



# **IEEE Electromagnetic Compatibility (EMC) Society**

## **Handbook**

### **Operations, Policy and Procedure Manual**

Revised Oct 21, 2025

Approved by BoG – Nov 17, 2025

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>1 INTRODUCTION - IEEE EMC SOCIETY .....</b>	<b>6</b>
1.1 MISSION .....	6
1.2 VISION .....	6
1.3 CORE VALUES.....	6
1.4 COMMITMENT TO IEEE CODE OF CONDUCT.....	7
1.5 FORMAT OF THE IEEE EMC SOCIETY (EMC-S) HANDBOOK.....	7
1.6 REVISIONS TO THE IEEE EMC SOCIETY (EMC-S) HANDBOOK .....	7
<b>2 IEEE EMC SOCIETY BOARD OF GOVERNORS .....</b>	<b>9</b>
2.1 BOG OPERATIONAL PROCEDURES AND FUNCTIONS .....	9
2.2 BOG MEMBERS AND VOTING.....	9
2.3 BOG MEETINGS .....	9
2.4 CONFLICT OF INTEREST.....	11
2.5 EMC-S GOVERNORS-AT-LARGE ROLES .....	12
2.6 EMC-S EXECUTIVE GOVERNORS AND ROLES.....	13
2.6.1 <i>President</i> .....	13
2.6.2 <i>President-Elect</i> .....	14
2.6.3 <i>Immediate-Past President</i> .....	15
2.6.4 <i>Secretary</i> .....	16
2.6.5 <i>Treasurer</i> .....	18
2.6.6 <i>Vice-President Member Services</i> .....	19
2.6.7 <i>Vice-President Communication Services</i> .....	21
2.6.8 <i>Vice-President Technical Services</i> .....	22
2.6.9 <i>Vice-President Conference Services</i> .....	23
2.6.10 <i>Vice-President Standards</i> .....	24
<b>3 EMC-S OFFICERS AND ROLES.....</b>	<b>25</b>
3.1 EMC-S OMBUDS OFFICER .....	25
3.2 CHAPTER ANGEL.....	26
3.3 MARKETING COORDINATOR.....	27
3.4 ASSISTANT SECRETARY .....	28
3.5 ASSISTANT TREASURER .....	29
3.6 YOUNG PROFESSIONALS REPRESENTATIVE .....	30
3.7 WOMEN IN ENGINEERING REPRESENTATIVE .....	31
3.8 EMC-S REPRESENTATIVES TO IEEE COUNCILS.....	32
3.9 SISTER SOCIETY OFFICER .....	33
3.10 IEEE PRESS LIAISON OFFICERS .....	34
3.11 GLOBAL SYMPOSIA COORDINATOR .....	34
3.12 REGIONAL SYMPOSIA COORDINATOR .....	35
<b>4 EMC-S STANDING COMMITTEES .....</b>	<b>37</b>

4.1	LIST OF EMC-S STANDING COMMITTEES.....	37
4.2	ADMINISTRATIVE COMMITTEES .....	38
4.2.1	<i>Strategic Planning Committee Charter</i> .....	38
4.2.2	<i>Operational Planning Committee Charter</i> .....	40
4.2.3	<i>Financial Committee (FinCom) Charter</i> .....	42
4.2.4	<i>Constitution and Bylaws (C&amp;BL) Committee Charter</i> .....	45
4.2.5	<i>Nominations and Appointments (N&amp;A) Committee Charter</i> .....	48
4.3	MEMBER SERVICES COMMITTEES.....	51
4.3.1	<i>Awards and Recognition Committee Charter</i> .....	51
4.3.2	<i>Fellow Evaluation Committee Charter</i> .....	53
4.3.3	<i>Regional and Chapters Activities Committee Charter</i> .....	57
4.3.4	<i>Distinguished Lecturer Committee</i> .....	59
4.3.5	<i>History Committee</i> .....	61
4.3.6	<i>Photography Committee Charter</i> .....	62
4.3.7	<i>Survey Committee Charter</i> .....	64
4.3.8	<i>Completed Careers Committee Charter</i> .....	66
4.3.9	<i>Regional Coordinators (IEEE Regions 8-10) Charter</i> .....	67
4.3.10	<i>Website Committee Charter</i> .....	69
A.	GENERAL.....	69
B.	SCOPE .....	69
C.	FUNCTIONS.....	69
D.	COMPOSITION .....	69
E.	MEMBERSHIP REQUIREMENTS .....	69
F.	APPOINTMENTS AND TERMS OF OFFICE .....	70
G.	VACANCIES .....	70
H.	COMMITTEES REPORTING TO THE WEBMASTER COMMITTEE .....	70
I.	MEETINGS.....	70
J.	REPORTS .....	70
K.	FINANCIAL AND ADMINISTRATIVE SUPPORT .....	70
L.	CHANGES TO CHARTER .....	70
4.4	COMMUNICATION SERVICES COMMITTEES.....	71
4.4.1	<i>Periodicals Committee (PerCom) Charter</i> .....	71
4.4.2	<i>Website and Social Media Committee (WebCom) Charter</i> .....	73
4.5	TECHNICAL SERVICES COMMITTEES .....	75
4.5.1	<i>Technical Advisory Committee (TAC) Charter</i> .....	75
4.5.2	<i>Education Committee (EdCom) Charter</i> .....	78
4.6	CONFERENCE SERVICES COMMITTEES .....	80
4.6.1	<i>Symposium Advisory Committee Charter</i> .....	80
4.7	STANDARDS COMMITTEES .....	83
4.7.1	<i>Standards Development &amp; Education Committee (SDECom) Charter</i> .....	83



4.7.2	Standards Advisory & Coordination Committee (SACCom) Charter .....	85
<b>5</b>	<b>POLICIES OF THE EMC SOCIETY .....</b>	<b>88</b>
5.1	GENERAL POLICIES .....	88
5.2	ADMINISTRATIVE POLICIES .....	88
5.2.1	BoG Travel Subsidy Policy .....	88
5.3	MEMBER SERVICE POLICIES .....	88
5.4	COMMUNICATION SERVICES POLICIES .....	89
5.5	TECHNICAL SERVICES POLICIES .....	89
5.6	CONFERENCE SERVICES POLICIES .....	89
5.7	STANDARDS POLICIES .....	89

## Revision Overview

Section	Content	BoG approval Approved Nov 17, 2025
1.	IEEE EMC SOCIETY	
2.	IEEE EMC SOCIETY BOARD OF GOVERNORS	
3.	EMC-S OFFICERS AND ROLES	
4.	EMC-S STANDING COMMITTEES	
4.2	Administrative Committees	
4.3	Member Services Committees	
4.4	Communication Services Committees	
4.5	Technical Services Committees	
4.6	Conference Services Committees	
4.7	Standards Committees	
5.	POLICIES OF THE EMC SOCIETY	
5.1	General Policies	
5.2	Administrative Policies	
5.3	Member Services Policies	
5.4	Communication Services Policies	
5.5	Technical Services Policies	
5.6	Conference Services Policies	
5.7	Standards Policies	

## **1 INTRODUCTION - IEEE EMC SOCIETY**

This handbook functions as a guidance document for officers, standing committee chairs and representatives of the EMC Society. It is also useful to Society members active on the various committees. Separate handbooks for particular areas (e.g. Conference organization, Chapter Chairs Handbook, Editor in Chief Handbook) are available through the Vice Presidents of the Society.

Information defining the duties and responsibilities of officers is provided in the Society's Constitution and Bylaws. Additional functions, traditions, policies and procedures have evolved over many years to facilitate smooth operation of the Society. Details are included in this handbook.

A section on Policies is included to further enhance the usefulness of this document. The Policy Section reflects official and unofficial actions taken by the Board of Governors over many years, which may be of interest to Society members related to governance and future Board actions. The Constitution and Bylaws are provided in a separate document.

### **1.1 MISSION**

We foster the development and facilitate the exchange of scientific and technological knowledge in the discipline of electromagnetic environmental effects, electromagnetic compatibility, signal and power integrity and promote literary, educational and professional aspects thereof that benefit members, the profession and humanity.

### **1.2 VISION**

We will be the recognized and respected global organization and leading providers of scientific and engineering information and services in the field of electromagnetic environmental effects, electromagnetic compatibility as well as signal and power integrity engineering, technology, and innovation for the betterment of society and the preferred professional development source for our members.

### **1.3 CORE VALUES**

The following list of core values reflects what is truly important to us as an organization:

- Trust: being a trusted and unbiased source of technical information and forums for technical dialogue and collaboration.

- Growth and Nurturing: encouraging education as a fundamental activity of engineers, scientists, and technologists at all levels and at all times; ensuring a pipeline of students to preserve the profession.
- Global Community Building: cultivating active, vibrant, and honest exchange among cross-disciplinary and interdisciplinary global communities of technical professionals.
- Partnership: promoting a culture of respect for the employee and volunteer, valuing contributions at all levels of the organization, investing in training and development to enhance capabilities, empowering individuals to make a positive difference, and building a membership organization based on a strong volunteer-staff partnership to serve the profession.
- Service to Humanity: leveraging science, technology, and engineering to benefit human welfare; promoting public awareness and understanding of the engineering profession.
- Integrity in Action: fostering a professional climate in which engineers and scientists continue to be respected for their exemplary ethical behavior and volunteerism.

#### **1.4 COMMITMENT TO IEEE CODE OF CONDUCT**

IEEE members are committed to the highest standards of integrity, responsible behavior, and ethical and professional conduct.

The IEEE Technical Activities Board and the IEEE Electromagnetic Compatibility Society Board of Governors reaffirm its commitment to an environment free of discrimination and harassment as stated in the IEEE Code of Conduct, IEEE Code of Ethics, and IEEE Nondiscrimination Policy.

#### **1.5 FORMAT OF THE IEEE EMC SOCIETY (EMC-S) HANDBOOK**

The IEEE EMC Society Handbook - Operations, Policy and Procedure Manual, published here, has been arranged in four sections, each covering a different facet of IEEE EMC Society activities. Those consulting this Manual for the first time are urged to carefully review the Table of Contents to acquaint themselves with all procedures relating to their particular activities.

#### **1.6 REVISIONS TO THE IEEE EMC SOCIETY (EMC-S) HANDBOOK**

This handbook will require revision as responsibilities of officer's change, procedures evolve, as well as if the Constitution and Bylaws are amended. Future officers and committee members are requested to recommend changes and additions to this handbook. Changes and updates should be submitted to the

chair of the Constitution & Bylaws Committee, who will edit the recommendations and incorporate them into this handbook upon approval by the Board of Governors.

Proposed changes to the IEEE EMC Society Handbook - Operations, Policy and Procedure Manual and the reasons therefore shall be distributed to all voting members of the EMC-S Board of Governors (BoG) at least 10 days before the stipulated BoG meeting at which the vote shall be taken. A simple majority of the votes cast at the meeting shall be required to approve any revisions to the IEEE EMC Society Handbook - Operations, Policy and Procedure Manual. Any amendment or repeal of the IEEE EMC Society Handbook - Operations, Policy and Procedure Manual shall be subject to review by the Constitution and Bylaws (C&BL) Committee, and final approval by the BoG.



## **2 IEEE EMC SOCIETY BOARD OF GOVERNORS**

### **2.1 BoG OPERATIONAL PROCEDURES AND FUNCTIONS**

The IEEE EMC Society Board of Governors (BoG) shall interpret relevant bylaws and policies through organization arrangements, guidelines, and the scope of the society and shall develop policy relating to the EMC Society technical activities. Relevant policy statements, rules and regulations, and procedures shall be published in the EMC Society Handbook - Operations, Policy and Procedure Manual for the guidance of all concerned.

The IEEE EMC Society BoG shall establish operational procedures assisting the management and operation of the EMC Society. The BoG shall be responsible for developing its plans, schedules, procedures, and approval of its budget and expenditures. The EMC Society and its Committees shall operate in support of their assigned technical fields, as provided in their respective charter and field of interest statements.

### **2.2 BoG MEMBERS AND VOTING**

a) The EMC Society Board of Governors shall consist of:

1. Governors-at-Large: Members of the Society elected by the Society membership as detailed in the Society's Bylaws.
2. Executive Governors: Executive officers are members of the Society elected by the Board of Governors to designated offices as detailed in the Society's Bylaws.
3. Ex-Officio Governors: Members appointed or elected to designated positions or offices as detailed in the Society's Bylaws. Ex-officio Governors are non-voting members.

b) No Member of BoG may hold more than one BoG voting position simultaneously.

### **2.3 BoG MEETINGS**

Robert's Rules of Order (latest revision) shall be used to conduct business at meetings of the IEEE EMC Society BoG and committees thereof, unless specified otherwise by IEEE governing documents, IEEE EMC Society governing documents, or the EMC Society Handbook - Operations, Policy and Procedure Manual.

- A. **Number of BoG Meetings and Locations.** The BoG shall hold at least two face-to-face meetings during the year. Meetings of the Board of Governors shall be held at such times as necessary and/or convenient. Monthly online meetings will be held at the President's discretion. Special meetings of the Board may be called by the President of the Society at the President's discretion or upon request of six or more members of the Board of Governors with at least 30 days' notice. The locations for these meetings shall be according to the criteria set forth in IEEE Policies.
- B. **Guidelines for Motions Passed at BoG Meetings.** A majority vote of the voting members of the Board of Governors attending a meeting (quorum required) shall be necessary for the conduct of its business except as otherwise provided in the Constitution.
- C. **BoG Meeting Schedule Changes.** Once scheduled, a meeting date or location may be altered or canceled only by a vote of a majority of all BoG members secured by or transmitted to the Secretary not less than 30 days before the original date or the new date set for the meeting, whichever is the earlier. Notice of such approved change shall be distributed to all BoG voting members not less than ten days before the original or the new date of the said scheduled meeting, whichever is the earlier.
- D. **BoG Special Meetings.** Special meetings of the BoG may be called by the President or by 20% of BoG voting members on notice to all other BoG members. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the BoG voting members calling the meeting, shall be distributed to all BoG members not less than 30 days before the date set for the special meeting.
- E. **Actions Without Meeting.** (IEEE Bylaw I-300.4) Unless otherwise provided in the Certificate of Incorporation, the Constitution, the Bylaws, or the Not-for-Profit Corporation Law of the State of New York, any action required or permitted to be taken by the Board of Governors, the Standing Committees and any other board or committee reporting directly to the Board of Governors may be taken without a meeting if all members of the Board or Committee vote unanimously on the action, with the vote to be confirmed promptly in writing. The written confirmation shall be filed with the minutes of the proceedings of the Board or Committee.
- F. **Notices of Meetings.** Notices of meetings and any other documents required to be sent to BoG members pursuant to provisions of the IEEE EMC-S Constitution, IEEE EMC-S Bylaws, the EMC-S Handbook - Operations, Policy and Procedure Manual shall be sent by such routings as shall ensure prompt delivery.

## **2.4 CONFLICT OF INTEREST**

BoG Members must always act in the best interests of IEEE EMC Society when engaging in activities related to or on behalf of IEEE EMC Society. Conflicts of interest, whether actual, perceived, or potential, must be avoided and should be recorded should they be identified.

### **A. Definitions.**

1. A conflict of interest is defined as any situation, transaction, or relationship in which a BoG member's decisions, actions, or votes could materially affect that individual's professional, personal, financial, or business concerns.
2. A potential conflict of interest arises from a situation where an individual might have a conflict of interest based on his or her responsibility to IEEE EMC Society.
3. A perceived conflict of interest arises where a third party might reasonably conclude that an individual's private interests could improperly influence the performance of his or her responsibility to IEEE EMC Society.

### **B. Responsibility.**

When conducting IEEE EMC Society business or engaging in activities related to IEEE EMC Society, BoG members must be cognizant of any actual, perceived, or potential conflict of interest, especially those involving improper personal or financial gain. Consistent with the process outlined in §715 of the New York Not-for-Profit Corporation Law, it is the responsibility of all BoG members to consider each item of business where they have a vote or decision-making authority to determine if an actual, perceived, or potential conflict of interest may exist.

Any member or volunteer with a conflict of interest shall recuse himself or herself per Bylaw I-300.2 from any meeting associated with such activities and shall not improperly influence the deliberations or vote on the matter giving rise to such conflict. Any such recognized conflict shall be disclosed in writing immediately to the President of the IEEE EMC Society or the Division IV Governor (if the President of the IEEE EMC Society has the conflict of interest), the Managing Governor IEEE Technical Activities and the IEEE Internal Audit Department. The Internal Audit Department shall make an initial determination on whether an actual, perceived, or potential conflict of interest exists and provide a recommendation to the member and the President of the IEEE EMC Society or the Division IV Governor.

## 2.5 EMC-S GOVERNORS-AT-LARGE ROLES

**(a) Functions:** Governors-at-Large are voting members of the EMC-S BoG.

**(b) Duties and Responsibilities:** The duties and responsibilities of the Governors-at-Large shall be to:

- Attend meetings of the BoG, whether face-to-face or virtual
- Engage in web-mediated discussions and eVotes.
- Support Executive Governors in the management of the Society
- Serve as a Chapter Angel
- Contribute to the work of the Society by serving
  - on major committees, e.g. Technical Advisory Committee (TAC), Education Committee (EdCom), Periodicals Committee (PerCom), Standards Advisory & Coordination Committee (SACCom), Standards Development & Education Committee (SDECom), etc. preferred serving as chair or vice-chair of it.
  - as EMC-S Officer, as specified in section 3

**(c) Qualifications:** Governors-at-large must be members of the IEEE and of the EMC Society and be of good standing. They should possess significant technical and professional stature in Electromagnetic Compatibility or the affiliate arts and should have adequate financial and corporate personal resources external to the Society to be able to attend all Board meetings and actively contribute to the business of the Society, including committee activities, correspondence, telephone calls, and other duties as assigned.

**(d) Election and Term of Office:** Every year a third of the Governors-at-Large are elected by the Society membership for a three-year term. No Governor-at-Large can serve for more than six (6) consecutive years.

**(e) Travel Commitment:**

- EMC-S Board meetings (2-3 per year)
- Society's International Symposium

## 2.6 EMC-S EXECUTIVE GOVERNORS AND ROLES

### 2.6.1 President

**(a) Functions:** The President manages Society affairs as directed by the Board of Governors (BoG) of the Society, and in accordance with powers and duties as defined in the Society and IEEE Constitution and Bylaws. The President is responsible for the protection of Society interests and represents these interests before all IEEE boards and non-IEEE entities.

**(b) Duties and Responsibilities:** The duties and responsibilities of the President shall be to:

- Lead the advancement and evolution of the Society to adapt to changes in the technical and socio-economic environments.
- Appoint the Chairs of Standing and Ad Hoc Committees, EMC Society representatives to other IEEE entities (i.e., Societies and Councils), and non-IEEE organizations as required, with the advice and consent of the BoG.
- Prepare agendas (jointly with Secretary and board members) and preside over regular and special BoG meetings.
- Represent the EMC Society in communications and meetings with the IEEE Technical Activities Board (TAB), Regional Activities Board (RAB) and the Division Governor, as well as with Presidents of other Societies when necessary.
- Preside during the opening ceremony and the Awards Banquet at the Society's International Symposium.
- Write the President's column for each edition of the EMC Magazine.
- Request the Society Administrator or Secretary to deliver the roster of Society officers and committee memberships to IEEE Headquarters yearly.
- Attend Division IV meetings as required. [Note – Assignment to a particular division is subject to change]
- Attend the Society/Council President's Forum, usually held before TAB meetings three times a year.
- Encourage and approve formation of new chapters.
- Write supporting letters on behalf of Society volunteers as requested.
- Represent EMC Society in relations with other EMC Symposia worldwide as required.

**(c) Qualifications:** The qualifications for the President shall be as follows:

- i. Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- ii. Be a member of the BoG at the time of election.
- iii. Shall never have served as President of the EMC Society.
- iv. Must be able to commit a significant amount of time to the position.
- v. Should have the support of that person's employer in meeting the obligations of the position.

**(d) Election and Term of Office:** During the first year of the sitting President's term of office and at the first meeting following the election of the incoming Governors-at-Large, the Board of Governors comprised of the newly elected and current Governors-at-Large and Executive Governors elect a President-Elect for a one-year term beginning 1 January of the following year. After a 1-year term as President-Elect, he or she assumes office for a two-year term, non-renewable. After his or her term of office, the title of Past President is issued. The position of President-Elect and Immediate-Past President is detailed in another section of this handbook.

**(e) Travel Commitment:**

- EMC-S Board meetings (2-3 per year)
- TAB meetings (3 per year)
- Society's International Symposium
- Travel to conferences or events of IEEE sister societies
- Travel to co-sponsored conferences or events (e.g. APEMC or EMC Europe)

## **2.6.2 President-Elect**

**(a) Functions:** The President-Elect supports the goals and objectives of the Society and assists the President in these activities. The President-Elect will assume the duties of the President if the President is temporarily or permanently unable to perform the duties of President. The President-Elect position is an apprenticeship to the position of President, and the holder of this position should prepare her/himself by attending IEEE training seminars, TAB and other meetings, etc. Training in Robert's Rules of Order is especially useful.

**(b) Duties and Responsibilities:** The duties and responsibilities of the President-Elect shall be to:

- Assist President in the performance of his/her duties.
- Perform the duties of the President in his/her absence or incapacity during their second year of office.

- Chair the Strategic Planning Committee or Operational Planning Meeting (depending on the current needs of the Society)
- Chair periodic reviews of the organization of the Society and committees.

**(c) Qualifications:** The qualifications for the President-Elect are the same as for the President of the EMC Society. (see section 2.4.1.c)

**(d) Election and Term of Office:** During the first year of the sitting President's term of office and at the first meeting following the election of the incoming Governors-at-Large, the Board of Governors comprised of the newly elected and current Governors-at-Large and Executive Governors elect a President-Elect for a one-year term beginning 1 January of the following year.

**(e) Travel Commitment:**

- EMC-S Board meetings (2-3 per year)
- TAB meetings (at least 1 during term)
- TAB Officer Training (at least 1 during term)
- Society's International Symposium
- Other relevant meetings, conferences, and functions determined to be in the best interests of the EMC Society.

### **2.6.3 Immediate-Past President**

**(a) Functions:** The Immediate-Past President supports the goals and objectives of the Society and assists the President in these activities. The Immediate-Past President will assume the duties of the President if the President and the President-Elect are temporarily or permanently unable to perform the duties of President.

**(b) Duties and Responsibilities:** The duties and responsibilities of the Immediate-Past President shall be to:

- Assist the President as a representative of the EMC-S in its technical areas.
- Chair the Constitution and Bylaws (C&BL) Committee.
- Chair the Nominations and Appointments (N&A) Committee
- Chair the Financial Committee (FinCom)
- Chair the Operational Planning Committee
- Conduct the BoG Election for Executive Governors (when held)
- Present a summary of the financial impact of actions taken at each BoG meeting.



- (c) **Qualifications:** The qualifications for the Immediate-Past President are the same as for the President of the EMC Society. (see section 2.4.1.c)
- (d) **Election and Term of Office:** After his or her two-year term of office the President becomes Immediate-Past President of the Society. He or she serves in that capacity until replaced by a new Immediate-Past President of the Society. The term of office is two years.
- (e) **Travel Commitment:**
- EMC-S Board meetings (2-3 per year)
  - TAB meetings (at least 1 during term)
  - Society's International Symposium

#### **2.6.4 Secretary**

- (a) **Functions:** The EMC Society Secretary is responsible for keeping the records of the Society, intra- and inter-Society correspondence, BoG minutes and other duties as may be assigned.
- (b) **Duties and Responsibilities:** The duties and responsibilities of the Secretary shall be to:
- Transmit in writing in a timely manner a record of all meetings, motions, directives, or orders of the Society to the officers, chairpersons of standing and ad hoc committees, and to the Managing Governor IEEE Technical Activities Board and Div IV Governor.
  - As soon after 1 January, or as practicable, the Secretary shall ensure the provision of Governors listing of officers and associated members to the Board of Governors.
  - Ensure the Society complies with its own bylaws and the requirements of the IEEE.
  - Work with the Past President to ensure the Policies and Procedures / Operations manual is up to date and the Society complies with them.
  - Work with the President Elect to run strategic planning activities
  - Work with the VPs in SCRC planning and strategy implementation and ensure continuity across VPs.
  - In the absence of an IEEE staff administrator, perform the duties of the administrator working with the staff at the IEEE. Some of the key responsibilities may include
    - Review and approve expense reports:
      - Be the first point of contact for all expense report inquiries
      - Thoroughly examine submitted expense reports for accuracy and compliance with RAS policies
      - Follow up with volunteers to request additional information or clarification when needed
    - Process Award Payments
    - Manage the administrative aspects of Society award programs



- Ensure timely processing of award payments
- Produce and distribute award certificates and plaques
- Coordinate with vendors for the creation and delivery of recognition items
- Prepare nomination packets for committee review
- Coordinate and organize meetings
  - Poll attendees to determine the best date and time for international group meetings
  - Use scheduling tools to accommodate multiple time zones
  - Analyze responses to find optimal meeting times
  - Manage and fulfill requests for promotional materials to support conferences and Chapter activities.
- Serve as a Liaison / support staff assigned to the VP of Membership and Chapters
  - Assist in logistics and meeting planning for any membership events at conferences
  - Assist in creating membership calls, email campaigns, and program announcements
  - Generate membership reports for marketing campaigns
  - Coordinate with IEEE-MGA to ensure distribution of up-to-date welcome letters to all new Society members
  - Coordinate requests for promo codes offering free or discounted membership, including tracking their effectiveness
  - Support Chapter services including new-chapter applications and grants program
  - Provide analysis and benchmarking of reports as needed
  - Monitor Distinguished Lecturer (DL) reimbursements, analyzing DL expenses against IEEE Travel Policy. Send reminders, track spending against budget and regularly update DL chair.
  - Compare spending against budget, analyze root causes of fluctuations, and provide input into annual budgeting process.
- Monitor activities of volunteer committees related to awards and grants (Society level, TC Level, Chapter Level, IEEE Level)
  - Manage Society-level Awards Program - announcements, nominations
  - Assist Awards Committee chair and members with selection process, including analysis of nominees against awards criteria
  - Coordinate and liaise with IEEE Awards staff as needed
  - Create and process necessary A/P paperwork for award winners (checks, wire transfers, supplier adds, supplier invoices)
  - Produce and distribute award/grant certificates/plaques
- Provide administrative support for the Fellows nomination and evaluation process
- Serve as point of contact for GDPR requests, including honoring “right to be forgotten.”
- Set up Purchase Orders and ensure expeditious expense reimbursement requests for RAS including issue resolutions. Analyze reports for any conflicts with IEEE Travel Policy.
- Perform data gathering, analysis, and issue resolution in support of additional core society business functions as needed (Publications, Conferences, Education.)

- Other tasks assigned by the Executive Committee.

**(c) Qualifications:** The qualifications for the Secretary shall be as follows:

- i. Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- ii. Must be able to commit a significant amount of time to the position.
- iii. Should have the support of that person's employer in meeting the obligations of the position.
- iv. Should have some demonstrable background in administrative management.

**(d) Election and Term of Office:** The Secretary is elected by the BoG during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Governors-at-Large. The Secretary will occupy that office for the succeeding two years. The Secretary term of office is limited to three successive elected two-year terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-thirds vote of the BoG.

**(e) Travel Commitment**

- EMC-S Board meetings (2-3 per year)
- Society's International Symposium

## 2.6.5 Treasurer

**(a) Functions:** The Treasurer serves as the chief financial officer of the EMC Society. He/She oversees the EMC Society's financial transactions and prepares the annual budget. The Treasurer shall act as liaison with IEEE Headquarters and IEEE TAB Financial Committee on all financial records of the Society.

**(b) Duties and Responsibilities:** The duties and responsibilities of the Treasurer shall be to:

- Serve as the chief financial officer of the EMC Society.
- Voting Member of the EMC Society's Financial Committee (FinCom).
- Oversee compliance with IEEE Policies and procedures in all financial matters relating to the EMC-Society and its Standing Committees.
- Oversee the development of the Society's budget.
- Approve expenditures as necessary and appropriate, along with FinCom.

- Present a summary of financial impact of actions taken at each BoG meeting, if the Immediate-Past President is absent.

**(c) Qualifications:** The qualifications for the Treasurer shall be as follows:

- i. Must be an IEEE Member grade or higher and a Member of the IEEE EMC Society.
- ii. Must be able to commit a significant amount of time to the position.
- iii. Should have the support of that person's employer in meeting the obligations of the position.
- iv. Should have some demonstrable background in financial management

**(d) Election and Term of Office:** The Treasurer is elected by the BoG during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Governors-at-Large. The Treasurer will occupy that office for the succeeding two years. The Treasurer term of office is limited to three successive elected two-year terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-third vote of the BoG.

**(e) Travel Commitment**

- EMC-S Board meetings (2-3 per year)
- TAB FinCom meetings (at least 1 per year)
- TAB Finance Workshop meeting at IEEE Headquarters (1 per year)
- Society's International Symposium

## **2.6.6 Vice-President Member Services**

**(a) Functions:** The Vice-President Member Services is responsible for activities and committees related to services the Society provides to its membership.

**(b) Duties and Responsibilities:** The duties and responsibilities of the Vice-President Member Services shall be to:

- manage the activities of committees reporting to her or him.
- promote EMC Society membership.
- maintain the EMC Society membership booth and ensure it is staffed at appropriate symposia and conferences.
- coordinate regional and chapter activities, including the chapter angel program.
- coordinate membership surveys.
- oversee the Distinguished Lecturer program.

- oversee the activities of the History Committee.
- oversee the activities of the Young Professionals Committee.
- oversee the activities of the Women in Engineering Committee.
- oversee the activities of the EMC Society photographer.
- oversee the activities of the Fellows committees.
- oversee/coordinate the activities of the Region 8, 9, and 10 Membership Representatives.
- coordinate the activities of the Completed Careers committee.
- coordinate the activities of the Webmaster.
- oversee the activities of the Social Media Coordinator.
- coordinate the activities of Sister Society representative.
- coordinate the activities of the Awards, Nominations, and Bylaws committees.

**(c) Qualifications:** The qualifications for the Vice-President Member Services shall be as follows:

- i. Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- ii. Must be able to commit a significant amount of time to the position.
- iii. Should have the support of that person's employer in meeting the obligations of the position.
- iv. Should have some experience with member service activities.

**(d) Election and Term of Office:** The Vice-President Member Services is elected by the BoG during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Governors-at-Large. The Vice-President Member Services will occupy that office for the succeeding two years. The Vice-President Member Services term of office is limited to three successive elected two-year terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-third vote of the BoG.

**(e) Travel Commitment**

- EMC-S Board in-person meetings (2-3 per year)
- Society's International Symposium

## 2.6.7 Vice-President Communication Services

- (a) Functions:** The Vice- President Communication Services has oversight responsibility for all matters relating to publications, Marketing and Public Relations of the EMC Society.
- (b) Duties and Responsibilities:** The duties and responsibilities of the Vice-President Communication Services shall be to:
- manage the activities of committees reporting to her or him.
  - chair the Publication Committee.
  - oversee the activities of the IEEE Press Liaison.
  - Oversee external communication with membership and/or the IEEE.
  - coordinate EMC-S Periodicals Reviews with TAB Periodicals Review Committee.
- (c) Qualifications: The qualifications for the Vice-President Communication Services shall be as follows:**
- i. Be an IEEE Member, Senior Member or Fellow and an active Member of the IEEE EMC Society.
  - ii. Must be able to commit a significant amount of time to the position.
  - iii. Should have the support of that person's employer in meeting the obligations of the position.
  - iv. Should have some experience with publications, e.g. editor in chief or associate editor of EMC-S periodicals.
- (d) Election and Term of Office:** The Vice-President Communication Services is elected by the BoG during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Governors-at-Large. The Vice-President Communication Services will occupy that office for the succeeding two years. The Vice-President Communication Services term of office is limited to three successive elected two-year terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-third vote of the BoG.
- (e) Travel Commitment**
- EMC-S Board meetings (2-3 per year)
  - TAB Periodical Committee Meeting (at least 1 per year)
  - IEEE Panel of Editors Meeting (1 per year)

### **2.6.8 Vice-President Technical Services**

- (a) Functions:** The Vice-President Technical Services is responsible for coordinating and promoting technical activities of the EMC Society. The Vice-President of Technical Services oversees various technical committees and liaison to both IEEE and non-IEEE organizations and societies.
- (b) Duties and Responsibilities:** The duties and responsibilities of the Vice-President Technical Services shall be to:
- manage the activities of committees reporting to her or him.
  - coordinate, promote and ensure the integrity of EMC Society technical activities.
  - oversee the activities of the society's Technical Advisory Board and its subordinate committees.
  - oversee the activities of the Education Committee.
  - collaborate with sister societies and expand new technical areas related to EMC and SIPI.
  - reporting the society's technical activities to the BoG.
  - ensure that all technical activities are sufficiently funded in the annual budget.
- (c) Qualifications:** The qualifications for the Vice-President Technical Services shall be as follows:
- i. Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
  - ii. Must be able to commit a significant amount of time to the position.
  - iii. Should have the support of that person's employer in meeting the obligations of the position.
  - iv. Should have some experience with technical activities of the EMC Society.
- (d) Election and Term of Office:** The Vice-President Technical Services is elected by the BoG during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Governors-at-Large. The Vice-President Technical Services will occupy that office for the succeeding two years. The Vice-President Technical Services term of office is limited to three successive elected two-year terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-third vote of the BoG.
- (e) Travel Commitment**
- EMC-S Board meetings (2-3 per year)
  - Society's International Symposium

### 2.6.9 Vice-President Conference Services

- (a) Functions:** The Vice- President Conference Services has oversight responsibility for all matters relating to conference activities of the EMC Society.
- (b) Duties and Responsibilities:** The duties and responsibilities of the Vice-President Conference Services shall be to:
- manage the activities of committees reporting to her or him.
  - develop and maintain long term strategic plan for Society Symposia and Conferences.
  - develop symposia and conferences processes and procedures.
  - oversee financial management and controls of Society's Symposia and Conferences.
  - oversee the Exhibits Committee and is responsible for ensuring year-to-year coordination of exhibitors at the annual symposium.
  - develop and maintain processes and procedures for technical co-sponsorship of EMC related conferences.
- (c) Qualifications:** The qualifications for the Vice-President Conference Services shall be as follows:
- i. Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
  - ii. Must be able to commit a significant amount of time to the position.
  - iii. Should have the support of that person's employer in meeting the obligations of the position.
  - iv. Should have some experience with conference activities of the EMC Society.
- (d) Election and Term of Office:** The Vice-President Conference Services is elected by the BoG during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Governors-at-Large. The Vice-President Conference Services will occupy that office for the succeeding two years. The Vice-President Conference Services term of office is limited to three successive elected two-year terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-thirds vote of the BoG.
- (e) Travel Commitment**
- EMC-S Board meetings (2-3 per year)
  - Society's Symposium and Conferences
  - Travel to co-sponsored conferences or events (e.g. APEMC or EMC Europe)
  - IEEE Conference Committee Meeting (at least 1 per year)

## 2.6.10 Vice-President Standards

- (a) Functions:** The Vice-President Standards has oversight responsibility for all standards activities sponsored by the Society.
- (b) Duties and Responsibilities:** The duties and responsibilities of the Vice-President Standards shall be to:
- manage the activities of committees reporting to her or him.
  - guide EMC-related standards committees at all levels.
  - facilitate communication between the standards committees and the Board of Governors.
  - ensure that the budget is adequate to support the standards committees and their working groups.
  - assist in the interaction between the standards committees and the IEEE Standards Association (IEEE SA), maintain a working relationship with the IEEE SA liaison
  - coordinate liaison activities with other Societies, Councils, and Standards Development Organizations (SDOs)
- (c) Qualifications:** The qualifications for the Vice-President Standards shall be as follows:
- i. Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
  - ii. Must be able to commit a significant amount of time to the position.
  - iii. Should have the support of that person's employer in meeting the obligations of the position.
  - iv. Must have been a member of at least one SDO and/or standards development working group.
- (d) Election and Term of Office:** The Vice-President Standards is elected by the BoG during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Governors-at-Large. The Vice-President Standards will occupy that office for the succeeding two years. The Vice-President Standards term of office is limited to three successive elected two-year terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-third vote of the BoG.
- (e) Travel Commitment**
- EMC-S Board meetings (3-4 per year)
  - EMCS Standards Committee meetings
  - IEEE meetings related to standards



### 3 EMC-S OFFICERS AND ROLES

#### 3.1 EMC-S OMBUDS OFFICER

**(a) Functions:** The EMC-S Ombuds Officer is the EMC-S point of contact for complaints on scientific, professional or ethical misconduct by an EMC-S officer or committee. The Ombuds Officer is also responsible for receiving complaints and providing assistance to members in solving problems encountered in obtaining member services from IEEE and EMC-S. It is the Ombuds Officer's responsibility to provide the membership with an alternate channel from the normal IEEE Service Center channels when difficulty is encountered through regular channels. The Ombuds Officer's responsibilities shall also include e-mail liaison inquiries.

**(b) Duties and Responsibilities:** The duties and responsibilities of the EMC-S Ombuds Officer shall be to:

- handle complaints on scientific, professional or ethical misconduct by an EMC-S Executive Governor, Officer or Committee
- On receipt of the complaints the Ombuds Officer shall acknowledge the complaint and assure the member that required assistance will be provided in solving the problem. Contact the member within one week of receipt of the complaint.
- Pass complaints to the Executive Governor or Officer, who is responsible for investigating it.
- If a complaint is received against an Executive Governor, investigate the complaint, attempt to resolve it or take appropriate actions.
- When the problem is resolved, notify the member details of the action taken and invite further correspondence if the member remains dissatisfied. Notify the member when necessary inputs are received. Time should be 2 to 4 weeks after receipt of complaint.
- Report on received complaints to the Immediate-Past President
- Notify members in each IEEE EMC Magazine that the Ombuds Officer is available to help members with their complaints or to assist in obtaining member services from IEEE and EMC-S. The mailing address, e-mail address, telephone, and FAX numbers of the Ombuds Officer should be provided, in the IEEE EMC Magazine, the EMC-S Website, and the EMC-S directory.

**(c) Qualifications:** The qualifications for the EMC-S Ombuds Officer shall be as follows:

- Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- Must be able to commit a significant amount of time to the position.

**(d) Election and Term of Office:** The EMC-S Ombuds Officer is appointed by the Executive Committee during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Governors-at-Large. The EMC-S Ombuds Officer will occupy that office for the succeeding two years. The total length of service as the EMC-S Ombuds Officer for any individual shall not exceed four (4) years.

**(e) Travel Commitment:**

- none.

## **3.2 CHAPTER ANGEL**

**(a) Functions:** The Chapter “Angels” serve as liaisons between the EMC Society Member Services VP and the Chapters on all matters relating to Chapter Activities. When a Chapter encounters problems either with their own organization or with other parts of the EMC organization, the Chapter Angel may be able to help. The Angels also administer the “Bob Haislmaier Angel Fund” which allocates funding to support chapter activities, such as funding a speaker’s travel to present at a chapter meeting, food served at a chapter meeting, etc. The Chapter Angel confirms the funding request complies with EMC Society requirements and forwards pre-approved funding requests to the Member Services VP for final approval.

All IEEE EMC chapters, in all regions of IEEE around the world have been assigned an Angel selected from active members of the EMC Society, including current and former BoG members, and former Chapter Chairs. The Chapter Angels act as a liaison person to communicate to the Member Services VP and to the Board as necessary on all issues that arise. The Angels are assigned to IEEE Regions 1-10 (one per region) and are the main point of contact for all chapters in their respective regions.

Information for Chapters, including all Angel documentation, is available on the EMC Society website at [http://www.emcs.org/chapters\\_main.html](http://www.emcs.org/chapters_main.html).

**(b) Duties and Responsibilities:** Angels should employ a proactive approach in their chapter support activities, as recommended herein.

- Angels should initiate contact with the Chapter Chair, identify themselves and provide him/her with their contact information coordinates.
- Angels should keep in close communication with the chapters under their responsibility.
- Angels are responsible for evaluating “Angel Funds” requests submitted by the Chapters as noted above and make their recommendations to VP for Member Services.
- Angels should help the Chapter Coordinator in communicating with their Chapters, as necessary, and should be copied on such Communications. For this purpose, they are also added to the Chapter-Chairs Reflector by the Chapter Coordinator.

- Angels are strongly recommended to contact the Chapter's chair under their responsibility every year in the month of December with the purpose of
  - encouraging the chapters to report their activity to the EMC-S through the online form available at [http://www.emcs.org/chapters/chapter\\_reporting.html](http://www.emcs.org/chapters/chapter_reporting.html)
  - checking the Chapter Officers status for the next year.
- Angels should request the chapters to copy them on meeting reports (Vtools Meetings L31).
- Angels should request the chapters to copy them on meeting invitations, and whenever possible, the Angels should try to attend Chapter meetings under their responsibility.
- Angels should act as "coaches" or "mentors" to the Chapters to better improve their activities.
- Angels should be accessible, on a regular basis, at least by e-mail and should be willing to respond to chapter communications.

**(c) Qualifications:** The qualifications for the Chapter Angels shall be as follows:

- Be a current member of the IEEE EMC Society with a demonstrated interest in helping the chapters be successful.
- Must be able to commit a significant amount of time to the position.

**(d) Appointment and Term of Office:** The Chapter Angels are assigned by the VP Member Services. A Chapter Angel will serve in this function for the succeeding three years which is renewable for another three years.

**(e) Travel Commitment:**

- none.

### **3.3 MARKETING COORDINATOR**

**(a) Functions:** The Marketing Coordinator is responsible for the coordination of marketing, advertising, branding, and publicity content for EMC-S on the EMC-S website, print material, electronic digital media, social media channels, and the EMC-S booth. In cooperation with the VPs, she or he develops and coordinates the implementation of EMC-S marketing and advertising initiatives, including any related logistics, for the promotion of EMC-S, for the benefit of existing members, and for attracting new members. The Marketing Coordinator operates under the supervision of VP Members Services.

**(b) Duties and Responsibilities:** The duties and responsibilities of the EMC-S Representatives to IEEE Councils shall be to:

- Develop a marketing strategy for membership, products and services of the EMC-S, in cooperation with the VPs.
- Develop, coordinate and implement EMC-S marketing and advertising initiatives, including any related logistics, for the promotion of EMC-S, for the benefit of existing members, and for attracting new members
- Coordinate marketing, advertising, branding, and publicity content for EMC-S on the EMC-S website, print material, electronic digital media, social media channels and the EMC-S booth.
- Coordinating the presentation and display of the EMC-S booth.

**(c) Qualifications:** The qualifications for the Marketing Coordinator shall be as follows:

- Must be able to commit a significant amount of time to the position.
- Should have some experience with technical activities of the EMC Society.
- Should have some experience with marketing activities.

**(d) Appointment and Term of Office:** The Marketing Coordinator is appointed by the Executive Committee during its first meeting following the officer election. The Marketing Coordinator will occupy that office for the succeeding two years. Renewal is possible.

**(e) Travel Commitment:**

- none

### **3.4 ASSISTANT SECRETARY**

**(a) Functions:** The Assistant Secretary assists the Secretary in fulfilling the duties as secretary. In case the Secretary is temporarily not capable to fulfill his/her duties, the Assistant Secretary substituted the Secretary in his/her duties.

**(a) Duties and Responsibilities:** The duties and responsibilities of the Assistant Secretary will be specified by the Secretary. They might encompass, but are not limited to:

- Distribute notices of meetings and handle correspondence and other assignments as directed by the Secretary
- Arranging the logistical and administrative support of BoG and its Committees as directed by the Secretary

**(b) Qualifications:** The qualifications for the Assistant Secretary shall be as follows:

- Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- Must be able to commit a significant amount of time to the position.

- (c) **Appointment and Term of Office:** The Assistant Secretary is appointed by the President of the EMC Society on nomination of the Secretary during the first meeting of the Executive Committee following the officer election. The Assistant Secretary will occupy that office for the succeeding two years. The total length of service as the Assistant Secretary for any individual shall not exceed six (6) years.

If the term limit for the Secretary is waived on an individual basis by a two-third vote of the Board of Governors, then the Assistant Secretary shall have the option to extend her or his term limit as well.

- (d) **Travel Commitment:**

- none.

### **3.5 ASSISTANT TREASURER**

- (a) **Functions:** The Assistant Treasurer assists the Society Treasurer in fulfilling the duties as treasurer. In case the Treasurer is temporarily not capable of fulfilling his/her duties, the Assistant Treasurer will substitute the Treasurer in her or his duties.

- (b) **Duties and Responsibilities:** The duties and responsibilities of the Assistant Treasurer will be specified by the Treasurer. They might encompass, but are not limited to:

- Assisting the Treasurer in budget development
- Assisting the Treasurer in preparing necessary contracts
- Preparing a summary of financial activities of the EMC-Society, VP areas and its Standing Committees.

- (c) **Qualifications:** The qualifications for the Assistant Treasurer shall be as follows:

- Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- Must be able to commit a significant amount of time to the position.

- (d) **Appointment and Term of Office:** The Assistant Treasurer is appointed by the President of the EMC Society on nomination of the Treasurer during the first meeting of the Executive Committee following the officer election. The Assistant Treasurer will occupy that office for the succeeding two years. The total length of service as the Assistant Treasurer for any individual shall not exceed six (6) years.

If the term limit for the Treasurer is waived on an individual basis by a two-thirds vote of the Board of Governors, then the Assistant Treasurer shall have the option to extend her or his term limit as well.

**(e) Travel Commitment:**

- none.

**3.6 YOUNG PROFESSIONALS REPRESENTATIVE**

**(a) Functions:** The Young Professionals (YP) Representative serves as a liaison between the EMC Society Board of Governors (BoG) and IEEE Young Professionals. She or he operates under the supervision of VP Member Services.

**(a) Duties and Responsibilities:** The duties and responsibilities of the Young Professionals Representative shall be to:

- Organize YP related events at the annual symposium of the EMC-S as well as at “Sister Society” conferences upon request.
- Promote YP events at the chapter and Society level
- Report on YP events at Regional and Chapters Activities Committee meetings
- Liaise with IEEE Young Professionals
- Identify issues and make recommendations where EMC-S decisions are appropriate and necessary.

**(e) Qualifications:** The qualifications for the Young Professionals Representative shall be as follows:

- Be a Member of the IEEE EMC Society.
- Be a young professional (defined by IEEE as having received a Bachelor or equivalent degree within 15 years)
- Must be able to commit a significant amount of time to the position.

**(b) Appointment and Term of Office:** The Young Professional Representative is assigned by the VP Member Services for a term of two consecutive years. Reassignment is possible. The total length of service as the Young Professional Representative for any individual shall not exceed six (6) years.

**(e) Travel Commitment:**

- Regional and Chapters Activities Committee meetings (at least one per year)
- Annual Symposium of the EMC-S

### 3.7 WOMEN IN ENGINEERING REPRESENTATIVE

- (b) Functions:** The Women in Engineering Representative serves as a liaison between the EMC Society Board of Governors (BoG) and IEEE Women in Engineering (WIE). The representative should promote women engineers and scientists and inspiring girls around the world to follow their academic interests to a career in engineering. The representative operates under the supervision of VP Member Services.
- (c) Duties and Responsibilities:** The duties and responsibilities of the Women in Engineering Representative shall be to:
- Organize WIE related events at the annual symposium of the EMC-S and at “Sister Society” conferences upon request
  - Promote WIE events at chapter level
  - Report on WIE events at Regional and Chapters Activities Committee meetings
  - Liaise with WIE by attending IEEE Women In Engineering International Leadership Conferences and/or IEEE Women in Engineering International Leadership Summits
  - Identify issues and make recommendations where EMC-S decisions are appropriate and necessary.
- (f) Qualifications:** The qualifications for the Women in Engineering Representative shall be as follows:
- Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
  - Must be able to commit a significant amount of time to the position.
- (d) Appointment and Term of Office:** The Women in Engineering Representative is assigned by the VP Member Services for a term of two consecutive years. Reassignment is possible. The total length of service as the Women in Engineering Representative for any individual shall not exceed six (6) years.
- (e) Travel Commitment:**
- Regional and Chapters Activities Committee meetings (at least one per year)
  - Annual Symposium of the EMC-S
  - IEEE Women in Engineering International Leadership Conference (WIE ILC)
  - IEEE Women in Engineering International Leadership Summit



### 3.8 EMC-S REPRESENTATIVES TO IEEE COUNCILS

**(a) Functions:** The EMC-S Representatives to IEEE Councils represent the EMC-S to IEEE Councils in which the EMC-S is a member society. The representatives attend at council AdCom meetings with voting rights as specified in Council Governing Documents. They operate under the supervision of VP Technical Services. Currently the EMC-S appoints the following representatives:

- one representative to the IEEE Sensors Council
- alternating two representatives to the IEEE Nanotechnology Council
- one representative to the IEEE Transportation Electrification Council (TEC)
- one representative to the Systems Council

**(b) Duties and Responsibilities:** The duties and responsibilities of the EMC-S Representatives to IEEE Councils shall be to:

- Attending Council AdCom meetings
- Interface with the Council by attending their meetings and activities,
- Identify issues and make recommendations where EMC-S decisions are appropriate and necessary
- Report to the EMC-S BoG and its committees on activities and decisions of the Council that may be of interest and may impact the EMC-S
- Attending meetings of the EMC-S Technical Advisory Committee (TAC) as non-voting members
- Reporting to TAC and VP Technical Services on activities and decisions of the Council that may be of interest and may impact the EMC-S

**(a) Qualifications:** The qualifications for an EMC-S Representatives to a Council shall be as follows:

- Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- Must be able to commit a significant amount of time to the position.
- Should have some experience with technical activities of the EMC Society.

**(c) Appointment and Term of Office:** EMC-S Representatives to IEEE Councils are appointed by the President:

- In January of odd years, the President appoints:
  - One representative to the Sensors Council for a term of two years. Renewable for one consecutive additional term is possible.
  - One representative to the Transportation and Electrification Council (TEC) for a term of two years. Renewable for one consecutive additional term is possible



- One representative (odd-year appointment) to the Nanotechnology Council Renewable is possible. The total length of service as the EMC-S Representative to the Nanotechnology Council for any individual shall not exceed six (6) years.
- One representative (even-year appointment) to the Systems Council Renewable is possible. The total length of service as the EMC-S Representative to the NANOTECHNOLOGY COUNCIL for any individual shall not exceed six (6) years.

When an EMC-S Representative is elected to a Council office, the Council office takes precedence over the EMC-S appointment, and the President shall fill the resulting vacancy(s) promptly.

**(d) Travel Commitment:**

- Council AdCom
- EMC-S TAC meetings (at least one per year)
- Annual symposium of the Council

### **3.9 SISTER SOCIETY OFFICER**

(b) **Functions:** Inter-Society Activities of the EMC-S are coordinated via Sister Society Office, who operate under the supervision of the VP Member Services.

(c) **Duties and Responsibilities:** The duties and responsibilities of the sister society to other IEEE and non-IEEE Societies shall be to:

- Interface with the assigned Society by attending their meetings and activities,
- identify issues and make recommendations where EMC-S decisions are appropriate and necessary.
- Report to the EMC-S BoG and its committees on activities and decisions of the assigned IEEE Society that may be of interest and may impact the EMC-S
- Attending meetings of the EMC-S Technical Advisory Committee (TAC) as non-voting members

(d) **Qualifications:** The qualifications for the Sister Society officer shall be as follows:

- Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- Must be able to commit a significant amount of time to the position.
- Should have some experience with technical activities of the EMC Society.

(e) **Appointment and Term of Office:** Sister Society Officer is appointed by the President for a term of one calendar year. The total length of service as the EMC-S Liaison Officers to an IEEE Societies for any individual shall not exceed six (6) years. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-third vote of the BoG.

**(f) Travel Commitment:**

- EMC-S TAC meetings (at least one per year)
- BoG, AdCom or Technical Committee meeting of the sister societies
- Annual symposium of sister societies

**3.10 IEEE PRESS LIAISON OFFICERS**

**(a) Functions:** The IEEE PRESS Liaison Officer works under the supervision of the VP Communication Services with the IEEE PRESS staff and volunteers. She or he is invited to attend the annual IEEE PRESS Editorial Board Meeting and reports to the EMC-S Periodicals Committee.

**(b) Duties and Responsibilities:** The duties and responsibilities of the IEEE PRESS Liaison Officer shall be to:

- Identify promising projects and authors.
- Recommend projects to be sponsored by the EMC-S for publication by IEEE PRESS.
- Reports on activities and initiatives to VP Communication Services.
- Is an ex-officio member of the EMC-S Periodicals Committee (PerCom).

**(c) Qualifications:** The qualifications for the IEEE PRESS Liaison Officer shall be as follows:

- Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- Must be able to commit a significant amount of time to the position.
- Should have some experience with publications of the EMC Society.

**(d) Appointment and Term of Office:** IEEE PRESS Liaison Officer is appointed by the President on nomination by VP Communication Services during the first meeting of the Executive Committee following the officer election. The IEEE PRESS Liaison Officer will occupy that office for the succeeding two years. Reassignment is possible. The total length of service as the IEEE PRESS Liaison Officer for any individual shall not exceed six (6) years.

**(e) Travel Commitment:**

- annual IEEE PRESS Editorial Board Meeting
- meetings of EMC-S PerCom

**3.11 GLOBAL SYMPOSIA COORDINATOR****(a) Functions:**

The IEEE EMC-S Global Symposia Coordinator works under the supervision of the

VP Conference Services with the IEEE staff. She or he is invited to attend the annual IEEE Conference Committee Meeting and reports to the Symposium Advisory Committee.

**(b) Duties and Responsibilities:**

- Global Symposia Coordinator shall be to:
  - Interfaces between IEEE Staff, the VP Conference Services and the applicants of Endorsement, technical and Financial Sponsored conferences.
  - Recommend conferences to be sponsored by the EMC-S.
  - Reports on activities and initiatives to VP Conference Services.
  - Is an ex-officio member of the EMC-S Symposium Advisory Committee.

**(c) Qualifications:**

The qualifications for the IEEE EMC-S Global Symposia Coordinator shall be as follows:

- Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- Must be able to commit a significant amount of time to the position.
- Should have some experience with conferences sponsored by the EMC Society.

**(d) Appointment and Term of Office:**

IEEE EMC-S Global Symposia Coordinator is appointed by the President on nomination by VP Conference Services during the first meeting of the Executive Committee following the officer election. The IEEE EMC-S Global Symposia Coordinator will occupy that office for the succeeding two years. Reassignment is possible. The total length of service as the IEEE EMC-S Global Symposia Coordinator for any individual shall not exceed six (6) years.

**(e) Travel Commitment:**

IEEE Conference Committee Meeting (at least 1 per year)

### **3.12 REGIONAL SYMPOSIA COORDINATOR**

- (a) Functions:** The IEEE EMC-S Regional Symposia Coordinator works under the supervision of the VP Conference Services with the IEEE staff. She or he is invited to attend the annual IEEE Conference Committee Meeting and reports to the VP Conferences. The Regional Symposia Coordinator primarily acts as a liaison between the Chapters and the VP Conferences to assist

in the creation of “tabletop shows” or other regional events (i.e. not international events) as well as to assist Chapters with existing tabletop shows when they need assistance.

**(b) Duties and Responsibilities:**

- Interfaces between IEEE Staff, Chapter Officers, and the VP Conference Services.
- Reports on activities and initiatives to VP Conference Services.

**(c) Qualifications:**

The qualifications for the IEEE EMC-S Regional Symposia Coordinator shall be as follows:

- Be an IEEE Member, Senior Member or Fellow and a Member of the IEEE EMC Society.
- Must be able to commit a significant amount of time to the position.
- Should have some experience with conferences and events sponsored by the EMC Society.

**(d) Appointment and Term of Office:**

IEEE EMC-S Regional Symposia Coordinator is appointed by the President on nomination by VP Conference Services during the first meeting of the Executive Committee following the officer election. The IEEE EMC-S Regional Symposia Coordinator will occupy that office for the succeeding two years. Reassignment is possible. The total length of service as the IEEE EMC-S Global Symposia Coordinator for any individual shall not exceed six (6) years.

**(e) Travel Commitment:**

IEEE Conference Committee Meeting (at least 1 per year)

Regional Events to support Chapters (on an as needed basis)

## **4 EMC-S STANDING COMMITTEES**

### **4.1 LIST OF EMC-S STANDING COMMITTEES**

The Standing Committees reporting to BoG via Executive Governors are as follows:

- (a) Administrative Committees
  - Strategic Planning Committee
  - Operational Planning Committee
  - Financial Committee (FinCom)
  - Constitution and Bylaws (C&BL) Committee.
  - Nominations and Appointments (N&A) Committee
- (b) Member Service Committees
  - Awards and Recognition Committee
  - Fellow Evaluation Committee
  - Regional and Chapters Activities Committee
  - IEEE Young Professionals Committee
  - Distinguished Lecturer Committee
  - History Committee
  - Women in Engineering Committee
  - Completed Careers Committee
- (c) Communication Services Committees
  - Periodicals Committee (PerCom)
- (d) Technical Services Committees
  - Technical Advisory Committee (TAC)
  - Education Committee (EdCom)
- (e) Conference Services Committees
  - International Conference Committee
- (f) Standards Committees
  - Standards Development & Education Committee (SDECom)
  - Standards Advisory & Coordination Committee (SACCom)

## **4.2 ADMINISTRATIVE COMMITTEES**

### **4.2.1 Strategic Planning Committee Charter**

#### **A. GENERAL**

The Strategic Planning Committee reports to, and is a Standing Committee of, the EMC-S Board of Governors (BoG).

#### **B. SCOPE**

The Strategic Planning Committee supports the BoG by strategic long-term planning and preparation input for the society review.

#### **C. FUNCTIONS**

The Committee shall:

1. Address and investigate issues of a long-term nature that might impact the EMC Society.
2. Implement mechanisms, as needed, to study these issues.
3. Provide recommendations to the BoG.
4. Maintain and update the Mission and Value statement for the EMC Society.

#### **D. COMPOSITION**

The EMC-S Strategic Planning Committee shall consist of the following members:

- President-Elect, who serves as the Committee Chair
- Immediate Past President, who serves as the Committee Vice-Chair
- The Vice-Presidents
- Members of the EMC Society in good standing, as appointed by the President.

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

All members of the Strategic Planning Committee shall be IEEE EMC-S members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

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

- Members are appointed for one year
- The appointed members of the Committee shall properly reflect all areas and distribution of society members from IEEE Regions.

**G. VACANCIES**

1. During the first year of the sitting President's term of office the Immediate Past-President will serve as chair of the Strategic Committee Planning. In this period the position of the committee vice chair will be vacant.
2. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the Committee shall assume responsibility.
3. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

**H. COMMITTEES REPORTING**

1. Standing Committees.

There are no Standing Committees reporting directly to the EMC-S Strategic Planning Committee.

2. Ad Hoc Committees

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

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

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the Immediate Past President of the Society.

**I. MEETINGS**

The Strategic Planning Committee meets in conjunction with meetings of the BoG. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

**J. REPORTS**

The Committee Chair shall provide verbal reports to the BoG during each meeting, outlining the committees' activities transacted.

**K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

FINANCIAL SUPPORT

This committee will be funded under the VP budget under whose scope of work the Ad Hoc committee is formed to address. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

#### ADMINISTRATIVE SUPPORT

The principal staff support for the Committee is provided by the Secretary of the Society (or designee).

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

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

## **4.2.2 Operational Planning Committee Charter**

### **A. GENERAL**

The Operational Planning Committee reports to, and is a Standing Committee of, the EMC-S Board of Governors (BoG).

### **B. SCOPE**

The Operational Planning Committee supports the BoG by operational planning.

### **C. FUNCTIONS**

The Committee shall:

1. Address and investigate issues of a short-term nature that might impact the EMC Society.
2. Implement mechanisms, as needed, to study these issues.
3. Implement strategic goals and objectives as specified in the strategic plan of the EMC-S,
4. Provide recommendations to the BoG.

### **D. COMPOSITION**

The EMC-S Operational Planning Committee shall consist of the following members:

- Immediate Past President, who serves as the Committee Chair
- The Vice-Presidents
- Members of the EMC Society in good standing, as appointed by the President.

### **E. MEMBERSHIP REQUIREMENTS**



All members of the Operational Planning Committee shall be IEEE EMC-S members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.

**F. APPOINTMENTS AND TERMS OF OFFICE**

- Members are appointed for one year
- The appointed members of the Committee shall properly reflect all areas and distribution of society members from IEEE Regions.

**G. VACANCIES**

1. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the Committee shall assume responsibility.
2. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

**H. COMMITTEES REPORTING**

1. Standing Committees.

There are no Standing Committees reporting directly to the EMC-S Operational Planning Committee.

2. Ad Hoc Committees

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

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

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the Immediate Past President of the Society.

**I. MEETINGS**

The Operational Planning Committee meets in conjunction with meetings of the BoG. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

**J. REPORTS**

The Committee Chair shall provide verbal reports to the BoG during each meeting, outlining the committee's activities transacted.

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

This committee will be funded by EMC-S Vice-President Member Services. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

**ADMINISTRATIVE SUPPORT**

The principal staff support for the Committee is provided by the Secretary of the Society (or designee).

**L. CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

**4.2.3 Financial Committee (FinCom) Charter****A. GENERAL**

The Financial Committee (FinCom) reports to, and is a Standing Committee of, the EMC-S Board of Governors (BoG).

**B. SCOPE**

The Financial Committee (FinCom) is responsible for

- creating and maintaining the Society budget.
- reviewing all financial and budgetary matters of the EMC-S, including budgets for all conferences where the Society has financial involvement.

At each meeting, FinCom reviews and prepares recommendations concerning all budgetary matters to be subsequently brought before the EMC-S BoG for approval.

**C. FUNCTIONS**

The Committee shall:

1. Assist the Treasurer in creating the Society budget for the following year,
2. Report the budget to and seek approval of the BoG,
3. Monitor the financial operations of the Society in the current year,

4. Assess the financial impact on the budget of motions and BoG decisions and recommend priorities and guidelines on income and expenditures.
5. Review & approve annual symposium budgets prior to granting initial operating loans.

The Chair of FinCom is responsible for recommending approval of the budget by the EMC-S BoG and for responding to any questions from BoG members that arise during BoG deliberations concerning the proposed budget. At the Chair's request, the Treasurer may instead make the budget recommendations. Any modifications to the budget resulting from BoG deliberations are incorporated into the 2nd pass budget submitted to the IEEE

#### **D. COMPOSITION**

The Financial Committee shall consist of the following members:

- (1) Immediate Past President, who serves as the Committee Chair (ex-officio, voting)
- (2) The Society Treasurer (ex-officio, voting)
- (3) The Assistant Treasurer (ex-officio, non-voting)
- (4) Up to four (4) Governor-at-Large (voting)
- (5) two (2) Past Presidents (voting)
- (6) The Vice-Presidents (ex-officio non-voting)

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

All members of FinCom shall

- be an IEEE Member grade or higher and a Member of the IEEE EMC Society.
- have some background in financial management of the society
- Must be able to commit a significant amount of time to the position.

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

- (1) The Immediate Past President is the Chair of FinCom (ex-officio).
- (2) The Treasurer of EMC-S is an ex-officio voting member of FinCom.
- (3) The President typically appoints an Assistant Treasurer to support the Treasurer, who is also appointed as non-voting member of FinCom.
- (4) Up to four (4) Governor-at-Large and two (2) Past Presidents recommended by the Chair and endorsed by the BoG are appointed as voting members of FinCom for a period of one calendar year.
- (5) All Vice-Presidents are ex-officio non-voting members of FinCom.

**G. VACANCIES**

1. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the Committee shall assume responsibility.
2. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

**H. COMMITTEES REPORTING**

1. Standing Committees.

There are no Standing Committees reporting directly to the FinCom.

2. Ad Hoc Committees

There are no Ad Hoc Committees reporting directly to the FinCom.

**I. MEETINGS**

The FinCom shall meet prior to BoG meetings. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

The President and the Treasurer of the society can request a FinCom meeting to discuss specific financial issues.

The FinCom meets in conjunction with meetings of the BoG. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

**J. REPORTS**

The Committee Chair shall provide verbal reports to the BoG during each meeting, outlining the committee's endorsement and assessment of motions to and decisions of the BoG.

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

This committee will be funded by EMC-S Immediate Past-President. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

**ADMINISTRATIVE SUPPORT**

The principal staff support for the Committee is provided by the Secretary of the Society (or designee).

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

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

### **4.2.4 Constitution and Bylaws (C&BL) Committee Charter**

#### **A. GENERAL**

The Constitution and Bylaws (C&BL) Committee reports to, and is, a Standing Committee of, the EMC-S Board of Governors (BoG).

#### **B. SCOPE**

The C&BL Committee develops, maintains and recommends changes to governance documents of the EMC-S. This includes the EMC-S Constitution, Bylaws and Policies as well as charters of standing committees.

#### **C. FUNCTIONS**

The C&BL Committee shall:

1. Monitor, develop and revise the EMC-S Constitution and Bylaws, at least every five years.
2. Continuously maintain and recommend changes to the EMC-S Handbook - Operations, Policy and Procedure Manual.
3. Review and recommend changes to charters of EMC-S standing committees.

#### **D. COMPOSITION**

The C&BL Committee shall consist of the following members

- 1) Immediate Past President, who serves as the Committee Chair (ex-officio)
- 2) President-Elect (ex-officio)
- 3) Secretary (ex-officio)
- 4) three (3) Governor-at-Large
- 5) two (2) Past Presidents
- 6) up to three (3) members of the EMC-S, who are not member of the BoG or Past Presidents of the EMC-S

**E. MEMBERSHIP REQUIREMENTS**

All members of the C&BL Committee:

1. Shall be IEEE EMC-S members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Must be able to commit a significant amount of time to the position.

**F. APPOINTMENTS AND TERMS OF OFFICE**

- 1) The Committee Chair, who serves by virtue of being the Immediate Past President of the Society, shall serve a two-year term in this capacity.
- 2) The Chair may appoint a Vice-Chair from among the voting members of the Committee.
- 3) Per year the President appoints one (1) present Governor-at-Large who shall serve a three-year term. They shall be nominated by the Immediate Past President.
- 4) Per year the President appoints one Past President of the Society who shall serve a two-year term. Reassignment is possible.
- 5) On nomination by the Immediate Past President the President appoints up to three (3) members of the EMC-S, who are not member of the BoG or Past Presidents of the EMC-S. They serve a one-year term, reappointment is possible.

**G. VACANCIES**

In the event of the incapacity or conflict of interest of the Chair, the Vice-Chair of the C&BL Committee shall assume the responsibility for this current election.

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

**H. COMMITTEES REPORTING**

1. Standing Committees.

There are no Standing Committees reporting directly to the C&BL Committee.

2. Ad Hoc Committees

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

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

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the Immediate Past President of the Society.

#### **I. MEETINGS**

The C&BL Committee meets at least three times a year, e.g. meets in conjunction with meetings of the BoG. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

#### **J. REPORTS**

The Committee Chair shall provide verbal reports to the BoG during each meeting, outlining the committee's activities transacted.

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

##### **FINANCIAL SUPPORT**

This committee will be funded by EMC-S Vice-President Member Services. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

##### **ADMINISTRATIVE SUPPORT**

The principal staff support for the Committee is provided by the Secretary of the Society (or designee).

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

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

#### **4.2.5 Nominations and Appointments (N&A) Committee Charter**

##### **A. GENERAL**

The EMC-S Nominations and Appointments (N&A) Committee reports to, and is a Standing Committee of, the EMC-S Board of Governors (BoG).

##### **B. SCOPE**

The EMC-S N&A Committee will help identify nominees to stand for election to the EMC-S Board of Governors and certain EMC-S Officer Positions. The Committee will also review the qualifications of those nominated for, or appointed to, the BoG and EMC-S Officer Positions.

##### **C. FUNCTIONS**

The N&A Committee shall:

1. Encourage members to apply for at-large membership on the BoG.
2. Prepare and present to the BoG for their approval a slate of recommended candidates for Governor-at-large positions on an annual basis.
3. Prepare and present to the BoG a slate of candidates for Officers and Executive Governors positions, to be used when election of officers of the Society occurs.
4. Maintain a list of individuals who may wish to serve the Society so that vacancies that occur during the year can be filled in a timely manner.

The Chair of the N&A Committee

1. Is responsible for the annual election of Governors-at-Large and the election of Executive Governors.
2. Ensures that the Editor-in-Chief of the EMC Magazine receives the Call for Nominations to the BoG in time for publication in the first issue of the EMC Magazine of the year. Posting of the Call for Nominations on the EMC Society website and promotion via EMC Society e-Newsletters and social media channels is required on a timely basis.

##### **D. COMPOSITION**

The EMC-S N&A Committee shall consist of the following members:

Voting Members:

- 1) Immediate Past President, who serves as the Committee Chair
- 2) Two (2) members who are presently members of the BoG
- 3) Four (4) members who are presently not a member of the BoG

Non-Voting Members:



- 4) EMC-S Secretary (or designee)

**E. MEMBERSHIP REQUIREMENTS**

1. All members of the N&A Committee shall be IEEE EMC-S members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. A member of the N&A Committee shall not be eligible for an elected position based on the following conditions:
  - i. the nomination is not made by a member of the same N&A Committee and
  - ii. the member resigns from the N&A Committee prior to its first meeting of the year in which the nomination shall be made. (Ref: EMC-S Bylaw Section 4, 4.0)

**F. APPOINTMENTS AND TERM OF OFFICE**

1. The Committee Chair, who serves by virtue of being the Immediate Past President of the Society, shall serve a two-year term in this capacity.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. One (1) present Governor-at-Large, who is appointed in odd-numbered years and one (1) present Governor-at-Large, who is appointed in even-numbered years. They shall serve two-year terms. They shall be nominated by the Immediate Past President and appointed by the BoG.
4. Two (2) members of the Society who are not present Governor-at-Large and appointed in odd-numbered years and two (2) members of the Society who are not present Governor-at-Large are appointed in even-numbered years. They shall serve two-year terms. They shall be nominated by the Immediate Past President and by appointed the BoG.
5. The appointed members of the N&A Committee shall properly reflect distribution of society members from IEEE Regions, particularly Regions 1-6, 8, and 10. (Regions 7 and 9 currently do not represent a significant percentage of IEEE members; however, care is given to include members from these regions whenever possible)

**G. VACANCIES**

1. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the N&A Committee shall assume the responsibility for this current election. With extenuating circumstances, a different individual, e.g. N&A Committee Vice Chair, may be appointed to this position. (Ref: EMC-S Bylaw Section 4, 4.1)
2. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

**H. COMMITTEES REPORTING TO THE EMC-S N&A COMMITTEE**

1. Standing Committees.

There are no Standing Committees reporting directly to the EMC-S N&A Committee.

## **2. Ad Hoc Committees**

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

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

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the Immediate Past President of the Society.

## **I. MEETINGS**

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

## **J. REPORTS**

The Committee Chair shall provide verbal reports to the BoG during each meeting, outlining the committee's activities transacted.

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

### **FINANCIAL SUPPORT**

This committee will be funded by EMC-S Vice-President Member Services. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

### **ADMINISTRATIVE SUPPORT**

The principal staff support for the Committee is provided by the Secretary of the Society (or designee), and includes preparing agendas and summaries, meeting coordination, preparation of history lists and grids to maintain a listing of nominations received.

**CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

**4.3 MEMBER SERVICES COMMITTEES****4.3.1 Awards and Recognition Committee Charter****A. GENERAL**

The Awards and Recognition Committee operate under and reports to the Vice-President Member Services of the EMC Society.

**B. SCOPE**

The Awards and Recognition Committee evaluate and ranks nominees for the Society awards and recognitions.

**C. FUNCTIONS**

The Awards and Recognition Committee shall:

1. Encourage members to nominate people (members and non-members of the EMC-S) for awards and recognitions of the Society.
2. Prepare and present to the BoG a slate of recommended candidates for awards and recognitions of the Society on an annual basis.

The Chair of the Awards and Recognition Committee

1. Is responsible for reporting the committee's recommendations to the BoG at its first meeting of a year, through a report to the Vice-President Member Services.
2. Ensures that the Editor-in-Chief of the EMC Magazine receives the Call for Nominations for awards and recognitions of the Society in time for publication in the EMC Magazine of the year. Posting of the Call for Nominations on the EMC Society website and promotion via EMC Society e-Newletters and social media channels is required on a timely basis.

**D. COMPOSITION**

The Awards and Recognition Committee shall consist of:

- Committee Chair and
- Four (4) evaluators

The Evaluators are chosen from among EMC-S members, with consideration to representation from the geographical and technical division of the IEEE EMC-S.

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

All members of the Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

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

1. The Chair of the Awards and Recognition Committee shall be appointed by the President of the EMC-S for a one-year term, upon recommendation by the Vice-President Member Services. He can serve a maximum of 3 consecutive years.
2. The Evaluators shall be appointed by the President of the EMC-S, upon recommendation by the Chair of the Awards and Recognition Committee, for a one-year term. Evaluators can serve a maximum of 3 consecutive years.

#### **G. VACANCIES**

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

#### **H. COMMITTEES REPORTING**

There are no committees reporting directly to the Awards and Recognition Committee.

#### **I. MEETINGS**

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

#### **J. REPORTS**

The Awards and Recognition Committee Chair shall provide a report to EMC-S BoG at its first annual meetings and shall provide additional reports as requested by the EMC-S Vice-President Member Service.

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

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

**L. CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

**4.3.2 Fellow Evaluation Committee Charter****A. GENERAL**

The EMC-S Fellow Evaluation Committee is an EMC-S committee that reports to the Vice-President Member Services.

**B. SCOPE**

The EMC-S Fellow Evaluation Committee evaluates and ranks nominees for the IEEE Fellow Grade, who have a peripheral involvement with EMC.

**C. FUNCTIONS**

The Committee shall complete

- a Fellow Grade Society/Technical Council Evaluation Form for each nominee and
- a Society/Technical Council Summary Form.

FEC EMC-S belongs to Cohort Fellow Evaluating Committee (CFEC). Therefore, all forms shall be submitted to the Fellow Activities Staff no later than 15 June at 11:59 p.m. ET.

Eligible nominations, which include nomination and endorsement (optional) shall be evaluated in accordance with procedures and policies of the EMC-S.

**D. COMPOSITION**

The EMC-S Fellow Evaluation Committee shall consist of:

- Committee Chair
- Vice Chair
- Five (5) to ten (10) evaluators

The Evaluators are chosen from among those EMC-S members of Fellow grade / Life Fellow grade, with consideration to representation from the geographical and technical division of the IEEE. References shall be accepted if a Reference is an IEEE Senior Member or IEEE Life Senior Member from Region 9 in good standing and the Nominee they are serving as a Reference for resides in Region 9. EMC-S. The number of Evaluators coming from academia (e.g. universities, research institutes) shall be limited to a maximum of five (5).

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

- (1) The Chair of the EMC-S Fellow Evaluation Committee:
  - Must be an active IEEE Fellow/Life Fellow.
  - Must be an active member in the EMC-S.
  - Shall have served on the EMC-S Fellow Evaluation Committee for at least one year.
  - Cannot serve as a nominator for any Fellow nominees.
  - Cannot serve as a reference or an endorser for any Fellow Nominees evaluated by the EMC-S Fellow Evaluation Committee.
  - Cannot be a member of the IEEE Fellow Committee or the IEEE BoG.
- (2) Evaluators:
  - Must be an active IEEE Fellow.
  - Must be an active member in the EMC-S.
  - Cannot serve as a nominator, reference or an endorser for any Fellow Nominees evaluated by the EMC-S Fellow Evaluation Committee.
  - Cannot be a member of the IEEE Fellow Committee or the IEEE BoG.

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

- (1) The Chair of the EMC-S Fellow Evaluation Committee shall be appointed by the President of the EMC-S for a one-year term. He can serve a maximum of 2 consecutive years.
- (2) The Evaluators shall be appointed by the President of the EMC-S, upon recommendation of the Chair of the EMC-S Fellow Evaluation Committee, for a one-year term. Committee members can serve a maximum of 3 consecutive years.
- (3) The President of the EMC-S shall advise the Fellow Activities Staff of the entire EMC-S Fellow Evaluation Committee roster by 31 January at 11:59 p.m. Eastern Time of each year.

#### **G. VACANCIES**

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

#### **H. COMMITTEES REPORTING**

There are no committees reporting directly to the Fellow Evaluation Committee.

#### **I. MEETINGS**

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

#### **J. REPORTS**

The Committee Chair shall provide a highlight report to the Vice-President Member Services.

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

##### **FINANCIAL SUPPORT**

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

#### **L. EVALUATION POLICIES OF THE EMC-S**

- (1) The president of the EMC-S and the actual BoG-members are not eligible to be a nominee evaluated by the EMC-S Fellow Evaluation Committee
- (2) Only nominees who are nominated in the category Research Engineer/Scientist can be evaluated by their paper count and/or h-index.
- (3) The EMC-S Fellow Evaluation Committee must not evaluate nominees in the categories
  - Application Engineer/Practitioner
  - Educator
  - Technical Leader
  - Standards Contributorswith regards to the nominee's paper count and/or h-index.

- (4) Nominees who are nominated in the category Application Engineer/Practitioner shall be evaluated with regards to aspects like:
- What product development, advancement in systems, application or operation, project management or construction activity, process development, manufacturing innovation, codes or standards development, or other applications of technology was the direct result of the nominee's personal effort?
  - Documented innovation, creativity, and importance of the development, advancement or application.
- (5) Nominees who are nominated in the category Research Engineer/Scientist shall be evaluated with regards to aspects like:
- What inventions, discoveries or advances in the state of the art made by the nominee indicate innovation, creativity, and importance of the nominee's research?
- (6) Nominees who are nominated in the category Educator shall be evaluated with regards to aspects like
- What impact has the nominee had on education in the field of interest of the IEEE?
  - What unique and innovative curricula or courses has the nominee personally developed?
  - What innovative and unique contributions have the nominee made to engineering education as an administrator? Has the nominee written a pioneering text in his/her field?
  - What impact have these innovations had?
  - What is the range of acceptance, local, regional or worldwide?
- (7) Nominees who are nominated in the category Technical Leader shall be evaluated with regards to aspects like:
- What outstanding engineering application or scientific accomplishments resulted from a managerial, team, or company-wide effort that was led by the nominee?
  - The technical innovation, difficulties and risk involved, achieving economic acceptability, and other advantages.
  - The specific technical contributions that the nominee made which made the achievement possible?
  - The lasting impact of the nominee's contribution to society.
- (8) Nominees who are nominated in the category Standards Contributors shall be evaluated with regard to aspects like:
- What outstanding engineering has been defined by the framework, reference, functional or design architectures for a standard or family of standards?
  - How demonstrated the nominee strong technical skill in leading a standards project or task or in building technical consensus. Original technical content may directly or indirectly contribute to a standards project, which ultimately is adopted into a published standard or widely accepted specifications.



- (9) Prior submitting the forms to the Fellow Activities Staff, the Chair of the EMC-S Fellow Evaluation Committee shall inform the President of the EMC-S about the evaluation results. The EMC-S President might inform the Chair of the EMC-S Fellow Evaluation Committee about any observed inconsistencies, misbalances or violations of EMC-S policies.

#### **M. CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

### **4.3.3 Regional and Chapters Activities Committee Charter**

#### **A. GENERAL**

The Regional and Chapters Activities Committee is an EMC-S committee that reports to the Vice-President Member Services. The chair of the committee is known as the Chapter Coordinator.

#### **B. SCOPE**

The Chapter Coordinator, with committee support, is responsible for communication with all Chapters of the EMC Society.

#### **C. FUNCTIONS**

- a New Chapter Chair Training at each annual EMC-S Symposium.
- Maintain the Chapter Directory of Chapter Chairs on the EMC-S website.
- Consult and advise potential new Chapter Chairs on the procedures required to form a new Chapter or Joint Chapter.
- Assist the Chapters with reminders to file Chapter meeting reports to ensure they stay active.
- Liaison as needed between the Chapter Chairs and Chapter Angels.
- Notify the VP Member Services about “at risk” Chapters who are having difficulties maintaining their active status.
- Annually recommend Awards & Recognition Chair nominees for Chapter of the Year, Chapter Founder, and Most Improved Chapter Awards.

#### **D. COMPOSITION**

The Regional and Chapters Activities Committee shall consist of a Chair (Chapter Coordinator) and supporting members who are selected by the Vice-President Member Services with approval from the EMC-BoG.

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

All members of the Regional and Chapters Activities Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

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

The Chair of the Survey Committee shall be appointed by the President of the EMC-S for a one-year term, upon recommendation by the Vice-President Member Services. He or she can serve a maximum of 3 consecutive years.

#### **G. VACANCIES**

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

#### **H. COMMITTEES REPORTING TO THE REGIONAL AND CHAPTERS ACTIVITIES COMMITTEE**

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

Chapter Chairs report annually the Chapter status and activities to the Regional and Chapter Activities Committee.

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

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

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

The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the Immediate Past President of the Society.

#### **I. MEETINGS**

The Regional and Chapter Activities Committee will meet as a minimum at the annual Symposium of the EMC Society Supplementary meetings (teleconferences or webinars are also considered) may be called by the Committee chair.

**J. REPORTS**

The Committee Chair shall provide a highlight report to the Vice-President Member Services.

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

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

**L. CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

**4.3.4 Distinguished Lecturer Committee****A. GENERAL**

The Distinguished Lecturer Committee is an EMC-S committee that reports to the Vice-President Member Services.

**B. SCOPE**

The EMC Society's Distinguished Lecturer Program (DLP) provides speakers on various aspects of electromagnetic compatibility for EMC Society chapter meetings and similar functions. While presentations to groups outside of the EMC Society and the IEEE are encouraged, the program is not intended for national or international EMC symposiums, regional conventions, local colloquiums, trade shows, or commercial seminars. Speaking engagement arrangements are made by the benefiting organization directly with the Distinguished Lecturer.

**C. FUNCTIONS**

The Committee shall propose four new Distinguished Lecturers each year for a two-year term to the BoG for review and approval. Lecturers should be selected for proposals based upon their area of expertise complementing the other Lecturers, taking care to select Lecturers from different IEEE regions. Thereafter the Committee shall monitor the activities of the Lecturers and watch to the budget to ensure funding is available each year for all Lecturer presentations planned. Each year the new Lecturers shall be announced on the EMC-S website and promoted to EMC-S membership via social media and e-newsletters.

**D. COMPOSITION**

The Distinguished Lecturer Committee shall consist of a Chair and supporting members who are selected by the Vice-President Member Services with approval from the EMC-BoG. Board members are encouraged to participate in the Survey Committee.

**E. MEMBERSHIP REQUIREMENTS**

All members of the Distinguished Lecturer Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

**F. APPOINTMENTS AND TERMS OF OFFICE**

The Chair of the Distinguished Lecturer Committee shall be appointed by the President of the EMC-S for a one-year term, upon recommendation by the Vice-President Member Services. He or she can serve a maximum of 3 consecutive years; a second term is available if approved by the BoG.

**G. VACANCIES**

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

**H. COMMITTEES REPORTING**

There are no committees reporting directly to the Young Professionals Committee.

**I. MEETINGS****J. REPORTS**

The Committee Chair shall provide a highlight report to the Vice-President Member Services.

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

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

**L. CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

**4.3.5 History Committee****A. GENERAL**

The History Committee is an EMC-S committee that reports to the Vice-President Member Services.

**B. SCOPE**

The IEEE EMC Society History Committee is responsible for promoting the collection, writing, and dissemination of historical information in IEEE EMC Engineering. It aids the EMCS Board of Governors, Standing Committees and Chapters of the EMC Society, as well as Individual members of the EMC Society in discovering important EMC Society documents (letters, Minutes of the EMCS Board, Minutes of the Steering Committee, EMCS Standards). It helps uncover historical records from members who pass, and shares EMC Society reports and data, in both hard-copy and/or electronic format, with the IEEE History Committee for preservation for future EMC Engineers.

**C. FUNCTIONS**

The Committee shall propose new projects to preserve EMC-S History, such as digitizing print EMC proceedings documents for publication on Xplore. The Committee is the first point of contact for reviewing historic EMC-related documents and information. The Committee shall act as a liaison between the EMC-S and the IEEE History Center. Regular contributions to the EMC Magazine by the History Committee shall be submitted.

**D. COMPOSITION**

The History Committee shall consist of a Chair and supporting members who are selected by the Vice-President Member Services with approval from the EMC-BoG. Board members are encouraged to participate in the Survey Committee.

**E. MEMBERSHIP REQUIREMENTS**

All members of the Regional and Chapters Activities Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

**F. APPOINTMENTS AND TERMS OF OFFICE**

The Chair of the History Committee shall be appointed by the President of the EMC-S for a one-year term, upon recommendation by the Vice-President Member Services. He or she can serve a maximum of 3 consecutive years, renewable upon approval of the BoG.

**G. VACANCIES**

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

**H. COMMITTEES REPORTING**

There are no committees reporting directly to the Young Professionals Committee.

**I. MEETINGS**

Meetings are held on an as needed basis depending upon the activity at hand. The Committee Chair shall organize the Past President's luncheon held during the annual Symposium.

**J. REPORTS**

The Committee Chair shall provide a highlight report to the Vice-President Member Services.

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

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

**L. CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

**4.3.6 Photography Committee Charter**

**A. GENERAL**

The Photography Committee operates under and reports to the Vice-President Member Services of the EMC Society.

**B. SCOPE**

The Photography Committee is responsible for taking photos and videos as needed at the direction of the Vice-President Member Services to document EMC-S activity.

**C. FUNCTIONS**

The Photography Committee's primary area of responsibility is taking photos and videos at the EMC-S Annual Symposium. These include specifically photos and videos taken and the main Symposium events, including the Keynote Session and the Awards Luncheon.

The photos and videos are then distributed to the VP Member Services, EMC-S Webmaster, EMC Magazine Editor-in-Chief, and EMC-S Social Media Coordinator.

**D. COMPOSITION**

The Photography Committee shall consist of:

- One Chair and
- Three (3) to Four (4) supporting photographers

The Photography Committee Chair and supporting photographers are selected by the Vice-President Member Services with approval from the EMC-BoG.

**E. MEMBERSHIP REQUIREMENTS**

All members of the Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

**F. APPOINTMENTS AND TERMS OF OFFICE**

The Chair of the Photography Committee shall be approved by the by the BoG of the EMC-S for a one-year term, upon recommendation by the Vice-President Member Services. He or she can serve a maximum of 3 consecutive years; renewal is possible upon BoG approval.

**G. VACANCIES**

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

**H. COMMITTEES REPORTING**

There are no committees reporting directly to the Photography Committee.

#### **I. MEETINGS**

The Photography Committee Chair shall call meetings as necessary with his/her committee to ensure all photography and videography needs of the EMC-S are satisfactorily met. This includes an in-person meeting prior to the start of the annual Symposium to schedule the Photography Committee's activities for the Symposium week.

#### **J. REPORTS**

The Photography Committee Chair shall provide a report to EMC-S BoG at its first annual Symposium meeting and shall provide additional reports as requested by the EMC-S Vice-President Member Services.

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

##### **FINANCIAL SUPPORT**

The travel expenses of the Photography Committee Chair will be funded by Vice-President Member Services. A not to exceed estimate of travel expenses for services at the annual Symposium will be submitted to the Vice President Member Services and approved in advance of expenses being incurred. The Committee Chair shall have responsibility for the photography funds to ensure reasonable activities of the Committee while maintaining its budget.

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

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

### **4.3.7 Survey Committee Charter**

#### **A. GENERAL**

The Survey Committee operates under and reports to the Vice-President Member Services of the EMC Society.

#### **B. SCOPE**

The Survey Committee works with IEEE to determine the approximate date (generally every two to five years) to conduct a survey of EMC-S membership. Working with IEEE, the committee will determine the questions to be included on the survey and together agree on the goal of the survey. In addition to an EMC-S Membership Survey, the committee may be asked to assist with an annual Symposium Attendee and/or Exhibitor Survey.



**C. FUNCTIONS**

The Survey Committee shall work with IEEE to implement and execute an EMC-S Membership and/or other Surveys.

Once the survey results are available, the Survey Committee shall share the results with the BoG to address activity that may be needed to address the EMC-S Strategic Plan.

**D. COMPOSITION**

The Survey Committee shall consist of a Chair and supporting members who are selected by the Vice-President Member Services with approval from the EMC-BoG. Board members are encouraged to participate in the Survey Committee.

**E. MEMBERSHIP REQUIREMENTS**

All members of the Survey Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

**F. APPOINTMENTS AND TERMS OF OFFICE**

The Chair of the Survey Committee shall be appointed by the President of the EMC-S for a one-year term, upon recommendation by the Vice-President Member Services. He or she can serve a maximum of 3 consecutive years, with renewal possibly upon BG approval.

**G. VACANCIES**

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

**H. COMMITTEES REPORTING**

There are no committees reporting directly to the Survey Committee.

**I. MEETINGS**

The Survey Committee meets on an as needed basis when a survey is required or requested.

**J. REPORTS**

The Survey Committee Chair shall provide a report to EMC-S BoG at its first annual meetings and shall provide additional reports as requested by the EMC-S Vice-President Member Service.

#### **4.3.8 Completed Careers Committee Charter**

##### **A. GENERAL**

The Completed Careers Committee is an EMC-S committee that reports to the Vice-President Member Services.

##### **B. SCOPE**

The Completed Careers Chair, with committee support, is responsible for communication with the members of the EMC Society about the passing of an EMC-S member who made significant contributions to advancing EMC technology, the EMC industry, and/or the EMC-S.

##### **C. FUNCTIONS**

The Completed Careers Committee Chair shall collect information about the deceased and assemble this into a “tribute” column to be published in the EMC Magazine. Members are invited to provide recollections of their interactions with the deceased for publication in the column.

The deceased members are recognized each year at the annual Symposium with a poster on display. The Completed Careers Committee Chair shall work with the Marketing Coordinator and the Symposium organizing committee to provide the photos and years of birth/death needed for the posters and inclusion in the annual Awards Program brochure.

##### **D. COMPOSITION**

The Completed Careers Committee shall consist of a Chair and supporting members who are selected by the Vice-President Member Services with approval from the EMC-BoG. Board members are encouraged to participate in the Survey Committee.

##### **M. MEMBERSHIP REQUIREMENTS**

The Chair and all members of the Completed Careers Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

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

The Chair of the Completed Careers Committee shall be appointed by the President of the EMC-S for a one-year term, upon recommendation by the Vice-President Member Services. He or she can serve a maximum of 3 consecutive years.

##### **O. VACANCIES**

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

#### **P. COMMITTEES REPORTING TO THE COMPLETED CAREERS COMMITTEE**

There are no committees that report to the Completed Careers Committee.

#### **Q. MEETINGS**

The Completed Careers Committee will meet as a minimum at the annual Symposium of the EMC Society. Supplementary meetings (teleconferences or webinars are also considered) may be called by the Committee chair.

#### **R. REPORTS**

The Committee Chair shall provide a highlight report to the Vice-President Member Services.

#### **S. FINANCIAL AND ADMINISTRATIVE SUPPORT**

##### **FINANCIAL SUPPORT**

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

#### **T. CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

### **4.3.9 Regional Coordinators (IEEE Regions 8-10) Charter**

#### **A. GENERAL**

The Regional Coordinators are individuals who represent the IEEE Regions 8-10 in which they reside. The Regional Coordinators report to the Vice-President Member Services.

#### **B. SCOPE**

The Regional Coordinators, with committee support, are responsible for communication with the members of the EMC Society in their respective regions about EMCS activities. The Regional Coordinators shall partner with other IEEE Societies and related technology organizations on

joint activities in their respective regions to make the EMC-S better known in these areas outside Regions 1-7.

#### **C. FUNCTIONS**

The Regional Coordinators shall act as a liaison between the EMC-s BoG and EMCS members/non-members in their respective regions. Partnerships with related IEEE Societies and industry organizations are encouraged to foster networking and relationships. Organizing educational events such as workshops and conferences are encouraged to promote EMC technology, increase exposure of the EMC-S, and grow membership.

#### **D. COMPOSITION**

The Regional Coordinators are selected by the Vice-President Member Services with approval from the EMC-BoG.

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

The Regional Coordinators shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

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

The Regional Coordinators shall be appointed by the President of the EMC-S for a one-year term, upon recommendation by the Vice-President Member Services. He or she can serve a maximum of 3 consecutive years, which may be renewable by Board approval.

#### **G. VACANCIES**

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

#### **H. COMMITTEES REPORTING TO THE REGIONAL COORDINATORS**

There are no committees that report to the Regional Coordinators. However, all Board members are liaisons with the Regional Coordinators when activities under their respective areas of responsibility take place in or impact Regions 8, 8, and 10.

#### **I. MEETINGS**

The Regional Coordinators will meet optimally at the annual Symposium of the EMC Society. Supplementary meetings (teleconferences or webinars are also considered) may be called by the Vice-President Member Services.

#### **J. REPORTS**

Each Regional Coordinator shall provide a highlight report to the Vice-President Member Services upon requested.

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

##### **FINANCIAL SUPPORT**

The activity of the Regional Coordinators will be funded by the Vice-President Member Services. Each Regional Coordinator shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

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

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

### **4.3.10 Website Committee Charter**

#### **A. GENERAL**

The Website Committee is an EMC-S committee that reports to the Vice-President Member Services.

#### **B. SCOPE**

The Website Committee Chair, with committee support, is responsible for monitoring the website activity to detect any issues to ensure the robustness of the website.

#### **C. FUNCTIONS**

The Webmaster Chair shall collect information on website and report any trends in usage, issues with security, maintenance, etc. This information shall be tracked and reported to the Vice-President Member Services.

#### **D. COMPOSITION**

The Website Committee shall consist of a Chair and supporting members who are selected by the Vice-President Member Services with approval from the EMC-BoG.

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

The Chair and all members of the Webmaster Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

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

The Webmaster Chair shall be appointed by the President of the EMC-S for a one-year term, upon recommendation by the Vice-President Member Services. He or she can serve a maximum of 3 consecutive years; renewable upon approval by the EMCS BoG.

#### **G. VACANCIES**

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

#### **H. COMMITTEES REPORTING TO THE WEBMASTER COMMITTEE**

There are no committees reporting to the Webmaster Committee.

#### **I. MEETINGS**

The Webmaster Chair and Committee will meet as a minimum at the annual Symposium of the EMC Society. Supplementary meetings (teleconferences or webinars are also considered) may be called by the Webmaster.

#### **J. REPORTS**

The Webmaster Committee Chair shall provide a highlight report to the Vice-President Member Services.

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

Financial Support

This committee (website activity) will be funded by the EMC-S BoG. The Webmaster Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

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

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

## **4.4 COMMUNICATION SERVICES COMMITTEES**

### **4.4.1 Periodicals Committee (PerCom) Charter**

#### **A. GENERAL**

The EMC-S Periodicals Committee (PerCom), chaired by the EMC-S Vice-President Communication Services, serves as an oversight and advisory BoG. The Committee has oversight responsibility for all matters relating to EMC-S periodicals.

#### **B. SCOPE**

PerCom shall formulate policies, operational procedures and establish goals and procedures for periodicals owned or mainly sponsored by the EMC-S. The committee shall also project and monitor the performance and activities of other EMC-S publications.

#### **C. FUNCTIONS**

The EMC-S Periodicals Committee shall:

1. Facilitate EMC-S action on proposals for new EMC-S periodicals by reviewing all such proposals and making recommendations to the EMC-S Board of Governors (BoG) on all matters other than those relating to finance.
2. Monitor the quality, timeliness and also competitive position relative to peer publications of EMC-S or jointly sponsored periodicals and recommend appropriate action to EMC-S BoG to ensure that adequate standards are maintained.
3. Assist EMC-S Vice-President Communication Services in resolving any disagreements regarding overlapping fields of interest in EMC-S periodicals.
4. Assume other responsibilities related to publications with which it may be charged by EMC-S BoG in furtherance of its functions.
5. Report by EMC-S Vice-President Communication Services will be provided to the EMC-S BoG regarding Committee activities.
6. Nominating candidates for the Editor in Chief (EiC) Position of EMC-S periodicals, to the EMC-S BoG.

#### **D. COMPOSITION**

The EMC-S Periodicals Committee shall consist of the following members:

- EMC-S Vice-President Communication Services (Committee Chair)
- Current EiCs of EMC-S periodicals and EMC-S representatives to jointly sponsored periodicals
- IEEE PRESS Liaison Officer
- Immediate Past VP Communication Services
- Immediate past EiCs of EMC-S periodicals

## **E. MEMBERSHIP REQUIREMENTS**

All members of the Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

Publication experience is required for all committee members, either within EMC-S (for example, as periodical associate editor, periodical reviewer) or externally.

Leadership skills are desirable.

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

The three (3) BoG appointees shall serve two-year staggered terms starting 1 January, with reappointment permissible for a maximum tenure of four (4) years.

## **G. VACANCIES**

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

## **H. COMMITTEES REPORTING**

### **1. Standing Committees**

The Board of Editors of EMC-S periodicals (e.g. M-EMC, T-EMC, L-EMCPA, ...) are standing subcommittees of the EMC-S Periodicals Committee. They are chaired by the responsible EiC.

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

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

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

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

## **I. MEETINGS**

1. The Committee meets a minimum of one (1) time a year, in conjunction with the annually Int. IEEE Symposium on EMC, SI&PI.
2. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.



3. A majority of the members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

#### **J. REPORTS**

The EMC-S Periodicals Committee Chair shall provide highlight reports to EMC-S BoG at its in-person meetings and shall provide additional reports to the BoG if requested.

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

##### **FINANCIAL SUPPORT**

This committee shall be funded by EMC-S Vice-President Communication Services. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

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

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

### **4.4.2 Website and Social Media Committee (WebCom) Charter**

#### **A. GENERAL**

The Website and Social Media Committee (WebCom) operate under and report to the Vice-President Communication Services of the EMC Society.

#### **B. SCOPE**

The WebCom shall support the EMC-S Website and Social Media activities of the EMC-S Marketing Coordinator. In particular, the committee shall monitor the content and performance of these activities.

#### **C. FUNCTIONS**

The Committee shall:

1. Regularly reflect the content of both the EMC-S website and the Social Media Channels.
2. Evaluate performance data of EMC-S website and Social Media Channel usage.

3. Suggest changes to the EMC-S website to provide the best possible user-experience. This includes suggesting changes in the structure of the website, to suggest new content or to remove outdated content.
4. Suggest Social Media input which might be of particular interest to the EMC-S.

#### **D. COMPOSITION**

The EMC-S WebCom Committee shall consist of the following members:

- EMC-S Vice-President Communication Services (Committee Chair)
- EMC-S Member Services
- EMC-S Marketing Coordinator
- Three (3) members of the BoG

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

All members of the Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

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

The three (3) BoG members shall serve two-year staggered terms starting 1 January, with reappointment permissible for a maximum tenure of four (4) years.

#### **G. VACANCIES**

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

#### **H. COMMITTEES REPORTING TO THE WEBSITE COMMITTEE**

None.

#### **I. MEETINGS**

1. The Committee meets a minimum of one (1) time a year, preferably in conjunction with the annually Int. IEEE Symposium on EMC+SIPI.
2. Electronic mail, teleconference and other non-face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.

#### **J. REPORTS**

The EMC-S Periodicals Committee Chair shall provide highlight reports to EMC-S BoG at its in-person meetings and shall provide additional reports to the BoG if requested.

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

##### **FINANCIAL SUPPORT**

This committee shall be funded by EMC-S Vice-President Communication Services. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

##### **ADMINISTRATIVE SUPPORT**

The committee generally is supported by those people that serve as EMC-S webmaster and Social Media support.

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

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

### **4.5 TECHNICAL SERVICES COMMITTEES**

#### **4.5.1 Technical Advisory Committee (TAC) Charter**

##### **A. GENERAL**

The Technical Advisory Committee (TAC) operates under and report to the Vice-President of Technical Services of the EMC Society.

##### **B. SCOPE**

The scope of the Technical Advisory Committee is to promote the technical advancement of the IEEE EMC Society as a whole and in particular:

- To coordinate the operations of the various Technical Committees
- To propose (through the Vice-President Technical Services) to the Board of Governors (BOG) the formation, and where appropriate, the dissolution of Technical/Special Committees,
- To monitor technical activities of other organizations with a view of making recommendations to the Board of Governors on any required coordination of those activities with activities within the Society.

##### **C. FUNCTIONS**

There are 12 Technical Committees and 1 Special Committees (these numbers may change over time) within the IEEE EMC Society. These committees provide technical guidance to the Board of Governors and Officers at Large and the general membership. Each of the technical committees provides expertise in a particular technical area. Responsibilities of the technical committees include:

- Providing technical assistance and advice to the EMC Society Board of Governors and Officers at Large
- Periodically sponsoring workshops or special sessions at the annual symposium
- Reviewing papers submitted for presentation at IEEE EMC Society sponsored symposia
- Initiating or contributing to standards activity in their technical area
- Monitoring and informing the membership of new developments in their technical area
- Volunteers to serve on the technical committees are always appreciated. Members must be able to attend meetings held once a year in conjunction with the annual symposium.

Details of the TAC operation and procedures are specified in the “Handbook for Technical Committee Chairs”.

#### **D. COMPOSITION**

The IEEE Electromagnetic Compatibility (EMC) Society Technical Advisory Committee is composed of

- TAC officers
  - the TAC chair,
  - the TAC vice-chair and
  - the TAC secretary
- TC/SC officers.

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

All members of the Committee shall be IEEE EMC-S members in good standing holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.

Leadership skills are desirable.

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

- The Chair of the Technical Advisory Committee is following the officer succession plan outlined in Section 2.5 of the Handbook for Technical Committee Chairs, with a two-year

period and may be extended or re-appointed for up to 3 terms with the approval from BoG.

- The general succession plan is that the Secretary becomes Vice Chair, and the Vice Chair becomes Chair during the year of officer succession.
- Unless otherwise determined in the Handbook for Technical Committee Chairs, the term of office of the TAC officer is two years starting at the annual meeting at the EMC symposium.

## **G. VACANCIES**

For vacant committee positions, they are filled as determined in the Handbook for Technical Committee Chairs

### **COMMITTEES REPORTING TO TAC**

#### **1. Technical Committees (TC)**

Technical Committees are standing subcommittees of the TAC.

#### **2. Special Committees (SC),**

Special Committees are temporary subcommittees of the TAC.

## **H. MEETINGS**

The TAC (TAC officers and TC/SC officer) will meet as a minimum at the annual Symposium of the EMC Society and may meet one additional time in person in support of assigning symposium papers to symposium sessions and other technical events. Supplementary meetings (teleconferences or webinars are also considered) may be called by the TAC chair.

All meetings shall be governed by parliamentary procedures as outlined in the current Roberts' Rules of Order.

Minutes of all TAC meetings must be recorded and published to EMC-S membership. They shall include the meeting agenda and any actions being taken as well as recommendations for the operation of TAC.

## **I. REPORTS**

The Technical Advisory Committee Chair shall provide a highlight report to EMC-S BoG at its annual meetings and shall provide additional reports as requested by the EMC-S Vice-President Technical Services.

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

#### FINANCIAL SUPPORT

This committee shall be funded by EMC-S Vice-President Technical Services. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

#### K. CHANGES TO CHARTER

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

### 4.5.2 Education Committee (EdCom) Charter

#### A. GENERAL

The Education Committee (EdCom) operates under and report to the Vice-President of Technical Services of the EMC Society.

#### B. SCOPE

- To promote and coordinate education related activities of the IEEE EMC Society.
- To provide educational opportunities for individuals and organizations involved with EMC: students, young professionals, practicing engineers, instructors, researchers, and retirees.
- To build mentoring relations, create learning opportunities, and build connections between people and knowledge.

Establish an awareness of EMC fundamentals throughout industry, academia, and the public  
Enhance EMC education through the development of improved education techniques, materials, opportunities, relationships, and communications.

#### C. FUNCTIONS

The Committee shall:

- coordinate the educational activities of the Society and its Committees,
- organize educational events in conjunction with the annual EMC symposium, including but not limited to: Global University, best student paper awards, student hardware design contest, Henry W. Ott fundamentals, etc.
- develop material (books, handouts, presentations, experiments, demos or videos) for EMC training and education,
- recommend topics and lecturers for the distinguished lecture program,

**D. COMPOSITION**

The EdCom is composed of

- EdCom officers
  - the chair,
  - the vice-chair and
  - the secretary
- full members
- associate members.

**E. MEMBERSHIP REQUIREMENTS**

1. All full members of the EdCom shall be IEEE EMC-S members in good standing with an interest in furthering the purposes of the Education
2. Nonmembers of the IEEE and nonmembers of the EMC-S are welcome as associate members.

**F. APPOINTMENTS AND TERMS OF OFFICE**

- The Chair of EdCom is appointed by the EMC-S President on nomination by the VP Technical Services. The Chair of EdCom shall serve a two-year term starting the month after the annual EMC symposium, with reappointment permissible for a maximum tenure of four (4) years.
- It is recommended that EdCom officer appointments follow the general officer succession plan that the Secretary becomes Vice Chair, and the Vice Chair becomes Chair during the year of officer succession.
- The officer succession plan outlined in Section 2.5 of the Handbook for Technical Committee Chairs, with a two-year period and may be extended or re-appointed.
- Applications for membership shall be made at scheduled meetings or by contacting one of the officers in writing stating the intention of the prospective member to be made a part of the committee and providing the necessary information to allow the prospective member to be placed on the committee roster.

**G. VACANCIES**

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

**H. COMMITTEES REPORTING TO EdCOM**

1. Standing Committees.

There are no Standing Committees reporting directly to the EdCom.

2. Ad Hoc Committees

Ad Hoc Committees may be appointed to address a specific issue.

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

## **I. MEETINGS**

EdCom will meet as a minimum at the annual Symposium of the EMC Society. Supplementary meetings (teleconferences or webinars are also considered) may be called by the EdCom chair.

All meetings shall be governed by parliamentary procedures as outlined in the current Roberts' Rules of Order.

Minutes of all EdCom meetings must be recorded and published to EMC-S membership. They shall include the meeting agenda and any actions being taken as well as recommendations for the operation of the EdCom.

## **J. REPORTS**

The EdCom Chair shall provide a highlight report to EMC-S BoG at its annual meetings and shall provide additional reports as requested by the EMC-S Vice-President Technical Services.

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

### **FINANCIAL SUPPORT**

This committee shall be funded by EMC-S Vice-President Technical Services. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

## **L. CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

## **4.6 CONFERENCE SERVICES COMMITTEES**

### **4.6.1 Symposium Advisory Committee Charter**

#### **A. GENERAL**

The Symposium Advisory Committee operates under and report to the Vice-President Conference Services of the EMC Society.



**B. SCOPE**

The scope of the Symposium Advisory Committee is to oversee the planning and management of the IEEE EMC Society Annual Symposium and to advise the EMC-S on the Annual Symposium, the Financial and Technical sponsored conferences, and on the broader strategy of the EMC-S with respect to conferences.

**C. FUNCTIONS**

The Committee is tasked with ensuring the success of the Society's Annual Symposium along with other regional conferences and organized events.

The committee will

- review and approve general symposium policy;
- recommend symposium locations, such as cities/countries;
- recommend symposium formats, such as virtual, in-person, or hybrid;
- determine duration, such as number of days, in order to make a recommendation to the EMC Society Board of Governors on a given year's symposium plans.

The Symposium Advisory Committee is tasked with

- collecting and tracking data from past symposiums
- analyzing potentially competing events
- considering market data to set registration fees, sponsor fees, and exhibitor fees at the annual IEEE EMC Society Symposium;
- proposing barter, endorsement, technical, and financial sponsorship arrangements for the Board of Governors' consideration
- proposing possible Joint Symposia with related events, such as EMC Europe or APEMC/EMC Japan
- proposing future Annual Symposium locations for the Board of Governors.
- nominating key Annual Symposium committee members, e.g., Chairman, Treasurer
- developing a first-pass budget with the help of the EMC-S and Symposium Treasurers (Society/Symposium Treasurer)
- assisting the Symposium Chair in developing the registration policy;
- benchmarking cost-benefit and continuity of external contracts, e.g.,
  - conference management
  - exhibition
  - marketing
  - graphics
  - and other contracts as they arise.

Contract execution: Symposium Chair

This committee, along with the local organizing Symposium Committee, is responsible for developing the budget for the annual symposium based on the factors listed above. The budget is then presented to the EMC Society Board of Governors for its approval.

#### **D. COMPOSITION**

The EMC-S Symposium Advisory Committee shall consist of the following members:

- EMC-S Vice-President Conference Services (Committee Chair)
- EMC President
- ExCom (VPs, Society Secretary, Society Treasurer)
- Global Conference Coordinator
- Past, Present and Future Chairs (Mandatory – 2 years, voluntary after)
- Society Marketing Representative

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

All members of the Committee shall be IEEE EMC-S members holding an IEEE-grade of a Graduate Student Member, Member, Senior Member or Fellow.  
Conference experience is required for all committee members.

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

Follows from D

#### **G. VACANCIES**

Follows from D

#### **H. COMMITTEES REPORTING**

The Symposium Advisory Committee reports to the Vice-President Conference Services

#### **I. MEETINGS**

The Symposium Advisory Committee will meet every 2 months, virtually.

#### **J. REPORTS**

The VP of Conference shall provide a highlight report to EMC-S BoG at its annual meetings as part of his/her report.

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

FINANCIAL SUPPORT

This committee shall be funded by EMC-S Vice-President Conference Services. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

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

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

### **4.7 STANDARDS COMMITTEES**

#### **4.7.1 Standards Development & Education Committee (SDECom) Charter**

##### **A. GENERAL**

The Standards Development & Education Committee (SDECom) operates under and report to the Vice-President Standards of the EMC Society.

##### **B. SCOPE**

The Standards Committee is responsible for guiding the development of IEEE EMC Standards, the training of those involved in the standards making process and the education of the EMC Society community on all aspects of EMC Standards.

##### **C. FUNCTIONS**

The Standards Committee shall be responsible for at least the following:

a) Developing proposed IEEE standards and ensuring that they are within the scope of the Standards Committee

1) Approving Project Authorization Requests (PARs) submitted by individuals, subgroup(s) or the Standards Committee to the IEEE SASB

2) Submitting a proposed PAR to the IEEE SASB for consideration

3) Following approval of the PAR, submitting necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE SA Standards Board Operations Manual

4) Approving the initiation of, and overseeing Standards Association Ballots of proposed IEEE standards

within its scope;

- b) Maintaining the standards assigned to the Standards Committee
- c) Developing, governing, and maintaining any Open-Source projects within the Standards Committee or its Working Groups;
- d) Establishing and disbanding Working Groups and assigning projects to existing or new Working Groups
- e) Developing liaison relationships with other standards development organizations if needed
- f) Protecting against actions taken in the name of the Standards Committee without proper Standards Committee authorization
- g) Limiting distribution of the participant list to appropriate parties
- h) Communicating with the IEEE SASB on specific Standards Committee activities as needed
- i) Handling appeals as described in Clause 9
- j) Accessing and using IEEE's data, including personal data, from IEEE systems when permitted to do so, for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies. See <https://www.ieee.org/security-privacy.html> and <https://www.ieee.org/ieee-data-access-and-use-policy.html>
- k) Acting on other matters requiring Standards Committee effort as provided in these procedures, e.g., approval of public statements.

#### **D. COMPOSITION**

SDECom members are voted in by the existing committee. The members must have experience with standards development.

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

Details on membership for SDECom can be found in the "Policies and Procedures for Standards Development for the EMC Standards Development and Education Committee" document.

Link: [https://www.emcs.org/wp-content/uploads/assets/images/SDECom/EMCS%20SDECom%20Policies\\_and\\_Procedures\\_2022.pdf](https://www.emcs.org/wp-content/uploads/assets/images/SDECom/EMCS%20SDECom%20Policies_and_Procedures_2022.pdf)

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

Details on appointments and terms of office for SDECom can be found in the "Policies and Procedures for Standards Development for the EMC Standards Development and Education Committee" document.

Link: [https://www.emcs.org/wp-content/uploads/assets/images/SDECom/EMCS%20SDECom%20Policies\\_and\\_Procedureess\\_2022.pdf](https://www.emcs.org/wp-content/uploads/assets/images/SDECom/EMCS%20SDECom%20Policies_and_Procedureess_2022.pdf)

#### **G. COMMITTEES REPORTING**

N/A

#### **H. MEETINGS**

Details on meetings for SDECom can be found in the "Policies and Procedures for Standards Development for the EMC Standards Development and Education Committee" document.

Link: [https://www.emcs.org/wp-content/uploads/assets/images/SDECom/EMCS%20SDECom%20Policies\\_and\\_Procedureess\\_2022.pdf](https://www.emcs.org/wp-content/uploads/assets/images/SDECom/EMCS%20SDECom%20Policies_and_Procedureess_2022.pdf)

#### **I. REPORTS**

N/A

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

N/A – this committee does not have a separate budget or funding

#### **K. CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

### **4.7.2 Standards Advisory & Coordination Committee (SACCom) Charter**

#### **A. GENERAL**

The Standards Advisory & Coordination Committee (SACCom) operates under and report to the Vice-President Standards of the EMC Society.

#### **B. SCOPE**

The IEEE EMC Society Standards Advisory and Coordination Committee is responsible for providing technical liaison between the IEEE EMC Society SDECom and various IEEE and non-IEEE standards development organizations (SDOs) involved with EMC standards activities.

### **C. FUNCTIONS**

The Committee shall:

- Propose to the EMCS Board of Governors and Officers at Large, the appointment of representatives to various SDOs
- To monitor the activities of various SDOs with a view toward making recommendations to the EMCS Board of Governors and Officers at Large on any required coordination of those activities within the society
- To communicate and coordinate with SDOs and the EMCS SDECom on matters relating to the development of EMC related standards
- To undertake to educate the membership of the EMCS in the latest activities of SDOs and the state of EMC standards worldwide

### **D. COMPOSITION**

The composition of the committee includes representatives from non-EMC-S SDOs.

### **E. MEMBERSHIP REQUIREMENTS**

Be a member of a non-EMC-S SDO

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

There shall be a Chair, Vice-Chair, and Secretary, voted by the membership for two-year terms.

### **G. VACANCIES**

In the event of an officer vacancy, officers may be appointed by the VP of Standards to fulfill the remainder of a term of office.

### **H. COMMITTEES REPORTING**

N/A

### **I. MEETINGS**

The committee meets 1-3 times a year at least once in conjunction with the annual EMC+SIPI Symposium.

### **J. REPORTS**

N/A

**K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

FINANCIAL SUPPORT

N/A – this committee does not have a separate budget or funding

ADMINISTRATIVE SUPPORT

N/A

**L. CHANGES TO CHARTER**

Changes to this Charter must conform with the EMC-S Bylaws and shall be approved by EMC-S BoG.

## **5 POLICIES OF THE EMC SOCIETY**

### **5.1 GENERAL POLICIES**

N/A

### **5.2 ADMINISTRATIVE POLICIES**

#### **5.2.1 BoG Travel Subsidy Policy**

Governors-at-Large and Executive Governors Society Governors and Officers may be granted a travel subsidy equivalent to airfare and hotel expenses (based upon IEEE allowed reimbursable travel expenses) to attend EMC-S Board of Governors meetings, including those held at the annual symposia. Only hotel nights during the days of the ExCom and Board meetings are reimbursable, including one night before and one night after the meeting(s).

This subsidy shall be capped at a maximum allowance as follows:

- \$800 for meetings held during the annual symposium,
- \$1,200 for Intra-regional non-symposium travel (includes regions 1-7),
- \$2,400 for Inter-regional non-symposium travel

Governors-at-Large and Executive Governors members must complete the Volunteer Travel Form and submit it to the President and the Treasurer at least one month before the BoG meeting.

All expense reports must be submitted to the Treasurer for review, approval and forwarding to the appropriate IEEE office. Requests for reimbursement must be submitted within 30 days of the expense date or end of travel date or there will be no reimbursement.

### **5.3 MEMBER SERVICE POLICIES**

IEEE EMC Society Member Services policies require members to uphold ethical standards, meet qualification criteria, and adhere to organizational rules outlined in its Constitution, Bylaws, and Code of Ethics. Membership in the IEEE EMC Society is open to individuals who, by education or experience, give evidence of competence in, as well as display an interest in, EMC technology. The goal of VP Member Service activities is to recruit and retain members of the EMC Society. Progress in achieving this goal is measured a minimum every five years with an IEEE conducted EMC-S membership survey.



#### **5.4 COMMUNICATION SERVICES POLICIES**

N/A

#### **5.5 TECHNICAL SERVICES POLICIES**

N/A

#### **5.6 CONFERENCE SERVICES POLICIES**

- Every volunteer assisting during a conference is considered as any other member who is also volunteering; Therefore, no free registrations for conferences will be provided. An exception is possible for reduced fees, like for students attending the conference. Any deviation, due to special circumstances (temporary unemployment, lack of support, etc.), is at the discretion of the General Chair of the conference.
- The Technical Activities Committee (TAC) provides recommendations regarding conference sponsorship (FCS, TCS and Endorsement). Final decisions are made by the Board of Governors (BoG).

#### **5.7 STANDARDS POLICIES**

N/A