

IEEE ISICT Committee: Policies and Procedures

Version 1.0 (pre-approval)

1. Purpose

- a. The Policies and Procedures govern operation of the IEEE Emerging Technical Subcommittee on Innovation and Standards in Information and Communication Technologies (ISICT). The ISICT committee follows the “policies” and “governance” of organizations in following order of precedents:
 - i. New York State Not-for-Profit Corporation Law
 - ii. IEEE Certificate of Incorporation
 - iii. IEEE Constitution
 - iv. IEEE Bylaws
 - v. IEEE Policies
 - vi. IEEE Board of Directors Resolutions
 - vii. Policies and Procedures of the IEEE Communications Society Technical Activities Council
 - viii. Policies and Procedures of the IEEE Communications Society Emerging Technologies Committee (ETC)
 - ix. Policies and Procedures of the IEEE Communications Standards Activities Council
 - x. Policies and Procedures of the IEEE Communications Society Standardization Programs Development Board (CSPDB)
 - xi. Policies and Procedures of the IEEE ISICT Committee
- b. These P&Ps as well as changes to them require approval of 2/3rd of current voting ISICT committee membership as well as a subsequent approval by the CSPDB and ETC.

2. Organizational Structure & Responsibilities

- a. The ISICT committee is a standing committee under the IEEE CSPDB as well as a subcommittee of the ETC.
- b. At least one officer of the ISICT committee is expected to represent the committee at meetings convened by the CSPDB and the IEEE ETC that require participation by the ISICT committee.
- c. **ISICT Committee Chair and Officers**
 - i. The ISICT committee comprises members and three office bearers, namely, the Chair, the Vice-Chair, and the Secretary.
 - ii. The first Chair was appointed by the IEEE CSPDB and assumed office in January 2013. Thereafter, the Chair is elected every two years. The Chair appoints the Vice-Chair and the Secretary from the ISICT committee members.

- iii. The ISICT committee Vice-Chair assumes the duties of the ISICT committee Chair at the committee meetings and other occasions if the ISICT Chair is absent or chooses for procedural reasons to temporarily step down from the chair position during the ISICT committee meeting.
- iv. The secretary supports the administration of the ISICT committee, including but not limited to the preparation of minutes of the ISICT committee meetings and the maintenance of the ISICT committee web pages.
- v. Any officer can hold the same position for one additional contiguous term (i.e. continuously serve in any particular officer position for a maximum of four years). ISICT officers can hold different officer positions, but in no case shall one person continuously serve as a ISICT officer for more than eight consecutive years.

d. ISICT Committee Membership, Member Duties

- i. Any interested person can become a member of the ISICT committee by contacting the ISICT committee Chair (cc'ed to the Vice-Chair and the Secretary). Membership is awarded upon approval by the ISICT committee Chair.
- ii. Membership is open to all IEEE and non-IEEE members.
- iii. ISICT officer position is open to only IEEE members.
- iv. At any time, a member can contact the ISICT committee Chair (cc'ed to the Vice-Chair and the Secretary), and request removal from the committee membership.
- v. It is the responsibility of every member of the committee to participate in all ISICT committee meetings. If a member misses more than 2 consecutive committee meetings without compelling reasons, the person will lose his/her voting rights.
- vi. To achieve voting rights, a member must have attended at least two consecutive meetings.
- vii. The termination and admission of a member requires the approval of the ISICT committee Chair.

e. Task Groups

- i. The ISICT committee Chair can form a task group for the purpose of accomplishing a specific task. Upon completion of the task, the Chair can disband the task group.

3. Committee Publications

- a. The Committee's work can be published on the committee website only after a formal motion is passed by the committee to approve the publication. Refer to Rule 5 for Voting rules.

4. Committee Meetings

- a. The ISICT committee shall conduct semiannual meetings to discuss the following items (not limited to): updates on the committee's activities, discuss future

directions, and to pass resolutions. Additional meetings may be convened at the discretion of the ISICT committee chair.

- b. Meetings are generally organized via TELECON or other online means or face-to-face at places deemed convenient for its membership.
- c. Meetings shall be announced by the committee Chair at least 2 weeks in advance on the committee mailing list and agenda distributed at least one week in advance to ISICT committee members.
- d. The ISICT committee Secretary will take minutes. Meeting minutes will be published on the committee website within one month of the meeting only after approval by the officers.

5. Voting

- a. Motions can be passed at meetings only with presence of a quorum which is 20% of the current voting ISICT committee membership.
- b. Voting may be conducted via email at the discretion of the chair. Email voting also requires a 50% ballot return rate by all voting members. Email voting is expected to be handled with the following in mind:
 - i. Voting should be announced 2 weeks before the day when voting ends and the ballot shall last for the two weeks
 - ii. Voting privacy is maintained, i.e., the association of persons with votes is kept private
 - iii. The Chair appoints the vote counter, who is expected to a neutral and responsible person
 - iv. The Chair announces the voting results a week after the voting ends
- c. The Chair is allowed to vote only to break a tie, but shall announce his/her vote last.