

# Society Handbook

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IEEE Instrumentation and Measurement Society  
Policies and Procedures

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## 1.0 Introduction and Overview

This is the handbook of the Instrumentation and Measurement (I&M) Society. The primary intent of this handbook is to provide detailed descriptions of responsibilities, procedures, and guidelines for both the members and the Society officers of the Administrative Committee (AdCom) within the Society. Members of the I&M Society may review and study this Handbook, as well. This handbook also defines the interactions required among the AdCom members, officers, and committees that govern the affairs of the Society. Figure 1 illustrates the hierarchy of documents and their order of precedence.

A secondary goal is to point to the governing documents that serve specific officers and committees. These documents contain procedures, guidelines, and templates for specific activities within the committees.

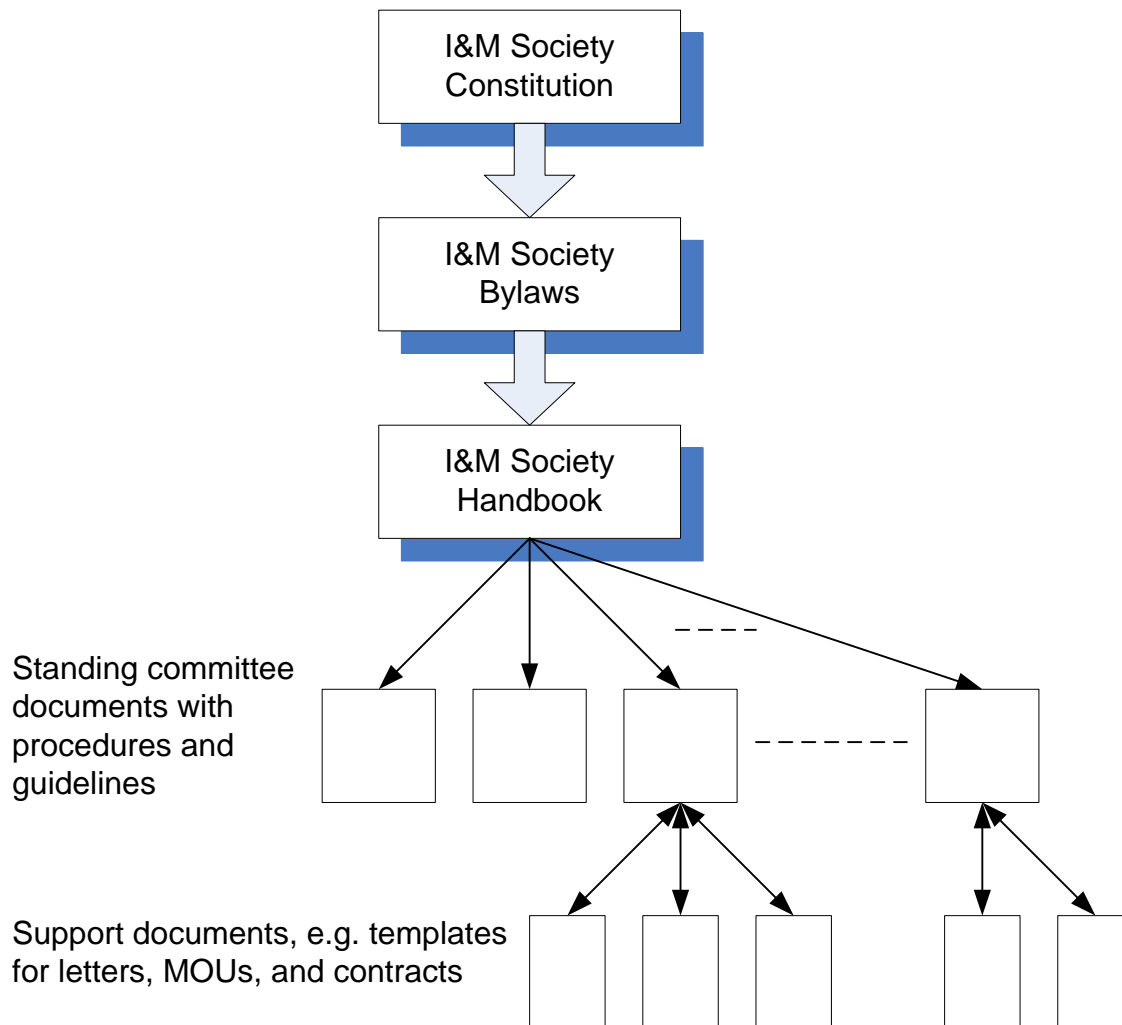
Care has been taken to ensure this handbook is consistent with the I&M Society Constitution and Bylaws. In case of conflict, the Constitution and Bylaws take precedence. New appointees to Society offices are encouraged to read current copies of the I&M Society Constitution and the I&M Society Bylaws, available for review on the I&M website at <http://www.ieee-ims.org> or from the Society's Executive Assistant. Those two publications define, for legal purposes, the governance of the Society.

### 1.1 Specific Objectives of this Handbook

The objectives of this handbook are to:

- (i) Explain those requirements of the IEEE Charter, Constitution, By-laws, and Policies and Procedures that the Society must implement.
- (ii) Define the goals, objectives, responsibilities, and duties for:
  - AdCom Members
  - Society Officers
  - Chairs and Co-Chairs of Standing Committees
  - Society Representatives to other entities
  - Executive Assistant
  - Standing Committees
  - Ad Hoc operations and committees
- (iii) Define the organization of the Society and the relation of each Society entity (e.g., the AdCom, Standing Committee, Technical Committee (TC), etc.) to other entities within the Society (including Chapters and TCs) and to the various entities within IEEE, such as Technical Activities Board TAB, Member and Geographic Activities Board (MGA), Publication Services and Products Board (PSPB), the Educational Activities Board (EAB), the Standard Association Board (SA), Regions, and Sections.





**Fig. 1** Hierarchy of Society documents and order of precedence from top down

## 1.2 Contents of this Handbook

This handbook includes:

- (i) A brief description of the mission, objectives, and field of interest for the Society. The Field of Interest, as approved by TAB, is stated in the Constitution, Article I, Section 3.
- (ii) A description of the I&M Society organization.
- (iii) A detailed description of each office and committee within the Society.
- (iv) A detailed description of the rights, responsibilities, and duties of Society officers such as President, Vice Presidents, Committee Chairs, and Liaisons.
- (v) References for documents that describe specific procedures, guidelines, and templates.

- (vi) Appendices describing procedures and supporting descriptions that pertain to Society governance.

This handbook should be reviewed periodically by the Society Management Committee to ensure it reflects appropriately the I&M organization and its operating procedures.

### **1.3 Definitions, Acronyms and Terms**

As defined in the bylaws.

## 2.0 Field of Interest, Mission Statement, and Objectives

### 2.1 Field of Interest

The I&M Constitution, Article 1, Section 3, includes the Field of Interest statement of the Society. The mission statement and objectives flow from the Field of Interest statement.

### 2.2 Mission Statement

The mission of the Society is to:

- Provide the most comprehensive and high-quality services to our members and related professionals.
- Serve as the professional incubator for the growth of all (particularly younger) members.
- Be in the forefront of future I&M technological advances.

The Society's audience includes professionals in academia, industry, and government, who are theoreticians, practitioners, students, and those in allied engineering specialties who use instrumentation and measurement techniques in their work. The Society accomplishes its mission by providing preeminent publications in the fields of instrumentation and measurement, by conducting conferences covering leading edge technologies, and by promoting standards in the field of interest. The Society sponsors lifelong learning programs of both a scientific and an applied nature, and encourages the development of education in instrumentation and measurement science.

### 2.3 Objectives

#### 2.3.1 General

Article I, Section 2, of the I&M Society Constitution states the purposes of the Society.

#### 2.3.2 Specific

Toward meeting these purposes, the Society has the following objectives:

- (i) Publish monthly Transactions, which contain technical papers on scientific contributions in the field of instrumentation and measurement.
- (ii) Publish a bimonthly Magazine, which contains articles, tutorials, announcements, and other information of interest to Society members.
- (iii) Sponsor publication of books from IEEE Press or other technical publishers.
- (iv) Sponsor the annual International Instrumentation and Measurement Technology Conference (I<sup>2</sup>MTC) and co-sponsor the annual AUTOTESTCON Conference.

- (v) Participate in and co-sponsor other conferences, symposia, and workshops as approved by the Conferences Committee.
- (vi) Produce tutorials and webinars in various forms, such as online videos and conference programs, for the continuing education of the membership.
- (vii) Develop and implement educational initiatives, awards and activities for Society members particularly for advancing student educational goals and missions.
- (viii) Collaborate with chapters and sections in the promotion and implementation of programs for education of its members.
- (ix) Collaborate with other IEEE societies in regards to all of the foregoing.
- (x) Provide professional recognition of its members' contributions through Society awards and sponsorship of IEEE awards and Fellow nominations.
- (xi) Represent the technical interests of IEEE members whose technical interests coincide with those of this Society within IEEE.
- (xii) Develop and reaffirm standards relating to the field of instrumentation and measurement and adopt baseline policies and procedures following the requirements of the IEEE-Standards Associations (IEEE-SA)
- (xiii) Offer formal Professional Development Hours (PDH) or Continuing Education Units (CEU) to participants at tutorials and sessions at Society conferences, symposia, or workshops to satisfy continuing education requirements associated with professional licensure.

## 3.0 Organization of the Society

The governance, activities, and work of the Society are carried out by the members of AdCom, officers, standing committees, working groups and representatives to other bodies.

### 3.1 The Administrative Committee (AdCom)

The AdCom is the governing body of the Society and is responsible for overseeing the management of the Society. The AdCom establishes policies and procedures to be followed by office holders within the Society. The AdCom comprises 16 elected Members-at-Large; the appointed Officers of the Society; appointed Members, such as the undergraduate, the graduate, and the Young Professionals Program representatives; the Editors-in-Chief (EICs) of the Transactions and the Magazine, and the AdCom Ex-Officio members, if any.

The AdCom meets at least two (2) times per year. Typically during a calendar year, each member of the AdCom holds at least one office/committee chair or serves on a committee each year. Unless otherwise specified within the Society Constitution or the Society Bylaws, a majority of the AdCom Voting Members shall constitute a quorum at any meeting.

### 3.2 Officers

The day-to-day management of the Society is delegated to the Officers and Committee Chairs of the Society. The Officers are:

- (i) A President, appointed by the AdCom
- (ii) An Executive Vice President, appointed by the AdCom
- (iii) One or more Vice Presidents, appointed by the AdCom
- (iv) A Treasurer, appointed by the AdCom
- (v) The Junior Past-President
- (vi) The Senior Past-President

### 3.3 Standing Committees

Standing committees address specific responsibilities and duties within the I&M Society. The size of a Standing Committee must be adequate and appropriate to carry out the work of that committee. The members of Committees will serve terms as specified until their successors are appointed or the committee is dissolved or they resign. The following Standing Committees are authorized:

- (i) Technical and Standards Activities Committee (TSAC)
- (ii) Society Management Committee
- (iii) Nominations and Appointment (N&A) Committee
- (iv) Membership Development Committee
- (v) Awards and Membership Recognition Committee, with the following Subcommittees:
  - Society Awards Committee
  - Fellow Evaluation Committee
  - Fellow Coordination Committee
- (vi) Finance Committee
- (vii) Conferences Committee with the following Boards and Steering Committees:
  - International Instrumentation and Measurement Technology Conference (I<sup>2</sup>MTC) Board
  - AUTOTESTCON Board (annual Conference sponsored by the Society, the AES Society, and a local IEEE Council or Section) I&M Society appointed members are authorized
  - Sensors Applications Symposium (SAS) Steering Committee
  - IEEE Symposium on Precision Clock Synchronization (ISPCS) Steering Committee

- IEEE International Symposium on Medical Measurements and Applications (MeMeA) Steering Committee
  - others
- (viii) Publications Committee, with the following Subcommittees:
- Transactions on Instrumentation and Measurement (TIM)
  - Instrumentation and Measurement Magazine
  - website
  - appointed representative to the board of the Journal of Light Wave Technology
- (ix) Education Committee, with the following Subcommittees:
- Distinguished Lecturer Program (DLP)
  - Video Tutorials
  - I<sup>2</sup>MTC Tutorials
  - Graduate Student Fellowship Award
  - Faculty Course Development Award

### 3.4 Ad Hoc Committees

An Ad Hoc committee tackles a specific problem or issue. It is, by nature, a temporary committee. The AdCom may authorize ad hoc committees. The President appoints members of these committees, or may request the Chair of the Committee to appoint the additional Committee members. Ad Hoc committees will exist for a maximum period of two years, unless specified otherwise when the committee was formed. The members of Committees will serve until their successors are appointed or the committee is dissolved. Formation of an Ad Hoc committee may be an effective way for forming a future standing committee.

### 3.5 Representatives to Other Bodies

The President may make annual appointments to other entities. Liaison appointments provide a communication link between the Society and the other entity. Directed Delegates have an official vote on the affairs of the other entity. Directed Delegates will serve terms as specified until their successors are appointed or the position is dissolved or they resign. Appendix A lists the appointments, which include Liaison Appointments and Directed Delegates.

## 4.0 The AdCom

The AdCom is the governing body of the Society. It is responsible for overseeing the management of Society affairs through regular reviews. The AdCom meets at least two times each year, sets policies and procedures, and conducts regular reviews of Society activities at each AdCom meeting. Additionally, there is an annual Strategic Planning Meeting attended by the officers and editors of the Society.

The AdCom membership makeup is as per Section 3.1 of this document. All AdCom members, with the exception of ex-officio members, IEEE representatives, external representatives or any special appointees, have voting privileges; as stated in Article VII, Section 3 of the Constitution. Only voting members of the AdCom are eligible to vote on issues involved in Society Operations.

### 4.1 Election and Term of Office

The sixteen (16) Members-At-Large of the AdCom are elected per the Bylaws, Section VIII-D, Management, Nominations and Appointments. The Nominations and Appointments (N&A) Committee annually nominates at least four and not more than eight candidates for election to the four positions available. Generally the Chair of the N&A Committee presents a slate of six (6) nominated candidates to the AdCom, which upon approval places these candidates before the membership.

### 4.2 Duties of AdCom Members

- (i) Represent the interests of the I&M Society membership
- (ii) Attend regularly scheduled meetings as a representative of the Society
- (iii) Maintain communication with I&M members by attending chapter meetings
- (iv) Solicit new members, help promote members to higher grades, and seek out potential candidates for all Society positions
- (v) Serve on one or more Standing or Ad Hoc Committees, if appointed

### 4.3 Operations of the AdCom

#### 4.3.1 Yearly Meetings

The AdCom holds two primary annual meetings, one in the Spring (in conjunction with the annual I<sup>2</sup>MTC, and another in the Fall). Additionally, the officers and editors hold an annual Strategic Planning Meeting (usually but not necessarily in February). These meetings provide for fora in which the AdCom members hear status and progress reports of all committees and the two main publications, and discuss strategic and immediate concerns of the society and implement necessary actions.

#### *4.3.2 Robert's Rules of Order*

Meetings are conducted according to Robert's Rules of Order and in accordance with IEEE policies and rules. Generally, the Executive Vice President briefs the members of AdCom before each major meeting on the operation of Robert's Rules of Order. A brief version of the rules is available on the Society Management website and also on the IEEE website.

#### *4.3.3 Voting and Quorum*

Article VII, Section 10 of the Constitution defines a quorum.

#### *4.3.4 Electronic Voting*

Electronic voting is intended to complement the regularly scheduled AdCom meetings, not to replace the meetings. Typically, electronic voting may be used for resolving issues that were not decided in a normal AdCom meeting along with emergencies that may occur or important issues that may arise between regular AdCom meetings and which the President deems too vital to wait for the next AdCom meeting.

Motions may be presented to the AdCom electronically only by the Society President using the AdCom Management website, but such motions still must follow the same procedures as motions made during regular AdCom meetings. The proposed motion, with a second, must be presented to the President for consideration. The proposal must contain the rationale for the proposal, cost analysis, and the reason for expediting the proposal (using the motion form in the AdCom Management website).

The time allowed for discussion shall be at the discretion of the President with this time normally being not less than two weeks from the date of posting of the motion on the AdCom Management website followed by immediately informing the voting AdCom members of the existence of the motion. Emergency voting may be made following notification of and agreement by a majority of the voting AdCom members. The votes are automatically tallied, and recorded (for archival purposes) by the website and become available to the AdCom members.

Electronic voting shall have three choices YES, NO, or ABSTAIN. The motion will be considered as decided when all AdCom members eligible to vote (AdCom Voting Members) have voted, or when the allotted time for discussion has expired, or when the majority of the AdCom Voting Members vote YES or NO:

- (i) If more than 50% of the AdCom Voting Members do vote YES, the motion carries, unless the Constitution or Bylaws require a two-thirds majority.
- (ii) If more than 50% of the AdCom Voting Members do vote NO, the motion is defeated.
- (iii) ABSTAIN or lack of response by an eligible voter will be considered and reported as ABSTAIN, and counted as a "no" vote per Robert's Rules of Order.



The results of the vote shall be confirmed promptly in writing or by electronic transmission. The written results or electronic transmissions shall be filed with the minutes of the proceedings of the AdCom or the AdCom committee.

#### ***4.3.5 Reimbursement of Travel Expenses***

Reimbursements must be requested and made in accordance with IEEE policies and rules. Members planning to request reimbursement are expected to obtain tickets and accommodations in a timely manner to try to ensure the lowest practical costs. Reimbursement will be for actual costs of bus, coach train or coach day airfare. Reimbursement will not be made unless original or scanned copies of receipts are attached to the expense report. Reimbursement also covers:

- (i) Reasonable use of a personal vehicle in accordance with the then in effect IEEE Guidelines.
- (ii) Tolls and parking.
- (iii) Local ground transportation and taxis where necessary.
- (i) Meals and Lodging
  - Hotel expenses at the prevailing local standard rate for a single occupancy room and limited to the night(s) of the meeting day(s) including the prior night (if applicable).
  - Additional nights lodging and meals expenses when a special discount transportation fare requires additional stays, not exceeding 2 days and when such additional meals and lodging expenses and special discount transportation fare are less than the lowest coach day airfare. Cost analyses for extended stays will accompany reimbursement requests.
  - Personal food and beverage expenses at no more than the rates prevailing at the place of the meeting.
  - Miscellaneous expenses such as (but not limited to) porter fees, gratuities and necessary telephone and internet/WiFi connection charges.

Expense reports should be limited to one trip per report. Members must send each and every expense report to the Treasurer within sixty days after the specific trip completes. This aids the Treasurer in determining the budget line item to charge and in ensuring all expenses are included in the year for which they are budgeted.

#### **4.4 Emeritus AdCom Members**

Membership in the Emeritus AdCom Member Program is a permanent honorary status established to recognize and honor the contributions that selected individuals have made to the Society through their service at the AdCom level. Elevation to this position is occasionally made to a few individuals who are selected by the N&A committee and confirmed by the AdCom Voting Members. If the intended recipient of Emeritus AdCom Member status desires, the honor can, of course, be refused.

#### *4.4.1 Procedure for Granting Status*

The normal procedure is:

- (i) The N&A Committee selects the candidate(s) whose length of service at the AdCom level must be ten or more years and served in one or more of the following positions while a member of the Society:
  - As an Officer of the Society (such as President, Vice-President, Treasurer),
  - As an Editor of the Transactions, or Magazine,
  - As Conference Officers,
  - As a Committee Chair,
- (ii) A member of the N&A Committee is selected by the Chair of the Committee to serve as the Champion for each candidate. This Champion is responsible for presenting the case for advancement to the AdCom for confirmation.
- (iii) The Awards Committee evaluates the credentials of the candidate and approves the candidate or returns the nomination to the N&A Committee. If approved, the nomination is presented to the AdCom at the last meeting of the year.
- (iv) If the AdCom confirms the nomination by at least a two-thirds (2/3) majority, the nominee becomes an Emeritus member of the AdCom starting at the beginning of the next year following confirmation.
- (v) A plaque is presented to the new Emeritus AdCom Member during the awards ceremony at the next I<sup>2</sup>MTC conference.

#### *4.4.2 Responsibilities*

The Emeritus AdCom members will be expected to make themselves available for such special assignments as the AdCom and the Emeritus AdCom Member jointly agree to be of benefit to the Society. Such assignments may include supplemental training of new members of the AdCom within the expertise of the Emeritus Member, support at conferences or meetings, etc. Such service to the AdCom is to be a non-voting ex-officio member of the AdCom during the year of the assignment.

## 5.0 President

The President manages Society affairs as directed by the AdCom and in accordance with powers and duties as defined in the Society Constitution and Bylaws. The President is responsible for the protection of Society interests. In the absence or incapacity of the President, those duties will be performed by the Vice Presidents as defined in the Constitution, Article VII Section 5; generally the Executive Vice President will take over the responsibilities of the Office of the President.

### 5.1 Appointment and Term of Office

The appointment and term of office for President is per Article VII, Sections 5 and 7, of the Constitution and Article VIII, Section D, subparagraph 5, of the Bylaws. For usual and typical circumstances, the election and term of office are as follows:

The AdCom appoints a new President from its members, both members-at-large and appointed members, at the last AdCom meeting of the year during which the current President's term expires. The primary candidate for President is the Executive Vice President. Other candidates, drawn from the current members of the AdCom, may be brought forward to the AdCom by the Nominations and Appointments (N&A) Committee.

The general term of office is two consecutive terms of one (1) year each, for a total of two (2) years duration. Many factors can alter the term, such as voluntary resignation or by vote of the AdCom to remove the President from office.

### 5.2 Objectives

The President leads the Society and the AdCom to promote the interests of the Society and its members in professional, academic, societal, and political realms.

### 5.3 General Responsibilities

The President will:

- (i) Represent the interests of Society members before all IEEE Boards and other Institute entities.
- (ii) Guide and coordinate the efforts of Society Officers and Chairs toward ensuring quality and meaningful Society services (e.g., high quality publications, conferences and Technical Committee activities, etc.).
- (iii) Foster Society longevity and growth by judicious appointment of Officers, Chairs, and Society Representatives.

- (iv) Provide timely resolution of all matters for which the President has designated or implied IEEE and Society responsibilities.

Upon appointment at the Fall AdCom, the soon-to-be President will:

- (i) Review and present the Society Strategic Plan, goals and objectives to the AdCom at the first regular meeting following the election.
- (ii) Annually appoint candidates for Standing Committees, typically done no later than January 15<sup>th</sup> of the year the presidency takes effect.
- (iii) Appoint Society-directed delegates with the assistance of pertinent Chairs and VPs.
- (iv) Attend (if at all possible and highly recommended) the November IEEE TAB and leadership training which takes place in the year before the President's term begins.

## 5.4 Specific Responsibilities

### 5.4.1 External

The President:

- (i) Manages Society affairs in accordance with IEEE Institute Policies and Procedures and the mandates of the AdCom.
- (ii) Serves as the primary Society focal point for communications with the
  - IEEE Technical Activities Board
  - IEEE Officers and Staff
  - IEEE Service Activities
  - Technical Activities Department
  - Division II Director
  - Presidents of other IEEE Societies and Councils
  - Membership and Geographical Activities Board
- (iii) Represents the interests of the Society and its members, as a voting member of the Technical Activities Board (TAB) and the directed delegate of the Society. Upon request from IEEE TAB, the IMS President will appoint the Exec. VP or another officer, to attend the TAB meeting as an Alternate. During service as the Alternate, the Executive VP or other officer must assume the same types of fiduciary duties as the Society President.
- (iv) Ensures that a complete roster of Society positions is delivered to IEEE Headquarters and all IEEE Boards each year, usually done in collaboration with the Executive Assistant.
- (v) Attends the TAB Society/Council President's Forum or delegates a Society Officer as a representative. Typically held three times annually.

- (vi) Attends the Division II meetings as Society representative (if a meeting is called for and the presence of the President is requested).
- (vii) Represents the Society in the 5-Year Society Review by TAB.
- (viii) Represents the Society in the 5-Year Review of Periodicals (e.g., Transactions and Magazine) by the TAB Periodical Review and Advisory Committee.

#### **5.4.2 Internal**

The President:

- (i) Prepares a slate of Society appointments to positions entitled to an AdCom vote and appointment of the I<sup>2</sup>MTC Board Chair, and presents to the AdCom for approval at the Fall meeting.  
  
Makes special appointments, as well as appointments to standing committees, ad hoc committees, technical committees, directed delegates, etc., as needed, to positions not entitled to an AdCom vote. These appointments do not need AdCom approval.
- (ii) Serves as an Ex-officio member of all committees of the Society.
- (iii) Provides guidance, counsel and assistance to Society Officers, Committee Chairpersons, etc. Reconciles differences between Society Officers, Chairs and entities within and outside the Society.
- (iv) Presides over the AdCom meetings or asks the Executive Vice President to preside over the AdCom meetings.
- (v) Fills within-term vacancies of the AdCom, with AdCom approval.
- (vi) Attends essential training meetings conducted by TAB or IEEE Headquarters. Requests Society Officers and Chairs to attend meetings appropriate to their office.
- (vii) Reviews and presents the Society Strategic plan, goals and objectives upon assuming office.
- (viii) Ensures that Society expenditures are in accordance with the AdCom-approved budget and IEEE requirements.
- (ix) Requests or accepts resignations from Society positions approved by the AdCom or by other responsible Society entity (e.g., I2MTC Board of Directors, AdCom Officers).
- (x) Jointly prepares the agenda for all AdCom meetings with the Executive Vice President and the Executive Assistant.

- (xi) Regularly communicates with the Society Membership through the Society Magazine by preparing the President's column for each issue of the Society Magazine while in office and a Past-President's message after completion of service.

## 5.5 Succession Plan

The person succeeding the President of the Society is preferred (not required) to have served in one or more of the following capacities:

- as the Society Executive Vice President,
- as a Society Vice President,
- on one or more committees within the AdCom or as Editor-in-Chief of either the Transactions or the Magazine,
- on at least one IEEE- or TAB-level committee.

## 6.0 Executive Vice President

The Executive Vice President is preparing to assume the office of the President in a future term. The Executive Vice President serves with the President to protect the Society interests. In the absence or incapacity of the President, the Executive Vice President will typically assume the responsibilities of the Office of the President.

### 6.1 Appointment and Term of Office

The appointment and term of office for Executive Vice President is per Article VII, Section 7, of the Constitution and Article VIII, Section D, subparagraph 5, of the Bylaws. For the most usual and typical circumstances, the election and term of office are as follows:

The AdCom appoints a new Executive Vice President from its members, both members-at-large and appointed members, at the last AdCom meeting of the year during which the current President's term expires. A candidate is brought forward to the AdCom by the Nominations and Appointments (N&A) Committee.

The general term of office is two consecutive terms of one (1) year each, for a total of two (2) years duration. Many factors can alter the term, such as voluntary resignation or by vote of the AdCom to remove the Executive Vice President from office.

### 6.2 Objectives

The Executive Vice President will assist and support the President to promote the interests of the Society and its members in the professional, academic, societal, and political realms. The Executive Vice President will operate very much as a "President in training," learning the operations of the IEEE and the Society in preparation to assume the office of the President.

### 6.3 General Responsibilities

The Executive Vice President will assist and support the President to:

- (i) Represent the interests of Society members before all IEEE Boards and other Institute entities.
- (ii) Guide and coordinate the efforts of Society Officers and Chairs toward ensuring quality and meaningful Society services (e.g., high-quality publications, conferences and Technical Committee activities) in accordance with the current Strategic Plan.
- (iii) Provide diligent and timely resolution of all matters for which the President has designated or implied IEEE and Society responsibilities.

- (iv) Preside over the AdCom meetings (if asked by the president) and presides over the annual Strategic Planning Meeting.

## 6.4 Specific Responsibilities

### 6.4.1 External

The Executive Vice President will assist and support the President to:

- (i) Manage Society affairs in accordance with IEEE Institute Policies and Procedures and the mandates of the AdCom.
- (ii) The Executive Vice President should try to attend at least one TAB meeting in the second year of his/her term, preferably the November meeting when the New Member Training is offered.

The Executive Vice President should hold or have held membership on at least one IEEE- or TAB-level committee. This is not a requirement but a suggested activity to acquaint the Executive Vice President with the operations of the IEEE.

### 6.4.2 Internal

The Executive Vice President should:

- (i) Monitor and approve the contract for Executive Assistant. Manage the communications with the Executive Assistant.
- (ii) Review the performance of the Executive Assistant. The review should be take place on a yearly schedule and reported to the AdCom.
- (iii) Oversee the Executive Assistant's responsibilities.
- (iv) Oversee and ensure that maintenance of the Society websites remain up-to-date. These websites include, but are not limited to:
  - the public website
  - the management website
  - committee websites
- (v) Review and approve contracts for setting up and maintaining the AdCom Management website.
- (vi) Assist the President in the selection of members for standing committees.
- (vii) Serve as the Chair of the Society Management Committee and oversee the review and update of the Society's governing documents (Constitution, Bylaws, and Society Handbook).



- (viii) Coordinate information to Nominations and Appointment (N&A) Committee regarding candidates to consider for various positions.
- (ix) Assist the President and the Executive Assistant in preparing the “5-year Society Review Report”.
- (x) Regularly communicate with, guide, and instruct Society Representatives and ensure that their reports are available at AdCom meetings.
- (xi) Assist the President, as requested, with Society-related projects, initiatives, and tasks.

## 6.5 Succession Plan

The person succeeding the Executive Vice President is preferred (not required) to have served in one or more of the following capacities:

- as a Society Vice President,
- on one or more committees within the AdCom
- as Editor-in-Chief of either the Transactions or the Magazine
- on at least one IEEE- or TAB-level committee.

## 7.0 Vice Presidents

The Vice Presidents support the goals of the Society and support the President in attaining these goals. The Vice Presidents head select Standing Committees, as defined in subsequent sections of this Handbook. The currently authorized Vice Presidents are:

- Vice President, Finance
- Vice President, Publications
- Vice President, Education
- Vice President, Conferences
- Vice President, Membership Development
- Vice President, Technical and Standards Activities.

### 7.1 Appointment and Term of Office

The appointment and term of office for a Vice President is per Article VII, Section 7, of the Constitution and Article VIII, Section D, subparagraph 5, of the Bylaws. For the most usual and typical circumstances, the appointment and term of office are as follows:

The AdCom appoints one or more Vice Presidents from its members, both members-at-large and appointed members, at the last AdCom meeting of the year during which the term of a current Vice President expires. Candidates, drawn from the current members of the AdCom, are brought forward by the AdCom through the Nominations and Appointments (N&A) Committee. The AdCom may choose to approve the continuance of the current Vice President, Finance, in office, as this position does not have a limited term.

The general term of office is two consecutive terms of one (1) year each, for a total of two (2) years duration. In circumstances where the Society determines it would be beneficial to take advantage of the experience and expertise of a given Vice President, that individual can be appointed up to two (2) additional consecutive terms of one (1) year each, for a total of four (4) years duration. There is no general term of office for the Vice President, Finance; the reason is that the learning curve for the Vice President, Finance, is steep and maintaining a corporate memory of IEEE finances is critical to operation of the Society.

Many factors can alter the term of a Vice President, such as voluntary resignation or by vote of the AdCom to remove a Vice President from office.

### 7.2 Objectives

A Vice President will assist and support the President to promote the interests of the Society and its members in professional, academic, societal, and political realms.

## 7.3 General Responsibilities

A Vice President will assist and support the President and:

- (i) Share the duties of the President when the President is absent or incapacitated.
- (ii) Share service as ex-officio members of the standing committees of the Society.
- (iii) Serve in specific other assignments at the request of the President.
- (iv) Periodically review and ensure the information is current about the particular standing committee on the IMS website.
- (v) Lead the particular standing committee represented by the specific office of the Vice President; currently the Standing Committees are as follows:
  - Finance
  - Publications
  - Education
  - Conferences
  - Membership Development
  - Technical and Standards Activities.

## 7.4 Specific Responsibilities

The Vice Presidents have the following duties.

### 7.4.1 Vice President, Finance

The Vice President serves as Chair of the Finance Committee and has these responsibilities:

- (i) Assists the new or continuing Treasurer.
- (ii) Holds at least two meetings of the Finance committee each year, normally in conjunction with the AdCom meetings.
- (iii) Assists the Treasurer in regular communication with the TAB Finance Office.
- (iv) Reviews for approval any contract for the Society that is not reviewed for approval by the Executive Vice President.
  - Allen Press and their associated contractors: VP Publications
  - EICs as Independent Contractors: VP Publications
  - Conference Catalysts: VP Conferences
  - Delmarva: Executive VP

- (v) Participates in the preparation and process for the TAB Society Review, which occurs on a 5-year cycle.
- (vi) Prepares the annual budget with support from the Treasurer and the Finance Committee.

#### ***7.4.2 Vice President, Publications***

The Vice President serves as Chair of the Publications Committee and has these responsibilities:

- (i) Supervises all publications of the Society and provides counsel and guidance to the editors.
- (ii) Monitors and approves contracts for Editors-in-Chief (EIC) of various publications of the Society.
- (iii) Monitors and approves contracts for publishing materials for the Society. Manages the communications with publishers, e.g., Allen Press.
- (iv) Assists the editors of publications in regular communication with IEEE publications and periodicals and with the TAB Publications Office.
- (v) Coordinates budgets for each Society-sponsored publication with assistance and input from relevant EICs.
- (vi) Is regularly available for consultation by the editors of the Society publications.
- (vii) Is an ex-officio member of the Magazine Editorial Board which determines the content of the Instrumentation and Measurement Magazine.
- (viii) Serves as an ex-officio member of the Society Finance Committee.
- (ix) Holds at least two face-to-face meetings of the Publications Committee each year, normally in connection with the AdCom meetings. Confers as needed with members of the Publications Committee via e-mail or teleconferences, as appropriate.
- (x) Performs reviews of the Society publications each year and presents results, including a report on the timeliness of the publications, to the AdCom at each of the AdCom meetings.
- (xi) Represents the Society in the 5-Year Review of Periodicals, e.g., Transactions and Magazine, by the TAB Periodical Review and Advisory Committee.
- (xii) Periodically submits an article to the Society Executive Assistant for inclusion in the Society Newsletter.
- (xiii) Participates in the preparation and process for the TAB Society Review, which occurs on a 5-year cycle.

### 7.4.3 Vice President, Education

The Vice President serves as Chair of the Education Committee and has these responsibilities:

- (i) Delegates the supervision of the Society's Distinguished Lecturer Program (DLP) by appointing a Chair of the Distinguished Lecturer Program. The DLP Chair has the following responsibilities:
  - Evaluates new candidates to become Distinguished Lecturers (DLs)
  - Instructs DLs as to procedures
  - Communicates with Chapters concerning the DLP
  - Maintains the budget for DLP lectures and provides funds for travel to deliver those lectures
- (ii) Delegates the supervision of the production of the video tutorials on the Society's public website.
  - Evaluates new candidates to video tutorials
  - Instructs lecturers as to procedures
  - Ensures that equipment is sent to lecturers and returned
  - Reviews and ensures the quality of the video tutorials
  - Maintains the budget for video tutorials
- (iii) Oversees the tutorial program for the I<sup>2</sup>MTC conferences by appointing an I2MTC Tutorial Chair.
- (iv) Oversees the administration of the Graduate Fellowship Award and the Faculty Course Development Award, and thus appoints the Chair of the Selection Committee who:
  - maintains the Award descriptions and requirements
  - manages the calls and the selection process
  - follows up by collecting and assessing reports from the awardees and verifies that the Award requirements are met
- (v) Holds at least two face-to-face meetings of the Education Committee each year, normally in connection with AdCom meetings. Confers as needed with members of the Education Committee via e-mail or teleconferences, as appropriate.
- (vi) Participates in the preparation and process for the TAB Society Review, which occurs on a 5-year cycle.
- (vii) Serves as an ex-officio member of the Society Finance Committee.
- (viii) Submit a quarterly article to the Society Executive Assistant for inclusion in the quarterly Society Newsletter.

- (ix) Initiates, assesses, facilitates, and manages other education initiatives of the Society, such as short courses, summer schools, webinars, magazine tutorials.
- (x) Performs reviews of the committee activities each year and presents results to the AdCom at each of the AdCom meetings.

#### *7.4.4 Vice President, Conferences*

The Vice President serves as Chair of the Conferences Committee and has these responsibilities:

- (i) Supervises all Conference Activities of the Society and provides counsel and guidance to the Conference staffs along with serving as the liaison between the Conference staffs and the Society AdCom. The conferences include:
  - I<sup>2</sup>MTC
  - AUTOTEST
  - SAS
  - ISPCS
  - MeMeA
  - Niche Conferences
  - Symposia and Workshops (where registration fees and budgets are required)
- (ii) Assists the local Conference staff in regular communication with IEEE Conference Committees and the Society.
- (iii) Participates in determining budget details for the conference activities.
- (iv) Monitors and approves contracts for conferences services to the Society. Manages the communications with conferences services, e.g. Conference Catalysts.
- (v) Approves expense reports of conferences services to the Society, e.g. Conference Catalysts.
- (vi) Is regularly available for consultation with the local conference staff and is an active participant in the development of new conference activities.
- (vii) Serves as an ex-officio member of the Society Finance Committee.
- (viii) Holds at least two face-to-face meetings of the Conferences Committee each year, normally in connection with AdCom meetings. Confers as needed with members of the Conferences Committee via e-mail or teleconferences, as appropriate.
- (ix) Performs reviews of the Society Conference Management each year and presents results (including a report on the timeliness of conference closings) to the AdCom at each of the AdCom meetings.
- (x) Participates in the preparation and process for the TAB Society Review which occurs on a 5-year cycle.

- (xi) Periodically submits an article to the Society Executive Assistant for inclusion in the Society Newsletter.

#### *7.4.5 Vice President, Membership*

The Vice President serves as Chair of the Membership Development Committee and has these responsibilities:

- (i) Supervises the Chapter activities of the Society and their development with assistance from the Chapter Chair Liaison.
- (ii) Oversees formation and organization of Graduate Student and Women in Instrumentation & Measurement (WIM) panels at the I<sup>2</sup>MTC.
- (iii) Supervises the membership development activities.
- (iv) Works with the Education Committee to promote membership development.
- (v) Coordinates student activities.
- (vi) Participates in the preparation and process for the TAB Society Review which occurs on a 5-year cycle.
- (vii) Performs reviews of the committee activities each year and presents results to the AdCom at each of the AdCom meetings.
- (viii) Serves as an ex-officio member of the Society Finance Committee.
- (ix) Periodically submits an article to the Society Executive Assistant for inclusion in the Society Newsletter.

#### *7.4.6 Vice President, Technical and Standards Activities*

The Vice President serves as Chair of the Technical and Standards Activities Committee (TSAC) and has these responsibilities:

- (i) Supervises the Technical and Standards Activities of the Society, including the management of the Society's Technical Committees.
- (ii) Proposes the appointment of TC chairs to the President during the Fall AdCom.
- (iii) Supervises the development and management of IEEE Standards.
- (iv) Participates in the preparation and process for the TAB Society Review which occurs on a 5-year cycle.
- (v) Performs reviews of the technical committee activities each year and presents results to the AdCom at each of the AdCom meetings.

- (vi) Presents yearly to the AdCom the current list of TCs for approval
- (vii) Ensure the appropriate presentation of the leadership and activities of each TC on the Society website
- (viii) Serves as an ex-officio member of the Society Finance Committee.
- (ix) Periodically submits an article to the Society Executive Assistant for inclusion in the Society Newsletter.
- (x) Ensure that the TC activities are periodically highlighted in the Magazine.

## 7.5 Succession Plan

The person succeeding a current Vice President is preferred (not required) to have served in one or more of the following capacities:

- on one or more committees within the AdCom
- as Editor-in-Chief of either the Transactions or the Magazine
- as an elected or appointed Member-at-Large of the AdCom.



## 8.0 Treasurer

The Treasurer is responsible for overseeing the financial matters of the Society, primarily disbursements and income and collaborating with the Vice President, Finance on developing budgets.

### 8.1 Election and Term of Office

The election and term of office for Treasurer is per Article VII, Section 7, of the Constitution. For the usual and typical circumstances, the election and term of office are as follows:

The AdCom appoints a new Treasurer from its members, both members-at-large and appointed members, at the last AdCom meeting of the year. Candidates, drawn from the current members of the AdCom, are brought forward to the AdCom by the N&A Committee. Alternatively, the AdCom may approve the continuance of the current Treasurer in office.

There is no general term of office for the Treasurer. The reason is that the learning curve for Treasurer is steep and maintaining a corporate memory of IEEE finances is critical to operation of the Society. Many factors can alter the term, such as voluntary resignation or by vote of the AdCom to remove the Treasurer from office.

### 8.2 Objectives

The Treasurer will assist and support the Society and the AdCom by overseeing the financial matters of the Society.

### 8.3 General Responsibilities

Per Article IV, Sections C, D, and E, of the Bylaws the Treasurer may:

- approve or disapprove all expenditures
- maintain current financial records
- approve or disapprove disbursement of Society funds

### 8.4 Specific Responsibilities

The Treasurer serves as Co-Chair of the Finance Committee and performs the following duties:

- (i) Reviews and processes the necessary instructions to IEEE Headquarters to pay Society obligations and requests notice of payments received from Technical Conferences or other activities.
- (ii) Works with the Finance Committee in the preparation of the annual budget for the Society, normally on a schedule set by TAB.

- (iii) Oversees Society funds so that a written report of the latest financial status of the Society is available at each AdCom meeting. This report of the expenditure status versus budget should be available at all AdCom meetings.
- (iv) Maintains a current Society budget status and informs AdCom on a monthly basis, the status of the budget, which is necessary for a proactive monitoring of the expenditure of Society funds.
- (v) Approves or disapproves each submitted expense report from members of the AdCom and support staff.
- (vi) Reviews the monthly reports on budget and reserve funds submitted by headquarters.
- (vii) Cooperates with the Finance Committee to maximize its effectiveness in providing advice and counsel to the Society officers on Society financial matters.
- (viii) Attends appropriate training sessions conducted by IEEE Headquarters.

## 8.5 Succession Plan

The person succeeding the current Treasurer is preferred (not required) to have served in one or more of the following capacities:

- be an elected or appointed Member-at-Large of the AdCom
- on one or more committees within the AdCom
- as Editor-in-Chief of either the Transactions or the Magazine

## 8.6 Procedures and Documented Guidelines for the Office of Treasurer

These are the documents that describe procedures and guidelines for activities directed by the Treasurer.

Budget (Current Year)

Monthly Budget Status

[IEEE Travel Guidelines](#)

[IEEE Expense Report Form \(Current Year\)](#)

The treasurer will make available a copy of each pertinent form through the AdCom Management website and will update from time-to-time, as appropriate.

## 9.0 Junior Past President

The Junior Past President advises, counsels, and provides guidance to the incumbent Society officers, based on his or her experience and understanding of Society affairs. The Junior Past President helps to ensure continuity in day-to-day operation of the Society after a new President has assumed office.

### 9.1 Term of Office

The Junior Past President must have been the President of the Society within the past two (2) years and follows automatically after his or her term as President. The general term of office is two consecutive terms of one (1) year each, for a total of two (2) years duration. Many factors can alter the term, such as voluntary resignation or by vote of the AdCom to remove the Junior Past President from office.

### 9.2 Objectives

The role of the Junior Past President is to provide continuity within the AdCom and lend experience to all aspects of running the Society.

### 9.3 General Responsibilities

The Junior Past President operates at the pleasure of the President.

### 9.4 Specific Responsibilities

The Junior Past President serves in these capacities:

- (i) Ex-officio member of the AdCom in accordance with the Constitution and Bylaws.
- (ii) Chair of the Nominations and Appointments (N&A) Committee.
- (iii) Member of the Society Management Committee.
- (iv) Member of the Finance Committee.
- (v) Fulfills specific assignments from the Society President.

### 9.5 Succession Plan

The Junior Past President will have served as President of the Society within the previous two years.

## 10.0 Senior Past President

The Senior Past President advises, counsels, and provides guidance to the incumbent Society officers, based on his or her experience and understanding of Society affairs. The Senior Past President helps to ensure continuity in day-to-day operation of the Society after a new President has assumed office.

### 10.1 Term of Office

The Senior Past President must have been the Junior Past President of the Society within the past two (2) years and follows automatically after his or her term as Junior Past President. The general term of office is two consecutive terms of one (1) year each, for a total of two (2) years duration. Many factors can alter the term, such as voluntary resignation or by vote of the AdCom to remove the Senior Past President from office.

### 10.2 Objectives

The role of the Senior Past President is to provide continuity within the AdCom and lend experience to all aspects of running the Society.

### 10.3 General Responsibilities

The Senior Past President operates at the pleasure of the President.

### 10.4 Specific Responsibilities

The Senior Past President serves in these capacities:

- (i) Ex-officio member of the AdCom in accordance with the Constitution and Bylaws.
- (ii) Chair of the Awards and Recognition Committee.
- (iii) Member of the Society Management Committee.
- (iv) Member of the Finance Committee.
- (v) Fulfills specific assignments from the Society President.

### 10.5 Succession Plan

The Senior Past President will have served as the Junior Past President of the Society within the previous two years.

## 11.0 Executive Assistant

The I&M Society retains the services of an Executive Assistant who provides administrative and executive support to Society officers, the AdCom and other committees. The position of Executive Assistant is a paid position, with fees established from time to time by the AdCom.

Examples of service performed by the Executive Assistant include but are not limited to recording minutes at meetings, assisting the negotiations for venues and accommodations for meetings, assisting AdCom members with communications and schedules, archiving documents and files on the management website, and uploading information to websites.

### 11.1 Selection and Term of Office

The Executive Assistant is appointed annually by the President after confirmation by the AdCom. The Executive Assistant may be reappointed for an indefinite number of terms.

### 11.2 Objectives

The Executive Assistant supports the AdCom and administrates many details to smooth the operation of the AdCom, which increases the effectiveness of the AdCom in governing the Society.

### 11.3 General Responsibilities

The Executive Assistant reports to the Executive Vice President.

The Executive Assistant is responsible for keeping Society records as required by the IEEE Bylaws, the IEEE Policy and Procedures Manual, and the Society Documents. The Executive Assistant will send current copies of all AdCom meeting notices, minutes of meetings, and other materials of an archival nature to the Secretary of TAB. The Executive Assistant performs those other duties specified in the Society Documents and assists the President and the Executive Vice President in arranging all AdCom meetings.

### 11.4 Specific Responsibilities

The Executive Assistant is responsible for administrative functions within the AdCom. Areas of responsibility include:

1. Provide administrative assistance and support to Society officers and committees in carrying out their official duties and activities.
  - Assist the various Vice Presidents and Past Presidents in coordinating and conducting AdCom Committee processes.
  - Assist AdCom members with communications and schedules.

- Assist Society officers in documenting their specific duties and implementing succession plans as requested by the President or the Executive Vice President.
  - Act as a liaison between Society officers and the various members of the IEEE staff on behalf of the Society, as directed or requested by the President or the Executive Vice President.
  - Assist AdCom members in learning to use the AdCom Management website. Effort will include but not be limited to helping build templates, utilizing shared workspaces, setting up electronic voting opportunities, updating AdCom member, officer listings, meeting documents archive, keeping motions, and keeping action items.
  - Coordinate electronic voting within the AdCom and the tallying of those electronic votes.
  - Provide administrative support to the AUTOTESTCON Board of Directors including attending board meetings, taking minutes and keeping action items and assisting the AUTOTESTCON Board Chair.
  - Provide administrative support to the I2MTC Board of Directors including attending board meetings, taking minutes and keeping action items and assisting the I2MTC Board Chair.
2. Work with the Executive Vice President to prepare and coordinate committee-related activities:
- Completion of committee tasks and action items
  - Collection, posting and organization of committee reports
3. Maintain contact-information for AdCom, and assure that IEEE's records remain up-to-date. Act as PoC for assistance to AdCom members using the SAMieee database.
4. Prepare for Society AdCom meetings and retreats.
- Selection of venue
  - Lodging accommodations
  - Meals planning
  - Selection of restaurant(s) for official AdCom dinners
  - Arranging meeting space and accommodations for AdCom meeting and meetings of individual committees
  - Scheduling meetings
  - Audio, visual, wireless, and Internet accommodations
  - Financial arrangements
  - Preparation of the agenda.
5. Attend AdCom meetings, including the Officers and Editors Retreat, and serve as Secretary:
- Take minutes
  - Review action items
  - Collect, organize and present motions and slide presentations

6. Archive documents and files on the management website
  - Distribute notices of AdCom and Society meetings and minutes of such meetings. Post these notices and minutes to the AdCom Management website after approval by the AdCom.
  - Maintain updated copies of all Society Governing documents on the Society Management website.
  - Maintain the minutes of all AdCom meetings for at least the past five (5) years and a list of pending motions, action items, and other unfinished business.
  - Maintain the archives and supply copies of documents considered to be of an archival nature or of general value to Society history.
  - Sort, organize, and file all Society-related materials available from archives or Society officers.
7. Store and maintain society-owned equipment that has been procured for AdCom use.
8. Attend appropriate TAB meetings, as designated by the President or the Executive Vice President or the AdCom.
9. Upload information to websites.
  - Assist the Society webmaster in updating the Society's public website as needed. Assist AdCom members in keeping the Society's public website up to date, including the posting of upcoming conferences, announcements, and other documentation or archives as directed by the President or Executive Vice President.
  - Complete or update the Society records of importance, as directed by the President or the Executive Vice President. These records may include but not limited to lists of Society recipients of special and honorary Awards, elected Fellows, conference attendance and related statistics, letters, or correspondence.
  - Maintain and update the management website as needed and directed by either the President or the Executive Vice President.
10. Serve as an information source for Society members and potential members with inquiries about IEEE and I&M activities.
  - Arrange for mailings to the I&M Membership as requested, either through internal mailing lists, or through IEEE E-Notice.
11. Provide assistance to both the President and the Executive Vice President, as requested.

## 11.5 Review of Performance

The Executive Vice President reviews the performance of the Executive Assistant. The review should take place at least once annually, with respect to all the responsibilities and performance of Executive Assistant, and be reported to the AdCom at the last meeting of the year.

## 11.6 Succession Plan

The Executive Vice President interviews candidates for the position of the Executive Assistant. The AdCom then approves a candidate and the President appoints the candidate to be the Executive Assistant.



## 12.0 Finance Committee

The Finance Committee plans and prepares the budget and advises the President and AdCom of the financial welfare of the Society.

### 12.1 Selection and Term of Office

The Finance Committee is chaired by the Society Vice President, Finance. There are nine members on the Finance Committee:

- (i) The Treasurer, who shall serve as Co-Chair
- (ii) The Vice President, Publications
- (iii) The Vice President, Technical and Standards Activities
- (iv) The Vice President, Conferences
- (v) The Vice President, Education
- (vi) The Vice President, Membership
- (vii) The Junior Past President
- (viii) The Senior Past President
- (ix) The Executive Vice President

The term of office is for one (1) year. The term of office renews or updates each year according to whomever serves in the respective offices listed above.

### 12.2 Objectives

The Finance Committee assures the financial welfare of the Society and advises the AdCom towards prudent courses of action to maintain a healthy financial state.

### 12.3 General Responsibilities

The Finance Committee seeks to understand IEEE financial policies and then to implement those policies in the Society financial operations. The Finance Committee reviews initiatives and activities to maintain appropriate fiscal operation within the AdCom and the Society.

### 12.4 Specific Responsibilities

The Finance Committee will:

- (i) Assist the VP Finance in the preparation of the annual budget. This budget will normally balance proposed expenditures by anticipated revenues. The one exception, as allowed by IEEE, is that the inclusion of initiatives may result in a negative balance, not to exceed the amount of funding available from use of the 3% rule.

- (ii) Review the final budget proposal prior to submittal for approval by the AdCom; the budget will be submitted for approval by the AdCom at the last meeting of the year ending before the new year to which the budget will apply. Note: IEEE generally requires a response to the first-pass budget by August 1 of the preceding year. The response to the second-pass budget is typically submitted by early September of the preceding year. The final budget is approved by IEEE TAB at the November TAB meeting of the preceding year.
- (iii) Review the financial position of the Society and its conferences.
- (iv) Assure compliance with the IEEE by-law provisions regarding conflict of interest.

## 12.5 Funding

Funding for the Finance Committee is part of the AdCom operation.

## 12.6 Procedures and Guidelines for the Finance Committee

These are the documents that describe procedures and guidelines for activities directed by the Finance Committee.

- Budget Tutorial is available on the AdCom Management web site.

## 13.0 Publications Committee

The Publications Committee stimulates, accumulates, reviews, and publishes quality articles and archival journal papers in the Transactions, the Magazine, and other Society publications. The Publications Committee also provides tutorial and Society information in various venues, such as the Society website.

### 13.1 Selection and Term of Office

The chair of the Publications Committee is the Vice President, Publications, who shall not be concurrently an EIC of the Transactions or the Magazine. The members on the Publications Committee:

- (i) The Editor-in-Chief of the Transactions – responsible for the overall operations of the Transactions, compliant with IEEE PSPB Manual.
- (ii) The Editor-in-Chief of the Magazine - responsible for the overall operations of the Magazine, compliant with IEEE PSPB Manual.
- (iii) The President, in consultation with the Chair, appoints additional members to the Committee.

The term of office is for one (1) year. Members are eligible for reappointment.

### 13.2 Objectives

The Publications Committee stimulates, accumulates, reviews, and publishes quality papers. The Publications Committee also provides Society information and educational information in various venues to serve the educational and professional needs of the members of the Society.

### 13.3 General Responsibilities

The Publications Committee ensures that publications undertaken by the Society are compliant with the IEEE PSPB manual and policies and to any further guidance or controls prescribed by the AdCom.

### 13.4 Specific Responsibilities

The Publications Committee

- (i) Annually nominates for approval by the AdCom and appointment by the President, candidates for Transactions Editor-in-Chief (EIC) and Magazine Editor-in-Chief (EIC).
- (ii) Reviews, approves, or disapproves the Transactions EIC's nominations of Transactions Associate Editors.
- (iii) Reviews and approves or disapproves the Magazine EIC's nominations of Editorial Board Members.

- (iv) Ensures the continuity of operations in publishing activities irrespective of staffing changes. This requires an on-going program of development of individuals trained as back-up for key functions.
- (v) With consultation with the EICs, recommends the annual budget for the Transactions, Magazine, and other publication activities, submits it to the Treasurer prior to the first meeting of the AdCom during the preceding year, and requests AdCom approval.
- (vi) Recommends the honorarium for the Transactions EIC and the Magazine EIC, for approval by the AdCom at the first AdCom Meeting of the year.
- (vii) Nominates a representative to the Journal of Lightwave Technology to be appointed by the President.
- (viii) In consultation with and as per the procedure set by the Transactions EIC for selection of Andy Chi Best Paper Award, recommends to the AdCom the Andy Chi Best Paper Award recipients. The procedure is provided in Appendix B.
- (ix) Each year at the Fall AdCom, a motion is brought forward to appoint each EIC for the following year.
  - a. EIC of Transactions for <year>: <VP Publications name> moved to appoint <EIC name> as EIC of the Transactions for the year <year>.
  - b. EIC of Magazine for <year>: <VP Publications name> moved to appoint <EIC name> as EIC of the Magazine for the year <year>.

## 14.0 Education Committee

The Education Committee provides educational activities for the professional development of the Society membership and for the profession. Educational activities include, but are not limited to, the Distinguished Lecturer Program, I<sup>2</sup>MTC Tutorials, and video tutorials. The committee collaborates with various standing committees, such as Publications and Membership Development, to maximize the spread of these educational activities.

### 14.1 Selection and Term of Office

The chair of the Education Committee is the Vice President, Education. The President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointment.

### 14.2 Objectives

The Education Committee supports the professional development of the Society's membership with meaningful educational opportunities and activities. It also strives to serve the technical advancement of the profession.

### 14.3 General Responsibilities

The Education Committee ensures that educational activities undertaken by the Society are subject to IEEE policies and to any further guidance or controls prescribed by the AdCom. The committee also advertises these educational activities as significant benefits for members of the Society.

### 14.4 Specific Responsibilities

The Education Committee:

- (i) Implements the educational policies and procedures approved by the AdCom.
- (ii) Ensures the continuity of operations in educational activities irrespective of staffing changes. This requires an on-going program of development of individuals trained as back-up for key functions.
- (iii) Recommends the annual budget for educational activities, submits it to the Treasurer prior to the first meeting of the AdCom during the preceding year, and requests AdCom approval.
- (iv) Maintains and supports educational activities that include, but are not limited to:
  - Distinguished Lecturer Program (DLP)
  - Conference Tutorials
  - Website Video Tutorials

- Graduate Fellowship Award
- Faculty Course Development Award
- Other related activities

## 14.5 Faculty Course Development Award Committee

### 14.5.1 Selection and Term of Office

The Faculty Course Development Award Committee consists of five members. The Chair and two members are appointed by the VP Education, one member is appointed by the VP Membership, and one member is appointed by the President. The Chair and the members serve staggered, two-year terms and are eligible for reappointment.

### 14.5.2 Responsibilities

The Faculty Course Development Award Committee issues an open invitation to faculty to apply for this award. It evaluates all applications, selects at least one recipient each year, and reports its recommendations via the Chair of the Awards and Recognition Committee to the AdCom for its approval.

## 14.6 Graduate Fellowship Award Committee

### 14.6.1 Selection and Term of Office

The Graduate Fellowship Award Committee consists of five members. The Chair and one member are appointed by the VP Education, one member is appointed by the VP Membership, one member is appointed by the VP Publications, and one member is appointed by the President. The Chair and the members serve staggered, two-year terms and are eligible for reappointment.

### 14.6.2 Responsibilities

The Graduate Fellowship Award Committee issues an open invitation to graduate students to apply for this award. It evaluates all applications, selects at least three recipient each year, and reports its recommendations via the Chair of the Awards and Recognition Committee to the AdCom for its approval.

## 14.7 Funding

Budgeting and funding for the activities and initiatives of the committee are performed yearly and have dedicated lines in the budget. The educational activities that require funding include, but are not limited to:

- Distinguished Lecturer Program (DLP)
- I<sup>2</sup>MTC Tutorials
- Graduate Fellowship Awards
- Faculty Course Development Awards

- Website Video Tutorials
- Other educational activities

## **14.8 Procedures and Guidelines for the Education Committee**

For pertinent documents, see Appendix C.

## 15.0 Membership Development Committee

The Membership Development Committee plans and implements effective programs aimed towards achieving growth in I&M Society membership. This includes the retention and advancement-in-grade of present membership and the persuasion of present IEEE members to join the I&M Society.

### 15.1 Selection and Term of Office

The chair of the Membership Development Committee is the Vice President, Membership Development. The President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointment.

### 15.2 Objectives

The Membership Development Committee supports the activities and growth of the Society. It ensures that chapters, and members are finding resources to meet their needs for professional development.

### 15.3 General Responsibilities

The Membership Development Committee has three primary responsibilities:

- (i) Chapter activities and development
- (ii) Membership professional development
- (iii) Student activities

### 15.4 Specific Responsibilities

The Membership Development Committee will strive to serve; retain and increase membership, through the following:

- (i) Maintain contact with IEEE Headquarters to obtain ideas, statistics, philosophies, and other inputs pertinent to the means for attracting new members, and exploit such assistance for the I&M Society. Attend membership development workshops and related meetings as appropriate.
- (ii) Submit the appropriate budget requests for membership development activities to the Finance Committee for subsequent AdCom action.
- (iii) Actively encourage I&M members to apply for advancement in membership grade.
- (iv) Actively publicize Chapter activities in the I&M Society Magazine.
- (v) Publicize new members and promotions in membership grade, particularly in the Magazine.
- (vi) Maintain a list of current Society membership, utilizing the IEEE database.



- (vii) Organize a membership booth at Society-sponsored conferences.
- (viii) Stimulate I&M Chapter and IEEE Sections membership campaigns with information about the I&M and the benefits of belonging. Support these chapters through appropriate financing of guest speakers and by suggesting speakers on I&M-related technical issues.
- (ix) Enlist the active participation of specific individuals in chapters and sections for the promotion of I&M membership.
- (x) Maintain and distribute an updated promotional brochure on I&M.
- (xi) Recommend, develop, and publicize educational programs that are available to I&M Society members in conjunction with the Education Committee.
- (xii) Maintain an active Industry Liaison sub-committee, dedicated to addressing the needs and interests of industrial members and for increasing their engagement with all aspects of the Society.
- (xiii) In cooperation with the Education Committee, carry out Women in Instrumentation & Measurement (WIM) Panel and the Graduate Student Panel at I<sup>2</sup>MTC and other IMS Conferences.
- (xiv) Maintain an active Chapter Chair Liaison to work and be in communications with the members, Chapters and the AdCom for fostering Chapter involvements towards achieving Committee goals.

## 15.5 Funding

Budgeting and funding for the activities and initiatives of the committee are performed yearly and have dedicated lines in the budget.

## 15.6 Procedures and Guidelines for the Membership Development Committee

For pertinent documents, see Appendix D.

## 16.0 Conferences Committee

The Conferences Committee establishes the process and methodology for organization and successful execution of all Society conferences, symposia and workshops, in a consistent manner that meets all IEEE conference policies and rules. The committee reviews schedules, budgets, and performance of conferences for which it has oversight responsibility.

### 16.1 Selection and Term of Office

The chair of the Conferences Committee is the Vice President, Conferences. The President, in consultation with the Chair, appoints members to the committee. At least one member of the Conferences Committee shall be one of the IMS delegates to the I<sup>2</sup>MTC Board of Directors. The term of office is for one (1) year. Members are eligible for reappointments.

The I<sup>2</sup>MTC Board of Directors consists of 7 members including 4 appointed by the President and 3 conference delegates, representing the immediate past, current and immediate future conferences. The four (4) appointed delegates to the I<sup>2</sup>MTC Board of Directors will be appointed to staggered 3-year terms, such that two delegates are appointed in even years, and two are appointed in odd years. The President appoints a Chair, subject to AdCom approval in the Fall. The term of office for the I<sup>2</sup>MTC Board Chair is for one (1) year. Reappointment for two additional one-year terms can be made.

The AUTOTESTCON Board of Directors consists of nine members, three representing the I&M Society, each appointed to serve a three-year term on yearly staggered basis, and three from the other permanent sponsor, the Aerospace and Electronic Systems Society, and three conference delegates, usually the conference chair, from the immediate past, current, and immediate future conferences respectively.

If not specified in a handbook for the conference, the term of office is for one (1) year. The President may reappoint members or replace them during or after each term.

### 16.2 Objectives

The Conferences Committee manages and oversees conferences, symposia, and workshops to serve the educational and professional needs of the members of the Society. The committee upholds the reputation of the Society and strives to ensure that every conference generates a revenue surplus.

### 16.3 General Responsibilities

According to the Bylaws, Article VIII, Section C, the Conferences Committee oversees and administers the Society's sponsorship, co-sponsorship and participation in conferences, symposia, and workshops. The Committee also establishes the process and methodology for organization and successful execution of all Society conferences, symposia and workshops, in a consistent manner that meets all IEEE conference policies and rules. The Conferences Committee recommends to the AdCom those

contractors needed to implement the process and organizational structure of the conferences, symposia and workshops.

## 16.4 Specific Responsibilities

The Conferences Committee will:

- (i) Provide guidance and direction to those responsible for organizing Technical Conferences, Symposia, or Workshops that are sponsored or co-sponsored by the Society and that require registration fees and budgeting.
- (ii) Endorse dates, locations, and budgets of Society Technical Conferences, and other meetings as noted above.
- (iii) Provide a master schedule of all conferences and other meetings for the use of the AdCom and for publication in the Magazine.
- (iv) Provide timely information to IEEE Headquarters.
- (v) Obtain timely financial reports of all conferences and ensure that monetary advances and surpluses are returned to IEEE Headquarters for credit to the Society's account, where registration fees and budgeting are required.
- (vi) Keep the President and the AdCom informed of technical conferences and conference plans and results.
- (vii) Direct conference boards to prepare, and update as required, guides for use of technical conference and conference Chairs, specifically
  - the "I<sup>2</sup>MTC Handbook"
  - the "AUTOTESTCON Operations Manual"
- (viii) Review annually the Conference Charters of I<sup>2</sup>MTC and AUTOTESTCON, and recommend any revisions to the respective Conference Board of Directors and the AdCom, while certifying compliance with the Charters.
- (ix) Participate in meetings of the AdCom and advise, as appropriate, in formulating policies.
- (x) Coordinate activities with other Committees, e.g. Technical and Standards Activities Committee, Membership Committee, and Publications Committee.
- (xi) Provide input and participate in keeping current the "IEEE Technical Meetings Organization Manual, A Guide to Conference Planning."

## **16.5 Funding**

Budgeting and funding for conferences, symposia, and workshops are separate from the committee's operation; the budgeting and funding for conferences, symposia, and workshops are performed yearly and have dedicated lines in the budget.

## **16.6 Procedures and Guidelines for the Conferences Committee**

For pertinent documents, see Appendix E.

## 17.0 Technical and Standards Activities Committee

The Technical and Standards Activities Committee (TSAC) recommends to the AdCom the establishment of, or the dissolution of, Technical Committees (TCs) as new needs arise. Following yearly evaluation of activities by the VP of TSAC, the current slate of TCs operating within the Society, should be presented to the AdCom at the Fall meeting.

Technical and Standards Activities Committee (TSAC) is responsible for technical and standards activities within the I&M Society's field of interest. These committees represent the Society's "centers of expertise." Organizationally, they communicate with the AdCom via the Technical and Standards Activities Committee (TSAC). A list of current Technical Committees (TCs) is found in Appendix F.

### 17.1 Selection and Term of Office

The chair of the Technical and Standards Activities Committee is the Vice President, Technical and Standards Activities. The President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointment.

Upon recommendation of the Chair of the Technical and Standards Committee, the President appoints a Chair for each Technical Committee (TC) (at the Fall AdCom meeting). A TC Co-Chair may also be appointed. All TC Chairs and TC Co-Chairs must be IEEE IMS members.

The terms of office for the Chairs for each TC are for one (1) year. The President may reappoint TC Chairs or replace them during or after each term.

### 17.2 Objectives

The Technical and Standards Activities Committee facilitates the generation or reaffirmation of technical standards, technical guidelines, and the IEEE Technical Interest Profile (TIP) codes relevant for the I&M fields. The Technical and Standards Activities Committee meets at least twice a year in conjunction with the AdCom meetings, and reviews the status of all TCs and existing standards and standards-in-process.

### 17.3 General Responsibilities

The Technical and Standards Activities Committee annually reviews the structure and activities of all TCs to make certain that it meets the primary objectives of the Society in its field of interest. The TSAC periodically revisits and updates the specific mission of each TC.

The Technical and Standard Activities Committee fosters the link with industry in the specific field of interest of each TC.

The general activities of Technical Committees (TCs) include but are not limited to:

- (i) Ensuring the formation of working groups engaged in developing or reaffirmation of technical standards.
- (ii) Developing technical guidelines and best practices.
- (iii) Encouraging and soliciting of sound technical papers.
- (iv) Assisting in planning technical conferences, which include the active participation in technical program committees, the sponsoring, organizing and conducting of sessions at Society technically co-sponsored Conferences.
- (v) Assisting the Awards Committee with introducing and nominating high-quality and deserving candidates for various Society and IEEE Awards as well as elevation to Senior and IEEE Fellow grades.

The general responsibility for a TC chair is to perform all the management activities for the satisfactory operation of the TC according, but not limited, to the TC evaluation procedure set forth in the following TC Guidelines:

- (i) To foster bringing together Society members with like professional interests for the exchange of information, education, and the development of professional expertise.
- (ii) To foster link with industry in the specific field of interest of the TC.
- (iii) To foster the development and promotion of Standards having the IEEE-IMS as sponsor.
- (iv) To nominate members for various Society Awards and recognitions.

## 17.4 Specific Responsibilities

The specific activities of TCs include but are not limited to:

- (i) Provide a summary of activities by April and September of each calendar year to the Chair of the Technical and Standards Committee.
- (ii) Hold committee meetings that bring together Society members with like professional interests for the exchange of information, education, and the development of professional expertise.
- (iii) Provide notification of planned Technical Committee meetings to the Magazine Editor, the Society Executive Assistant, and the local Section and Chapter Chairs via the TSAC chair.
- (iv) Participate in Society sponsored conferences through the planning, organization, and sponsorship of conference sessions.

- (v) Propose, initiate, develop, and reaffirm standards via the Technical and Standards Activities Committee. Conduct these activities for development and reaffirming standards either solely or in conjunction with other such technical committees, including technical committees of other Societies and the Standards Coordinating Committees of the IEEE- SA Standards Board. All TCs involved in standards development activities of the Society, all standards developing entities and all Standards Coordinating Committees (SCCs) are required to adhere to the procedures described in the IEEE-SA Standards Board Bylaws and Operations Manual. The procedures are posted on the IEEE website.
- (vi) Encourage and solicit technical papers that merit publication in the Transactions or presentation at Society-sponsored conferences.
- (vii) Recommend candidates for both Society and Institute awards and recognition.
- (viii) Submit annual activity reports to the Technical and Standards Activities Committee Chair by September 15 each year.
- (ix) Participate in the development of Society Educational Programs (e.g., distinguished speakers, tutorials, webinars, joint meetings with chapters and sections in whose region Committee meetings occur).
- (x) Recommend candidates for the AdCom.
- (xi) Promote Society membership.
- (xii) Sponsor focused Workshops as necessary or appropriate. Such Workshops may be held in conjunction with major Society Conferences, based on agreement with the Conferences Committee.
- (xiii) Organize Special Sessions at Society Flagship Conferences and other Society-sponsored conferences, workshop and symposia.

Responsibilities of the TC Chairs include but are not limited to:

- (i) Administer, guide, and provide general guidance to that TC to enhance the professional effectiveness and quality of TC operations.
- (ii) Ensure communication with the TSAC Chair and provide the activity reports.
- (iii) Approve the formation and closing of sub-committees.
- (iv) Appoint other TC officers, including subcommittee chairs, if necessary.
- (v) Encourage communications between members of the TC.
- (vi) Represent the TC on the TC chair round table meeting facilitated yearly by the Technical and Standards Activities Committee.

- (vii) Work with the Chair of the Technical and Standards Activities Committee in assessing financial and other needs, accomplishments, recommendations, problems, and aspirations of that TC.
- (viii) Encourage publication of technically oriented articles in the Magazine.
- (ix) Support the search, within the field of the TC, for possible candidates for Society and IEEE Awards as well as elevation to IEEE Senior and Fellow grades.
- (x) Ensure the TC activities are in agreement with the existing Constitution and Bylaws of the Society.
- (xi) Foster link with industry in the specific field of interest of the TC.
- (xii) Submit highlights of TC activities to the Society Magazine editor and Society Newsletters.

A TC Chair may appoint a TC Secretary, with member approval. The TC Secretary has the following duties:

- (i) Prepares meeting agendas as directed by the TC Chair and distributes copies (via mail or email or electronic transmission) to all TC members and others at least four (4) weeks before that TC meeting.
- (ii) Takes official minutes, including attendance lists, of the TC meetings, distributes these minutes (via mail or email or electronic transmission) to all TC members, the Chair of the Technical and Standards Activities Committee and other interested IEEE personnel within four (4) weeks of that TC meeting.
- (iii) Maintains an up-to-date list of the TC membership complete with full names, initials, current addresses, phone numbers, fax numbers, E-mail addresses, and TC assignments.
- (iv) Forwards updates to TC contact lists and operations to the Executive Assistant of the Society.
- (v) Maintains the up-to-date information on the TC activities and leadership for publication on the Society webpage (TSAC section).

In the absence of a Secretary, the TC Chair fulfills these responsibilities.

## 17.5 Procedures for Standards Development

The IEEE has policy to develop standards in the fields of interest encompassed by its Societies and their TCs. The IEEE Standards Board controls and guides the development of standards and associated activities. This Board oversees and coordinates standards development within the Institute, develops standards policies and procedures, and represents the Institute in standards matters in other organizations. Standards sponsored or co-sponsored by the Society are developed by working groups



formed by members of IEEE, with individual membership of IEEE-SA and IEEE-IM. A working group can be formed by members of one or several TCs. The standardization activity has to be fully in line with the P&P of IMS currently in force.

## **17.6 Funding**

Budgeting and funding for activities are performed yearly and have dedicated lines in the budget.

It is usual practice that expenses are normally the responsibility of the members of the TCs or their employers. Reimbursement of TC expenses will be considered only upon approval, in writing, by the President; the TC must request approval from the Chair of the Technical and Standards Activities Committee before these expenses are incurred to receive reimbursement of these expenses.

## **17.7 Procedures and Guidelines for the Technical and Standards Activities Committee**

For pertinent documents, see Appendix G.

## 18.0 Nominations and Appointments Committee

The Nominations and Appointments (N&A) Committee serves the Society by providing slates of candidates for Member-at-Large of the AdCom. The committee also advises the President for various appointments to the AdCom or for delegates who represent the Society.

### 18.1 Selection and Term of Office

According to the Society Bylaws:

“a. The Chair of the N&A Committee shall be Junior Past President of the Society. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the N&A Committee available shall be the Chair of the N&A Committee. Under extenuating circumstances, a different individual may be appointed to this position.

b. During his or her term of service, the Chair of the N&A Committee shall be ineligible to be nominated for election to the AdCom as a member-at-large.

c. At least two-thirds of the voting members of the N&A Committee shall be appointed by the AdCom.

d. A member of the N&A Committee may be nominated and run for a position for which the N&A Committee is responsible for making nominations only under the condition that the member resigns from the N&A Committee prior to its first meeting of the year in which the nomination shall be made.”

Therefore, the Chair of the N&A Committee is the Junior Past President. Annually at the Fall AdCom meeting the president presents the AdCom with a list of candidates, who must be current Society AdCom Members-At-Large or appointed members serving in an office of the AdCom, for membership in the N&A Committee to serve in the following year. The list must include at least two members (in addition to the Chair), preferably and strongly suggested, consisting of the Senior Past President, and any Past President serving on the AdCom at any capacity (e.g., EIC, Treasurer, etc.)

### 18.2 Objectives

The N&A Committee provides a measure of assurance that capable and collegial candidates are presented for approval to the AdCom and the President.

### 18.3 General Responsibilities

The N&A Committee meets at least once a year in conjunction with an AdCom meeting or a Society sponsored conference in the Spring before the AdCom elections the following summer.

## 18.4 Specific Responsibilities

The N&A Committee studies the requirements of each office to be filled and the qualifications of available personnel, and presents suitable candidates for approval by the AdCom to stand for election.

### *18.4.1 Process for Nomination of Candidates for Division Director*

The N&A Committee, in conjunction with the other Societies within its Division of the IEEE, nominates one or more candidates for Director of its Division, in compliance with IEEE Bylaws. This policy shall provide for one or more Division Director candidates to be placed on the Annual Election Ballot in compliance with the requirements stated in IEEE Bylaw T-902.3.

### *18.4.2 Process for Election of AdCom Members*

- The N&A Committee prepares a slate of at least four and not more than eight candidates for the election of four new members for the At-Large Society AdCom each year.
- Sources for candidates include Society chapters, Society Conference chairs, and leaders in the field of instrumentation and measurement.
- The slate of candidates is presented to the AdCom for approval at the Spring AdCom meeting.
- Upon approval by the AdCom, each candidate submits to the Executive Assistant a brief personal resume (not more than 400 words) and a photograph for publication in the Voter's Pamphlet. The content of the Voter's Pamphlet must be completed and submitted to IEEE Headquarters before June 30th for distribution to all members of the Society.
- The Chair of the N&A Committee, with the help of the Executive Assistant, communicates the slate and all pertinent information to IEEE Headquarters to conduct the election, and ensures that the official election results are communicated to the successful candidates, to the Society President, the Chair of the N&A Committee, and the Society Executive Assistant.
- The names of successful candidates will be posted on the Society web site and communicated to the AdCom after all candidates have been notified of the election results by IEEE.

### *18.4.3 Process for Appointment of the President, Executive Vice President, and Vice Presidents*

- The N&A Committee recommends one candidate for the incoming President, one candidate for Executive Vice President and two or more candidates for Vice Presidents to the current President. The nominees must be current Society AdCom Members-At-Large or appointed members serving in an office of the AdCom. If the proposed appointment of one or more Vice Presidents involves an extension past the regular limit of two years, then the N&A Committee will include a justification to the AdCom when the slate is presented to the AdCom for its consideration. The AdCom can then discuss the proposed extension as part of the voting process.

- The President, in consultation with the N&A Committee, may offer additional qualified nominees for the incoming President, Executive Vice President, and Vice Presidents.
- The slate of candidates is presented, by the N&A Committee, to the AdCom at their last meeting of the (calendar) year or by October 30th, whichever occurs first.
- The election for the presidency and vice presidencies takes place at an official meeting of the AdCom at which the candidates are nominated.

#### ***18.4.4 Process for Nomination and Approval of the Treasurer***

- The N&A Committee recommends a candidate for the office of Treasurer to the President. The nominee must be a current Society AdCom member.
- The President may offer additional qualified nominees for Treasurer.
- The Society AdCom appoints the Treasurer by a majority vote.

#### ***18.4.5 Nomination by Petition***

While the N&A Committee recommends candidates for office, other candidates for any Society offices may be nominated by petition. In such instances, and in accordance with Article VIII, Section D, parts 3 and 4, of the Bylaws of the Society, such nominations may be submitted upon petition, which are received by the chair of the N&A Committee before the election.

### **18.5 Funding**

Generally the committee does not have separate outside activities or initiatives that need funding. If the Committee deems that specific activities or initiatives are needed and require funding, then budgeting and funding of activities and initiatives will be performed yearly and will have dedicated lines in the budget.

## 19.0 Society Management Committee

The Society Management Committee coordinates all matters of operation within the AdCom. The committee works with the Officers and the AdCom to maintain the current vision and mission of the society and its committees by keeping an updated Strategic Plan for the Society. The committee manages the Society's Constitution, Bylaws, and Handbook. The committee initiates, negotiates, prepares, and completes agreements with other IEEE entities or other organizations as may be approved by the IEEE Executive Committee. The committee manages the websites, vendors, and training for the society.

### 19.1 Selection and Term of Office

The Chair of the Society Management Committee is the Executive Vice President. A Co-Chair may be appointed by the President. It is encouraged to appoint past presidents to the Society Management Committee. The President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointment.

### 19.2 Objectives

The Society Management Committee ensures the smooth and appropriate operation of the Society by maintaining Society vision, governing documents, procedures and guidelines, agreements and contracts, tools for management, and training of AdCom members.

### 19.3 General Responsibilities

Per the Society Bylaws, Article VIII, Section C, Part 1, the Society Management Committee performs the following activities:

- (i) Annually collects, analyzes, and revises the Strategic Plan for the Society.
- (ii) Reviews, determines, and recommends changes to the Society Constitution, the Bylaws and the Society Handbook. Prepares recommended changes for subsequent approval.
- (iii) Initiates, negotiates, prepares, and completes agreements with other IEEE entities or other organizations as may be approved by the IEEE Executive Committee.
- (iv) Implements tools and processes to facilitate effective management and governance of the Society. Utilizes web-based tools wherever possible and practical.
- (v) Provides the necessary training to AdCom members to effectively use and utilize the established tools.

## 19.4 Specific Responsibilities

The Society Management Committee has the following specific responsibilities:

- (i) Collect input from members of AdCom and incorporate new ideas into the vision, mission, and strategic plan of the Society. This data collection typically gains significant input during the Officers Strategic Planning Meeting in mid-winter.
- (ii) Collect metrics and data from the AdCom and the Society and analyze and compare to the strategic plans of the Society.
- (iii) Maintain a written Strategic Plan for the Society.
- (iv) Present to the AdCom the Strategic Plan during the spring AdCom meeting.
- (v) Formulate the annual review of the activities of the Society and present this summary to the AdCom during the first meeting of the following year.
- (vi) Coordinate the biannual review and editing of the Constitution, Bylaws, and Handbook. Call the attention of the AdCom to any inconsistencies between current practice and the requirements of the Constitution, Bylaws, and this Handbook. Examine proposals for amendments of the Society's governing documents and recommends final drafts for adoption by the AdCom. Review policies and bylaws of the TCs to insure consistency with the Bylaws of the Society. The President may request the Society Management Committee to review one or all the governing documents at any time.
- (vii) Assist the Executive Assistant in providing copies of the Society's governing documents to the members of the Society Management Committee or the entire AdCom for the purpose of review or revision.
- (viii) Chair reports the Committee's findings from the governing document reviews to the AdCom.
- (ix) Review the agreements and contracts for tools and training of the AdCom.
- (x) Ensure that the tools and training of the AdCom are appropriate and adequate.

## 19.5 Funding

Generally the committee does not have separate, outside activities or initiatives that need funding. If the Committee deems that specific activities or initiatives are needed and require funding, then budgeting and funding of activities and initiatives will be performed yearly and will have dedicated lines in the budget.

## 19.6 Procedures and Guidelines for the Society Management Committee

The Society Strategic Plan is provided in Appendix H.

## 20.0 Awards and Membership Recognition Committee

The Awards and Membership Recognition Committee and its subcommittees make or evaluate recommendations for regularly established IEEE awards, including Fellow, and administer such Society awards as may be specified in the Bylaws. At present, the Committee consists of the Fellow Evaluation Subcommittee, the Fellow Coordination Subcommittee, and the Society Awards Subcommittee.

### 20.1 Selection and Term of Office

The Senior Past-President serves as Chair of the Awards and Membership Recognition Committee. The chairs of the Fellow Evaluation Subcommittee, the Fellow Coordination Subcommittee, and the Society Awards Subcommittee are all members of the Committee. The President, in consultation with the Chair may appoint additional members to the Committee. The term of office is for one (1) year. Members are eligible for reappointment.

### 20.2 Objectives

The Awards and Membership Recognition Committee supports the professional development of the Society's membership with meaningful recognition and awards. It publicizes these achievements through various means.

### 20.3 Fellow Evaluation Subcommittee

#### *20.3.1 Selection and Term of Office*

The Fellow Evaluation subcommittee consists of at least seven members, all of whom are I&M Society members and IEEE Fellows. The Society President appoints a Chair, who serves at the pleasure of the President, for a three-year term. The Chair is eligible for reappointment. The President, in consultation with the Chair, appoints six members to the committee, for staggered, three-year terms. Members are eligible for reappointment.

#### *20.3.2 Responsibilities*

The Fellow Evaluation Subcommittee evaluates nominations for IEEE Fellow that fall within the purview of the I&M Society and reports the results of the evaluation to the IEEE Fellow Committee.

#### *20.3.3 Guidelines for the Chair*

The Chair should become familiar with the IEEE processes and documents related to the elevation of Fellows, which can be found at [ieee.org](http://ieee.org). The current Chair should establish contact with the past Fellow Evaluation Committee Chair for any suggestions and to ensure continuity of Committee activities. Upon leaving office, the retiring Chair should work closely with the new Chair to make sure that all uncompleted matters are discussed.

### ***20.3.4 Evaluation of Fellow Nominations***

The evaluation of Fellow nominations is the sole task of the Fellow Evaluation Committee.

The Chair will have access to a secure and confidential website with all nominations and pertinent documents. Any nominations deemed to be inappropriate for evaluation by the I&M Society should be brought to the immediate attention of the IEEE Fellow Committee.

In early May, the Chair will receive the official list of nominees from the secretary of the IEEE Fellow Committee, along with appropriate forms and directions. All directions must be followed closely to prevent voiding all the Society's recommendations for the year.

Note that Fellow Evaluation subcommittee members may not nominate Fellow candidates, or act as references for nominees. If a member has inadvertently acted as a reference for an individual nomination, that member is recused from participating in all nominee evaluations.

## **20.4 Fellow Coordination Subcommittee**

### ***20.4.1 Selection and Term of Office***

The President appoints the Chair of the Fellow Coordination Committee, who must be a Fellow and a member of the current AdCom. The committee members consist of all Fellows who are current AdCom members.

### ***20.4.2 Responsibilities***

The Fellow Coordination Committee encourages the nomination of candidates for IEEE Fellow by:

- Publicizing an invitation for nominations of IEEE Fellows on the I&M website and in the quarterly Society Newsletter.
- Identifying and encouraging the nomination of potential Fellows.
- Inviting nominations from all I&M Society Chapters and IEEE Sections during the month of September.

## **20.5 Society Awards Subcommittee**

### ***20.5.1 Selection and Term of Office***

The Society Awards Subcommittee consists of at least three members, all of whom are Society members, and is chaired by the Senior Past President. The President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointment. The Chair may wish to assign one Subcommittee member the responsibility for oversight of each Society award.



### *20.5.2 Responsibilities*

The Society Awards Subcommittee issues invitations to nominate candidates for the Society-level awards of the I&M Society. It also evaluates all nominees for these awards, selects the recipient, and reports its recommendations via the Chair of the Awards and Recognition Committee to the AdCom for their approval. The goal is to have two or more nominees for each award.

All Award information can be found on the Society website.

### *20.5.3 List of Society Awards*

#### **Career Excellence Award**

The I&M Career Excellence Award is awarded to recognize a lifetime career of meritorious achievement and outstanding technical contribution by an individual in the field of instrumentation and measurement.

#### **Distinguished Service Award**

The I&M Society Distinguished Service Award is presented each year to an individual who has given outstanding service to the Society and to the profession.

#### **Outstanding Young Engineer Award**

The I&M Outstanding Young Engineer Award recognizes an outstanding young I&M member who has distinguished him/herself through achievements, which are technical, of exemplary service to the I&M Society, or a combination of both early in their career.

#### **Technical Award**

The I&M Society Technical Award is given to an individual or group of individuals for outstanding contribution or leadership in advancing instrumentation design or measurement technique.

#### **Faculty Course Development Award**

The Faculty Course Development Award is to support and encourage faculty members to develop a new course or significantly revise an existing course with specific focus on Instrumentation and/or Measurement, taught in an accredited (in accordance to the accepted rules of the country of applicant) engineering/physics/science curriculum. This award is administered by the Education Committee and its cognizant selection committee.

#### **Graduate Fellowship Award**

The purpose of the grant is to support and encourage graduate-level research in the area of instrumentation and measurement. This award is administered by the Education Committee and its cognizant selection committee.

**J. Barry Oakes Advancement Award**

The IEEE J. Barry Oakes Advancement Award will be used to provide a question and answer lecture during the annual I2MTC or AUTOTESTCON.

**Andy Chi Best Paper Award**

This award is given each year to the author, or authors, of the outstanding paper published in the Transactions of the I&M Society during the previous year.

***20.5.4 The IEEE Joseph F. Keithley Award***

The IEEE Joseph F. Keithley Award replaces the Morris E. Leeds Award, which was formerly a Field Award of the IEEE that has been suspended. The Keithley Award is presented for outstanding contributions in the field of electrical measurement. Presented for the first time in 2003, it consists of a bronze medal, a certificate, and a cash prize. Selection of the recipient is administered through the Technical Field Awards Council of the IEEE Awards Board. The AdCom encourage nominators of potential candidates to submit nominations. This is an IEEE-level award, not a Society award. The Society is a co-sponsor of the Award.

**20.6 Funding**

Budgeting and funding for the awards, travel grants, activities, and initiatives are performed yearly and have dedicated lines in the budget.

## 21.0 Society Representatives and Directed Delegates

The I&M Society has representation on other IEEE Societies, Boards, Councils and Committees, as well as on entities in other organizations outside IEEE. This inter-organizational representation may have been mandated by TAB or by the IEEE Board or Executive Committee, or it may have been established by mutual agreement with the entity in question. A listing of these entities can be found in Appendix A of this handbook.

### 21.1 Selection and Term of Office

Representatives are appointed by the President of the Society, and Directed Delegates, who have a vote on the outside entity, are appointed by the AdCom. The term of office is for one (1) year, unless the representatives or directed delegates serve a term as specified by the outside entity. Representatives and Directed Delegates are eligible for reappointment.

### 21.2 Objectives

Society Representatives and Directed Delegates serve to bridge between the Society and other entities and enable collaboration that serves the mission, goals, and objectives of the Society.

### 21.3 General Responsibilities

The general responsibility of each representative or delegate to another professional organization is to provide a two-way information flow between the I&M Society and another professional entity.

### 21.4 Specific Responsibilities

The following list of specific responsibilities will assist in carrying out this task:

- (i) The representative will actively foster communication between the Society and the other entity, particularly in areas where the Society and the other entity have intersecting interests.
- (ii) The representative will strive to attend a significant portion of the meetings held by the other entity, and to participate in those activities of that entity which may appear to intersect the interests of the I&M Society. For those meetings which the representative cannot be attended in person, the representative will review meeting minutes when they become available.
- (iii) The representative will immediately prepare and report any item of importance or concern that arises in other-entity meetings, or in the review of their meeting minutes, to the I&M Society President.

- (iv) The representative will prepare a written report and present a verbal report, and forward the report to the Executive Assistant, for the last AdCom meeting of the year.

## **21.5 Funding**

The travel and activities of some representatives and delegates have dedicated lines in the budget. Budgeting and funding for the travel and activities of representatives and delegates are performed yearly. The Executive Vice President and President must review the proposed costs for travel and activities and the AdCom must approve the travel and activities of representatives and delegates.

## **21.6 Succession Planning**

Generally, there is no fixed procedure or plan for succession with appointed delegates, other than they should be acquainted with the operation of the Society and considered capable to represent the Society.

## Appendix A - I&M Representatives and Delegates to other Organizations

### Liaison Appointments

- IEEE Sensors Council
- IEEE Nanotechnology Council
- IEEE Biometrics Council
- IEEE Systems Council
- IEEE Council on Superconductivity
- IEEE Fellows Evaluation Committee
- IEEE Women in Engineering
- IEEE Standards Board
- IEEE Press, or another technical publisher,
- IEEE Humanitarian Technology Challenge Society Partnership Group
- IEEE Committee on Earth Observation
- IEEE MTT Inter-societal Committee
- IEEE Society for the Social Implications of Technology (SSIT)
- IEEE Region 8 Chapter Coordination Committee
- IEEE Journal of Light Wave Technology
- TAB Transactions Committee
- TAB Magazine Committee
- TAB Awards and Recognition Committee
- TAB Finance Committee
- TAB Strategic Planning Committee
- TAB Periodicals Committee
- IEEE-USA Technology Policy Committee

- IEEE-USA, Energy Policy Committee
  - IEEE-USA, Research and Development Policy Committee
  - IEEE-USA, Critical Infrastructure Protection Committee
  - Professional Activities Committee for Engineers (PACE)
  - **SCC20 (ATLAS) Coordination**
  - National Conference of Standards Laboratories
  - Measurement Science Council (MSC)
  - Instrumentation Systems and Automation Society ISA (formerly, the Instrument Society of America)
- (i) Directed Delegates
- I<sup>2</sup>MTC Board of Directors
  - AUTOTESTCON Board of Directors
  - SAS Steering Committee
  - ISPCS Board of Directors

## Appendix B - Andy Chi Best Paper Award

### What Is the Intent of the Award?

The purposes of this award are:

1. to emphasize the importance of good authorship and timeliness of subject matter
2. to stimulate interest in the Transactions.

### What are the Criteria for Consideration for this Award?

The selection criteria are:

- Communication of paper's subject matter to non-experts
- Organization and logical structure
- Balance detail versus brevity
- Writing style, language usage, etc
- Utilization of illustrative materials, tables and figures
- Bibliography includes adequate references to the key work in the subject field
- Timeliness of the paper's subject matter
- Potential impact on the subject area
- Degree of originality
- Relative importance of the subject area in the total field of instrumentation and measurement

### Who Can Submit a Nomination?

Nominations for the I&M Society's Chi Award are solicited by the Transactions Editor from the Associate and Guest Editors.

### Who is Eligible:

An author or authors of a paper published in the I&M Society Transactions in a given calendar year. The award bestowed in a specific year (n) is for a paper published in the previous calendar year (n-1) and will be presented at the I<sup>2</sup>MTC Awards Luncheon in the following year (n+1). For example, the 2014 award was based on papers published in 2013 and the award will be presented in 2015.

### What is Included in the Nomination Package?

The nominator uploads a paragraph in the Allentrack system describing the attributes of the paper, as it relates to being a candidate for the best paper award. .

**Who Makes the Selection?**

The Transactions EIC assembles the selection committee consisting of five current associate editors who will consider the nominations and make a recommendation for the best paper award.

Nominated candidates for the award and members of the I&M Society Awards committee are not eligible to serve on the selection committee. The recommended paper information (title, publications date, etc.) and the authors' names will be submitted to the Society Awards Committee for review prior to the Fall AdCom meeting. The I&M Awards Committee forwards its review to the AdCom for consideration at the Fall meeting. The AdCom votes at the Fall meeting whether to approve the recommendation.

**When is the Recipient Informed?**

Within 30 days of approval by the AdCom, the recipient is contacted via an e-mail from the Awards Chair and President of the Society.

**When is the Award Made Public?**

The information is public after the recipient is informed. The announcements to the public are coincident with the Spring I<sup>2</sup>MTC Awards Luncheon.

**What are the Award Type(s) and Amounts?**

This prize is funded by the I&M Society. The prize is a certificate and \$1000 for one author, or \$2000 shared among multiple authors, divided equally among them. \$1,000 granted on a need basis (as determined by the Awards Chair on request of recipient) for travel to the conference. The honorarium and travel expenses are shared pro rata if there are multiple recipients and attendees.



## **Appendix C - Procedures and Guidelines for the Education Committee**

### **Distinguished Lecturer Program Documents**

[2014 Distinguished Lecturer Call](#)

[IMS Distinguished Lecturer Application Process](#)

[IMS Distinguished Lecturer Request Form](#)

[Guidelines for Evaluating and Selecting Distinguished Lecturers](#)

[IMS Presentation for Distinguished Lecturers - 2014](#)

### **Education Award Guidelines**

[Graduate Fellowship Award](#)

[Faculty Course Development Award](#)

## **Appendix D - Procedures and Guidelines for the Membership Development Committee**

### **Chapter Activities Documents**

[Chapter Petition Form](#)

[Chapter Chair Reference Guide](#)

[Chapter Development Funding Program Guidelines](#)

[Chapter Funding Application](#)

[Chapter Chair Report Form](#)

[Outstanding Chapter Award Application](#)

## **Appendix E - Procedures and Guidelines for the Conferences Committee**

[I<sup>2</sup>MTC Bid Package](#)

[I<sup>2</sup>MTC Handbook](#)

[AUTOTESTCON Charter](#)

[AUTOTESTCON Operations Manual](#)

[Conference Management Guidelines](#)

## Appendix F - Technical Committees of the I&M Society

The following are the TCs authorized as of this printing. The AdCom may establish additional Technical Committees at their discretion, without prior need to modify this Handbook.

- TC-4 High-frequency Measurement and Connector
- TC-6 Emerging Technologies in Measurements
- TC-7 Signals and Systems in Measurement
- TC-8 Test and Instrument Systems
- TC-9 Sensor Technology
- TC-10 Waveform Generation, Measurement, and Analysis
  - (i) Waveform Recorder Subcommittee
  - (ii) A/D Converters Subcommittee
  - (iii) D/A Converters Subcommittee
  - (iv) Pulse Techniques Subcommittee
  - (v) Probe Standards Subcommittee
- TC-13 Wireless and Telecommunications in Measurements
- TC-15 Virtual Systems in Measurements
- TC-17 Materials in Measurements
- TC-18 Environmental Measurements
- TC-19 Imaging Measurements and Systems
- TC-20 Transportation Systems in Measurements
- TC-25 Medical and Biological Measurements
- TC-26 Radar Cross-Section Measurements
- TC-28 Instrumentation for Robotics and Automation
- TC-32 Fault-Tolerant Measurement Systems
- TC-34 Nanotechnology in Instrumentation and Measurement
- TC-36 Industrial Inspection
- TC-37 Measurements for Networking

TC-39 Measurements in Power Systems

## **Appendix G - Procedures and Guidelines for the Technical and Standards Activities Committee**

[IMS TC Guidelines](#)

[Procedure for starting a TC](#)

[Template for the application form for becoming a member of TC](#)

[Application for financial support of TC activities](#)

## **Appendix H - IMS Strategic Plan**

[IMS Constitution](#)

[IMS Bylaws](#)

[IMS Strategic Plan](#)