

**B. Division Directors' Forum.** There shall be a Division Delegate/Directors' Forum, comprised of the incumbent Division Directors and the IEEE Vice President - Technical Activities, who shall serve as Chair.

The Forum shall be for discussion of items of interest or concern to Division Directors as well as for holding elections and making appointments for various TAB committee positions. The Forum shall report to TAB on its selection of individuals to serve on the TAB Periodicals Committee, TAB/PSPB Products & Services Committee and the IEEE Conferences Committee.

**C. Technical Activities Board Meeting.** The TAB meeting shall normally be held after the Presidents' Forum, and Division Directors' Forum. Items discussed at the Presidents' Forum and/or the Division Directors Forum may be brought to TAB for further action. These items must be brought by an individual member of TAB and receive a second prior to debate by TAB. The TAB Consent Agenda is approved at the beginning of the TAB meeting.

## 2.7 TAB OFFICERS AND ROLES

The officers of the IEEE Technical Activities Board shall be the IEEE Vice President - Technical Activities, who serves as the TAB Chair, the immediate Past TAB Chair, the TAB Vice Chair, and the TAB Treasurer. The TAB Secretary, as designated by the IEEE Executive Director, shall be the Managing Director of the Technical Activities Department, who shall serve as an ex-officio member without vote. The TAB Assistant Treasurer shall also serve as an ex-officio member without vote.

The TAB Officers are as follows:

### **A. Vice President, Technical Activities/Chair, IEEE Technical Activities Board:**

a. **Functions.** The functions of the Vice President - Technical Activities shall be to:

- i. Serve as the highest volunteer officer responsible for the technical activities of the IEEE.
- ii. Serve as Chair of the IEEE Technical Activities Board.
- iii. Serve on the IEEE Board of Directors
- iv. Represent the IEEE as an elected official.
- v. Represent the IEEE in its technical areas and also on behalf of the IEEE President whenever requested.

b. **Duties and Responsibilities.** The duties and responsibilities of the Vice President - Technical Activities shall be to:

- i. Preside over the meetings of TAB, TAB Management Committee and the Division Directors' Forum.
- ii. Attend all meetings of TAB, the IEEE Board of Directors, the Division Directors' Forum, the TAB Management Committee and the TAB Strategic Planning Committee.
- iii. Make appointments to TAB related Committees, other OU Committees and OU's as appropriate, see Section 8.6 for complete list of appointed positions.
- iv. Inform TAB of important IEEE Board of Directors matters.
- v. Act as a voting member of the TAB Strategic Planning Committee.
- vi. Subject to schedule and budget parameters if schedules allow, attend at least two Region meetings during the year, as a representative of TAB. Selection of Region meetings will give priority to those not visited within the past two years.
- vii. Subject to schedule and budget parameters if schedules allow, attend at least two Society/Council meetings during the year, as a representative of



TAB Leadership. Selection of meetings will give priority to those not visited within the past two years.

- viii. Assure that issues in appropriate areas are brought to the attention of TAB and the IEEE as a whole if judge appropriate.
- c. **Qualifications.** The qualifications for the Vice President, Technical Activities (TAB Chair) are as follows:
  - i. Shall be an IEEE Senior Member or Fellow and a Member of at least one Society.
  - ii. Must be able to commit a significant amount of time to the position.
  - iii. Should have the support of that person's employer in meeting the obligations of the position.
  - iv. Shall have served as a S/C President or Division Director.

**B. Vice President-Elect/Vice Chair, IEEE Technical Activities Board:**

- a. **Functions.** The functions of the TAB Vice President-Elect/Vice Chair of TAB shall be to:
  - i. Assist the Vice President, Technical Activities as a representative of the IEEE in its technical areas.
  - ii. Report administratively to the Vice President, Technical Activities.
  - iii. Serve as the Vice Chair of TAB.
- b. **Duties and Responsibilities.** The duties and responsibilities of the TAB Vice President-Elect/Vice Chair of TAB shall be to:
  - i. Preside over the meetings of the TAB Presidents' Forum.
  - ii. Preside over the meetings of the TAB Nominations and Appointments Committee (N&A).
  - iii. In the absence of the TAB Chair, preside over the meetings of TAB and the TAB Management Committee.
  - iv. Assist the TAB Chair by carrying out additional ad-hoc assignments.
  - v. Attend all meetings of TAB, Presidents' Forum, and the TAB Management Committee.
- c. **Qualifications.** The qualifications for the Vice President-Elect, Technical Activities (TAB Vice-Chair) are the same as the qualifications for the Vice President, Technical Activities. See Section 2.7.A.c.

**C. Immediate Past Vice-President/Past Chair, IEEE Technical Activities Board:**

- a. **Functions.** The functions of the Immediate Past Vice-President/Past Chair, TAB shall be to:
  - i. Assist the TAB Chair as a representative of the Institute in its technical areas.
  - ii. Report administratively to the Vice President, Technical Activities.
- b. **Duties and Responsibilities.** The duties and responsibilities of the Immediate Past Vice-President/Past Chair of TAB shall be to:
  - i. Preside over the meetings of the TAB Strategic Planning Committee.
  - ii. Attend all meeting of TAB Presidents' Forum, and the TAB Management Committee.
  - iii. In the absence of the Vice President, Technical Activities or Vice President-Elect, Technical Activities preside over meetings of TAB, Presidents' Forum, or Division Directors' Forum.
- c. **Qualifications.** The qualifications for the Past President, Technical Activities (TAB Immediate Past Chair) are the same as for the TAB Chair. See Section 2.7.A.c.

**D. TAB Treasurer:**

- a. **Functions.** The functions of the TAB Treasurer shall be to:
  - i. Serve as the chief financial officer of the IEEE Technical Activities Board.

- ii. Oversee the sound financial management of S/Cs and TAB funds.
  - iii. Oversee compliance with IEEE Policies and procedures in all financial matters relating to TAB and TAB Committees.
  - iv. Serve as a voting member of TAB and the TAB Management Committee.
  - v. Report administratively to the Vice President, Technical Activities.
- b. **Duties and Responsibilities.** The duties and responsibilities of the TAB Treasurer shall be to:
- i. Preside over meetings of the TAB Finance Committee.
  - ii. Oversee the development of the TAB budget and review the budgets of appropriate TAB entities.
  - iii. Attend all meetings of TAB and the TAB Management Committee and report on the progress and activities of the TAB Finance Committee.
  - iv. Serve as a voting member on the IEEE Finance Committee.
  - v. Normally serves as a voting member of the IEEE Investment Committee (as appointed by the Vice President, Technical Activities).
- c. **Qualifications.** The qualifications for the TAB Treasurer include the following:
- i. Must be of IEEE Member grade or higher.
  - ii. Must be able to commit a significant amount of time to the position.
  - iii. Should have the support of that person's employer in meeting the obligations of the position.
  - iv. Should have some background in financial management.

**E. TAB Assistant Treasurer (Non-Voting):**

- a. **Functions.** The TAB Assistant Treasurer is expected to learn the duties and responsibilities and context of the Treasurer prior to assuming that position.
- b. **Duties and Responsibilities:** The duties and responsibilities of the TAB Assistant Treasurer shall be to:
  - i. Assist the TAB Treasurer to oversee the development of the TAB budget and review the budgets of appropriate TAB entities.
  - ii. Assist the TAB Treasurer in serving as the chief financial officer of the IEEE Technical Activities Board and oversee the sound financial management of S/Cs and TAB funds.
  - iii. Attend all meetings of TAB as a non-voting member, and TAB Finance Committee as a voting member.
- c. **Qualifications.** The qualifications for the TAB Assistant Treasurer are the same as the qualifications for the TAB Treasurer. See Section 2.7.D.c.

The TAB Assistant Treasurer will start one year prior to assuming the role as TAB Treasurer, for a one-year term, and will automatically transition to the TAB Treasurer, for a two-year term. Due to the complex nature of the TAB Treasurer position, this will give the TAB Assistant Treasurer the opportunity to actively participate in a complete budget cycle prior to taking office. This will also give the individual an opportunity to assist in successfully establishing financial goals and procedures for the operations of TAB and develop and implement the TAB budget development process and monitor the financial performance of technical activities. This will provide the necessary information for an individual to assume the duties and responsibilities of TAB Treasurer once office is taken.

**F. TAB Secretary (Non-Voting):**

- a. **Functions.** The Managing Director, Technical Activities shall be the TAB Secretary, as designated by the IEEE Executive Director. The functions of the TAB Secretary shall be to:
  - i. Serve as an ex-officio nonvoting member of TAB and serve on other bodies as appropriate.

- ii. As Managing Director, Technical Activities, serve as the Chief Technical Staff Executive in areas related to the technical functions of the IEEE.
  - iii. Organize, direct, and guide Technical Activities Staff operations in support of TAB.
- b. **Duties and Responsibilities.** The duties and responsibilities of the TAB Secretary shall be to:
- i. Be responsible for logistical and administrative support of TAB and its Committees.
  - ii. Assist the TAB Chair in determining the administrative needs of TAB and its entities and assure that those needs are met.
  - iii. Advise appropriate entities of TAB actions and plans.
  - iv. Attend appropriate meetings of S/C AdComs to enhance their interface with TAB and IEEE staff.
  - v. Attend all meetings of TAB and the TAB Management Committee and other TAB Committees.

## 2.8 TAB MEMBERS AND ROLES

Following are the functions, responsibilities and qualifications for the members of the IEEE Technical Activities Board.

**A. Division Director.** There are ten (10) TAB Division Directors with functions and duties as follows:

- a. **Functions.** The functions of a Division Director shall be to:
  - i. Serve as a member of the IEEE Board of Directors
  - ii. Serve as a member of the IEEE Assembly
  - iii. Serve as a member of the Technical Activities Board
  - iv. Serve as a member of the Division Directors' Forum
  
- b. **Duties and Responsibilities.** The duties and responsibilities of a Division Director shall be to:
  - i. Attend all IEEE Board of Directors Meetings. In this capacity they are expected to serve the best interests of IEEE as a whole.
  - ii. Attend all meetings of the IEEE Assembly.
  - iii. Become familiar with IEEE governing documents (IEEE Constitution, IEEE Bylaws, IEEE Policies, TAB Operations Manuals, etc.).
  - iv. Attend all TAB Meetings, Division Directors' Forums, and other meetings as required.
  - v. Assist the TAB Chair and the IEEE Board of Directors by carrying out additional ad-hoc assignments.
  - vi. Appoint Division representatives to other Organizational Units (OUs) as required. These appointments shall be made in a timely manner.
  - vii. Engage with the S/Cs of their Division:
    - 1. Attend at least one Administrative Committee (AdCom) Board of Governors (BoG) meeting of each S/C within their Division during their term of office.
    - 2. Facilitate communication and cooperation among the S/Cs in their own division and help resolve any conflicts.
    - 3. Determine Division S/C needs and help them to develop strategic plans which are consistent with IEEE and TAB policies; ensure S/C's receive due consideration in TAB.
    - 4. Reinforce compliance of the S/Cs with IEEE and TAB policies. Ensure matters of importance to successful S/C operation are carried out in an effective and timely manner, such as reports, conference closures, publication activities, etc.

- viii. Facilitate communication, cooperation and problem resolution across IEEE.
  - 1. Communicate needs, concerns, and actions between TAB and the IEEE Board of Directors.
  - 2. Promote communication and cooperation among S/Cs across TAB. Cooperate with other Division Directors to resolve conflicts across Divisions.
  - 3. Expedite problem resolution involving S/Cs and TAB across IEEE.
  - 4. Promote cooperation among S/Cs in their Division and the Regions.
  - 5. Promote technical activities at the regional level of the S/Cs in their Division.
- ix. As Immediate Past Division Director, initiate formation of the Division Nominating Committee, in consultation with the constituent Societies and Councils (S/Cs) and ensure that the nomination process, as specified in Section 8 of the TAB Operations Manual, is followed.
- c. **Qualifications.** The qualifications for a Division Director shall include the following:
  - i. Must be a Senior Member or Fellow grade member in good standing of the IEEE, and a member of at least one Society in the Division.
  - ii. Normally, should have had experience as a S/C President.
  - iii. Must be able to commit a significant amount of time to the position. This involves preparing for and attending three OU series per year, (typically four days each plus travel time, each including TAB, Board of Directors, and committee meetings); participating in (and preparing for) possible other committee meetings, teleconferences and retreats; and reviewing frequent related e-mail, mail, and web postings such as agenda items, reports, and e-mail discussions.

***(Information relating to a Division Director-Elect can be found under 2.9.A).***

## **B. Society President.**

- a. **Functions.** The functions of the President of an IEEE Society shall be to:
  - i. Serve as the highest elected official of the Society
  - ii. Be responsible for the Society administration.
  - iii. Serve as the Society's representative on TAB.
  - iv. Determine the needs of the Society's members and advise TAB and the IEEE of specific Societal concerns.
- b. **Duties and Responsibilities.** The duties and responsibilities of an IEEE Society President shall be to:
  - i. Develop the agenda for and preside over all meetings of the AdCom/BoG.
  - ii. Attend all TAB meetings.
  - iii. Serve as the communications link between the Society and the TAB Officers, Division Directors and the Technical Activities Department of the IEEE.
  - iv. Make recommendations to the AdCom for appointments to AdCom Committees and Technical Committees as appropriate.
  - v. Provide counsel for and directly participate in the planning and activities associated with Society conferences.
  - vi. Support and encourage a continuing Society membership growth program.
  - vii. Provide counsel for and directly participate in the planning and activities associated with Society publications.
  - viii. Encourage growth in the number of Chapters and oversee the services provided to them.
  - ix. Oversee that the Society operates in compliance with its governing documents. (constitution, bylaws, operating procedures).
  - x. Determine and execute strategic direction of the Society.

- xi. Establish and appoint officers to special ad hoc committees.
- c. **Qualifications.** The qualifications for a Society President include the following:
  - i. Must be of IEEE Graduate Student Member grade or higher.
  - ii. Must be able to commit a significant amount of time to the position.
  - iii. Should have the support of that person's employer in meeting time commitments and travel, telephone and secretarial expenses.

**C. Technical Council President.**

- a. **Functions.** The functions of the President of an IEEE Technical Council shall be to:
  - i. Serve as the highest elected official of the Council.
  - ii. Be responsible for the Council administration.
  - iii. Serve as the Council's representative on TAB.
  - iv. Determine the needs of the Council's members and advise TAB and the IEEE of specific Council concerns.
- b. **Duties and Responsibilities.** The duties and responsibilities of the President of an IEEE Technical Council shall be to:
  - i. Attend all TAB Meetings.
  - ii. Establish and appoint officers to special ad hoc committees.
  - iii. Ensure that the interests of the Council are well represented within the IEEE.
  - iv. Develop the agenda for and preside over meetings of the AdCom/BoG.
  - v. Serve as the communications link between the Council and the TAB Officers, Division Directors and the Technical Activities Department of the IEEE.
  - vi. Make recommendations to the AdCom for appointments to AdCom Committees and Technical Committees as appropriate.
  - vii. Provide counsel for and directly participate in the planning and activities associated with Council conferences.
  - viii. Support and encourage a continuing Council growth program.
  - ix. Provide council for and directly participate in the planning and activities associated with Council publications.
  - x. Encourage growth in the number of chapters and oversee the services provided to them.
  - xi. Oversee that the Council operates in compliance with its governing documents (constitution, bylaws, operating procedures).
  - xii. Determine and execute strategic direction of the Council.
- c. **Qualifications.** The qualifications for a Technical Council President include the following:
  - i. Must be of IEEE Graduate Student Member grade or higher.
  - ii. Must be able to commit a significant amount of time to the position.
  - iii. Should have the support of that person's employer in meeting time commitments and meeting travel, telephone and secretarial expenses.

**D. TAB Committee Chair.** There are six (6) TAB Committees: IEEE Conferences Committee, TAB Management Committee, TAB Nominations and Appointments Committee, TAB Periodicals Committee, TAB/PSPB Products and Services Committee, TAB Strategic Planning Committee. Additionally, there are numerous sub-committees as noted in Section 3.6 of the TAB Operations Manual. The functions, duties and responsibilities, and qualifications of TAB Committee Chairs are as follows:

- a. **Functions.** The functions of a TAB Committee Chair shall be to:
  - i. Develop the agenda for and preside over all meetings of the Committee, in accordance with the Committee Charter.
  - ii. Represent the Committee on TAB, if so specified in the Committee Charter.
  - iii. Report administratively to the Vice President, Technical Activities or the appropriate TAB Committee Chair.
  - iv. Serve as a member of TAB, if so specified in the IEEE Bylaws.

- b. **Duties and Responsibilities.** The duties and responsibilities of a TAB Committee Chair shall be to:
  - i. Establish subcommittees and ad hoc committees as needed.
  - ii. Oversee that the Committee operates in compliance with its Charter.
  - iii. Recommend proposed changes to the Committee Charter to ensure it meets current needs and objectives.
  - iv. Carry out other tasks assigned to the Committee by TAB, the Vice President, Technical Activities, or the appropriate TAB Committee.
  - v. Bring appropriate Committee items to the attention of TAB or the responsible TAB Committee.
  - vi. Report status of Committee activity to TAB or the responsible TAB Committee.
  - vii. Prepare and present Committee budgets as needed.
  - viii. Approve Committee expenditures, and forward to Technical Activities Department.
  - ix. Develop and execute strategic direction of the Committee.
  - x. Participate at TAB or Committee meetings, if appropriate.
- c. **Qualifications.** The qualifications for a TAB Committee Chair include the following:
  - i. Must be of IEEE Graduate Student Member grade or higher.
  - ii. Previous experience as a member of the Committee is preferable.
  - iii. Must be able to commit a significant amount of time to the position.
  - iv. Should have the support of that person's employer in meeting the time commitments and meeting travel, telephone and secretarial expenses.

## 2.9 INCOMING TAB MEMBERS AND ROLES

**A. Division Director-Elect.** The Division Director-Elects have functions and duties as follows:

- a. **Functions.** The Division Director-Elect is expected to learn the duties, responsibilities, and context of a Division Director prior to assuming that position. It is expected that they will take on an assignment to a committee with responsibility outside of their home OU.
- b. **Duties and Responsibilities.** The duties and responsibilities of a Division Director-Elect shall be to:
  - i. Attend all TAB Meetings, Directors' Forums and other meetings as necessary.
  - ii. Attend all IEEE Boards of Directors meetings as necessary.
  - iii. Become familiar with the S/Cs in the Division.
  - iv. Attend at least one Region meeting per year, as approved by the Division Director.
  - v. Assist the Division Director in serving the best interests of IEEE.
- c. **Qualifications.** The qualifications for a Division Director shall include the following:
  - i. Must be a Senior Member or Fellow grade member in good standing of the IEEE, and a member of at least one Society in the Division.
  - ii. Normally, should have had experience as an S/C President.

## 2.10 TAB REPRESENTATIVE TO OTHER OUs

The IEEE Technical Activities Board has representatives on other IEEE OU Boards/Committees. Unless specified otherwise, they serve as voting members of the Board or Committee they are assigned to. Representative positions can be found in Section 8 of this manual.

Representatives are expected to be a contributing committee member by being prepared and active. The quality of your service to the committee is reflective of the quality of TAB. TAB has a representative on the committee in part because the committee is interested in the concerns of TAB, as well as that TAB is interested in the business of the assigned committee. If knowledge of TAB or its concerns would be important to a discussion, please contribute it.

### **A. Qualifications:**

1. Unless specified otherwise, shall be of Graduate Student member grade or higher, and have expertise related to the OU or Committee serving on.
2. Must be able to commit time to the position and not have conflicting meetings.
3. Should have the support of their employer in meeting the obligations of the position.

### **B. Functions:**

1. Keep the Vice President, Technical Activities (TAB Chair) informed of important activities and concerns that arise from the OU that could impact TAB.
2. Keep TAB informed of the important decisions made by the organizational unit.
3. Serve as the communication link between TAB and the other organizational unit.
4. Determine if the greater interests of TA are addressed on the assigned organizational unit.
5. Provide a written report to TAB summarizing activities and key interests of the represented OU. Written reports will be requested three times per year to be included on the TAB agenda for information. Deadlines will be communicated by TAB staff. Reports are normally requested to be received 2 weeks prior to each scheduled TAB meeting.

### **C. Duties and Responsibilities:**

1. Fiduciary responsibility to serve the best interests of the IEEE as a whole, while being mindful of TAB's perspective.
2. If a matter develops in the operation of the committee that may be important to TAB, please inform the TAB leadership of it, in a timely fashion.
3. Help identify and clarify issues common to TAB and the other OU to ensure cooperation.
4. When requested by the TAB Chair, attend TAB meetings.

## **2.11 RESPONSIBILITIES FOR CONDUCT AND PROFESSIONALISM**

IEEE members and non-members carry out a very wide range of duties and responsibilities on behalf of IEEE and are required to familiarize themselves with IEEE policies, procedures, practices and expectations for conduct and professionalism.

### **Abiding by the IEEE Code of Ethics**

The conduct of all IEEE members and non-members should reflect the highest level of ethics and professionalism. The behavior of all those engaging in activities on behalf of the IEEE should reflect the best interests of IEEE members and other customers.

Each year, all IEEE members, through the membership renewal process, affirm their intention to abide by the IEEE Code of Ethics.

Nonmembers who are involved in IEEE activities are also obligated to abide by the IEEE Code of Ethics. Such obligation is communicated through the governing procedures for the relevant IEEE activity.

*For the purpose of this policy "non-member" relates to those non-members of IEEE who are involved in IEEE activities and includes IEEE staff.*

## **Conduct and Professionalism**

Members and non-members are expected to treat each other with respect, consideration and civility. Intimidating, demeaning, threatening behaviors, as well as destructive rumors or gossip, depart from the standard for civility and respect.

Members or non-members engaging in activities which are contrary to or in violation of the IEEE Code of Ethics, IEEE Code of Conduct, IEEE governing documents, IEEE Operations Manuals and other internal and external rules and regulations that affect the membership and activities of IEEE may be subject to discipline, up to and including expulsion from participation in IEEE activities and/or IEEE membership.

## **IEEE Procedures for Reporting Misconduct Complaints**

All members or non-members who believe they have been subjected to any behavior by any member or non-member that violates the above-mentioned policies and procedures should bring the matter to the attention of IEEE through the process described in IEEE Policy 7.10. Prompt reporting allows IEEE to review, assess, and take any necessary actions to address the complaint immediately.

Information on IEEE Policy 7.10 and the IEEE Ethics Reporting Line can be found at:  
<https://www.ieee.org/about/ethics/complaint-procedures.html>.

The IEEE Ethics Reporting Line can be accessed directly at:  
<http://www.ieee-ethics-reporting.org>.  
+1 888 359 6323

## **Scholarly Publication Misconduct**

Information relative to handling the allegations of scholarly publication misconduct is available in the IEEE Publication Services and Products Board (PSPB) Operations Manual <https://pspb.ieee.org/images/files/PSPB/opsmanual.pdf>.

## **Standards Development Disputes**

Information relative to handling of disputes with respect to IEEE Standards Development is available in Section 6 of the IEEE Standards Association Operations Manual.  
<https://standards.ieee.org/about/policies/sa-opman>.

## **Conferences Disputes and/or Misconduct**

Information relative to handling of conference disputes can be found in IEEE Policy Section 10.1.3. Real-time behavioral misconduct should be reported to [eventconduct@ieee.org](mailto:eventconduct@ieee.org).

## **Society/Council-Society/Council Disputes**

Information relative to handling of Society-Society disputes can be found in Section 2 of the IEEE Technical Activities Board Operations Manual.

- A. Conduct as an Officer or a Member of an IEEE Board or Committee.** Volunteers are expected to contribute to IEEE activities in a co-operative and constructive manner, to ensure that the best possible use is made of the time available, given that volunteers are usually able to offer IEEE their time and effort very sparingly. Meetings should be strongly focused on the business laid out in the agreed agenda, and not be impeded by irrelevant interventions. The Chair has the prime responsibility for the conduct of the meeting, but the co-operation of all members present are also important factors in ensuring that the business is conducted in a fair and harmonious manner.
- B. Conflict of Interest.** A broad definition of the concept of conflict of interest, beyond potential monetary advantage, relates to any situation where some kind of advantage or privilege is being sought through the exercise of authority granted to an office holder. The



guiding principle for volunteers is to follow IEEE Policies, Procedures, and Practices, and be seen by their peers to be acting ethically in their decision-making.

- C. Acceptance of Position Obligations.** Election or appointment of a volunteer to a position, such as a Board or Committee chair or member, Society or Technical Council Officer, etc., implies that there is an expectation that that person will be willing and able to undertake assigned duties and, if appropriate, to attend the meetings of the organizational unit. Accepting a position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and any items from the previous meeting requiring action are properly followed up. If a person is unable to perform these or other assigned duties, the expected result is a resignation from the position.
- D. Transfer of Position.** An orderly and regular turnover of Board or Committee membership, including that of the officers or editors, should be a routine feature of IEEE volunteerism. It ensures and invigorates all IEEE Organizational Units. Sections of this document define the terms of office for TAB volunteers and the procedures for their election or appointment. It is the responsibility of the Vice President- Technical Activities and the TAB Management Committee to ensure that these practices are followed. It is a duty of all TAB Officers, TAB Committee Chairs, and S/C Officers, to transfer all documents and other resources necessary for their successors to carry out their work effectively.

## **2.12 OVERVIEW OF PROCESS FOR HANDLING CONFLICTS INCLUDING ETHICS COMPLAINTS OR DISPUTES BETWEEN TECHNICAL ACTIVITIES ORGANIZATIONAL UNITS**

Reports of violations or concerns regarding potential violations of IEEE Bylaws, Policies, Operations Manuals, IEEE Code of Ethics and other governing documents, as well as disagreements between Societies/Technical Councils and other Technical Activities organizational units must be filed through the IEEE Ethics Process via the IEEE Reporting Line or by submitting an online report.

Complaints regarding ethics shall remain with the IEEE Ethics Process.

For disagreements between Societies/Technical Councils and other Technical Activities organizational units, the complaint shall be filed through the IEEE Ethics Process and directed to the TAB Conflict Resolution Committee (TAB CRC). The options for TAB CRC to address the complaint are outlined in Sections 2.13-2.15.

## **2.13 PROCESS FOR MEDIATION (NON-BINDING) ASSISTANCE WITH DISPUTES AMONG ORGANIZATIONAL UNITS OF TECHNICAL ACTIVITIES**

### **INCLUDING SOCIETIES AND TECHNICAL COUNCILS, TAB COMMITTEES AND AD HOC COMMITTEES, AND OTHER ORGANIZATIONAL UNITS REPORTING TO TAB AND ITS OUS.**

Requests for advice and assistance to resolve disputes among Organizational Units of Technical Activities, are referred to the TAB Conflict Resolution Committee (TAB CRC).

The Chair, TAB Conflict Resolution Committee, in consultation with the Managing Director, Technical Activities, or that person's designee, shall characterize the complaint or inquiry, and arrange for its disposition, in line with IEEE Bylaws, Policies, Operations Manuals or Code of Ethics as defined in governing documents.

Items that involve mediation and are assigned to the TAB Conflict Resolution Committee to be resolved by adhering to the following principles:

- i. The mission and function of the TAB Conflict Resolution Committee is to provide a non-binding mediation process for the participants. The Committee cannot impose a decision on the participants in matters brought before the Committee. The situation

- shall be between the participants and all outcomes shall be consensual. The mediation should be completed within 28 business days.
- ii. Involvement by the Committee in any particular matter shall not preclude additional action by other Boards, Committees, or Officers of IEEE having jurisdiction over the matter presented.
  - iii. The Committee shall not get involved in matters external to IEEE.
  - iv. The Committee shall not intervene in matters already resolved by TAB, nor in matters with a defined arbitration/resolution process such as TAB Periodicals Committee, Arbitration/Resolution committees, and IEEE Conferences Committee.
  - v. The functions of TAB CRC are generally not conducted in an open forum. However, the processes followed by the Committee are not confidential.
  - vi. The TAB CRC Chair shall report the results of each case to the Vice President – Technical Activities, to the TAB Management Committee and, if appropriate, to TAB. The TAB CRC Chair may share information presented to it with other Boards or Committees within the IEEE as appropriate.
  - vii. Vice President – Technical Activities shall confirm the mediation result with the involved Organizational Units of Technical Activities and request acknowledgement of compliance.
  - viii. If the mediation result is not accepted by all parties, the Process for Binding Assistance with Disputes among TA Organizational Units will begin (see Section 2.14).

## **2.14 PROCESS FOR BINDING ASSISTANCE WITH DISPUTES AMONG TA ORGANIZATIONAL UNITS**

### **INCLUDING SOCIETIES, TECHNICAL COUNCILS, TAB COMMITTEES AND AD HOC COMMITTEES, AND OTHER ORGANIZATIONAL UNITS REPORTING TO TAB AND ITS OUS.**

For items related to TAB or disputes among Societies, Technical Councils and/or other Organizational Units that require a binding decision, the following process is used for resolution of such a dispute:

- i. An organizational unit of the Technical Activities Board finding itself in dispute with another organizational unit must first exercise all realistic and practical efforts to negotiate a resolution including consultation with the TAB Conflict Resolution Committee. A report of the dispute must also be filed with the IEEE Ethics Reporting Line for recordkeeping purposes.
- ii. Failing successful resolution, the organizational unit may request binding arbitration by submitting a written report to the Vice President of Technical Activities with a copy to the Chair, TAB Conflict Resolution Committee, and other involved organizational unit(s).
- iii. Within seven (7) business days of receipt of such a report, the Vice President Technical Activities shall consult with the Chair, TAB CRC, and TAB Ombudsperson, and agree to appoint a panel of 3-5 arbiters who are members of at least one Society. The panel of arbiters shall meet with the parties involved and within 21 business days of formation of the panel, prepare a report recommending a definitive resolution of the issue. Members of the panel should not be affiliated in any way with, or sympathetic to, the interests of any of the affected organizational units. The panel's report shall be submitted to the Vice President – Technical Activities, Chair of TAB CRC, and the affected organizational units, and shall be binding.

## **2.15 PROCESS FOR BINDING ASSISTANCE WITH DISPUTES WITHIN TA ORGANIZATIONAL UNITS**

### **INCLUDING SOCIETIES, TECHNICAL COUNCILS, TAB COMMITTEES AND AD HOC COMMITTEES, AND OTHER ORGANIZATIONAL UNITS REPORTING TO TAB AND ITS OUS.**

For disputes within TA Organizational Units, that require a binding decision, the following process is used for resolution of such disputes unless an approved alternate process is contained in the S/C Constitution/Bylaws or in the TAB Operations Manual. For items related to disputes among two or more subunits (Committee, Technical Committee, Working Group) of a Society/Technical Council the Society/Technical Council must first exercise all realistic and practical efforts to negotiate a resolution, including consultation with the volunteer leadership of that unit as well as the TAB Conflict Resolution Committee. A report of the dispute must also be filed with the IEEE Ethics Reporting Line for recordkeeping purposes.

- i. Failing successful resolution, the subunit shall submit a written report to the Society/Technical Council President, with a copy to the Chair, TAB Conflict Resolution Committee, requesting arbitration with a copy to the other subunits involved.
- ii. Within seven (7) business days of receipt of such a report, the S/C President shall appoint a panel of 3-5 arbiters. Each arbiter shall be a member of that Society, or (in the case of a Council) a Society that is a member of that Council. The panel shall meet with the parties involved and within 21 business days prepare a report recommending a definitive resolution of the issue. Members of the panel should not be affiliated in any way with, or sympathetic to, the interests of any of the affected organizational subunits. The panel's report shall be submitted to the S/C President, TAB CRC Chair, and the impacted subunits, and shall be binding.

## **2.16 TAB OMBUDSPERSON**

### **Functions:**

1. Serves as the point of contact for reporting an issue or concern including complaints and disputes, related to IEEE Technical Activities programs, projects, or activities, that have not been resolved through established procedures. This includes, but is not limited to, the work of the Technical Activities Board, Societies, Technical Councils, Communities and their subgroups, as well as other IEEE and non-IEEE organizational units.
2. Investigate these issues or concerns and determine appropriate resolution pathways. In some instances, this pathway may be to refer the matter to a committee (i.e., TAB Conflict Resolution Committee, IEEE Election Oversight Committee, or the IEEE Ethics Reporting Line).
3. Provide guidance (non-binding) on resolution of the matter.
4. Deal with or mediate matters only after exhausting all other available processes.
5. Normally, shall not be involved in routine issues of non-fulfillment, although may be involved if the non-fulfillment is a systemic problem.

### **Duties and Responsibilities:**

1. Investigate and provide direction to the appropriate IEEE resources if necessary, and/or otherwise help settle these matters at an appropriate level within IEEE Technical Activities.
2. Provide recommendations to TAB Management Committee on process changes to improve IEEE Technical Activities programs, projects, and/or activities, based on the matters that have come through the Ombudsperson.
3. Provide annual summary report to TAB Management Committee regarding Ombudsperson submissions.
4. Work with senior Technical Activities volunteers to resolve issues.
5. Work with senior Technical Activities staff to identify components and coordinate processes to resolve issues.

6. Ensure that the Ombudsperson role and contact information is made available to all Technical Activities organizational units.

**Qualifications:**

1. Must be IEEE member in good standing.
2. Must be a former member of TAB or TAB committee.
3. Must be able to commit a significant amount of time to the position.
4. Prior knowledge of IEEE governance and processes required.

**Appointment:**

1. Selected by TAB Management Committee for a one-year term.
2. Appointed at final TMC meeting of the year, to serve the following year.
3. Reappointment permissible for a lifetime maximum of three terms.

## **2.17 TECHNICAL ACTIVITIES STAFF SUPPORT**

The IEEE Technical Activities Department provides staff support to the IEEE Technical Activities Board and its Committees. S/C Presidents and Division Directors do not normally receive direct support; however, Technical Activities staff can assist them with requests, based on availability.

Society/Council support is provided by Technical Activities staff. Where applicable, individual S/C support is provided by dedicated staff, such as the Executive Directors, who are paid by the respective S/C's. For specific functional areas, including but not limited to, Finance, Publications and Conferences, departmental staffs administer Technical Activities services as needed. Support for the Technical Activities Board is provided by Technical Activities Volunteer Engagement and Governance.

### 3.0 IEEE TECHNICAL ACTIVITIES BOARD (TAB) COMMITTEES

There are various types of TAB Committees, which include a TAB Committee and a Technical Committee, reporting directly to TAB. A joint TAB committee, which can report directly to TAB and another Organizational Unit, or through a TAB Committee, to TAB and another Organizational Unit. There are also TAB Committees that report to TAB Committees.

#### 3.1 APPOINTMENTS

The voting members of permanent committees appointed by individuals or committees, other than the Technical Activities Board, as specified in this Operations Manual, shall be annually submitted to the Technical Activities Board for affirmation.

#### 3.2 VOTE TO REMOVE MEMBER OF A COMMITTEE

A member of a committee may be removed as a member of that committee, with or without cause, by an affirmative vote of two-thirds of the members of the appointing body present at the time of the vote, provided a quorum is present.

#### 3.3 TAB COMMITTEES

- A. Establishment.** The TAB Chair, with the advice and consent of the Technical Activities Board, may establish Committees to facilitate the performance of duties assigned. The Charters of all TAB Committees shall be contained in the TAB Operations Manual. The Charter for each Committee shall specify the processes by which its chair and membership are selected.
- B. Review.** All TAB Committees shall be reviewed by the Technical Activities Board at intervals of no more than five years to ensure that their respective scopes, activities and compositions continue to serve the best interests of the Technical Activities Board and its membership.
- C. List of TAB Committees.** The Committees reporting to TAB are as follows:
  - a. IEEE Conferences Committee
  - b. TAB Management Committee
  - c. TAB Nominations and Appointments Committee
  - d. TAB Periodicals Committee
  - e. TAB/PSPB Products & Services Committee
  - f. TAB Strategic Planning Committee

#### 3.4 JOINT COMMITTEES

- A. Establishment.** The TAB Chair, with the advice and consent of the Technical Activities Board, may establish Joint Committees with other IEEE organizational units. The choice of the Chairs of such committees shall be made jointly by the TAB Chair and the Chairs of the other IEEE organizational units involved with each such committee, except for the TAB/PSPB Products & Services Committee, the Chair of which is elected jointly appointed by the membership of TAB and the Publication Services and Products Board. The TAB Chair shall appoint the TAB members of such Joint Committees. The charters of Joint Committees shall be contained in the TAB Operations Manual.
- B. Review.** All Joint Committees shall be reviewed by sponsoring organizational units at intervals of no more than three years to ensure that their scopes, activities and compositions continue to serve the best interests of the Technical Activities Board and its membership.
- C. List of Joint Committees.** The following Committees shall be jointly appointed by and responsible to the IEEE Technical Activities Board and other IEEE Organizational Units.
  - a. TAB/PSPB Products & Services Committee. The TAB/PSPB Products & Services Committee reports directly to TAB. It shall be jointly appointed by and responsible to TAB and the Publication Services and Products Board (PSPB).

### **3.5 AD HOC COMMITTEES**

#### **A. Ad Hoc Committees of TAB.**

The TAB Chair may authorize the formation of TAB Ad Hoc Committees. The TAB Chair who is in office when the work of the TAB Ad Hoc Committee begins, may also appoint the TAB Ad Hoc Committee members, or may ask the newly appointed TAB Ad Hoc Committee Chair to appoint those members.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of formation and shall be subject to review and endorsement by the TAB Management Committee. This information is posted to the TA Operations website. TAB Ad Hoc Committees are appointed for the duration of up to one calendar year, normally 1 January through 31 December. However, if it is decided an ad hoc is needed mid-year, it can be appointed in June of the current year by the sitting TAB Chair and will have a duration of one year until June of the following year. If a TAB Ad Hoc Committee is agreed upon in October but will start work on 1 January of the following year, it will have a duration of one year until 31 December and be appointed by the incoming TAB Chair.

In exceptional circumstances, the TAB Ad Hoc committee may be renewed on an annual basis to address specific issues or deal with special situations. Renewal of TAB Ad Hoc Committees and members is at the discretion of the incoming TAB Chair, subject to the endorsement of the TAB Management Committee. If the Chair of the TAB Ad Hoc Committee is not a voting member of TAB, the principal financial support for the Chair's travel shall be provided for in the TAB budget.

Prior to dissolution of the TAB Ad Hoc Committee, the chair may name an individual to serve as point of contact ("Champion") to update the TAB Management Committee or TAB for 1 year (renewable for up to 3 years) regarding the Ad Hoc's scope and history of accomplishments.

#### **B. Ad Hoc Committees of TAB Committees.**

An Ad Hoc Committee may be appointed by the Committee Chair under a TAB Committee to address a specific issue. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of a Committee Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Committee Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the continuing or new Committee Chair, with the consent of the incoming TAB Chair.

### **3.6 COMMITTEE CHARTERS**

The scope and functions, composition, membership requirements, terms of office, financial and administrative support for TAB, Joint TAB Committees, and IEEE Committees administered by TAB are maintained in individual Committee charters and contained in this Operations Manual. Each charter indicates when TAB and/or a joint organizational unit has approved the charter:

**Listed by reporting structure:**

**TAB MANAGEMENT COMMITTEE**

TAB Awards and Recognition Committee  
TAB Conflict Resolution Committee  
TAB Finance Committee  
IEEE Future Directions Committee  
IEEE Technology Roadmaps Committee  
TAB Hall of Honor Selection Committee  
TAB Society and Council Review Committee  
TAB Committee on Standards  
TAB Committee on Technical Community Outreach, Engagement and Society Membership

**IEEE CONFERENCES COMMITTEE**

Conference Finance Committee  
Conference Governance and Strategy Committee  
Conference Nominations, Appointments and Recommendations Committee  
Conference Portfolio Review Committee  
Conference Publications Committee  
Conference Quality Committee  
Conference Application Review Committee  
Conference Organization Integrity Committee  
Technical Program Integrity Committee  
Conference Tools Committee  
Event Innovations and Enhancements Committee  
Future of Conference IP Committee

**TAB PERIODICALS COMMITTEE**

TAB Magazines and Newsletters Committee  
TAB Periodicals Partnership Opportunities Committee  
TAB Periodicals Review and Advisory Committee  
TAB Proposal Development Committee  
TAB Transactions Committee

**TAB/PSPB PRODUCTS AND SERVICES COMMITTEE**

Conference Publications Committee

**TAB NOMINATIONS AND APPOINTMENTS COMMITTEE**

**TAB STRATEGIC PLANNING COMMITTEE**

TAB Committee on Diversity, Equity, and Inclusion  
IEEE Entrepreneurship Steering Committee

**IEEE YOUNG PROFESSIONALS COMMITTEE**

**Listed in alphabetical order:**

Conference Application Review Committee  
Conference Finance Committee  
Conference Governance and Strategy Committee  
Conference Nominations, Appointments and Recommendations Committee  
Conference Organization Integrity Committee  
Conference Portfolio Review Committee  
Conference Publications Committee  
Conference Quality Committee  
Conference Tools Committee  
Event Innovations and Enhancements Committee  
Future of Conference IP Committee  
IEEE CONFERENCES COMMITTEE  
IEEE Entrepreneurship Steering Committee  
IEEE Future Directions Committee  
IEEE Technology Roadmaps Committee  
IEEE Young Professionals Committee  
TAB Awards and Recognition Committee  
TAB Committee on Diversity and Inclusion  
TAB Committee on Standards  
TAB Committee on Technical Community Outreach, Engagement and Society Membership  
TAB Conflict Resolution Committee  
TAB Finance Committee  
TAB Hall of Honor Selection Committee  
TAB Magazines and Newsletters Committee  
TAB MANAGEMENT COMMITTEE  
TAB NOMINATIONS AND APPOINTMENTS COMMITTEE  
TAB PERIODICALS COMMITTEE  
TAB Periodicals Partnership Opportunities Committee  
TAB Periodicals Review and Advisory Committee  
TAB Proposal Development Committee  
TAB Society and Council Review Committee  
TAB STRATEGIC PLANNING COMMITTEE  
TAB Transactions Committee  
TAB/PSPB PRODUCTS AND SERVICES COMMITTEE  
Technical Program Integrity Committee

### **3.7 TAB MANAGEMENT COMMITTEE CHARTER**

#### **A. GENERAL**

The TAB Management Committee reports to, and is a Committee of, the IEEE Technical Activities Board (TAB).

#### **B. SCOPE**

The TAB Management Committee is responsible for development, review and implementation of operational aspects of IEEE Technical Activities. The Committee recommends policies for ensuring excellence of IEEE Technical Activities governance and administration. The TAB Management Committee acts on behalf of TAB between TAB meetings, in rare circumstances.

#### **C. FUNCTIONS**

The TAB Management Committee shall:

1. Provide recommendations and motions to TAB to help fulfill its Mission.
2. Under exceptional circumstances, the TAB Management Committee may act for TAB between meetings when an emergent issue requires action prior to the next TAB meeting. TAB will be notified of the action in a timely manner and the action will be reported and recorded in the minutes at the next regularly scheduled TAB meeting.
3. Coordinate and monitor, as necessary, the activities and directions of all committees and Ad Hoc Committees reporting to the TAB Management Committee and keep track of the significant activities of other IEEE Committees important to TAB.
4. Monitor and review TAD resources, activities and facilities through reports by the Managing Director, Technical Activities.
5. Recommend actions based on Committee and Managing Director reports, define the expectations from the TAB Management Committee, and communicate these to the relevant Committee or TAB.
6. Receive from the TAB Society and Council Review Committee the five-year review reports of each S/C and the three-year review reports of all committees and task forces and take appropriate action.
7. Monitor the health of all Societies and Councils and initiate corrective action, if necessary.
8. In conjunction with the Vice President, Technical Activities, review and coordinate agendas for all TAB meetings.
9. Work with TAD staff to fulfill required administrative matters and recommend actions to TAB.
10. Perform projects and activities as assigned by the Technical Activities Board.
11. Review proposals from TA Secretary and the TA Treasurer regarding out-of-cycle contingency funding approval. Prior to submission to TMC for review, any proposal shall be pre-coordinated between the TA Secretary and TA Treasurer and have received TAB FinCom funding endorsement.
12. Review and endorse revisions to the TAB Operations Manual for final approval by TAB.



## **D. COMPOSITION**

The TAB Management Committee shall consist of the following members:

### Voting Members

- Vice President, Technical Activities
- Vice President-Elect, Technical Activities
- Immediate Past Vice President, Technical Activities
- Three (3) Members-at-Large
- Chair, TAB Society and Council Review Committee
- TAB Treasurer
- Chair, IEEE Future Directions Committee
- Chair, TAB/PSPB Products and Services Committee
- Chair, IEEE Conferences Committee
- Chair, TAB Periodicals Committee
- Chair, TAB Committee on Standards
- Chair, TAB Committee on Technical Community Outreach, Engagement and Society Membership

### Non-Voting Members

- TAB Secretary or designee

## **E. MEMBERSHIP REQUIREMENTS**

1. The three (3) Members-at-Large shall be current or past S/C Presidents or current or past Division Directors.
2. All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee. Since the selection of three (3) Members-at-Large is unconstrained, overall diversity of the Committee should be considered in the selection of these members.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

The three (3) Members-at-Large are appointed during a TAB Meeting and shall serve three-year staggered terms with re-appointment permissible for two consecutive terms or a maximum of six years.

## **G. VACANCIES**

1. In the event of the incapacity or absence of the Chair, the Vice President-Elect, Technical Activities shall serve.
2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

## **H. COMMITTEES REPORTING TO THE TAB MANAGEMENT COMMITTEE**

The following Committees shall report to the TAB Management Committee:

1. Committees
  - TAB Awards and Recognition Committee
  - TAB Conflict Resolution Committee
  - TAB Finance Committee
  - IEEE Future Directions Committee
  - TAB Hall of Honor Selection Committee
  - TAB Society and Council Review Committee
  - TAB Committee on Standards
  - TAB Committee on Technical Community Outreach, Engagement and Society Membership

Committees reporting to TMC shall provide, at a minimum, a written report on their activities.

### **2. Ad Hoc Committees**

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee meets a minimum of three (3) times per year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Committee Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. The proportion of votes of the members of the TAB Management Committee that shall be necessary for the transaction of any item of business shall be the same as the proportion applicable to the Technical Activities Board for the same item of business.
5. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
6. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

The Committee Chair shall report out to TAB at each OU Meeting Series, to provide any necessary updates to committee activities.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

This committee will be funded by TAB. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

### **ADMINISTRATIVE**

The principal staff support for the Committee is provided by the Technical Activities Department and includes preparing agendas and minutes, meeting coordination and consultation on TAB issues.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB June 2022*

## **3.8 TAB AWARDS AND RECOGNITION COMMITTEE CHARTER**

### **A. GENERAL**

The TAB Awards and Recognition Committee (TABARC) reports to, and is a Committee of, the TAB Management Committee.

### **B. SCOPE**

The TAB Awards and Recognition Committee oversees the TAB and Society/Council (S/C) Awards Programs.

### **C. FUNCTIONS**

The TAB Awards and Recognition Committee shall:

1. Make recommendations related to the TAB and S/C Awards Programs.
2. Consider proposals to establish, revise or discontinue S/C Awards.
3. Monitor compliance with IEEE policy and procedures related to the awards programs.
4. Encourage consideration of diversity with respect to such factors as gender, geographical region, technical area, and professional sector (academia/industry/other), where appropriate, in all aspects, policies, and procedures related to TAB and S/C Awards Programs, including solicitation of nominations.

### **D. COMPOSITION**

The TAB Awards and Recognition Committee shall consist of the following members:

Voting Members:

- Committee Chair

- One (1) representative from each of the ten (10) IEEE Divisions
- Chair, Awards Planning and Policy Committee of the IEEE Awards Board

Non-Voting Members:

- S/C Corresponding Members (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)
- Chair, TAB Committee on Diversity & Inclusion (the Chair of the TAB Committee on Diversity & Inclusion will act as a corresponding member and facilitate collection of metrics on awards nominations and winners. The Chair will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

**E. MEMBERSHIP REQUIREMENTS**

1. Voting members of the Committee shall be IEEE members holding a grade of graduate Student Member, Member, Senior Member or Fellow grade.
2. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee. Since the selection of the ten (10) Division Representatives is unconstrained, overall diversity of the Committee should be considered in the selection of these members.

**F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair shall be appointed by the Vice President-Elect, Technical Activities, and shall begin their two-year term on 1 January when the Vice President-elect becomes the Vice President. Reappointment is permissible for one additional two-year term, for a maximum tenure of 4 years in this position. The Chair will also serve as a voting member of the IEEE Awards Board.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. One (1) representative from each of the ten (10) IEEE Divisions, appointed by the corresponding Division Director. They shall serve a one-year term, with reappointment permissible.

**G. VACANCIES**

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

**H. COMMITTEES REPORTING TO THE TAB AWARDS AND RECOGNITION COMMITTEE**

1. Committees

There are no Committees reporting to the TAB Awards and Recognition Committee

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue

The scope, membership, source of funding, and expected duration of each such Ad Hoc

Committee shall be specified at the time of appointment. The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

#### **I. MEETINGS**

1. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. A majority of the voting members of the Committee shall constitute a quorum.
3. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
4. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

#### **J. REPORTS**

1. The Committee Chair will produce reports on its activities as appropriate, but not less than once per year. These reports are forwarded to TAB Management Committee and TAB. Interim reports should be provided as requested.
2. The Committee Chair will provide the proposed revisions of S/C awards to the TAB Chair prior to each TAB meeting.

#### **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

##### **FINANCIAL**

The Committee normally conducts business through correspondence and teleconference. Travel reimbursement shall be available to the Committee Chair on an "as required" basis. Travel reimbursements for other Committee members shall not normally be available.

##### **ADMINISTRATIVE**

Administrative support for the Committee will be provided by the Technical Activities Department.

#### **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2021*

### **3.9 TAB CONFLICT RESOLUTION COMMITTEE CHARTER**

#### **A. GENERAL**

The TAB Conflict Resolution Committee reports to, and is a Committee of, the TAB Management Committee.

## **B. SCOPE**

The principal mission of the TAB Conflict Resolution Committee is as a member-driven forum to provide advice, assistance, and mediation in resolving conflicts within TAB that fall outside normal management activities.

## **C. FUNCTIONS**

The TAB Conflict Resolution Committee shall:

1. Respond to requests for assistance from Societies, Technical Councils and organizational units of the Technical Activities Board, as well as referrals from the IEEE Ethics Reporting Line. For items related to disputes within, between or among TAB operations units, the operating unit must first exercise all reasonable and practical efforts to negotiate a resolution, including consultation with volunteer leadership before contacting the TAB Conflict Resolution Committee.
2. Provide a neutral process for framing issues within, between or among TAB operating units.
3. Provide a neutral process for discussion and exchange of viewpoints within, between or among TAB operating units.
4. Provide a neutral process for questions involving the definition and identification of conflicts of interest within, between or among TAB operating units.
5. Provide guidance on potential revisions to S/C constitutions and bylaws to enable more transparent and effective governance.
6. Provide timely and responsive support to the TAB community within an efficient and collegial framework.

## **D. COMPOSITION**

The TAB Conflict Resolution Committee shall consist of the following members:

Voting Members:

- Committee Chair
- At least two (2) and no more than six (6) Members-at-Large

Non-Voting Members:

- None

## **E. MEMBERSHIP REQUIREMENTS**

1. All members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow Grade.
2. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee. This should be considered in the selection of the Members-at-Large.
3. Members should have prior experience with management of individuals or projects.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair be appointed by the Vice President-Elect, Technical Activities and shall begin their two-year term on 1 January when the Vice President-Elect becomes Vice President. Reappointment is permissible for one additional two-year term, for a maximum tenure of 4 years.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The Members-at-Large shall be appointed by the Vice President-Elect, Technical Activities, upon the recommendation of the Committee Chair, and shall serve a one-year term. Reappointment is permissible, for a maximum of three (3) terms.

## **G. VACANCIES**

If vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

## **H. COMMITTEES REPORTING TO THE TAB CONFLICT RESOLUTION COMMITTEE**

1. Committees. There are no Committees reporting to the TAB Conflict Resolution Committee (TAB CRC).
2. A Panel of Arbiters. A Panel of Arbiters may be formed to review a complaint that was referred to the TAB CRC and requires more than cursory review/deliberation. A working panel may be formed by the Chair, TAB CRC and should last no more than 28 business days.
3. Ad Hoc Committees. An Ad Hoc Committee may be appointed to address a specific issue. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.  
The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. A d Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The committee does not have formal in-person meetings.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

1. The TAB Conflict Resolution Committee will produce reports on its activities as appropriate, but not less than once per year. These reports are forwarded to TAB Management Committee.
2. The Committee will provide any reports deemed necessary by the TAB Management Committee.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The principal financial support for the TAB Conflict Resolution Committee shall be provided through the TAB Management Committee.

### **ADMINISTRATIVE**

Administrative support for the Committee will be provided by the Technical Activities Department.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2023*

## **3.10 TAB FINANCE COMMITTEE CHARTER**

### **A. GENERAL**

The TAB Finance Committee reports to, and is a Committee of, the TAB Management Committee.

### **B. SCOPE**

The TAB Finance Committee serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the operations of TAB, develop and implement the TAB budget development process, and project and monitor the financial performance of technical activities. The TAB Finance Committee is responsible for making recommendations on all financial matters to the TAB Management Committee and for keeping the Committee fully informed on all financial issues.

### **C. FUNCTIONS**

The TAB Finance Committee shall:

1. Develop the TAB annual budget.
2. Review Society/Council (S/C) annual budgets and recommend approval.
3. Review financial performance of TAB organizational units and monitor the performance of the overall TAB budget.
4. Formulate financial goals and procedures for TAB and S/C operations.
5. Develop financial projections for TAB and S/C operations.
6. Review financial audits of TAB operations.
7. Review publication and administration rates charged to S/C for IEEE services and recommend approval.
8. Review subscription rates for packaged products and recommend approval.
9. Review IEEE wide financial decisions that impacts TAB and S/C finances and provide relevant information to S/Cs.
10. Review and endorse the financial aspects of new periodicals proposals.
11. Maintain the TAB Finance Manual.



12. Review S/C fees and member and non-member periodical prices and recommend approval.
13. Report at each TAB meeting a summary review of the TAB financial status including projections of income and expenses relative to the budget, and of trends in expenses and income compared to actual data for the previous budget year period. The TAB Finance Committee Chair shall be responsible for communicating the overall TAB financial status to the S/C Presidents.

#### **D. COMPOSITION**

The TAB Finance Committee shall consist of the following members:

##### Voting Members

- TAB Treasurer, who serves as the Committee Chair
- TAB Assistant Treasurer, when applicable
- Past Committee Chair
- TAB Periodicals Committee Chair
- TAB/PSPB Products & Services Committee Chair
- IEEE Conferences Committee Chair
- Two (2) Members-at-Large
- Two (2) present or past S/C Presidents

##### Non-Voting Members

- TAB Secretary (or designee)
- IEEE Publication Services and Products Board (PSPB) Finance Committee Chair
- S/C Corresponding Members. (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

#### **E. MEMBERSHIP REQUIREMENTS**

1. Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee. Since the selection of the two (2) Members-at-Large and two (2) present or past S/C Presidents is unconstrained, overall diversity of the Committee should be considered in the selection of these members.

#### **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The TAB Assistant Treasurer is appointed by the Vice President-Elect, Technical Activities, in alternate years, or in such years as to coincide with the final year of service of the current TAB Treasurer. The Assistant Treasurer shall serve a one-year term. At the completion of the term, the Assistant Treasurer shall automatically succeed to the position of TAB Treasurer. The TAB Treasurer shall serve a two-year term, with reappointment permissible for up to a maximum tenure of six years. The TAB Treasurer

shall serve as the TAB Finance Committee Chair, who is a voting member of TAB, the TAB Management Committee, and the IEEE Finance Committee.

2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The Past Committee Chair shall serve a two-year term to coincide with the sitting Chair's tenure.
4. The Chairs of the TAB Periodicals Committee, TAB/PSPB Products & Services Committee and IEEE Conferences Committee shall serve two-year terms to coincide with their term as Chair.
5. The two (2) Members-at-Large are appointed by the Committee Chair and shall serve two-year staggered terms, with reappointment permissible for a maximum of three (3) terms.
6. The two (2) S/C Presidents are appointed during the Presidents' Forum and shall serve two-year staggered terms, with reappointment permissible for a maximum of three (3) terms.
7. One of the eight committee members shall be appointed to the TAB Society and Council Review Committee jointly by the TAB Finance Committee Chair and the TAB Society and Council Review Committee Chair and shall serve a two-year term with reappointment permissible for an additional two-year term. This individual will serve as a liaison to the TAB Society and Council Review Committee.

## **G. VACANCIES**

1. In the event of the incapacity of the Chair, the most recent Past Chair shall serve as Acting Chair until the TAB Assistant Treasurer will take office as TAB Treasurer. The Acting Chair shall notify the TAB Chair in a timely manner and continue to serve until further directed.
2. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO THE TAB FINANCE COMMITTEE**

### **1. Committees**

There are no Committees reporting to the TAB Finance Committee.

### **2. Ad Hoc Committees**

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc..

## **J. REPORTS**

1. The Committee Chair will provide a report, outlining committee activities at each TAB Management Committee meeting.
2. The Committee Chair will provide a Treasurer's Report at each TAB meeting.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The principal financial support for the TAB Finance Committee shall be provided through the normal budgetary processes of the Technical Activities Board.

### **ADMINISTRATIVE**

Administrative support for the Committee will be provided by the Technical Activities Department and includes agenda preparation, minute taking, distribution and follow-up of action items, data gathering and analysis, subject matter expert and strategic analysis.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB February 2024*

## **3.11 IEEE FUTURE DIRECTIONS COMMITTEE CHARTER**

### **A. GENERAL**

The IEEE Future Directions Committee (FDC) reports to, and is a Committee of, the TAB Management Committee.

### **B. SCOPE**

The principal mission of the IEEE Future Directions Committee is to anticipate and determine the direction of existing, new and emerging technologies, and related issues, and to spearhead their investigation and development by IEEE in association with Societies/Councils (S/C's). The emphasis is on new, emerging technical areas either not adequately covered by existing (S/C's), or which overlap the fields of interest of the existing S/C's, taking a collaborative view that would often involve other constituencies.

### **C. FUNCTIONS**

The IEEE Future Directions Committee shall:

1. Seek out future technologies and related issues of potential interest to IEEE TAB and encourage the investigation of emerging technologies. The proactive support of the Societies and Councils is expected and ensured through reporting and discussions in conjunction with the Technical Activities Board (TAB) and S/C meetings.

2. Foster cooperation among existing S/Cs to develop new products and services in new or emerging topics. The proactive support of Societies and Councils is therefore expected.
3. In emerging technology areas of potential interest to IEEE, serve as a mentor to facilitate IEEE TAB involvement and encourage cooperative efforts within IEEE TAB
4. Provide liaison and encourage cooperation with non IEEE professional technical societies in new technologies, as well as technology application areas.
5. Provide a report when appropriate to recommend actions relative to new technological trends for use by IEEE officers and organizational units.
6. Provide liaison, encourage and seek partnership with relevant industries in promoting activities in new and emerging technologies.
7. Provide liaison with IEEE SPECTRUM Magazine, as appropriate, in connection with its annual Technical Overview issue or other special issues.
8. Improve public awareness of important new technical issues.
9. Conduct internal or external meetings, such as conferences, workshop, and/or other similar events that will help identify and determine the direction of existing, new and emerging technologies, and will support the related activities as described above.

#### **D. COMPOSITION**

The IEEE Future Directions Committee shall consist of:

Voting Members:

- Committee Chair (1)
- Committee Vice Chair (1)
- Industry Advisory Board Chair (1)
- Technology Roadmaps Committee Chair (1)
- Up to fifteen (15) Members-at-Large, no more than four (4) serving as current TAB members. Four (4) member positions include one member representing each of the following: Educational Activities (EA), Member and Geographic Activities (MGA), Standards Activities (SA) and IEEE-USA.

Non-Voting Members:

- Eight (8) additional members, who shall serve on the Industry Advisory Board, a subcommittee of the FDC.

#### **E. MEMBERSHIP REQUIREMENTS**

1. All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Diversity of committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this committee. Since the selection of the up to fifteen (15) Voting Members-at-Large and up to eight (8) additional Non-Voting Members is unconstrained, overall diversity of the Committee should be considered in the selection of these members.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair shall be appointed by the Vice President-Elect, Technical Activities, and shall begin their two-year term on 1 January when the Vice President-Elect becomes Vice President. Reappointment is permissible for one additional two-year term, for a maximum tenure of 4 years in this position. The Chair shall also serve as a voting member of the TAB Strategic Planning Committee and the TAB Management Committee.
2. The Chair may appoint a Vice-Chair for the current year. The individual should be someone with an exceptional identifiable diversity of technical areas and a professional background that include experience in identifying and pursuing new technological advances. The role of the Vice-Chair is to assist the Chair and to stand in should the Chair be unavailable. They shall serve one year in the position with reappointment permissible, for a maximum tenure of 4 consecutive years.
3. The four (4) members representing Educational Activities (EA), Member and Geographic Activities (MGA), Standards Activities (SA) and IEEE-USA, shall serve a one-year term, with reappointment permissible for a maximum tenure 4 consecutive years. Each OU will submit a minimum of two (2) nominees where the FDC Chair will select and appoint one (1).
4. The remaining Members-at-Large are appointed by the Future Directions Committee Chair with concurrence of the Vice President, Technical Activities. They shall provide expertise in TAB and S/C operations to facilitate the research process. Newly appointed individuals in any given year shall represent an identifiable diversity of technical areas and have professional backgrounds that include experience in identifying and pursuing new technological advances. They shall serve two-year staggered terms, starting 1 January, with reappointment permissible for one additional term.
5. The Industry Advisory Board subcommittee members, shall be appointed by the Future Directions Committee Chair. They shall be industry experts that FDC can utilize to help identify research gaps and to work directly with the FDC members. The IAB members shall be chosen based on their work in or knowledge of future technology direction, requirements and or need. They will make recommendations to the rest of the FDC committee on areas FDC should consider in their roadmap. They shall serve a two-year term with reappointment permissible for one additional term.

## **G. VACANCIES**

If vacancies occur, they are filled using the methodology originally used to fill that position as noted in section F. The replacement will serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO THE IEEE FUTURE DIRECTIONS COMMITTEE**

The following Committees shall report to the IEEE Future Directions Committee.

1. Committees.
  - IEEE Technology Roadmaps Committee
2. Ad Hoc Committees
  - An Ad Hoc Committee may be appointed to address a specific issue. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.
  - The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee plans for a maximum of three meetings a year and shall provide a summary report of committee activities to the TAB Management Committee (TMC) Chair, prior to each TAB Management Committee meeting. The meetings may consist of one to two days. Interim reports should be provided as directed. If any additional in person meetings are deemed necessary by the FDC Chair, it would be treated as an exception. Approval would be secured via the TA Vice President.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc..

## **J. REPORTS**

1. The IEEE Future Directions Committee will produce reports on its activities as appropriate, but not less than once per year. These reports are forwarded to the TAB Management Committee and TAB.
2. The Committee will provide any reports deemed necessary by the TAB Management Committee.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The principal financial support for the IEEE Future Directions Committee shall be provided through the normal budgetary processes of the Technical Activities Board.

### **ADMINISTRATIVE**

Administrative support for the Committee will be provided by the Technical Activities Department. Duties include coordination of committee meetings and new technology workshops, setting up teleconferences, agenda preparation, minute taking, distribution and follow-up of action items and alias maintenance.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2020*

## **3.12 IEEE TECHNOLOGY ROADMAPS COMMITTEE CHARTER**

### **A. GENERAL**

The IEEE Technology Roadmaps Committee reports to, and is a Committee of, the IEEE Future Directions Committee.

## **B. SCOPE**

The mission of the IEEE Technology Roadmaps Committee is to formulate and recommend strategies and policies for IEEE technology roadmaps and provide oversight for roadmap related activities. The oversight responsibility applies to policy decisions across all roadmap activities and roadmap committees across IEEE, and responsibility for the Guidelines for Technology Roadmaps, and Roadmap Template documents. The Committee makes recommendations on roadmaps to TAB for possible action, and in consultation with the IEEE Board of Directors if identified as applicable by TAB

## **C. FUNCTIONS**

The IEEE Technology Roadmaps Committee shall:

1. Monitor, develop, recommend changes to, and maintain (as appropriate) governance documents related to Roadmaps. This includes making recommendations for IEEE Bylaws and Policies as well as those IEEE organizational unit governance documents that reference Roadmaps.
2. Develop policies and procedures to help assure the proper protocol of Roadmap teams. This includes but is not limited to, financial, legal, documentation & reporting, ethical, technical program, roadmap publication, publicity, and all roadmap sponsorship aspects in line with IEEE policies.
3. Communicate with and act as a liaison between IEEE organizational units, non-IEEE co-sponsors, and roadmap participants, regarding roadmap policies, practices, and operations. Develop and deliver roadmap-related education and training materials to address issues and practices that relate to all Roadmaps.
4. Make recommendations that optimize the use of the technical, business and financial resources and services of IEEE in support of roadmap activities.
5. Assist IEEE organizational units in the development and organization of resources and tools that facilitate roadmap operations. This includes, but is not limited to: templates, planning resources, sponsorship guidelines, vendors and tools, quality assurance, financial management and documentation; public and industry relations guidelines; publicity procedures; master brand usage; and treatment of VIPs and dignitaries.
6. Provide innovation and thought leadership in the area of Roadmaps. Encourage, investigate and test new approaches, potential audiences, and revenue streams.
7. Perform projects and activities as assigned by the Technical Activities Board.

## **D. COMPOSITION**

The IEEE Technology Roadmaps Committee shall consist of:

Voting Members:

- Committee Chair (1)
- Committee Vice Chair (1)
- Up to ten (10) Steering Committee members. Five (5) member positions include one member representing each of the following: Educational Activities (EA), Member and Geographic Activities (MGA), Publication Services and Products (PSPB), Standards Activities (SA), IEEE-USA.

Non-Voting Members:

- Up to eighteen (18) additional members, who shall serve on the Roadmaps User Group, a subcommittee of the ITRC.
- TAB Secretary

## **E. MEMBERSHIP REQUIREMENTS**

1. All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, or above.
2. All voting members shall have demonstrated roadmap management experience and experience participating in the development of Roadmaps (e.g., a current or past Roadmap team member) is desired.
3. Diversity of committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this committee. Since the selection of the up to ten (10) Voting Members and up to eighteen (18) additional Non-Voting Members is unconstrained, overall diversity of the Committee should be considered in the selection of these members.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair shall be appointed by the Future Directions Committee Chair. The Committee Chair shall serve a two-year term. Reappointment is permissible for one additional term, for a maximum tenure of 4 years in this position.
2. The Chair may appoint a Vice-Chair for the current year. The role of the Vice-Chair is to assist the Chair and to stand in should the Chair be unavailable. They shall serve one year in the position with reappointment permissible, for a maximum tenure of four (4) consecutive years.
3. The five (5) Steering Committee members representing Educational Activities (EA), Member and Geographic Activities (MGA), Publication Services and Products (PSPB), Standards Activities (SA) and IEEE-USA, shall serve a one-year term with reappointment permissible for a maximum tenure of 4 consecutive years. Each OU will submit a nominee.
4. The remaining Steering Committee members are appointed by the ITRC Chair with concurrence of the FDC Chair. They shall provide expertise in the TAB and S/C operations. They shall serve a two-year term, starting 1 January, with reappointment permissible for one additional term.
5. The Committee Chair shall appoint all members of the Roadmaps User Group. User Group members shall be involved in the development of current or proposed IEEE technical roadmaps. The User Group members shall represent a variety of IEEE technical roadmaps, with no more than two (2) persons representing the same roadmap. The User Group will make recommendations, and participate in the development of templates and tools to be made available for use by IEEE technology roadmaps. They shall serve a two-year term with reappointment permissible for one additional term. All members of the Roadmaps User Group shall be non-voting members of the Committee.
6. The Committee Chair, appointed by the IEEE Future Directions Committee Chair, shall have a tie breaker vote.



## **G. VACANCIES**

If vacancies occur, they are filled using the methodology originally used to fill that position as noted in section F. The replacement will serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO THE IEEE TECHNOLOGY ROADMAPS COMMITTEE**

1. Committees  
Roadmaps User Group

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee meets quarterly via teleconference. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. A majority of the voting members of the Committee shall constitute a quorum.
3. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
4. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

1. The IEEE Technology Roadmaps Committee will produce reports on its activities as appropriate, but not less than once per year. These reports are forwarded to the IEEE Future Directions Committee.
2. The Committee will provide any reports deemed necessary by the IEEE Future Directions Committee or TAB Management Committee.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The Committee shall be funded by the IEEE Future Directions Committee. When travelling to the IEEE organizational unit (OU) meeting series, the Committee shall cover the expenses of the Committee Chair.

## **L. ADMINISTRATIVE**

Administrative support for the Committee will be provided by the Technical Activities Department. Duties include coordination of committee meetings, setting up teleconferences, agenda preparation, minute taking, distribution and follow-up of action items and alias maintenance.

## **M. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

This support includes preparing agendas and minutes, meeting coordination and consultation on all roadmaps items.

*As approved by TAB February 2020*

### **3.13 TAB HALL OF HONOR SELECTION COMMITTEE CHARTER**

#### **A. GENERAL**

The TAB Hall of Honor Selection Committee reports to, and is a Committee of, the TAB Management Committee.

#### **B. SCOPE**

The TAB Hall of Honor Selection Committee shall oversee the Hall of Honor and nominations process for honorees. The TAB Hall of Honor is established to honor those persons, living or deceased, who have made major contribution(s) to IEEE Technical Activities. Contributions must benefit more than a single Society or Council.

Specifically, the candidate's contributions must:

- Be of benefit primarily to Technical Activities as a whole; contributions may benefit the entire IEEE so long as the primary benefit is to Technical Activities.
- Should result in substantial improvements, such as finance, operations, or cooperation.
- Be of direct and enduring impact.

The list of Honorees is maintained on the TAB Hall of Honor webpage.

The Committee may recommend up to three recipients in a given year.

Sitting members of TAB, members of the Selection Committee and staff are ineligible to be considered. To better judge the permanence of the accomplishment, consideration of a nomination by TAB is permitted only after one year has elapsed from the accomplishment or the death of the nominee in the case of a posthumous nomination.

Current members of IEEE staff and members of the Selection Committee are ineligible to nominate or act as a reference. Candidates may self-nominate.

#### **C. FUNCTIONS**

The TAB Hall of Honor Selection Committee shall:

1. Stimulate nominations for the TAB Hall of Honor, which should strive to reflect diversity with respect to such factors as gender, geographical region, and professional sector (academia/industry/other).
2. Review nominations for the TAB Hall of Honor.
3. Present to the IEEE Technical Activities Board, a slate of candidate(s) for approval to be inducted into the TAB Hall of Honor. TAB may approve all or any subset of the slate. The approved candidates will be invited to receive the honor at the November TAB meeting.
4. Promote the "TAB Hall of Honor" to assist in stimulating nominations.
5. Update the Hall of Honor nomination template, as needed.

#### **D. COMPOSITION**

The TAB Hall of Honor Selection Committee shall consist of at least six (6) and not more than (9) voting members. There are no non-voting members.

#### **E. MEMBERSHIP REQUIREMENTS**

1. Members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade, and shall be present or past voting members of TAB.
2. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership.

#### **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair, appointed by the membership of the committee from among the membership of the committee, shall serve a one-year term, with reappointment permissible for a maximum tenure of three years.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. Selection Committee members serve a three year term. Terms are staggered, with a minimum of two members appointed each year by the Vice President, Technical Activities of that year. Reappointment is permissible for a maximum tenure of six (6) years.

#### **G. VACANCIES**

If a vacancy occurs, the current VP Technical Activities shall appoint a replacement for the remainder of that term. Partial terms thus served shall not count against the maximum service defined above.

#### **H. COMMITTEES REPORTING TO THE TAB HALL OF HONOR SELECTION COMMITTEE**

1. Committees

There are no Committees reporting to the TAB Hall of Honor Selection Committee.

2. Ad Hoc Committees

The Selection Committee can create an Ad Hoc Committee to address a specific issue. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the Selection Committee, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as needed.

## **I. MEETINGS**

1. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. A majority of the voting members of the Committee shall constitute a quorum.
3. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall not vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the motion.

## **J. REPORTS**

The Committee Chair will provide a report to TAB during the June OU series presenting the list of recommended inductees for approval. The Committee Chair will produce reports on its activities as appropriate, but not less than once per year. These reports are forwarded to TAB Management Committee and TAB. Interim reports should be provided as requested.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### FINANCIAL

The Committee conducts business electronically. Travel reimbursement shall be available to the Committee Chair on an "as required" basis. Travel reimbursements for other Committee members shall not normally be available.

New inductees to the TAB Hall of Honor shall be presented at the November TAB meeting and, if necessary, travel reimbursement shall be available.

### ADMINISTRATIVE

Updates to the TAB Hall of Honor webpage are done by Technical Activities Staff. This webpage is the virtual home of the TAB Hall of Honor and its list of honorees. IEEE does not maintain a physical presence for the Hall of Honor.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2021*

### **3.14 TAB SOCIETY AND COUNCIL REVIEW COMMITTEE CHARTER**

#### **A. GENERAL**

The TAB Society and Council Review Committee reports to, and is a Committee of, the TAB Management Committee.

#### **B. SCOPE**

The TAB Society and Council Review Committee ensures the continued technical leadership of IEEE by developing procedures for the periodic review of TAB Societies, Councils and by conducting such reviews.

#### **C. FUNCTIONS**

The TAB Society and Council Review Committee shall:

1. Develop procedures for the periodic review of Societies, Councils. These reviews shall focus on the extent to which the Society/Council (S/C) is maintaining its vitality and technical leadership in its field of interest and is interacting appropriately with other entities.
2. Establish a schedule to review each S/C at least once every five (5) years.
3. Work with the appropriate S/C Presidents to ensure that scheduled reviews are completed and reports submitted to TAB in a timely manner.
4. Analyze the scope and structure of the various S/C's to ensure that technical interest areas are fully covered in appropriate, effective and efficient ways. Report recommended changes to the TAB Management Committee.
5. Develop, review and revise as necessary, a general questionnaire for use by all S/Cs undergoing review.
6. Work with the Periodicals Review and Advisory Committee to coordinate review schedules between committees and communicate items of mutual interest as they pertain to S/C publications.
7. Due to the nature of the work of the SCRC, in order to maintain the objective review of the S/C's, the chair and members of the committee shall not participate in the review of a Society or Council in which they may have a perceived or real conflict of interest, as defined in IEEE Bylaw I-300.2 and IEEE Policies, Section 9.8.

#### **D. COMPOSITION**

The TAB Society and Council Review Committee shall consist of the following members:  
Voting members:

- Committee Chair
- Up to eight (8) members plus two alternate members

Non-Voting members:

- None

#### **E. MEMBERSHIP REQUIREMENTS**

1. Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

#### **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair shall be appointed by the Vice President-Elect, Technical Activities and shall begin their two-year term on 1 January when the Vice President-Elect becomes Vice President. Reappointment is permissible for one additional two-year term, for a maximum tenure of 4 years in this position. The Chair shall also serve as a voting member of the TAB Management Committee.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The committee members shall be appointed by the TAB Society and Council Review Committee Chair with concurrence of the Vice President-Elect, Technical Activities and they shall serve staggered three-year terms with reappointment permissible for an additional three-year term. The alternate members will also serve a three-year term with reappointment permissible for an additional three-year term.
4. Once committee member shall be a joint appointment between the TAB Society and Council Review Committee Chair and the TAB Finance Committee Chair. This member shall serve a two-year term with reappointment permissible for an additional two-year term.

#### **G. VACANCIES**

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

#### **H. COMMITTEES REPORTING TO THE TAB SOCIETY AND COUNCIL REVIEW COMMITTEE**

##### **1. Committees**

There are no committees reporting directly to the TAB Society and Council Review Committee.

##### **2. Ad Hoc Committees**

An Ad Hoc Committee may be appointed to address a specific issue. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee meets a minimum of three (3) times each year, and shall conduct reviews of Societies, and Councils in compliance with the Schedule published as required by Paragraph C.2. above.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### FINANCIAL

This committee will be funded by TAB. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

### ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department and includes: Meeting coordination (including setting up teleconferences); assist Chair with review reports by contacting and reminding Society/ Council of review; follow timeline to assure all reports are sent to the TAB Strategic Planning Committee and TAB in a timely manner; assist Chair with scheduling of reviews for each meeting series; alias maintenance and updating website as needed and assist Chair with template and schedule revisions.

## **K. REPORTS**

1. The Committee shall provide a draft report of its findings and recommendations to the reviewed organizational unit for its comments preferably within 30 days of the review. The reviewed organizational unit will have 30 days to respond with their comments. Any inconsistencies should be resolved within the next 30 days. The cycle should not exceed 90 days.
2. The final report with its Findings and Recommendations will be forwarded to the TAB Management Committee and the Technical Activities Board.
3. The Committee shall provide an update on committee activities including recommended scope or organizational changes to the TAB Management Committee and TAB, as appropriate, but not less than once per year.

## **L. CHANGES TO CHARTER**

Changes to this charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB February 2024*

### **3.15 TAB COMMITTEE ON STANDARDS CHARTER**

#### **A. GENERAL**

The Technical Activities Board (TAB) Committee on Standards is a subcommittee of the TAB Management Committee.

#### **B. SCOPE**

The TAB Committee on Standards is responsible for promoting standards activities across Technical Activities (TA) and maintaining the strategic alignment between Technical Activities and Standards Association (SA) in IEEE. In this task, the TAB Committee on Standards partners with the IEEE Future Directions Committee (FDC), the TAB Society/Council Review Committee (SCRC), and other committees under the auspices of the TAB Management Committee.

#### **C. FUNCTIONS**

The TAB Committee on Standards shall:

1. Contribute to SPC with respect to Standards and standards-related activities.
2. Coordinate with FDC and SCRC to support FDC and SCRC with respect to Standards and standards-related activities.
3. Develop Guidelines for establishment and governance of Standards Activities in Technical Societies and Councils (S/C).
4. Develop Guidelines for establishment and governance of Standards Committees in S/C.
5. Oversee the Scope allocation to and Scope mediation among Standards Committees based in S/C to promote cooperation and harmonization.
6. Handle appeals of decisions related to establishment of Top-Level Standards Committees in S/C.
7. In collaboration with IEEE-SA, mentor S/C Standards Committees' compliance with Policies and Procedures of TA and IEEE-SA.
8. Develop Guidelines for pre-standardization, post standardization and co-standardization (complimentary to standardization) activities.
9. Initiate, oversee, and promote development of standards-related products for TA, e.g. standards-related content such as publications, meetings and events, and educational materials.
10. Initiate and oversee deployment of financial models that lead to zero-cost to TA of standards development governance.
11. Develop Guidelines that lead to TA membership increase by attracting members from Standards Development volunteer community.
12. Develop performance metrics for S/C standards activities. Collaborate with SCRC to help evaluate standards activities performance of S/C for TAB, as requested. Serve as a resource for TA evaluating the activities of other international SDO's so as to coordinate and focus TA standards activities.

#### **D. COMPOSITION**

The TAB Committee on Standards shall consist of the following members:

Voting Members:



- Committee Chair
- Committee Past Chair
- IEEE Standards Association representative to the Technical Activities Board
- Five (5) members at large (MaLs) from the S/C in TAB.
  - Three (3) of these positions will be reserved for S/C with multiple Standards Committees. No two of these MaLs shall be from the same primary S/C.
  - Two (2) of these positions will be reserved for S/C with little or no standards activity. No two of these MaLs shall be from the same primary S/C.

Non-Voting Members:

- TAB representative to IEEE Standards Association (SA)
- FDC representative to this committee
- SCRC representative to this committee

## **E. MEMBERSHIP REQUIREMENTS**

The Chair of the Committee may not concurrently serve as President of the IEEE Standards Association Board of Governors.

All voting members of the Committee shall be IEEE members or affiliates. MaLs nominated by Societies shall be members of the corresponding Society. MaLs nominated by Councils shall be participants in the activities of the Council. Additionally, voting members of the Committee shall be individual members of the IEEE Standards Association.

Qualifications for membership are:

Prior or current service as S/C Standards Committee chair, Standards Committee officer, or Standards Committee liaison representative to SASB.

OR

Prior service on an S/C BoG or AdComm or Executive Committee and prior service on SASB.

OR

Prior service on an S/C BoG or AdComm or Executive Committee and prior service on IEEE-SA Board of Governors.

All appointments will be affirmed by the Technical Activities Board.

Diversity of committee members with respect to such factors as with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this committee.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair shall be appointed by the IEEE Vice President-Elect, Technical Activities, and shall begin their two-year term on 1 January when the Vice President-Elect becomes Vice President. Reappointment is permissible for one additional two-year

term, for a maximum tenure of 4 years in this position. The chair also serves as a voting member of the TAB Management Committee.

2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The Committee Past Chair shall serve a two-year term in this capacity.
4. The Standard Association representative is appointed annually by the IEEE-SA President.
5. Five (5) Members at Large appointed by the TAB Management Committee on the recommendation of the TAB Committee on Standards Chair, from qualified nominations made by S/C Presidents. These members shall serve staggered (two or three appointments per year) two-year terms, with reappointment permissible for a maximum tenure of six (6) years.

## **G. VACANCIES**

1. In the event of the incapacity of the Chair, a designee appointed by the IEEE VP-TA shall serve as Acting Chair of the TAB Committee on Standards.
2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO THE TAB COMMITTEE ON STANDARDS**

1. Committee(s)  
None
2. Ad Hoc Committee(s)  
An Ad Hoc Committee may be appointed by the TAB Committee on Standards Chair to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment. Ad Hoc Committees are expected to conclude at the end of each year, but may be continued with an extension made by the Chair.

## **I. MEETINGS**

1. The Committee is expected to meet a minimum of three (3) times per year.
2. Electronic mail, teleconferences and other non-face-to-face means may be utilized for the transaction of business and for the conduct of meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order (newest revision). The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

1. The TAB Committee on Standards will produce reports on its activities as appropriate, but not less than twice per year. These reports are forwarded to the TAB Management Committee and TAB.
2. The Committee will provide any reports deemed necessary by the TAB Management Committee.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The Committee's operation will be funded by TAB. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget. Travel by the representative of an Organizational Unit (i.e., TA or IEEE-SA) will be funded by that representative's Organizational Unit as needed. IEEE Standards will provide annual funding to assist Societies and Technical Councils in initiating and developing standards.

### **ADMINISTRATIVE**

The principal staff support for the Committee is provided by the Technical Activities Department and includes preparing agendas and minutes, meeting coordination, and consultation on pertinent issues.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB February 2024*

## **3.16 TAB COMMITTEE ON TECHNICAL COMMUNITY OUTREACH, ENGAGEMENT AND SOCIETY MEMBERSHIP**

### **A. GENERAL**

The TAB Committee on Technical Community Outreach, Engagement and Society Membership reports to, and is a Committee of, the TAB Management Committee (TMC).

### **B. SCOPE**

The TAB Committee on Technical Community Outreach, Engagement and Society Membership is responsible for focusing on TA membership topics, and TA audience/participant/potential member topics, and a forum for technical engagement issues; analysis and support for Society and other TA membership product line issues.

### **C. FUNCTIONS**

The TAB Committee on Technical Community Outreach, Engagement and Society Membership shall:

1. Provide recommendations and motions to TAB to help fulfill its Mission.
2. Archive and provide best practices on membership development
3. Create templates and contact lists for membership development – use of contact lists shall adhere to IEEE Policy 14 – IEEE Mailing Lists and Rosters
4. Provide guidance on "How to Promote or Engage Members"
5. Provide effective engagement and marketing advice
6. Offer possible joint/group pricing models (TAB-wide or groupings or self-selected mix)
7. Create mechanisms to identify/attract new volunteers
8. Develop new mechanisms for member engagement
9. Propose new ways to add value to membership

10. Organize bi-annual virtual forum for S/C VPs of Membership to discuss key issues affecting their operation. Output of this forum to be reported to the Committee.
11. Coordinate with other OUs and other permanent committees to attract new audiences
12. Serve as the primary TA interface with the MGA Support Committee by supporting Chapter volunteers. Some examples would be providing insight into chapter health, improving infrastructure and tools, providing access to resources and best practices, and developing parameters to be included in the funding model for supporting chapters (for MGA and TA to use in decisions about resource allocation); support as needed and promote chapter activities related to MGA and TA objectives.
13. Facilitate relations with non-society members (TCs, potential members, entrepreneurs, etc.)
14. Work with MGA to improve membership renewal processes.
15. Provide a forum for various types of communities including Technical Committees, Local Groups, Graduated Future Directions Committee initiatives.
16. Provide a forum for membership best practices, including retention, benefits, member pricing initiatives and marketing plans.
17. Provide an analysis of outreach and engagement trends.
18. Provide an analysis and support of membership retention efforts.

#### **D. COMPOSITION**

The TAB Committee on Technical Community Outreach, Engagement and Society Membership shall consist of the following members:

Voting Members:

- Chair, TAB Committee on Technical Community Outreach, Engagement and Society Membership
- Four (4) Members at Large appointed from Technical Activities (see section F)
- Appointee from IEEE Member and Geographic Activities (MGA) Geographic Unit Operations Support Committee. Appointment made by MGA.
- Appointee from IEEE Future Directions Committee. Appointment made by IEEE Future Directions Committee.
- Appointee from TAB Committee on Standards. Appointment made by TAB Committee on Standards

#### **E. MEMBERSHIP REQUIREMENTS**

1. The Chair of the Committee shall be an IEEE member holding a grade of Member, Senior Member or Fellow.
2. Members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

#### **F. APPOINTMENTS AND TERMS OF OFFICE**

- a. The Committee Chair shall be appointed by the Vice President-Elect, Technical Activities, and shall begin their two-year term on 1 January when the Vice President-Elect becomes Vice President. Reappointment is permissible for one additional two-year term. Maximum lifetime service shall be set at 6 years in this position. The Chair shall also serve as a voting member of the TAB Management Committee.
- b. The four (4) Members at Large are appointed thusly:

- i. Two (2) Members at Large – 1 selected each year for a two-year term by the Chair of the Committee (restricted to a maximum of three terms lifetime). At least one of these Members-at-Large must be a past or current TAB member.
  - ii. Two (2) Members at Large - 1 selected each year for a two-year term by TAB Presidents' Forum (restricted to a maximum of three terms lifetime). At least one of these Members-at-Large must be a past or current TAB member.
- c. Appointed by each committee Chair for a one-year term, reappointment permissible for 2 additional terms
- i. Appointee of MGA rep shall be by the MGA Vice Chair of Geographical Units.
  - ii. Appointee from Future Directions, shall be by the Future Directions Chair
  - iii. Appointee from TAB Committee on Standards, shall be by the TAB Committee on Standards Chair

## **G. VACANCIES**

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO TAB COMMITTEE ON TECHNICAL COMMUNITY OUTREACH, ENGAGEMENT AND SOCIETY MEMBERSHIP**

Time limited subcommittees and adhoc may be formed as required.

## **I. MEETINGS**

1. The Committee meets a minimum of three (3) times each year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

The Committee Chair shall provide a report to TMC during each OU series of meetings, outlining the committee activities transacted.

## **K. FINANCIAL AND ADMINSTRATIVE SUPPORT**

### FINANCIAL

This committee will be funded by TAB. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

### ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department and includes: meeting coordination (including setting up teleconferences); assist Chair with review reports; follow timeline to assure all reports are sent to TAB in

a timely manner; alias maintenance and updating website as needed.

## **L. CHANGES TO CHARTER**

Changes to this charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB June 2022*

## **3.17 IEEE CONFERENCES COMMITTEE CHARTER**

### **A. GENERAL**

The IEEE Conferences Committee is a committee of the IEEE Technical Activities Board (TAB).

### **B. SCOPE**

1. The IEEE Conferences Committee formulates and recommends strategies and policies for IEEE conferences and provides oversight for conference-related activities. The oversight responsibility applies to policy decisions across all conference activities and Conferences Committees across IEEE. The Committee makes recommendations on conferences to the IEEE Board of Directors for possible action; monitors compliance and recommends changes to the IEEE Bylaws and IEEE Policies related to conferences.
2. For the purposes of this charter, "conferences" shall be defined as it is in IEEE Policies, Section 10.

### **C. FUNCTIONS**

The IEEE Conferences Committee shall:

1. Monitor, develop, recommend changes to, and maintain (as appropriate) governance documents related to conferences. This includes IEEE Bylaws and Policies as well as those IEEE organizational unit governance documents that reference conferences.
2. Develop and enforce policies and procedures to help assure the proper conduct of conferences. This includes but is not limited to, financial, legal, documentation & reporting, ethical, technical program, conference publication, event organization & management, publicity, brand usage, and all conference sponsorship aspects in line with IEEE policies.
3. Communicate with and act as a liaison between IEEE organizational units, non-IEEE co-sponsors, conference organizers, and attendees regarding conference policies, practices, and operations. Develop and deliver conference-related education and training materials to address issues and practices that relate to all IEEE conferences.
4. Provide recommendations and act as a resolution resource among IEEE Boards, Societies, Technical Councils, Regions, Sections, Chapters and other IEEE organizational units with regard to any conference related complaints and disputes that cannot be resolved by the parties.
5. Make recommendations that optimize the use of the technical, business and financial resources and services of IEEE in support of conference activities.

6. Assist IEEE organizational units in the development and organization of resources and tools that facilitate conference operations. This includes—but is not limited to: planning resources, sponsorship guidelines, vendors and tools, quality assurance, financial management and documentation (including audit and tax support, contract procedures); security measures, public and industry relations guidelines; publicity procedures; award ceremonies; master brand usage; and treatment of VIPs and dignitaries.
7. Provide innovation and thought leadership in the area of conferences and events. Encourage, investigate and test new delivery methods, event paradigms, potential audiences, and revenue streams.
8. Perform projects and activities as assigned by the Technical Activities Board.

## **D. COMPOSITION**

The IEEE Conferences Committee shall consist of the following:

### Voting Members

- Committee Chair
- Past Chair
- Ten members, as specified in section F below
- Two (2) Members-at-Large
- One (1) Young Professional Member
- CPC Chair

### Non-Voting Members

- MGAB Secretary
- TAB Secretary
- MCE Staff Lead

### Non-Voting IEEE Board Liaison Members

- PSPB Liaison
- MGAB Liaison

## **E. MEMBERSHIP REQUIREMENTS**

1. All voting members of the Committee shall be IEEE members of Graduate Student Member, Member, Senior Member or Fellow grade.
2. All voting members shall have demonstrated conference management experience and experience overseeing a portfolio of conferences (e.g., the Vice President of Conferences for an OU) is desired.
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee. Since the selection of the four (4) voting members appointed by the Chair of the Technical Activities Board (TAB), and two (2) non-voting members appointed by the Committee Chair, as specified in section F below, is unconstrained, overall diversity of the Committee should be considered in the selection of these members.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

### **1. Committee Chair**

The Committee Chair shall be appointed by the Technical Activities Board for a two-year term with reappointment permissible for one additional term. The total length of service as the appointed Committee Chair for any individual shall not exceed four (4) years.

The chair shall be selected from a slate prepared by the TAB Nominations and Appointments Committee. It is preferable that candidates included on the slate shall have served on the IEEE Conferences Committee for at least one year.

### **2. Voting Members.**

Reappointment for each of the positions specified in this section is permissible, but no individual may spend more than four years total in any combination of these positions.

- a. One (1) member appointed by each of the Chairs of the Educational Activities Board (EAB), Publication Services and Products Board (PSPB), Standards Association (SA), and IEEE-USA. Each of these appointments shall be for a two-year term. The appointments of EAB and PSPB shall be made on even-numbered years, and the appointments of SA and IEEE-USA shall be made on odd-numbered years.
- b. Two (2) members appointed by the Chair of the Member and Geographic Activities Board (MGAB). Each of these appointments shall be for a two-year term. One (1) of these appointments shall be made on even-numbered years, and the other one (1) of these appointments shall be made on odd-numbered years.
- c. Four (4) members appointed by the Chair of the Technical Activities Board (TAB), on the recommendation of the Division Directors. Each of these appointments shall be for a two-year term. Two (2) of these appointments shall be made on even-numbered years, and the other two of these appointments shall be made on odd-numbered years.
- d. One voting member of the IEEE Conferences Committee shall be appointed by the Chair of the IEEE Conferences Committee to serve on the Conference Publications Committee with a two-year term.
- e. The Committee Chair may appoint a Vice-Chair from among the current or past voting members of the Committee.
- f. Two (2) Members-at-Large. One member-at-large is selected each year to serve a two-year term by the voting members of the Conferences Committee. In case of a vacancy, the vacant position is filled by the same selection process, for the remainder of the term. The Conferences Nominations, Appointments and Recommendations (CNAR) Committee solicits nominees, selects and announces a slate of at least two and no more than four candidates for each unfilled position, considering nominee's conference and conference portfolio management experience and including consideration of underrepresented groups. A petition, signed by at least twenty percent (20%) of the voting members of the Conferences Committee, may add a name to those on the slate. Nomination from the floor is not allowed at the selection. The petition and nomination material shall be received by the chair and the staff of CNAR Committee at least 3 weeks prior to the scheduled selection. All candidates are subject to the same eligibility requirements and the same deadlines for submitting supporting materials and have the same opportunity to address the Conferences Committee. The supporting materials shall be submitted at least 2 weeks prior to the scheduled selection, which allows them to be verified and



distributed to the voting members of the Conferences Committee before the selection.

- g. The Conference Publications Chair as per governance in the Conference Publication Charter.
- h. One (1) Young Professional member appointed by the Chair of the IEEE Conferences Committee. Appointments, in consultation with the Young Professional Chair, shall be for a two-year term.

### 3. Non-Voting Members

- a. The Committee Chair shall appoint a non-voting member of the Committee, for a period of one (1) year, as a Liaison Representative to PSPB in order to effectively coordinate joint activities.
- b. The Committee Chair shall appoint a non-voting member of the Committee, for a period of one (1) year, as a Liaison Representative to MGAB in order to effectively coordinate joint activities.
- c. Reappointment is permissible for the Liaison Representatives specified in Sections F.3a-F.3b, but no individual may spend more than four years total in any combination of these positions. The years of service in these two non-voting positions do not count towards the limits of service for voting members.

## **G. VACANCIES**

1. In the event of the incapacity of the Chair, the Past Chair shall serve as Acting Chair of the IEEE Conferences Committee until the Technical Activities Board appoints a replacement. In the event that the Acting Chair must serve in the Chair role, the limitation of service is waived.
2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

## **H. COMMITTEES REPORTING TO THE IEEE CONFERENCES COMMITTEE**

Reporting to the IEEE Conferences Committee shall be the following.

### 1. Sub-committees:

- Conference Finance Committee
- Conference Governance and Strategy Committee
- Conference Nominations, Appointments and Recommendations Committee
- Conference Portfolio Review Committee
- Conference Quality Committee
  - Conference Application Review Committee
  - Conference Organization Integrity Committee
  - Technical Program Integrity Committee
- Conference Tools Committee
- Event Innovations and Enhancements Committee
- Future of Conference IP Committee

### 2. Ad Hoc Committees

An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

The activities of an ad hoc committee are expected to be completed by the end of the calendar year of the ad hoc committee's formation, at which time the ad hoc committee shall terminate.

## **I. MEETINGS**

1. The IEEE Conferences Committee shall normally meet three (3) times a year.
2. Electronic mail, teleconferences and other non face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
4. The business of the subcommittee and ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **J. REPORTS**

The Committee Chair shall provide a highlight report to the Technical Activities Board at each of its three (3) annual meetings and shall provide additional reports as requested by the Technical Activities Board Chair.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### FINANCIAL

The Committee shall be funded by TAB. When the Committee meetings are scheduled in conjunction with IEEE organizational unit (OU) meeting series, those attending shall have their expenses covered by their respective OUs.

### ADMINISTRATIVE

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all conferences issues.

## **L. CHANGES TO CHARTER**

Changes to this Charter shall be reported to EAB, MGAB, PSPB, SA and IEEE-USA and approved by the IEEE Technical Activities Board.

*As approved by TAB November 2021*

## **3.18 CONFERENCE FINANCE COMMITTEE CHARTER**

### **A. GENERAL**

The Conference Finance Committee reports to and is a subcommittee of the IEEE Conferences Committee.

## **B. SCOPE**

The Conference Finance Committee serves as an oversight and advisory body. The Committee shall investigate and recommend financial processes and procedures to optimize the financial operations of IEEE conferences. The IEEE Conference Finance Committee is responsible for making recommendations on conference financial matters to the IEEE Conferences Committee who will advise other bodies as appropriate.

## **C. FUNCTIONS**

The Conference Finance Committee shall:

1. Identify policy and financial barriers as well as potential financial exposures, and recommended solutions.
2. Develop and maintain a long term roadmap for comprehensive financial infrastructure.
3. Collaboration with other subcommittees as may be necessary.
4. Work with other IEEE groups and potential vendors to achieve the long term goal as identified by committee.
5. In coordination with Conference Governance and Strategy Committee, explore ways to expand existing revenue generation activities at conferences such as exhibits, sponsorships, contests seminars, and tutorials. Provide oversight of new areas of revenue related to conferences and make reports and recommendations to IEEE Conferences Committee (ICC).
6. In coordination with Conference Governance and Strategy Committee, develop and implement policies and processes (and systems) that address the gaps in the Conference finance ecosystem as identified by the former Conference Finance Management Ad Hoc, as well as providing conference organizers and treasurers a streamlined and transparent means of conducting conference business.
7. In coordination with Conference Governance and Strategy Committee, ensure that the needs and concerns identified by this committee are included in any and all IEEE-wide ongoing projects (e.g., Next Gen Finance).

## **D. COMPOSITION**

The Conference Finance Committee shall consist of the following:

### Subcommittee Chair

- Subcommittee Chair is appointed by the IEEE Conferences Committee Chair.

### Members

- At least two (2) additional members, one of whom shall normally be the Past Conferences Committee Chair. Preference is given to existing or former members of the IEEE Conferences Committee and under-represented communities.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff Support, as designated by the MCE Staff Lead.

## **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Members shall serve two (2) year terms, with reappointment permissible for two (2) additional terms.
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly

encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

## **F. COMMITTEES REPORTING TO THE CONFERENCE FINANCE COMMITTEE**

Reporting to the Conference Finance Committee shall be the following.

1. Subcommittees:

None

2. Ad Hoc Committees:

An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

## **G. MEETINGS**

1. The committee does not have formal in-person meetings. It is recommended that the committee meets monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. The business of any ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **H. REPORTS**

The Subcommittee Chair shall produce progress reports on its activities as appropriate, but not less than three per year.

## **I. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The Committee normally conducts business through correspondence and teleconference. Travel reimbursements for Committee members shall not normally be available.

### **ADMINISTRATIVE**

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all conferences issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.

*As approved by TAB June 2022*

### **3.19 CONFERENCE GOVERNANCE AND STRATEGY COMMITTEE CHARTER**

#### **A. GENERAL**

The Conference Governance and Strategy Committee reports to, and is a subcommittee of the IEEE Conferences Committee.

#### **B. SCOPE**

The Conference Governance and Strategy Committee shall review, for consistency, the governing documents that are overseen by the IEEE Conferences Committee and shall assess IEEE conferences and events activities in context of the overall conferences and events environment.

#### **C. FUNCTIONS**

The Conference Governance and Strategy Committee shall:

1. Assess needs for additions or changes to governance documents, and recommend changes to governance as deemed appropriate by the committee.
2. Work with other subcommittees on governance issues.
3. Adhere to good governance practices. Areas of interest include:
  - a. Document conference quality procedures.
  - b. Develop processes to ensure that qualified candidates are nominated for committee positions.
  - c. Changes to the IEEE Conferences Committee organization, including all committees and subcommittees reporting to it, and their roles.
4. Identify opportunities to adapt the IEEE Conferences Committee organization and any needs to modify policies for the health of IEEE conference and events activities.
5. Look for alignment across the conference management structure.
6. Working with the MCE Leadership, outline plans for the coming year and years, keep longer term objectives in mind.
7. In coordination with Conference Finance Committee, explore ways to expand existing revenue generation activities at conferences such as exhibits, sponsorships, contests seminars, and tutorials. Provide oversight of new areas of revenue related to conferences and make reports and recommendations to IEEE Conferences Committee (ICC).
8. In coordination with Conference Finance Committee, develop and implement policies and processes (and systems) that address the gaps in the Conference finance ecosystem as identified by the former Conference Finance Management Ad Hoc, as well as providing conference organizers and treasurers a streamlined and transparent means of conducting conference business.
9. In coordination with Conference Finance Committee, ensure that the needs and concerns identified by this committee are included in any and all IEEE-wide ongoing projects (e.g., Next Gen Finance).

#### **D. COMPOSITION**

The Conference Governance and Strategy Committee shall consist of the following:

Subcommittee Chair:

- Subcommittee Chair is appointed by the IEEE Conferences Committee Chair and is normally the Vice Chair of the Conference Committee.

Members:

- At least two (2) additional members, one of whom shall normally be the Past Conferences Committee Chair. Preference is given to existing or former members of the IEEE Conferences Committee and underrepresented communities.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff Support, as designated by the MCE Staff Lead.

#### **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Volunteer Members shall serve two (2) year terms, with reappointment permissible for additional terms.

#### **F. COMMITTEES REPORTING TO THE CONFERENCE GOVERNANCE AND STRATEGY COMMITTEE**

Reporting to the Conference Governance and Strategy Committee shall be the following.

- Subcommittees:  
None
- Ad Hoc Committees:  
An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

#### **G. MEETINGS**

1. The committee holds an annual meeting to discuss strategy which could be in-person or teleconference. Otherwise it does not have formal in-person meetings. It is recommended that the committee meets monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. The business of any ad hoc committees shall normally be accomplished by electronic and virtual community communications.

#### **H. REPORTS**

The Subcommittee Chair shall produce progress reports on its activities as appropriate, but not less than three per year.

#### **I. FINANCIAL AND ADMINISTRATIVE SUPPORT**

##### FINANCIAL

The Committee normally conducts business through correspondence and teleconference, with the exception of one annual strategy meeting. Travel reimbursement shall be available to the Subcommittee on an "as required" basis.

##### ADMINISTRATIVE

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all related issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.

*As approved by TAB June 2022*

## **3.20 CONFERENCE NOMINATIONS, APPOINTMENTS AND RECOMMENDATIONS COMMITTEE CHARTER**

### **A. GENERAL**

The Conference Nominations, Appointments and Recommendations Committee reports to, and is a subcommittee of the IEEE Conferences Committee.

### **B. SCOPE**

The Conference Nominations, Appointments and Recommendations Committee shall help identify nominees for appointments to the Conferences Committee and assist in selecting the conference recognition otherwise known as iCon Recognition.

### **C. FUNCTIONS**

The Conference Nominations, Appointments and Recommendations Committee shall:

1. Be available to advise other major OUs on their appointments for IEEE Conferences Committee.
2. Manage the IEEE Conferences Committee Members-at-Large selection process.
3. Review the list of TAB nominees for Conferences Committee and reduce the list to no fewer than one and a half (1.5) times the number of open positions, and recommend criteria for selection to TAB.
4. Selecting a conference for recognition such as the iCon Recognition, which is presented at IEEE Convene. The Conferences Committee will concur the selected conference.

### **D. COMPOSITION**

The Conference Nominations, Appointments and Recommendations Committee shall consist of the following:

#### Subcommittee Chair

- Subcommittee Chair is appointed by the IEEE Conferences Committee Chair and is normally the Past Conferences Committee Chair.

#### Members

- At least three (3) additional members with preference given to existing or former members of the IEEE Conferences Committee and under-represented communities.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff Support, as designated by the MCE Staff Lead.

## **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Members shall serve two (2) year terms, with reappointment permissible for two (2) additional terms.

## **F. COMMITTEES REPORTING TO THE CONFERENCE NOMINATIONS, APPOINTMENTS AND RECOMMENDATIONS COMMITTEE**

Reporting to the Conference Nominations, Appointments and Recommendations Committee shall be the following.

Subcommittees:

None

Ad Hoc Committees:

An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

## **G. MEETINGS**

1. The committee does not have formal in-person meetings. It is recommended that the committee meets monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. The business of any ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **H. REPORTS**

The Subcommittee Chair shall produce progress reports on its activities as appropriate, but not less than three per year.

## **I. FINANCIAL AND ADMINISTRATIVE SUPPORT FINANCIAL**

### FINANCIAL

The Committee normally conducts business through correspondence and teleconference. Travel reimbursements for Committee members shall not normally be available.

### ADMINISTRATIVE

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all related issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.



### **3.21 CONFERENCE PORTFOLIO REVIEW COMMITTEE CHARTER**

#### **A. GENERAL**

The Conference Portfolio Review Committee reports to, and is a subcommittee of the IEEE Conferences Committee.

#### **B. SCOPE**

The Conference Portfolio Review Committee provides conference portfolio summaries to Societies and Councils in advance of the SCRC reviews and upon their request. The committee shall also initiate a conference portfolio review in advance of the TAB Society and Council Review Committee (SCRC) reviews.

#### **C. FUNCTIONS**

The Conference Portfolio Review Committee shall:

1. Review conference portfolios of Societies and Councils with their conferences leadership in advance of the SCRC reviews.
2. Collect best practices and lessons learned, and provide guidance on finances, budgeting, tools, branding, innovations, collaboration, and overall portfolio management and strategies.
3. Work with the Conference Governance and Strategy Committee to recommend changes.

#### **D. COMPOSITION**

The Conference Portfolio Review Committee shall consist of the following:

Subcommittee Chair

- Subcommittee Chair is appointed by the IEEE Conferences Committee Chair.

Members

- At least five (5) additional members with preference given to existing or former members of the IEEE Conferences Committee, individuals with experience managing conference and under-represented communities.
- A SCRC Representative.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff Support, as designated by the MCE Staff Lead.

#### **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Members shall serve two (2) year terms, with reappointment permissible for two (2) additional terms.

#### **F. COMMITTEES REPORTING TO THE CONFERENCE PORTFOLIO REVIEW COMMITTEE**

Reporting to the Conference Portfolio Review Committee shall be the following.

1. Subcommittees:

None

2. Ad Hoc Committees:

An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

## **G. MEETINGS**

1. The committee does not have formal in-person meetings. It is recommended that the committee meets monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

2. The business of any ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **H. REPORTS**

The Subcommittee Chair shall produce progress reports on its activities as appropriate, but not less than three per year.

## **I. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The Committee normally conducts business through correspondence and teleconference. Travel reimbursements for Committee members shall not normally be available.

### **ADMINISTRATIVE**

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all related issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.

*As approved by TAB November 2021*

## **3.22 CONFERENCE QUALITY COMMITTEE CHARTER**

### **A. GENERAL**

The Conference Quality Committee reports to, and is a subcommittee of the IEEE Conferences Committee.

### **B. SCOPE**

The Conference Quality Committee shall review, adjudicate and act upon issues related to reports of deficiencies in the organization of IEEE conferences.

### **C. FUNCTIONS**

The Conference Quality Committee shall:

1. Provide IEEE staff with a single IEEE volunteer point of contact for quick and efficient resolution of quality-related issues not covered through other established processes.
2. Provide a platform for discussion of practices that follow conference policy but may appear questionable.
2. Provide peer contact for conference organizers and IEEE sponsors.
3. Audit and review the practices of IEEE conferences that affect the technical quality, such as the peer review process and overall conference organization.
4. Take action to ensure the integrity of IEEE conferences and the IEEE brand, including rejecting problematic conferences application(s), content from and suspension/reinstatement of conferences accused of misuse of the technical program.
5. Recommend policies, procedures, and practices to ensure high quality, and communicate these with conference organizers.

### **D. COMPOSITION**

The Conference Quality Committee shall consist of the following:

Subcommittee Chair

- Subcommittee Chair is appointed by the IEEE Conferences Committee Chair.

Members

- Five (5) additional voting members (with preference given to existing or former voting members of the IEEE Conferences Committee) each with a 2 year term with each term being renewable twice.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff Support, as designated by the MCE Staff Lead.

### **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Members shall serve two (2) year terms, with reappointment permissible for two (2) additional terms.
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

### **F. COMMITTEES REPORTING TO THE CONFERENCE QUALITY COMMITTEE**

1. Reporting to the Conference Quality Committee shall be the following:

- Subcommittees:
  - Conference Application Review Committee
  - Conference Organization Integrity Committee
  - Technical Program Integrity Committee (TPIC)

## 2. Ad Hoc Committees.

An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

The activities of an ad hoc committee are expected to be completed by the end of the calendar year of the ad hoc committee's formation, at which time the ad hoc committee shall terminate.

## **G. MEETINGS**

- The committee does not have formal in-person meetings. It is recommended that the committee meet monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
- The business of the subcommittee and ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **H. REPORTS**

The Committee chair shall product progress reports on its activities as appropriate, but not less than three per year.

## **I. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### FINANCIAL

The Committee normally conducts business through correspondence and teleconference.

### ADMINISTRATIVE

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all conferences issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.

*As approved by TAB November 2021*

## **3.23 CONFERENCE APPLICATION REVIEW COMMITTEE**

### **A. GENERAL**

The Conference Application Review Committee reports to, and is a subcommittee of the Conference Quality Committee.

## **B. SCOPE**

The Conference Application Review Committee's mission is, through involvement in the conference application process, to increase the quality of IEEE supported conferences. The primary focus is on the Technical Co-sponsorships (TCS) but it is not limited to reviewing TCS applications.

## **C. FUNCTIONS**

The Conference Application Review Committee shall:

1. Identify sets of applications that are most likely to result in conference quality issues, through use of TPIC data and other indicators.
2. Intervene in conference applications, primarily through contact with potential sponsor OUs, and via education and information sharing.
3. Evaluate options for intervention in the conference application process, and develop procedures that are effective in increasing the quality of the resulting conferences.
4. Recommend disapproval of a conference application to the Conference Quality Committee or other related IEEE authority, such as IEEE Legal, as a last resort.

## **D. COMPOSITION**

The Conference Application Review Committee shall consist of the following:

Subcommittee Chair

- Subcommittee Chair is appointed by the IEEE Conferences Committee Chair.

Members

- At least three (3) additional members with preference given to former members of the IEEE Technical Program Integrity Committee and under-represented communities.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff Support, as designated by the MCE Staff Lead.

## **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Members shall serve two (2) year terms, with reappointment permissible for two (2) additional terms.

## **F. COMMITTEES REPORTING TO THE CONFERENCE APPLICATION REVIEW COMMITTEE**

Reporting to the Conference Application Review Committee shall be the following.

1. Subcommittees:

None

2. Ad Hoc Committees:

An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

## **G. MEETINGS**

1. The committee does not have formal in-person meetings. It is recommended that the committee meets monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. The business of any ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **H. REPORTS**

The Subcommittee Chair shall produce progress reports on its activities as appropriate, but not less than three per year.

## **I. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The Committee normally conducts business through correspondence and teleconference. Travel reimbursements for Committee members shall not normally be available.

### **ADMINISTRATIVE**

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all related issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.

*As approved by TAB June 2020*

## **3.24 CONFERENCE ORGANIZATION INTEGRITY COMMITTEE CHARTER**

### **A. GENERAL**

The Conference Organization Integrity Committee reports to, and is a subcommittee of the Conference Quality Committee.

### **2. SCOPE**

The Conference Organization Integrity Committee shall investigate and take actions on incidences in IEEE conference organizing activities, where IEEE Bylaws, IEEE Policies, IEEE Code of Conduct, IEEE Code of Ethics and other governing policies, including publication, financial and audit provisions might be violated.

### **3. FUNCTIONS**

The Conference Organization Integrity Committee shall:

1. Confirm violations and individuals involved, to take appropriate action on confirmed violations and responsible individuals per IEEE policies and guidelines;
2. Develop a routine procedure to handle future violations and misconduct in IEEE conference organization; setup and maintain a tracking and management system for violating incidents and individuals, including a list of prohibited conference organizers;
3. Recommend additions, changes and enhancements to related IEEE policies, guidelines and practice (operation manuals) in conference organization.

The committee will accomplish these tasks by collaborating with other associated IEEE parties to maximize outcome impact and effectiveness.

### **D. COMPOSITION**

The Conference Organization Integrity Committee shall consist of the following:

Subcommittee Chair:

- Subcommittee Chair is appointed by the IEEE Conferences Committee Chair.

Members:

- At least six (6) additional members, including the chair (with preference given to existing or former members of the IEEE Conferences Committee) each with a 2 year term with each term being renewable twice. Members should have conference quality, conference finance, and/or publication conduct experience.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff Support, as designated by the MCE Staff Lead.

### **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Volunteer Members shall serve two (2) year terms, with reappointment permissible for two (2) additional terms.
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

### **F. COMMITTEES REPORTING TO THE CONFERENCE ORGANIZATION INTEGRITY COMMITTEE**

Reporting to the Conference Organization Integrity Committee shall be the following.

1. Subcommittees:  
None

## 2. Ad Hoc Committees:

An ad hoc committee may be appointed to address a specific issue or activity.

The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

## **G. MEETINGS**

1. The committee does not have formal in-person meetings, typically ongoing misconduct issues will be reviewed and/or investigated. It is recommended that the committee meet monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

2. The business of any ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **H. REPORTS**

The Subcommittee Chair shall produce progress reports on its activities as appropriate, but not less than three per year.

## **I. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### FINANCIAL

The Committee normally conducts business through correspondence and teleconference, with the exception of one annual strategy meeting. Travel reimbursement shall be available to the Subcommittee on an "as required" basis.

### ADMINISTRATIVE

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all related issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.

*As approved by TAB November 2021*

## **3.25 TECHNICAL PROGRAM INTEGRITY COMMITTEE (TPIC)**

### **A. GENERAL**

The Technical Program Integrity Committee (TPIC) reports to, and is a subcommittee of the Conference Quality Committee.



## **B. SCOPE**

The Technical Program Integrity Committee (TPIC) shall ensure the quality of the IEEE conference proceedings and related intellectual property produced by IEEE sponsored conferences, ensuring the quality of the content prior to inclusion in the Conference Publication Program (CPP) or other publications. This specifically includes evaluating submitted materials for scope and quality. The attributes of a conference and its process should also be assessed for good practices and compliance with applicable policy.

## **C. FUNCTIONS**

The Technical Program Integrity Committee (TPIC) shall:

1. Act as a point of contact for staff and volunteer consultation on conference quality issues.
2. Provide consultation before conference materials are submitted.
3. Decide that some or all of a conference's material is not acceptable for Xplore.
4. Provide organizers general guidelines on removing material for resubmission, and may recommend other corrective actions related to conference quality issues identified.
5. Collaborate with other subcommittees, IEEE groups and potential vendors as necessary.

## **D. COMPOSITION**

The Technical Program Integrity Committee (TPIC) shall consist of the following:

Subcommittee Chair

- Subcommittee Chair is appointed by the IEEE Conferences Committee Chair.

Members:

- At least three (3) additional members (with preference given to existing or former members of the IEEE Conferences Committee) each with a 2 year term with each term being renewable twice.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff Support, as designated by the MCE Staff Lead.

## **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Members shall serve two (2) year terms, with reappointment permissible for two (2) additional terms.
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

## **F. COMMITTEES REPORTING TO THE TECHNICAL PROGRAM INTEGRITY COMMITTEE (TPIC)**

Reporting to the Technical Program Integrity Committee (TPIC) shall be the following.

1. Subcommittees:

None

2. Ad Hoc Committees:

An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

## **G. MEETINGS**

1. The committee does not have formal in-person meetings. It is recommended that the committee meet monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. The business of any ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **H. REPORTS**

The Subcommittee Chair shall produce progress reports on its activities as appropriate, but not less than three per year.

## **I. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The Committee normally conducts business through correspondence and teleconference. Travel reimbursements for Committee members shall not normally be available.

### **ADMINISTRATIVE**

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all conferences issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.

*As approved by TAB June 2018*

## **3.26 CONFERENCE TOOLS COMMITTEE CHARTER**

### **A. GENERAL**

The Conference Tools Committee reports to, and is a subcommittee of the IEEE Conferences Committee.

## **B. SCOPE**

The Conference Tools Committee shall identify, define, and recommend set of tools for running IEEE conferences keeping pace with evolving needs and technologies. These suites of tools will be available to IEEE conference organizers.

## **C. FUNCTIONS**

The Conference Tools Committee shall:

1. Develop and maintain a long term roadmap for a comprehensive toolset and infrastructure for the operation of conferences and events.
2. Identify policy and financial barriers as well as potential financial exposures, and recommend solutions.
3. Develop a strategy for a comprehensive conference and event toolset.
4. Collaboration with other subcommittees as may be necessary
5. Work with other IEEE groups and potential vendors to guide the development of broadly useful tools.

## **D. COMPOSITION**

The Conference Tools Committee shall consist of the following:

Subcommittee Chair:

- Subcommittee Chair appointed by the IEEE Conferences Committee Chair.

Members:

- At least three (3) additional members (with preference given to existing or former members of the IEEE Conferences Committee) each with a 2 year term with each term being renewable twice.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff support, as designated by the MCE Staff Lead.

## **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Members shall serve two (2) year terms, with reappointment permissible for two (2) additional terms.
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

## **F. COMMITTEES REPORTING TO THE CONFERENCE TOOLS COMMITTEE**

Reporting to the Conference Tools Committee shall be the following.

1. Subcommittees:

None

2. Ad Hoc Committees:

An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

## **G. MEETINGS**

1. The committee does not have formal in-person meetings. It is recommended that the committee meet monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. The business of the subcommittee and ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **H. REPORTS**

The Committee Chair shall produce progress reports on its activities as appropriate, but not less than three per year.

## **I. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### FINANCIAL

The Committee normally conducts business through correspondence and teleconference.

### ADMINISTRATIVE

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all conferences issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.

*As approved by TAB February 2018*

## **3.27 EVENT INNOVATIONS AND ENHANCEMENTS COMMITTEE CHARTER**

### **A. GENERAL**

The Event Innovations and Enhancements Committee reports to, and is a subcommittee of the IEEE Conferences Committee.

## **B. SCOPE**

The Event Innovations and Enhancements Committee shall investigate event types and formats beyond traditional scholarly conferences. This includes both standalone events and add-on activities for traditional conferences.

## **C. FUNCTIONS**

The Event Innovations and Enhancements Committee shall:

1. Evaluate changes in convening among various communities and industries and identify innovations relevant to IEEE, its membership and communities.
2. Recommend innovative approaches, develop communications and training approaches.
3. Identify barriers in policy, procedures or tradition and recommend solutions to overcoming them.
4. Has the authority to approve innovative models and methods for trials and incubations.
5. Support the demonstration of innovative events and add-on activities.

## **D. COMPOSITION**

The Event Innovations and Enhancements Committee shall consist of the following:

Subcommittee Chair:

- Subcommittee Chair appointed by the IEEE Conferences Committee Chair.

Members:

- At least three (3) additional members (with preference given to existing or former members of the IEEE Conferences Committee) each with a 2 year term with each term being renewable twice.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff support, as designated by the MCE Staff Lead.

## **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Members shall serve two (2) year terms, with reappointment permissible for two (2) additional terms.
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

## **F. COMMITTEES REPORTING TO THE EVENTS INNOVATION AND ENHANCEMENTS COMMITTEE**

Reporting to the Events Innovation and Enhancements Committee shall be the following.

1. Subcommittees:  
None

## 2. Ad Hoc Committees:

An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

## **G. MEETINGS**

1. The committee does not have formal in-person meetings. It is recommended that the committee meet monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. The business of any ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **H. REPORTS**

The Subcommittee Chair shall produce progress reports on its activities as appropriate, but not less than three per year.

## **I. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### FINANCIAL

The Committee normally conducts business through correspondence and teleconference. Travel reimbursements for Committee members shall not normally be available.

### ADMINISTRATIVE

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all conferences issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.

*As approved by TAB June 2018*

## **3.28 FUTURE OF CONFERENCE IP COMMITTEE CHARTER**

### **A. GENERAL**

The Future of Conference IP Committee reports to, and is a subcommittee of the IEEE Conferences Committee.

### **B. SCOPE**

The Future of Conference IP Committee shall investigate and identify the future needs for conference IP: papers and beyond, scholarly and industry oriented, before, during

and after, onsite and virtual, including considerations of language needs, quality requirements and maintenance, income opportunities and cost implications.

### **C. FUNCTIONS**

The Future of Conference IP Committee shall:

1. Consider how to best capture and address, or anticipate, evolving conference needs and to maximize the value from conferences.
2. Make prioritized recommendations for policies, tools, and infrastructures required to meet these needs.
3. Collaborate with other sub-committees and IEEE groups to ensure coordination of needs and supporting tools and infrastructures.

### **D. COMPOSITION**

The Future of Conference IP Committee shall consist of the following:

Subcommittee Chair:

- Subcommittee Chair appointed by the IEEE Conferences Committee Chair.

Members:

- At least three (3) additional members (with preference given to existing or former members of the IEEE Conferences Committee) each with a 2 year term with each term being renewable twice.
- One (1) IEEE Meetings, Conferences & Events (MCE) Staff support, as designated by the MCE Staff Lead.

### **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Members shall be appointed by the IEEE Conferences Committee Chair.
2. Members shall serve two (2) year terms, with reappointment permissible for two (2) additional terms.
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

### **F. COMMITTEES REPORTING TO THE FUTURE OF CONFERENCE IP COMMITTEE**

Reporting to the Future of Conference IP Committee shall be the following.

1. Subcommittees:

None

2. Ad Hoc Committees:

An ad hoc committee may be appointed to address a specific issue or activity. The scope, membership, source of funding, and expected duration of each such ad hoc committee shall be specified at the time of appointment.

The committee members (including the committee chair) will be appointed by the IEEE Conferences Committee Chair.

## **G. MEETINGS**

1. The committee does not have formal in-person meetings. It is recommended that the committee meet monthly using the following: Electronic mail, teleconferences and other non-face-to-face means of meeting may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
2. The business of any ad hoc committees shall normally be accomplished by electronic and virtual community communications.

## **H. REPORTS**

The Subcommittee Chair shall produce progress reports on its activities as appropriate, but not less than three per year.

## **I. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The Committee normally conducts business through correspondence and teleconference. Travel reimbursements for Committee members shall not normally be available.

### **ADMINISTRATIVE**

The principal staff support for the Committee is provided by Meetings, Conferences & Events (MCE) from the Technical Activities Department. This support includes preparing agendas and minutes, meeting coordination and consultation on all conferences issues.

## **J. CHANGES TO CHARTER**

Changes to this Charter shall be reported to and approved by the IEEE Conferences Committee.

*As approved by TAB February 2018*

## **3.29 TAB PERIODICALS COMMITTEE CHARTER**

### **A. GENERAL**

The TAB Periodicals Committee is an administrative entity of, and reports to, the IEEE Technical Activities Board (TAB).

### **B. SCOPE**

The TAB Periodicals Committee is a policy and operational procedure formulating body. The Committee has oversight responsibility for all matters relating to Society/Council (S/C) and other TAB entity periodicals.

### **C. FUNCTIONS**

The TAB Periodicals Committee shall:



1. Facilitate TAB action on proposals for new S/C periodicals by reviewing all such proposals and making recommendations to TAB and the PSPB on all matters other than those relating to finance. This function also includes proposals to be sponsored jointly by TAB and/or S/C's partnering with non-IEEE entities.
2. Monitor the quality and timeliness of S/C or jointly sponsored periodicals and recommend appropriate action to TAB to ensure that adequate standards are maintained.
3. Assist S/Cs in resolving any disagreements regarding overlapping fields of interest in S/C periodicals.
4. Report to TAB important developments in IEEE publication policies as they impact S/C and jointly sponsored periodicals.
5. Advise TAB on proposed changes in Institute guidelines, policies and procedures concerning S/C and jointly sponsored periodicals.
6. Assume other responsibilities related to publications with which it may be charged by TAB in furtherance of its functions.
7. Report by the Committee Chair will be provided to the IEEE Publication Services and Products Board (PSPB) regarding Committee activities.
8. Perform projects and activities as assigned by the Technical Activities Board.

#### **D. COMPOSITION**

The TAB Periodicals Committee shall consist of the following members:

##### Voting Members

- Committee Chair
- Immediate Past Chair of the Committee
- Eight (8) S/C appointees
- Chairs of the TAB Magazines and Newsletters Committee, TAB Transactions Committee and TAB Periodicals Partnership Opportunities Committee
- Chair, TAB Proposal Development Committee

##### Non-Voting Members

- TAB Secretary
- Periodicals Product Manager (Staff, as designated by the Managing Director, Technical Activities)
- S/C Corresponding Members. (Each S/C President may appoint a corresponding member. They shall receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

#### **E. MEMBERSHIP REQUIREMENTS**

1. All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Publication experience is required, either within IEEE (for example, as periodical editor, periodicals associate editor, or as a current/former member of the Publication Services and Products Board, Periodicals Committee or Periodicals Review and Advisory Committee) or externally. Leadership skills desirable.

3. Diversity of committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee. Since the selection of the three (3) additional voting members appointed by the Committee Chair is unconstrained, overall diversity of the Committee should be considered in the selection of these members.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair shall be appointed by the IEEE Technical Activities Board for a two-year term with reappointment permissible for one additional two-year term, for a lifetime maximum of 4 years.  
The Chair shall have experience as a present or past Division Director, S/C President, Periodicals Committee Member, Editor in Chief, or S/C Vice President of Publications. The Committee Chair shall serve as a voting member on TAB, TAB Finance Committee, TAB Management Committee, TAB Periodicals Review and Advisory Committee and preside over the Panel of Technical Editors meeting.
2. The Vice Chair shall be appointed, as necessary, to represent the TAB Periodicals Committee chair in the event the TAB Periodicals Committee Chair cannot attend a meeting or there is a simultaneous responsibility.
3. The eight (8) S/C appointees shall serve two-year staggered terms starting 1 January, with reappointment permissible for a maximum tenure of four (4) years. These eight (8) appointees, take office 1 January and shall have experience as an S/C President, Vice President of Publications, Editor, Periodicals Committee member or Periodicals Review and Advisory Committee member or other publications role.

Each of the three (3) largest Societies may elect to nominate one of these eight (8) appointees. This nomination ensures that candidates from the three (3) largest societies will appear on the slate presented to the Division Directors, however, the Division Directors will make the final decision on all appointments. The Division Directors' Forum shall attempt to establish the broadest S/C representation among these eight (8) appointees.

5. The Chair of the TAB Magazines and Newsletters Committee, TAB Transactions Committee and TAB Periodicals Partnership Opportunities Committee are appointed by the PC Chair. They shall serve a three (3) year term with reappointment possible for up to 2 terms and up to a total of six (6) years. If these chair roles are fulfilled by Division Directors, S/C Presidents, Vice Presidents of Publications, Editors, Periodicals Committee members or Periodicals Review and Advisory Committee members, a total of 3 appointments will still be made to the committee and appointed by the Division Directors' Forum.
6. The Proposal Development Committee Chair, appointed by the Committee Chair, should be someone with considerable familiarity and experience with periodical proposal best practices. The Committee Chair shall be appointed for a two (2) year term, by the TAB Periodicals Committee Chair. Reappointment is permissible for one additional term. In the event the role of the TAB Proposal Development Committee Chair is played by (1) out of the (8) appointed via the procedure described under Item 4 above, the Committee membership count will be temporarily reduced by (1).

Early appointment of the committee members is strongly recommended for better familiarization prior to the official start of their committee role. However, appointments may wait until the November Division Directors' Forum when the Directors select the eight (8) S/C appointees.

## **G. VACANCIES**

For the Periodicals Committee Chair, the Acting Chair will be appointed by the TAB VP. The Acting Chair shall be notified by the VP, TA in a timely manner, and will continue to serve until further directed by the VP, TA or until the end of the term of the current Chair, whichever comes first. If such an appointment occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the appointment occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.

For other vacant committee positions, they are filled using the methodology originally used to fill that position as noted in Section F. The replacement shall serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO THE TAB PERIODICALS COMMITTEE**

### 1. Committees

- TAB Magazines and Newsletters Committee
- TAB Periodicals Partnership Opportunities Committee
- TAB Periodicals Review and Advisory Committee
- TAB Proposal Development Committee
- TAB Transactions Committee

### 2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

The TAB Periodicals Committee Chair shall provide a highlight report to TAB at each of its three annual meetings and shall provide additional reports as requested by the TAB Chair.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

## FINANCIAL

This committee shall be funded by TAB. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget. Since the Committee meetings are normally scheduled to be in conjunction with IEEE Organizational Unit (OU) Series meetings, those attending shall have their personal expenses covered by their respective OUs.

## ADMINISTRATIVE

Administrative support for the Committee shall be provided by the Technical Activities Department and includes agenda preparation; minute taking, including distribution and follow-up of action items; data gathering and analysis; meeting coordination (including setting up teleconferences); subject matter expert and strategic analysis.

## L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE Bylaws and shall be approved by TAB.

*As approved by TAB November 2023*

## 3.30 TAB MAGAZINES AND NEWSLETTERS COMMITTEE CHARTER

### A. GENERAL

The TAB Magazines and Newsletters Committee reports to, and is a Committee of, the TAB Periodicals Committee.

### B. SCOPE

The TAB Magazines and Newsletters Committee serves as an advisory body to the TAB Periodicals Committee on all matters relating to IEEE Society/Council (S/C) sponsored Magazines and Newsletters.

### C. FUNCTIONS

The TAB Magazines and Newsletters Committee shall:

1. Assist the TAB Periodicals Committee in evaluating proposals for new S/C Magazines by reviewing all such proposals and making recommendations to the TAB Periodicals Committee.
2. Assist the TAB Periodicals Committee in the evaluation of S/C sponsored Magazines and Newsletters and recommend appropriate action to the TAB Periodicals Committee to ensure that adequate standards are maintained.
3. Be cognizant of IEEE policies and procedures as they relate to S/C Magazines and Newsletters and advise the TAB Periodicals Committee of issues relating to S/C Magazine and Newsletters operations.
4. Assume other responsibilities related to S/C Magazines and Newsletters with which it may be charged by the TAB Periodicals Committee in furtherance of its functions.

### D. COMPOSITION

The TAB Magazines and Newsletters Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Editors-in-Chief (EICs) from all TAB and S/C magazine and newsletters publications

Non-Voting Members:

- None

## **E. MEMBERSHIP REQUIREMENTS**

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair is appointed by the TAB Periodicals Committee Chair.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The current Editors-in-Chief (EICs) from all TAB and S/C magazine and newsletters publications.
4. All voting members shall serve a one-year term, with reappointment permissible.

## **G. VACANCIES**

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

## **H. COMMITTEES REPORTING TO THE TAB MAGAZINES AND NEWSLETTERS COMMITTEE**

### **1. Committees**

There are no Committees reporting to the TAB Magazines and Newsletters Committee.

### **2. Ad Hoc Committees**

An Ad Hoc Committee may be appointed to address a specific issue

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee does not have formal in-person meetings but shall provide a summary report of committee activities to the Chair of TAB Periodicals Committee prior to each TAB meeting. Interim reports should be provided as directed.
2. Electronic mail and the IEEE Virtual Community may be used for the transaction of business.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

1. The Committee Chair will provide a brief report, outlining the committee activities transacted in between meetings, to the Chair of TAB Periodicals Committee prior to each TAB meeting.
2. Interim reports should be provided as directed.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

S/C representatives to the Committee will be supported financially by their respective S/C in accordance with its reimbursement policies.

### **ADMINISTRATIVE**

The Committee normally provides its own administrative support.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2007*

## **3.31 TAB PERIODICALS PARTNERSHIP OPPORTUNITIES COMMITTEE CHARTER**

### **A. GENERAL**

The TAB Periodicals Partnership Opportunities Committee reports to, and is a Committee of, the TAB Periodicals Committee.

### **B. SCOPE**

The TAB Periodicals Partnership Opportunities Committee works in close partnership with the TAB Periodicals Committee, IEEE staff supporting the TAB Periodicals Committee, and PSPB to make recommendations on opportunities that arise in the competitive marketplace for partnering with non-IEEE entities through publication activities.

The TAB Periodicals Partnership Opportunities Committee:

1. Provides a focal point for non-IEEE entities to partner with IEEE through periodical sponsorship.
2. Evaluates opportunities, nurtures partnerships, monitors progress, and promotes quality consistent with the standards of all IEEE periodicals.
3. Evaluates competitive positioning through socialization and discussion.
- 1.4. Serves as a conduit to TAB, through the TAB Periodicals Committee, for opportunities in promoting new partnerships where appropriate or targeting specified geographical regions as requested by TAB Periodicals Committee.

### **C. FUNCTIONS**

The TAB Periodicals Partnership Opportunities Committee shall:

1. In cooperation with the professional team, shepherd candidate periodicals through a process of socialization of ideas (intent), proposal preparation, and approval processes of the TAB Periodicals Committee.
2. Actively engage impacted Societies and Councils in the process through creation of panels to facilitate cooperation and dissemination of ideas.
3. Provide guidelines for structure and mode of operation of Steering Committees and Editorial Boards for envisioned periodicals.
4. Monitor progress and provides guidance for review during the trial period of projects where new partnerships are formed through periodicals.
5. Perform other functions as requested by TAB Periodicals Committee.

#### **D. COMPOSITION**

The TAB Periodicals Partnership Opportunities Committee shall consist of the following members:

Voting Members:

- Committee Chair
- TAB Periodicals Partnership Opportunities Committee Chair
- TAB Magazines and Newsletters Committee Chair
- TAB Transactions Committee Chair
- One (1) appointed by the TAB Periodicals Committee Chair

Non-Voting Members:

- None

#### **E. MEMBERSHIP REQUIREMENTS**

1. Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Diversity of committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

#### **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair is appointed by the TAB Periodicals Committee Chair.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. One (1) additional appointment shall be made by the TAB Periodicals Committee Chair. This appointee will be a member of the TAB Periodicals Committee, preferably someone with direct subject matter knowledge of partnerships or non-IEEE publishing.
4. All voting members shall serve a one-year term, with reappointment permissible.

#### **G. VACANCIES**

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

#### **H. COMMITTEES REPORTING TO THE TAB PERIODICALS PARTNERSHIP OPPORTUNITIES COMMITTEE**

## 1. Committees

There are no Committees reporting to the TAB Periodicals Partnership Opportunities Committee.

## 2. Ad Hoc Committees

The Committee Chair may create Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment. The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President – Technical Activities, or Vice President – Elect of Technical Activities, as applicable.

## **I. MEETINGS**

1. The business of the TAB Periodicals Partnership Opportunities Committee shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

The Committee Chair will provide a brief report, outlining the committee activities transacted in between meetings, to the Chair of TAB Periodicals Committee prior to each TAB Periodicals Committee meeting.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### FINANCIAL

Expenses related to the travel of the TAB Periodicals Partnership Opportunities Chair to attend the TAB Periodicals Committee meetings will be covered by TAB Periodicals Committee in accordance with its reimbursement policies.

### ADMINISTRATIVE

Administrative support for the TAB Periodicals Partnership Opportunities Committee will be provided by IEEE staff supporting the TAB Periodicals Committee. This includes meeting coordination, agenda preparation, minute taking, distribution and follow-up of action items. This staff, including IEEE Product Design staff, will also assist the TAB Periodicals Partnership Opportunities Committee as subject matter experts, providing data gathering/analysis as well as strategic analysis.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB February 2018*



### **3.32 TAB PERIODICALS REVIEW AND ADVISORY COMMITTEE CHARTER**

#### **A. GENERAL**

The TAB Periodicals Review and Advisory Committee (PRAC) is a committee reporting to the TAB Periodicals Committee.

#### **B. SCOPE**

The TAB Periodicals Review and Advisory Committee serves as an advisory body to the TAB Periodicals Committee on all matters relating to the review of IEEE Society/Council (S/C) sponsored periodicals. The objectives of the Committee are to provide suggestions for improvements; determine how well the S/C periodicals perform in terms of quality, timeliness, competitive positioning, and meet the policies and procedures for IEEE periodicals; conduct a financial 'health check', and make recommendations for changes, if required. An important aspect of the Review is to assist S/C in enhancing the self-awareness of its periodicals.

In carrying out the above objectives, the TAB Periodicals Review and Advisory Committee, on an ongoing basis, will identify best practices and assist/encourage S/Cs in identification of potential improvements to their publishing programs. This will be done during face-to-face review sessions as well as independent discussions with S/Cs.

#### **C. FUNCTIONS**

The TAB Periodicals Review and Advisory Committee shall:

1. Monitor the quality, timeliness and competitive positioning of all TAB S/C periodicals.
2. Establish a schedule to review each S/C at least once every five (5) years.
3. Work with the appropriate S/C Presidents and Division Directors to ensure that scheduled reviews are completed, and the findings of these reviews are submitted to the TAB Periodicals Committee in a timely manner.
4. Work in a collaborative and collegial fashion with S/C publication boards to develop improvements in quality and timeliness to enhance competitive positioning of the S/C periodicals, based on best practices used by other IEEE periodicals. PRAC may make recommendations to S/Cs, request interim reports or request a review cycle shorter than 5 (five) years. These recommendations and requests are to be forwarded to the TAB Periodicals Committee for endorsement and the TAB Management Committee for approval.

#### **D. COMPOSITION**

The TAB Periodicals Review and Advisory Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Chair of the TAB Periodicals Committee
- Chair of the TAB Magazines and Newsletters Committee

- Chair of the TAB Periodicals Partnership Opportunities Committee
- Chair of the TAB Transactions Committee
- Chair of the TAB Proposal Development Committee
  
- Up to nine (9) Additional Members

Non-Voting Members:

- None

## **E. MEMBERSHIP REQUIREMENTS**

1. Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
  
2. Publication experience is required, either within IEEE (for example, as periodical editor, periodical associate editor, member of Publication Services and Products Board, Periodicals Committee or Periodicals Review and Advisory Committee) or externally. Leadership skills desirable.
  
3. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee. Since the selection of the up to nine (9) Additional Voting Members is unconstrained, overall diversity of the Committee should be considered in the selection of these members.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair shall be appointed by the Vice President-Elect, Technical Activities, in consultation with the TAB Periodicals Committee Chair, and shall begin their two-year term on 1 January when the Vice President-Elect becomes Vice President. Reappointment is permissible for one additional two-year term, for a lifetime maximum of 4 years. The Chair shall have experience as a present or past Division Director, S/C President, Periodicals Committee Member, Editor in Chief, or S/C Vice President of Publications.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The TAB Periodicals Committee Chair shall also serve as a committee member and will then become the Chair of the TAB Periodicals Review and Advisory Committee the following two (2) years.
4. Two of the nine additional members shall be appointed by the TAB Periodicals Committee Chair via selection from a list of recommended candidates identified by the IEEE Publications Services and Products Board. The appointed members shall serve one-year terms, with re-appointment possible for up to three (3) terms. A slate of recommended candidates must be submitted by PSPB within two months of the request by the TAB Periodicals Committee Chair; if not received within two months of request the appointment can be made by The TAB Periodicals Committee Chair.
5. The remaining seven (7) additional members shall be appointed by the TAB Periodicals Committee chair and shall serve staggered three-year terms, with re-appointment permissible for a second three (3) year term and up to a total of six (6) years. Members shall have experience as a S/C President, Vice President of Publications, Editor, Periodicals Committee member or Periodicals Review and Advisory Committee member or other publication's role.

## **G. VACANCIES**

1. In the event of the incapacity of the Chair an Acting Chair will be appointed by the Vice President, Technical Activities. The Acting Chair shall notify TAB in a timely manner and continue to serve until further directed by the Vice President, Technical Activities, or until the end of the term of the current Chair, whichever comes first. If such an appointment occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the appointment occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.

2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F. If such an appointment occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the appointment occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.

## **H. COMMITTEES REPORTING TO THE TAB PERIODICALS REVIEW AND ADVISORY COMMITTEE**

### **1. Committees**

There are no Committees reporting to the TAB Periodicals Review and Advisory Committee.

### **2. Ad Hoc Committees**

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee meets a minimum of three (3) times a year.

2. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

3. A majority of the voting members of the Committee shall constitute a quorum.

4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.; however, ad hoc committees working on best practice building or development planning discussions with S/Cs are best done via face-to-face meetings.

## **J. REPORTS**

1. The Committee Chair shall provide a highlight report to the Chair of the TAB Periodicals Committee and the TAB Chair prior to each of its three annual meetings and will provide additional reports as requested.

2. In a timely manner, the Committee Chair shall provide all final periodical review reports to the TAB Periodicals Committee for endorsement. These reports will also be provided to TAB for final approval.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

The principal financial support for the TAB Periodicals Review and Advisory Committee shall be provided through the normal budgetary processes of the Technical Activities Board.

### **ADMINISTRATIVE**

Administrative support for the Committee will be provided by the Technical Activities Department and includes handling all correspondence with Society/Councils; meeting coordination (including setting up teleconferences); follow timeline to assure all reports are sent to the TAB Periodicals Committee & TAB in a timely manner; assist Chair with scheduling of reviews for each meeting series and coordinate S/C regarding review; maintain alias list and update website as needed; assist chair with template and schedule revisions; maintain an archive of all reports and workings of the committee.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2023*

## **3.33 TAB PROPOSAL DEVELOPMENT COMMITTEE**

### **A. GENERAL**

The TAB Proposal Development Committee is a committee of, and reports to, the TAB Periodicals Committee.

### **B. SCOPE**

TAB Proposal Development Committee serves as an advisory body to TAB Periodicals Committee on all matters related to the TAB New Periodical Development Process and assessment of the new periodical proposals in this process' pipeline. The objectives of this Committee are to work directly with the new periodical proposers to ensure that proposals are well-written and complete. In doing so, the Committee shall bring awareness of best practices for periodicals at the proposal formation stage, while proposer choices are still being made for scope, editorial and business models, sponsorship, and more. The Committee also indicates proposal readiness for proceeding to approval stages to TAB Periodicals Committee and TAB Finance Committee.

In carrying out this activity, the Committee will primarily communicate via electronic mail, web conference, phone, FAX, virtual community, blog, etc. throughout the year. Occasional face-to-face meetings will be arranged in timeframes around the TAB Periodicals Committee meetings and the IEEE Panel of Editors meeting, as long as no additional travel expenses are incurred. Discussions with proposers will be conducted in the same manner.

### **C. FUNCTIONS**

The TAB Proposal Development Committee shall:

1. Monitor the timeliness, quality, and potential problems with proposals undergoing the TAB New Periodicals Development Process.
2. Report to the TAB Periodicals Committee any feedback the Committee has regarding all proposals.
3. Indicate to Technical Activities staff the readiness of proposals to proceed to the multiple approval stages identified in the TAB New Proposals Development Process.
4. Work in a collaborative and collegial fashion with S/C periodical proposers to impart the Committee's knowledge of best practices for periodicals and also best practices for the proposal creation.

#### **D. COMPOSITION**

The TAB Proposal Development Committee shall consist of the following members:

##### Voting Members

- Committee Chair
- Up to an additional three (3) members

##### Non-Voting Members

- Periodicals Project Manager (Staff, as designated by the Managing Director, Technical Activities)

#### **E. MEMBERSHIP REQUIREMENTS**

1. All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade. Past experience with new periodical proposals and/or an IEEE editorial role is strongly preferred in order to ensure familiarity with best practices for periodicals and proposals.
2. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

#### **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair shall be appointed for a two (2) year term, by the TAB Periodicals Committee Chair. Reappointment is permissible for one additional term.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. Up to an additional three (3) members shall be appointed for a one (1) year term, by the TAB Proposal Development Committee Chair. Reappointment is permissible and encouraged for continuity purposes, as the average proposal timeline is one year. Technical Activities staff will assist this process by collecting background information on candidates identified by the Chair to determine the candidates' prior activities related to periodical publishing and familiarity with IEEE's new periodical proposals.
4. The overall limit of service as a member and chair shall not exceed six ( 6) years.

#### **G. VACANCIES**

If vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F. The replacement shall serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO THE TAB PROPOSAL DEVELOPMENT COMMITTEE**

1. There are no Committees which report to the TAB Proposal Development Committee.
2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee may hold face-to-face meetings around the time of TAB Periodicals Committee or IEEE Panel of Editors meetings as able as long as no additional travel expense is incurred.
2. Electronic mail, web conference and other non face-to-face means will be utilized as the primary means of the transaction of business.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, web conference, phone, FAX, virtual community, blog, etc..

## **J. REPORTS**

The TAB Proposal Development Committee Chair shall report to TAB Periodicals Committee regarding the Committee activities and Committee comments on each of the proposals ready for approval decision-making.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

This committee shall be funded by TAB. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget. Since the face-to-face Committee meetings are normally scheduled to be in conjunction with IEEE Organizational Unit (OU) Series meetings, those attending shall have their personal expenses covered by their respective OUs. The Chair's travel expenses will be covered by the TAB Periodicals Committee provided the Chair is not already traveling for another OU.

### **ADMINISTRATIVE**

Administrative support for the Committee shall be provided by the Technical Activities Department and includes agenda preparation; minute taking, including distribution and follow-up of action items; data gathering and analysis; meeting coordination (including setting up teleconferences); subject matter expert and strategic analysis.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB February 2018*

### **3.34 TAB TRANSACTIONS COMMITTEE CHARTER**

#### **A. GENERAL**

The TAB Transactions Committee reports to, and is a Committee of, the TAB Periodicals Committee.

#### **B. SCOPE**

The TAB Transactions Committee serves as an advisory body to the TAB Periodicals Committee on all matters relating to IEEE Society/Council (S/C) sponsored archival publications.

#### **C. FUNCTIONS**

The TAB Transactions Committee shall:

1. Assist the TAB Periodicals Committee in evaluating proposals for new S/C Transactions/Journals by reviewing all such proposals and making recommendations to the Committee.
2. Assist the TAB Periodicals Committee in the evaluation of S/C sponsored Transactions/Journals and recommend appropriate action to the Committee to ensure that adequate standards are maintained.
3. Be cognizant of IEEE policies and procedures relating to S/C Transactions/Journals and advise the TAB Periodicals Committee of issues relating to S/C Transactions/Journals operations.
4. Assume other responsibilities related to S/C Transactions/Journals with which it may be charged by the TAB Periodicals Committee in furtherance of its functions.

#### **D. COMPOSITION**

The TAB Transactions Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Editors-in-Chief (EICs) from the TAB and S/C transactions publications

Non-Voting Members:

- None

#### **E. MEMBERSHIP REQUIREMENTS**

Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair is appointed by the TAB Periodicals Committee Chair.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. A representative from each TAB organizational unit that publishes a transactions, as appointed by the S/C President. Appointees should be knowledgeable in the publications area.
4. All voting members shall serve a one-year term, with reappointment permissible.

## **G. VACANCIES**

If vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

## **H. COMMITTEES REPORTING TO THE TAB TRANSACTIONS COMMITTEE**

### **1. Committees**

There are no Committees reporting to the TAB Transactions Committee.

### **2. Ad Hoc Committees**

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee does not have formal in-person meetings but shall provide a summary report of committee activities to the Chair of TAB Periodicals Committee prior to each TAB meeting.
2. Electronic mail and the IEEE Virtual Community may be used for the transaction of business.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

1. The Committee Chair will provide a brief report, outlining the committee activities transacted in between meetings, to the Chair of TAB Periodicals Committee prior to each TAB meeting.
2. Interim reports should be provided as directed.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**



## FINANCIAL

S/C Representatives to the Committee will be supported financially by their respective S/C in accordance with its reimbursement policies.

## ADMINISTRATIVE

The Committee normally provides its own administrative support.

## L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2007*

### 3.35 TAB/PSPB PRODUCTS AND SERVICES COMMITTEE CHARTER

#### A. GENERAL

The TAB/PSPB Products and Services Committee (The Committee) is a Joint Committee of the IEEE Technical Activities Board (TAB) and the IEEE Publication Services and Products Board (PSPB). The Committee reports to TAB and PSPB as requested.

#### B. SCOPE

The Committee works in partnership with IEEE Marketing Services and Design to make recommendations on TAB and PSPB intellectual property (IP) products and services, which meet the needs of members and/or the profession at large, while generating revenue or other defined benefits.

The Committee:

1. Stimulates the generation of new products and services by actively contributing to strategy development, product planning and establishment of business objectives.
2. Monitors progress toward achieving goals and objectives of the business activities within its scope.
3. Identifies and recommends new or updated products and services.
4. Performs additional assignments as requested by TAB and/or PSPB.

#### C. FUNCTIONS

The Committee:

1. Cooperates with staff in the preparation of business proposals related to products and services within the Committee's charter.
2. Makes recommendations to TAB and PSPB for new and updated products and services as appropriate.
3. Facilitates the introduction of new and updated products and services proposals.
4. Facilitates agreements to host third-party content in IEEE Xplore. Related procedures and guidelines shall be maintained on the Technical Activities Website in a separate document, titled "Third-party Content Hosting Agreement Process,

prepared and approved by the TAB/PSPB Products and Services Committee.”

5. Monitors the progress of products and services within the Committee’s scope, in relation to defined goals, and makes recommendations as appropriate.
6. Establishes criteria for allocating package products and services revenue back to Societies, Councils, and other organizational units
7. Advises staff in developing products and services pricing proposals.
8. Performs other functions as requested by TAB and/or PSPB.

#### **D. COMPOSITION**

The TAB/PSPB Products and Services Committee shall consist of up to sixteen (16) voting and three (3) non-voting members as follows:

Voting Members:

1. Committee Chair
2. Seven (7) members representing the Technical Activities Board as follows:
  - a. Conference Publications Committee Chair
  - b. Six (6) S/C Appointees
3. Four (4) members representing the Publications Services and Products Board.
4. One member representing each of the following: Educational Activities Board (EAB), Member and Geographic Activities Board (MGAB), Standards Association, and IEEE-USA.

Non-Voting Members:

- Immediate Past Chair of the Committee
- S/C Corresponding members. (Each S/C President may appoint a corresponding member. They shall receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

Staff positions as appointed by the IEEE Executive Director

- Managing Director, Technical Activities (or designee)
- Managing Director - Publications (or designee)

#### **E. MEMBERSHIP REQUIREMENTS**

All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

#### **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair shall be elected by paper ballot using Single Transferable Vote (STV) by both TAB and PSPB from a slate prepared by the Nominations and Appointments Committees of TAB and PSPB. Nominees may be past or present Division Directors, Society/Council Presidents, past or present members of PSPB, or individuals with past service on the Committee or one of its predecessors (TAB Products Committee, PSPB/TAB Electronic Services & Products Committee). Nominations may be added by petition of at least 20% of the electorate, but not from the floor. The ballots shall not be tallied until both TAB and PSPB have voted.

The Committee Chair shall serve a two-year term, with reappointment permissible for up to a maximum of four years.

2. The seven (7) members representing the Technical Activities Board are appointed as follows:

a. The one (1) additional TAB representative, who serves as the Chair of the Conference Publications Committee, shall be appointed by the Committee Chair, in consultation with the Vice President, Technical Activities.

b. The six (6) S/C appointees shall serve a one-year term starting 1 January, with reappointment permissible for a maximum tenure of three (3) years. These six (6) appointees shall have experience as an S/C President, Vice President of Publications, or another publications role. Each of the three (3) largest Societies may nominate one of these six (6) appointees. The TAB Nominations and Appointments Committee shall prepare the slate for consideration by the Directors Forum. Nominations submitted by any of the three (3) largest societies shall be included for consideration. The Division Directors shall make the final decision on all appointments. The Division Directors' Forum shall attempt to establish the broadest S/C representation among these six (6) appointees.

3. The four (4) members representing Publications Services and Products Board are appointed by the Vice President, Publications Services and Products, and shall serve a one-year term starting 1 January, with reappointment permissible for a maximum tenure of three (3) consecutive years.

4. The Committee Chair shall serve as a voting member on TAB and the TAB Finance Committee and shall also serve as a voting member on PSPB.

5. The Chair may appoint a Vice-Chair from among the voting members of the Committee.

6. The representatives from EAB, MGAB, IEEE-SA, and IEEE-USA shall be appointed by the respective Chairs of these Major Boards.

## **G. VACANCIES**

1. In the event of the incapacity of the Chair, the most recent Past Chair shall serve as Acting Chair until a successor is elected (using the methodology originally used to fill that position as noted in section F). The Acting Chair shall notify TAB and PSPB in a timely manner and continue to serve until further directed. The replacement shall serve for the remainder of the original term.

2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

## **H. COMMITTEES REPORTING TO THE TAB/PSPB PRODUCTS AND SERVICES COMMITTEE**

Reporting to the Committee shall be the following Committees:

1. Committees

- Conference Publications Committee

2. Ad Hoc Committees.

An Ad Hoc Committee may be appointed to address a specific issue or activity within the scope of the committee.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee shall be completed by the end of the calendar year of the Ad Hoc Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the vice President - Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee shall meet a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of any Ad Hoc Committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

The Committee Chair shall provide a highlight report to PSPB and TAB at each of their meetings and shall provide additional reports as requested by the PSPB and TAB Chairs.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT FINANCIAL**

Meeting accommodation costs for the TAB/PSPB Products and Services Committee shall be provided two-thirds by TAB and one-third by PSPB, in an amount to be determined through the normal budgetary processes of the respective boards. Since the Committee meetings are normally scheduled to be in conjunction with IEEE Board of Directors Series meetings, those attending shall have their personal expenses covered by their respective OUs.

## **ADMINISTRATIVE**

Administrative support for the Committee will be provided by the Technical Activities Department, with the support of the Publication Activities Department and includes agenda preparation, minute taking, distribution and follow-up of action items, data gathering and analysis, meeting coordination, subject matter expert and strategic analysis.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and be approved by both TAB and PSPB.

*As approved by TAB February 2018 and PSPB February 2018*

### 3.36 CONFERENCE PUBLICATIONS COMMITTEE CHARTER

#### A. GENERAL

The Conference Publications Committee reports to, and is a committee of, the IEEE Conferences Committee and TAB/PSPB Products & Services Committee.

#### B. SCOPE

The Conference Publications Committee recommends to both the IEEE Conferences Committee and the TAB/PSPB Products and Services Committee (stakeholders) new requirements or changes to conference publication processes and provides oversight review and guidance for operational aspects of the distribution of conference content, including the Conference Publication Program (CPP), which collects and distributes conference content in IEEE-wide platforms such as *Xplore*. In this charter the term “content” refers to, but is not limited to, conference proceedings, and related media for use other than during the conference event. Conference Publications Committee (CPC) also ensures the collection of metadata associated with content and content management adequate to support the needs of the stakeholders.

#### C. FUNCTIONS

The Conference Publications Committee:

1. Enables conferences to submit and distribute all conference content consistent with its intellectual property rights.
2. Coordinates with stakeholders to set and revise incentives for conferences to not only provide content but provide higher-quality content.
3. Provides guidance to stakeholders on methods and platforms associated with conference content collection and distribution.
4. Ensures the collection of metadata associated with content and content management adequate to support the needs of the stakeholders.
5. Periodically reviews and revises accordingly:
  - a. conference content collection and distribution activity results to evaluate its effectiveness in meeting its goals and initiates changes as needed.
  - b. methods and platforms for conference content collection and distribution activities, optimizing financial efficiency, enhancing user experience, and encouraging innovation.
  - c. recommendations to stakeholders on conference content, pricing structures/algorithms and associated competitive member and non-member selling prices.
  - d. the budget and actuals for Conference Publication Program (CPP), covering all income and expenses.
6. Disseminates information on committee activities to all appropriate IEEE entities through both the IEEE Conferences Committee and the TAB/PSPB Products and Services Committee to ensure that the objectives and operations of the Committee are clearly understood.

## **D. COMPOSITION**

The Conference Publications Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Vice Chair
- Past Chair
- Four (4) to six (6) Additional Members, as specified in section F below
  - One (1) voting member of the IEEE Conferences Committee
  - One (1) voting member appointed by Chair, TAB/PSPB Products and Services Committee
  - One (1) voting member appointed by Chair, IEEE Publication Services and Products Board
  - One (1) voting member appointed by Chair, IEEE Membership and Geographic Activities Board
  - Up to two (2) voting members appointed by Chair, Conference Publications Committee

Non-Voting Members:

- Secretary, Technical Activities Board
- Conference Publications Staff
- S/C Corresponding Members. (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

## **E. MEMBERSHIP REQUIREMENTS**

1. Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee. This should be considered in the selection of Voting Members.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. Committee Chair.

The Committee Chair shall be appointed by the Chair of the TAB/PSPB Products & Services Committee for a two-year term with reappointment permissible for one additional term. The total length of services as appointed Committee Chair shall not exceed four (4) years.

2. Voting Members

Reappointment for each of the positions specified in this section is permissible, but no individual may spend more than four years total in any combination of these positions.

- a. The IEEE Conferences Committee Chair appoints a Vice-Chair. This appointment shall serve a two-year term and made on alternating years from Chair.

- b. The IEEE Conferences Committee member shall be appointed by the IEEE Conferences Committee Chair.
- c. The additional members shall be appointed by the Committee Chair with the concurrence of the TAB/PSPB Products & Services Committee Chair. These appointments shall serve a two-year staggered term.
- d. All other voting members shall serve a two-year term, with reappointment permissible and limited to four (4) years. The IEEE Conferences Committee and Member and Geographic Activities appointees shall serve staggered terms. The IEEE Publication Services and Products Board and TAB/PSPB Products & Services Committee appointees shall serve staggered terms.

### 3. Non-Voting Members

Reappointment for each of the non-voting corresponding member positions is permissible, but no individual may spend more than four years total in any combination of these positions. The years of service in these non-voting positions do not count towards the limits of service for voting members.

## **G. VACANCIES**

1. In the event of the incapacity or absence of the Chair, the Vice Chair shall serve as Acting Chair of the committee. In the event that the Acting Chair must serve in the Chair role, the limitation of the terms of service is waived.
2. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

## **H. COMMITTEES REPORTING TO THE CONFERENCE PUBLICATIONS COMMITTEE**

### 1. Committees

There are no Committees reporting to the Conference Publications Committee.

### 2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable. .

## **I. MEETINGS**

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

1. The Committee Chair shall provide a brief report, outlining the committee activities transacted in between meetings, but not less than three per year, to both the IEEE Conferences Committee Chair and the TAB/PSPB Products & Services Committee Chair at each of its annual Committee meetings.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

Funds are allocated annually in the TAB Budget for meetings of the Committee. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

### **ADMINISTRATIVE**

Administrative support for the Committee will be provided by the Technical Activities Department and includes agenda preparation, minute taking, distribution and follow-up of action items, data gathering and analysis, meeting coordination (including setting up teleconferences), subject matter expert and strategic analysis.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2023*

## **3.37 TAB NOMINATIONS AND APPOINTMENTS COMMITTEE CHARTER**

### **A. GENERAL**

The TAB Nominations and Appointments Committee reports to, and is a Committee of, the IEEE Technical Activities Board (TAB).

### **B. SCOPE**

The TAB Nominations and Appointments Committee will help identify nominees to stand for election to certain TAB organizational units. The Committee will also review the qualifications of those nominated for, or appointed to, membership of certain TAB entities.

The TAB Nominations and Appointments Committee will strive to identify nominees that are diverse with respect to such factors as gender, geographical region, and professional sector (academia/industry/other), and will be attentive to this while reviewing the qualifications of those nominated for, or appointed to, membership of certain TAB entities.

### **C. FUNCTIONS**

The TAB Nominations and Appointments Committee shall:

1. Identify potential candidates to the Division Nominating Committees for consideration as potential nominees.
2. Prepare and present to the TAB a slate of recommended candidates for appointed positions. The TAB may fill the positions with candidates other than those presented by the TAB Nominations and Appointments Committee. In such cases, the Committee shall review the eligibility and qualifications of each such nominee.



3. Prepare and present to TAB a slate of candidates for appointment as Chair of the TAB Periodicals Committee and the IEEE Conferences Committee.
4. Along with the PSPB N&A Committee, prepare and present to TAB and PSPB a slate of candidates for appointment as Chair of the TAB/PSPB Products & Services Committee.
5. Prepare and present to TAB, a slate of recommended candidates for Vice President-Elect, Technical Activities/TAB Vice Chair. Candidates must be current or past Division Directors or Society/Council (S/C) Presidents
6. Prepare and present to Presidents' Forum a slate of recommended candidates for appointment to the TAB Finance Committee and the TAB N&A Committee.
7. Prepare and present to Division Directors' Forum a listing of recommended candidates for membership on the TAB Periodicals, TAB/PSPB Products & Services and IEEE Conferences Committees.
8. Perform all projects and activities as assigned by the Technical Activities Board.
9. Advise the Vice President-Elect, Technical Activities, when requested, of recommendations for VP appointments that need to be filled for the following year.

#### **D. COMPOSITION**

The TAB Nominations and Appointments Committee shall consist of the following members:

Voting Members:

- Committee Chair
- Committee Past Chair
- Up to Six (6) members who are present or past Division Directors or present or past S/C Presidents. A minimum of at least two (2) shall be a present or past Division Director and at least two (2) present or past S/C Presidents.

-Up to Three (3) additional members to balance the committee composition in support of the IEEE Diversity Statement – IEEE Policies, Section 9.8 (appointed by TMC).

Non-Voting Members:

- TAB Secretary (or designee)

#### **E. MEMBERSHIP REQUIREMENTS**

1. All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee.

#### **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair, who serves by virtue of being the Vice President-Elect, Technical Activities, shall serve a one-year term in this capacity.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The Committee Past Chair, who serves by being the Vice President, Technical Activities, shall serve a one-year term.
4. One (1) present or past Division Director, appointed in odd-numbered years and one (1) present or past Division Directors, appointed in even-numbered years. They shall serve

two-year terms. They shall be nominated by the Division Directors' Forum and appointed by TAB.

5. One (1) present or past Society/Council President, appointed in odd-numbered years and one present or past Society/Council President, appointed in even-numbered years. They shall serve two-year terms. They shall be nominated by the Presidents' Forum, and appointed by TAB.

6. Three (3) additional members, who serve two-year terms, are appointed by the TAB Management Committee and are ratified by TAB, to balance the committee composition per the IEEE Diversity Statement – IEEE Policies, Section 9.8.

## **G. VACANCIES**

1. In the event of the incapacity of the Chair, the Vice Chair shall serve as Acting Chair of the TAB Nominations and Appointments Committee.

2. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO THE TAB NOMINATIONS AND APPOINTMENTS COMMITTEE**

1. Committees.

There are no Committees reporting directly to the TAB Nominations and Appointments Committee.

2. Ad Hoc Committees

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The Committee meets a minimum of monthly via teleconference. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

2. A majority of the voting members of the Committee shall constitute a quorum.

3. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

4. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

The Committee Chair shall provide verbal reports to TAB during each OU series of meetings, outlining the committees activities transacted.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

## FINANCIAL

This committee will be funded by TAB. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

## ADMINISTRATIVE

The principal staff support for the Committee is provided by the Technical Activities Department and includes preparing agendas and summaries, meeting coordination, preparation of history lists and grids to maintain a listing of nominations received.

## L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2022*

### 3.38 TAB STRATEGIC PLANNING COMMITTEE CHARTER

#### A. GENERAL

The TAB Strategic Planning Committee (SPC) reports to, and is a Committee of, the Technical Activities Board (TAB).

#### B. SCOPE

The TAB Strategic Planning Committee is responsible for developing and recommending strategic and long range plans and goals for TAB.

#### C. FUNCTIONS

The TAB Strategic Planning Committee shall:

1. The TAB Strategic Planning Committee is responsible for developing and recommending strategic and long-range plans and goals for TAB.
2. Develop recommendations and report to TAB on items related to the Diversity & Inclusion Committee and Entrepreneurship Committee.
3. Perform projects and activities as assigned by the Technical Activities Board.

#### D. COMPOSITION

The TAB Strategic Planning Committee shall consist of the following members:

Voting Members:

- Committee Chair (Immediate Past Vice President, Technical Activities)
- Vice President, Technical Activities
- Vice President-Elect, Technical Activities
- Three (3) Present or Past Voting Members of TAB
- Two (2) Members-at-Large
- IEEE Future Directions Committee Chair
- TAB Society and Council Review Committee Member

- TAB Committee on Diversity and Inclusion Chair
- IEEE Entrepreneurship Steering Committee Chair

Non-Voting Members:

- TAB Secretary (or designee)
- S/C Corresponding Members. (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

## **E. MEMBERSHIP REQUIREMENTS**

1. All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Diversity of committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this committee. Since the selection of the three (3) Voting Members of TAB, appointed by the Vice President, Technical Activities, and Two (2) Members-at-Large, appointed by the Committee Chair is unconstrained, overall diversity of the Committee should be considered in the selection of these members.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair, who serves by virtue of being the Immediate Past Vice President, Technical Activities, shall serve a one-year term in this capacity.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The Vice President, Technical Activities, Vice President-Elect, Technical Activities, Chair of the IEEE Future Directions Committee, Chair of the TAB Committee on Diversity and Inclusion, Chair of the TAB Committee on Standards and Chair of the IEEE Entrepreneurship Steering Committee serve by virtue of their positions.
4. Three (3) Voting Members of TAB, appointed by the Vice President, Technical Activities, shall serve staggered (one appointment per year) three-year terms, with reappointment permissible for a maximum tenure of six (6) years.
5. Two (2) Members-at-Large, appointed by the Committee Chair, shall serve terms concurrent with the one-year term of the Chair.
6. The TAB Society and Council Review Committee Member shall be selected by the sitting TAB Society and Council Review Committee (SCRC) Chair.

## **G. VACANCIES**

1. In the event of the incapacity of the Chair, the Past TAB VP, or designee, shall serve as Acting Chair of the TAB Strategic Planning Committee.
2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO THE TAB STRATEGIC PLANNING COMMITTEE**

1. Committee(s)
  - IEEE Entrepreneurship Steering Committee
  - TAB Committee on Diversity and Inclusion

## 2. Ad Hoc Committee(s)

An Ad Hoc Committee may be appointed to address a specific issue.

The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

1. The committee meets a minimum of three (3) times per year.
2. Electronic mail, teleconferences and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

1. Long-range planning reports, or revisions to existing plans, will be due at the last TAB meeting of the year.
2. Preliminary operational plan reports for the following year are also due at the last TAB meeting of the year.
3. Reports on long-range plans are due at the first TAB meeting of the year.
4. Reports on TAB operational plan performance are due at the last TAB meeting of the year.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### FINANCIAL

This committee will be funded by TAB. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

### ADMINISTRATIVE

The principal staff support for the Committee is provided by the Technical Activities Department and includes preparing agendas and minutes, meeting coordination and consultation on TAB issues.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2018*

### **3.39 TAB COMMITTEE ON DIVERSITY, EQUITY, AND INCLUSION CHARTER**

#### **A. GENERAL**

The TAB Committee on Diversity, Equity, and Inclusion reports to, and is a Committee of, the TAB Strategic Planning Committee (SPC).

#### **B. SCOPE**

The TAB Committee on Diversity, Equity, and Inclusion is responsible for ensuring that TAB policies, procedures, and practices are conducive to creating and maintaining a diverse and inclusive environment that is valuable for all members and the greater society.

#### **C. FUNCTIONS**

The TAB Committee on Diversity Equity, and Inclusion shall:

1. Develop strategies to increase engagement of Under Represented Groups (URGs) in TAB Organizational Units, including TAB, Committees of TAB, Societies, Technical Councils, and Strategic Programs.
2. Develop strategies to increase representation of URGs across TAB Organizational Units, including TAB, Committees of TAB, Societies, Technical Councils, and Strategic Programs. Collaborate with other TAB groups and committees to increase representation of URGs across TAB and its OUs.
3. Promote inclusive recognition of achievements within TAB and the greater IEEE.
4. Continually identify processes within the organization that are barriers to representation and inclusion and suggest improvements.
5. Ongoing evaluation of the above to strive to ensure the needs of underrepresented groups are being met.
6. Partner and collaborate with other IEEE OUs and cross-IEEE initiatives to develop a common message and programs on diversity, equity, and inclusion.

#### **D. COMPOSITION**

The TAB Committee on Diversity, Equity and Inclusion shall consist of the following five voting members.

Voting Members:

- Chair, TAB Committee on Diversity, Equity, and Inclusion
- Immediate Past Chair
- Six Members-at-Large

#### **E. MEMBERSHIP REQUIREMENTS**

1. All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Diversity of committee members with respect to such factors as gender, geographical region, and professional affiliation (industry vs. academia) is strongly encouraged. The committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this committee.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair, who serves by appointment by the Chair, TAB Strategic Planning Committee, shall serve a two-year term in this capacity. The Committee Chair, or a designee who is a current member of the TAB Committee on Diversity, Equity, and Inclusion, appointed by the Committee Chair, shall also serve as a voting member of the TAB Strategic Planning Committee.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The immediate Past Chair shall serve as a voting member of the committee.
4. Six (6) Members-at-Large are appointed thusly as follows:
  - i. Two (2) Members-at-Large – 1 selected each year for a two-year term by the Chair of the Committee (restricted to a maximum of 2 terms lifetime).
  - ii. Four (4) Members-at-Large – 2 selected each year for a two-year term (restricted to a maximum of 2 terms lifetime) following a nomination and evaluation process managed by the TAB Committee on Diversity, Equity, and Inclusion and published on the TAB Committee on Diversity, Equity, and Inclusion web page.

The appointment of all voting members shall be affirmed by the IEEE Technical Activities Board.

Selection criteria includes, but is not limited to, experience driving diversity, equity, and inclusion – related activities, IEEE volunteer experience, and proposed goals.

## **G. VACANCIES**

1. In the event of the incapacity of the Chair, a designee appointed by the SPC Chair, shall serve as Acting Chair of the TAB Committee on Diversity, Equity, and Inclusion.
2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO THE TAB COMMITTEE ON DIVERSITY, EQUITY, AND INCLUSION**

Time limited subcommittees and ad hoc committees may be formed as necessary.

## **I. MEETINGS**

1. The committee meets a minimum of six (6) times per year.
2. Electronic mail, teleconferences and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## **J. REPORTS**

1. Long-range planning reports, or revisions to existing plans, will be due at the last SPC meeting of the year.
2. Preliminary reports for the following year are also due at the last SPC meeting of the year.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

### **FINANCIAL**

This committee will be funded by TAB. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

TAB shall fund the eight (8) voting members of the Committee.

### **ADMINISTRATIVE**

The principal staff support for the Committee is provided by the Technical Activities Department and includes preparing agendas and minutes, meeting coordination and consultation on pertinent issues.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB February 2024*

## **3.40 IEEE ENTREPRENEURSHIP STEERING COMMITTEE CHARTER**

### **A. GENERAL**

The IEEE Entrepreneurship Steering Committee reports to, and is a Committee of, the Technical Activities Board – Strategic Planning Committee (TAB-SPC).

### **B. SCOPE**

The IEEE Entrepreneurship Steering Committee is responsible for synthesizing IEEE activity related to engineering-driven entrepreneurship, supporting IEEE events and conferences with content and programming related to technical entrepreneurship and to become a resource for member and non-member founders operating in the global engineering-driven startup community.

### **C. FUNCTIONS**

The IEEE Entrepreneurship Steering Committee shall

- Provide a central connection point into IEEE wide Entrepreneurial activities
- Engage IEEE members that are founders and those with an interest in engineering driven entrepreneurship
- Attract new audiences to IEEE by providing guidance and insight on the development of projects, products and services for technology entrepreneurs



- Become a resource for technical entrepreneurs making the transition from university to founder

#### **D. COMPOSITION**

The IEEE Entrepreneurship Steering Committee shall consist of the following steering committee members:

##### Voting Members

The Committee shall include up to seven (7) voting member that shall include:

1. Chair
2. Immediate Past Chair
3. One member who shall serve as the Vice Chair, Products
4. One member who shall serve as the Vice Chair, Programs
5. One member who shall serve as the Vice Chair, Partnerships
6. Up to two Members-at-Large\*

##### Non-voting Members

1. Vice President - Technical Activities
2. Liaisons and Advisory members as appointed

The committee leadership will establish an application process for the nomination of individuals to serve on the Committee that will be posted on [entrepreneurship.ieee.org](http://entrepreneurship.ieee.org) to ensure an effort will be made to provide representation that reflects the technical and geographic diversity while also includes a mixture of early-stage founders, experienced entrepreneurs, as well as the investors and service providers that support engineering-driven startups. These appointments will be reaffirmed by TAB Strategic Planning Committee and shall support the tenets of the TAB Committee on Diversity and Inclusion.

#### **E. MEMBERSHIP REQUIREMENTS**

All voting members of the Committee shall be IEEE members with experience in engineering-driven entrepreneurship and the IEEE associated fields of interest holding the grade of Graduate Student Member or higher.

#### **F. APPOINTMENTS AND TERMS OF OFFICE\***

The Committee Chair, who serves by appointment by the Vice President - Technical Activities, shall serve a one-year term and may be reappointed for up to two additional consecutive terms.

The Vice Chair positions shall be appointed by the Chair following a nomination and evaluation process outlined on [entrepreneurship.ieee.org](http://entrepreneurship.ieee.org). Committee members appointed by the Chair shall serve a one-year term and may be reappointed for up to two additional consecutive terms in any specific position. The responsibilities and roles of the Vice Chairs shall be outlined on [entrepreneurship.ieee.org](http://entrepreneurship.ieee.org).

\*Up to two Member-at-Large positions may be appointed by the Chair or Vice President – Technical Activities at their discretion. Members-at Large serve a one-year term and may be reappointed for up to two additional consecutive terms.

The appointment of all voting members shall be affirmed by the Technical Activities Board.

\*Advisory, and Liaison non-voting members may be appointed by the Chair or by the Vice President – Technical Activities in order to bring expertise and leadership to Ad hoc Committees tasked with specific projects that require additional support during the year and/or to coordinate with other activities and projects within IEEE. Liaison non-voting members can be re-appointed in their advisory capacity.

Selection criteria includes, but is not limited to, experience in engineering-driven entrepreneurship, technical expertise, IEEE volunteer experience, and proposed goals.

## **G. VACANCIES**

In the event of the incapacity of the Chair, a designee from within the current or past committee shall be appointed by the Vice President - Technical Activities and shall serve as Acting Chair of the IEEE Entrepreneurship Steering Committee.

If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

## **H. COMMITTEES REPORTING TO THE IEEE Entrepreneurship Steering Committee**

Ad Hoc Committee(s) An Ad Hoc Committee may be appointed to address a specific issue. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment. The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the IEEE Entrepreneurship Steering Committee Chair or Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

## **I. MEETINGS**

The IEEE Entrepreneurship Committee meets a minimum of four (4) times per year. Virtual meetings, electronic mail, teleconferences and other non face-to-face means may be utilized for the transaction of business and for the conduct of meetings as called by the Chair. A majority of the voting members of the Committee shall constitute a quorum. Voting shall be conducted in accordance with Robert's Rules of Order. The business of the ad hoc committees shall normally be accomplished by electronic mail, teleconferences and other non face-to-face means

## **J. REPORTS**

Milestone reports and long range plans will be presented at the TAB Strategic Planning Committee and/or Technical Activities Board meetings.

## **K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

This committee will be funded by TAB. The Committee Chair and IEEE Entrepreneurship Steering Committee staff shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

The principal staff support for the Committee is provided by the Technical Activities Department and facilitates all operational office functions.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

*As approved by TAB November 2020*

### **3.41 IEEE YOUNG PROFESSIONALS COMMITTEE CHARTER**

#### **A. GENERAL**

The Committee shall report to the Member & Geographic Activities Board (MGAB) through the MGAB Member Engagement and Life Cycle Committee. Changes to this charter must be endorsed by the MGA Member Engagement and Life Cycle Committee and approved by the Member and Geographic Activities Board and the Technical Activities Board.

#### **B. SCOPE**

To serve the interests of the members of the IEEE characterized as IEEE Young Professionals.

#### **C. FUNCTIONS**

1. The functions of the Committee shall consist of ensuring that IEEE Young Professionals activities are relevant to members and the Institute. Notably, the committee will:
  - 1.1. Promote strategies to facilitate the transition from Student Member to higher Grade and to work with the Student Activities Committee to achieve this goal. Also promote strategies to encourage the retention of IEEE Young Professionals members.
  - 1.2. Promote and coordinate the establishment and support of IEEE Young Professionals Affinity Groups.
  - 1.3. Advocate IEEE Young Professionals-specific benefits and services to the appropriate IEEE units and at conferences, symposia and similar events.
  - 1.4. Encourage recognition of IEEE Young Professionals activities performed by individuals or units and promote IEEE Young Professionals awards at all levels.
  - 1.5. Assist the development of volunteer leaders among IEEE Young Professionals members and promote their representation in appropriate IEEE organizational units.
2. The function of the Region IEEE Young Professionals Coordinator is to develop IEEE Young Professionals activities in their defined IEEE Region. Specifically, IEEE Region IEEE Young Professionals Coordinators will:
  - 2.1. Encourage and help form IEEE Young Professionals Affinity Groups in their respective Regions by mentoring IEEE Young Professional leaders, assisting in the establishment of IEEE Young Professionals Affinity Groups and maintaining communication links with IEEE Young Professional leaders in their Regions.
  - 2.2. Recruit leaders by working with the Regional Student Activities Committee to identify future IEEE Young Professional leaders.
  - 2.3. Act as a liaison between local IEEE Young Professional members regionally and promote their activities to their Regional Leadership.
  - 2.4. Collect and forward information on best practices to the IEEE Young Professionals Committee.

- 2.5. Inform local IEEE Young Professionals members of IEEE (IEEE Young Professionals, MGAB, TAB, etc) meetings and encourage their attendance.
  - 2.6. Promote participation in IEEE activities (e.g., conferences, Chapters, IEEE Young Professionals groups, etc.) to IEEE Young Professional members at various events.
  - 2.7. Provide reports to the respective Region Director and Region Committee on IEEE Young Professional activities.
3. The function of IEEE Young Professionals Vice Chairs is to communicate their focus area vision, strategy and tactics. They provide direction and continuity for working groups in meeting specific, measurable, attainable, relevant and time bound goals with progress reported to the Chair, in writing, on a quarterly basis. IEEE Young Professionals Vice Chairs are meant to support IEEE Young Professionals and MGA endorsed activities and programs.

The IEEE Young Professionals Vice Chairs are outlined as follows:

- 3.1 The Vice Chair, Products and Services, focuses on Member Development. They are responsible for providing the IEEE Young Professionals perspective as part of the design, development and evaluation of products, services and programs in IEEE OUs which bolster member engagement, satisfaction, retention and recovery.
- 3.2 The Vice Chair, Leadership and Training, focuses on Volunteer Development. They ensure that meaningful leadership opportunities and associated training, support and succession planning are available to empower volunteers in carrying out their duties.
- 3.3 The Vice Chair, Strategic Partnerships, focuses on Partner Development. They foster internal and external collaboration between IEEE societies, chapters and organizational units that encourage industry relations, enabling corporate partnerships and sponsorships.
- 3.4. The Vice Chair, Communications and Marketing, focuses on Market Development. They continually analyze and disseminate actionable membership data, oversee IEEE Young Professionals communications and steward IEEE Young Professionals awareness, driving both member recruitment and retention.

## **D. COMPOSITION**

The Committee shall consist of the following members:

### Voting Members

- Chair
- Immediate Past Chair
- Up to three (3) members appointed by the Vice President, Technical Activities
- Up to three (3) members appointed by the Member and Geographic Activities Board
- Regions 1-10 IEEE Young Professionals Coordinators

### Corresponding Members (non-voting)

- IEEE Young Professionals Editor-in-Chief
- IEEE Young Professionals Working Group Leaders
- IEEE Young Professionals Representatives and Liaisons to technical societies and councils
- Any IEEE Young Professionals Representative or Liaison to other IEEE organizational units. including EAB/PSPB/USA/WIE

The MGAB Chair, MGAB Secretary and MGAB Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

#### **E. APPOINTMENTS AND TERMS OF OFFICE**

1. Of the three (3) members appointed by the Vice President, Technical Activities, one should be a Society President or Division Director (or Society President Elect or Division Director Elect), one should be a member from Regions 7-10, and one should be from Regions 1-6. At least two (2) of the three (3) members should be IEEE Young Professionals members.
2. Of the three (3) MGA appointments, one should be a Region Director (or Region Director Elect), one should be a member from Regions 7-10, and one should be from Regions 1-6. Of the three, at least two should be members of the IEEE Young Professionals affinity group.
3. The respective Region's Directors shall appoint the Region IEEE Young Professionals Coordinators who shall serve terms consistent with their Region's Charter.
4. The Vice Chairs shall be appointed from among the voting members of the Committee by the IEEE Young Professionals Committee Chair. They shall serve one year in the position with reappointment permissible, for a maximum tenure of 3 consecutive years.

#### **F. FINANCIAL AND ADMINISTRATIVE SUPPORT**

1. Expenses for individuals to participate in committee activities shall be funded as follows:
  - 1.1. The Technical Activities Board shall fund the three (3) TAB appointees.
  - 1.2. The Member and Geographic Activities Board shall fund the three (3) MGA appointees, the Past Chair of the Committee, and the Chair of the Committee.
  - 1.3. The Regions shall fund their respective Region IEEE Young Professionals Coordinator for expenses incurred by attending the Committee meeting.
  - 1.4. Organizational units that desire representation at the annual Committee meeting shall fund non-voting members at their discretion.
2. The MGA Board shall cover expenses incurred in the work of the Committee.
3. Administrative support for the Committee will be provided by the Member and Geographic Activities Department.

#### **G. REPORTS**

A report outlining business transacted shall be provided at each MGA Board and TAB Meetings.

#### **H. ADMINISTRATION**

Information regarding Committee Member eligibility and appointments, Committee Meetings, Voting Procedures, and Removal of a Member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

Formal meetings are conducted in accordance with Robert's Rules of order.

*As approved by MGA Board and TAB June 2012*

### **3.42 IEEE PANEL OF TECHNICAL PUBLICATION EDITORS CHARTER**

#### **A. GENERAL**

The Panel of Technical Publication Editors is an organization of, and reports to, PSPB and TAB. Panel members are also obligated to report to their sponsoring organizational units.

#### **B. SCOPE AND FUNCTIONS**

The Panel of Technical Publications Editors shall provide a means for coordinating publication activities, consult with the PSPB Nominations and Appointments Committee concerning candidates for PSPB Members-at-large, and assist PSPB in determining general publication policy and procedure recommendations.

#### **C. COMPOSITION**

The Panel of Technical Publications Editors shall consist of voting and non-voting members and a Chair as follows.

##### Voting Members

- Voting members of the Panel shall be the Editors-in-Chief of PROCEEDINGS OF THE IEEE; IEEE ACCESS™; IEEE PRESS; the transactions, journals, magazines, and newsletters of Societies and Technical Councils; and any other technical publications published by the IEEE or its organizational units. In the event that there is a Society Editor-in-Chief responsible for all Society publications, then the Editors-in-Chief of the individual society publications shall also be voting members of the Panel.

##### Non-Voting Members

- PSPB Chair
- Staff positions as appointed by the IEEE Executive Director
- Managing Director, IEEE Publications
  - Editor-in-Chief of IEEE SPECTRUM

##### Chair

- The Chair of the TAB Periodicals Committee shall serve as the Chair of the Panel. If that person cannot chair the Panel, the immediate past Chair of the TAB Periodicals Committee shall serve as Chair. If that person is unable to chair the Panel, the Vice President – Publication Services and Products and Vice President - Technical Activities shall agree on a suitable person to do so.

#### **D. MEMBERSHIP REQUIREMENTS**

All voting members of the Panel of Technical Publication Editors shall be IEEE Members, Graduate Student Members, Senior Members, or Fellows.

#### **E. TERMS OF OFFICE**

The terms of office of all members of the Panel of Technical Publication Editors is limited to the period in which they hold their editorial positions.

#### **F. FINANCIAL AND ADMINISTRATIVE SUPPORT**

Excluding room and travel expenses, the principal financial support for the annual meeting of the Panel of Technical Publication Editors shall be provided through the normal budgetary processes of PSPB, as well as TAB. Room and travel expenses of each Panel member are the responsibility of the organization unit that the member represents.

Administrative support is provided by the IEEE Publications department.

**G. MEETINGS**

IEEE Panel of Technical Publications Editors shall hold at least one meeting a year.

**H. REPORTS**

The Panel of Technical Publication Editors, through its Chair, will issue an annual report of the Panel's activities, actions, and recommendations at the PSPB and TAB meetings immediately following the annual meeting of the Panel.

**I. CHANGES TO CHARTER**

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB and TAB.

*As approved by TAB November 2019*

#### 4.0 IEEE SOCIETIES, IEEE TECHNICAL COUNCILS (S/Cs) AND DIVISIONS

The Societies/Technical Councils of the IEEE provide publications, conferences, community, and many other benefits to members within their specialized areas.

There are a variety of activities that Societies and Technical Councils coordinate, some of which must be approved by TAB, and some which are governed by the S/C.

In accordance with IEEE Bylaw I -401.1 the Societies and Technical Councils shall be grouped into ten Divisions. When a new IEEE Society or Council is formed, members of the TAB Division Directors' Forum and the TAB Management Committee will review and provide input as to the appropriate placement of the Society or Council within one of the ten divisions. TAB Management Committee will present a final recommendation to the Technical Activities Board on the placement of the Society or Council within a division. The Technical Activities Board shall be responsible for the specification of the composition of each Division.

**IEEE Bylaw I-401.1 Technical Organization of Members - Divisions** There shall be ten Divisions. A Division is typically composed of one or more Societies and may contain one or more Technical Councils. The Technical Activities Board shall determine the specific composition of each Division. The composition of the Divisions shall be specified in the TAB Operations Manual. If a Society warrants representation by more than one Division, the voting members of that Society shall be voting members of all those Divisions.

#### The Divisions and constituent Societies and Technical Councils are:

Division	Societies and Technical Councils
Division I	IEEE Circuits and Systems Society; IEEE Council on Electronic Design Automation; IEEE Electron Devices Society; IEEE Nanotechnology Council; IEEE Solid-State Circuits Society
Division II	IEEE Dielectrics and Electrical Insulation Society; IEEE Electronics Packaging Society; IEEE Industry Applications Society; IEEE Instrumentation and Measurement Society; IEEE Power Electronics Society; IEEE Transportation Electrification Council IEEE Ultrasonics, Ferroelectrics and Frequency Control Society
Division III	IEEE Communications Society
Division IV	IEEE Antennas and Propagation Society; IEEE Broadcast Technology Society; IEEE Consumer Technology Society; IEEE Electromagnetic Compatibility Society; IEEE Magnetics Society; IEEE Microwave Theory and Technology Society; IEEE Nuclear and Plasma Sciences Society; IEEE Council on RFID; IEEE Council on Superconductivity



Division V	IEEE Computer Society
Division VI	IEEE Education Society; IEEE Industrial Electronics Society; IEEE Product Safety Engineering Society; IEEE Professional Communication Society; IEEE Reliability Society; IEEE Society on Social Implications of Technology; IEEE Technology and Engineering Management Society
Division VII	IEEE Power & Energy Society
Division VIII	IEEE Computer Society
Division IX	IEEE Aerospace and Electronic Systems Society; IEEE Geoscience and Remote Sensing Society; IEEE Information Theory Society; IEEE Intelligent Transportation Systems Society; IEEE Oceanic Engineering Society; IEEE Signal Processing Society; IEEE Vehicular Technology Society
Division X	IEEE Biometrics Council; IEEE Computational Intelligence Society; IEEE Control Systems Society; IEEE Engineering in Medicine and Biology Society; IEEE Photonics Society IEEE Robotics and Automation Society; IEEE Sensors Council; IEEE Systems, Man, and Cybernetics Society; IEEE Systems Council

The Societies are officially titled IEEE \_\_\_\_\_ Society or, optionally, IEEE Society on \_\_\_\_\_.

In accordance with IEEE Bylaw I-401.3, the Technical Activities Board shall be responsible for the establishment and operations of the Societies and Technical Councils

**IEEE Bylaw I-401.3 - Society Establishment and Operation.** Societies shall be established within the scope and objectives of the IEEE groups of members interested in specific technical fields or related subjects. The Technical Activities Board shall establish and be responsible for the operations of Societies. The procedures for organizing a new Society and operating an existing Society shall be contained in the TAB Operations Manual.

*Revisions to Section 4.0, Composition of the Divisions, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(6).*

## 4.1 DEFINITION

### A. IEEE Societies

**IEEE Societies shall be defined as specified in IEEE Policy 2.1:** In recognition of the continuing growth and diversification of its technical activities, the IEEE has provided for Societies within the IEEE structure. The Societies benefit from the economies of centralized administration, extensive geographical organization of the IEEE, and the ease with which an individual can participate in several organizational units within the IEEE, thus providing a better match between technical needs and the necessarily arbitrary lines of organization.

## B. IEEE Technical Councils

IEEE Technical Councils may be established by the IEEE Technical Activities Board for the purpose of providing a continuing mechanism for two or more IEEE Societies, called Member Societies, to work together in a multi-disciplinary technical area of mutual interest, primarily through conferences and publications.

A technical council has Member Societies but no individual members. In all respects except membership, a Technical Council operates generally like a Society. The representatives on the Technical Councils, are to be designated by the Member Societies, and are to elect their own President and other officers. Other policies and operational details shall be specified by each Technical Council. *(Excerpt from IEEE Bylaw I-401.)*

Creation of a new IEEE Technical Council must be endorsed by the IEEE Technical Activities Board and approved by the IEEE Board of Directors.

Technical Councils have voting privileges on TAB.

## 4.2 FUNCTIONS OF IEEE SOCIETIES

**The functions of IEEE Societies are specified in IEEE Bylaw I-401.2 Societies.** A Society provides a forum and community for the exchange of technical information among members in the respective discipline and industries of electrical and electronics engineering and related arts and sciences. Societies may represent either an identifiable segment of the electrical and electronics industries, or a discipline having applicability in different industries and functions. A Society's scope or mission shall be approved by TAB.

Each Society operates in a distinct technical area and shall provide the necessary basis for its further growth, for attracting new members in competition with other societies in the field, for merging IEEE Societies into stronger technical organizational units, for merging non-IEEE societies into IEEE, for dealing with other professional societies, and for facilitating the representation of the profession to outside agencies including governments. Each Society carries out its own publication, meetings, standards, and other activities as required and operates within its own budget and may establish Technical Committees to allow members to promote specialized technical areas.

### A. SOCIETY MEMBERSHIP

- 1) Society Membership Dues.** The membership dues structure for Societies shall be set as part of the annual budget cycle.
- 2) Joining Societies.** All IEEE members, including those qualifying for special membership categories, may join any and all Societies upon payment of the appropriate dues.
- 3) Society Affiliates.** IEEE Bylaw I-103. Affiliates, defines Society Affiliates as follows: "The designation "IEEE Society Affiliate" refers to individuals who are not IEEE members but who are entitled to participate in certain activities of the Society. The Technical Activities Board shall establish the qualifications for Society Affiliates and the associated rights and privileges within the Society. Dues shall be established by the Board of Directors. Affiliates do not qualify for any special membership categories as defined in IEEE Bylaw I-102.1."

IEEE Societies may, but are not required to, offer a Society Affiliate membership. The governing documents of the Society shall establish such membership.

The qualifications for Society Affiliates and the rights and privileges are described below.

**1. Qualifications:**

Individuals shall meet at least one of the following criteria in order to qualify as a Society Affiliate:

- Shall be a member of a Sister Society (refer to TAB Operations Manual Section 4.55); or
- Shall be a member of another professional society; or
- Shall indicate evidence of professional achievement or interest in the Society's Field of Interest.

**2. Rights and Privileges:**

A Society Affiliate member shall be entitled to the same rights and privileges as other members of that Society, as described in the governing documents of the Society, Limitations on voting privileges on Society matters, conference discounts and the ability to hold officer and other positions within the Society, unless restricted by the IEEE, shall be at the discretion of the Society. Society Affiliates are not entitled to any rights and privileges exclusively reserved to IEEE members.

Society Affiliates shall not vote in IEEE elections (including the election of Division Director or Division Director-Elect).

**B. SOCIETY OPERATION:**

- 1) Society Adherence to IEEE Rules.** Each Society shall conduct its activities within the IEEE Certificate of Incorporation, Constitution, Bylaws, Policies, Operations Manuals and other internal and external rules and regulations that affect the membership and activities of the IEEE.
- 2) Society Bylaws and Constitution.** All Societies must operate according to their Society Bylaws and Constitution. Any changes to these documents must be approved by the Vice President, Technical Activities and be forwarded to TAB for information.
- 3) Society Meetings.** All Society meetings shall be open to all members of the IEEE regardless of Society memberships. Societies and their committees may conduct meetings other than in person provided that (1) notice of such meeting alternative, giving the date and time of the meeting, shall be distributed to all governing body members not less than 20 days before the date set for the meeting; and (2) all persons participating in the meeting are able to hear each other at the same time and each person can participate in all matters before the governing body including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the governing body. Given these conditions, normal governing body meeting procedures will apply. Any actions taken will be reported and recorded into the minutes.
- 4) Society Finances and Administration.** Each Society is governed by its own administrative body responsible to its members. The annual Society budget must be approved by the TAB Finance Committee and TAB.
- 5) Society Conferences.** A Society by itself, or jointly with other organizations, may hold conferences, conventions, or other forms of meetings as specified in Section 6 of this manual. No Society shall be recognized as joint with any other organization, society, or group outside the IEEE. However, Societies may cooperate with other organizations in the operation of joint committees and the holding of joint meetings and may invite members of such organizations and the public to their meetings.

- 6) Society Nominating Committee.** Each Society will have a Nominating Committee. The Society Nominating Committee shall be responsible for assembling a slate of candidates for Society Officer, AdCom/BoG elections and the annual solicitation of names of potential candidates to be considered by the TAB Nominations and Appointments Committee for service on TAB Committees, as well as IEEE Committees and Boards.

The Society Nominating Committee shall be responsible for ensuring that all candidates (including petition and write-in candidates) meet criteria of existing S/C prerequisites and diversity (i.e., geographic, technical, experience) requirements as listed in S/C governance documents. The S/C shall designate in the S/C governing documents which of these prerequisites and requirements are preferred verses mandatory; if not so designated all criteria are considered mandatory. The Society Nominating Committee shall establish a calendar for the start and end date of any petitions.

In the event of an election by the members of a Society, the number of candidates on a slate for Society Officer, Administrative Committee and Board of Governors or Society Board of Directors elections shall be no fewer than one and a half (1.5) times the number of vacant positions. In the event that this cannot be reasonably accommodated, the Vice President, Technical Activities may at their discretion allow a smaller slate.

In the event of an appointment by a Technical Activities OU body (Administrative Committee, Board of Governors, Committee, Working Group, SIG, etc.), the number of candidates on a slate for this appointment, if that slate is prepared by the OU Nominations and Appointments Committee, is encouraged to be no fewer than one and a half (1.5) times the number of vacant positions.

To view the white paper for application of the 1.5 rule in TA units, read the Application of 1.5 Rule in Technical Activities Organizational Units (PDF).

A Best Practices and Frequently Asked Questions (FAQs) for Technical Activities OU Elections and Appointments (PDF) shall be prepared and posted to the TA Operations website (see section above). The responsibility for ensuring that these reference documents are current and complete is the responsibility of the TAB Nominations and Appointments Committee, with input from the TAB Society and Council Review Committee. Changes to these reference documents shall be reported to the Technical Activities Board.

- 7) Society Publications.** Each Society may publish periodicals as specified in the IEEE Policies, Section 6. All publications of Societies, other than programs, notices, and the like, shall be subject to prior authorization of the Technical Activities Board, subsequent to consultation with the TAB/PSPB Periodicals Committee and TAB Finance Committee. Publications shall be made available to all IEEE members and Society Affiliates on an equitable basis approved by TAB. Each Society shall publish at least one periodical that is distributed to all its members.
- 8) Obligating Funds.** The officially constituted officers of a Society shall have the authority to obligate the funds and assets of the Society to promote the Society's activities. No Society officer or representative shall have authority to contract debts for, pledge the credit of, or in any way bind the IEEE for activities prohibited by IEEE Certificate of Incorporation, Constitution, Bylaws, Policies, this TAB Operations Manual, and the Constitution and Bylaws of the Society. Returns from investment of Society funds shall be credited to the Society.

- 9) Standards.** The Societies may prepare Standards recommendations, provided that advance approval for each such preparation is obtained from the Standards Board.
- 10) Society Reporting.** Each Society shall forward to the Managing Director, Technical Activities Department, a copy of each meeting minutes of the Society, an annual report, and a financial statement. Financial statements shall be prepared for each IEEE fiscal year and shall be submitted immediately following the end of that year.
- 11) Society Sub-entities.** Each Society may, as specified in its Constitution or Bylaws, organize subcommittees to manage and administer the Society in fulfilling its objectives.
- 12) Chapters.** (See Section 9.6 of the IEEE Member and Geographic Activities Operations Manual for information relating to the formation and management of Society Chapters.) [https://www.ieee.org/documents/mga\\_operations\\_manual.pdf](https://www.ieee.org/documents/mga_operations_manual.pdf). A Chapter shall be defined as specified in IEEE Bylaw I-402.6-A Chapter shall be a technical subunit of a Region, one or more Sections or a Geographic Council. A Chapter shall comprise a minimum of twelve (12) members of a Society, or group of Societies and shall be established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE. In instances where Section territorial geography may warrant and Society member interests are sufficient to support multiple Chapters of a Society, additional Chapters, suitably identified, may be formed and operate under the current applicable procedures.
- a) Chapter-Society Cooperation.** The successful operation of the IEEE at the local level depends upon close cooperation and harmonious relations between the various organizational units involved: the Section, the Chapters, and the Societies.
- 13) Formation, Transfer and Termination of Societies and Divisions.** When appropriate, the Technical Activities Board shall recommend to the IEEE Board of Directors the transfer of Societies among Division, the formation of new Societies, the merger of Societies, and the termination of Societies, including the distribution of all funds and assets in the custody of the Society at the date of termination.
- 14) Monitoring Societies.** The Technical Activities Board shall be responsible for monitoring the operations of the individual Societies for adherence to the New York Not-for-Profit Corporation Law, the IEEE Certificate of Incorporation, Constitution, Bylaws and Policies. At intervals of no longer than five years, in accordance with a schedule set by the Technical Activities Board, a critical review and evaluation shall be made of the activities of each Society and Technical Council which shall be reported to TAB.
- 15) Society Evaluation of Fellow Candidates.** Each Society may participate in the IEEE Fellows process through the work of a Fellow Evaluation Committee and (if applicable) Cohort Fellow Evaluation Committee. The work of these committees is defined in the IEEE Fellows Operations Manual.
- 16) Society Awards within Technical Activities.** In accordance with IEEE Policies, Section 4.2 – Definitions, the term “awards” shall be defined as follows: The generic word “awards” shall include, but not be limited to, medals, awards, formal recognitions, scholarships, prize papers, and honorary Membership.

Student recognition and support shall include student prizes, student awards, scholarships and fellowships.

For the purpose of clarifying Society awards, the generic word “awards” shall also include contests and competitions sponsored by Societies/Councils and Technical Conferences.

All Awards administered by organizational units within IEEE Technical Activities shall comply with the requirements set forth in the IEEE Policies. Awards Policies

shall apply to Society contests and competitions and Technical Conference contests and competitions. In addition, hierarchical prize amounts shall be in accordance with IEEE Policies, Sections 4.10 – Hierarchy of Awards and Table A – IEEE Student Recognition and Support.

**i. Award Proposals:**

1. Proposals for the establishment of new awards or revision of existing awards, including contests and competitions, by a Society within the organization of TAB, shall be forwarded to the TAB Awards and Recognition Committee for review and endorsement of the specifications of the award, to TAB for approval and to the IEEE Awards Board for information. The current hierarchical cap for Society/Technical Council awards, including S/C contests and competitions, of USD\$10,000 shall apply.
2. Responsibility for the establishment and revision of Technical Conference awards, including technical conference contests and competitions, is delegated to the Societies sponsoring the Technical Conference. The sponsoring Societies shall be responsible for ensuring compliance with relevant policies regarding awards and that the award does not conflict with existing awards. The sponsoring Societies/Councils shall report all new awards and award revisions to the TAB Awards and Recognition Chair, in care of the Manager, Society General Activities in IEEE. The current hierarchical cap for Technical Conference awards, including technical conference contests and competitions, of USD\$5,000 shall apply.
3. Cash awards supported from funds contributed by sources outside the Society, may be administered by the Society subject to the provisions of paragraph (1) above.
4. Awards Board will review on a case-by-case basis, instances where an IEEE Society requests to share sponsorship of an award with an external entity. Pending said approval a society shall not be limited to the monetary restrictions outlined in IEEE Policies regarding Hierarchy of Awards.

*More detailed information related to the administration of IEEE Awards can be found in IEEE Policies, Section 4 and the IEEE Awards Board Operations Manual.*

- ii. TAB Awards and Recognition Manual.** The TAB Awards and Recognition Manual <https://ta.ieee.org/operations/governing-documents> contains details pertaining to Awards within Technical Activities, the process to obtain award approval, and. A comprehensive listing of awards (including scholarships and other student awards) sponsored by IEEE Societies, Technical Councils, Technical Conferences, and the IEEE Technical Activities Board, itself.

*Revisions to Section 4.0 – Divisions and 4.2.B.3 – Society Affiliates, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(6).*

#### **4.3 IEEE SOCIETY ACTIVITIES THAT REQUIRE TAB ENDORSEMENT/APPROVAL.**

The following activities must be communicated and submitted to the IEEE Technical Activities Board for endorsement/approval. Items requiring final approval by the IEEE Board of Directors shall be prepared by Staff:

1. Revisions to Society Field of Interest Statements
2. Change in Society Name (requires IEEE BoD approval)
3. Annual Society Budget/Change in Society Finances

4. New Society Publications
5. New Society Awards

#### **4.4 IEEE SOCIETY AND TECHNICAL COUNCIL FORMATION PROCESS**

##### **A. OVERVIEW**

IEEE Societies and Technical Councils (Council) shall be established within the scope and objectives of the groups of IEEE members interested in specific technical fields or related subjects (ref. IEEE Bylaw I-401.3).

The type of entity that may request formation of a Society or Council is not specified. Technical Communities are examples of entities that may request formation. The entity intending to form a Society or Council (nascent entity) continues in its existing status throughout the formation process.

Formation can be separated into two basic elements:

- Preparation Phase
- Approval Phase

##### **B. PREPARATION PHASE**

The preparation phase is not of a fixed time period; but has a minimum requirement of one (1) year.

###### **1) Preparation Notification**

- a) The nascent entity must identify at least one mentor who is a sitting, elected or previous Division Director(s) who have served within the last 10 years.
- b) The nascent entity must brief TAB senior leadership. Senior leadership will consist of the TAB Vice President, Vice President-Elect, and Past Vice President.
- c) The nascent entity must notify the TAB Secretary in writing that it intends to formalize preparation to become a society or technical council no shorter than one year prior to starting the approval process. This is the Preparation Notification and begins the Preparation Phase.
- d) The TAB Secretary will inform the Vice President of Technical Activities of the start of the preparation phase.

###### **2) Preparation Team**

A Preparation Team, including a chair and members, must be assembled by the nascent entity and will include:

- Members of the nascent entity's leadership.
- Division Director mentor(s) – one or more sitting, elected, or previous Division Directors who have served within the last 10 years.
- Other Volunteer mentor(s).
- Technical Activities staff supporting finance, publications, conferences, and governance.

The Preparation Team selects a chair from among its members. The chair should be a volunteer leader of the nascent entity.

The Preparation Team should as a group include these attributes:

- Having adequate time available. Volunteer leaders should each expect to spend 4 to 6 hours per week, and occasionally more, for the duration of the preparation phase.
- Recent experience volunteering in TAB and the IEEE. This includes familiarity with relevant staff functions in Technical Activities and the IEEE.
- Experience in TAB and IEEE infrastructure, finances, financial planning, and spending rules. Familiarity only with written documents is not sufficient.
- Current experience with IEEE publications and IEEE conferences.
- Current experience in creating and maintaining governance documents.
- Experience in developing, executing, and assessing outcomes for a strategic plan.
- Experience in developing a business plan, situationally adapting the plan, and assessing outcomes against plan execution.
- Understanding of the difference between a strategic plan and a business plan.
- Having a strong network with other TAB Societies/Councils, TAB, IEEE, and IEEE communities.

### **3) Division Directors' Forum Meetings and Responsibilities**

- a. The Technical Activities Vice President will notify the Division Directors' Forum of the nascent entity's wish to become a society or council.
- b. The Technical Activities Vice President will provide time on the agenda of all regular Division Director Forum meetings until the Preparation Phases ends and the Approval Phase begins.
- c. The Division Director Forum will review the membership of the preparation team and endorse the team at least nine (9) months prior to starting the Approval Phase.
  - i. If the Division Directors' forum does not approve the preparation team, the Division Directors will provide feedback to the Technical Activities Vice President and all parties work together to resolve membership issues.
- d. Frequent communications with the TAB Division Directors' Forum are required at the start and throughout the 12plus months prior to the Approval Phase.
- e. A representative of the Preparation Team, at least one of the nascent entity's leaders, and one Division Director mentor must attend each Division Directors' Forum when the nascent entity is discussed.

### **4) Required Documents and Activities**

The following documents and activities must be developed during the Preparation Phase, reviewed with the Division Directors' Forum, and completed before the Approval Phase begins:

- Business plan
- Strategic Plan
- Draft Field of Interest (FOI)
- List of Financial Assets
- List of Revenue Sources (i.e. conferences, publications, etc.)
- List of active volunteers
- Governance documents (including, but not limited to, Constitution and By-Laws)



- a) As part of the Preparation Phase, the Field of Interest (FOI) of the proposed Society/Council must be developed.
  - i. It is expected that the Division Director mentor(s) will be instrumental in helping to develop the FOI and to coordinate communication with TAB.
  - ii. The FOI must be refined with TA staff and reviewed with the Division Directors' Forum.
  - iii. The Division Directors' Forum must endorse the FOI prior to beginning the Approval Phase.
  - iv. Subsequently, the plan to form a new S/C and the FOI must be discussed with the Presidents' Forum, and a poll regarding endorsement of the FOI taken, prior to starting the Approval Phase. The poll is informational, and a positive vote is not required.
  - v. The Presidents' Forum position on the FOI must be recorded.
  - vi. Representatives of the preparation team must be present during the Presidents' Forum discussions and poll.
- b) Governance documents, including a Constitution and By-Laws, must be developed in consultation with TA staff and endorsed by the Division Directors' Forum prior to starting the approval process.
  - i. The initial organization framework of the new S/C must be documented, including the key leadership positions, with the names of individuals committed to initially fill those positions. This document must also include succession plans for all key leadership positions.
  - ii. The Division Directors' Forum endorses all governing documents.
- c) To achieve financial sustainability, the nascent entity must demonstrate adequate revenue sources during the Preparation Phase.
  - Actual and planned revenue sources may include publications, conferences, individual membership for Societies, and Society memberships for Councils.
- d) To achieve technical sustainability, the nascent entity must demonstrate that it has an adequate number of volunteers (as defined below) during the Preparation Phase.

## 5) Marketing Studies

Once the documents and resources are completed, the Preparation Team will request Technical Activities staff to identify the appropriate IEEE entities to provide the following:

- A market study evaluating the business and strategic plans
- A market study evaluating any proposed publication (s)
- A market study evaluating any proposed conference(s)

## 6) Evaluation Metrics/Criteria

- a) The nascent entity develops the following evaluation metrics/criteria and reviews with the Division Directors' Forum:
  - A minimum of two years of operation showing budgets and forecast against budgets.
  - Positive reserves at the time of Approval Notification to the TAB Secretary.
  - A minimum of 200 unique, active volunteers (including AdCom/BoG members, ExCom members, Committee Chairs, Editors-in-Chief, Associate Editors, publication and conference paper reviewers).
  - Governance documents reviewed and endorsed by TAB staff.
- b) The Division Directors' Forum should review the metrics but approval is not required.
- c) The nascent entity remains operating in its current state for the duration of the preparation and approval phases.

## **C. APPROVAL PHASE**

### **1. Approval Notification**

The nascent entity documents its readiness to enter the Approval Phase with an Approval Notification to the TAB Secretary.

- a) Approval Notification occurs only if:
  - Marketing studies and metrics/criteria have been completed.
  - The Division Directors' Forum has endorsed the Field of Interest (FOI).
  - The Division Directors' Forum has recommended Division placement.
  - The Presidents' Forum has held a vote regarding endorsement of the FOI.
- b) Approval Notification to the TAB Secretary will be made in writing by the Chair of the Preparation Team of the nascent entity.

### **2. Formation of Ad Hoc Committee**

The TAB Secretary will notify the Technical Activities Vice President.

- a) The TA Vice President will create an ad hoc committee within 60 days of Approval Notification. The ad hoc committee will manage the Approval Phase and provide guidance to the nascent entity as the entity proceeds through this phase.
- b) The TA Vice President will appoint a Chair of the ad hoc committee.
- c) The TA Vice President, in consultation with the ad hoc committee Chair, will appoint the members of the ad hoc committee.
- d) The ad hoc contains at least seven (7) members, including the Chair and the following:
  - At least one TAB Society and Council Review Committee (SCRC) representative.
  - At least one TAB Finance Committee representative.
  - At least one TAB Periodicals Committee representative.
  - At least one IEEE Conference Committee representative.
  - At least one TAB Technical Community Outreach, Engagement and Society Membership representative (for a Society).
  - At least one Future Directions representative.

### **3. Approval Phase Limit**

The approval phase is limited to 12 months once ad hoc committee member appointments are complete.

### **4. Field of Interest (FOI) to TAB**

Once the ad hoc has met, the Chair of the ad hoc committee and the Technical Activities Vice President will bring the Field of Interest (FOI) to TAB for discussion and approval.

- a) The number of times TAB can discuss the FOI is limited to three times in a 12-month period.
- b) If the FOI is not approved after three attempts, the Approval Phase terminates, and the entity continues in its current state. A new Approval Phase may not be initiated until at least 12 months after the termination of the Approval Phase.

### **5. Approval Phase Activities**

In parallel with the FOI approval procedure by TAB, the ad hoc committee will meet with nascent entity representatives to provide oversight and guidance for the Approval Phase. Activities that must be reviewed with the ad hoc committee include the following:

- Financial resources, showing in-depth understanding of income and expense trends for at least two years.
- Technical resources, showing progress towards (co)sponsored publications and conferences.
- Volunteer resources, demonstrating a body of at least 200 unique, active volunteers (including AdCom/BoG members, ExCom members, Committee Chairs, Editors-in-Chief, Associate Editors, publication and conference paper reviewers).
- Business plans and strategic plans with measurable, quantifiable milestones with calendar dates.
- Final governance documents, developed with input from TAB staff.
- Initial leadership names of the new S/C.
- A projected budget for a minimum of 3 years that would begin after TAB approves the formation of the new entity. The budget must show a positive net.
  - The budget must show a positive net within 3 years considering the market studies listed above. (section 4.4B 5)

A progress report will be submitted by the Chair of the ad hoc to the TAB Management Committee and to TAB at each OU meeting series.

### **6. Ad Hoc Committee Vote**

The ad hoc committee shall work with the entity on its plans and proposal to TMC and TAB until the ad hoc committee votes on whether or not to endorse approval.

- a) The ad hoc committee must hold a vote within the 12-month period.
- b) The final vote, either in favor or against endorsing approval, is immediately submitted to TMC.

### **7. TMC and TAB Vote**

Once TMC has received a vote from the ad hoc committee, TMC must consider endorsing approval at its next meeting. TAB also must consider approval at its next meeting.

- a) If the ad hoc committee and TMC have voted in favor of endorsing approval, the ad hoc committee chair will make a presentation to TAB and make a recommendation to TAB to approve.
- b) If the ad hoc committee voted against approval, but TMC endorsed approval, the ad hoc committee chair and the leader of the entity may both make presentations to TAB prior to the vote by TAB to approve.
- c) If TMC voted against approval, but the ad hoc committee voted to endorse approval, a representative of TMC and the ad hoc committee Chair may both make presentations to TAB prior to the vote by TAB to approve.
- d) If TAB approves the formation of a new Society or Council, the Division Directors' Forum shall endorse a recommendation for the Division placement of the Society or Council for endorsement by TAB.
- e) If TAB does not endorse formation within 12 months of the appointment of the ad hoc committee, the approval phase terminates, and the entity continues in its current state and the Formation Process is terminated.
- f) A new Approval Phase may not be initiated until at least 12 months after the termination of the approval phase.

### **8. IEEE Board of Directors Vote**

The proposed Society or Council must be approved by the IEEE Board of Directors, including Division placement, after TAB endorsement.

- a) Once the IEEE Board of Directors has approved the Society or Council, and the Society or Council has its initial leadership in place, the Society or Council receives a vote on TAB.
  - The approved Society or Council is governed by the TAB Operations Manual.
  - The schedule for the initial reviews by the Periodicals Review and Advisory Committee, Society and Council Review Committee, and the Conference Portfolio Review Committee will be determined by those committees.
- b) If the IEEE Board of Directors does not approve the new Society or Council, the entity continues in its current state and a revised proposal may be brought forward to TAB for its endorsement at the next TAB meeting.

#### 4.5 FUNCTIONS OF IEEE TECHNICAL COUNCILS

The functions of IEEE Technical Councils are specified by IEEE Bylaws I-401.6 Technical Councils. "Technical Councils may be established by the Technical Activities Board for the purpose of providing a continuing mechanism for two or more IEEE Societies, called Member Societies, to work together in a multi-disciplinary technical area of mutual interest, primarily through conferences and publications. The procedures for organizing a new Technical Council and operating an existing Technical Council shall be contained in the TAB Operations Manual."

##### A. COUNCIL MEMBERSHIP:

- 1) **Council Membership Dues.** The membership dues structure for Societies shall be set as part of the annual budget cycle.
- 2) **Joining Councils. Joining Societies.** A Technical Council has Member Societies but no individual members. In all respects except membership, a Technical Council operates generally like a Society. The representatives on the Technical Councils are to be designated by the Member Societies and are to appoint their own President and other officers. Other policies and operational details shall be specified by each Technical Council.

##### B. COUNCIL OPERATION:

- 1) **Council Adherence to IEEE Rules.** Each Council shall conduct its activities within the IEEE Certificate of Incorporation, Constitution, Bylaws, Policies, Operations Manuals and other internal and external rules and regulations that affect the membership and activities of the IEEE.
- 2) **Council Bylaws and Constitution.** All Councils must operate according to their Council Bylaws and Constitution. Any changes to these documents shall be approved by the Vice President, Technical Activities and forwarded to TAB for information.
- 3) **Council Meetings.** All Council meetings shall be open to all members of the IEEE. Councils and their committees may conduct meetings other than in-person provided that (1) notice of such meeting alternative, giving the date and time of the meeting, shall be distributed to all governing body members not less than 20 days before the date set for the meeting; and (2) all persons participating in the meeting are able to hear each other at the same time and each person can participate in all matters before the governing body including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the governing body. Given these conditions, normal governing body meeting procedures will apply. Any actions taken will be reported and recorded into the minutes.
- 4) **Council Finances and Administration.** The annual Council budget must be approved by the TAB Finance Committee and TAB. The budgets, finances, and reserves of all technical organizational units are an integral part of IEEE under the ultimate authority of the Board of Directors. These operations are carried forward through administrative authorization delegated to the Technical Activities Board, as appropriate.

- 5) **Council Conferences.** A Technical Council by itself, or jointly with other organizations, may hold conferences, conventions, or other forms of meetings in a manner similar to Societies as specified in Section 6 of this manual.
- 6) **Council Nominating Committee.** The Council Nominating Committee shall be responsible for assembling a slate of candidates for Council Officer, AdCom/BoD elections, the submission of nominations for the office of Division Director to the Division Nominating Committee, and the annual solicitation of names of potential candidates to be considered by the TAB Nominations and Appointments Committee for service on TAB Committees, as well as IEEE Committees and Boards. The number of candidates on a slate for Council Officer, AdCom and BoD elections, shall be no less than one and a half times the number of vacant positions. In the event that this cannot be reasonably accommodated, the Vice President, Technical Activities may at their discretion allow a smaller slate. To view the White Paper for application of the 1.5 rule in TA units, read the Application of 1.5 Rule in Technical Activities Organizational Units (PDF). A Best Practices and Frequently Asked Questions (FAQs) for Technical Activities OU Elections and Appointments (PDF) shall be prepared (see section above). The responsibility for ensuring that these reference documents are current and complete is the responsibility of the TAB Nominations and Appointments Committee, with input from the TAB Society and Council Review Committee. Changes to these reference documents shall be reported to the Technical Activities Board.
- 7) **Council Publications.** Each Technical Council authorized by TAB may publish periodicals in a manner similar to Societies as specified in Section 4.2.6. of this manual.
- 8) **Obligating Funds.** The officially constituted officers of a Council shall have the authority to obligate the funds and assets of the Society to promote the Council's activities. No Council officer or representative shall have authority to contract debts for, pledge the credit of, or in any way bind the IEEE for activities prohibited by IEEE Certificate of Incorporation, Constitution, Bylaws, Policies, this TAB Operations Manual, and the Constitution and Bylaws of the Council. Returns from investment of Council funds shall be credited to the Council.
- 9) **Standards.** The Councils may prepare Standards recommendations, provided that advance approval for each such preparation is obtained from the Standards Board.
- 10) **Council Reporting.** Each Council shall forward to the Managing Director, Technical Activities Department, a copy of each meeting minutes of the Council, an annual report, and a financial statement. Financial statements shall be prepared for each IEEE fiscal year and shall be submitted immediately following the end of that year.
- 11) **Council Sub-entities.** Each Council may, as specified in its Constitution or Bylaws, organize subcommittees to manage and administer the Council in fulfilling its objectives.
- 12) **Chapters.** (See Section 9.6 of the IEEE Member and Geographic Activities Operations Manual for information relating to the formation and management of Society Chapters.)  
[https://www.ieee.org/documents/mga\\_operations\\_manual.pdf](https://www.ieee.org/documents/mga_operations_manual.pdf).

A Chapter shall be defined as specified in IEEE Bylaw I-402.6-"A Chapter shall be a technical subunit of a Region, one or more Sections or a Geographic Council. A Chapter shall comprise a minimum of twelve (12) members of a Council, or group of Societies and shall be established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE.

In instances where Section territorial geography may warrant and council member interests are sufficient to support multiple Chapters of a Council, additional Chapters, suitably identified, may be formed and operate under the current applicable procedures."

- a) Chapter-Council Cooperation. The successful operation of the IEEE at the local level depends upon close cooperation and harmonious relations between the various organizational units involved: the Section, the Chapters, and the Councils.

- 13) **Formation, Transfer and Termination of Councils and Divisions.** When appropriate, the Technical Activities Board shall recommend to the IEEE Board of Directors the transfer of Councils among Division, the formation of new Councils, the merger of Councils, and the termination of Councils, including the distribution of all funds and assets in the custody of the Council at the date of termination.

- 14) Monitoring Councils.** The Technical Activities Board shall be responsible for monitoring the operations of the individual Technical Councils for adherence to the New York Not-for-Profit Corporation Law, the IEEE Certificate of Incorporation, Constitution, Bylaws and Policies. At intervals of no longer than five years, in accordance with a schedule set by the Technical Activities Board, a critical review and evaluation shall be made of the total activities of each Technical Council which shall be reported to TAB.
- 15) Technical Council Evaluation of Fellow Candidates.** Each Technical Council may participate in the IEEE Fellows process through the work of a Fellow Evaluation Committee and (if applicable) Cohort Fellow Evaluation Committee. The work of these committees is defined in the IEEE Fellows Operations Manual.
- 16) Council Awards within Technical Activities.** In accordance with IEEE Policies, Section 4.2 – Definitions, the term “awards” shall be defined as follows: The generic word “awards” shall include, but not be limited to, medals, awards, formal recognitions, scholarships, prize papers, and honorary Membership.  
Student recognition and support shall include student prizes, student awards, scholarships, and fellowships.  
For the purpose of clarifying Society awards, the generic word “awards” shall also include contests and competitions sponsored by Societies/Councils and Technical Conferences.  
All Awards administered by organizational units within IEEE Technical Activities shall comply with the requirements set forth in the IEEE Policies. Awards Policies shall apply to Council contests and competitions and Technical Conference contests and competitions. In addition, hierarchical prize amounts shall be in accordance with IEEE Policies, Sections 4.10 – Hierarchy of Awards and Table A – IEEE Student Recognition and Support.

#### **i. Award Proposals:**

1. Proposals for the establishment of new awards or revision of existing awards, including contests and competitions, by a Society within the organization of TAB, shall be forwarded to the TAB Awards and Recognition Committee for review and endorsement of the specifications of the award, to TAB for approval and to the IEEE Awards Board for information. The current hierarchical cap for Society/Technical Council awards, including S/C contests and competitions, of USD10,000 shall apply.
2. Responsibility for the establishment and revision of Technical Conference awards, including technical conference contests and competitions, is delegated to the Councils sponsoring the Technical Conference. The sponsoring Councils shall be responsible for ensuring compliance with relevant policies regarding awards and that the award does not conflict with existing awards. The sponsoring Councils shall report all new awards and award revisions to the TAB Awards and Recognition Chair, in care of the Manager, Technical Activities in IEEE. The current hierarchical cap for Technical Conference awards, including technical conference contests and competitions, of USD5,000 shall apply.
3. Cash awards supported from funds contributed by sources outside the Society, may be administered by the Council subject to the provisions of paragraph (1) above.
4. Awards Board will review on a case-by-case basis, instances where an IEEE Council requests to share sponsorship of an award with an external entity. Pending said approval a society shall not be limited to the monetary restrictions outlined in IEEE Policies regarding Hierarchy of Awards. More detailed information related to the administration of IEEE Awards can be found in IEEE Policies, Section 4 and the IEEE Awards Board Operations Manual. ii. TAB Awards and Recognition Manual. The TAB Awards and Recognition Manual <https://ta.ieee.org/operations/governing-documents> contains details pertaining to Awards within Technical Activities, the process to obtain award approval, and. A comprehensive listing of awards (including scholarships and other student awards) sponsored by IEEE Societies, Technical Councils, Technical Conferences, and the IEEE Technical Activities Board, itself.

#### **4.6 IEEE TECHNICAL COUNCIL ACTIVITIES THAT REQUIRE TAB ENDORSEMENT**

The following activities must be communicated and submitted to the IEEE Technical Activities Board for endorsement/approval: Items requiring final approval by the IEEE Board of Directors shall be prepared by Staff.

- Revisions to Council Field of Interest Statements
- Change in Council Name (also requires IEEE BoD approval)
- Annual Council Budget/Change in Council Finances
- New Council Publications
- New Council Awards

#### **4.7 TAB SOCIETY AND TECHNICAL COUNCIL TRANSITION PROCESS**

##### **A. OVERVIEW**

This policy governs the transition of existing Societies and Technical Councils (Councils) to another status. Transitions may include a variety of status changes of the Society or Council (S/C):

- Sunsetting the S/C and disposal of all its resources
- Incorporating the S/C and its resources into one or more existing S/Cs
- Transitioning from a Society to a Council
- Transitioning from a Council to a Society
- Hybrids or combinations of the above

The Transition Process consists of two phases:

- The Transition Consideration Phase, where the need, type and/or desirability of a transition is determined.
- The Transition Determination Phase, where the transition is determined and approved.

##### **B. SOCIETY/COUNCIL CHOOSES TO ENTER TRANSITION**

A Society or Council may choose to enter Transition by an affirmative vote of its governing body.

- 1) If a Society or Council chooses to enter Transition, it must notify the Technical Activities Board (TAB) Secretary of its intention and indicate if it intends to transition to a Council, Society, or another state.
- 2) The TAB Secretary ensures that the transition intention is included on the agenda of the next TAB Management Committee (TMC) meeting.
- 3) If it intends to transition to a Council or Society and TMC concurs, the Society or Council moves directly into the Formation Approval Phase (X.XX.x).
- 4) If the Society/Council intends to transition to other than a Council or Society and TMC concurs, it enters the Transition Determination Phase.
- 5) If TMC does not concur with the S/C's proposal, the S/C may then select to enter Transition Consideration. TMC must concur with the decision to enter Transition Consideration, or the Transition Process terminates, and the S/C remains in its current state.
- 6) The S/C may not propose another transition for at least 3 months.

## **C. TAB CAUSES SOCIETY/COUNCIL TO ENTER TRANSITION CONSIDERATION PHASE**

Alternatively, TAB may cause an existing Society or Council to enter Transition Consideration if certain conditions are met. These conditions include, but are not limited to:

- More than 3 consecutive years of significantly negative financial operations. Operation does not include investment income or losses. If the Society or Council's total operating expenses over a 3-year period were in excess of more than 5% of its operating income over that same period, this is considered to be significantly negative financial operations.
  - Negative reserves. Should a Society or Council's reserves be less than none, it has negative reserves.
  - Inadequate or ineffective governance. Leadership succession per the Society or Council governance documents must be met. If succession is not met, then the Society or Council fails the governance criterion.
  - Failure to achieve a quorum, as defined by the Society or Council governance documents. A quorum must be achieved for at least 1 AdCom/BoG meeting each calendar year. Periodic meetings must be held, and a majority of governance body leadership must be present for at least one of these meetings. If this requirement is not met, then the Society or Council fails the governance criterion.
  - Failure to comply with the TAB Operation Manual. For example, if the Society or Council does not submit its SCRC report in a timely fashion or if they fail to act on critical recommendations that arose during the review, it is considered a failure.
  - The Society or Council has operated with fewer than 100 unique active volunteers (including AdCom/BoG members, ExCom members, Committee Chairs, EICs, AEs, publication and conference paper reviewers) for at least 2 consecutive years.
- 1) For TAB to be responsible for causing a Society or Council to enter Transition Consideration, a standing committee of TAB and/or of TMC must notify TMC that the Society or Council has met the Transition Criteria and provide documentation on the specific criterion/criteria that have been met.
  - 2) A standing committee can make a transition recommendation multiple times.
  - 3) If TMC does not endorse the recommendation, it must inform TAB of the decision, and the transition process terminates.
  - 4) If TMC endorses the recommendation, it must be considered by TAB at its next meeting.
  - 5) If TAB does not approve the recommendation, the transition process terminates.
  - 6) If TAB approves the recommendation, the Society/Council enters the Transition Consideration Phase.

## **D. TRANSITION CONSIDERATION PHASE**

### **1. Ad Hoc Committee Formation**

Once a Society or Council has entered Transition Consideration, the Technical Activities Vice President must appoint a Transition Consideration ad hoc committee within 60 days.

- a) The chair of the ad hoc committee will be appointed by the Technical Activities Vice President
- b) Members of the ad hoc committee will be appointed by the Technical Activities Vice President in consultation with the Chair.



- c) Members of the ad hoc must be willing to commit at least 4 hours per month for the duration of this phase. It is expected that the Transition Consideration Phase will take less than one year.
- d) The ad hoc committee must contain at least 7 members and membership includes:
  - At least one TAB Society and Council Review Committee representative
  - At least one TAB Finance Committee representative
  - At least one TAB Periodicals Committee representative
  - At least one IEEE Conference Committee representative
  - The President of the subject Society or Council
  - The Director of the Division in which the Society or Council is included. Other Division Directors can also be included, such as sitting Directors, Director-elects, or previous Directors.
  - Other S/C senior leadership
  - TAB staff representing finance, publications, and governance must also participate
- e) The ad hoc committee will meet with the subject Society or Council representatives to discuss the need for transition and options.

## **2. TAB Management Committee Vote**

Within 180 days of creation, the ad hoc committee will make a report and recommendation to TMC. TMC will then vote to confirm the recommendation or to select one of the following options:

- a) No change is necessary, and the Society/Council may continue in its current state.
- b) An improvement plan is needed, and the Society/Council will continue in its current state.
  - I. The Technical Activities Vice President must appoint an advisory committee within 60 days.
  - II. The advisory committee will develop an improvement plan, including milestones and a deadline for the plan, with the Society or Council.
  - III. The Advisory Committee shall consist of at least three members including a representative of TAB Society and Council Review Committee, the TAB Finance Committee, and the current, past or elect Director of the S/C's Division.
  - IV. The chair of the advisory committee will review the improvement plan with TMC within 180 days of the appointment of the advisory committee and will update TMC on its status at every regular TMC meeting until the plan deadline.
  - V. At its first meeting after the deadline, TMC must vote to accept successful completion of improvement, to extend the deadline, or to re-enter Transition Consideration.
- c) A transition to another status is required. The Society or Council immediately enters the Transition Determination Phase.

## **E. TRANSITION DETERMINATION PHASE**

### **1. Formation of Ad Hoc Committee**

Once a Society or Council has entered the Transition Determination Phase, the Technical Activities Vice President must appoint a Transition Determination ad hoc committee within 60 days.

- a) The ad hoc committee membership may be the same as the Transition Consideration ad hoc committee, but this is not required.
- b) The Technical Activities Vice President may revise the membership of the ad hoc committee, including the chair, at any time.

## **2. Development of Transition Plan**

The Transition Determination ad hoc committee will work with the Society or Council leadership to develop a transition plan over the next 180 days. If the deadline is not met, the transition process terminates.

- a) The transition plan options include, but are not limited to:
  - The Society or Council migrates to one or more Technical Communities.
  - The Society or Council is dissolved.
  - The Society or Council merges with one or more other Societies or Councils.
  - Hybrids or combinations of the above.
- b) The plan must include milestones and a deadline, and a determination of how all assets will be allocated or disposed of and how obligations will be distributed or resolved. The deadline may be no longer than 24 months in the future.

## **3. TAB Management Committee Vote**

The Transition Determination ad hoc committee chair will present an initial transition plan to TMC at its next meeting.

- a) If TMC does not approve the initial plan, the ad hoc committee will work with the leadership of the Society or Council to develop a revised plan and present it to TMC at a meeting within 120 days.
- b) If TMC does not approve the revised plan, the ad hoc committee will again work with the leadership of the Society or Council to develop a second revised plan and present it to TMC at a meeting within 120 days. If TMC does not approve the second revised plan, the transition process terminates.

## **4. Technical Activities Board Vote**

Once TMC approves the initial, revised, or second revised transition plan, this plan must be presented to TAB by the Transition Determination ad hoc committee chair at the next regular TAB meeting, and a vote taken to approve. If the plan includes the dissolution of a Society or Council, a  $\frac{2}{3}$  vote of TAB is required.

- a) If the initial, revised or second revised plan is not approved by TAB, the ad hoc committee will work with the leadership of the Society or Council to develop a final revised plan and present it to TMC at a meeting within 120 days.
- b) If the final revised plan is not approved by TMC, the transition process terminates.
- c) If the final revised plan is approved by TMC, it must be presented to TAB with the same provisions as above.
- d) If TAB does not approve the final revised plan, the transition process terminates, and the S/C remains in its current state.

## 5. IEEE Board of Directors Vote

Once TAB approves a transition plan, the Technical Activities Vice President must execute the plan. The IEEE Board of Directors must approve the creation, dissolution, or name change of a Society or Council.

- a) Should the IEEE Board of Directors fail to approve the planned change, the Technical Activities Vice President must develop a revised plan for presentation to the IEEE Board of Directors within 180 days. The Technical Activities Vice President may engage the Transition Determination ad hoc committee in the development of this revised plan.
- b) Should the IEEE Board of Directors fail to approve the revised plan, the transition process terminates, and the Society or Council continues in its current state.
- c) The Society or Council may re-enter the Transition Process at any time.

## 4.8 TAB NEW TECHNICAL COMMUNITIES

New Technical Communities shall be established to provide for the initiation and sustainability of new activities within Technical Activities, and to nurture them through their start-up period. New Technical Communities are temporary organizational units, with a 5-year maximum lifetime after initial TAB funding.

**A. Formation process and transition to permanent Organizational Unit:** The process for formation will be defined by the TAB Management Committee and the IEEE Future Directions Committee and posted to the Technical Activities webpage. The entire approval process will be conducted in 8-10 weeks, including a 2-week TAB review to determine whether the technical topic may better reside within an existing organizational unit.

Within 5-years, they will either be disbanded or transform into a

- Society
- Council
- program
- specific sub-unit within one society
- a cosponsored conference
- a cosponsored publication
- something today undefined

**B. Success Plan and Activities:** The New Technology Community will develop a success plan for long-term activities, by defining their constituency, planning to transform into an organization unit as listed, develop a viable fiscal plan, and begin development of community activities. They need not develop a full portfolio of activities but are expected to develop a path to technical and economic viability.

**C. Finances:** New Technical Communities may receive preliminary funding by TAB, through TAB Management Committee, for their first calendar year. This funding normally does not exceed \$20K. In subsequent years they are annually funded through the existing TAB budget process and may apply for supplemental funding by TAB, through TAB Management Committee. They have no reserves; any positive or negative funds at the end of the year will revert to TAB. They do not pay direct or indirect infrastructure charges but do pay for operational expenses.

## 4.9 MONITORING AND ASSISTANCE FOR TECHNICAL OUS

The Societies, Technical Councils, and Technical Communities shall be periodically monitored for technical and financial success. OUs will conduct continual self-monitoring. In addition, periodic monitoring will be done by the TAB Society and Council Review Committee, TAB Finance Committee, and TAB Periodicals Review and Advisory Committee.

In the event that an OU asks for or is identified by one of the above committees as needing, considerable structural or financial assistance, the following assessment process will be followed.

1. TAB Management Committee will be notified and vote as to whether an assessment review is warranted.
2. TMC will notify the Technical Activities Board that an assessment has been initiated. Any member of TAB may provide input to the assessment process.
3. TMC will conduct an comprehensive analysis of the technical and financial metrics of the OU, and recommend to TAB that either:
  - a. the OU is adequately stable, and no further assistance is needed.
  - b. the OU should be monitored for a year, and then reevaluated; or
  - c. the OU should go through the NEW TECHNICAL COMMUNITY process (see section 4.10) in order to better define a field of interest, strategic plan, operational plan and structure.

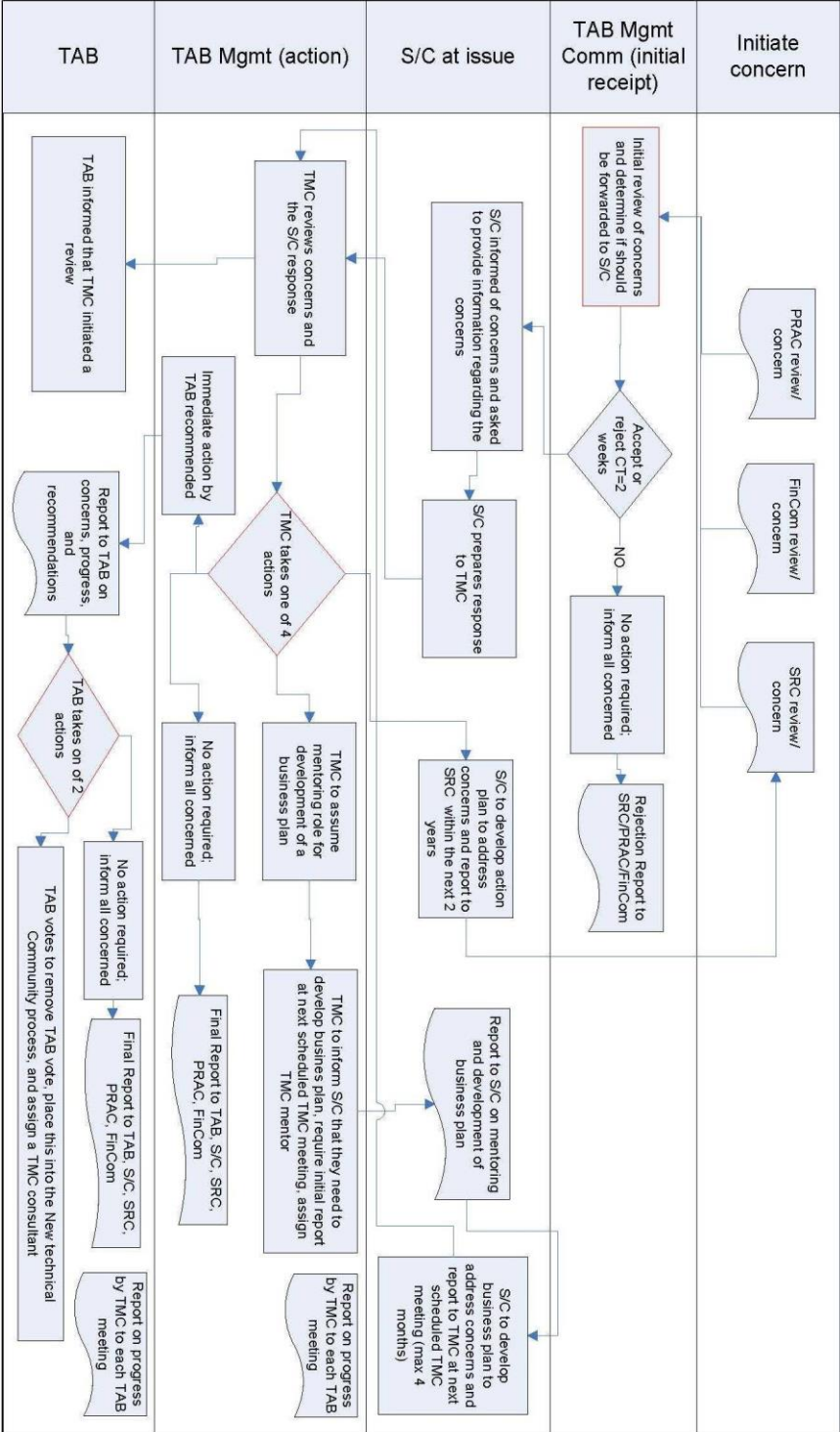
During this time, the OU maintains its members, publications, conferences, and other activities, but its President (if applicable) does not maintain a seat on the Technical Activities Board. The OU may stay in this NEW TECHNICAL COMMUNITY process for 6 months – 5 years.

TAB will make the final determination as to which option is selected.

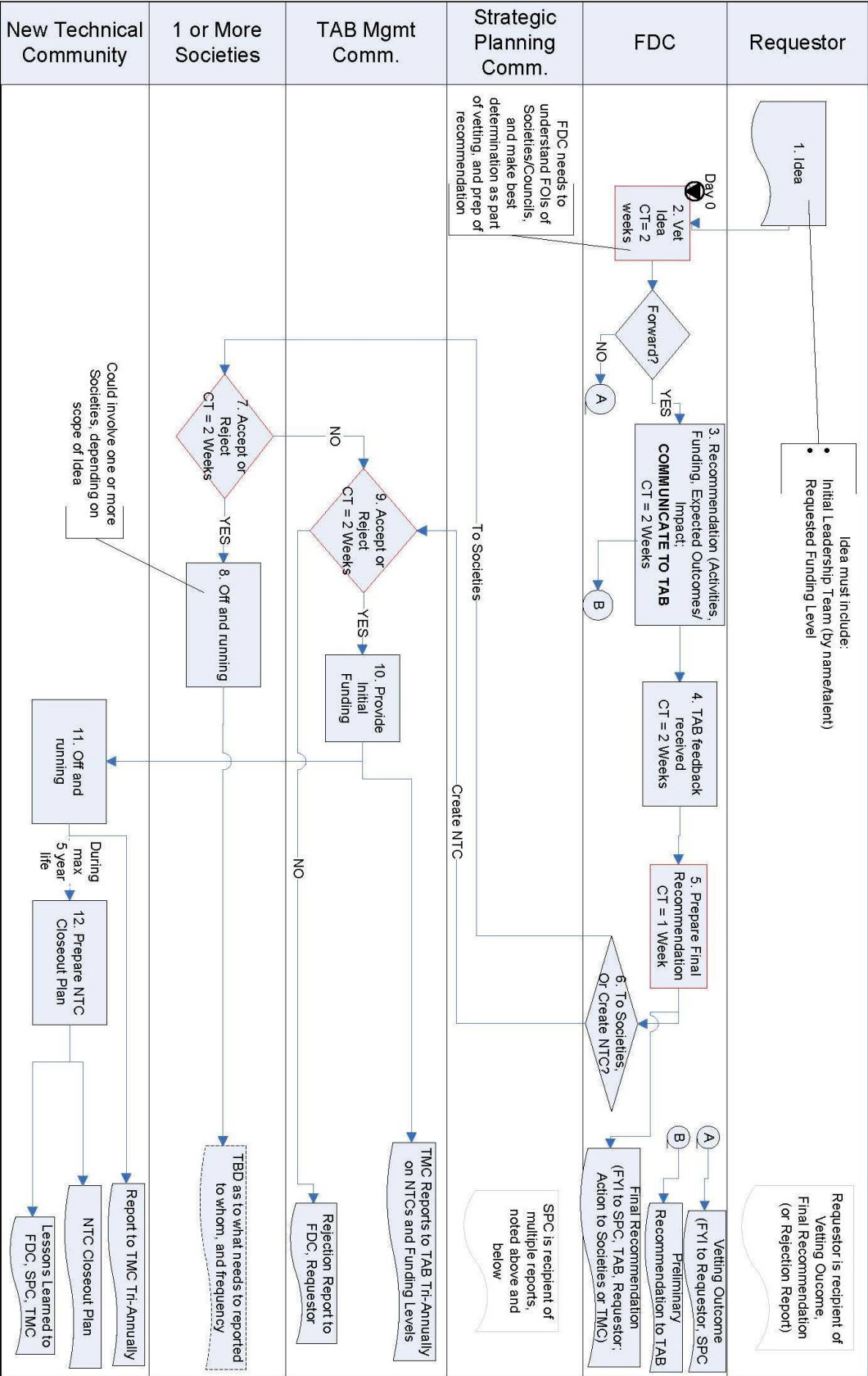
In the event that the OU is referred to the NEW TECHNICAL COMMUNITY process, the TMC (with endorsement of TAB) will name a 3-member committee to provide oversight to the restructuring, finances and products of the OU.

Following is a flow chart that identifies the New Technical Community Formation process.

New Technical Community Formation Process



# New Technical Community Formation Process



The Societies and Councils of the IEEE are officially titled IEEE Society/Council or optionally, IEEE Society/Council on \_\_\_\_\_. The S/C Titles and Field of Interest Statements are included within Section 4.10.

**A. Society/Council Name Change.** To change a Society's/Council's name, which is part of a Society's/Council's Constitution, the following steps must be followed:

- a.** To initiate a name change, the S/C shall file a notice of proposed change with the TAB Managing Director. The S/C President must then send this notice to all other S/C Presidents, including the Director of the applicable Division, (and the Presidents' Forum Chair) with a request to notify the proposing S/C President of any comments. The notice should be sent out in accordance with the deadline set for the upcoming TAB agenda.
- b.** The proposed change shall then be communicated as an action item at the Presidents' Forum with a summary of comments received from S/C Presidents, if the name is not approved by a majority of S/C Presidents, an Ad Hoc Committee of interested and affected S/C Presidents shall be appointed by the TAB Vice President-Elect (who will also act as the Chair of the Ad Hoc Committee). Following due deliberations and input from Society AdComs/BoGs, the Ad Hoc Committee will attempt to arrive at a mutually acceptable statement of the proposed change. The Ad Hoc Committee must report back to the Presidents' Forum at the next meeting with either an appropriate Motion or a recommendation that an Ad Hoc Arbitration Committee be formed, chaired by the Vice President-Elect and consisting of five (5) Presidents from disinterested Societies (i.e., who are not members of the affected S/Cs. Again, this Ad Hoc Arbitration Committee must report back to the next meeting of the Presidents' Forum with its recommendation.
- c.** Based on the approval of the majority of the S/C Presidents present at the Presidents' Forum, the proposed change will be introduced to TAB as a Motion and voted on accordingly. TAB may authorize the new name for the Society/Council.

**B. Field of Interest Statements.**

A Society/Council (S/C) Field of Interest Statement (FoI) shall be no longer than 75 words. Compliance with the word count limit shall be done through the Society/Council Review Committee review cycle and shall be completed for all Societies and Councils no later than February 2015.

To change a Society's/Council's Field of Interest statement, which is part of a Society's/Council's Constitution, the following steps must be followed.

- a.** To initiate a change in its Field of Interest, a S/C files a notice of proposed change with the Managing Director, Technical Activities. The Managing Director must then send this notice to all other Society/Council (S/C) Presidents (and the Society Presidents' Forum Chair) with a request to notify the proposing S/C President of any comments. The notice should be sent out in accordance with the deadline set for the upcoming TAB agenda.
- b.** The proposed change should then be communicated as an action item at the Presidents' Forum with a summary of comments received from S/C Presidents.
- c.** If the FoI is not approved by a majority of S/C Presidents, an Ad Hoc Committee of interested and affected S/C Presidents shall be appointed by the Forum Chair (who may also act as the Chair of the Ad Hoc Committee). Following due deliberations and input from Society Administrative Committees, the Ad Hoc Committee will attempt to arrive at a mutually acceptable statement of the proposed change.

The Ad Hoc Committee must report back to the Presidents' Forum at least 30 days before the next meeting of the Forum with a proposed mutually acceptable FoI statement. The proposed FoI statement is placed on the Consent Agenda of the Presidents' Forum. If a mutually acceptable FoI statement cannot be proposed by the Committee of interested and affected Presidents, an Ad Hoc Arbitration Committee (chaired by the Forum Chair or their designee and consisting of five (5) Presidents from disinterested Societies and who are not members of the affected S/C) is formed by the Forum Chair.

- d. This Ad Hoc Arbitration Committee must report back to the Presidents' Forum 10 days before the next meeting of the Forum with a mutually acceptable FoI statement. The proposed FoI statement is placed on the Consent Agenda of the Presidents' Forum.
- e. Based on the approval of the majority of the S/C Presidents present at the Presidents' Forum, the proposed FoI change requires final approval by TAB.

#### **4.11 IEEE AEROSPACE AND ELECTRONIC SYSTEMS SOCIETY (AES-10)**

The organization, systems engineering, design, development, integration, and operation of complex systems for space, air, ocean or ground environments. These systems include but are not limited to navigation, avionics, mobile electric power and electronics, radar, sonar, telemetry, military, law-enforcement, automatic test, simulators, and command and control. (6/10)

#### **4.12 IEEE ANTENNAS AND PROPAGATION SOCIETY (AP-03)**

The field of interest of the Society includes antennas, including analysis, design, development, measurement, standards, and testing; radiation, propagation, and the interaction of electromagnetic waves with discrete and continuous media; and applications and systems pertinent to antennas, propagation, and sensing, such as applied optics, millimeter- and sub-millimeter-wave techniques, antenna signal processing and control, radio astronomy, bioelectromagnetics, and propagation and radiation aspects of terrestrial and space-based communication, including wireless, mobile, satellite, and telecommunications at all frequencies. (11/19)

#### **4.13 IEEE BIOMETRICS COUNCIL (BIO-46)**

The theory, design, and application of biometric characterization of human beings, based on physiological and/or behavioral features and traits, in particular for identification, identity verification, authentication, encryption, recognition and medical diagnosis. (11/07)

#### **4.14 IEEE BROADCAST TECHNOLOGY SOCIETY (BT-02)**

Broadcasting is a one-to-many communication service in which the transmissions are intended for direct reception by the general public or a target audience, which may include audio, video and/or data services. The field of interest of the IEEE Broadcast Technology Society (BTS) shall encompass devices, equipment, techniques, and systems related to broadcast technology, including the production, distribution, wired and wireless transmission, propagation aspects and reception. (02/11)

#### **4.15 IEEE CIRCUITS AND SYSTEMS SOCIETY (CAS-04)**

The theory, analysis, design, tools, and implementation of circuits and systems. The field spans their theoretical foundations, applications, and architectures, as well as circuits and systems implementation of algorithms for signal and information processing. (11/09)

#### **4.16 IEEE COMMUNICATIONS SOCIETY (COMM-19)**

The IEEE Communications Society embraces science, technology, applications and standards for information organization, collection and transfer using electronic, optical and wireless channels and networks, including but not limited to: Systems and network architecture, control and



management; Protocols, software and middleware; Quality of service, reliability and security; Modulation, detection, coding, and signaling; Switching and routing; Mobile and portable communications; Terminals and other end-user devices; Networks for content distribution and distributed computing; and Communications-based distributed resources control. (02/11)

#### **4.17 IEEE COMPUTATIONAL INTELLIGENCE SOCIETY (CIS-11)**

The Field of Interest of the Computational Intelligence Society (CIS) shall be the theory, design, application, and development of nature and brain inspired knowledge representation and computational paradigms emphasizing, neural networks, evolutionary algorithms, swarm intelligence algorithms, fuzzy and rule-based systems and cognitive systems, together with learning and artificially intelligent systems, in which these paradigms are contained. (11/23)

#### **4.18 IEEE COMPUTER SOCIETY (COMP-16)**

The scope of the Society shall encompass all aspects of theory, design, practice, and application relating to computer and information processing science and technology. (6/12)

#### **4.19 IEEE CONSUMER TECHNOLOGY SOCIETY (CT-08)**

The field of interest of the Consumer Technology Society is the interdisciplinary technologies, applications, manufacturing, and standards for products, services, systems, and architectures for consumers. (11/20)

#### **4.20 IEEE CONTROL SYSTEMS SOCIETY (CS-23)**

The interests of this society are in the theory, design, optimization, and applications of dynamic systems and control. The field integrates elements of sensing, communication, decision and actuation components, as relevant for the analysis, design and operation of dynamic systems and control. The systems considered include: technological, physical, biological, economic, organizational and other entities, and combinations thereof. The society focuses on the theoretical and technological underpinnings of the discipline. (11/11)

#### **4.21 IEEE DIELECTRICS AND ELECTRICAL INSULATION SOCIETY (DEI-32)**

The Society's interests lie in materials, measurements, numerical modelling, components, applications and systems pertinent to dielectrics and electrical insulation. These include solids, liquids and gases; small-scale systems such as nano-dielectrics and bio-dielectrics; high-voltage and high-field phenomena; and large-scale systems such as high-power insulation applied to electricity generation, transmission, and distribution. The Society supports the basic science of dielectrics and electrical insulation through practical applications and the development of relevant standards. (11/14)

#### **4.22 IEEE EDUCATION SOCIETY (Ed-25)**

Theory and practice of education and educational technology involved in the effective delivery of domain knowledge of all fields within the scope of interest of IEEE. (11/09)

#### **4.23 IEEE ELECTRON DEVICES SOCIETY (ED-15)**

The EDS field-of-interest includes all electron and ion based devices, in their classical or quantum states, using environments and materials in their lowest to highest conducting phase, in simple or engineered assembly, interacting with and delivering photo-electronic, electro-magnetic, electromechanical, electro-thermal, and bio-electronic signals. The Society sponsors and reports on education, research, development and manufacturing aspects and is involved in science, theory, engineering, experimentation, simulation, modeling, design, fabrication, interconnection, reliability of such devices and their applications. (11/16)

#### **4.24 IEEE COUNCIL ON ELECTRONIC DESIGN AUTOMATION (CEDA-44)**

The field of interest of the council spans the theory, implementation and use of EDA/CAD tools to design integrated electronic circuits and systems. This includes tools that automate all levels of

the design, analysis and verification of hardware and embedded software up to and including complete working systems. (6/05)

#### **4.25 IEEE ELECTRONICS PACKAGING SOCIETY (EPS-21)**

The EPS field of interest includes all aspects of packaging and integration of electrical, electronic, optoelectronic, biological, micromechanical and sensing components; addressing signal and power delivery, material aspects, thermal and structural design and reliability. The Society drives science, technology, engineering, test, modeling, simulation, design, manufacturing, interconnection and performance of integrated components. It sponsors and provides electronics packaging education and reports on electronics packaging research worldwide. (2/20)

#### **4.26 ELECTROMAGNETIC COMPATIBILITY SOCIETY (EMC-27)**

The Field of Interest of the Society involves engineering related to the electromagnetic environmental effects of systems to be compatible with themselves and their intended operational environment. This includes: standards, measurement techniques and test procedures, instrumentation, equipment and systems characteristics, interference control techniques and components, education, computational analysis, and spectrum management, along with scientific, technical, industrial, professional or other activities that contribute to this field. (11/10)

#### **4.27 IEEE ENGINEERING IN MEDICINE AND BIOLOGY SOCIETY (EMB-18)**

The EMBS field of interest is the development and application of engineering innovations to healthcare, medicine and biology to provide effective solutions to biological, medical and healthcare problems. The field encompasses the development of mathematical theories, including data science, machine learning, artificial intelligence (AI), physical, biological and chemical principles, computational models and algorithms, synthetic and systems biology, devices and systems for clinical, industrial and educational applications. (02/24)

#### **4.28 IEEE GEOSCIENCE AND REMOTE SENSING SOCIETY (GRS-29)**

The fields of interest of the GRS Society are the theory, concepts, and techniques of science and engineering as they apply to the remote sensing of the earth, oceans, atmosphere, and space, as well as the processing, interpretation and dissemination of this information. (6/15)

#### **4.29 IEEE INDUSTRIAL ELECTRONICS SOCIETY (IE-13)**

The theory and applications of electronics, controls, communications, instrumentation and computational intelligence to industrial and manufacturing systems and processes. (2/98)

#### **4.30 IEEE INDUSTRY APPLICATIONS SOCIETY (IA-34)**

The Society, as a transnational organization, is interested in *advancement of the theory and practice of electrical and electronic engineering* in the development, design, manufacture and application of electrical systems, apparatus, devices and controls to the processes and equipment of industry and commerce; promotion of safe, reliable and economic installations; industry leadership in energy conservation and environmental, health, and safety issues; creation of voluntary engineering standards and recommended practices; and the professional development of its membership. (6/17)

#### **4.31 IEEE INFORMATION THEORY SOCIETY (IT-12)**

The processing, transmission, storage, and use of information, and the foundations of the communication process. It specifically encompasses theoretical and certain applied aspects of coding, communications and communications networks, complexity and cryptography, detection and estimation, learning, Shannon Theory, and stochastic processes. (8/87)

#### **4.32 IEEE INSTRUMENTATION AND MEASUREMENT SOCIETY (IM-09)**

The IEEE Instrumentation and Measurement Society's Field of Interest is the science, technology and application of instrumentation and measurement. (11/11)

#### **4.33 IEEE INTELLIGENT TRANSPORTATION SYSTEMS SOCIETY (ITS-38)**

The Society is interested in theoretical, experimental and operational aspects of electrical and electronics engineering and information technologies as applied to Intelligent Transportation Systems (ITS), defined as those systems utilizing synergistic technologies and systems engineering concepts to develop and improve transportation systems of all kinds. (6/04)

#### **4.34 IEEE MAGNETICS SOCIETY (Mag-33)**

Treatment of all matters in which the dominant factors are the fundamental developments, design, and certain applications of magnetic devices. This includes consideration of materials and components as used therein, standardization of definitions, nomenclature, symbols, and operating characteristics; and exchange of information as by technical papers, conference sessions, and demonstrations. (2/80)

#### **4.35 IEEE MICROWAVE THEORY AND TECHNOLOGY SOCIETY (-17)**

The field of interest of the Society shall be theory, techniques and applications of guided wave and wireless technologies spanning the electromagnetic spectrum from RF/microwave through millimeter-waves and terahertz, including the aspects of materials, components, devices, circuits, modules, and systems which involve the generation, modulation, demodulation, control, transmission, sensing and effects of electromagnetic signals. (2/19)

#### **4.36 IEEE NANOTECHNOLOGY COUNCIL (NANO-42)**

The field of interest of the Council shall be the theory, design, and development of nanotechnology and its scientific, engineering, and industrial applications. The Council will provide a focus for cooperative activities, both internally and externally, including the promotion, consolidation, and coordination of nanotechnology activities among IEEE entities. (2/02)

#### **4.37 IEEE NUCLEAR AND PLASMA SCIENCES SOCIETY (NPS-05)**

The fields of interest of the Society are the nuclear and plasma sciences and related emerging technologies. Areas of technical activity include: computer applications in nuclear and plasma sciences; fusion technology; nuclear and medical imaging; radiation instrumentation; radiation effects; particle accelerator science and technology; plasma science and applications; pulsed power science and technology; and nuclear power instrumentation and control systems. (6/14)

#### **4.38 IEEE OCEANIC ENGINEERING SOCIETY (OE-22)**

Includes all aspects of science, engineering, and technology that address research, development, and operations pertaining to all bodies of water. This includes the creation of new capabilities and technologies from concept design through prototypes, testing, and operational systems to sense, explore, understand, develop, use, and responsibly manage natural resources. (6/04)

#### **4.39 IEEE PHOTONICS SOCIETY (PHOT-36)**

The Society's Field of Interest is lasers, optical and photonic devices, optical fibers, and associated lightwave technology and their systems and applications. The Society is concerned with transforming the science of materials, optical phenomena, and quantum electronic devices into the design, development, and manufacture of photonic technologies. The Society promotes and cooperates in the educational and technical activities which contribute to the useful expansion of the field of quantum optoelectronics and photonic applications. (11/13)

#### **4.40 IEEE POWER ELECTRONICS SOCIETY (PEL-35)**

The field of interest of the Society shall be the development and application of power electronic systems and technologies, which encompass the effective use of electronic components, the application of circuit theory and design techniques and the development of analytical methods and tools toward efficient electronic conversion, control and conditioning of electric power to enable the sustainable use of energy. (6/17)

#### **4.41 IEEE POWER & ENERGY SOCIETY (PE-31)**

IEEE PES develops standards and empowers development of technology, software, and best practices in all areas of electric power and energy including generation, transmission, distribution and utilization to provide a reliable, resilient, safe, cost-effective and sustainable AC and DC electricity supply system to the end-user. PES focuses on current power system infrastructures and technological advancements in energy resources, smart grid and smart cities for the betterment of society. (2/18)

#### **4.42 IEEE PRODUCT SAFETY ENGINEERING SOCIETY (PSE-43)**

The society focuses on the theory, design, development and practical implementation of product safety engineering methodologies and techniques for equipment and devices. This includes the study and application of analysis, techniques, construction topologies, testing methodologies, conformity assessments and hazard evaluations. The Society provides a focus for cooperative activities, including the promotion of product safety engineering for the benefit of humanity. (06/11)

#### **4.43 IEEE PROFESSIONAL COMMUNICATION SOCIETY (PC-26)**

The Professional Communication Society's interests include the study, preparation, production, delivery, use, improvement and promotion of human communication in all media in engineering and other technical and professional environments. (06/11)

#### **4.44 IEEE RELIABILITY SOCIETY (R-07)**

The Society is concerned with the strategies and the best practices for attaining, assessing, assuring, and sustaining system reliability throughout its life cycle. (11/15)

#### **4.45 IEEE COUNCIL ON RFID (RFID-700)**

The Council on RFID is the theory and practice of matters relating to RFID (radio frequency identification) and RFID-related systems. (6/15)

#### **4.46 IEEE ROBOTICS AND AUTOMATION SOCIETY (RA-24)**

RAS strives to advance innovation, education, and fundamental and applied research in Robotics and Automation. Robotics focuses on systems incorporating sensors and actuators that operate autonomously or semi-autonomously in cooperation with humans. Robotics research emphasizes intelligence and adaptability to cope with unstructured environments. Automation research emphasizes efficiency, productivity, quality, and reliability, focusing on systems that operate autonomously, often in structured environments over extended periods, and on the explicit structuring of such environments. (11/07)

#### **4.47 IEEE SENSORS COUNCIL (SEN-39)**

The fields of interest of the Council and its activities shall be the theory, design, fabrication, manufacturing and application of devices for sensing and transducing physical, chemical, and biological phenomena, with emphasis on the electronics, physics and reliability aspects of sensors and integrated sensor-actuators. (2/99)

#### **4.48 IEEE SIGNAL PROCESSING SOCIETY (SP-01)**

Signal processing is the enabling technology for the generation, transformation, extraction, and interpretation of information. It comprises the theory, algorithms with associated architectures and implementations, and applications related to processing information contained in many different formats broadly designated as signals. Signal processing uses mathematical, statistical, computational, heuristic, and/or linguistic representations, formalisms, modeling techniques and algorithms for generating, transforming, transmitting, and learning from signals. (6/10)

#### **4.49 IEEE SOCIETY ON SOCIAL IMPLICATIONS OF TECHNOLOGY (SIT-30)**

To facilitate understanding of the complex interaction between technology, science and society, including impact on individuals and society in general, ethics, professional and social responsibility in the practice of engineering, science, and technology, and open discussion on the resulting issues. (11/21)

#### **4.50 IEEE SOLID-STATE CIRCUITS SOCIETY (SSC-37)**

Design, implementation and application of solid-state integrated circuits. (5/96)

#### **4.51 IEEE COUNCIL ON SUPERCONDUCTIVITY (CSC-41)**

The field of interest of the Council and its activities and programs shall be to cover the science and technology of superconductors and their applications, including materials and their applications for electronics, magnetics, and power systems, where the superconductor properties are central to the application. (6/14)

#### **4.52 IEEE SYSTEMS COUNCIL (SysC-45)**

The Systems Council integrates IEEE activities regarding aspects of multiple disciplines and specialty areas of systems engineering, and covers, but is not limited to, the following (06/22):

- Systems Thinking
- Systems engineering, education, standards, processes, methodologies
- Systems modeling, simulation, integration, resilience
- Robust design, safety and human factors, security, usability, environmental aspects
- Product transition: design, production, test, deployment, disposal
- Program and project management
- Quality assurance
- Mission assurance
- Requirements development and management
- Risk management
- Systems architecture
- Systems-of-systems

#### **4.53 IEEE SYSTEMS, MAN AND CYBERNETICS SOCIETY (SMC-28)**

Integration of the theories of communication, control, cybernetics, stochastics, optimization and system structure towards the formulation of a general theory of systems; development of systems engineering technology including problem definition methods, modeling, and simulation, methods of system experimentation, human factors engineering data and methods, systems design techniques and test and evaluation methods; Applications of the above to the analysis and design of biological, ecological, socio-economic, social service, computer information, and operational human-machine systems. (2/22)

#### **4.54 IEEE TECHNOLOGY AND ENGINEERING MANAGEMENT SOCIETY (TEMS-14)**

The Field of Interest of the TEMS encompasses the management sciences and practices required for defining, implementing, and managing engineering and technology. Specific topics of interest include, but are not limited to: technology policy development, assessment, and transfer; research; product design and development; manufacturing operations; innovation and entrepreneurship; program and project management; strategy; education and training; organizational development and human behavior; transitioning to management; and the socioeconomic impact of engineering and technology management. (11/15)

#### **4.55 IEEE TRANSPORTATION ELECTRIFICATION COUNCIL (TEC-802)**

The Field of Interest of the Council is the design, integration, manufacturing, standards, life cycle, and operation of electrified vehicles, machines, systems, related infrastructure, and interaction with energy systems. The field of interest spans all modes of transportation (on road, off road,

rail, air, water, and others) of people and goods as well as the technologies, systems, and networks needed for the electrification of transportation. (01/24)

#### **4.56 IEEE ULTRASONICS, FERROELECTRICS AND FREQUENCY CONTROL SOCIETY (UFFC-20)**

The theory, technology, materials, and applications relating to: the generation, transmission, and detection of ultrasonic waves and related phenomena; medical ultrasound, and associated technologies; ferroelectric, piezoelectric, and piezomagnetic materials; frequency generation and control, timing, and time coordination and distribution. This interest ranges from fundamental studies to the design and/or applications of devices, sensors, systems and manufacturing technologies within the general scope defined above. (11/10)

#### **4.57 IEEE VEHICULAR TECHNOLOGY SOCIETY (VT-06)**

The theoretical, experimental and operational aspects of electrical and electronics engineering in mobile radio, motor vehicles and land transportation. (a) Mobile radio shall include all terrestrial mobile services. (b) Motor vehicles shall include the components and systems and motive power for propulsion and auxiliary functions. (c) Land transportation shall include the components and systems used in both automated and non-automated facets of ground transport technology. (8/85)

#### **4.58 SOCIETY AND TECHNICAL COUNCIL PROFILES**

Specific information about IEEE [Societies](#) and [Technical Councils](#), is available on the Societies/Councils Website.

#### **4.59 TECHNICAL SOCIETY AGREEMENTS**

IEEE encourages cooperation with National Societies to enhance IEEE's fields of interest on a global basis. The purpose of these agreements shall be to assist the development and elevation of technical skills and professional growth for members of participating organizations. (See IEEE Policy 5.7) The IEEE Societies may also establish agreements with National Societies, also known as Sister Society Agreements (SSA), which are developed by the IEEE Societies and are developed by the IEEE Technical Societies and are administered through IEEE Technical Activities.

Technical/Sister Society Agreements are designed to promote additional cooperation in a specific discipline, through joint activities. Additionally, in order to promote joint membership, these agreements may also provide discounts on IEEE Society membership fees and Society publications. A current list of these agreements may be found at [http://www.ieee.org/about/corporate/agreements/sister\\_guidelines.html](http://www.ieee.org/about/corporate/agreements/sister_guidelines.html)

#### **Membership Discounts**

Some NSAs provide a 10% discount on IEEE basic dues and regional assessments. SSAs may also offer a 10% discount on IEEE Society member fees. The 10% discount on IEEE basic dues and regional assessments can only be established through a NSA. If a NSA does not exist and discounts on both IEEE basic membership and Society member fees are desired, then it is strongly encouraged that a NSA be initiated, so there can be discounts on dues at both the IEEE and the IEEE Society level.

#### **SSA Establishment Process**

- IEEE Societies/Technical Councils may implement a SSA with National/Sister Societies but must first verify if an IEEE National Society Agreement is in existence, in development or needs to be established. The NSA status can be confirmed by contacting [national-societies@ieee.org](mailto:national-societies@ieee.org). Further information on establishing a SSA, including the recommended SSA Memorandum of Understanding (MOU) text, is available.

- If an IEEE National Society Agreement exists, then the SSA becomes a supplement. Supplements with signatures should be forwarded to IEEE Technical Activities who provide copies to IEEE Corporate Activities.
- If a NSA does not exist, and discounts on IEEE dues and regional assessments are desired in addition to the IEEE Society dues discount, then a NSA must be initiated. Contact IEEE Corporate Activities or e-mail [national-societies@ieee.org](mailto:national-societies@ieee.org).
- Initiating and signing a NSA is not a difficult process. The wording was designed and approved by the IEEE Board of Directors so as not to interfere with any of the IEEE Societies/Technical Councils' initiatives and allows them to have the flexibility to develop their own terms with the National/Sister Society. IEEE Corporate Activities will draft the NSA and ensure that the appropriate discounts appear on members' payments.
- A periodic report of existing agreements is sent to the Board of Directors, Member and Geographic Activities and Technical Activities Boards by IEEE Corporate Activities

## 5.0 TECHNICAL PUBLICATIONS AND PRODUCTS

### 5.1 PUBLICATION POLICIES

#### **IEEE Policy 6.1- AUTHORITY FOR IEEE PUBLICATION PRODUCTS AND SERVICES**

As specified in IEEE Policy 6.1, IEEE publications exist by Board of Directors directive or as Publication Services and Products Board initiatives with Board of Directors approval.

The Board of Directors shall specify those publications to be received by every IEEE member. Such publications are the direct responsibility of the Publication Services and Products Board. Policies and procedures applying to these publications shall be specified in the [IEEE Publications Services and Products Board Operations Manual](#).

All published products and services, in any form that originates from an IEEE organizational unit or bear the [IEEE Master Brand](#), are ultimately the responsibility of the IEEE Publication Services and Products Board. These published products and services shall conform to the policies and procedures that shall be specified in the IEEE Publications Services and Products Board Operations Manual.

The major organizational units may introduce new publications following the approval policies and procedures which shall be specified in the [IEEE Publications Services and Products Board Operations Manual](#).

Organizational units may specify additional policies and procedures which shall conform to and do not conflict with these policies.

#### **Section 8.1.1- PSPB Operations Manual**

*All persons involved with any aspect of IEEE publications should be cognizant of the general policies that govern all IEEE publications and, particularly, to those that relate to their areas of responsibility. This information can be found in Section 8.1.1 of the PSPB Operations Manual <https://www.ieee.org/documents/opsmanual.pdf>.*

*Revisions to Section 8.1.1 – General, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(6).*

### 5.2 PUBLICATION OBJECTIVES

*For information on publication objectives, please see Section 1.3 - IEEE Publications Services and Products Board Operations Manual <http://www.ieee.org/documents/opsmanual.pdf>.*

### 5.3 PERIODICALS

#### **A. Transactions, Journals, and Letters**

Societies and Technical Councils, as authorized by the Technical Activities Board, should publish periodicals incorporating specialized technical papers of lasting value to the profession, as defined in Section 8.2.3 of the PSPB Operations Manual <https://www.ieee.org/documents/opsmanual.pdf>.

**B. Magazines.** Societies and Technical Councils, as authorized by the Technical Activities Board, may publish magazines incorporating papers on technical and professional topics, as



well as news articles, as defined in Section 8.2.4 of the PSPB Operations Manual <https://www.ieee.org/documents/opsmanual.pdf>.

**C. Newsletters.** Societies and Technical Councils, upon notifying the Technical Activities Board, may publish newsletters, as defined in Section 8.2.6 of the PSPB Operations Manual <https://www.ieee.org/documnts/opsmanual.pdf>.

**D. TAB Grievance Resolution Process for when a Periodical Publishes Outside Its Scope of Interest.** The following procedure shall be followed to provide a process to bring to the attention of, and if necessary, resolve disputes which may arise between Societies/Council(s) when it is perceived and/or determined that a periodical has published an article that does not fall within the purview of the scope of the publication, as defined by the Technical Activities Board.

- a. Notification may be made, by any individual, to the Society(ies)/Council(s) where the material is perceived to belong. Such notification shall be in writing and sent to the Editor-in-Chief (EIC) of the appropriate journal, the President(s), and Publications Officer(s), if any, of the Society(ies)/Council(s). Should the leaders within the Society(ies)/Council(s) determine that its (their) scope(s) has (have) been usurped, the President(s) shall: Notify in writing to the Chair of the TAB Periodicals Committee and the Editor-in-Chief (EIC) of the appropriate journal, the President(s), and Publications Officer(s), if any, of the Society(ies)/Council(s) sponsoring the journal that is perceived to have published outside of its scope.
- b. The Society(ies)/Council(s) leadership, as noted above, shall attempt to resolve the alleged scope infringement.
- c. If no resolution is reached and a determination cannot be made as to which Society(ies)/Council(s) has (have) the right to publish in a specific area, or an agreement is reached but the infringement persists and is repeated, the Chair of the TAB Periodicals Committee shall appoint a three-member arbitration panel which shall seek a resolution and act as the final arbiter in determining which Society/Council has the right to publish in the area in question. The findings of the panel shall be binding. The members of the panel shall not be affiliated with any of the Society(ies)/Council(s) involved in the dispute.
- d. The panel shall have access to all materials it determines as relevant and will assist them in rendering a decision. Such materials may include, but are not limited to articles that are to be published in upcoming issues of the publication in question. The panel shall issue a report of their findings within four months of being appointed.
- e. Financial distributions from the All Society Periodical Package (ASPP) to the periodicals involved shall be deferred until the final report of the panel has been issued and, if the scope infringement is confirmed, it is determined that the offending journal is in compliance.

**E. Procedure to Change a Periodical Scope and/or Title.**

If a Society/Council (S/C) desires to change the scope and/or title of one of its periodicals (transactions, journals, letters, Magazines, reviews, compendiums, virtual journals), a written request detailing the current scope and/or title and desired changes, along with specific reasoning, and pros and cons, must be completed and submitted to TAD Periodicals staff ([periodical@ieee.org](mailto:periodical@ieee.org)). The request will be submitted to TAB Periodicals Committee for endorsement and TAB for final approval.

All requests for scope and/or title change will be communicated by TAD Periodicals staff to TAB, TAB Periodicals Committee, V-Presidents' of Publication, and applicable Editors-in-Chief (for example, a scope and/or title change for a transactions will be sent to the Transactions Editors-in-Chief only) no later than 45 days prior to the TAB Periodicals

Committee meeting where the scope and/or title change will be discussed. All comments received will be compiled into one document and will be made available to all members of TAB for review.

Title changes shall be effective on 1 January, mid-year changes shall not be allowed. The Technical Activities Board shall approve changes to titles no later than 30 June of the year preceding the effective date.

a. Promoting Periodicals through use of the Official Scopes.

Any text identified as a "scope" in promotional materials, such as a Society/Council website, Xplore, etc., shall only be the official scope as approved by TAB.

A periodical's official scope should be used everywhere that mentions a "scope." Different wording can be used for promotional, marketing or other purposes as long as they are consistent with the scope and not being identified as the scope.

**F. Requesting Permission to Publish Periodicals Outside the IEEE.**

Publication of periodicals outside the IEEE is permitted only with the approval of PSPB and the Board to which the sponsoring Organizational Unit reports. Approval shall only be granted when the conditions below have been met. Periodicals that are published under the supervision of IEEE staff are defined as published inside the Institute. Periodicals that are not published under the supervision of IEEE staff are termed as being published "Outside the IEEE."

The PSPB Operations Manual Section 8.4.4 Publications of Periodicals outside the IEEE provides further information about the process:  
<http://www.ieee.org/documents/opsmanual.pdf>

Revisions to Section 8.4.4 – Publication of Periodicals Outside the IEEE, as contained in the IEEE Publication Services and Products Board Operations Manual require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(6).

**G.TAB Periodicals Development Process.** The Periodicals Development Process was created to assist Societies and TAB in launching new journals and magazines in today's fiercely competitive marketplace. Additionally, its' purpose is to assist in the life cycle management of these periodicals. IEEE Periodicals are highly regarded among the nonmember and member communities alike. Use of the process will help to ensure that our publications both contribute to this high standard and enjoy the rewards of IEEE's exemplary reputation. New periodicals have been added to the IEEE portfolio of products at the rate of about three to four a year. The Periodicals Product Manager within the Technical Activities Department shall serve as a Society/Council's guide through the proposal building and milestones for approval.

The process, with its related detailed procedures and guidelines shall be maintained at <https://ta.ieee.org/operations/periodicals> in a document separate from this manual titled "Periodicals Development Process". The information and procedures contained in the document were synthesized from various operations manuals, policy and procedures documents, and common operating practices. The process represents the best view of the life cycle of a periodical from birth to death. It is expected that the process will be dynamic and change as a result of discussions, issue identification, and new requirements. This document may therefore require frequent updates. All changes to the document shall be

reviewed and approved by the TAB Periodicals Committee, and reported to the Technical Activities Board.

- a. **Approval by TAB after 30 June.** Normally, approval for new periodicals shall be obtained before June 30<sup>th</sup> so the new publication can be included in the renewal and new member information for the following year. Approval of a new S/C periodical may occur after 30 June, provided
  - i. The S/C prints enough copies so that the periodical can be distributed to ASPP subscribers in its initial year of publication.
  - ii. The S/C provides its own promotion of the periodical since it will not be included in the IEEE renewal or new member brochures during the first year of production.
  - iii. The S/C shall be responsible for ensuring that the periodical is included in ASPP in the periodical's second year of publication at the latest.
  - iv. The periodical shall be required to publish all its approved number of issues in the launch year.

#### **Additional Requirements for Approval of a New Magazine.**

- b. **Upgrading of Newsletter to Magazine.** A Newsletter, which is to be upgraded to a Magazine, should either submit to TAB the technical content of its last three issues or submit summaries of three papers to be published in the first issues of the Magazine. The burden of proof is on the Society to show that its publication qualifies for Magazine status. Toward that end, the Society should provide evidence of evolution toward Magazine status and information concerning editorial plans and personnel.
- c. **For New Magazines.** Proposals for new Magazines should include summaries of four (4) technical papers, or the complete papers, to be published in the first issues of the Magazine.
- d. **Continuing Publication.** The Society AdCom or Board of Governors shall make a commitment to the publication of the Magazine for at least two (2) years.

- I. **TAB Periodicals Revitalization/Termination Procedure.** The TAB Periodicals Revitalization/Termination Procedure was created to assist Societies/Councils and TAB in the important periodical portfolio practice of looking at periodicals which are performing below expectation or in need of revitalization. Each periodical will be handled by its ad hoc R/T committee. Recognizing that each periodical may have unique aspects that may require flexibility to properly address its challenges, this procedure is intended to be a guideline. The goal of the procedure is to put the periodical on the road to being a healthy, sustainable publication. If that is found not to be possible, then a recommendation to the TAB Periodicals Committee to terminate publication of the periodical may be made.

The process, with its related detailed procedures and guidelines shall be maintained at <https://ta.ieee.org/operations/periodicals> in a document separate from this manual titled "TAB Periodicals Revitalization/Termination Procedure." The procedure will be dynamic and modified as a result of discussions, issue identification, and new requirements. This document may therefore require frequent updates. All changes to the document shall be reviewed and approved by the TAB Periodicals Committee, and reported to the Technical Activities Board.

## **5.4 TAB BEST PRACTICES**

- A. The following are suggestions of guidelines for Multi-Society Sponsorship of Periodicals. There are two Sponsorship Categories, full (or major) sponsors and technical co-sponsors.

**Full Sponsors:****a. S/C Required Qualification:**

- i. Scope of Journal must fall substantially within the Field of Interest of the S/C.
- ii. S/C should be able to contribute significantly to the pool of editors, reviewers and authors. This capability can be demonstrated, for example, by number of sessions on areas within the scope of the Periodical, which already take place in conferences sponsored by that S/C.

**b. S/C Obligations:**

- i. Be a financial partner of the periodical.
- ii. Fund initial costs and absorb eventual losses.
- iii. Full sponsor S/C do not have to be equal partners.
- iv. Appoint Steering Committee members.
- v. S/C Presidents must sign the sponsorship agreement.

**c. S/C Benefits:**

- i. Accrue financial surpluses (if any)
- ii. Have one or more members in the Steering Committee
- iii. On a rotational basis, appoint the EinC
- iv. Have the society name and logo in the Magazine cover
- v. Participate in pricing discussions
- vi. Offer the periodical at member price to its members
- vii. Approve additional Technical Co-Sponsors

**Technical Co-Sponsors:****d. S/C Qualification to Join as Technical Co-sponsor:**

- i. Scope of Journal must fall within the Field of Interest of S/C.
- ii. Provide indication why their members would be interested in contributing and subscribing to the Period

**e. S/C Obligations:**

- i. Market the publication to its members.

**f. S/C Benefits:**

- i. Appoint a representative to the editorial board.
- ii. Be recognized on an inside page or cover of the Periodical.
- iii. Offer the publication to their members at the member price.

**B. Other Best Practices can be found at:** <https://ta.ieee.org/operations/periodicals>.

**5.5 CONFERENCE PROCEEDINGS.** Proposals for conference publications shall conform with Section 8.2.5 of the PSPB Operations Manual <https://www.ieee.org/documents/opsmanual.pdf>.

**5.6 NEW CATEGORIES OF PUBLICATIONS.** Proposals for a Society or Technical Council to offer a new category of publications, other than those defined in the IEEE Policies, shall be submitted to the Technical Activities Board for review and endorsement and Publications, Services and Products Board for approval.

**5.7 OTHER PUBLICATIONS.** Societies and Technical Councils or the Technical Activities Board may issue special publications, such as, cumulative indexes, etc., when warranted.

**5.8 IEEE PANEL OF TECHNICAL PUBLICATION EDITORS.**

The IEEE Panel of Technical Publications Editors consists of the Editors-in-Chief of PROCEEDINGS OF THE IEEE: IEEE ACCESS™; IEEE PRESS, the transactions, journals, magazines, and newsletters of Societies and Technical Councils; and any other technical publications published by the IEEE or its organizational units. The Panel is chaired by the Chair of the TAB Periodicals Committee, and reports to PSPB and to TAB.

## 6.0 IEEE CONFERENCES

The prime objective of IEEE conferences is to provide IEEE members, other individuals and organizations with information and exhibits to assist in the advancement of electrical and electronics engineering and the related arts and sciences (*excerpt from IEEE Policy 10.1.1*). All conferences shall be held in accordance with IEEE Policies, Section 10  
[http://www.ieee.org/documents/ieee\\_policies.pdf](http://www.ieee.org/documents/ieee_policies.pdf).

For additional resources and tools, view the Conference Organizer Portal at <http://www.ieee.org/conference-organizers> or for further assistance contact IEEE Meetings, Conferences & Events (MCE) at [ieee-mce@ieee.org](mailto:ieee-mce@ieee.org).

## **7.0 FINANCIAL MATTERS**

### **7.1 TAB FINANCES**

The TAB Treasurer or an appropriate designee shall annually recommend to the Technical Activities Board a TAB budget for the subsequent year. The Technical Activities Board shall annually approve the TAB Budget. The administration of TAB finances shall be in accordance with the TAB Operations Manual.

### **7.2 TAB FINANCE COMMITTEE**

The TAB Finance Committee, chaired by the TAB Treasurer, serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the operations of TAB, develop and implement the TAB budget development process, and project and monitor the financial performance of technical activities. The TAB Finance Committee is responsible for making recommendations on all financial matters to the TAB Management Committee and for keeping the TAB Management Committee fully informed on all financial issues.

### **7.3 SOCIETY FINANCES**

The finances of all technical organizational units are an integral part of IEEE under the ultimate authority of the IEEE Board of Directors. These operations are carried forward through administrative authorizations delegated to the Technical Activities Board, as appropriate. In connection with the annual budget cycle, each Society may set organizational unit dues and fees to help defray operating expenses. Society dues shall be applied to membership in the respective Societies as specified in IEEE Bylaw I-108. - Dues, Assessments and Fees.

### **7.4 ADMINISTRATION OF SOCIETY/COUNCIL AND TAB FINANCES**

The Technical Activities Finance and Operations Groups are responsible for the overall management of Society/Council finances and TAB finances, respectively. This includes the coordination of the annual budget cycle, management of actuals against budget, and preparation of year-end forecasts vs. budget. In addition, these groups support the TAB Treasurer and the activities of the TAB Finance Committee.

### **7.5 SOCIETY AND COUNCIL FINANCIAL PROCESSES**

#### **A. Budget Process:**

- a. Distribution of S/C Initial Budgets.** Staff prepares a first view of the budgets for review by S/C Presidents, Treasurers/VP Finance, Technical Community leadership, and Executive Office Staff. Each Society, Council and Technical Community budget is accompanied by an instructional memo. Each budget will include parameters submitted through the page count collection and the Renewal Product Offering (RPO) (membership offering, bundled publications, pricing) as well as the Marketing organization's recommended non-member pricing, society member projections, optional publication and non-member subscriptions, and complete operating detail based on inflation factors approved by the IEEE Finance committee.
- b. Submission of First Pass Budgets.** S/C Treasurers, Technical Community leadership, and society staff will work with the TA Finance Group to review and update changes from the first view and will submit a first pass.
- c. Product Offering Approval:** Society membership fees, prices, page budgets, and offerings must be:
  - i.** Endorsed by the TAB Finance Committee
  - ii.** Approved by the Technical Activities Board

**Please Note:** Changes to periodical prices will not be accepted after approval by TAB.

- d. Budget Consolidation and Review:** The TA Finance Group will work with IEEE Financial Planning & Analysis to consolidate and review the TAB budget for inclusion in the IEEE consolidated budget.
- e. Endorsement.** The TAB Finance Committee and the IEEE Finance Committee will review and endorse the Society/Council and Technical Activities (TA) Shared Service budgets.
- f. Approval.**
  - i.** Society/Council and Technical Activities (TA) Shared Service budgets must be approved by Technical Activities Board.
  - ii.** Following TAB approval, Society/Council and Technical Activities (TA) Shared Service budgets must be approved by the IEEE Board of Directors.
- g. Final Budgets.** Approved budgets will be available in the Oracle Cloud budgeting system. An integral part of the financial processes is management of publication, including new publication proposals. For detailed information, please reference the Periodicals Operations Manual at <http://ta.ieee.org/operatons/periodicals>.
- h. Important Information Regarding Page Budgets.** The IEEE Publication Department plans their organization and publication rates for the upcoming year based on the page budgets submitted by the S/Cs. For planning purposes, S/Cs must inform the IEEE Publication Department of page count revisions early in the budgeting process of the production year. Any requests to increase pages after the page count submission deadline will be considered based on available resources, the cost of which would be reflected in the year-end forecast.
- i. Investment Income.** Short-term interest and dividends are budgeted at the Institute level, not at the individual Society/Council or the Operating Unit (Technical Activities) level.

#### **B. Results Reporting & Analysis:**

- a. Financial results are available by accessing the Oracle Cloud budgeting system to generate reports; key reports are also posted to the TA Operations website. TA Finance staff will send a communication when each month's results are final.
- b. Financial officers will review and analyze monthly results with the support of the respective society/council and TA Finance staff.
- c. Identification of incorrectly coded transactions must be submitted to TA Finance and/or society staff for reclassification.

#### **C. Forecasting:**

Society finance officers will work with staff to provide quarterly updates to their annual financial projections, while managing within their approved budgets.

## 7.6 S/C FINANCIAL HEALTH LIST

A S/C will be evaluated for the Financial Health list by the TAB Finance Committee when one or more of the following occur:

- a. The S/C runs or budgets an operational deficit (excluding approved initiative spending) for two (2) years out of the latest three (3) years
- b. The S/C meets other financial criteria approved by TAB Finance Committee that suggest financial problems, or potential financial problems, that need to be addressed.
- c. The S/C does not have the minimum levels of reserves.

S/Cs on the Financial Health list will remain on the list until all of the following conditions are met:

- i. The S/C runs or budgets a surplus for two (2) out of the latest three (3) years
- ii. The S/C no longer meets the other approved financial criteria
- iii. The S/C achieves reserves above the minimum level

Reserves should be a minimum of the following percentages of expenses:

<b>Total Expense</b>	<b>Reserves/Expenses</b>
Less than \$700k	50%
\$700k - \$2M	40%
\$2M - \$15 M	30%
More than \$ 15M	20%



## **8.0 IEEE TECHNICAL ACTIVITIES BOARD TAB NOMINATIONS & APPOINTMENTS PROCESS**

In accordance with IEEE objectives, the IEEE Technical Activities Board has established an equitable nominations and appointments process. The process had been developed to choose a slate of the best-qualified persons for the various positions throughout the TAB organization. It was also developed to involve a wide range of members in the selection process. It is essential that all candidates nominated for office are highly qualified, and it is therefore essential that all members show great diligence and exercise judgment in making nominations. Unless otherwise indicated in this operations manual, IEEE Bylaws and IEEE Policies with respect to elections shall apply.

### **8.1 TAB NOMINATIONS AND APPOINTMENTS COMMITTEE (N&A)**

- A.** The TAB N&A Committee helps to identify nominees to stand for election to certain organizational units. The Committee will also review the qualifications of those nominated for, or appointed to, membership on certain TAB entities. The Committee shall operate in accordance to its charter.

IEEE Bylaw I-307.1 Nominations and Appointments Committees.

The following requirements shall govern the Nominations and Appointments (N&A) Committees of the six Major Boards and the IEEE Awards Board N&A Committee:

- a. The Chair of each of these N&A Committees shall be either the past past chair immediate past chair or the chair-elect of the governing body of that organizational unit as specified in the governing documents of that organizational unit. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the organizational unit's N&A Committee available shall be the Chair of that respective N&A Committee. With extenuating circumstances, an organizational unit may appoint a different individual to this position.
- b. Chairs shall not be eligible to be elected to the Board of Directors during their term of service.
- c. At least two-thirds of the voting members of each N&A Committee shall be elected or appointed by the governing body of their respective organizational unit.
- d. A member of an N&A Committee may be nominated and run for a position for which such member's respective N&A Committee is responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same N&A Committee and (ii) the member resigns from the N&A Committee prior to its first meeting in which the nomination shall be made.

### **8.2 TAB NOMINATIONS AND APPOINTMENTS GUIDELINES**

- A. Soliciting Nominations.** The TAB N&A Committee shall solicit nominations from the constituent Societies and Councils of TAB for elective and appointed positions and shall invite appropriate organizational units to submit suitable names to be considered by TAB N&A, requiring that a brief biography and a statement by the candidate be provided. The solicitation shall be done in a timely manner in order that the Societies and Councils have an opportunity to put their best choices forward.

- B. Candidate Information.** Any candidate for election or appointment to any position under the purview of the TAB N&A Committee, must disclose: (a) any other offices they hold within IEEE, (b) any role they have outside the IEEE that places them in a position of doing business with IEEE, and (c) any other possible source of conflict of interest. For Committee Chair positions, no candidate shall be considered who holds a similar responsibility in a subordinate organizational unit. For example, a Society Treasurer cannot be Finance Committee Chair; an Editor of transactions cannot be Periodicals Committee Chair, etc.
- C. Applying for TAB Positions.** When reviewing nominees, the TAB N&A committee provides opportunities for all members who meet the criteria to participate in the nominations where appropriate. Nominees running for a TAB position should take into consideration their qualifications and apply for the best suited position.
- Nominees may stand for more than one TAB Committee position, however the TAB N&A Committee will ask for preference and may not include a nominee on more than one slate presented to TAB, to give other nominees an opportunity to run.
- Nominees should also take into consideration running for positions that will have conflicting meetings during an OU series of meetings. Serving on more than one TAB Committee that meets at the same time is strongly discouraged in order to serve as a voting member of a committee, be active, and participate fully.
- D. Number of Candidates.** The TAB N&A Committee shall submit to the Technical Activities Board, the names of at least two candidates for each appointed TAB position.
- E. Floor Nominations.** Floor nominations are not permitted for any position under the purview of the TAB N&A Committee. Nominations may be added by a petition of at least 20% of the voting members of TAB, as noted below for each position. Under extenuating circumstances, a floor nomination may be allowed in order to have the required number of candidates on the slate in the event a current candidate withdraws.
- F. Representation.** No individual Society should be over-represented in the TAB structure. The N&A Committee shall make every effort to offer a balanced slate of nominees that represents as many Societies and Divisions as possible.
- G. Vacancies.** For those positions within its purview, the TAB N&A Committee shall solicit nominations and recommend names of candidates to fill vacancies. If vacancies occur, they are filled using the methodology originally used to fill that position.
- H. Notification to TAB Members.** The TAB N&A Committee shall transmit its list of proposed nominees to all TAB voting members in time to permit the Technical Activities Board to fulfill its election requirements.

### 8.3 TAB APPOINTMENT PROCEDURES

- A. Vice President-Elect, Technical Activities (TAB Vice Chair):**
- a. TAB VP-Elect Slate.** Every year, there shall be an election by all the eligible voting members of the IEEE, who are also members of at least one Society, to fill the position of Vice President-Elect of Technical Activities. The Vice President-Elect shall serve a one-year term and succeed, without further election, to the position of Vice President of Technical Activities. The Vice President-Elect shall serve as the Vice Chair of TAB.
  - b. TAB Approval of Candidates.** All candidates for the position of Vice President-Elect, Technical Activities shall fulfill the requirements for election as a Division Director as specified in Bylaw I-201. At the last regular TAB meeting of the year, the TAB N&A Chair shall submit the slate of candidates to TAB. Nominations are not accepted from the floor.
  - c. Petition Candidates.** Once the TAB N&A slate is announced to TAB, which will be at least 45 days prior to the scheduled TAB meeting, a petition, signed by at least

twenty percent (20%) of the voting members of TAB, may add a name to those on the N&A slate. The petition shall be accepted in paper or electronic format. The name of each member submitting the petition shall be clearly noted. For identification purposes of signatures, Membership number or addresses listed in the official IEEE membership records shall be included. Electronic submissions shall be sent to the Managing Director of Technical Activities, who will confirm e-mail addresses.

- d. Deadline for Receiving Petition Signatures.** Petition candidates shall notify the Managing Director of Technical Activities (or designee) of their intentions at least 30 days prior to the scheduled TAB meeting. Petitions shall be received by the Managing Director generally no later than one week prior to the TAB meeting to allow for verification of the written or electronic signatures. TAB shall approve at least two names to appear on the IEEE ballot as "TAB approved nominees." The final slate is approved at the last meeting of the year and forwarded to the election staff in IEEE Corporate Activities to be included on the IEEE ballot.
- e. Process for Current Vice President-Elect, TA Candidates on IEEE Ballot.** Candidates on the IEEE ballot that do not get elected for VP-Elect, Technical Activities who are interested in going back on the following year's TAB N&A slate presented to TAB, must follow the petition process noted above.
- f. Number of Candidates for IEEE Election Ballot.** TAB will determine the number of candidates to be selected after the slate of TAB N&A approved candidates as well as any petition candidates have been presented.
- g. Candidate Statements.** Each candidate may speak for up to five minutes. An advocate may speak for up to five minutes in support of the nomination of a candidate who is unable to participate. A period of up to five minutes will be allowed in order for each candidate or advocate to answer questions. Presentations by each candidate or advocate shall be done individually with others candidates or advocates absent from the room.
- h. Written Statements.** Statements included on the TAB Nomination Form will be collected at least 4 weeks prior to the TAB meeting. All statements from candidates shall be written in standard English and must not exceed the maximum word length requirement of 200 words. To determine the number of words:
  - i.** Precede IEEE by an article and count both as one word;
  - ii.** Count an acronym as one word;
  - iii.** Count a discrete alphanumeric as one word – for example, 21st in 21st Century counts as one word;
  - iv.** Titles and other properly hyphenated words shall be counted as one word.
- i. Voting.** Once all candidates have left the room, TAB shall discuss the candidates, limiting the discussion time to equal five minutes times the number of candidates. TAB shall vote by secret ballot. Approval voting is used, with highest vote totals being selected. However, selection requires receiving a number of votes at least equal to a majority of the number of TAB members present and voting. If the slate is not filled on the first round, a subsequent election round is held for the unfilled slots between the unselected candidates with the candidate receiving the lowest number of votes dropped (unless this would result in an uncontested election). This process is repeated until the slate is filled.

## **B. TAB Committee Chairs (appointed by TAB):**

**The following TAB Committee Chairs shall be appointed by TAB:**

- Chair, TAB Periodicals Committee
- Chair, IEEE Conferences Committee

- a. **Slate and Petition Candidates.** Every other year, there shall be an appointment by TAB for the position of Chair, TAB Periodicals Committee and Chair, IEEE Conferences Committee. Once the TAB slate is announced to TAB, which will be at least 45 days prior to the scheduled TAB meeting, a petition, signed by at least twenty percent (20%) of the voting members of TAB, may add a name to those on the TAB N&A slate. The petition shall be accepted in paper or electronic format. The name of each member submitting the petition shall be clearly noted. For identification purposes of signatures, Membership number or addresses listed in the official IEEE membership records shall be included. Electronic submissions shall be sent to the Managing Director of Technical Activities (or designee) who shall confirm e-mail addresses.
- b. **Deadline for Receiving Petition Signatures.** Petition candidates shall notify the Managing Director of Technical Activities (or designee) of their intentions at least 30 days prior to the scheduled TAB meeting. Petitions shall be received by the Managing Director no later than one week prior to the TAB meeting to allow for verification of the written or electronic signatures.
- c. **Candidate Statements.** Each candidate speaks for five minutes (with the other candidates out of the room). If a candidate is not present or available by telephone, an advocate will speak for five minutes in support of the nomination. Additional time is allowed for Q&A (five minutes to each candidate or advocate).
- d. **Written Statements.** Statements will be collected as part of the TAB Nomination Form at least 4 weeks prior to the TAB. All statements from candidates shall be written in standard English and must not exceed the maximum word length requirement of 200 words. To determine the number of words:
  - i. Precede IEEE by an article and count both as one word;
  - ii. Count an acronym as one word;
  - iii. Count a discrete alphanumeric as one word – for example, 21st in 21st Century counts as one word;
  - iv. Titles and other properly hyphenated words shall be counted as one word.
- e. **Voting.** All candidates leave the room. TAB discusses candidates. Time allowed is five minutes times the number of candidates. TAB votes by secret ballot. Approval voting is used, with highest vote total winning with a majority of the TAB members present and voting required. If no majority is achieved on first round, top two vote recipients participate in run-off; majority wins.

### C. Joint Committee Chair (appointed by TAB and PSPB)

The following Committee Chair is appointed Jointly by both TAB and PSPB:

- Chair, TAB/PSPB Products and Services Committee
- a. **Slate and Petition Candidates.** Once the TAB/PSPB slate is announced to both TAB and PSPB, which will be at least 45 days prior to the scheduled TAB and PSPB meetings, a petition, signed by at least twenty percent (20%) of the voting members of TAB and PSPB, may add a name to those on the TAB/PSPB N&A slate. The petition shall be accepted in paper or electronic format. The name of each member submitting the petition shall be clearly noted. For identification purposes of signatures, Membership number or addresses listed in the official IEEE membership records shall be included. Electronic submissions shall be sent to the Managing Director of Technical Activities (or designee) who shall confirm e-mail addresses.

- b. Deadline for Receiving Petition Signatures.** Petition candidates shall notify the Managing Director of Technical Activities (or designee) of their intentions at least 30 days prior to the scheduled TAB/PSPB meeting. Petitions shall be received by the Managing Director generally no later than one week prior to the TAB/PSPB meetings to allow for verification of the written or electronic signatures.
- c. Candidate Statements.** Each candidate speaks to both TAB and PSPB for five minutes (with the other candidates out of the room). If a candidate is not present or available by telephone, an advocate will speak for five minutes in support of the nomination. Additional time is allowed for Q&A (five minutes to each candidate or advocate).
- d. Written Statements.** Statements will be collected as part of the TAB and PSPB Nomination form at least 4 weeks prior to the scheduled TAB meeting. All statements from candidates shall be written in standard English and must not exceed the maximum word length requirement of 200 words. To determine the number of words:
  - i. Precede IEEE by an article and count both as one word;
  - ii. Count an acronym as one word;
  - iii. Count a discrete alphanumeric as one word – for example, 21st in 21st Century counts as one word;
  - iv. Titles and other properly hyphenated words shall be counted as one word.
- e. Voting.** All candidates leave the room. TAB and PSPB discusses candidates. Time allowed is five minutes times the number of candidates. TAB and PSPB will vote using a preprinted paper ballot using Single Transferable Vote (STV) by both TAB and PSPB.

#### **D. TAB Committee Members (appointed by TAB):**

##### **The following TAB Committee Members shall be appointed by TAB/Presidents' Forum:**

- Members, TAB Finance Committee
  - Members-at-large, TAB Management Committee
  - Members, TAB Nominations and Appointments Committee
  - Members-at-Large, TAB Committee on Technical Community Outreach, Engagement and Society Membership
- a. Slate and Petition Candidates.** Once the TAB slate is announced to TAB, which will be at least 45 days prior to the scheduled TAB meeting, a petition, signed by at least twenty percent (20%) of the voting members of TAB, may add a name to those on the TAB N&A slate. The petition shall be accepted in paper or electronic format. The name of each member submitting the petition shall be clearly noted. For identification purposes of signatures, Membership number or addresses listed in the official IEEE membership records shall be included. Electronic submissions shall be sent to the Managing Director of Technical Activities (or designee) who shall confirm e-mail addresses.
  - b. Deadline for Receiving Petition Signatures.** Petition candidates shall notify the Managing Director of Technical Activities (or designee) of their intentions at

least 30 days prior to the scheduled TAB meeting. Petitions shall be received by the Managing Director no later than one week prior to the TAB meeting to allow for verification of the written or electronic signatures.

- c. Written Statements.** Statements will be collected as part of the TAB Nominations Form at least 4 weeks prior to the scheduled TAB meeting. All statements from candidates shall be written in standard English and must not exceed the maximum word length requirement of 200 words. To determine the number of words:
- i. Precede IEEE by an article and count both as one word;
  - ii. Count an acronym as one word;
  - iii. Count a discrete alphanumeric as one word – for example, 21st in 21st Century counts as one word;
  - iv. Titles and other properly hyphenated words shall be counted as one word.
- d. Voting.** All candidates leave the room. TAB discusses candidates. Time allowed is five minutes times the number of candidates. TAB votes by secret ballot. Approval voting is used, with highest vote total winning with a majority of the TAB members present and voting required. If no majority is achieved on first round, top two vote recipients participate in run-off; majority wins.

#### **8.4 TIMELINE FOR TAB/PRESIDENTS'FORUM/DIVISION DIRECTORS' FORUM APPOINTMENTS**

##### **A. June OU Series:**

TAB appoints the following:

- TAB Periodicals Committee Chair (in alternate years)
- TAB/PSPB Products & Services Committee Chair (in alternate years with PSPB)
- IEEE Conferences Committee Chair (in alternate years)

The VP-Elect, Technical Activities will make the following Chair Appointments for the following year, to serve during their term as TAB-VP:

- TAB Awards and Recognition Committee Chair (two-year term, appointed in alternate years).
- IEEE Future Directions Committee (FDC) Chair (two-year term, appointed in alternate years).
- TAB Society and Council Review Committee Chair (two-year term, appointed in alternate years).
- TAB Assistant Treasurer (one-year term) who shall succeed to serve as the TAB Treasurer for two-years (appointed in alternate years, or to coincide with the final year of the TAB Treasurer when reappointed)
- TAB Conflict Resolution Committee Chair (two-year term, appointed in alternate years).

- B. November OU Series:** Final slate of candidates for the Vice President-Elect, Technical Activities is voted on during TAB Meeting. Once final, the slate is forwarded to IEEE Corporate for inclusion on the IEEE ballot.

Appointments are conducted for members to the TAB Finance Committee, TAB N&A Committee, TAB Management Committee and TAB Committee on Technical Community Outreach, Engagement and Society Membership.

Appointments are made by Division Directors for members of TAB Periodicals Committee, TAB/PSPB Products & Services Committee and IEEE Conferences Committee. VP makes remaining TAB committee appointments.

## **8.5 ELECTED/APPOINTED TAB POSITIONS**

- Vice President-Elect, Technical Activities (elected by S/C members).
- TAB Periodicals Committee Chair (appointed by TAB in alternate years).
- TAB/PSPB Products & Services Committee Chair (appointed by TAB and PSPB in alternate years).
- TAB Management Committee Members (appointed by TAB).
- TAB Finance Committee Members (appointed by Presidents' Forum).
- TAB Nominations and Appointments Committee Members (appointed by TAB).
- TAB Committee on Technical Community Outreach, Engagement and Society Membership Members (appointed by Presidents' Forum)

## **8.6 APPOINTED POSITIONS**

Recommended deadline is November of each year.

**A.** The following appointments are made by the Vice President-Elect - Technical Activities to serve concurrent with their service as Vice President - Technical Activities:

- Technical Activities Community Spotlight Editor-in-Chief (two year term, renewable once)
- TAB Awards and Recognition Committee Chair (in alternate years)
- IEEE Future Directions Committee Chair (in alternate years)
- TAB Society and Council Review Committee Chair (in alternate years)
- TAB Strategic Planning Committee Members (yearly based on term)
- TAB Conflict Resolution Committee Chair (in alternate years)
- TAB Assistant Treasurer (in alternate years) (one-year) to succeed at the end of their term to the position of TAB Treasurer/Chair, TAB Finance Committee (in alternate years, or to coincide with the final year of the TAB Treasurer when reappointed)
- IEEE Entrepreneurship Steering Committee Chair (yearly)
- TAB Committee on Standards Chair (in alternate years)
- TAB Hall of Honor Selection Committee Members (yearly based on terms)
- Chair, Sections/Congress (1) (every three years)
- TAB Committee on Technical Community Outreach, Engagement and Society Membership Chair (1)
- TAB Representatives (yearly)
  - IEEE Awards Board (1)
  - IEEE Educational Activities Board (jointly with VP EAB) (2)
  - IEEE Finance Committee (1)
  - IEEE Humanitarian Technologies Board (2)
  - IEEE Young Professionals Committee (3)
  - IEEE Investment Committee (1)
  - MGA Membership Recruitment and Recovery Committee (2)
  - IEEE Publications Services and Products Board (2)
  - MGA Geographic Unit Operations Support Committee (2)
  - MGA Member Engagement and Life Cycle Committee (1)

- MGA Student Activities Committee (1)
- IEEE Standards Association (1)
- IEEE-USA Awards and Recognition Committee (1)
- IEEE-USA Board of Directors (in concurrence with USA President) (1)
- IEEE Washington Internships for Students of Engineering Committee (WISE) (1)
- IEEE Women in Engineering Committee (1)
- IEEE Pre-University Education Coordinating Committee (1)
- IEEE Strategy and Alignment Committee (1)
- IEEE Diversity and Inclusion Committee (1)
- IEEE Industry Engagement Committee (non-voting) (1)

**B. The following appointments are made by the Division Directors during the June Division Directors' Forum:**

- Members to IEEE Conferences Committee (one will be a member of the Conference Publications Committee)

**C. The following appointments are made by the Division Directors during the November Division Directors' Forum:**

- Members to TAB Periodicals Committee
- Members to TAB/PSPB Products & Services Committee

### **8.7 RECALL PROVISION**

Refer to IEEE Bylaw I-111 - Removal or Suspension of Delegates, Director and Officers  
[https://www.ieee.org/documents/ieee\\_constitution\\_and\\_bylaws.pdf](https://www.ieee.org/documents/ieee_constitution_and_bylaws.pdf).

### **8.8 DIVISION DELEGATES/DIRECTORS**

The Division Delegates/Directors shall be elected by the voting members as provided in the IEEE Bylaws and shall be members at large of the Technical Activities Board. Each shall serve as a coordinator for the technical interests of the members in the Society (ies) within that Division. Division Delegates/Directors shall serve on the IEEE Board of Directors and as Delegates to the IEEE Assembly.

The process for creation of a slate of Division Delegate-Elect/Director-Elect candidates resides within IEEE Technical Activities and must be submitted by the Division Nominating Committee to IEEE Corporate Activities by 15 March of the election year.

### **8.9 NOMINATIONS PROCESS FOR DIVISIONAL DELEGATE-ELECTS/DIRECTOR-ELECTS**

#### **A. Introduction:**

Division Delegates/Directors are elected to the IEEE Board by members of their constituencies. They first serve as Delegates-Elect/Directors-Elect before becoming Directors and Members of the Board. Because Divisions are organized differently and the half of the Delegates/Directors are elected each year, not all elements of the nomination process are the same. Additional details for a particular Division may be provided elsewhere and should not conflict with the details presented below.

#### **B. Requirements and Best Practices for Division Delegate-Elect/Director-Elect Nominations:**

##### **1. Division Nominating Committee:**

This process will vary for each Division, depending on whether or not a Division Delegate/Director election will be held the following year.



A Division Nominating Committee is formed by 1 June of the last year of the sitting Director's term. The Committee reports administratively to the TAB N&A Committee, but does not request TAB N&A approval of slates of candidates. The committee term is for two years.

- a. **Chair:** When the committee is formed by 1 June, the chair shall be the immediate Past Division Director. The chair will continue two years, even though the position transitions to Past Past Division Chair on 1 January (7 months following formation of the committee). The chair is a non-voting member of the Committee. The chair is not eligible to be considered for nomination by the committee. During the term of the committee, the chair must not be a sitting member of TAB, IEEE Tellers Committee, IEEE Election Oversight Committee, IEEE Nominations and Appointments Committee, or the IEEE Board of Directors; and if named to one of these committees the chair must immediately resign from the Division Nominating Committee. In the event of a vacancy in the Chair position, an alternate shall be named by the TAB Nominations and Appointments Committee. First preference will be given to the former Division Director of that Division. The sitting Division Nominating Committee will recommend at least one candidate to serve as the alternate incoming Division Nominating Committee Chair. The TAB Nominations and Appointments Committee will consider this recommendation, may add additional candidates, and will name an alternate Chair.
- b. **Membership:** Membership consists of a representative appointed by each Society and Council in the Division. Unless otherwise defined in the individual S/C governing documents, the President of the S/C shall name the representative. During the term of the committee, all members must not be a sitting member of IEEE Tellers Committee, IEEE Election Oversight Committee, or the IEEE Board of Directors.

In the case of a Division comprising a single Society, the Division Nominating Committee members are selected by the Society. Unless otherwise defined in the individual Society governing documents, the Society AdCom/Board of Governors shall name the members of the Division Nominating Committee. The members shall not be sitting members of IEEE Tellers Committee, IEEE Election Oversight Committee, or the IEEE Board of Directors; and if named to one of these committees must immediately resign from the Division Nominating Committee. A minimum of three members, excluding the chair, is required.

A member of an N&A Committee may be nominated and run for a position for which such member's respective N&A Committee is responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same N&A Committee and (ii) the member resigns from the N&A Committee prior to its first meeting of the year in which the nomination shall be made.

- c. **Notification of Committee Membership:** By 1 June, following formation, the committee shall notify IEEE Corporate Activities and the TAB N&A Committee of its composition.

**2. Soliciting Nominations:** A Call for Nominations shall be distributed within the organizational unit no later than 15 June of the first year of the committee term. A copy will be sent to the TAB Nominations and Appointments Committee, with information on how to submit recommendations. The call for nominations shall indicate:

- a. **Criteria for Nomination:** The position description for an IEEE Delegate/Director, as approved by the IEEE Board of Directors, shall be distributed with the Call for Nominations. The description, as well as any special skills requested by the IEEE Board of Directors, shall be considered when candidates are being reviewed by the Nominating Committee. These Position Descriptions are available at URL: [https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/position\\_division\\_delegate\\_director.pdf](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/position_division_delegate_director.pdf).

All nominees must be a current member of a Society in the Division or member of a Society belonging to a Council in the applicable Division.

**b. Timeline and Deadlines of the Nomination Process.** All deadlines related to the nominations, petition and election processes shall be included in the call for nominations.

**c. Nomination Materials.** All potential candidates shall complete and submit the Nomination Form, which requires submission of a Biography, list of IEEE Activities and Accomplishments, and Position Statement, for evaluation by the Nominating Committee. All potential candidates are reviewed for eligibility and alignment with expected conduct.

**3. Position Criteria/Position Description:** The Description for an IEEE Director, as approved by the IEEE Board of Directors, shall be distributed with the Call for Nominations. The description, as well as any special skills requested by the IEEE Board of Directors, shall be consulted [or considered] when candidates are being reviewed by the Nominating Committee. These Position Descriptions are available at URL: [http://www.ieee.org/about/corporate/position\\_descriptions.html](http://www.ieee.org/about/corporate/position_descriptions.html)

**4. Biographies and Position Statements:** All potential candidates shall complete and submit the Nominations Form which requires submission of a Biography, list of IEEE Activities and Accomplishments, and Position Statement, for evaluation by the Nominating Committee.

### **5. Determination of Slate:**

**a. Size of the Slate.** The committee shall decide how many candidates to place on the slate. The slate must include at least two (2) candidates and may have a maximum of three (3) candidates.

**b. Composition of the Slate.** All candidates shall be supported by a majority vote of the Nominating Committee. It is a recommended best practice that voting be done by secret ballot. It is recommended best practice to use approval plurality voting when there are three or more potential candidates (vote for any and all you approve of) or selection plurality voting when there are less than three potential candidates (vote for one or the other).

The timeline for the nominations process will commence on 1 June of the first year of the Nominating Committee term and include the following milestones. Dates, other than 15 March, are typically the first working day following the specified date. Under extenuating circumstances additional time may be required to complete eligibility requirements.

-15 June of the year preceding the election: Working with IEEE Technical Activities staff, a Call for Nominations is distributed. Call for nominations shall include the description of the position and deadline of 60 days from the date of distribution.

-15 August of the year preceding the election: All potential nominees shall be received.

-15 October of the year preceding the election: All potential nominees reviewed for eligibility.

-No later than 15 January of the election year: Division Nominating Committee selects slate.

-15 March of the election year: Final slate submitted to IEEE Corporate Activities.

### **C. OTHER FUNCTIONS OF DIVISION NOMINATING COMMITTEE**

The Division Nominating Committee shall also solicit annually from the Societies within the Division names of potential candidates to be considered by the TAB Nominations and Appointments Committee for service on TAB Committees. TAB N&A will provide each Division Nominating Committee with information about the openings on TAB committees and the respective criteria for membership on those committees.

## TAB OPERATIONS MANUAL REVISIONS (5 YEAR HISTORY)

YEAR MONTH	SECTION ITEM APPROVED	SUMMARY OF REVISION
<b>2024</b>		
<b>2024 February</b>	Section 3.14 – TAB Society and Council Review Committee Charter and Section 3.10 – TAB Finance Committee Charter	<i>Adds a TAB FinCom member to the composition of the TAB SCRC to provide support with reviewing the strategic impact of initiatives spending during S/C reviews.</i>
<b>2024 February</b>	Section 3.15 – TAB Committee on Standards Charter	<i>To reflect proper terms and existing practices.</i>
<b>2024 February</b>	Section 3.39 – TAB Committee on Diversity and Inclusion Charter	<i>Revisions to support to formalize the TAB Diversity, Equity, and Inclusion Strategic Program.</i>
<b>2024 February</b>	Section 4.27 – IEEE Engineering in Medicine and Biology Society Field of Interest Revision	<i>Aligns the Field of Interest more accurately with the scope of the Society.</i>
<b>2023</b>		
<b>NOVEMBER 2023</b>		
<b>2023 November</b>	Section 4.4 – Society Formation Process and 4.7 Technical Council Formation Process	<i>Adds the new process passed by TAB in June to include a new policy for the formation and transition of a IEEE Society or Technical Council.</i>
<b>2023 November</b>	Section 4.2 – Society Operation and 4.5 – Technical Council Operation	<i>To clarify that the IEEE Fellows Operations Manual defines the IEEE Fellows Process. Once the Fellows process is complete at the IEEE level, will be added to the TAB Ops Manual.</i>
<b>2023 November</b>	Section 3.20 – Conference Nominations, Appointments and Recommendations Committee Charter	<i>Reflects current operations for reviewing nominees.</i>
<b>2023 November</b>	Section 3.36 – Conference Publications Committee Charter	<i>Updates the scope and functions for a more specific definition of conference content including the Conference Publication Program and related functions.</i>
<b>2023 November</b>	Section 4.0 – IEEE Societies, Technical Councils (S/Cs) and Divisions	<i>Removes the words "effective 1 January 2024" from the new IEEE Transportation Electrification Council (TEC) in Division II.</i>
<b>2023 November</b>	Various Sections 2.3 - Meetings, Section 2.5 - TAB/Committee Agenda Items and Minutes, Section 2.8 - TAB Members and Roles, Section 2.9 - Incoming TAB Members and Roles, Section 2.10 - TAB Representative to Other OUs, Section 3.10 - TAB Finance Committee Charter, Section 3.14 - TAB SCRC Charter, Section 3.41 - IEEE YP Committee Charter, Section 4.2 - Functions of IEEE Societies, Section 4.5 - Functions of IEEE Technical Councils, Section 8.2 - TAB N&A Guidelines, Section 8.4 - Timeline for TAB/Presidents' Forum/Division Directors' Forum Appointments and Section 8.6 - Appointed Positions	<i>Editorial revisions from the TAB Committee on Diversity and Inclusion to promote inclusion to contain gender-neutral language.</i>
<b>2023 November</b>	Sections 3.29 – TAB Periodicals Committee (PerCom) Charter and Section 3.32 – TAB Periodicals Review and Advisory Committee (PRAC)	<i>Clarifies the reappointment of the TAB PerCom Chair and the appointment of the TAB PRAC Chair.</i>
<b>2023 November</b>	Section 3.9 – TAB Conflict Resolution Committee Charter	<i>Aligns with the intention to assist S/Cs with issues that arise inside their S/C for an outside perspective.</i>

<b>2023 November</b>	Section 3.12 – IEEE Technology Roadmaps Committee Charter	<i>Edits needed to reflect current operations of reporting structure and meetings.</i>
<b>2023 November</b>	Section 4.17 – IEEE Computational Intelligence Society Field of Interest	<i>Aligns the Field of Interest more accurately with the scope of the Society.</i>
<b>JUNE 2023</b>		
No changes to the manual were submitted.		
<b>FEBRUARY 2023</b>		
<b>2023 February</b>	Section 4.0: IEEE Societies, IEEE Technical Councils (S/Cs) and Divisions	<i>To align with Governing Documents and update the Division list, as well as clarify the effective date for the IEEE Transportation Electrification Council to be effective 1 January 2024.</i>
<b>2023 February</b>	Section 8.6: Appointed Positions	<i>Align with IEEE Governing Documents to update the list of appointments made by the Vice President-Elect, Technical Activities, and update the deadline.</i>
<b>2022</b>		
<b>NOVEMBER 2022</b>		
<b>2022 November</b>	2.3: TAB Meetings and 8.6: Appointed Positions	<i>Clarifies that the individual who serves as the TAB Parliamentarian can either be a third-party contractor or an IEEE Volunteer.</i>
<b>2022 November</b>	2.7.A.c: TAB Officers and Roles for Vice President, Technical Activities	<i>Clarifies the qualification expectation for nominees and incorporates the important qualification the TAB N&amp;A Committee seeks when reviewing nominees for this position, that nominees shall have served as a S/C President or Division Director. Minor edits were also made for consistency.</i>
<b>2022 November</b>	2.7.C.b: TAB Officers and Roles: Immediate Past Vice President, Technical Activities/Past Chair TAB	<i>Includes a provision for TAB Forums and Meetings in the absence of the Vice President, TA or the Vice President-Elect, TA and clarifies the role of the Immediate Past VP, TA/TAB Chair in such a circumstance.</i>
<b>2022 November</b>	3.36: Conference Publications Committee Charter	<i>Reflects current operations as well as provide explanation of the word "Program", which refers to the Conference Publication Program (CPP).</i>
<b>2022 November</b>	3.37: TAB Nominations and Appointments Committee Charter	<i>Revises the composition of the committee to address the restriction for having three Presidents and three Directors.</i>
<b>2022 November</b>	8.2: Nominations and Appointments Guidelines	<i>Adds a section which provides additional information for nominees to consider when applying for a TAB position.</i>
<b>2022 November</b>	4.0: IEEE Societies, IEEE technical Councils (S/Cs) and Divisions	<i>To clearly define and specify the bodies who will review and recommend the placement of a new Society or Council within a division, prior to going to TAB for further endorsement, and to the IEEE BoD for final approval.</i>
<b>JUNE 2022</b>		
<b>2022 June</b>	2.4: Alternates at TAB Meetings	<i>Clarifies the alternate process noting the alternate or representative cannot sit for the S/C along with another S/C volunteer member in a meeting session.</i>
<b>2022 June</b>	2.5: TAB/Committee Agenda Items and Minutes	<i>Editorial changes identified to make section of the manual clearer and more aligned with current practices.</i>

<b>2022 June</b>	2.6: TAB Forums 3.0: New Charter in Section 3.6 TAB Committees (Chart) 3.7: TAB Management Committee Charter 8.0: TAB N&A process	<i>Incorporates the new TAB Committee on Technical Community Outreach, Engagement and Society Membership.</i>
<b>2022 June</b>	2.7: TAB Officers and Roles	<i>Editorial changes identified to clarify the duties of TAB Offices and aligns the manual with current practices.</i>
<b>2022 June</b>	2.13: Process for Mediation	<i>Expands/clarifies the principles of mediation as they pertain to items already decided by TAB.</i>
<b>2022 June</b>	3.14: Conference Finance Committee Charter	<i>Expands functions that include deliverables from the two 2021 Adhocs for Conference Revenue opportunities and Conference Organizer Support to reflect current operations.</i>
<b>2022 June</b>	3.15: Conference Governance and Strategy Committee Charter	<i>Expands functions that include deliverables from the two 2021 Adhocs for Conference Revenue opportunities and Conference Organizer Support to reflect current operations.</i>
<b>2022 June</b>	3.17: Conference Nominations, Appointments and Recommendations Committee Charter	<i>To update scope and functions to include deliverables from the two 2021 Adhocs for Conference Revenue opportunities and Conference Organizer Support to reflect current operations.</i>
<b>2022 June</b>	4.52: IEEE Systems Council Field of Interest	<i>Accurately reflects the current scope of the Society.</i>
<b>2022 June</b>	7.0: Financial Matters	<i>Edits made throughout to update the section to reflect current procedures.</i>
<b>FEBRUARY 2022</b>		
<b>2022 February</b>	8.6: Appointed Positions	<i>Updates the list of appointments that are made by the Vice President-Elect, Technical Activities to be consistent with IEEE Governing documents with adding appointments from the VP-Elect to newly approved BoD Committees.</i>
<b>2022 February</b>	8.9: Nominations Process for Divisional Delegate-Elects/Director-Elects, 8.9.B.1.b – Requirements and Best Practices for Division Delegate-Elect/Director-elect Nominations, Division Nominating Committees – Membership.	<i>Clarifies the composition of Division Nominating Committees and eliminates any conflict-of-interest concerns.</i>
<b>2022 February</b>	4.53: IEEE systems, Man and Cybernetics Society Field of Interest	<i>Revises the IEEE SMC Field of Interest to accurately reflect the current scope of the Society.</i>

## 2021

### NOVEMBER 2021

<p><b>2021 November</b></p>	<p>2.12: Overview of Process for Handling Conflicts including Ethics complaints or disputes between Technical Activities Organizational Units                  2.13: Process for mediation (non-binding) assistance with disputes among Organizational Units of Technical Activities, including Societies and Technical Councils, TAB Committees and Ad Hoc Committees, and other organizational units reporting to TAB and its OUs.                  2.14: Process for binding assistance with disputes among TA Organizational Units, including Societies, Technical Councils, AB Committees and Ad Hoc Committees, and other organizational units reporting to TAB and its OUs.                  2.15: Process for binding assistance with disputes within TA Organizational Units, including Societies, Technical Councils, TAB Committees and Ad Hoc Committees, and other organizational units reporting to TAB and its OUs.                  3.9: TAB Conflict Resolution Committee Charter                  4.0: IEEE Societies, IEEE Technical Councils and Divisions                  4.2: Functions of IEEE Societies                  4.5: Functions of IEEE Technical Councils</p>	<p><i>In June 2020, the IEEE Board of Directors approved changes to IEEE Policy 7.10 to establish a centralized process for IEEE ethical misconduct processes. As part of this new process, and in order to provide consistency across IEEE, all IEEE major Board Operations Manuals are requested to adopt the standard language and align with standard process.</i></p> <p><i>Various sections were updated to incorporate and align as noted.</i></p>
<p><b>2021 November</b></p>	<p>2.3.F: Notice of Meetings</p>	<p><i>Clarifies when TAB meeting date/time is finalized and officially announced. This will balance between announcing tentative dates as early as possible, so members can plan while maintaining flexibility to adjust dates and times leading up to the meeting. It will also remove concerns about whether unanticipated schedule modifications require official action by TAB.</i></p>
<p><b>2021 November</b></p>	<p>2.3.H: Guidelines for Motions passed at TAB Meetings.</p>	<p><i>Clarifies vote approval levels. To clarify that there is no difference between a motion that takes an action and a motion that is procedural in nature. Recommended by the Parliamentarian at the Feb 2021 TAB meeting to codify our practice of treating all votes on the same criteria.</i></p>
<p><b>2021 November</b></p>	<p>2.4.C: Alternates at TAB Meetings – Required Notification.</p>	<p><i>Puts a short time limit on when alternates must be identified prior to a TAB meeting. This eliminates confusion in the roll call and allows time to set up new alternates in the voting system.</i></p>
<p><b>2021 November</b></p>	<p>3.7: TAB Management Committee Charter</p>	<p><i>Add language under functions to add an action TMC already takes, which is to review and endorse revisions to the TAB Operations Manual.</i></p>
<p><b>2021 November</b></p>	<p>3.7: TAB Management Committee Charter</p>	<p><i>Updates and clarifies the timing expectation of how reports are to be given.</i></p>
<p><b>2021 November</b></p>	<p>3.8: TAB Awards and Recognition Committee Charter</p>	<p><i>Clarifies the timing expectations of how reports are to be given to the TAB Management Committee.</i></p>
<p><b>2021 November</b></p>	<p>3.10: TAB Finance Committee Charter</p>	<p><i>Clarifies the timing expectations of how reports are to be given to the TAB Management Committee.</i></p>

<b>2021 November</b>	3.11: TAB Hall of Honor Selection Committee Charter	<i>Clarifies the timing expectations of how reports are to be given to the TAB Management Committee.</i>
<b>2021 November</b>	3.12: TAB Society and Council Review Committee Charter	<i>Clarifies the timing expectations of how reports are to be given to the TAB Management Committee.</i>
<b>2021 November</b>	3.37: TAB Committee on Standards Charter	<i>Clarifies the timing expectations of how reports are to be given to the TAB Management Committee.</i>
<b>2021 November</b>	3.17: Conference Portfolio Review Committee Charter	<i>Updates throughout to reflect current operations.</i>
<b>2021 November</b>	3.13.F: IEEE Conferences Committee Charter – Appointments and Terms of Office	<i>Aligns with existing Conference Publications Committee Charter to update appointed positions.</i>
<b>2021 November</b>	3.6: Committee Charters Chart  3.13: IEEE Conferences Committee Charter – H – Committees reporting to the IEEE Conferences Committee  3.16: Add charter for new Conference Organization Integrity Committee (all charters after this were re-numbered)	<i>Adds the Conference Organization Integrity Committee listing under the listing by reporting structure and alphabetical order columns.</i>  <i>Adds the Conference Organization Integrity Committee under the sub-committees in H.</i>  <i>Adds the new Conference Organization Integrity Committee Charter into the TAB Operations Manual. The new committee was previously an ad hoc committee of ICC and is being moved under the conference Quality Committee. Serves to increase the broadening the scope of conference quality to the conference organization.</i>
<b>2021 November</b>	3.18: Conference Quality Committee Charter	<i>Reflects new requirements, criteria and membership.</i>
<b>2021 November</b>	3.13: IEEE Conferences Committee Charter	<i>Adds a new voting Young Professional member, and adds the Conference Publications Committee Chair as a voting member and adds the Vice Chair as a Non-Voting Member.</i>
<b>2021 November</b>	3.32: Conference Publications Committee Charter	<i>To be a joint committee of the IEEE Conferences Committee and the TAB/PSPB Products and Services Committee, a well as updating for self-consistency and clarification on terms of office and for consistency with the MGA Ops manual.</i>
<b>2021 November</b>	4.49: IEEE society on Social Implications of Technology (SSIT) Field of Interest	<i>Aligns the FoI more accurately with the scope of the Society.</i>
<b>2021 November</b>	Section 8.9: Nominations process for Divisional Delegate-Elects/Director-Elects, 8.9.A: Introduction, 8.9.B.1.a – Division Nominating Committee Chair and Chair and 8.9/B.2: Soliciting Nominations.	<i>Clarifies the process for filling a vacant chair position on a Division Nominating Committee and clarifies the role of the TAB N&amp;A Committee in the solicitation process for DD-elects. Other minor editorial edits were also made.</i>
<b>2021 November</b>	3.36: IEEE Future Directions Committee Charter	<i>Reflects that the Technology Roadmaps Committee reports to IEEE FDC.</i>

## JUNE 2021

<b>2021 June</b>	3.11: TAB Hall of Honor Selection Committee Charter	<i>Reduces the maximum number of honor recipients from 6 to 3 and remove duplicate wording.</i>
<b>2021 June</b>	3.12: TAB Society and Council Review Committee Charter	<i>Increases composition from 6 members to up to 8 members plus 2 alternates.</i>
<b>2021 June</b>	8.6: Appointed Positions	<i>Clarifies that the TAB Representatives (2) to IEEE Educational Activities Board are done jointly with VP EAB.</i>

## FEBRUARY 2021

<b>2021 February</b>	3.31: TAB/PSPB Products and Services Committee Charter	<i>Changes the IEEE name "Product Design" to "Marketing, Sales, and Design".</i>
<b>2021 February</b>	2.4: Alternates at TAB Meetings	<i>Addresses questions raised regarding authorization for alternates for Presidents' Forum, clarify that the BoD must approve the alternate list, changes lead time from 7 days to 4 days, clarifies the TAB Chair may make a waiver for last minute changes and clarifies the process for submitting names.</i>
<b>2021 February</b>	Section 2.5: TAB/Committee Agenda Items and Minutes	<i>Simplifies wording previously approved by TAB in November 2020 regarding the TAB Agenda Management process.</i>

## 2020

### NOVEMBER 2020

<b>2020 November</b>	2.11: New: Responsibilities for Conduct and Professionalism	<i>Provides consistent wording for information on a centralized process for IEEE ethical misconduct processes. In June 2020, the IEEE Board of Directors approved changes to IEEE Policy 7.10 to establish a centralized process for IEEE ethical misconduct processes. As part of this new process, and in order to provide consistency across IEEE, all IEEE major Board Operations Manuals are requested to adopt the following standard language. Note that additional changes, to bring this standard language in compliance with remainder of the TAB Operations Manual and standardize the organization of Section 2, will be proposed in February 2021. All approved changes will be implemented in April 2021.</i>
<b>2020 November</b>	2.3: TAB Meeting 4.2.B: Society Operation 4.5.B: Council Operation	<i>Includes rules for face-to-face meetings/waiving requirements.</i>
<b>2020 November</b>	2.5.A: TAB/Committee Agenda Items	<i>Incorporates the new policy passed by TAB in June 2020 for management of TAB Agenda Items.</i>
<b>2020 November</b>	2.5.C: TAB Minutes	<i>Updates the process for approval of TAB Minutes.</i>
<b>2020 November</b>	2.6.C: TAB Forums – TAB Meetings	<i>Clarifies that items coming from the Forums may be brought to TAB for further action.</i>
<b>2020 November</b>	2.14: TAB Ombudsman	<i>Changes the name from Ombudsman to Ombudsperson.</i>



<b>2020 November</b>	3.38: IEEE Entrepreneurship Steering Committee Charter	<i>Modifies The Vice Chair description title, allows the Committee Chair to make member at large appointments and updates how reports are conducted.</i>
<b>2020 November</b>	3.36: IEEE Future Directions Committee Charter	<i>Removed the face to face meeting requirement and updates the composition to add the Chair of the previously approved IEEE Technology Roadmaps Committee.</i>
<b>2020 November</b>	3.5: Ad Hoc Committees	<i>Clarifies the differences between TAB and Committee Ad Hoc Committees and who appoints the Chair and Members.</i>
<b>2020 November</b>	4.10.B: Field of Interest Statements	<i>Updates and adds a timeline to the Ad Hoc Committee process.</i>
<b>2020 November</b>	4.19: IEEE Consumer Technology Society Field of Interest	<i>Aligns the FoI with the current scope of the Society reflected in the name change.</i>
<b>JUNE 2020</b>		
<b>2020 June</b>	3.11: TAB Hall of Honor Selection Committee Charter	<i>Modifies the scope to be more specific regarding a candidate's contributions.</i>
<b>2020 June</b>	3.19 - Conference Application Review Committee Charter	<i>Updates functions to recommend disapproval of conference applications for identified issues as a last resort to ensure quality and protect IEEE reputation.</i>
<b>2020 June</b>	3.37: TAB Committee on Standards Charter	<i>Modifies language within the charter to be consistent with updated Standards Association terminology and clarify the voting members and membership requirements.</i>
<b>FEBRUARY 2020</b>		
<b>2020 February</b>	3.40: IEEE Technology Roadmaps Committee Charter	<i>New Committee reporting to the FDC. Committee formulates and recommends strategies and policies for IEEE technology roadmaps and provides oversight for roadmap related activities.</i>
<b>2020 February</b>	4.25: IEEE Electronics Packaging Society Field of Interest	<i>Revisions to the IEEE Electronics Packaging Society Field of Interest Field of Interest.</i>