

Policies and Procedures

Image, Video, and Multidimensional Signal Processing (IVMSP) Technical Committee

1. Membership

1.1 Members

- a. All members of the IVMSP TC must be current IEEE and SPS members of good standing. They must be willing to review papers within the area of the IVMSP TC submitted to SPS conferences, review papers for workshops owned or co-owned by the IVMSP TC, serve in the subcommittees established by the IVMSP TC, and perform other duties of membership.
- b. Members will serve a term of three-years, starting 1 January. All terms run on a calendar year.
- c. Membership on the IVMSP TC may be terminated by the IVMSP TC Chair, with the consent of the SPS Vice President–Technical Directions, provided that the Chair and Vice Chair concur that the member has been inactive in the sense of little or no participation in IVMSP TC responsibilities.
- d. The IVMSP TC shall have 36 elected members in addition to the Chair, Vice Chair, and Past Chair positions.
- e. The SPS Vice President–Technical Directions shall be an ex-officio member without vote.

1.2 Associate Members

- a. The IVMSP TC Chair appoints a number of Associate Members who are non-voting members of the Technical Committee. Usually, these will include, but are not limited to:
 1. Past Chairs of the IVMSP TC
 2. Current, past, and future Technical Program Chairs for ICIP
 3. Editors-in-Chief of *IEEE Transactions on Image Processing*, *IEEE Transactions on Multimedia*, *IEEE Transactions on Information Forensics and Security*, and *IEEE Signal Processing Magazine*
 4. Current Chairs of the MMSP, BISP, and IFS TCs
 5. Past members of the IVMSP TC who have been particularly active (e.g., past chairs of subcommittees)
- b. Relevant Transactions Editors-in-Chief shall be invited as Associate Members. Special effort should be made to coordinate with them for nomination of new members, nomination of best-paper awards, and EDICS alignment between SPS periodicals and conferences.
- c. The IVMSP TC Chair may appoint Associate Members as reviewers for SPS conferences and may also appoint them to subcommittees.
- d. Associate Members shall receive calls for member and Vice Chair nominations.
- e. The term of an Associate Member is from the time of appointment to the end of the term of the IVMSP TC Chair who appointed the Associate Member. Associate Members can be reappointed for additional terms without limit.

1.3 Affiliate Members

- a. IEEE student members and all grades of IEEE SPS members interested in the IVMSP TC may freely join the IVMSP TC as Affiliate Members by signing up in the SPS website.
- b. Affiliate Members are non-elected, unlimited in number, and non-voting members of the IVMSP TC.
- c. The Chair may appoint Affiliate Members as reviewers for SPS conferences and may also appoint them to subcommittees.
- d. Relevant Transactions Associate Editors shall be invited as Affiliate Members.
- e. Affiliate Members shall receive calls for member and Vice Chair nominations.

2. Technical Committee Management

2.1 Vice Chair

- a. The Vice Chair position automatically succeeds to the position of Chair then Past Chair. The term for Vice Chair shall be two calendar years.
- b. The Vice Chair is a voting member of the IVMSP TC.
- c. The Vice Chair is responsible for recording of minutes of all committee meetings; assisting the Chair in the paper-review and session-assignment process for ICASSP; and maintenance of a roster of the membership, EDICS, and a list of reviewers for SPS conferences.
- d. The Vice Chair will assist the Chair in preparing the IVMSP TC Review Report and attending the TC Review meeting, if requested.

2.2 Chair

- a. The term of office of the Chair shall be two calendar years. A second term as Chair is permitted but may not be consecutive. The Chair automatically succeeds to the position of Past Chair.
- b. The Chair is a voting member of the IVMSP TC.
- c. The Chair is a voting member of the Technical Directions Board and must attend meetings and participate in the board's processes.
- d. The Chair is responsible for organizing the activities of the IVMSP TC and maintaining communication with the SPS Vice President–Technical Directions, the Officers of the Society, and other similar organizations.
- e. The Chair is responsible for appointing members to the IVMSP TC's subcommittees.
- f. The Chair is responsible for maintaining a roster of the membership.
- g. The Chair shall maintain the EDICS and a list of reviewers for SPS conferences. The Chair also oversees the paper-review and session-assignment process for ICASSP.
- h. The Chair is responsible for preparing the IVMSP TC Review Report and attending the TC Review meeting.
- i. The Chair is responsible for preparing bi-yearly activity reports.

2.3 Past Chair.

- a. The term for Past Chair shall be two calendar years.
- b. The Past Chair is a voting member of the IVMSP TC.

- c. The Past Chair is responsible for providing guidance and continuity to the IVMSP TC Officers and members of the IVMSP TC.
- d. The Past Chair will assist the Chair in preparing the IVMSP TC Review Report and attending the TC Review meeting, if requested.

3. Technical Committee Organization

3.1 Subcommittees

- a. The IVMSP TC shall have subcommittees to accomplish the duties of the IVMSP TC.
- b. The IVMSP TC Chair shall appoint IVMSP TC members to the subcommittees.
- c. The IVMSP TC Chair may also appoint Associate and Affiliate Members to subcommittees, unless specified otherwise. Such Associate and Affiliate members must confirm in writing their willingness to serve and perform the duties of the subcommittee, and can be removed from the subcommittee if the IVMSP TC Chair and Vice Chair concur they have been inactive.
- d. The Chairs of each subcommittee must be elected members of the IVMSP TC, unless specified otherwise.

The subcommittees may address the following activities:

- a. **Awards Subcommittee:** Members of this subcommittee preferably should include IEEE Fellows or individuals that have received an award so as to bring experience to the Awards nominations process. This committee collects nominations from IVMSP TC members and the community as a whole (the nomination process is open) and narrows down the list, with the final names being voted on by the IVMSP TC, which then passes its recommendations to the Awards Board. This procedure applies for all SPS awards and Distinguished Lecturers. This subcommittee will also identify Senior Members that are considered qualified for elevation to Fellow and help find an individual that can nominate the candidate (neither the subcommittee nor the IVMSP TC will nominate or endorse Fellow candidates). The Chair of this subcommittee acts as a liaison to the SPS Awards Board.
- b. **Nominations Subcommittee:** Membership in the Nominations Subcommittee is restricted to elected IVMSP TC members. The role of this subcommittee is to collect nominations for IVMSP TC members and Vice Chair positions, and conduct the election process. The Nominations Subcommittee shall ensure that the candidate pool for new IVMSP TC members represents the diversity of SPS members in the IVMSP TC area, which includes: gender, geographic, academic/industry, junior/senior, etc. This subcommittee also helps nominate Associate Editor candidates to relevant Editors-in-Chief in the SPS.
- c. **Industry Representative:** This position involves supporting the IVMSP TC in industry and government activities. Responsibilities include forwarding information to relevant members from industry and the government who are interested in activities of the IVMSP TC and keeping them involved, as

appropriate. Responsibilities include liaison with the Industry DSP standing Committee.

- d. **Webmaster:** The IVMSP TC webmaster maintains the IVMSP TC website together with SPS staff.

3.2 Conduct of Business

- a. The IVMSP TC will hold at least two meetings per year, one at ICASSP and one at ICIP.
- b. A quorum of the IVMSP TC shall be a majority of those members having voting rights. For face-to-face voting, an affirmative vote of a majority of the voting members of the IVMSP TC who are present shall be required to approve the action, provided a quorum is present.
- c. The IVMSP TC may meet and act upon the vote of its members by any means of telecommunication. The normal face-to-face voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.
- d. The IVMSP TC may conduct business via e-mail, in which case an affirmative vote of a majority of all voting members of the IVMSP TC is required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmission shall be filed with the minutes of the proceedings of the committee.
- e. The order of business for IVMSP TC meetings shall be organized by the Chair and made available to the members prior to the meeting.
- f. Only elected-Members of the IVMSP TC, including the Chair, Vice Chair and Past Chair, are allowed to vote in matters that come before the IVMSP TC. Associate and Affiliate Members of the IVMSP TC do not have a vote. Individuals holding more than one position on the IVMSP TC shall be limited to one vote on each matter being considered by the IVMSP TC.

4. Technical Committee Election Procedures

4.1 Vice Chair

- a. The Vice Chair election shall be organized by the Nominations Subcommittee. The Nominations Subcommittee shall bring forward one or more candidates for the position of Vice Chair. The Nominations Subcommittee is responsible for making an open call for nominations and conducting the balloting.
- b. Nominations for Vice Chair shall be restricted to individuals who are currently serving or have previously served as elected members of the IVMSP TC. Vice Chair candidates that are part of the Nominations Subcommittee shall withdraw from the subcommittee. Vice Chair nominees are not eligible to vote in Vice Chair elections.
- c. Vice Chair elections will take place every two years and results shall be finalized by 15 November so that election results will be known before the end of the year,

and the results can be reported to the SPS Executive Office. All terms are on a calendar year basis (1 January to 31 December).

- d. Each nominee must confirm in writing their willingness, if elected, to serve and perform the duties proscribed by the SPS Bylaws and Policies and Procedures as all as the IVMSP TC Bylaws and Policies and Procedures. Each nominee must also submit a one-page position statement and/or vitae to be distributed before the election.
- e. The Vice Chair candidate shall be both approved by a majority of the elected members of the IVMSP TC, and most preferred by the IVMSP TC members responding to the ballot, provided a quorum of the IVMSP TC members responded to the ballot. In the event of a tie, the IVMSP TC Chair will break the tie.
- f. The election shall be conducted by an e-mail ballot, unless another means is proposed and approved by the IVMSP TC.

4.2 Members

- a. The new-member election shall be organized by the Nominations Subcommittee. New-member elections shall be held once each year, so one-third of the IVMSP TC's membership turns over each year.
- b. The Nominations Subcommittee is responsible for making an open call for nominations in the SPS e-Newsletters and the website. The Nominations Subcommittee shall draw up a slate of candidates representative of the diversity of SPS members in the IVMSP TC area, which includes: gender, geographic, academic/industry, junior/senior, etc. The slate shall include at least as many candidates that have never served in the IVMSP TC as open slots. The Nominations Subcommittee will also conduct the balloting.
- c. Candidates can be self-nominated or nominated by IVMSP TC members. Each nominee must confirm in writing their willingness, if elected, to serve and perform the duties proscribed by the SPS Bylaws and Policies and Procedures as well as the IVMSP TC Bylaws and Policies and Procedures. Each nominee must also submit a one-page position statement and/or vitae, as determined by the IVMSP TC, to be distributed before the election.
- d. Past IVMSP TC members are eligible to be nominated for a second term. Current IVMSP TC members may also be nominated for a second consecutive term, but are not eligible to vote in that new-member election and shall not be part of Nominations Subcommittee for that election. Additional terms are allowed, but at least a 3-year gap in service is required. Past or current IVMSP TC members who have served on the IVMSP TC for more than 3 years must have a 3-year gap in service before being reelected to the IVMSP TC.
- e. IVMSP TC members shall be elected by the members of the Technical Committee itself based on the needs of the IVMSP TC. Each year the new-member election results shall be finalized by 15 November so that election results will be known before the end of the year, and the results can be reported to the SPS Executive Office. All terms are on a calendar year basis (1 January to 31 December).

- f. The new members shall be both approved by a majority of the elected members of the IVMSP TC, and most preferred by the IVMSP TC members responding to the ballot, provided a quorum of the IVMSP TC members responded to the ballot. In the event of a tie, the IVMSP TC Chair will break the tie.
- g. The election will be conducted by e-mail, unless another means is proposed and approved by the IVMSP TC.

5. Conduct of the International Conference on Image Processing (ICIP)

- a. The IVMSP TC shall seek and encourage proposals for future ICIPs.
- b. Proposals for ICIPs are first submitted to the IVMSP TC for endorsement and endorsed proposals are then forwarded to the SPS Conference Board. The usual schedule is that an ICIP proposal will be presented to the IVMSP TC at its ICASSP meeting in the spring and then to the SPS Conference Board at its fall meeting (i.e., at the subsequent ICIP or GlobalSIP); these meetings take place typically 5 years before the proposed ICIP date.
- c. In order to obtain IVMSP TC endorsement, the IVMSP TC must approve the ICIP Technical Program Chair/co-Chairs, and at least one of the Technical Program Chair/co-Chairs must be a current or former member of the IVMSP TC.
- d. The IVMSP TC will assist with oversight of the ICIP Technical Program as required.