

IEEE COMPUTATIONAL INTELLIGENCE SOCIETY BYLAWS

15 June 2009
version 8.14

ARTICLE I – PURPOSE

Section 1. These Bylaws are established in accordance to the Society Constitution, Art. 2 Sect. 1, to supplement the Society Constitution itself and to provide guidance to govern the Society.

ARTICLE II – MEMBERSHIP

Section 1. *Members* – There shall be only one grade of Society membership.

Section 2. *Affiliates* – Any member in good standing of an organization recognized for affiliate purposes by specific action of the ADCOM is eligible to become a CIS Affiliate, provided he/she shall not have been an IEEE member during five years previous to his/her Affiliate application.

Section 3. *Reduced Membership Fees* – A reduction of the annual membership fee may be made for some categories of IEEE members (e.g., student members, life members, unemployed members, and retired members) according to IEEE regulations.

Section 4. *Privileges* – CIS members at any IEEE grade of membership and CIS Affiliates have the same privileges and rights, unless otherwise stated in the CIS Constitution, these Bylaws, or the CIS Operations Manual.
Only CIS members at any IEEE grade of membership higher than Student member and in good standing can hold any office in the Society and be nominated as a CIS representative.

ARTICLE III – FINANCES

Section 1. *Responsibilities* – The Finance Committee defined hereinafter is responsible for preparing the budget, making recommendations on financial issues, and monitoring expenditures and the financial state of the Society.

The Vice President for Finances is responsible for coordinating the preparation and presenting the budget for ADCOM approval, in cooperation with the other Officers, and for disbursing the funds according to Section 2.

The ADCOM is responsible for approving the budget.

Section 2. *Binding* – The ADCOM-approved budget is binding upon the Society until it is changed by the ADCOM.

This ADCOM-approved budget constitutes authorization to the Vice President for Finances to disburse the funds in amounts not to exceed any budget item, unless otherwise directed by the ADCOM or the EXCOM.

Section 3. *Financial authority* – Only the President, in agreement with the Vice President for Finances, shall have the authority to contract debts for, pledge the credit of, or in any way bind the IEEE for any amount not in excess of the funds allocated in the current ADCOM-approved CIS budget. The President and the Vice President for Finances may delegate his/her authority to other individuals for specific budget items.

ARTICLE IV – TECHNICAL ACTIVITIES

Section 1. *Organization and monitoring* – The Technical Activities Committee defined hereinafter is responsible for organizing, promoting, and monitoring the technical activities of the Society.

Under the supervision and the coordination of the Technical Activities Committee, Technical Committees defined hereinafter are established within the Technical Activities Committee to organize, promote, and monitor the technical activities in their respective specific areas of interest.

Section 2. *Approval and control of technical activities* – The Technical Activities Committee is responsible for making recommendations on technical activities issues. Recommendation by the Technical Activities Committee is mandatory for all issues under its purview, except under extenuating circumstances as determined by the EXCOM.

The ADCOM approves creation, development, and termination of Technical Committees, their activities, and their budgets.

ARTICLE V – TECHNICAL MEETINGS

Section 1. *Organization and monitoring* – The Technical Committees are responsible for organizing, promoting and monitoring technical meetings in their specific areas of interest. Individuals may submit proposals for organizing technical meetings in the field of interest of the Society.

Section 2. *Approval and control of technical meetings* – The Conferences Committee defined hereinafter is responsible for evaluating and recommending the approval of technical meetings in which almost all of the presented material is peer-reviewed and a registration fee is charged (called hereinafter “peer-reviewed technical meetings”), monitoring their organization, and making recommendations on issues related to peer-reviewed technical meetings. Recommendation by the Conferences Committee is mandatory for all issues under its purview. The ADCOM may only approve peer-reviewed technical meetings that have been approved by the Conferences Committee.

The ADCOM approves the sponsored or co-sponsored technical meetings, including their budgets, dates, location, and general chair.

The Conferences Committee approves the technical co-sponsored peer-reviewed technical meetings.

ARTICLE VI – PUBLICATIONS

Section 1. *Organization and monitoring* – The Technical Committees are responsible for promoting and organizing the dissemination of knowledge through archival journals (mainly IEEE journals and magazines) in their specific areas of interest.

The Publications Committee defined hereinafter is responsible for coordinating and monitoring CIS publications (mainly IEEE journals and magazines sponsored, co-sponsored, or technically co-sponsored by CIS, books), and preparing or facilitating the proposals for new publications.

Individuals may submit proposals to the Publications Committee for new publications in the field of interest of the Society.

The Editorial Board of each archival publication as defined hereinafter is responsible for organizing and managing the publication itself, under the supervision and the coordination of the Publications Committee.

Section 2. *Approval and control of publication activities* – The Publications Committee is responsible for making recommendations on publication activities issues. Recommendation by the Publications Committee is mandatory for all issues under its purview. The ADCOM may only approve archival publications that have been approved by the Publications Committee.

The ADCOM approves the budget of the archival publications sponsored or co-sponsored by the CIS and the proposals for new publications.

ARTICLE VII – EDUCATIONAL ACTIVITIES

Section 1. *Organization and monitoring* – The Technical Committees are responsible for providing knowledge to be disseminated through educational activities in their specific areas of interest.

The Education Committee defined hereinafter is responsible for organizing, promoting, coordinating and monitoring CIS educational activities.

Individuals may submit proposals to the Education Committee for organizing educational activities in the field of interest of the Society.

Section 2. *Approval and control of educational activities* – The Education Committee is responsible for making recommendations on educational issues. Recommendation by the Education Committee is mandatory for all issues under its purview, except under extenuating circumstances as determined by the EXCOM.

The ADCOM approves educational activities and their budgets.

ARTICLE VIII – MEMBERS ACTIVITIES

Section 1. *Organization and monitoring* – The Members Activities Committee defined hereinafter is responsible for proposing, organizing, coordinating, and monitoring CIS activities directed to support and promote the members of CIS.

Individuals may submit proposals to the Members Activities Committee for organizing members activities.

The Members Activities Committee is also responsible for promoting, supporting, and monitoring CIS Chapters and grant programs that support CIS members.

The Awards Committee defined hereinafter is responsible for publicizing CIS awards and for selecting and recommending recipients of CIS awards.

The Fellows Committee defined hereinafter is responsible for publicizing the IEEE Fellow program and for evaluating nominations for advancement to Fellow grade submitted through CIS.

Section 2. *Approval and control of members activities* – The Awards Committee is responsible for making recommendations on awards issues. The Fellows Committee is responsible for making recommendations on Fellows issues. The Members Activities Committee is responsible for making recommendations on member activities issues, except those above. Recommendation of awardees from the Awards Committee is mandatory, while for any other issues under its purview recommendation is mandatory except under extenuating circumstances as determined by the EXCOM. Recommendation by the Fellows Committee and the Members Activities Committee is mandatory for any of the issues under their purview, except under extenuating circumstances as determined by the EXCOM.

The ADCOM approves member activities (except recommendations for advancement to Fellow grade made by the Fellows Committee), their budgets, awardees, and the proposals for new awards.

ARTICLE IX – STANDARDS

Section 1. *Organization and monitoring* – The Technical Committees are responsible for providing the knowledge to support proposals of standards in their specific areas of interest.

The Standards Committee defined hereinafter is responsible for proposing and coordinating CIS activities for IEEE standards.

Individuals may submit proposals to the Standards Committee for IEEE standards in the field of interest of the Society.

Section 2. *Approval and control of standards activities* – The Standards Committee is responsible for making recommendations on standards issues. Recommendation by the Standards Committee is mandatory for all issues under its purview, except under extenuating circumstances as determined by the EXCOM.

The ADCOM approves the standards activities within the CIS and their budgets.

ARTICLE X – STRATEGIC PLANNING

Section 1. *Organization and monitoring* – The Strategic Planning Committee defined hereinafter is responsible for identifying strategic directions for the development of CIS.

The Constitution and Bylaws Committee defined hereinafter is responsible for revising the governing documents of CIS, documenting best practices, and ensuring the consistency and fairness of governing regulations and procedures.

The Nominations Committee defined hereinafter is responsible for managing the nomination and election process for Officers and ADCOM Members-at-Large.

Section 2. *Approval and control of strategic planning* – The Strategic Planning Committee is responsible for making recommendations on strategic planning issues to ADCOM. The Constitution and Bylaws Committee is responsible for making recommendations on any issues concerning the governing documents of CIS. Recommendation by the respective Committee is mandatory for any of the issues under their purview, except under extenuating circumstances as determined by the EXCOM.

The ADCOM elects the Officers of the Society.

The ADCOM approves strategic plans and governing documents.

ARTICLE XI – GOVERNANCE AND ADMINISTRATION

Section 1. *ADCOM* – The ADCOM is responsible for governing and administering the Society, in the best interests of the IEEE, the CIS members, and the scientific and professional worldwide communities in the areas of the CIS field of interest.

In particular, but not limited to the following, the ADCOM is responsible for:

- (a) approving strategic and development plans for CIS activities,
- (b) approving governance regulations, including amendments to the Constitution, these Bylaws and the Operations Manual,
- (c) approving agreements with other entities for joint activities,
- (d) electing the Officers and supervising the organizational structure of the Society,
- (e) approving the annual budget and authorizing the expenditure of funds,
- (f) approving plans for creating, developing, and terminating Technical Committees,
- (g) approving plans for developing and promoting technical meetings,
- (h) approving plans for technical meetings,
- (i) approving plans for publications and appointing the Editors-in-Chief of the IEEE archival journals sponsored or co-sponsored by the CIS,
- (j) approving plans for educational initiatives,
- (k) approving plans for members activities,
- (l) approving recommendations for bestowing Society awards,
- (m) approving initiatives for standards.

Section 2. *President* – The President is responsible for presiding over the Society and for the overall coordination of its activities.

In particular, but not limited to the following, he/she shall:

- (a) coordinate and supervise all activities of the Society,
- (b) coordinate and supervise the preparation of recommendations for CIS regulations,
- (c) coordinate and supervise strategic planning for CIS activities,
- (d) coordinate and supervise joint activities agreements with other entities,
- (e) coordinate and supervise the organizational structure of the Society,
- (f) appoint Chairpersons of CIS Committees as required by the CIS Constitution and these Bylaws,
- (g) coordinate and supervise, in collaboration with the Vice President for Finances, preparation of the annual budget and the authorization of fund expenditures,
- (h) coordinate the development and supervise the execution of plans for technical activities,
- (i) coordinate the development and supervise the execution of plans for technical meetings,
- (j) coordinate the development and supervise the execution of plans for publications,
- (k) coordinate the development and supervise the execution of plans for educational initiatives,
- (l) coordinate the development and supervise the execution of plans for members activities,
- (m) coordinate the development and supervise the execution of plans for standards,

- (n) call and preside over all meetings of the ADCOM and the EXCOM,
- (o) coordinate and supervise reporting to ADCOM and EXCOM.

Section 3. *Immediate Past President and Past President* – The Immediate Past President or, in years when there is no Immediate Past President, the Past President, shall chair the Nominations Committee and shall be responsible for coordinating its activities.

The Immediate Past President or the Past President may be tasked by the President to serve the Society's interests.

Section 4. *President-Elect* – The President-Elect may be tasked by the President to serve the Society's interests.

Section 5. *Vice President for Conferences* – The Vice President for Conferences is responsible for coordinating the peer-reviewed technical meeting activities of the Society.

In particular, but not limited to the following, he/she shall:

- (a) chair the Conferences Committee,
- (b) coordinate and supervise the organization of peer-reviewed technical meetings,
- (c) coordinate and supervise the preparation of recommendations on matters concerning peer-reviewed technical meetings, including proposals for new CIS regulations on this kind of technical meeting.
- (d) coordinate and supervise the development of plans for peer-reviewed technical meetings and supervise the execution of those plans approved by the ADCOM,
- (e) coordinate and supervise preparation of annual budgets for peer-reviewed technical meeting activities, with the guidance of the Vice President for Finances, for timely inclusion in the Society budget,
- (f) coordinate, stimulate the preparation of, supervise the review of, and recommend the disposition of proposals for peer-reviewed technical meetings,
- (g) coordinate and supervise collection of statistical information on peer-reviewed technical meetings,
- (h) coordinate and supervise reporting on peer-reviewed technical meetings as requested by the President, the Vice President for Finances, the ADCOM, or the IEEE.

Section 6. *Vice President for Education* – The Vice President for Education is responsible for coordinating the educational activities of the Society.

In particular, but not limited to the following, he/she shall:

- (a) chair the Education Committee,
- (b) coordinate educational activities of the Society,
- (c) coordinate and supervise the preparation of recommendations on matters concerning educational activities, including proposals for new CIS regulations on educational activities,
- (d) coordinate and supervise the development of plans for educational activities and supervise the execution of those plans approved by the ADCOM,
- (e) coordinate and supervise the preparation of annual budgets for educational activities, with the guidance of the Vice President for Finances, for timely inclusion in the Society budget,
- (f) coordinate, stimulate the preparation of, supervise the review, and recommend the disposition of proposals for educational activities,
- (g) coordinate the preparation and maintenance of certification programs in areas relevant to the field of interest of the Society,
- (h) coordinate and supervise the collection of statistical information on educational activities,
- (i) coordinate and supervise reporting on educational activities as requested by the President, the Vice President for Finances, the ADCOM, or the IEEE.

Section 7. *Vice President for Finances* – The Vice President for Finances is responsible for overseeing all financial matters of the Society.

In particular, but not limited to the following, he/she shall:

- (a) chair the Finance Committee and serve as the treasurer of the Society,
- (b) coordinate and supervise the preparation of recommendations on matters concerning financial activities, including proposals for new CIS regulations on finances,

- (c) provide fiscal guidance to the President on matters related to the budget, Society expenditures, and on any actions involving finances,
- (d) provide fiscal guidance to the Vice Presidents and assist them in the preparation of their budgets and financially monitoring their activities,
- (e) coordinate the preparation of the annual budget of the Society and its submission to the ADCOM and to the IEEE,
- (f) coordinate and supervise the review of the financial impact of proposals on the society budget,
- (g) monitor expenditures and revenues to verify that they are in accordance with the approved budget,
- (h) coordinate and supervise the collection of statistical information on finances,
- (i) coordinate and supervise the preparation of reports on financial aspects as requested by the President, the Vice Presidents, the ADCOM, or the IEEE.

Section 8. *Vice President for Members Activities* – The Vice President for Members Activities is responsible for coordinating membership development and members activities and services as described in the CIS Constitution.

In particular, but not limited to the following, he/she shall:

- (a) chair the Members Activities Committee,
- (b) coordinate and monitor members activities,
- (c) coordinate and supervise the preparation of recommendations on matters concerning members activities, including proposals for new regulations on member activities,
- (d) coordinate and supervise preparation of plans for membership development and supervise the execution of those plans approved by ADCOM,
- (e) coordinate and supervise preparation of the annual budget for members activities, with the guidance of the Vice President for Finances, for timely inclusion in the Society budget,
- (f) coordinate, stimulate the preparation of, supervise the review, and recommend the disposition of proposals for members activities,
- (g) coordinate and supervise creation, development, and termination of Chapters and their activities,
- (h) coordinate and supervise activities leading to recognition of achievements of CIS members,
- (i) coordinate and supervise collection of statistical information on members activities,
- (j) coordinate and supervise reporting on members activities as requested by the President, the Vice President for Finances, the ADCOM, or the IEEE.

Section 9. *Vice President for Publications* – The Vice President for Publications is responsible for coordinating the publication activities of the Society.

In particular, but not limited to the following, he/she shall:

- (a) chair the Publications Committee,
- (b) coordinate and monitor publication activities,
- (c) coordinate and supervise the preparation of recommendations on matters concerning publication activities, including proposals for new regulations on publication activities,
- (d) coordinate and supervise preparation of plans for publications and supervise the execution of those plans approved by ADCOM,
- (e) coordinate and supervise preparation of the annual budget for publication activities, with the guidance of the Vice President for Finances, for timely inclusion in the Society budget,
- (f) coordinate, stimulate the preparation of, supervise the review, and recommend the disposition of proposals for publication activities.
- (g) coordinate and supervise collection of statistical information on publication activities,
- (h) coordinate and supervise reporting on publication activities as requested by the President, the Vice President for Finances, the ADCOM, or the IEEE.

Section 10. *Vice President for Technical Activities* – The Vice President for Technical Activities is responsible for coordinating the technical activities of the Society.

In particular, but not limited to the following, he/she shall:

- (a) chair the Technical Activities Committee,
- (b) coordinate and monitor technical activities,

- (c) coordinate and supervise the preparation of recommendations on matters concerning technical activities, including proposals for new regulations on technical activities,
- (d) coordinate and supervise the preparation of plans for technical and supervise the execution of those plans approved by ADCOM,
- (e) coordinate and supervise preparation of the annual budget for the technical activities, with the guidance of the Vice President for Finances, for timely inclusion in the Society budget,
- (f) coordinate, stimulate the preparation of, supervise the review, and recommend the disposition of proposals for technical activities,
- (g) coordinate and supervise creation, development, and termination of Technical Committees and their activities,
- (h) coordinate and supervise activities of the Standards Committee,
- (i) coordinate and stimulate technical cooperation with other Organizational Units of the IEEE or other technical organizations,
- (j) coordinate and supervise collection of statistical information on technical activities,
- (k) coordinate and supervise the reporting on technical activities as requested by the President, the Vice President for Finances, the ADCOM, or the IEEE.

Section 11. *President's temporary incapacity* – If immediate action of the President is required and he/she is unable to perform the required duties, the line of succession for such immediate action is Immediate Past President, President-Elect, Vice President for Finances, and then other Vice Presidents based on service seniority on the EXCOM. In the case of ties, the line of succession is Vice President for Publications, Vice President for Conferences, Vice President for Technical Activities, Vice President for Education, and Vice President for Members Activities.

Section 12. *Standing Committees* – The following Standing Committees are established:

- (a) Executive Committee (EXCOM),
- (b) Awards Committee,
- (c) Conferences Committee,
- (d) Constitution and Bylaws Committee,
- (e) Education Committee,
- (f) Fellows Committee,
- (g) Finance Committee,
- (h) Members Activities Committee,
- (i) Nominations Committee,
- (j) Publications Committee,
- (k) Standards Committee,
- (l) Strategic Planning Committee,
- (m) Technical Activities Committee.

Section 13. *Executive Committee (EXCOM)* – The Executive Committee (EXCOM) is established to implement the ADCOM deliberations and policies and to coordinate the activities of the Officers.

In particular, but not limited to the following, the EXCOM shall:

- (a) organize, coordinate, supervise and monitor CIS activities,
- (b) coordinate annual planning of CIS activities,
- (c) track finances.

Section 14. *Awards Committee* – The Awards Committee is responsible for the management of the CIS awards program.

In particular, but not limited to the following, the Awards Committee shall:

- (a) make recommendations on matters concerning awards, including proposals for new regulations on awards,
- (b) prepare, develop, and recommend plans for CIS awards,
- (c) prepare, develop, and recommend the budget for awards sponsored by the CIS,
- (d) review and recommend proposals for creating, developing, and terminating CIS awards,
- (e) solicit nominations for CIS awards,
- (f) review candidates for CIS awards,
- (g) recommend CIS awards recipients,
- (h) monitor activities concerning CIS awards,

- (i) collect statistical information on the CIS awards,
- (j) report on the CIS awards as requested by the President, the Vice President for Members Activities, the Vice President for Finances, the ADCOM, or the IEEE.

The Awards Committee reports to the President.

Section 15. *Conferences Committee* – The Conferences Committee is responsible for overseeing the peer-reviewed technical meetings of the Society.

In particular, but not limited to the following, the Conferences Committee shall:

- (a) make recommendations on matters concerning peer-reviewed technical meetings, including proposals for new regulations on peer-reviewed technical meetings,
- (b) prepare, develop and recommend plans for peer-reviewed technical meeting activities,
- (c) prepare and recommend the budget for peer-reviewed technical meeting activities,
- (d) stimulate submission of proposals for peer-reviewed technical meetings,
- (e) review proposals for peer-reviewed technical meetings,
- (f) recommend sponsorship, co-sponsorship, or technical co-sponsorship of peer-reviewed technical meetings,
- (g) monitor peer-reviewed technical meeting activities,
- (h) collect statistical information on the CIS peer-reviewed technical meetings,
- (i) report on peer-reviewed technical meetings as requested by the President, the Vice President for Finances, the ADCOM, or the IEEE.

The Conferences Committee reports to the Vice President for Conferences.

Section 16. *Constitution and Bylaws Committee* – The Constitution and Bylaws Committee is responsible for maintaining the CIS governing documents.

In particular, but not limited to, the Constitution and Bylaws Committee shall:

- (a) maintain up-to-date copies of the Constitution, these Bylaws and the Operations Manual,
- (b) develop, review, and recommend CIS regulations on Society governance,
- (c) make recommendations on matters concerning Society governance,
- (d) ascertain that CIS regulations are compliant with the IEEE regulation or recommendation,
- (e) review and recommend agreements with other entities for joint activities,
- (f) collect and develop CIS best practices,
- (g) collect statistical information on the CIS regulations,
- (h) report on regulations as requested by the President, the Vice Presidents, the ADCOM, or the IEEE.

The Constitution and Bylaws Committee reports to the President.

Section 17. *Education Committee* – The Education Committee is responsible for overseeing the educational activities of the Society.

In particular, but not limited to the following, the Education Committee shall:

- (a) make recommendations on matters concerning educational activities, including proposals for new regulations on educational activities,
- (b) prepare, develop, and recommend plans for educational activities,
- (c) prepare, develop, and recommend the budget for educational activities,
- (d) stimulate submission of proposals for educational activities,
- (e) review proposals for educational activities,
- (f) recommend sponsorship, co-sponsorship, or technical co-sponsorship of CIS educational activities,
- (g) promote, develop, recommend and maintain certification programs in areas relevant to the field of interest of the Society,
- (h) monitor educational activities,
- (i) collect statistical information on the CIS educational activities,
- (j) report on educational activities as requested by the President, the Vice President for Finances, the ADCOM, or the IEEE.

The Educational Committee reports to the Vice President for Education.

Section 18. *Fellows Committee* – The Fellows Committee is responsible for managing the IEEE Fellow program within CIS.

In particular, but not limited to the following, the Fellows Committee shall:

- (a) make recommendations on matters concerning the Fellows program in CIS,

- (b) solicit member nominations for advancement to Fellow grade,
- (c) review Fellow nominations on the behalf of CIS,
- (d) monitor activities concerning the Fellows program,
- (e) collect statistical information on the CIS Fellows program,
- (f) report on the Fellows program as requested by the President, the Vice President for Members Activities, the Vice President for Finances, the ADCOM, or the IEEE.

The Fellows Committee reports to the President.

Section 19. *Finance Committee* – The Finance Committee is responsible for overseeing all financial matters of the Society.

In particular, but not limited to the following, the Finance Committee shall:

- (a) make recommendations on matters concerning finances, including proposals for new regulations on finances,
- (b) prepare, develop, and recommend the annual budget of the Society,
- (c) provide fiscal guidance to the President on matters related to the budget, expenditures, and all actions involving financial aspects of the Society,
- (d) provide fiscal guidance to Vice Presidents in preparing their budgets and assist them to monitor financial aspects of their activities,
- (e) review the financial impact of proposals on the Society budget,
- (f) monitor expenditures and revenues to verify that they are in accordance with the approved budget,
- (g) collect statistical information on the CIS finances,
- (h) report on financial aspects as requested by the President, the Vice Presidents, the ADCOM, or the IEEE.

The Finance Committee reports to the Vice President for Finances.

Section 20. *Members Activities Committee* – The Members Activities Committee is responsible for overseeing membership development and members activities and services as described in the CIS Constitution.

In particular, but not limited to the following, the Members Activities Committee shall:

- (a) make recommendations on matters concerning member activities, including proposals for new regulations on member activities,
- (b) prepare, develop, and recommend plans for member activities,
- (c) prepare, develop, and recommend the budget for member activities,
- (d) stimulate the submission of proposals for members activities,
- (e) review proposals for members activities,
- (f) recommend sponsorship, co-sponsorship, or technical co-sponsorship of CIS members activities,
- (g) monitor members activities,
- (h) collect statistical information on CIS members activities,
- (i) report on members activities as requested by the President, the Vice President for Finances, the ADCOM, or the IEEE.

The Members Activities Committee reports to the Vice President for Members Activities.

Section 21. *Nominations Committee* – The Nominations Committee is responsible for managing the nomination of candidates and the election of members of the ADCOM.

In particular, but not limited to the following, the Nominations Committee shall:

- (a) make recommendations on matters concerning the CIS nominations, including proposals for new regulations on nominations,
- (b) solicit nomination of candidates for ADCOM positions,
- (c) review nominated candidates for compliance with Society regulations and select slates of candidates for ADCOM positions,
- (d) report on the nomination process as requested by the President, the ADCOM, or the IEEE.

The Nominations Committee reports to the President.

Section 22. *Publications Committee* – The Publications Committee is responsible for overseeing the publication activities of the Society.

In particular, but not limited to the following, the Publications Committee shall:

- (a) make recommendations on matters concerning publication activities, including proposals for new regulations on publication activities,
- (b) prepare, develop, and recommend plans for publication activities,
- (c) prepare, develop, and recommend the budget for publication activities,
- (d) stimulate submission of proposals for publication activities,
- (e) review proposals for publication activities,
- (f) recommend sponsorship, co-sponsorship, or technical co-sponsorship of CIS publication activities,
- (g) monitor publication activities,
- (h) collect statistical information on the CIS publication activities,
- (i) report on publication activities as requested by the President, the Vice President for Finances, the ADCOM, or the IEEE.

The Publications Committee reports to the Vice President for Publications.

Section 23. *Standards Committee* – The Standards Committee is responsible for overseeing the standards activities of the Society.

In particular, but not limited to the following, the Standards Committee shall:

- (a) make recommendations on matters concerning standards activities, including proposals for new regulations on standards activities,
- (b) prepare, develop, and recommend plans for standards activities,
- (c) prepare, develop, and recommend the budget for standards activities,
- (d) stimulate submission of proposals for standards activities,
- (e) stimulate cooperation on standards activities with other Organizational Units of the IEEE or other technical organizations
- (f) review proposals for standards activities,
- (g) recommend sponsorship, co-sponsorship, or technical co-sponsorship of CIS standards activities,
- (h) monitor standards activities,
- (i) collect statistical information on the CIS standards activities,
- (j) report on standards activities as requested by the President, the Vice President for Technical Activities, the Vice President for Finances, the ADCOM, or the IEEE.

The Standards Committee reports to the Vice President for Technical Activities.

Section 24. *Strategic Planning Committee* – The Strategic Planning Committee is responsible for identifying strategic directions for the development of the CIS.

In particular, but not limited to the following, the Strategic Planning Committee shall:

- (a) make recommendations on matters concerning long range planning, including proposals for new regulations on long range planning,
- (b) stimulate submission of proposals for long range CIS activities,
- (c) stimulate cooperation with other Organizational Units of the IEEE or other organizations,
- (d) review proposals for long range CIS activities,
- (e) collect and analyze statistical information on CIS activities and their trends, and prepare reports based on that information.
- (f) analyze the needs of CIS members and worldwide communities interested in the CIS field of interest,
- (g) prepare, develop, and recommend long range CIS plans,
- (h) make recommendations on the future direction and opportunities for CIS activities,
- (i) report on long range planning as requested by the President, the Vice Presidents, the ADCOM, or the IEEE.

The Strategic Planning Committee reports to the President.

Section 25. *Technical Activities Committee* – The Technical Activities Committee is responsible for overseeing the technical activities of the Society.

In particular, but not limited to the following, the Technical Activities Committee shall:

- (a) make recommendations on matters concerning technical activities, including proposals for new regulations on technical activities,
- (b) prepare, develop, and recommend plans for technical activities,
- (c) prepare, develop, and recommend the budget for standard activities,

- (d) stimulate submission of proposals for technical activities,
- (e) stimulate technical cooperation, in the area of technical activities, with other Organizational Units of the IEEE or other technical organizations,
- (f) review proposals for technical activities,
- (g) recommend sponsorship, co-sponsorship, or technical co-sponsorship of CIS technical activities,
- (h) recommend the creation and the termination of Technical Committees,
- (i) monitor technical activities,
- (j) monitor the activity of Technical Committees, which are defined hereinafter,
- (k) collect statistical information on the CIS technical activities,
- (l) report on technical activities as requested by the President, the Vice President for Finances, the ADCOM, or the IEEE.

The Technical Activities Committee reports to the Vice President for Technical Activities.

Section 26. *Technical Committees* – Technical Committees may be established within the Technical Activities Committee to address specific technical areas in the field of interest of the Society. The Technical Committees support the Technical Activities Committee in accomplishing its overall mission, by operating within their respective areas under the supervision and coordination of the Technical Activities Committee.

In particular, but not limited to the following, within the respective area of interest, each Technical Committee shall:

- (a) make recommendations on matters concerning its activities, including preparation and modification of its charter,
- (b) prepare, develop, and recommend plans for its activities,
- (c) prepare, develop, and recommend the budget for its activities,
- (d) stimulate submission of proposals for its activities,
- (e) stimulate technical cooperation, within its field of interest, with other Organizational Units of the IEEE or other technical organizations,
- (f) review proposals for its activities,
- (g) monitor its activities,
- (h) collect statistical information on its activities,
- (i) report on its activities as requested by the President, the Vice President for Technical Activities, the Vice President for Finances, the ADCOM, or the IEEE.

The Technical Committees report to the Vice President for Technical Activities.

Section 27. *Editorial Boards* – An Editorial Board shall be established to manage each archival publication of the Society operating within its respective area under the supervision and coordination of the Publications Committee.

In particular, but not limited to the following, within the respective area of interest, each Editorial Board shall:

- (a) make recommendations on matters concerning its activities and on matters regarding its publication,
- (b) prepare, develop, and recommend plans for its activities,
- (c) prepare, develop, and recommend the budget for its activities,
- (d) stimulate the submission of papers,
- (e) review and facilitate editing process of submitted papers,
- (f) monitor its activities,
- (g) collect statistical information on its activities,
- (h) report on its activities as requested by the President, the Vice President for Publications, the Vice President for Finances, the ADCOM, or the IEEE,

Each Editorial Board is chaired by the Editor-in-Chief of the respective publication and reports to the Vice President for Publications.

Section 28. *Sub-Committees of the Standing Committees* – Any Standing Committee (except the EXCOM and the Nominations Committee) may establish Sub-Committees on specific activities within the Committee itself, with the approval both of the Officer to whom the Committee reports and the President or, if they are the same, either the Immediate Past President or the President-Elect, whoever is in office.

Section 29. *Ad-Hoc Committees* – Ad-hoc Committees may be established by the President to study or provide advice on specific issues.

Section 30. *Representatives* – The CIS may appoint Representatives to other Organizational Units of the IEEE or other technical organizations, according to the regulations that govern the cooperation with such entities.

The Representatives have the authority defined in those regulations and report to the Officer defined in the CIS Operations Manual.

Section 31. *Schedule for ADCOM Elections*

Five ADCOM Members-at-Large are elected each year, plus any vacated positions.

The election of President-Elect, Vice President for Education, Vice President for Member Activities, and Vice President for Publications shall take place in even-numbered years.

The election of Vice President for Conferences, Vice President for Finances, and Vice President for Technical Activities shall take place in odd-numbered years.

The election of vacated Officer positions, except the Immediate Past President, shall take place as soon as possible after the vacancy is announced.

Section 32. *Position Incompatibility* – ADCOM members may not hold more than one position on the ADCOM.

Officers may not hold positions as Chairpersons of Technical Committees or Editors-in-Chief in IEEE journals or magazines sponsored, co-sponsored, or technically co-sponsored by CIS.

Section 33. *Meetings of the CIS ADCOM and Committees*

(a) *Locations* – Meetings of any CIS Committee, including the ADCOM, may be conducted with the physical presence of the Committee members either in the same location or in different locations connected by telecommunication technologies that allow two-way communication by which all members who participate in the meeting can hear each other at the same time. The same voting requirements shall apply when action is taken in meetings conducted in any of these ways.

(b) *Meeting Call* – The meeting is called by Committee Chairperson whenever needed or when requested either by one-fourth of the voting members of the Committee or by two of its voting members, whichever is higher, on notice to all other members.

(c) *Notification* – The Committee Chairperson, or his/her delegate, shall notify the Committee members of the time, place and agenda of the meeting sufficiently in advance of the meeting. A Committee meeting may be held without notice if waivers of notice signed by all of the voting members are filed, with notation thereof entered in the minutes of the meeting.

(d) *Quorum* – A majority of the voting members of the Committee shall constitute a quorum.

(e) *Presiding* – ADCOM meetings are presided by the President, if he/she is attending. In the event that the President is absent, the ADCOM meetings are presided by –in order of precedence among the ADCOM members attending the meeting– the Immediate Past-President, the President-Elect, the Vice President for Finances, or then the other Vice Presidents based on service seniority on the EXCOM. In the case of ties, the line of succession is Vice President for Publications, Vice President for Conferences, Vice President for Technical Activities, Vice President for Education, and Vice President for Members Activities. No ADCOM meeting may be held without the presence of at least one Officer.

The meetings of any other Committee are presided by the respective Committee Chairperson. In case the Chairperson is unable to fulfill his duty, the Committee shall elect a chairperson to preside that meeting.

(f) *Roll Call* – A roll call shall be made at the beginning of the meeting, the names of those present shall be recorded and existence or failure of a quorum shall be announced.

(g) *Minutes* – Minutes will be transmitted to the Committee members and filed by the CIS President or his/her delegate.

Minutes of the ADCOM meetings shall also be transmitted to the Chairpersons of Standing and Technical Committees, to the Chapter Chairpersons, and to the IEEE Technical Activities Board.

Minutes of the EXCOM meetings shall be transmitted to the ADCOM members.

- (h) *Notification of Actions* – The Committee Chairperson shall notify all motions, directives or orders of the Committee to the person, persons, members or affiliates affected.
- (i) *Voting* – Proxy voting is not allowed. Individuals holding more than one position on a Committee shall be limited to one vote on each matter being considered by the Committee.
- (j) *Majority* – The vote of a majority of the votes of the members present and entitled to vote, at the time of vote, provided a quorum is present, shall be the action of the committee, unless a higher proportion of votes is required by the Society Constitution or Bylaws.
- (k) *Rules of Order* – In all matters not covered by other CIS, IEEE, or legal regulations, the latest version of the Robert’s Rules of Order shall be used to conduct business at the meetings of the Committees.
- (l) *Reimbursement of Expenses* – The CIS shall reimburse actual and necessary expenses for the purpose of attending the ADCOM or the EXCOM meetings by their respective members and guests.
For a meeting of any other Committee, the President may authorize, before the meeting is called, reimbursement, after the meeting, of the expenses of attendees. No expense shall be reimbursed to Committee members and guests without such authorization being obtained in advance.

Section 34. *Actions of the CIS ADCOM and Committees without a meeting*

- (a) *Activities* – Any CIS Committee, including the ADCOM, can take actions without a meeting, by using technologies which allow for information transmission but do not allow for two-way communication by which all members can hear each other at the same time.
- (b) *Voting* – Proxy voting is not allowed. Individuals holding more than one position on a Committee shall be limited to one vote on each matter being considered by the Committee.
The vote shall be cast or promptly confirmed in writing or by electronic transmission. Electronic transmission means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.
The votes allowed shall be: “in favor”, “against”, “abstain”, and “postpone to a meeting”. Committee members who did not cast a vote by the possible deadline shall be considered to have voted “abstain”.
If two “postpone to a meeting” votes are cast, the motion is automatically postponed to a meeting.
- (c) *Deadline* – A deadline may be set by the Committee chair to cast the votes.
- (d) *Majority* – An affirmative vote of a majority of all the voting members of the committee shall be required to approve the action, unless a higher proportion of votes is required by the Society Constitution or Bylaws.
- (e) *Summary* – At the end of the voting, the Committee Chairperson shall send a summary of the vote to the Committee members and to the CIS President or his/her delegate for filing. The summary will report the motion, the list of the Committee members who voted, the list of the Committee members who did not vote, and the final outcome. If voting is not by secret ballot, the summary should include also the vote cast by each Committee member.
The vote summary shall be reported by the Committee Chairperson to the Committee itself during a subsequent meeting.

ARTICLE XII – VACANCIES

Section 1. *Vacancy reasons*

- (a) Vacancy among the members of any Committee, including the ADCOM, may be declared for reasons that do not depend on the member namely: death, long-term incapacitation, resignation, or termination of IEEE or CIS memberships when required for eligibility.
- (b) Vacancy among the members of any Committee, including the ADCOM, may be declared for reasons that depend on the member namely: inactivity, incompetence, conflict of interest, or unethical behavior.
- (c) An ADCOM member who misses two consecutive meetings of the ADCOM in the absence of extenuating circumstances is considered inactive and his/her position vacant. The extenuating circumstances shall be determined by the remaining members of the ADCOM.

Section 2. *Vacancy notice* – In the case a vacancy is proposed for the reasons defined in Art. XII Sect. 1 Pts. B or C, notice of such proposed action shall be given to the affected person at least fifteen days before any decision is taken.

Section 3. *Vacancy of ADCOM Members-at-Large*

- (a) A position of ADCOM Member-at-Large may be declared vacant with an affirmative vote of two-thirds of all eligible voting ADCOM members.
- (b) A vacated ADCOM Member-at-Large position shall be filled for the remaining portion of its term.
- (c) Vacated ADCOM Member-at-Large positions will be filled by election during the next regularly scheduled election of ADCOM Member-at-Large positions, in addition to the positions that were scheduled to be filled in that current election.

Section 4. *Vacancy of positions elected by ADCOM*

- (a) Any position elected by the ADCOM may be declared vacant with an affirmative vote of two-thirds of all eligible voting ADCOM members.
- (b) A vacated President, President-Elect, or Vice President position shall be filled for the remaining portion of its term by ADCOM action to be made as soon as practicable.

Section 5. *Vacancy of President's appointees* – Any position appointed by the President may be declared vacant by the President him/her-self, in consultation with and with the agreement of the ADCOM, the EXCOM, an Officer, or the Committee Chairperson as required for appointment. If agreement with an Officer or the Committee Chairperson is required but not reached, the position may be declared vacant by the EXCOM with an affirmative vote of two-thirds of all eligible voting EXCOM members.

ARTICLE XIII – NOMINATIONS, ELECTIONS AND APPOINTMENTS

Section 1. *ADCOM Members-at-Large*

- (a) *Eligibility* – All CIS members at any IEEE grade of membership higher than Student member and in good standing at the time of the election are eligible to be nominated as ADCOM Members-at-Large, except in the cases listed hereinafter.
Not more than two consecutive full terms as ADCOM Member-at-Large are permitted: eligibility is restored after a lapse of one year.
The Chairperson of the Nominations Committee is not eligible to be elected to the ADCOM during his/her term.
A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, shall not be eligible for three years following the year in which he/she was removed from office.
A member of the Nominations Committee is not eligible to be elected to ADCOM except and unless the nominator is not a member of the Nominations Committee. The nominee must resign from the Nominations Committee prior to its first meeting of the year in which the nomination shall be made.

- (b) *Nominations* – The Nominations Committee shall solicit nominations for ADCOM Members-at-Large from the CIS membership, ADCOM, other Standing Committees, Technical Committees, Editorial Boards, and the CIS Chapters. These nominations shall be submitted to the Chairperson of the Nominations Committee.

The Nominations Committee may nominate candidates to ADCOM Members-at-Large.

Among all the above nominations, the Nominations Committee shall select candidates who shall be at least twice and up to no more than three times the number of positions to be filled in the election.

The Nominations Committee shall notify the IEEE of its actions for preparation of the Society's election ballot.

The Nominations Committee shall also remind CIS members that additional nominations may be made by CIS voting members. For each elective office of the Society, individual voting members eligible to vote in such election may nominate candidates either by a written petition or by majority vote at a nomination meeting of the Society, provided such nominations are made at least 28 days before the date of election. The number of signatures required on a petition shall be determined in accordance with IEEE Bylaws as follows. For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. For all positions where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required. The number of signatures required on a petition shall depend on the number of eligible Society voters, as listed in the official IEEE membership records at the end of the year preceding the election. Signatures can be submitted electronically through the official IEEE Society annual election website, or by signing and mailing a paper petition to the CIS President. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE Society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

The President shall notify the IEEE about candidates nominated by the CIS voting members as specified above.

Nominees shall be consulted prior to nomination to obtain written assurance of their willingness to serve as ADCOM Members-at-Large.

- (c) *Election* – ADCOM Members-at-Large shall be elected by the Society voting members who are in good standing at the beginning of the IEEE ballot preparation process.

A ballot shall be sent to each eligible voter informing him/her about open positions, related candidate slates, applicable voting procedures, and voting deadlines.

IEEE shall transmit the results of the election to the Society President.

The President shall declare elected as many of the candidates who received the largest number of votes as the number of positions to be filled in the election, ordered by decreasing duration of the term or portions of it. Ties shall be broken by the ADCOM.

The President shall transmit the names of the elected ADCOM Members-at-Large to the IEEE.

If an elected candidate fails to accept office or disapproval is received from IEEE, the candidate receiving the next highest number of votes shall be declared elected.

- (d) *Term of office* – The term of office of each ADCOM Member-at-Large is three years. If an ADCOM Member-at-Large is elected Officer his/her ADCOM Member-at-Large office will terminate at the end of the year immediately preceding the one in which he/she will take office as Officer; the remaining portion of his/her ADCOM Member-at-Large term will be filled as a position which has been vacated in the year immediately preceding the one in which he/she will take office as Officer.

The newly elected ADCOM Members-at-Large shall assume office on January 1 of the year immediately following their election or as soon thereafter as feasible.

At the end of their term, they shall continue in office until the new ADCOM Members-at-Large have been duly elected and have taken office.

Section 2. *Officers*

- (a) *Eligibility for Vice Presidents* – All ADCOM members, Editors-in-Chief, Standing Committee Chairpersons, and Technical Committee Chairpersons, who

- held at least one of these positions for at least one year during the five years prior to the year of the election,
- are IEEE Members or higher-grade members in good standing at the time of the election, and
- are CIS members in good standing at the time of the election,

are eligible to be nominated as Vice President, except in the cases listed hereinafter.

Each Vice President, with the exception of the Vice President for Finances, may serve a maximum of two consecutive full terms in such a vice presidency; eligibility is restored after a lapse of one year.

The Chairperson of the Nominations Committee is not eligible to be nominated as a Vice President during his/her term.

A member of the Nominations Committee is not eligible to be nominated as a Vice President, unless the nomination is not made by a member of the Nominations Committee and the member resigns from the Nominations Committee prior to its first meeting of the year in which the nomination shall be made.

A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, shall not be eligible for three years following the year in which he/she was removed from office.

- (b) *Eligibility for President-Elect* – All ADCOM members and Editors-in-Chief, who

- held at least one of these positions for at least one year during the five years prior to the year of the election,
- are IEEE Members or higher-grade members in good standing at the time of the election, and
- are CIS members in good standing at the time of the election,

are eligible to be nominated as President-Elect, except in the cases listed hereinafter.

The President is not eligible during the first two years immediately after the termination of his/her presidency.

The Chairperson of the Nominations Committee is not eligible to be nominated as President-Elect during his/her term.

A member of the Nominations Committee is not eligible to be nominated as President-Elect, unless the nomination is not made by a member of the Nominations Committee and the member resigns from the Nominations Committee prior to its first meeting of the year in which the nomination shall be made.

A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, shall not be eligible for three years following the year in which he/she was removed from office.

- (c) *Eligibility for President* – If the President position was vacated according to Art. XII Sect. 1 Pts. B or C, all current Officers are eligible to be nominated as President.

- (d) *Nominations* – The Nominations Committee shall solicit nominations for ADCOM election to Officer positions from the CIS membership, ADCOM, other Standing Committees, Technical Committees, Editorial Boards, and the CIS Chapters. These nominations shall be submitted to the Chairperson of the Nominations Committee.

The Nominations Committee may nominate candidates to Officer positions.

The Nominations Committee shall select candidates from the above nominations to prepare a slate of candidates for ADCOM election to Officer positions.

The Nominations Committee shall also remind CIS members that nominations may be made by petition signed by CIS voting members and submitted to the President. The President shall add the names of those nominated by petition the slate submitted by the Nominations Committee for ADCOM consideration.

Additional nominations from the floor at the ADCOM meeting in which the election will be voted may also be made, if each nomination is seconded.

Nominees shall be consulted prior to nomination to obtain assurance of their willingness to serve as Officers.

- (e) *Election of Vice Presidents and of the President-Elect* – Elections shall be made by the ADCOM.

Elections of Officers shall be announced in the agenda of the ADCOM meeting in which they will take place.

The order of election for Officers elected during an ADCOM meeting is: President, President-Elect, Vice President for Finances, Vice President for Publications, Vice President for Conferences, Vice President for Technical Activities, Vice President for Education, and Vice President for Members Activities.

For each office, the candidate with a majority of votes shall be declared the winner.

If no candidate receives the majority of votes, the candidate(s) with the lowest vote count – unless they are the only remaining candidate(s) – will be dropped from further consideration; a new election on the remaining candidate(s) will be held in the same ADCOM meeting. After three consecutive elections in which no candidate received the majority of votes and no candidate is dropped, nominations for that position will be reopened and a new election will be held at the next ADCOM meeting.

The President shall transmit the names of the elected Officers to the IEEE.

If an elected Officer fails to accept office or disapproval is received from IEEE, the nominations will be reopened and a new election will be held at the next ADCOM meeting.

The President shall arrange for the transfer of responsibility between Officers.

- (f) *Advancement or election of the President* – At the end of his/her term, the President-Elect becomes automatically the President.

If the President position was vacated according to Art. XII Sect. 1 Pts. B or C, the ADCOM elects the new President by following the procedure for electing the President-Elect.

- (g) *Advancement of the Immediate Past President* – At the end of his/her term, the President becomes automatically the Immediate Past President.

- (h) *Term of office* – The term of office of the President and the Vice Presidents is two years. The term of office of the President-Elect, and the Immediate Past President is one year.

Office shall be assumed:

- by the President-Elect and the Vice Presidents (except the Vice President for Finances) on January 1 of the year immediately following their respective elections,
- by the Vice President for Finances on January 1 of the second year immediately following his/her election,

or as soon thereafter as practicable, unless differently specified by the Society's Bylaws for special circumstances.

If an Officer has been elected to fill in a term due to vacancy, he/she shall take office as soon as practicable.

An elected Officer whose term begins before the end of the term of a possible other CIS office shall resign from such a previous position before taking the new office.

Officers, except the President-Elect, shall continue in office after the end of their respective term until the new corresponding Officer has been duly elected and has taken office.

Section 3. *Past President*

- (a) *Advancement of the Past President* – At the end of his/her term, the Immediate Past President becomes automatically the Past President.

- (b) *Term of service* – The term of service of the Past President is one year.

Section 4. *Chairpersons of the Awards Committee, Constitution and Bylaws Committee, Fellows Committee, Standards Committee, Strategic Planning Committee, Technical Committees, Sub-Committees of the Standing Committees, and Ad-Hoc Committees*

- (a) *Eligibility for Chairpersons of the Awards Committee, Constitution and Bylaws Committee, Standards Committee, Strategic Planning Committee, Technical Committees, Sub-Committees of the Standing Committees, and Ad-Hoc Committees* – All CIS members at any IEEE grade of membership higher than Student member and in good standing are eligible to be appointed as Chairpersons of these Committees, except in the cases listed hereinafter.

No more than two consecutive full terms as Chairperson of the same Committee are permitted: eligibility is restored after a lapse of one year.

A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, shall not be eligible for three years following the year in which he/she was removed from office.

- (b) *Eligibility for Chairpersons of the Fellows Committee* – All CIS members at IEEE Fellow grade of membership and in good standing are eligible to be appointed as Chairperson of the Fellows Committee, except in the cases listed hereinafter.

No more than two consecutive full terms as Chairperson of the Fellows Committee are permitted: eligibility is restored after a lapse of one year.

A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, shall not be eligible for three years following the year in which he/she was removed from office.

- (c) *Appointment of the Chairpersons of Awards Committee and Fellows Committee* – The President appoints the Chairpersons of these Committees with the agreement of the ADCOM.
- (d) *Appointment of the Chairpersons of Constitution and Bylaws Committee, Strategic Planning Committee, Standards Committee and Technical Committees* – The President appoints the Chairpersons of these Committees with the agreement of the EXCOM.
- (e) *Appointment of the Chairpersons of the Sub-Committees of Standing Committees* – The President appoints the Chairpersons of these Committees after having consulted the EXCOM and with the agreement of the Committee Chairperson. If no agreement is reached on any of these appointments, such appointment will be performed by the President with the agreement of the EXCOM.
- (f) *Appointment of the Chairperson of Ad-Hoc Committees* – The President appoints the Chairpersons of these Committees after having consulted the EXCOM.
- (g) *Term of service* – The term of service of the Chairperson of the Awards Committee, the Constitution and Bylaws Committee, the Fellows Committee, the Standards Committee, the Strategic Planning Committee, the Technical Committees, and the Sub-Committees of Standing Committees expires at the end of the calendar year for which they have been appointed.

The term of service of the Chairperson of an Ad-Hoc Committee expires either when the committee is dissolved or at the end of the calendar year for which he/she has been appointed, whichever comes first.

The Chairpersons of the Awards Committee, the Constitution and Bylaws Committee, the Fellows Committee, the Standards Committee, the Strategic Planning Committee, the Technical Committees, the Sub-Committees of Standing Committees, and the Ad-Hoc Committees shall assume office on January 1 of the year for which they have been appointed or as soon thereafter as practicable.

At the end of their term, they shall continue in office until the new Chairpersons have been duly appointed and have taken office.

Section 5. *Editors-in-Chief*

- (a) *Eligibility* – All CIS members at any IEEE grade of membership higher than Student member, who served for at least one year during the five years prior to the year of the appointment in the Editorial Board of any IEEE journal or magazine sponsored, co-sponsored, or technically co-sponsored by CIS, and are current IEEE and CIS members in good standing, are eligible to be nominated Editor-in-Chief of a journal or magazine sponsored by the CIS, except in the cases listed hereinafter.

Not more than three consecutive full terms as Editor-in-Chief of the same journal or magazine are permitted: eligibility is restored after a lapse of one year.

A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, shall not be eligible for three years following the year in which he/she was removed from office.

- (b) *Nominations* – The President nominates the Editor-in-Chief for each IEEE journal or magazine sponsored by the CIS after having consulted the EXCOM and with the agreement of the Vice President for Publications. If no agreement is reached, such nomination will be made by the President with the agreement of the EXCOM.

- (c) *Appointment* – The ADCOM appoints the Editors-in-Chief of IEEE journals or magazines sponsored by the CIS as nominated in the above Pt. B.
 Appointments of Editors-in-Chief shall be announced in the agenda of the ADCOM meeting in which they will take place.
 The President shall transmit the names of the appointed Editors-in-Chief to the IEEE.
 If an appointed Editor-in-Chief fails to accept office or disapproval is received from IEEE, the nominations will be reopened and a new nomination will be made as soon as practicable.
 The Vice President for Publications shall arrange for the transfer of responsibility between Editors-in-Chief.
- (d) *Term of service* – The term of service of the Editor-in-Chief is two years.
 The Editor-in-Chief of any of the IEEE journal or magazine sponsored by the CIS shall assume office on January 1 of the year immediately following his/her appointment or as soon thereafter as practicable.
 An Editor-in-Chief shall continue in office at the end of his/her term until the new Editor-in-Chief has been duly appointed and has taken office.
- (e) *IEEE journals and magazines co-sponsored or technically co-sponsored by CIS* – Nomination, appointment, assuming office, and continuing in office of the Editors-in-Chief of IEEE journals or magazines co-sponsored or technically co-sponsored by the CIS will be performed according to the memorandum of understanding approved and signed by all co-sponsoring entities.

Section 6. *Nominations Committee*

- (a) *Composition* – The Nominations Committee consists of the Chairperson and six additional members.
- (b) *Chairperson* – The Chairperson of the Nominations Committee is the Immediate Past President or, when there is no Immediate Past President, the Past President.
 In the event of incapacity or conflict of interest of the Immediate Past President or the Past President, the most recent Past Chairperson of the Nominations Committee available and allowed by the Constitution and these Bylaws shall be the Chairperson of the Nominations Committee.
 Under extenuating circumstances, the ADCOM shall elect a different individual, as allowed by the Constitution and these Bylaws, as Chairperson of the Nomination Committee.
 The Chairperson must be an IEEE Member or higher-grade member and a CIS member in good standing at the time he/she takes office.
 A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, is not eligible as Chairperson of the Nominations Committee for three years following the year in which he/she was removed from office.
- (c) *Eligibility as member of the Nominations Committee* – All ADCOM members, Editors-in-Chief, Standing Committee Chairpersons, and Technical Committee Chairpersons, who
- held at least one of these positions for at least one year during the five years prior to the year of the appointment,
 - are IEEE Members or higher-grade members in good standing at the time of the appointment, and
 - are CIS members in good standing at the time of the appointment,
- are eligible to be nominated as members of the Nominations Committee, except in the cases listed hereinafter.
 At least four members of the Nominations Committee shall not be ADCOM members.
 No Officer, except the Immediate Past President, may serve on the Nominations Committee.
 A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, is not eligible as member of the Nominations Committee for three years following the year in which he/she was removed from office.
- (d) *Eligibility to ADCOM positions* – The Chairperson of the Nominations Committee shall not be eligible to be elected as Member-at-Large of the ADCOM during his/her term of service.
 The Chairperson or a member of the Nominations Committee may be nominated for an Officer position only on the following conditions: (i) the nomination is not made by the Chairperson or a member of the Nominations Committee and (ii) the prospective candidate

resigns from the Nominations Committee prior to its first meeting of the year in which the nomination shall be made.

- (e) *Nominations of the members of the Nominations Committee* – The President appoints the members of the Nominations Committee with the agreement of its Chairperson. If no agreement is reached on any of these appointments, such appointment will be performed by the President with the agreement of the EXCOM. All appointments shall be confirmed by ADCOM.

- (f) *Term of service* – The term of service of the Chairperson (if different from the Immediate Past President or the Past President) and the members of the Nominations Committee is specified in the Operations Manual.

The Chairperson and the members of the Nominations Committee shall assume office on January 1 of the year for which they have been appointed or as soon thereafter as practicable.

At the end of their term, they shall continue in office until the new Chairperson and the new members have been duly appointed and have taken office.

Section 7. Members of Standing Committees (except Nominations Committee), Technical Committees, Editorial Boards, Sub-Committees of the Standing Committees, and Ad-Hoc Committees

- (a) *Appointment* – The President appoints the members of any of these Committees with the agreement of the respective Chairperson. If no agreement is reached on any of these appointments, such appointment will be performed by the President with the agreement of the EXCOM.

- (b) *Term of service* – The term of service of the members of the Standing Committees (except the Nominations Committee), the Technical Committees, Editorial Boards, and the Sub-Committees of the Standing Committees expires at the end of the calendar year for which they have been appointed.

The term of service of the members of an Ad-Hoc Committee expires either when the committee is dissolved or at the end of the calendar year for which they have been appointed, whichever comes first.

The members of these Committees shall assume office on January 1 of the year for which they have been appointed or as soon thereafter as practicable.

At the end of their term, they shall continue in office until the new members have been duly appointed and have taken office.

Section 8. CIS Representatives in IEEE Councils co-sponsored by the CIS.

- (a) *Eligibility* – All CIS members at any IEEE grade of membership higher than Student member and in good standing are eligible to be nominated as CIS Representatives in IEEE Councils co-sponsored by the CIS, except in the cases listed hereinafter.

Not more than two consecutive full terms as the same Representative are permitted: eligibility is restored after a lapse of one year.

A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, shall not be eligible for three years following the year in which he/she was removed from office.

Eligibility may be further restricted by the regulating documents of the Council to which the Representative is appointed.

- (b) *Appointment* – The President appoints the CIS Representatives in IEEE Councils co-sponsored by the CIS with the agreement of the EXCOM.

The President shall transmit the names of the appointed CIS Representatives to the respective Council.

If an appointed CIS Representative fails to accept office or disapproval is received from IEEE, a new appointment shall be made.

The President shall arrange for the transfer of responsibility between Representatives.

- (c) *Term of office* – The term of office is defined by the regulations of the Council to which he/she has been appointed.

The Representative in any IEEE Council co-sponsored by CIS shall assume office according to the regulations of that Council.

Section 9. CIS Representatives in IEEE and TAB Committees

- (a) *Eligibility* – All CIS members at any IEEE grade of membership higher than Student member and in good standing are eligible to be nominated as CIS Representatives in IEEE and TAB Committees, except in the cases listed hereinafter.

Not more than four consecutive full terms as the same Representative are permitted: eligibility is restored after a lapse of one year.

A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, shall not be eligible for three years following the year in which he/she was removed from office.

Eligibility may be further restricted by the regulating documents of the Committee to which the Representative is appointed.

- (b) *Appointment* – The President appoints the CIS Representatives in IEEE and TAB Committees after having consulted the EXCOM.

The President shall transmit the names of the appointed CIS Representatives to the IEEE.

The President shall arrange for the transfer of responsibility between Representatives.

- (c) *Term of service* – The term of service is defined by the regulations of the IEEE or TAB Committee to which he/she has been appointed.

The Representative in any IEEE and TAB Committee shall assume office according to the regulations of that Committee.

Section 10. TAB Alternate of the President

- (a) *Eligibility* – All CIS Officers and previous CIS Officers in good standing are eligible to be nominated as TAB Alternate of the President, except in the cases listed hereinafter.

Not more than two consecutive full terms as TAB Alternate of the President are permitted: eligibility is restored after a lapse of one year.

A candidate, whose former position in the CIS was vacated according to Art. XII Sect. 1 Pts. B or C, shall not be eligible for three years following the year in which he/she was removed from office.

- (b) *Appointment* – The President appoints his/her TAB Alternate after having consulted the EXCOM.

- (c) *Term of service* – The term of service is defined by the regulations of TAB.

The TAB Alternate of the President shall assume office as soon as practicable in the year for which the appointment has been made.

ARTICLE XIV – REFERENDUM

Section 1. A referendum may be initiated by the ADCOM or by a petition to the President by at least ten percent of the Society Membership. More than one question may be included on any ballot.

ARTICLE XV – RESOLUTION OF CONFLICTS

Section 1. To solve a conflict in the society the President shall appoint an ad-hoc committee. If the President has a conflict him/her-self on the matter, the nature of the issues to be considered, or its ability to appoint ad-hoc committee members, the appointment shall be made according to the line of succession defined in Art. IX, Sect. 11.

All members of the ad-hoc committee should not have a conflict themselves on the matter being considered.