

Signal Processing for Communications and Networking Technical Committee (SPCOM-TC) Bylaws

**Discussed/Approved on May 24, 2011 at the SPCOM TC face-to-face meeting,
ICASSP 2011, Prague, Czech Republic**

This document presents the Bylaws of the Signal Processing for Communications and Networking Technical Committee of the IEEE Signal Processing Society (SPS). The bylaws can be altered by majority vote of the SPCOM TC members (strictly greater than one-half of the TC membership) at a regular face-to-face meeting at ICASSP.

The SPCOM-TC is instituted by the IEEE SPS and follows the SPS Bylaws and Policies.

1. Purpose and Activities

1.1 Purpose and scope: To promote the advancement of theory, method, technology and applications of signal processing for communications and networking within IEEE, academia, industry, and the society at large.

1.2 Activities

The TC shall provide expertise and assistance in the SPCOM area at the request of IEEE SPS, as follows:

1.2.1 Assist with the review of papers within the scope of the TC in collaboration with IEEE SPS journal and magazine editors.

1.2.2 Conduct the review of papers submitted to the Society's technical meetings and conferences.

1.2.3 Organize and operate symposia, seminars, workshops and sessions at technical meetings of SPS and IEEE, at all levels, and at meetings of other organizations having cooperative relationships with the SPS and IEEE, in accordance with IEEE rules and procedures and the rules of such meetings.

1.2.4 Nominate candidates for the SPS and IEEE awards and prizes, vet nominations for excellence as requested by the SPS Awards Board.

1.2.5. Assist the Editors-in-Chief of IEEE SPS journals and magazines in identifying Associate Editor candidates

1.2.6. Maintain a list of EDICS for IEEE SPS journals and conferences

2. Membership

2.1 All SPCOM TC members must be current IEEE and SPS members of good standing. SPCOM TC members are expected to play an active role in the technical and professional activities of the signal processing society in general, and SPCOM TC in particular. Personal commitment and willingness to serve are expected. This includes conducting conference reviews (such as for ICASSP and SPAWC) as well as being actively involved in the operation of the SPCOM TC (such as award nominations, elections, membership, education etc.). SPCOM TC

members who are unable to adequately respond to responsibilities stemming from membership will be initially given warning by the SPCOM TC Chair. If the problem persists, the TC Chair may, after consultation with the Vice-Chair and the Past Chair, force a member to resign from the TC.

2.2 New SPCOM TC members are elected by current SPCOM TC members based on the needs of the SPCOM TC and will serve for a three-year term, beginning at the following January 1. Members are eligible for at most two consecutive three-year terms, after which they must step down for at least a year before being eligible for becoming members again. Exception is made for the SPCOM TC Chair, Vice-Chair and Past Chair, for continuity considerations: their terms of membership are automatically extended till the end of their Chair (resp. Vice-Chair, Past Chair) appointments.

2.3 The number of members is limited to at most 30.

3. Management

Officers of SPCOM-TC are the Chair and the Vice-Chair.

3.1 The Chair is responsible for organizing the ICASSP review process, organizing the SPCOM TC activities, reporting and maintaining communication with the officers of the Society and other similar organizations.

3.2. The Vice-Chair shall be elected among the members of SPCOM-TC. The Vice-Chair is responsible for conducting the award selection process for the TC, takes meeting minutes at face-to-face meetings, and assists the Chair in the ICASSP review process, TC elections, and other TC matters such as reporting and communication with the officers of the Society.

3.3 The Chair and Vice-Chair will serve for a two year term. After two years, the Vice-Chair automatically assumes the Chair position, while the Chair assumes the position of Past-Chair. A second term as Chair is permitted but may not be consecutive. The same principle applies to additional terms, if any.

4. Conduct of Business

4.1 The technical committee will hold one face to face meeting at ICASSP each year. If need arises, there may be an additional face to face meeting at SPAWC.

4.2 The technical committee may also conduct business via e-mail or web interface at the request of the Chair.

4.3 A majority of legal votes cast by SPCOM TC members shall be necessary for the conduct of business. Specific voting rules (including quorum) for the various types of decisions (e.g., award nominations, new members and officers) are detailed in the TC's Policies and Procedures document. Altering the Bylaws requires consenting vote by strictly greater than one-half of the TC membership at a regular face-to-face meeting at ICASSP.

4.4 The order of business of SPCOM TC meetings shall be organized by the Chair and made available to the members prior to the meetings.

5. Subcommittees

5.1 In accordance with the society's TC Policies and Procedures document, the SPCOM TC will form several subcommittees to facilitate the TC's operations. These subcommittees are to be formed by the TC Chair in consultation with the Vice-Chair and the Past-Chair.

5.2 The SPCOM TC subcommittees shall include the Awards Subcommittee, the Nominations and Elections Subcommittee, the Newsletter Subcommittee, the Industry/Government Subcommittee, and any other subcommittees depending on the TC's needs.

5.3 The Awards Subcommittee and the Nominations and Elections Subcommittee will only facilitate the information gathering and the organization of voting, etc. All major award nominations and member election decisions will be made by the entire TC via secret balloting.

6. Elections

6.1 All elections shall be conducted by ballot, as specified in the TC's Policies and Procedures document. Candidates must receive majority votes in order to be elected; If two or more candidates receive the same number of votes, then runoff elections shall be used as necessary.

6.2 The Vice Chair election shall be conducted every two years in accordance with the TC's Policies and Procedures document.

6.3 New member election shall be held once each year. Nomination of candidates will be made to the SPCOM TC's Nominations and Elections Subcommittee, which will collect nominations, broadcast to the entire TC, and conduct the voting process.

6.4 The nomination material for new TC member will include among other things

- 1) Name, address, contact data
- 2) IEEE Trans. - style bio. Include awards / honors etc.
- 3) Summary publication record: # journal papers, conf. papers, book chapters, etc
- 4) Current research interests
- 5) List of 5 most important journal papers in the SPCOM area. Of these, at least 2-3 should be recent (last 2-3 years).
- 6) Record of participation and paper review for SPAWC and ICASSP (last 5 years)