



IEEE-USA Operations Manual

Part B: IEEE-USA Committee Charters

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The IEEE-USA Operations Manual can be downloaded from the IEEE-USA website at the following addresses:

Part A: Policies Guidelines and Procedures

<http://www.ieeeusa.org/volunteers/files/opmanuala.pdf>

Part B: Committee Charters

<http://www.ieeeusa.org/volunteers/files/opmanualb.pdf>

Additional information regarding the structure, operations and activities of IEEE-USA are available at the IEEE-USA web site. Please visit the IEEE-USA Home Page located at <http://www.ieeeusa.org>.

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A. BOARD (ADMIN/OPERATIONS) COMMITTEE CHARTERS

- **Conferences**
- **Finance and Budget Committee (ad hoc)**
- **Long Range/Strategic Planning (inactive)**
- **Membership**
- **New Business Development (inactive)**
- **Nominations & Appointments**

CHARTER

IEEE-USA CONFERENCES COMMITTEE

GENERAL

The IEEE-USA Conferences Committee is an organizational unit of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA President.

MISSION

The mission of the IEEE-USA Conferences Committee shall be to develop and oversee an IEEE-USA conferences program, collaborating with other IEEE organizational units as appropriate, with the goals of offering financially successful conferences that advance IEEE-USA's overall mission, promote U.S. member engagement, and providing alternative sources of revenue for support of IEEE-USA and its programs.

SCOPE AND OBJECTIVES

The focus of the Committee shall be on creating, growing and managing revenue-generating conferences, both stand-alone IEEE-USA conferences and jointly sponsored conferences with other IEEE organizational units. Emphasis should be placed on conferences that highlight the synergies between technical, career and public policy-related content. The committee's scope shall not include the IEEE-USA Annual Meeting and the occasional workshops or symposiums organized within IEEE-USA's Career, Professional, Government Relations or Communications/Public Awareness functions, although collaborations with those IEEE-USA programs and leaders is encouraged.

In furtherance of its mission, the IEEE-USA Conference Committee shall:

- Develop, implement and continuously update a strategic plan and portfolio of IEEE-USA conference activities
- Identify key topics and recruit key volunteers for initiation of new IEEE-USA conferences.
- Oversee operations of the on-going conferences and conference steering committees, to make sure IEEE-USA goals are being served, efficiently and in compliance with IEEE Policies Section 10, IEEE-USA conference policies (Policy 13) and with other IEEE conference rules and processes.
- Arrange partnerships for collaborative conference activities with IEEE technical societies, regions, sections and/or other interested organizational units.
- Ensure that conference activities have a strong U.S. focus and/or clearly defined justification for IEEE-USA involvement to avoid inter-organizational conflicts.

ORGANIZATION

The membership of the committee shall comprise the following:

Voting Members

Chair: The Committee shall have a Chair appointed by the IEEE-USA President in odd number years. The Chair shall be responsible for overall direction to and management of the Committee. The Chair shall serve a two-year term and may be reappointed for a second consecutive term. The Chair shall serve as IEEE-USA's representative on the IEEE Conferences Committee.

At-Large Members: The Committee Chair may appoint three to five at-large members with the concurrence of the IEEE-USA President. Members should possess knowledge and experience in aspects of conference management, finances, marketing/promotion, and/or operations.

Liaison Members: The Conference or Program Chair for each IEEE-USA Conference encompassed within the conferences program managed by this committee will serve as a liaison member of the Conferences Committee, and shall provide reports as requested of conference activities.

Non-Voting Members

Resource Members: The Committee Chair may appoint up to two non-voting resource members, with the concurrence of the IEEE-USA President. Resource members should have specific expertise or knowledge relevant to the committee's activities and need not be IEEE members.

Corresponding Member: The Committee Chair may appoint non-voting corresponding members. Corresponding members should have specific expertise or knowledge relevant to the committee's activities and need not be IEEE members. Corresponding members are not expected to attend meetings and do not normally receive reimbursement for expenses.

MEETINGS AND QUORUM

The Committee shall meet at the call of the Chair as frequently as necessarily to complete the tasks assigned. A meeting schedule is normally circulated at the beginning of each year, and meetings are conducted telephonically whenever possible to constrain expenses. A majority of the voting members shall constitute a quorum for purposes of conducting official business.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA BoD budget process. It is the responsibility of the Chair to operate the Committee within the approved budget. Administrative support shall be provided by the IEEE-USA staff.

REPORTS

A written summary of each meeting or teleconference shall be prepared by the Committee Chair or designee. Status reports shall be submitted to the IEEE-USA Board of Directors prior to each Board meeting through the IEEE-USA President.

CHANGES TO THIS CHARTER

The Committee may propose changes to the Charter by a majority vote. Charter changes must be approved by the IEEE-USA Board of Directors.

History

Approved by IEEE-USA BoD, 18 Nov. 2011, modified by IEEE Governance Review to distinguish categories of voting and non-voting members, Dec. 2011

Amended (August 2012) to provide for two year term of Chair and confirm role of Chair on IEEE Conferences Committee.

IEEE-USA CHARTER (DRAFT/AD HOC)

FINANCE AND BUDGET COMMITTEE

GENERAL

The IEEE-USA Finance and Budget Committee is a standing committee of the IEEE-USA Board of Directors (BoD) and reports directly to the Board through the IEEE-USA Treasurer.

OBJECTIVES AND FUNCTIONS

The Finance and Budget Committee shall meet at the call of the IEEE-USA Treasurer to provide advice and input on financial matters concerning IEEE-USA and its operations, or as directed by the IEEE-USA President and/or Board of Directors for specified purposes.

ORGANIZATION

The IEEE-USA Treasurer shall serve as chair of the IEEE-USA Finance and Budget Committee.

In addition to the chair, the Committee will be composed of the IEEE-USA President, President-Elect, Past-President, and the Vice Presidents for Career, Member, Professional and Technology Policy Activities.

FINANCIAL AND ADMINISTRATIVE SUPPORT

Funding will be provided through the normal IEEE-USA budget process for support of committee operations. Administrative support will be provided by the IEEE-USA staff.

REPORTS

Summaries of committee meetings will be provided to committee members after each meeting and will be made available to IEEE-USA Board of Directors members upon request. Formal reports will be presented when requested by action of the IEEE-USA Board of Directors.

CHARTER CHANGES

Proposed changes in the Charter of this Committee will require a majority vote of the Finance and Budget Committee and the subsequent approval of the IEEE-USA Board of Directors.

History

These charter provisions were extracted from IEEE-USA Bylaws during the corporate By-Laws stream-lining and migration (June 2002); this draft charter has not been approved by the Board and the committee has functioned on an ad hoc basis since 2003.

IEEE-USA CHARTER (INACTIVE)

LONG RANGE/STRATEGIC PLANNING COMMITTEE

MISSION STATEMENT

The Long Range/Strategic Planning Committee is responsible to the IEEE-USA Board of Directors for recommending appropriate plans for the strategic allocation of IEEE-USA's resources to achieve IEEE-USA's mission. To that end, the Long Range/Strategic Planning Committee shall evaluate IEEE-USA's goals, objectives, organization, and operational plans in light of IEEE-USA's mission, the professional interests, career needs, and public policy perspectives of IEEE's U.S. members, and any other relevant social, economic, or technical considerations that may arise.

OBJECTIVES

The principal objectives of the Long Range/Strategic Planning Committee are to:

1. Assist the IEEE-USA Board of Directors in the preparation of an IEEE-USA Strategic Plan.
2. Provide recommendations to the IEEE-USA Finance Committee, Operating Committee, and Board of Directors on strategic allocation of budget resources.
3. Coordinate annual reviews of those IEEE-USA committees, programs, and activities selected by the IEEE-USA President, and make recommendations to the Board of Directors in response to the results of those reviews.
4. Ensure appropriate coordination between IEEE-USA and the IEEE strategic planning process.

ORGANIZATION

Chair: The Committee Chair shall be appointed by the IEEE-USA President. The practice of appointing the IEEE-USA President-Elect as chair is encouraged. The Chair is responsible for overall direction to and management of the Committee.

Vice Chair: The Committee Chair may appoint a Vice Chair, with the concurrence of the IEEE-USA President, to assist with management and coordination of Committee activities.

Members: The Committee Chair may appoint up to ten members-at-large, with the concurrence of the IEEE-USA President. Members serve a one-year term, and may be reappointed for up to three consecutive one-year terms. Members should be knowledgeable of IEEE-USA's organization and processes, be familiar with the interests and needs of IEEE U.S. members (or a specific constituency thereof), and have experience with business/strategic planning.

Corresponding Members: The Committee Chair may designate any number or corresponding members for purposes of liaison. Corresponding Members shall be kept apprised of committee activities and invited to submit comments/suggestions for committee consideration. Corresponding members do not have voting privileges and shall not normally be reimbursed for committee travel to attend meetings.

COORDINATION OF IEEE-USA REVIEWS

The Committee shall be responsible for performing critical reviews of IEEE-USA committees, programs and/or activities in accordance with the schedule set by the IEEE-USA President. The Long Range/Strategic Planning Committee chair shall appoint an ad hoc task force for the purpose of conducting each scheduled review and provide a charge to the task force. The ad hoc task force shall include individuals knowledgeable of the committee, program or activity under review, but sufficiently independent to ensure non-bias. Following guidelines established for conduct of reviews, the ad hoc task force shall prepare a report assessing the effectiveness of the committee or program and making recommendations on whether it should be continued and how it can be improved. The committee, program or activity under review shall be provided the opportunity to respond to the task force report. The Long Range/Strategic Planning Committee shall consider the review report and response and make appropriate recommendations for adoption by the Board of Directors.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided to support Committee operations through the normal IEEE-USA Board of Directors budget process. It is the responsibility of the Committee Chair to operate the Committee within the approved budget. Administrative support shall be provided by IEEE-USA staff.

REPORTS

A written summary of each meeting shall be prepared by the Chair or his/her designee and provided to all committee members. Committee updates may also be requested periodically for submission to the IEEE-USA Board of Directors and its Operating Committee. The Committee shall also submit a year-end report on progress toward achievement of committee goals and objectives for the year.

CHARTER CHANGES

Amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the IEEE-USA Board of Directors.

History:

Adopted by IEEE-USA BoD (June 1998)

Amended (Feb. 2000)

Committee inactive since 1999

IEEE-USA CHARTER

MEMBERSHIP COMMITTEE

GENERAL

The IEEE-USA Membership Committee is an organizational unit of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA President.

MISSION

The mission of the IEEE-USA Membership Committee shall be to develop and oversee an IEEE-USA membership program, collaborating with other IEEE organizational units as appropriate, with the goals of increasing USA membership to advance IEEE-USA's overall mission, and promote U.S. member engagement.

SCOPE AND OBJECTIVES

The focus of the Committee shall be on growing and managing US Membership, including jointly working with other IEEE organizational units. Emphasis should be placed on higher grade membership that help support the overall goals of the IEEE-USA and highlights the synergies between technical, career and public policy-related content for the membership.

In furtherance of its mission, the IEEE-USA Membership Committee shall:

- Develop, implement and continuously monitor membership programs directed at the US members
- Identify and coordinate key programs and recruit key volunteers for initiation of new IEEE-USA membership programs in conjunction with other IEEE organizations and committees.
- Oversee operations of the on-going and new USA Membership programs, to make sure IEEE-USA goals are being served, efficiently and in compliance with IEEE Policies, IEEE-USA policies and with other IEEE membership processes.
- Arrange partnerships for collaborative membership activities with IEEE technical societies, regions, sections and/or other interested organizational units.
- Ensure that the USA Membership activities have a strong U.S. focus and/or clearly defined justification for IEEE-USA involvement to avoid inter-organizational conflicts.

ORGANIZATION

The membership of the committee shall comprise the following:

Voting Members

Chair: The Committee shall have a Chair appointed by the IEEE-USA President in odd number years. The Chair shall be responsible for overall direction to and management of the Committee. The Chair shall serve a two-year term and may be reappointed for a second consecutive term. The Chair shall

serve as IEEE-USA's representative on the IEEE/MGA Membership Recruitment and Recovery Committee.

At-Large Members: The Committee Chair may appoint three to five at-large members with the concurrence of the IEEE-USA President. Members should possess knowledge and experience in aspects of membership development, recruitment, retention, as well as marketing/promotion, and/or operations.

Liaison Members: The Directors of IEEE Regions 1-6 and the IEEE/MGA Membership Recruitment and Recovery Committee may appoint voting Liaison Members to the IEEE-USA Membership Committee with the consent of the committee chair for the purposes of coordination and to enhance the committee's efforts. The expenses of liaison members are normally borne by the appointing organization.

Non-Voting Members

Resource Members: The Committee Chair may appoint up to two non-voting resource members, with the concurrence of the IEEE-USA President. Resource members should have specific expertise or knowledge relevant to the committee's activities and need not be IEEE members.

Corresponding Members: The Committee Chair may appoint non-voting corresponding members. Corresponding members should have specific expertise or knowledge relevant to the committee's activities and need not be IEEE members. Corresponding members are not expected to attend meetings and do not normally receive reimbursement for expenses.

MEETINGS AND QUORUM

The Committee shall meet at the call of the Chair as frequently as necessary to complete the tasks assigned. A meeting schedule is normally circulated at the beginning of each year, and meetings are conducted telephonically whenever possible to constrain expenses.

Quorum: A majority of the duly appointed voting members of the IEEE-USA Membership Committee shall constitute a quorum.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA BoD budget process. It is the responsibility of the Chair to operate the Committee within the approved budget. Administrative support shall be provided by the IEEE-USA staff.

REPORTS

A written summary of each meeting or teleconference shall be prepared by the Committee Chair or designee. Status reports shall be submitted to the IEEE-USA Board of Directors prior to each Board meeting through the IEEE-USA President.

CHANGES TO THIS CHARTER

The Committee may propose changes to the Charter by a majority vote. Charter changes must be approved by the IEEE-USA Board of Directors.

Adopted: IEEE-USA Board of Directors (Nov. 2013)

Amended: (clarification of liaison members and voting quorum) (21 Feb. 2014)

IEEE-USA CHARTER (INACTIVE)

NEW BUSINESS DEVELOPMENT COMMITTEE

MISSION STATEMENT

The New Business Development Committee shall explore, evaluate, recommend, develop, and deploy new products and services that advance the professional interests of IEEE's U.S. members by generating new sources of non-dues revenue for IEEE-USA.

OBJECTIVES

The principal objectives of the New Business Development Committee are to:

1. Solicit, develop and evaluate proposals for new revenue-generating IEEE-USA products and services, and prioritize with respect to possibility for near- and long-term implementation.
2. Recommend promising new business opportunities to the IEEE-USA Board of Directors for development and implementation.
3. Develop business plans, with budgets and strategies, for implementation of projects at the request of the IEEE-USA Board of Directors.
4. Provide a resource of advice and assistance to other IEEE-USA activities seeking to develop new business ventures and/or enhancing existing revenue-generating products and services for the benefit of IEEE members.
5. Maintain a primary focus on developing new products and services that shall generate significant net surplus (income minus expense) of \$25,000 or more on a continuing annual basis.

ORGANIZATION

Chair: The Committee shall have a Chair appointed by the IEEE-USA President or designee. The Chair is responsible for overall direction to and management of the Committee. The Chair shall serve a one-year term and may be reappointed for a second consecutive year.

Vice Chair: The Committee Chair may appoint a Vice Chair from among the committee members with the approval of the IEEE-USA President or designee, to assist with the management and coordination of Committee activities.

Members: The Committee Chair may appoint up to eight members with the concurrence of the IEEE-USA President or designee. Members should possess knowledge and experience of business planning and new product development processes and/or familiarity with the related product/service interests of IEEE U.S. members and customers. Members have full voting privileges. Up to three Members need not be IEEE members.

Liaison Members: The Committee Chair may recruit liaison members to represent the interests of any other IEEE organizational unit with a specific interest or involvement in new business development. Liaison members have full voting privileges. Liaison members must be approved by the organizational unit that they represent. Liaison members travel expenses shall normally be reimbursed by their organizational units.

Corresponding Members: The Committee Chair may designate any number or corresponding members who shall be kept apprised of committee activities and invited to submit comments/suggestions for committee consideration. Corresponding members do not have voting privileges and shall not normally be reimbursed for committee travel to attend meetings.

Member Terms: All member appointments are for one year. Voting Members may be reappointed for up to three consecutive one-year terms. Member appointments shall be staggered in order to maintain functional continuity.

Subcommittees: The Committee Chair may create such ad hoc subcommittees, working groups or task forces deemed necessary to carry out the Committee's functions. Membership on these subcommittees is not limited to Committee members. Any action proposed by these subcommittees is subject to approval by the Committee.

MEETINGS

The Committee shall hold regular meetings upon the call of the chair as frequently as necessary, consistent with the Committee's budget. At least one face-to-face meeting shall be held each year.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided to support Committee operations through the normal IEEE-USA Board of Directors budget process. It is the responsibility of the Committee Chair to operate the Committee within the approved budget. Administrative support shall be provided by IEEE-USA staff.

REPORTS

A written summary of each meeting shall be prepared by the Chair or his/her designee and provided to all committee members. Committee updates may also be requested periodically for submission to the IEEE-USA Board of Directors and its Operating Committee. The Committee shall also submit a year-end report on progress toward achievement of committee goals and objectives for the year.

CHARTER CHANGES

Amendments to this Charter require an affirmative majority vote of the Committee at a regularly scheduled meeting and are subject to approval by the IEEE-USA Board of Directors.

History:

Adopted by IEEE-USA BoD (June 1998)

Amended (Feb. 2000)

Committee inactive since 1999

IEEE-USA CHARTER

NOMINATIONS AND APPOINTMENTS COMMITTEE

GENERAL

The IEEE-USA Nominations & Appointments (N&A) Committee is a standing committee of the IEEE-USA Board of Directors (BoD) and reports directly to the Board through the IEEE-USA President or the President's designee.

The mission of IEEE-USA N&A Committee is to administer the nominations and appointments process for the IEEE-USA Assembly and the IEEE-USA Board of Directors by recommending qualified candidates for each post for which nominations are required.

FUNCTIONS AND OBJECTIVES

The IEEE-USA N&A Committee shall be responsible for sending annually to the IEEE-USA Board of Directors at its final meeting of the year the following:

- a. A slate containing two or more names of candidates each recommended for the positions of IEEE-USA President-Elect and IEEE-USA Member-at-Large.
- b. A slate of three candidates for service on the IEEE-USA N&A Committee comprised as follows:
 - A candidate who has previously served as a U.S. Regional Director or IEEE-USA Member-at-Large (or who is currently serving the second year in that office);
 - A candidate who has previously served as an IEEE-USA Vice President or Secretary-Treasurer (or who is currently serving in the second year in that office), and
 - A candidate who satisfies the requirements of either preceding position and who shall serve as an Alternate in the event of an N&A Committee vacancy..

The IEEE-USA N&A Committee shall also send forward annually to the IEEE-USA Assembly lists containing two or more names each, which they recommend for consideration for the positions of IEEE-USA Secretary/Treasurer and for the IEEE-USA Vice Presidents.

Recommendations should be provided at least 30 days prior to the meeting of the IEEE-USA Board or Assembly where nominations shall be acted upon.

In the event of a vacancy requiring a special appointment or election by the Membership or the Assembly, the N&A Committee may be requested to prepare a special slate of nominees. In such instances, the IEEE-USA Board or Assembly may reduce or waive the notice requirement.

In reviewing and recommending candidates, the N&A Committee shall follow the Guiding Principles outlined in Section 6 of the IEEE-USA Operations Manual.

ORGANIZATION

The IEEE-USA N&A Committee shall consist of a Chair, Vice-Chair, four elected members, and an elected alternate.

The immediate past Past President of IEEE-USA shall serve as Chair. In the event of the incapacity or voluntary resignation of the Chair, the most recent Past Chair available shall serve as acting chair for the duration of the period of the vacancy.

The IEEE-USA Past President, currently serving on the IEEE-USA Board of Directors (BoD) in such capacity, shall serve as Vice Chair of the Committee and shall assume the position of Chair at the end of the last regular Committee meeting of the year. In the event of the incapacity or voluntary resignation of the Vice Chair, the vacancy shall be filled by the most recent Past Chair available, and the current Chair shall serve an additional term as Chair.

The other four voting members and the alternate shall be elected by the IEEE-USA Assembly through the process provided in the IEEE-USA Operations Manual, Section 7.5.

The Alternate shall assume the place of an elected member in the event of that member's incapacity or resignation, and shall normally participate in the deliberations of the committee.

Regular members serve a two-year term, commencing 1 January of the year following their election. Alternates serve a one-year term. Regular members as well as the alternate shall not simultaneously serve on the IEEE-USA Board of Directors. All members of the IEEE-USA N&A Committee are ineligible during the years in which they serve on the committee for nomination by the committee to any of the positions for which nominations are submitted.

MEETINGS AND QUORUM

The committee shall meet at the call of the chair as frequently as necessarily to complete the tasks assigned. A meeting schedule is normally circulated at the beginning of each year, and meetings are conducted telephonically whenever possible to constrain expenses. A majority of the voting members shall constitute a quorum for purposes of conducting official business.

FINANCIAL AND ADMINISTRATIVE SUPPORT

Funding shall be provided through the normal IEEE-USA BoD budget process for support of committee operations. Administrative support shall be provided by the IEEE-USA staff.

REPORTS

Meeting summaries shall be provided to committee members after each meeting and shall be made available to IEEE-USA Board of Directors members upon request. Formal reports shall be presented when requested for the information or action of the IEEE-USA Board of Directors.

CHARTER CHANGES

Proposed changes in the Charter of this Committee may be requested by a majority vote of the IEEE-USA N&A Committee and must be approved by the IEEE-USA Board of Directors.

History:

Adopted by the IEEE-USA Board of Directors (Nov. 2003)

Amended (July 2016) to change composition of N&A membership slate.

B. CAREER AND MEMBER SERVICE COMMITTEE CHARTERS

- **Alliance of IEEE Consultants' Networks Coordinating**
- **Employment & Career Services**
- **K-12 STEM Literacy**
- **Licensure & Registration**

IEEE-USA CHARTER

ALLIANCE OF IEEE CONSULTANTS' NETWORKS COORDINATING COMMITTEE

GENERAL

The Alliance of IEEE Consultants' Networks Coordinating Committee (AICNCC) is established as a committee of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Career & Member Services. The goal of the AICNCC is to facilitate networking capabilities and provide professional assistance and resources to U.S. IEEE members who are self-employed technical consultants. These self-employed technical consultants may or may not be associated with a local Consultants' Network. These current and future Consultants' Networks shall constitute the Alliance of IEEE Consultants' Networks (AICN).

OBJECTIVE AND SCOPE

The AICNCC is established to coordinate the activities of local IEEE Consultants' Networks and to provide services to individual consultants in areas lacking sufficient members to start a local network. It accomplishes these objectives by:

- Fostering the growth of Consultants' Networks in the United States and encouraging consultants to join existing networks or to form new ones;
- Encouraging and promoting the use of independent technical and engineering consultants by industry and business;
- Encouraging and providing educational activities for self-employed members of IEEE; and
- Considering and implementing appropriate alliances or joint activities with other IEEE organizational unit and other non-IEEE professional groups where mutual benefits can be obtained.

FUNCTIONS

The AICNCC shall:

- Encourage, facilitate and improve communications and networking capabilities among the Consultants' Networks and among IEEE members who are interested in consulting;
- Develop such procedures as necessary to facilitate the growth and conduct of all Networks and foster uniformity in their operation;
- Encourage all members of Consultants' Networks to become members of the IEEE;
- Represent the interests of the AICNCC in relations with IEEE and other organizations;
- Improve the awareness of industry on the availability of IEEE consultants and educate the companies and organizations on how they can effectively use consultants;
- Provide a consultants' directory and web-based database to facilitate requests for consultants;
- Conduct periodic workshops on consulting;
- Publish a newsletter covering relevant topics and information; and
- Develop other forms of assistance for self-employed members of IEEE.

ORGANIZATION

The members of the AICNCC shall be practitioners offering their technical, engineering or management consulting services to the public. The elected officers of each Consultants' Network shall annually appoint one of their members or officers to be a AICNCC Committee member.

The IEEE-USA Vice President, Career & Member Services, with approval of the IEEE-USA President, shall appoint the AICNCC Chair for a term of one year, subject to reappointment. The AICNCC Chair shall select a Vice Chair, with the concurrence of the IEEE-USA Vice President, Career & Member Services, and six Committee members from the appointments of the Consultants' Networks with a goal of achieving regional distribution. The remaining appointments shall be corresponding members of the Committee.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA BoD budget process. It is the responsibility of the Committee Chair to operate the Committee within the approved budget. Administrative support shall be provided by IEEE-USA Staff.

REPORTS

A written summary of each meeting shall be prepared by the Chair or his/her designee. Committee updates shall be submitted periodically to the IEEE-USA BoD as part of the Vice President's Report.

CHARTER CHANGES

Proposed changes in the Charter of this Committee shall require a majority vote of the Alliance of IEEE Consultants' Networks Coordinating Committee and the subsequent approval of the IEEE-USA BoD.

History:

Adopted by IEEE-USA BoD (June 1998)

Amended (VP reporting and appointments) (Nov. 2007)

IEEE-USA CHARTER

EMPLOYMENT & CAREER SERVICES COMMITTEE

GENERAL

The Employment & Career Services Committee is a Committee of the Institute of Electrical and Electronics Engineers-USA. It reports through the IEEE-USA Vice President, Career and Member Services to the IEEE-USA Board of Directors.

OBJECTIVE AND SCOPE

The goal of the Committee shall be to assist members in developing lifelong employability including their own professional and career development. The committee shall assist engineers and technology professionals in:

- Developing networking and job seeking skills
- Achieving career satisfaction for our members
- Improving members' ability to take responsibility for their own career and professional development
- Emphasizing that career and professional development involves both technical and non-technical areas
- Assisting members in making their organizations more productive
- Developing innovation skills for individuals and organizations

FUNCTION

- Continue to improve current employment, career and professional development products and services.
- Encourage and assist local sections located in Regions 1-6 in providing employment assistance and career information to at-risk or unemployed members.
- Provide timely assistance and services (e.g. workshops and webinars) for at-risk and unemployed engineers that will empower members in a continuously changing career and employment environment.
- Conduct surveys to determine the value of current services to IEEE-USA members and to determine what additional services and programs are needed and practical.
- Increase member awareness about the need for lifelong learning and develop effective materials and presentations encouraging employers' awareness that lifelong individual continuing education is in their best interests.
- Conduct surveys to discover new information on methods of seeking employment, career and professional development, and to provide current information to members.
- Oversee salary survey and related salary products and services as they pertain to employment and career development.
- Communicate the full range of employment and career products and services to all members as well as IEEE-USA's external audience

- Prepare papers, deliver talks, serve on panels, and present workshops, webinars, and/or conferences on employment and career issues.

ORGANIZATION

The Committee Chair shall be appointed by the IEEE-USA Vice President, Career & Member Services, with consideration of the Committee members' views and the approval of the IEEE-USA President. The chair shall serve for one year and may be reappointed for additional one-year terms.

The committee shall consist of a maximum of eight (8) Regular Members, including the Chair, plus liaison members, and other non-voting members as approved by the Chair.

The Committee Chair may designate a Vice Chair from among the Regular Members, subject to the concurrence of the IEEE-USA Vice President, Career and Member Services. The Vice Chair shall officiate at meetings, and coordinate committee business in the absence of the chair, and may be assigned such additional tasks and responsibilities, as the Chair deems appropriate.

To ensure a balanced examination of all work undertaken by the Committee, the Committee's regular membership should include members with expertise in the areas of career development, employment assistance, future engineering skills, innovation, social media and marketing, and at least one Young Professional Member. Regular members shall be responsible for participating in committee business, accepting and performing appropriate assignments, and calling new business to the attention of the Committee. In turn, Regular Members will be reimbursed for travel and expenses to Committee meetings in accordance with IEEE Travel Policy.

Liaison members – One member from each of the six regions shall serve on the committee as a Liaison member. Liaison members participate in the committee's deliberations and may cast a vote if they are present in person. Liaison members may attend in person or via telephonic means for part or all of the committee's meetings. Travel-related and other expenses, will not be covered by IEEE-USA, but may be provided by the appointing regions. Various advisory groups may be established as needed.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA BoD budget process. The Committee Chair shall be responsible for operating the Committee within the approved budget. IEEE-USA staff shall provide administrative support.

REPORTS

The Chair or his/her designee shall prepare a written summary of each meeting. Committee updates will be submitted periodically to the IEEE-USA BoD as part of the Vice President's Report.

CHARTER CHANGES

The committee may propose changes to this Charter by majority vote of the committee.

Charter changes must be approved by the IEEE-USA Board of Directors.

History

Adopted by the IEEE-USA BoD (Nov. 2000)

Amended (added responsibility for oversight of salary survey) (Feb. 2005)

Amended (VP reporting and appointments) (Nov. 2007)

Amended (updated functions, added GOLD rep, clarified that HR professionals may serve) (Nov. 2008), with editorial changes by IEEE Governance Committee (Jan. 2009)

Amended (added Innovation Skills to scope)(May 2012)

Amended (updated GOLD to Young Professional (Jan. 2014)

Amended (redefined Regular Members/Liaisons) (June 2015)

IEEE-USA CHARTER

K-12 STEM LITERACY COMMITTEE

GENERAL

The K-12 STEM Literacy Committee is a committee of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Career & Member Services.

SCOPE

The purpose of the K-12 STEM Literacy Committee is to help improve science, technology, engineering and math education of all precollege students in the United States and to help raise their functional and technological literacy. Its work is expected to have an influence at the national, state, and local levels.

FUNCTIONS

The committee shall strive to involve IEEE members in precollege activities at all levels; it should cooperate with other technical, scientific, and professional societies and their members and with other organizations with similar goals; it shall seek the help and support of various IEEE organizational units such as the Member and Geographic Activities Board, the Educational Activities Board (EAB), the EAB Committee for Preuniversity Education Coordination Committee, IEEE-USA Professional Activities Committees for Engineers, technical societies, and Sections; and it may work with government bodies, textbook publishers, and others, as it deems necessary.

The committee may engage in the development of programs consistent with its scope and promote them for implementation by IEEE members and others.

The committee may publish appropriate articles; draft and distribute position papers; organize workshops or conferences, alone or in cooperation with other IEEE organizational units, teachers' organizations, and others; and develop training materials for engineers to help in their interactions with educators and students.

The committee shall discharge its administrative duties through periodic face-to-face and teleconferencing meetings of its executive committee.

ORGANIZATION

The IEEE-USA Vice President, Career & Member Services shall appoint the Committee Chair with consideration of the Committee's views and with the approval of the IEEE-USA President. The chair shall serve for one year and may be reappointed to additional one-year terms.

The Committee shall consist of a Chair, up to eight (8) regular members, plus six (6) Liaison Members appointed by the U.S. Regional Directors, and other non-voting members as approved by the Chair.

The Committee Chair may designate a Vice Chair from among the Regular members, subject to the concurrence of the IEEE-USA Vice President, Career & Member Services. The Vice Chair shall officiate at meetings and coordinate committee business in the absence of the chair, and may be assigned such additional tasks and responsibilities as the Chair deems appropriate.

To ensure a balanced examination of all work undertaken by the Committee, the Committee's membership should include Regular Members with interest, experience and effectiveness in working on K-12 STEM Literacy projects and initiatives. In addition, regular members will also include the immediate past chair, a young professional, and the Chair of the EAB Committee for PreUniversity Education Coordination. Regular Members shall be responsible for participating in committee business, accepting and performing appropriate assignments, and calling new business to the attention of the

committee. In turn, Regular Members will be reimbursed for travel and expenses to Committee meetings in accordance with IEEE travel policy. Regular members are appointed for a one year term.

Liaison members - One member from each of the six regions shall serve on the committee as a Liaison member. Liaison members participate in the committee's deliberations and may cast a vote if they are present. Liaison members may attend in person or via telephonic means for part or all of the committee's meetings. Travel related and other expenses, will not be covered by IEEE-USA, but may be provided by the appointing regions.

Resource members, either members or non-members of IEEE, may serve on the committee in a non-voting capacity at the invitation of the chair. Such people may be educators, the K-12 STEM education coordinators of Sections and technical societies, and others. A Resource Member may attend meetings and can be reimbursed for travel expenses at the discretion of the committee chair.

Advisory groups may be established as needs dictate.

In all of the foregoing, prime consideration shall be given to the continued effectiveness and continuity of the Committee's operations.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA BoD budget process. It is the responsibility of the committee Chair to operate the committee within the approved budget. Administrative support shall be provided by IEEE-USA staff.

REPORTS

A written summary of each meeting shall be prepared by the Chair or his/her designee. Committee updates shall be submitted periodically to the IEEE-USA BoD as part of the Vice President's report.

CHANGES TO THIS CHARTER

Proposed changes in the charter of this committee shall require a majority vote of the K-12 STEM Literacy Committee's executive committee and the subsequent approval of the IEEE-USA Board of Directors.

History:

Adopted by IEEE-USA BoD (June 1998)

Amended (June 2004) (past chair added to executive committee)

Amended (VP reporting and appointments) (Nov 2007)

Amended (Change in name) (June 2011)

Amended (Membership redefined, Liaison Members added) (June 2015)

IEEE-USA CHARTER

LICENSURE & REGISTRATION COMMITTEE

GENERAL

The Licensure & Registration Committee is a committee of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Career & Member Services.

GOALS & OBJECTIVES

The Committee is responsible for consideration of matters involving the licensure of Professional Engineers particularly as these matters affect members of IEEE. The Committee shall formulate, seek appropriate approval, and promulgate IEEE-USA policy on such matters. The Committee shall study and develop appropriate recommendations for actions within and outside the Institute involving existing and proposed laws and regulations as they pertain to IEEE U.S. members. Actions may include, but not be limited to, the delivery of expert testimony, liaison with other concerned organizations, the sponsorship of legislation, and development of position statements. The Committee shall collaborate with and assist the National Council of Examiners for Engineering and Surveying (NCEES) in various matters relating to licensure of Professional Engineers including preparation and review of questions or question sets for the Electrical Engineering portion of the NCEES licensing examinations.

APPOINTMENTS

Chair: The Chair, who must be a licensed Professional Engineer (PE), shall be appointed by the IEEE-USA Vice President, Career & Member Services, with the approval of the IEEE-USA President.

Vice Chair: The Committee Chair may designate one member as Vice Chair of the Committee.

Committee Members: There shall be regular, resource and corresponding members of the Committee. Regular members shall be invited to attend all meetings, resource members shall be invited to attend meetings at the Chair's request and corresponding members will receive mailings and are welcome to attend meetings at their own expense.

The Vice President, Career & Member Services may solicit nominations from members of the IEEE-USA Board of Directors and appropriate IEEE organizational units to serve on the Committee. The Vice President, Career & Member Services in consultation with the Committee Chair shall select the members of the Committee. An objective in the selection process shall be to provide committee composition that represents the various constituencies within IEEE-USA, including the spectrum of technical interests and cultural diversity of IEEE-USA.

FINANCES

Financial support shall be provided through the normal IEEE-USA BoD budget process.

REPORTS

The Committee shall provide after each of its meetings a written activities report to the Vice President, Career & Member Services, plus a year-end report detailing committee activities. Assistance in preparation and distribution of reports shall be provided by IEEE-USA Staff assigned to the committee.

CHARTER CHANGES

Proposed changes in the Charter of this Committee shall require the approval of the IEEE-USA BoD.

History

Adopted by IEEE-USA BoD (June 1998)

Amended (VP reporting and appointments) (Nov 2007)

C. COMMUNICATIONS & PUBLIC AWARENESS COMMITTEE CHARTERS

- **Awards & Recognition**
- **Communications**
- **External Awards & Advancements Search**

IEEE-USA CHARTER

AWARDS & RECOGNITION COMMITTEE

GENERAL

The IEEE-USA Awards & Recognition Committee is a standing committee of the IEEE-USA Board of Directors (BoD). Coordination, guidance, and oversight shall be provided by the Vice President, Communications and Public Awareness. The activities must conform with IEEE Policy, section 4 inclusive, wherein policy supervision is exercised by the IEEE Awards Board. The Chair of the IEEE-USA Awards & Recognition Committee serves as a liaison member of the IEEE Awards Board (IEEE Bylaw I-305.3).

OBJECTIVES AND SCOPE

To plan, promote, coordinate and implement award and recognition programs that will, by public recognition of outstanding performance in furthering the objectives of IEEE-USA and the professional aims of IEEE, stimulate others to pursue such achievements of excellence. Additionally, it shall serve to implement those awards and recognition programs of IEEE that may appropriately be delegated to it.

FUNCTIONS

The specific functions of the IEEE-USA Awards & Recognition Committee shall include but not be limited to:

1. planning programs designed to recognize outstanding performance in the implementation of IEEE-USA objectives and the professional objectives of IEEE among the U.S. membership.
2. providing mechanisms for implementing such programs, including the staging of appropriate ceremonies to honor the recipients and to suitably publicize the accomplishments and the honors accorded thereto.
3. developing procedures for suitably documenting these actions; coordinating and stimulating field activities in support of the IEEE-USA and the IEEE Awards & Recognition objectives and efforts.
4. serving as the agency to continually study the effectiveness of existing awards and recognition activities, converting such knowledge into more creative and innovative recognition programs as well as satisfy the need for recognition in the field of professionalism in engineering.

ORGANIZATION

The IEEE-USA President, utilizing recommendations of the IEEE-USA Vice President, Communications and Public Awareness, shall appoint the Committee Chair for a term of one year, subject to reappointment. The Chair must be a Senior Member and shall serve as IEEE-USA's representative on the IEEE Awards Board.

The Committee shall be composed of eleven (11) members in addition to the Chair. These shall include one member who has been active in IEEE-USA/PACE Activities from each of the six U.S. Regions who shall be appointed by the six U.S. Region Directors. There shall be one member each representing Technical Activities and Member and Geographical Activities appointed by the IEEE-USA President in consultation with the Chair, Technical Activities Board and Chair, Regional Activities Board respectively. In selecting these two representatives, it is preferable that those selected have had an Awards background or that they currently carry an Awards assignment in TAB or MGA. In addition, two at-large members shall be nominated by the Chair of the Committee and approved by the IEEE-USA

Vice President, Communications and Public Awareness. The former chair of the IEEE-USA Awards & Recognition Committee shall also be a member.

Appointments shall be for a term of two years, with preferably no more than one consecutive reappointment. To provide for continuity, appointments shall be staggered. Appointments for Regions 1, 3, and 5 shall be made so that the term of the member shall begin in January of the odd years. Appointments for Regions 2, 4, and 6 shall be made so that the term shall begin in January of the even years. The appointment for the representative from Technical Activities shall be made so that the term shall begin in January of the odd years and the appointment from the Regional Activities shall be made so that the term of the member shall begin in January of the even years. The at-large members shall be selected on a staggered basis for two-year terms.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA BoD budget process. It is the responsibility of the Committee Chair to operate the Committee within the approved budget. Administrative support shall be provided by the IEEE-USA staff.

REPORTS

Committee discussions relating to individual members who are being considered for Awards are considered to be confidential in nature and for that reason reports shall not contain such information.

However, it shall be the practice to provide summaries of the other actions taken at committee meetings and such summary reports shall be provided to committee members and to the IEEE-USA Vice President, Communications and Public Awareness. Committee updates shall be submitted periodically to the IEEE-USA BoD as part of the Vice President's Report.

CHARTER CHANGES

Proposed changes in the Charter of this Committee shall require a majority vote of the Awards & Recognition Committee and the subsequent approval of the IEEE-USA BoD.

History:

Adopted by IEEE-USA BoD (June 1998)

Amended (VP reporting and appointments) (Nov 2007)

Amended (Governance Committee recommendations) (Feb. 2008)

Amended (Chair Senior Member Requirement) (Feb. 2013)

IEEE-USA CHARTER

COMMUNICATIONS COMMITTEE

INTRODUCTION

The IEEE-USA Communications Committee (**The Committee**) is a standing committee of IEEE-USA. The Committee reports to the IEEE-USA Board of Directors through the Vice President of Communications and Public Awareness.

PURPOSE AND SCOPE

1. The purpose of the **Committee** is to work in partnership with IEEE-USA Communications Staff to recommend communications programs that position IEEE-USA as a leader in building careers, promoting the profession at large, shaping public policy, and assisting in developing U.S. membership in the IEEE, while generating revenue, and other defined benefits.
2. The **Committee** acts as a primary focal point for IEEE-USA's print and electronic communications on career, professional matters and public policy issues. Specifically, the Committee:
 - a. Actively contributes to the development of communications strategy, products and services planning, development, and implementation of communication vehicles.
 - b. Promotes IEEE-USA, the organization, its activities, and its products, programs, services, activities, conferences and events.
 - c. Encourages participation of U.S. IEEE members in IEEE-USA activities and grassroots campaigns.
 - d. Educates the members on public policy issues of importance to their careers, workforce issues and trends, and skills to increase their career longevity and employability.
 - e. Provides tools and capabilities for information exchange.
 - f. Produces and disseminates printed publications, electronic communications, audio-visual presentations, and other communications tools appropriate to the IEEE-USA mission.
 - g. Monitors the effectiveness of the IEEE-USA member communications program, and recommends revisions for the IEEE-USA Board of Directors' approval.
 - h. Encourages and supports efforts by other IEEE-USA units to communicate with members and external audiences.
 - i. Works cooperatively with other IEEE organizational units, as well as with other relevant organizations or commercial producers outside of IEEE-USA, to support and enhance IEEE-USA products, programs, services, activities, conferences and events.
 - j. Establishes metrics for monitoring the effectiveness of communications programs in meeting the defined scope.

ORGANIZATION

- A. **Membership:** The **Committee** shall be composed of 10 regular (voting) members, up to six non-voting Resource members, and an unlimited number of non-voting Corresponding members. The regular (voting) members of the Committee are:

1. Committee Chair, appointed by the IEEE-USA Vice President, Communications & Public Awareness, with the approval of the IEEE-USA President.
2. Vice-Chair, designated by the Committee Chair, with the approval of the Vice President, Communications & Public Awareness.
3. Past Chair, performing such activities as determined by the Vice President, Communications & Public Awareness, and the current IEEE-USA Communications Committee Chair.
4. Chair of the IEEE-USA Communications Strategic Planning Subcommittee, appointed by the **Committee** Chair, with the approval of the IEEE-USA Vice President, Communications & Public Awareness.
5. Chair of the IEEE-USA E-Book Subcommittee, appointed by the **Committee** Chair, with the approval of the IEEE-USA Vice President, Communications & Public Awareness.
6. Chair of the IEEE-USA Editorial Advisory Subcommittee, appointed by the **Committee** Chair, with the approval of the IEEE-USA Vice President, Communications & Public Awareness.
7. Four Contributing Editors, appointed by the **Committee** Chair, with the approval of the IEEE-USA Vice President, Communications & Public Awareness, and the relevant programmatic Vice President, based on their assigned portfolio. The four portfolios are Government Relations, Career and Member Services, Professional Activities, and Communications & Public Awareness. Contributing editors identify important issues and authors, develop ideas for articles, and ensure that their portfolio area is effectively featured in IEEE-USA communications. Contributing Editors should have an interest in communications and publication issues; demonstrated results in a Society, Council, or other IEEE organizational units; broad interests; and be willing to dedicate time and effort to meet the Committee's, and any IEEE-USA publication's, strategic direction.

Resource Members (non-voting): Resource members are appointed by the **Committee** Chair, with the consent of the Vice President, Communications & Public Awareness. Resource Members provide a resource of specific knowledge or expertise in support of the committee's activities. Resource members need not be IEEE members, if their background, expertise, or organizational connection is deemed valuable to IEEE-USA. Resource members are appointed for a one-year term, and may serve an unlimited number of consecutive terms. A Resource Member may serve on subcommittees, attend meetings, and can be reimbursed for travel expenses, at the discretion of the Committee Chair.

Corresponding Members (non-voting): The IEEE-USA Representative to the IEEE Publication Products and Services Board shall be a corresponding member for coordination purposes. The various IEEE-USA and IEEE organizational units may also appoint non-voting Corresponding members to the Committee, subject to approval by the Committee Chair. Corresponding members shall be kept apprised of Committee activities, and may be invited to provide input into Committee deliberations. Corresponding members are not expected to attend meetings, and do not normally receive reimbursement for expenses. Corresponding Members need not be IEEE members, if their background, expertise, or organizational connection is deemed valuable to IEEE-USA.

B. **Subcommittees:** The work of the Committee is supported through the following standing subcommittees:

1. The **Communications Strategic Planning Subcommittee** is a standing subcommittee of the **Committee**, and reports to the **Committee**, and its Chair. The Committee Chair, Vice-Chair, Past-Chair, and two other voting Committee members (appointed by the Committee Chair), shall form the Communications Strategic Planning Subcommittee. This Subcommittee shall be responsible for determining the strategic direction of the Committee, in accordance with the IEEE-USA mission, and approved IEEE-USA Board messages. The Subcommittee makes recommendations and revisions to **Committee** plans as needed, to align them with directives coming from the IEEE-USA Board.
2. The **E-Book Subcommittee** is a standing subcommittee of the **Committee**, and reports to the Committee, and its Chair. The E-Book Subcommittee shall be composed of the Subcommittee Chair and up to five eligible U.S. IEEE members, appointed by the E-Book Subcommittee Chair, with the consent of the Committee Chair. Subcommittee members should be U.S. IEEE members in good standing, who have a demonstrated knowledge of publishing requirements and electronic publishing, and the ability to dedicate the time required to meet IEEE-USA publication requirements. The E-Book Subcommittee provides overall editorial direction, recommends program directions and policies, recruits authors, take on the role of negotiator with volunteer authors, and general oversight.
3. **The Editorial Advisory Subcommittee** is a standing subcommittee of the **Committee** and reports to the Committee. The Subcommittee is composed of the Committee Chair and four Contributing Editors. The Editorial Advisory Subcommittee proposes editorial policies, and provides general oversight, and overall editorial direction, to support IEEE-USA communications goals, as established by the IEEE-USA Board. It also recommends appropriate responses to reader complaints, and serves as a review panel for allegations of misconduct regarding IEEE-USA publications (consistent with IEEE-USA Policy 15).
4. The **Committee** Chair may appoint **Ad Hoc Subcommittees or Task Forces** for specific purposes, with the consent of the Committee. Such assignments shall identify the mission, length of assignment, membership and staff involvement. The Chair of ad hoc subcommittees, or working group, must be a voting member of the Committee. Otherwise, members of an ad hoc subcommittee, or working group, can include any combination of voting/non-voting Committee members, and/or non-Committee members chosen for their specific knowledge or expertise.

MEETINGS AND VOTING

The **Committee** shall normally meet at least twice a year, and the Chair may call additional meetings as needed, with at least 7 days prior notice. A simple majority of voting members comprises a meeting quorum.

The **Committee** or any regular or ad hoc Subcommittee thereof, may take action by electronic means, without a meeting (e.g., email voting). An affirmative vote of a majority of all the voting members of the Committee, or Subcommittee, shall be required to approve the action. The results of an electronic vote shall be confirmed promptly to the Committee membership, and recorded in the summary of the next regular Committee meeting.

FINANCIAL AND ADMINISTRATIVE SUPPORT

The **Committee** shall be supported by IEEE-USA through the normal budgetary process. Expenditures for communications projects and activities shall be appropriately allocated to reflect costs of the functional operations, and in some instances, shall be supported by funds from operations not a part of the communications budget. It is the responsibility of the **Committee** Chair to operate the **Committee** within the approved budget, in consultation with the appropriate IEEE-USA staff. Administrative support shall be provided by IEEE-USA Staff assigned for that purpose.

REPORTS

The Chair shall prepare a written summary of action items from each meeting, and shall submit Committee updates periodically to the IEEE-USA Vice President of Communications & Public Awareness, as part of the Vice President's report to the BOD, or as requested.

CHARTER CHANGES

The **Committee** may propose changes to the Charter by a majority vote. This Charter, and any changes thereto, must be approved the IEEE-USA Board of Directors.

History:

Adopted by IEEE-USA BoD (June 1998)

Amended (Nov. 2000)

Amended (VP reporting and appointments) (Nov 2007)

Amended (committee composition and Ebook subcommittee) (Sept. 2009)

Replaced (June 2014)

D. GOVERNMENT RELATIONS COMMITTEE CHARTERS

- **Career and Workforce Policy**
- **Communications Policy**
- **Energy Policy**
- **Government Fellows**
- **Government Relations Council**
- **Intellectual Property**
- **Research & Development Policy**
- **Transportation and Aerospace Policy**

IEEE-USA CHARTER

CAREER AND WORKFORCE POLICY COMMITTEE

SCOPE

The Career and Workforce Policy Committee (CWPC) is a standing committee of The Institute of Electrical and Electronics Engineers, Inc. – United States of America (IEEE-USA). The Committee reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Government Relations.

The Committee's mission is to advance the career-related policy interests of electrical, electronics and computer engineers and related information technology professionals, with a specific focus on the career-related needs of IEEE's U.S. members and the overall health of the U.S. engineering workforce. The scope of activities includes both public and private sector policymaking that directly affects the education, credentialing, employment, compensation, training, and retirement security of IEEE members and other scientific, engineering and technical professionals. The committee shall also monitor facts, events, conditions and parameters relating to the state of the engineering workforce in the United States.

In support of its mission, the Committee shall take appropriate actions, including but not limited to, development of information reports and assessments, formulation of proposed IEEE-USA position statements, preparation and presentation of testimony and regulatory comments, coordination of official and member grassroots communications with policy makers, and coalition building and education of IEEE U.S. members and others on career and workforce policy issues of special concern.

ORGANIZATION

The Committee shall consist of a Chair, up to ten regular members, and such liaison, resource, and corresponding members as may be appointed.

The **Committee Chair** shall be appointed by the Vice President, Government Relations with consideration of the Committee members' views and subject to the concurrence of the IEEE-USA President.

The Committee Chair may designate a **Vice Chair(s)** from among the Regular members, subject to the concurrence of the Vice President, Government Relations. The Vice Chair shall officiate at meetings and coordinate committee business in the absence of the chair, and may be assigned such additional tasks and responsibilities as the Chair deems appropriate.

Regular Members shall be selected by the Chair, subject to the approval of the Vice President on the basis of their interest, experience and effectiveness in dealing with professional careers, the engineering workforce, and related policy issues. Regular members shall be expected to participate in the conduct of Committee business and be reimbursed for related travel and other incidental expenses. Regular members are appointed for a one year term and shall normally not serve more than three consecutive terms.

A number of **Resource Members**, not to exceed the regular membership of the committee, may be appointed by the Chair in a non-voting capacity to provide specific expertise or knowledge in support of the committee's activities. Resource members need not be IEEE members. They serve a one year term, and may be reappointed. A Resource Member may attend meetings and can be reimbursed for travel expenses at the discretion of the committee chair.

Liaison Members may be appointed by other IEEE organizational units to serve in a representative capacity, subject to the consent of the committee Chair. Liaison members must be IEEE U.S. members

and enjoy voting rights, but their costs of participation must be borne by the appointing unit. Liaison members typically serve one-year terms subject to extension by their appointing unit.

Upon request, and subject to the approval of the Chair, any other IEEE U.S. member in good standing may become a **Corresponding Member** of the Committee to provide information and assistance. Corresponding members participate in the committee's deliberations without vote or reimbursement. The Regional 1-6 Career Enhancement Coordinators shall serve as Corresponding Members of the Committee.

The Chair may appoint such ad hoc subcommittees and task forces as are necessary to more efficiently conduct the business of the committee.

FINANCIAL AND ADMINISTRATIVE SUPPORT

Financial support for Committee activities shall be provided through the annual IEEE-USA budgeting process. The Chair shall be responsible for seeing to it that the Committee operates within its approved budget and according to IEEE-USA policies and guidelines. To the extent feasible, most of the committee business shall be transacted electronically. Administrative support shall be provided by IEEE-USA staff.

PLANS AND REPORTS

In consultation with the Committee, the Chair or his/her designee shall prepare an annual plan of goals and objectives in support of the committee's mission, which is subject to approval by the Vice President, Government Relations. The Chair shall also provide regular reports to the Vice President on major activities and accomplishments in support of the plan, including summaries of each meeting and a year-end report.

CHARTER CHANGES

Amendments to the Committee Charter require IEEE-USA BoD approval.

History:

Adopted by IEEE-USA BoD (Feb. 2003)

Amended (Feb. 2005)

Amended (VP reporting and appointments) (Nov 2007)

IEEE-USA CHARTER

COMMITTEE ON COMMUNICATIONS POLICY

GENERAL

The Committee on Communications Policy (CCP) is a technology policy activities committee of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Government Relations. It is established as a central focal point to bring the many interests and capabilities of the Institute to bear on United States policy issues in the area of communications and related technologies. The principal efforts of the CCIP are directed toward the communications and RFID technologies policy-related aspects of the activities of the executive and legislative branches of the United States government at all levels.

OBJECTIVE AND SCOPE

The overall objective of the Committee is to contribute to the rational formulation of communications and RFID technologies legislation, regulation and policy in the United States through the provision of sound technical and professional counsel, based upon the best resources that the IEEE can bring to bear upon the issues.

The Committee may address any policy aspects of communications and related technologies activities affecting or affected by policies of United States, regional, state, or local governments where the professional and technical knowledge and skills of IEEE members can make a constructive contribution. The committee shall constitute a central focal point for presenting the sound technical and professional views of the IEEE membership to the appropriate elements of the U.S. government and to the U.S. public. The Committee shall prepare and present positions in accordance with IEEE-USA procedures on any aspect of governmental communications and computer technologies legislation, regulation, or policy within the technical and professional competence of the IEEE. The Committee shall work to provide balanced, technically sound information on communications and related technologies matters to the IEEE-USA membership.

FUNCTIONS

The specific functions of the IEEE-USA Committee on Communications Policy are:

1. To initiate action within the scope of this Charter on appropriate matters.
2. To prepare statements on communications and related technologies legislation-, regulation-, and policy-related subjects in a form suitable for promulgation as IEEE-USA Position Statements or IEEE Position Papers, in accordance with the applicable IEEE and IEEE-USA policies. The position papers should reflect a balance of economic viability, technical judgment and social acceptability. Means of accomplishing the above may include some or all of the following:
 - a. The sponsorship of seminars and tutorials to educate the IEEE members, Congress, and others about such issues.
 - b. The preparation of draft positions which shall ordinarily address a specific issue at two levels:
 - (1) A short set of recommendations (typically one page), and
 - (2) A background statement supporting the recommendations, including appropriate bibliography and references.

- c. The sponsorship of appropriate IEEE forums, meetings & symposia for purposes of discussion of the draft positions and the underlying issues.
3. To review communications and position papers on communications and related technologies of the various constituent Societies, Councils, and Committees of IEEE and others that may be referred to it.
4. To seek out opportunities to present positions before legislative, regulatory, and executive bodies discussing communications and computer technologies policy questions and working closely with appropriate staff in conveying appropriate technical reports and papers relevant to legislation.
5. To provide knowledgeable spokespersons to present and discuss technology policy legislation-, regulations, and policy-related issues to appropriate members of the U.S. Federal Executive Branch, Congress, state, regional, or local government officials, the public, or any other public or private body involved in the issue(s) being considered. Such statements must always clearly distinguish between official IEEE-USA positions, committee positions, and the personal convictions of the spokespersons.
6. To provide timely responses to related inquiries directed to the IEEE-USA.
7. To maintain liaison with associated technology-related policy boards and committees of the appropriate IEEE Societies, and with other organizations having technology-related activities.

COMMITTEE ORGANIZATION

Committee Membership: The membership of the Committee shall consist of four classes. All officers and other voting members of the Committee must be U.S. members-in-good-standing of the IEEE and must be of at least Member grade. The classes of membership are:

Liaison Members: At the beginning of each calendar year, each IEEE body (group, society, region, division, or board) with significant interest and expertise in communications, RFID and related technologies policy issues shall be invited to nominate a Liaison member to the Committee. This individual shall serve until replaced or removed by the appointing organizational unit. Liaison members are subject to approval of the Vice President, Government Relations. Liaison members are entitled to vote on any matter which may properly come before the Committee. Liaison members shall serve to facilitate two-way communications between their designating organizational unit and the TPC committee.

At-Large Members: Existing members may recommend individuals for selection as At-Large Members to the Committee Chair. At-Large Members are entitled to vote, shall serve for two years and may be renewed for two years with the approval of the Vice President, Government Relations. At-Large Members, as well as Liaison Members, must be U.S. members-in-good-standing of the IEEE and must be of at least Member grade.

Resource Members: The Committee Chair, with the concurrence of the Vice President, Government Relations, may appoint Resource members. Resource members shall not vote in committee proceedings, and shall not hold committee office. Resource members may or may not be IEEE members, as the intent is to draw upon the expertise of the person regardless of Society standing.

Corresponding Members: Any IEEE member in good standing may become a non-voting Corresponding Member. Corresponding members must request such status each calendar year.

Elections and Appointment of Officers:

Chair: The incoming IEEE-USA Vice President, Government Relations and the IEEE-USA President shall appoint the Chair of the Committee at the beginning of the calendar year. To aid in this process, the Committee may submit the names of suggested candidates to the IEEE-USA Vice President, Government Relations during the fourth quarter of each year. The Chair of the Committee shall serve for a term of one year and shall not normally be eligible to serve more than two consecutive terms.

Vice Chair: The Vice Chair shall be elected from the Committee membership at the first Committee meeting of the calendar year, or at the first meeting after the office becomes vacant. Election shall be by the largest number of votes cast by members present or represented by valid proxies. Nominations for the office of Vice Chair shall be made from the floor. The Vice Chair shall normally serve until the first meeting of the next calendar year.

Secretary: The Secretary of the Committee shall be a member of the IEEE-USA professional staff.

All officers shall continue to serve until a successor has been selected.

Subcommittees and Task Forces: The Chair of the Committee may create subcommittees or task forces to address specific topics or deal with special situations as may be appropriate. The Chair shall appoint at least two or more Committee members to each such subcommittee or task force, one of whom shall serve as chair. Task Force membership may be supplemented by the appointment of IEEE members who are not members of the Committee; the subcommittee chair shall appoint such task force members with the concurrence of the Chair of the Committee.

The duration of a task force is one year, but can be renewed each year. The chairs and members of task forces are appointed for one year and may normally be reappointed to consecutive one-year terms no more than twice.

Committees shall seek to utilize electronic communications media for conducting its business whenever possible. The Committee Chair and the Council Chair are expected to monitor Committee expenses to keep them within budget. IEEE-USA Staff shall provide administrative support.

CHANGES

This Charter and any changes thereto must be approved the IEEE-USA Board of Directors.

History

Adopted by IEEE-USA BoD (June 1998)

Amended (19 June 2003)

Amended (16 Feb. 2007)(renamed to focus on Communications Policy)

Amended (VP reporting and appointments) (Nov 2007)

IEEE-USA CHARTER

ENERGY POLICY COMMITTEE

GENERAL

The Energy Policy Committee (EPC) is a committee of the Technology Policy Council of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Government Relations). It is established as a central focal point to bring the many interests and capabilities of the Institute to bear on United States policy issues in the area of energy and environmental technology. The principal efforts of the EPC are directed toward the energy and environmental technology policy-related aspects of the activities of the executive and legislative branches of the United States government at all levels.

OBJECTIVE AND SCOPE

The overall objective of the Committee is to contribute to the rational formulation of energy and environment technology legislation, regulation and policy in the United States through the provision of sound technical and professional counsel, based upon the best resources that the IEEE can bring to bear upon the issues.

The Committee may address any policy aspects of energy and environment activities affecting or affected by policies of United States, regional, state, or local governments where the professional and technical knowledge and skills of IEEE members can make a constructive contribution. The committee shall constitute a central focal point for presenting the sound technical and professional views of the IEEE membership to the appropriate elements of the U.S. government and to the U.S. public. The Committee shall prepare and present positions in accordance with IEEE-USA policies (Operations Manual, Section 10) on any aspect of governmental energy and environmental legislation, regulation, or policy within the technical and professional competence of the IEEE. The Committee shall work to provide balanced, technically sound information on energy and environment-related matters to the IEEE-USA membership.

FUNCTIONS

The specific functions of the IEEE-USA Energy Policy Committee are:

1. To initiate action within the scope of this charter on appropriate matters.
2. To prepare statements on energy and environment technology legislation-, regulation-, and policy-related subjects in a form suitable for promulgation as IEEE-USA Position Statements or IEEE Position Papers, in accordance with the applicable IEEE and IEEE-USA policies. The position papers should reflect a balance of economic viability, technical judgment and social acceptability. Means of accomplishing the above may include some or all of the following:
 - a. The sponsorship of seminars and tutorials to educate the IEEE members, Congress, and others about such issues.
 - b. The preparation of draft positions which shall ordinarily address a specific issue at two levels:
 - (1) A short set of recommendations (typically one page), and
 - (2) A background statement supporting the recommendations, including appropriate bibliography and references.

- c. The sponsorship of appropriate IEEE forums, meetings & symposia for purposes of discussion of the draft positions and the underlying issues.
3. To review energy and environment technology-related position papers of the various constituent Societies, Councils, and Committees of IEEE and others that may be referred to it.
4. To seek out opportunities to present positions before legislative, regulatory, and executive bodies discussing energy and environmental technology policy questions and working closely with appropriate staff in conveying appropriate technical reports and papers relevant to legislation.
5. To provide knowledgeable spokespersons to present and discuss technology policy legislation, regulations, and policy-related issues to appropriate members of the U.S. Federal Executive Branch, Congress, state, regional, or local government officials, the public, or any other public or private body involved in the issue(s) being considered. Such statements must always clearly distinguish between official IEEE-USA positions, committee positions, and the personal convictions of the spokespersons.
6. To provide timely responses to related inquiries directed to the IEEE-USA.
7. To maintain liaison with associated technology-related policy boards and committees of the appropriate IEEE Societies, and with other organizations having technology-related activities.

COMMITTEE ORGANIZATION

Committee Membership: The membership of the Committee shall consist of four classes. All officers and other voting members of the Committee must be U.S. members-in-good-standing of the IEEE and must be of at least Member grade. The classes of membership are:

1. **Delegate Members:** At the beginning of each calendar year, each IEEE body (group, society, region, division, or board) with significant interest and expertise in energy and environment policy issues shall be invited to nominate a delegate member to the Committee. Delegate member nominations are subject to approval of the Vice President, Government Relations. Individuals may serve until replaced or removed by the appointing organizational unit or by the Vice President, Government Relations. Delegate members are entitled to vote on any matter which may properly come before the Committee. Delegate members shall serve to facilitate two-way communications between their designating organizational unit and the EPC.
2. **At-Large Members:** The At-Large Members may be any member of IEEE-USA subject to approval by the Chair and the Vice President, Government Relations. At-Large Members may vote on any issue that is properly before the Committee.
3. **Consulting Members:** The Committee Chair may appoint consulting members. Consulting members shall not vote in committee proceedings, and shall not hold committee office.
4. **Corresponding Member:** Any IEEE member in good standing may become a Corresponding Member (non-voting). Corresponding members must request such status in writing each calendar year. The list of Corresponding Members shall be updated each year prior to the Committee's first meeting of the year. Corresponding members shall be provided copies of the following: minutes of all Committee Meetings; copies of all approved Committee position papers; and copies of all Committee testimonies.

Elections and Appointment of Officers:

Chair: The Chair of the committee shall be appointed at the beginning of the calendar year by the incoming IEEE-USA Vice President, Government Relations with the approval of the IEEE-USA President. The Chair shall conduct Committee meetings, attend TPC meetings and perform other duties as necessary. To aid in this process, the Committee may submit the names of suggested candidates to the IEEE-USA Vice President, Government Relations during the fourth quarter of each year. The Chair of the Committee shall serve for a term of one year and shall not normally be eligible to serve more than two consecutive terms.

Vice Chair: The Vice Chair shall be elected from the Committee membership at the first Committee meeting of the calendar year, or at the first meeting after the office becomes vacant. The duties of the Vice Chair shall include acting for the Chair as required at Committee and meetings of TPA Chairs and other activities as necessary. Election shall be by the largest number of votes cast by members present or represented by valid proxies. Nominations for the office of Vice Chair shall be made from the floor. The Vice Chair shall normally serve until the first meeting of the next calendar year.

Secretary: The Secretary of the Committee shall be a member of the IEEE-USA professional staff.

All officers shall continue to serve until a successor has been selected.

Subcommittees and Task Forces: The Chair of the Committee may create subcommittees or task forces to address specific topics or deal with special situations as may be appropriate. The Chair shall appoint at least two or more Committee members to each such subcommittee or task force, one of whom shall serve as chair. Task Force membership may be supplemented by the appointment of IEEE members who are not members of the Committee; such task force members shall be appointed by the subcommittee Chair with the concurrence of the Chair of the Committee. The duration of a task force is one year, but can be renewed each year. The chairs and members of task forces are appointed for one-year and may normally be reappointed to consecutive one-year terms no more than twice.

Administrative Subcommittee (AdCom): The committee Chair may designate an Administrative Subcommittee (AdCom) which shall consist of the officers of the Committee and the Chairs of ad hoc task forces of the Committee. The AdCom may manage the activities of the Committee so as to keep operations within the approved budget. The AdCom shall carry on the business of the Committee between regular meetings. The AdCom shall provide current management information as needed. The AdCom shall meet on the call of the chair of the Committee.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA budget process for expenses such as the secretariat, meeting logistics, and related committee expenses as necessary. To keep the budget within practical limits, travel expenses are not normally provided for committee members. In an exceptional case, the Committee Chair may approve travel expense charges for a committee member for a specific trip. Committees shall seek to utilize electronic communications media for conducting its business whenever possible. The Committee Chair and the Council Chair are expected to monitor Committee expenses to keep them within budget. Administrative support shall be provided by IEEE-USA Staff.

CHANGES

This Charter and any changes thereto must be approved by the IEEE-USA Board of Directors.

History

Adopted by IEEE-USA BoD (June 1998)

Amended (VP reporting and appointments) (Nov 2007)

IEEE-USA CHARTER

ENTREPRENEURSHIP AND INNOVATION POLICY COMMITTEE

GENERAL

The Entrepreneurship and Innovation Policy Committee (EIPC) is established as a committee of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Government Relations. The following activities will be coordinated with IEEE-USA Vice Presidents and related committees.

GOALS & OBJECTIVES

Expanding technology-based entrepreneurial business is critical to the U.S. economy, our members' career vitality, and employment. To this end, the Committee's mission is to advance the entrepreneurship and innovation policy interests of electrical, electronics and computer engineers, as well as related information technology professionals, with a specific focus on the small technology business needs of IEEE's U.S. members and the overall economic health of the U.S. technical workforce. The scope of activities includes both public and private sector policymaking that directly affects IEEE's U.S. members who are entrepreneurs and their employees.

In support of its mission, the Committee shall take appropriate actions, including but not limited to, development of information reports and assessments, surveys, formulation of proposed IEEE-USA position statements, preparation and presentation of testimony and regulatory comments, holding annual small technology business policy symposia, coordination of official and member grassroots communications with policy makers, coalition building and education of IEEE U.S. members and others on entrepreneurship, innovation and small technology business issues of concern.

The Committee will also provide knowledge, experience and support to IEEE's U.S. members who start and grow entrepreneurial technology businesses. The activities are focused on those entrepreneurial businesses that leverage technology to create economic value resulting in employment growth and innovation in the U.S. The knowledge, experience and support shall include but not be limited to: organization, funding, work-wide marketing, human resources, asset requirements, growth, best practices, and world-wide legal and government related issues.

ORGANIZATION

The Committee shall consist of a Chair, appointed by the Vice President, Government Relations and with the concurrence of the IEEE-USA President. The Chair shall serve a one-year term, subject to reappointment. The Chair shall appoint up to eight Regular members, and as many non-voting Resource and Corresponding members as may be appropriate. Among the eight regular members, a Vice Chair shall be appointed by the Chair, with the concurrence of the Vice President, Government Relations. Resource members may include non-IEEE members recruited for their particular expertise (e.g., incubator administrators, entrepreneurs, engineers and technologists, members of public or private funding entities, attorneys, and academics specifically focused on entrepreneurship, and small technology business and innovation).

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA BoD budget process. It is the responsibility of the Committee Chair to operate the Committee within the approved budget. Administrative support shall be provided by IEEE-USA Staff.

REPORTS

A written summary of each meeting shall be prepared by the Chair or his/her designee. Committee updates shall be submitted periodically to the IEEE-USA BoD as part of the Vice President's Report.

CHARTER CHANGES

Proposed changes in the Charter of this Committee shall require a majority vote of the Entrepreneurship and Innovation Policy Committee (EIPC) and the subsequent approval of the IEEE-USA BoD.

History:

Adopted by IEEE-USA BoD (June 2005)

Amended (VP reporting and appointments) (Nov 2007)

Amended (Amended to include Innovation within Functions and editorial)(May 2012)

Amended (Redirected mission toward policy, and conforming amendments) (Feb. 2015)

IEEE-USA CHARTER

GOVERNMENT FELLOWS COMMITTEE

INTRODUCTION

The Government Fellows Committee (hereinafter the Committee) is a committee of the Institute of Electrical and Electronics Engineers - United States of America (IEEE-USA) and reports to the IEEE-USA Board of Directors through the Vice President, Government Relations.

MISSION

The Committee is established to develop and maintain an effective government fellowship program as a means of utilizing the knowledge and expertise of IEEE U.S. members to provide timely advice and assistance to the U.S. government and to assist the education of the IEEE U.S. membership and the public on technology matters relating to public policy.

FUNCTIONS

Consistent with its mission, the Committee shall:

- a. provide direction and oversight for the effective implementation and coordination of IEEE-USA Government Fellowship programs;
- b. encourage and promote government fellowship opportunities;
- c. recruit, screen, and recommend qualified IEEE U.S. members for approval by the IEEE-USA Vice President, Government Relations and the IEEE-USA President to receive IEEE-USA-sponsored government fellowships;
- d. communicate the value of government fellowships and the IEEE-USA program to IEEE members and to the public at large;
- e. develop and maintain mechanisms by which IEEE-USA can call upon the advice and experience of former Government Fellows in support of IEEE-USA's professional activities;
- f. advise and assist IEEE-USA in organizing and executing fund-raising programs for support of the Government Fellowship programs;
- g. oversee IEEE-USA participation in the Washington Internships for Students of Engineering or any government related internship programs for student members.

OTHER FELLOWSHIPS

IEEE organizational units are encouraged to pursue Fellowship opportunities complementary to the Government Fellowship program. The sponsoring organizational unit shall be responsible for establishing selection criteria, screening applications, and recommending Fellow(s) candidate(s) for approval by the IEEE-USA Vice President Government Relations and IEEE-USA President. The Government Fellowship Committee shall provide advice and assistance to those organizational units seeking to sponsor Government Fellows on such matters as recruiting applications, advice on selection criteria and process, guidance on policies and procedures to be applied to the Fellowship, and other administrative matters. The Government Fellowship Committee may also make recommendations on Fellows candidates presented for approval by other IEEE organizational units.

MEMBERSHIP

The Committee shall be composed of a Chair and three types of members, whose qualifications and responsibilities are defined as follows:

Regular Members: The Committee shall be composed of six regular members appointed by IEEE-USA to serve individual three year terms. Terms shall be staggered so that 1/3 of the regular members are appointed each year. Regular members enjoy full voting powers on all matters before the Committee, including election of a committee chair, selection of Fellows, and amendments to this Charter. As a general guideline, a balance of the regular membership should be maintained between individuals who have served in government fellowships and non-Fellows. No individual may serve more than two consecutive terms as a regular member of the Committee. Each year, the Committee shall nominate for IEEE-USA consideration at least three candidates deemed qualified to serve as regular members.

Liaison Members: Any IEEE organizational unit (e.g. Board, council, committee, division, society, region, section, or chapter) that sponsors a government fellow through the IEEE-USA government fellowship program may designate a Liaison Member to serve on the Committee, subject to approval by the Committee Chair. Liaison Members may vote on all matters concerning the fellowship(s) that their respective organization's sponsor, including selection of Fellows, but participate in all other deliberations with voice and no vote. The appointing organizational unit is responsible for all travel and related expenses associated with participation by the Liaison Member in the Committee's activities.

Corresponding Members: The committee chair may designate other individuals as Corresponding Members for purposes of promoting or enhancing coordination of the government fellows program. Corresponding Members shall receive notice of all committee activities and may participate in Committee meetings as observers. Corresponding Members are not supported for travel and related expenses associated with participation in the Committee's activities.

OFFICERS

At the beginning of each year, the Committee's regular members shall recommend a Chair from among the Regular Members for appointment by the Vice President, Government Relations with the consent of the IEEE-USA President. The Committee Chair serves a one year term. The Chair may be reappointed but may serve no more than two consecutive one year terms.

The Committee Chair may appoint subordinate officers, such as a Vice Chair, which are deemed necessary to effectively execute the Committee's mission and functions.

SUBCOMMITTEES

The Committee Chair may create such ad hoc subcommittees, working groups, or task forces deemed necessary to carry-out the Committee's functions. Membership on these subcommittees is not limited to Committee members. Any action proposed by these subordinate bodies is subject to approval by the Committee.

MEETINGS

The Committee shall hold regular meetings upon the call of the Chair as frequently as is necessary and consistent with the Committee's budget to conduct Committee business. At least one face-to-face meeting shall be held each year for purposes of interviewing and selecting candidates for the various Government Fellowships. Special meetings may also be held by petition of a majority of Committee members eligible to vote on the matter(s) specified.

GOVERNMENT FELLOWS PROGRAM GUIDELINES

Within the overall framework of the IEEE-USA Government Fellowship Program, the Committee shall adopt guidelines for Fellowship programs (e.g. Congressional Fellowships, Executive Fellowships),

which are subject to approval as IEEE-USA policies and procedures. Each set of policies and procedures shall specify how that program shall be administered, how applicants for Fellowships shall be recruited, what criteria shall be used by the Committee for selection of Fellows, the amount of stipends and reimbursements which shall be provided to the Fellows, and what terms and conditions shall be imposed on Fellows.

GOVERNMENT FELLOWSHIP FUNDS

Separate interest-bearing funds (e.g. Congressional Fellows Fund) may be established to receive contributed funds and provide an endowment(s) for the Government Fellows Program. Funds received may only be used for the purposes for which they were contributed. Transfers from these Funds are subject to the approval of the Committee Chair.

Subject to IEEE and IEEE-USA bylaws and policies regarding fund-raising, the Committee is authorized to organize fund-raising campaigns and pursue grants in support of the IEEE-USA Government Fellowship programs.

OVERSIGHT OF GOVERNMENT INTERNSHIP PROGRAMS

The Committee shall provide oversight of IEEE-USA participation in government-oriented student internship programs, such as the Washington Internships for Students of Engineering. The Committee Chair shall appoint the IEEE-USA representatives to any joint or ad hoc task force or organization created to administer the Internships. If regular members of the Committee are not appointed for this purpose, the IEEE-USA representative(s) shall be designated as liaison members of the Committee, eligible to vote on all matters relevant to the specified Internship(s), for purposes of coordination.

FINANCIAL AND ADMINISTRATIVE SUPPORT

Financial support for the Committee shall be provided through the normal budget processes of IEEE-USA. Administrative support of the Committee shall be provided by the IEEE-USA Washington Office.

AMENDMENT OF THIS CHARTER

By majority vote of all eligible members, the Committee may recommend amendments to this charter for approval by the IEEE-USA Board of Directors.

History

Adopted by IEEE-USA BoD (June 1998)

Amended (Feb. 2000)

Amended (VP reporting and appointments) (Nov 2007)

Amended (Fellowship approval process) (June 2011)

IEEE-USA CHARTER

IEEE-USA GOVERNMENT RELATIONS COUNCIL (GRC)

GENERAL

The Government Relations Council (GRC) is a unit of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President-Government Relations (VP-GR). The Council's mission is to advance IEEE-USA's public policy goals and capabilities by assisting the Vice President in providing direction and oversight of IEEE-USA's government relations programs and committees.

FUNCTIONS

The specific functions of the GRC are to assist the VP-GR by:

1. Providing input to IEEE-USA's strategic and operational planning related to IEEE-USA's government relations programs.
2. Ensuring communication and coordination of activities between the various IEEE-USA government relations committees and programs.
3. Recommending IEEE-USA's annual public policy priorities and legislative agenda.
4. Reviewing public policy position statements and whitepapers proposed to the IEEE-USA Board of Directors for adoption, including positions and technical information statements submitted for IEEE-USA endorsement or adoption by various constituent Societies, Councils, and Committees of IEEE and others.
5. Overseeing relationships between IEEE-USA and other organizations, coalitions or groups where cooperation advances the government relations goals of IEEE-USA.
6. Providing knowledgeable IEEE-USA spokespersons to present and discuss IEEE-USA positions, as well as related public policy issues, legislation, regulations, cases and other matters within the scope of the Council.
7. Initiating such other actions as appropriate within the scope of this Charter as assigned by the VP-GR.

OFFICERS AND MEMBERSHIP

The GRC shall consist of a Chair, Vice Chair, regular members, and staff resource members. The GRC shall be chaired by the sitting VP-GR. The VP-GR may appoint a vice chair with the consent of the IEEE-USA President. The Vice Chair will perform duties as assigned by the VP-GR.

The regular membership shall consist of the appointed chairs of chartered IEEE-USA committees whose primary mission relates to public policy and government relations, no more than eight Issue Coordinators appointed by the Vice President, Government Relations with the consent of the IEEE-USA President, and up to two additional members at large appointed by the VP-GR for their expertise in public policy and government relations. The committee chairs may designate their committee vice chairs as alternates in the event they are unable to participate in a scheduled meeting.

All officers and other voting members of the GRC must be U.S. members in good standing of the IEEE and must be of at least Member grade.

The six Regional Government Activities Coordinators appointed by the Region 1-6 Directors and up to two policy editors appointed by the Vice President of Communications and Public Awareness will serve as non-voting liaison members of the GRC.

IEEE-USA's government relations staff shall serve as non-voting resource members of the GRC.

SUBCOMMITTEES AND TASK FORCES

The VP-GR may appoint ad hoc subcommittees or task forces to address specific topics or deal with special situations as may be appropriate. Subcommittees or task forces should consist of two or more Council members, one of whom shall serve as chair. Task Force membership may be supplemented by the appointment of IEEE members who are not members of the Committee and/or non-IEEE members with relevant expertise, as long as regular members comprise the majority of the task force membership. The duration of a subcommittee or task force shall be specified in the charge, should not be longer than the remaining term of the VP-GR, and may be renewed.

ISSUE NETWORKS

The VP-GR may establish up to eight IEEE-USA Issue Networks (on-line policy communities) whose scope is based on a specific public policy topic or subject-matter area, and whose functions are specified in a charging document provided by the VP-GR and in the associated provisions of IEEE-USA Policy 10.10.

OPERATIONS, BUDGET AND ADMINISTRATIVE SUPPORT

The GRC shall meet at least once a year, and may hold additional meetings as needed, subject to the call of the VP-GR and the constraints of the available budget. The GRC shall utilize electronic meetings and communications media where possible to conduct its business. A meeting quorum shall consist of a majority of all voting members.

A budget shall be provided through the normal IEEE-USA budget process for Council-related expenses, including support of the IEEE-USA Issue Networks and Coordinators. Travel expenses for committee chairs will normally be covered through their respective committee/program budgets.

Administrative support shall be provided by IEEE-USA staff. The IEEE-USA Managing Director shall appoint a staff Secretary to coordinate that support.

CHANGES

This Charter and any changes thereto must be approved the IEEE-USA Board of Directors.

History

Adopted by the IEEE-USA Board of Directors (14 Dec. 2008) with editorial changes by the IEEE Governance Committee (5 Jan. 2009)
Amended (addition of Issue Coordinators and Networks) (20 June 2014)

IEEE-USA CHARTER

INTELLECTUAL PROPERTY COMMITTEE

SCOPE

The Intellectual Property Committee is a committee of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Government Relations. The Committee is responsible for intellectual property matters of concern to IEEE members. The Committee is also responsible for the transfer of intellectual property and the issues of the methodology of that transfer related to intellectual property which include incentive programs for engineers and other career issues arising from transferring intellectual property. The Committee shall derive, seek appropriate approval, and promulgate IEEE-USA policy on such matters. The Committee shall take appropriate actions such as the preparation of position statements, development of legislation, delivery of expert testimony, visits to legislators, member education projects, and so forth.

ORGANIZATION

The Committee Chair shall be appointed by the IEEE-USA Vice President, Government Relations, with the approval of the IEEE-USA President. The Committee shall be comprised of regular and corresponding members, appointed by the Chair with the concurrence of the Vice President, Government Relations. To ensure a balanced examination of all work undertaken by the Committee, the Committee membership should, whenever practicable, include members who provide the viewpoint of the rank-and-file engineer as well as those who have a management viewpoint. Regular members are responsible for participating in Committee business, accepting and performing appropriate assignments, and calling new business to the attention of the Committee. Corresponding members have the same responsibilities as regular members, except that they do not normally attend Committee meetings, and they do not vote. The term of all Committee members shall be for one year and reappointment for subsequent one-year terms is permissible. The Chair may designate one member as Vice Chair of the Committee. In all of the foregoing, prime consideration shall be given to the continued effectiveness and continuity of the Committee's operations.

FINANCES

Financial support for the Committee shall be provided through the normal IEEE-USA BoD budget process. It is the responsibility of the Committee Chair to operate the Committee within the approved budget.

REPORTS

A written summary of each meeting shall be prepared by the Chair or his/her designee. A year-end summary of Committee business shall also be prepared. Reports shall be distributed to the Committee members and interested IEEE-USA Officers.

CHARTER CHANGES

Proposed changes in the Charter of this Committee shall require the approval of the IEEE-USA BoD.

History

Adopted by IEEE-USA BoD (June 1998)

Amended (VP reporting and appointments) (Nov 2007)

IEEE-USA CHARTER

RESEARCH & DEVELOPMENT POLICY COMMITTEE

GENERAL

The Research and Development Policy Committee (R&DPC) is a technology policy activities committee of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Government Relations. It is established as a central focal point to bring the many interests and capabilities of the Institute to bear on United States policy issues in the area of governmental or private sector R&D. The principal efforts of the R&DPC are directed toward the research and development technology policy-related aspects of the activities of the executive and legislative branches of the United States government at all levels.

OBJECTIVE AND SCOPE

The overall objective of the Committee is to contribute to the rational formulation of research and development technology legislation, regulation and policy in the United States through the provision of sound technical and professional counsel, based upon the best resources that the IEEE can bring to bear upon the issues.

The Committee may address any policy aspects of research and development activities, excepting those within the Aerospace and Energy R&D areas, affecting or affected by policies of United States, regional, state, or local governments where the professional and technical knowledge and skills of IEEE members can make a constructive contribution. The committee shall constitute a central focal point for presenting the sound technical and professional views of the IEEE membership to the appropriate elements of the U.S. government and to the U.S. public. The Committee shall prepare and present positions in accordance with IEEE-USA policies (Operation Manual, Section 10), on any aspect of governmental research and development legislation, regulation, or policy within the technical and professional competence of the IEEE. The Committee shall work to provide balanced, technically sound information on research and development-related matters to the IEEE-USA membership.

FUNCTIONS

The specific functions of the IEEE-USA Research and Development Policy Committee are:

1. To initiate action within the scope of this charter on appropriate matters.
2. To prepare statements on research and development technology legislation-, regulation-, and policy-related subjects in a form suitable for promulgation as IEEE-USA Position Statements or IEEE Position Papers, in accordance with the applicable IEEE and IEEE-USA policies. The Statements should reflect a balance of economic viability, technical judgment and social acceptability. Means of accomplishing the above may include some or all of the following:
 - a. The sponsorship of seminars and tutorials to educate the IEEE members, Congress, and others about such issues.
 - b. The preparation of draft positions which shall ordinarily address a specific issue at two levels:
 - (1) A short set of recommendations (typically one page), and
 - (2) A background statement supporting the recommendations, including appropriate bibliography and references.

- c. The sponsorship of appropriate IEEE forums, meetings & symposia for purposes of discussion of the draft positions and the underlying issues.
3. To review research and development technology-related position papers of the various constituent Societies, Councils, and Committees of IEEE and others that may be referred to it.
4. To seek out opportunities to present positions before legislative, regulatory, and executive bodies discussing research and development, technology policy questions and working closely with appropriate staff in conveying appropriate technical reports and papers relevant to legislation.
5. To provide knowledgeable spokespersons to present and discuss technology policy legislation-, regulations, and policy-related issues to appropriate members of the U.S. Federal Executive Branch, Congress, state, regional, or local government officials, the public, or any other public or private body involved in the issue(s) being considered. Such statements must always clearly distinguish between official IEEE-USA positions, committee positions, and the personal convictions of the spokespersons.
6. To provide timely responses to related inquiries directed to the IEEE-USA.
7. To maintain liaison with associated technology-related policy boards and committees of the appropriate IEEE Societies, and with other organizations having technology-related activities.

COMMITTEE ORGANIZATION

Committee Membership: The membership of the Committee shall consist of four classes. All officers and other voting members of the Committee must be U.S. members-in-good-standing of the IEEE and must be of at least Member grade. The classes of membership are:

1. **Delegate Members:** At the beginning of each calendar year, each IEEE body (group, society, region, division, or board) with significant interest and expertise in research and development policy issues shall be invited to nominate a delegate member to the Committee. This individual shall serve until replaced or removed by the appointing organizational unit. Delegate members are subject to approval of the Vice President, Government Relations. Delegate members are entitled to vote on any matter which may properly come before the Committee. Delegate members shall serve to facilitate two-way communications between their designating organizational unit and the TPA committee.
2. **At-Large Members:** Existing members may recommend individuals for selection as At-Large Members to the Committee Chair. These individuals shall serve for two years and may be renewed for two years with the approval of the Vice President, Government Relations.
3. **Consulting Members:** The Committee Chair, with the concurrence of the Vice President, Government Relations, may appoint consulting members. Consulting members shall not vote in committee proceedings, and shall not hold committee office.
4. **Corresponding Members:** Any IEEE member in good standing may become a Corresponding Member. Corresponding members must request such status each calendar year.

Elections and Appointment of Officers:

Chair: The Chair of the committee shall be appointed at the beginning of the calendar year by the incoming IEEE-USA Vice President, Government Relations, with the approval of the IEEE-USA

President. The Chair shall conduct Committee meetings, attend TPA meetings and perform other duties as necessary. To aid in this process, the Committee may submit the names of suggested candidates to the IEEE-USA Vice President, Government Relations during the fourth quarter of each year. The Chair of the Committee shall serve for a term of one year and shall not normally be eligible to serve more than two consecutive terms.

Vice Chair: The Vice Chair shall be elected from the Committee membership at the first Committee meeting of the calendar year, or at the first meeting after the office becomes vacant. The duties of the Vice Chair shall include acting for the Chair as required at Committee and Council meetings and other activities as necessary. Election shall be by the largest number of votes cast by members present or represented by valid proxies. Nominations for the office of Vice Chair shall be made from the floor. The Vice Chair shall normally serve until the first meeting of the next calendar year.

Secretary: The Secretary of the Committee shall be a member of the IEEE-USA professional staff.

All officers shall continue to serve until a successor has been selected.

Subcommittees and Task Forces: The Chair of the Committee may create subcommittees or task forces to address specific topics or deal with special situations as may be appropriate. The Chair shall appoint at least two or more Committee members to each such subcommittee or task force, one of whom shall serve as chair. Task Force membership may be supplemented by the appointment of IEEE members who are not members of the Committee; such task force members shall be appointed by the subcommittee chair with the concurrence of the Chair of the Committee.

The duration of a task force is one year, but can be renewed each year. The chairs and members of task forces are appointed for one-year and may normally be reappointed to consecutive one-year terms no more than twice.

Administrative Subcommittee (AdCom): A committee chair may designate an Administrative Subcommittee (AdCom) which shall consist of the officers of the Committee and the Chairs of ad hoc task forces of the Committee. The AdCom may manage the activities of the Committee so as to keep operations within the approved budget. The AdCom shall carry on the business of the Committee between regular meetings. The AdCom shall provide current management information as needed. The AdCom shall meet on the call of the chair of the Committee.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA budget process for such expenses as the secretariat, meeting logistics, and related committee expenses as necessary. To keep the budget within practical limits, travel expenses are not normally provided for committee members. In an exceptional case, the Committee Chair may approve travel expense charges for a committee member for a specific trip. Committees shall seek to utilize electronic communications media for conducting its business whenever possible. The Committee Chair and the Council Chair are expected to monitor Committee expenses to keep them within budget. Administrative support shall be provided by IEEE-USA Staff.

CHANGES

This Charter and any changes thereto must be approved by the IEEE-USA Board of Directors.

History

Adopted by IEEE-USA BoD (June 1998)

Amended (VP reporting and appointments) (Nov 2007)

IEEE-USA CHARTER

COMMITTEE ON TRANSPORTATION AND AEROSPACE POLICY

GENERAL

The Committee on Transportation and Aerospace Policy (CTAP) is a technology policy activities committee of The Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Government Relations. The principal efforts of the CTAP are directed toward the transportation technology policy-related aspects of the activities of the executive and legislative branches of the federal and state governments at appropriate levels and to assist in the resolution of technical and system problems resident in Space, Aviation, and Ground transportation. Included in the Space portion are the areas of remote sensing and satellite applications such as communications, global positioning, weather and other potential areas. The CTAP may address all aspects of United States transportation policy where the engineering knowledge and skills of IEEE members can make a constructive contribution.

OBJECTIVE AND SCOPE

The overall objective of CTAP is to influence legislative and executive organizations and public awareness for the benefit of the profession, the public and the members. This is accomplished by the development and dissemination of positions on U.S. transportation activities including research and development policies and other programs in the United States within the scope of, or affecting, IEEE technical expertise. It is established as a focal point to bring the many interests and capabilities of the Institute to bear on United States policy issues in the transportation area.

CTAP may address all aspects of transportation policy in the United States where the engineering knowledge and skills of U.S. IEEE members can make a constructive contribution. The Committee may provide a vehicle for presenting the views of the IEEE to the public and the appropriate elements of government. The Committee shall prepare and present positions in accordance with IEEE-USA procedures on any aspect of governmental or private sector transportation policy and programs within the technical and professional competence of the IEEE.

The Committee is specifically challenged to contribute to the rational formulation of transportation technology legislation, regulation and policy in the United States through the provision of sound technical and professional counsel, based upon the best resources that the IEEE can bring to bear upon the issues.

The Committee may address any policy aspects of transportation activities affecting or affected by policies of United States, regional, state, or local governments where the professional and technical knowledge and skills of IEEE members can make a constructive contribution. The Committee shall constitute a focal point for presenting the sound technical and professional views of the IEEE membership to the appropriate elements of the U.S. government and to the U.S. public. The Committee shall prepare and present positions in accordance with IEEE-USA procedures on any aspect of governmental transportation legislation, regulation, or policy within the technical and professional competence of the IEEE.

The Committee shall work to provide to the U.S. IEEE membership balanced, technically sound information on transportation and aerospace-related policy matters.

FUNCTIONS

The specific functions of the IEEE-USA Committee on Transportation and Aerospace Policy are:

1. To initiate action within the scope of this charter on appropriate matters.
2. To prepare statements on transportation technology legislation-, regulation-, and policy-related subjects in a form suitable for promulgation as IEEE-USA Position Statements or IEEE Position Papers, in accordance with the applicable IEEE and IEEE-USA policies. The statements should reflect a balance of economic viability, technical judgment and social acceptability. Means of accomplishing the above may include some or all of the following:
 - a. The sponsorship of seminars and tutorials to educate the IEEE members, legislative and executive agencies, and the public about such issues.
 - b. The preparation of draft positions which shall ordinarily address a specific issue at two levels: (1) A short set of recommendations (typically one page), and (2) a background statement supporting the recommendations, including appropriate bibliography and references.
 - c. The sponsorship of appropriate IEEE forums, meetings and symposia for purposes of discussion of the draft positions and the underlying issues.
3. To review transportation technology-related position papers and technical information of the various constituent Societies, Councils, and Committees of IEEE and others that may refer such papers to the Committee.
4. To seek out opportunities to present positions and policy-related technical information before legislative, regulatory and executive bodies discussing transportation, technology policy questions, and working closely with appropriate staff in conveying appropriate technical reports and papers relevant to legislation.
5. To provide knowledgeable spokespersons to present and discuss technology-policy legislation, regulations, and policy-related issues to appropriate members of the U.S. Federal Executive Branch, Congress, state, regional, or local government officials, the public, or any other public or private body involved in the issue(s) being considered. Such statements must always clearly distinguish among official IEEE-USA positions, Committee positions, and the personal convictions of the spokespersons.
6. To provide timely responses to related inquiries directed to the IEEE-USA.
7. To maintain liaison with associated technology-related policy boards and committees of the appropriate IEEE Societies, and with other organizations having technology-related activities.

COMMITTEE ORGANIZATION

Committee Membership: The membership of the Committee shall consist of four classes. All officers and other voting members of the Committee must be U.S. members-in-good-standing of the IEEE and must be of at least Member grade. The classes of membership are:

1. Delegate Members: At the beginning of each calendar year, each IEEE body (group, society, region, division or board) with significant interest and expertise in transportation policy issues shall be invited to nominate a delegate member to the Committee. This individual shall serve until replaced or removed by the appointing organizational unit or until resignation. Delegate

members are subject to approval of the Vice President, Government Relations. Delegate members are entitled to vote on any matter which may properly come before the Committee. Delegate members shall serve to facilitate two-way communications between their designating organizational unit and the TPC committee.

2. At-Large Members: Existing members may recommend individuals for selection as At-Large Members to the Committee Chair. These individuals shall serve for two years and may be renewed for two years with the approval of the Vice President, Government Relations.
3. Resource Members: The Committee Chair, with the concurrence of the Vice President, Government Relations, may appoint resource members whose specific expertise or knowledge is deemed valuable in support of the committee's activities. Resource Members shall not vote in committee proceedings, and shall not hold committee office.
4. Corresponding Members: Any IEEE member in good standing may become a Corresponding Member. Corresponding members must request such status each calendar year.

Elections and Appointment of Officers:

Chair: The Chair of the committee shall be appointed at the beginning of the calendar year by the incoming IEEE-USA Vice President, Government Relations with the approval of the IEEE-USA President. The Chair shall conduct Committee meetings, participate in TPC meetings, and perform other duties as necessary. To aid in this process, the Committee may submit the names of suggested candidates for Chair to the IEEE-USA Vice President, Government Relations during the fourth quarter of each year. The Chair of the Committee shall serve for a term of one year and shall not normally be eligible to serve more than two consecutive terms.

Vice Chair(s): The Vice Chair(s) shall be elected from the Committee membership at the first Committee meeting of the calendar year, or at the first meeting after the office becomes vacant. The duties of the Vice Chair(s) shall include acting for the Chair as required at Committee and Council meetings and lead subordinate activities. Election shall be by the largest number of votes cast by members present or represented by valid proxies. Nominations for the office of Vice Chair(s) shall be made from the floor. The Vice Chair(s) shall normally serve until the first meeting of the next calendar year.

Secretary: The Secretary of the Committee shall be a member of the IEEE-USA professional staff.

All officers shall continue to serve until a successor has been selected.

Subcommittees and Task Forces: The Chair of the Committee may create subcommittees or task forces to address specific topics or deal with special situations as may be appropriate. The Chair shall appoint at least two or more Committee members to each such subcommittee or task force, one of whom shall serve as chair. Task Force membership may be supplemented by the appointment of IEEE members who are not members of the Committee; such task force members shall be appointed by the subcommittee chair with the concurrence of the Chair of the Committee.

The duration of a task force is one year, but can be renewed each year. The chairs and members of task forces are appointed for one year and may normally be reappointed to consecutive one-year terms no more than twice.

Administrative Subcommittee (AdCom): A committee chair may designate an Administrative Subcommittee (AdCom) which shall consist of the officers of the Committee and the Chairs of ad hoc task forces of the Committee. The AdCom may manage the activities of the Committee so as to keep operations within the approved budget. The AdCom shall carry on the business of the Committee

between regular meetings. The AdCom shall provide current management information as needed. The AdCom shall meet on the call of the chair of the Committee.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA budget process for such expenses as the secretariat, meeting logistics, and related committee expenses as necessary. To keep the budget within practical limits, travel expenses are not normally provided for committee members. In an exceptional case, the Committee Chair may approve travel expense charges for a committee member for a specific trip.

Committees shall utilize electronic communications media for conducting its business whenever possible.

The Committee Chair and the Council Chair are expected to monitor Committee expenses to keep them within budget.

Administrative support shall be provided by IEEE-USA Staff.

CHANGES

This Charter and any changes thereto must be approved by the IEEE-USA Board of Directors.

History

Adopted by the IEEE-USA BoD (Feb. 2002)

Amended (to add Transportation to the name and expand the mission/objectives)(Nov. 2002)

Amended (removed "Technology" from the name) (Nov. 2005)

Amended (VP reporting and appointments) (Nov 2007)

E. PROFESSIONAL ACTIVITIES COMMITTEE CHARTERS

- **Annual Meeting Steering Committee**
- **IP Professionals Committee**
- **Professional Activities Committee**
- **Student Professional Awareness Committee**

IEEE-USA CHARTER

IEEE-USA ANNUAL MEETING STEERING COMMITTEE

GENERAL

The IEEE-USA Annual Meeting Steering Committee (AMSC) is a committee of the IEEE-United States of America (IEEE-USA). It reports through the Vice President, Professional Activities to the IEEE-USA Board of Directors.

SCOPE

The IEEE-USA Annual Meeting is the premier meeting of IEEE's U.S. volunteers. The IEEE-USA Annual Meeting Steering Committee shall facilitate the establishment of Annual Meeting sites and Planning Committees for each Annual Meeting program, the purposes of which shall be to:

- Provide a forum for U.S. Region and Section volunteers to meet, discuss issues and exchange information on significant topics affecting U.S. members and IEEE Organizational Units (OUs).
- Ensure that volunteer leaders understand IEEE and IEEE-USA missions, visions and goals.
- Disseminate information on IEEE and IEEE-USA, products and services to members through Regions, Sections, and Chapters
- Educate volunteer leaders with new information on legislative issues and IEEE-USA's current legislative priorities, and develop an effective grassroots lobbying network within the PACE Network.
- Develop volunteers at all levels by providing effective leadership training, sharing best practices, educating volunteers on opportunities, and identifying, and promoting exceptional talent.
- Elicit feedback and timely information from local Sections/Chapters in order to better understand the broader issues affecting U.S. members and the geographic OUs and improve IEEE/IEEE-USA's programs.

FUNCTIONS

The IEEE-USA Annual Meeting Steering Committee shall:

1. Solicit proposals to host the IEEE-USA Annual Meeting and associated technical event, from Sections within Regions 1-6,
2. Evaluate the received proposals,
3. Recommend the proposed meeting location, three years in advance, for approval by the IEEE-USA Board of Directors,
4. Appoint the IEEE-USA Annual Meeting Program Chair,
5. Evaluate each completed meeting's program, organization and financial performance and,
6. Appoint future IEEE-USA Annual Meeting Chair(s), in consultation with local section and Region of the approved Annual Meeting site
7. Review each future Annual Meeting concept, MOU(s), and proposed budget.

ORGANIZATION

The IEEE-USA Annual Meeting Steering Committee shall consist of the following voting members:

- The AMSC Chair, who shall be appointed by the Vice President - Professional Activities with the concurrence of the IEEE-USA President.
- The Chairs of the currently scheduled Annual Meetings, appointed by the AMSC.
- The Past Chair of the most recently completed Annual Meeting.

- A Young Professional member, appointed by the AMSC Chair, with the concurrence of the Vice President-Professional Activities
- An IEEE-USA Conferences Committee Representative (liaison), appointed by the chair of the IEEE-USA Conferences Committee, with the concurrence of the AMSC Chair.
- Up to four At-Large Members, appointed by the Chair, with the concurrence of the Vice President-Professional Activities

The membership term of Annual Meeting Chairs runs from the date of appointment until the end of the calendar year in which their Annual Meeting is scheduled. The Annual Meeting Chair of the most recently completed Annual Meeting then serves in the subsequent calendar year as the Past Chair member until replaced by the next qualified candidate. Other AMSC members serve one year terms, subject to reappointment, but may not serve more than three consecutive one-year terms.

FINANCIAL

A budget shall be provided through the normal IEEE-USA Board of Directors budget process. It is the responsibility of the AMSC Chair to operate the committee within the approved budget.

ADMINISTRATION

Administrative support shall be provided by IEEE-USA staff. (What level of support now that we no longer have a position that specifically handles the Annual Meeting?)

MEETINGS

Most planning meetings shall be held by teleconference. The Committee may meet face-to-face in conjunction with or following the IEEE-USA Annual Meeting, and once more during the year before the next Annual Meeting.

REPORTS

A written summary of each meeting or teleconference shall be prepared by the Chair or his/her designee. Committee updates shall be submitted periodically to the IEEE-USA Board of Directors as part of the Vice President, Professional Activities' report.

History:

Adopted by the IEEE-USA Board of Directors (19 June 2003).
 Amended (from Leadership Workshop to Annual Meeting) (11 Nov. 2005)
 Amended (15 Nov. 2007)
 Amended (15 Feb. 2007) (Goverance Committee recommendations)
 Amended (June 2011) (approval of meeting locations, chair-elect selection/elevation)
 Amended (June 2013)(restructured as a program steering committee)
 Amended (Jan. 2014)(updated GOLD to Young Professional)

IEEE-USA CHARTER

INTELLECTUAL PROPERTY PROFESSIONALS COMMITTEE

GENERAL

The Intellectual Property Professionals Committee (IPPC) is a committee of the IEEE – United States of America (IEEE-USA). It reports to the IEEE-USA Board of Directors (BoD) through the IEEE-USA Vice President, Professional Activities.

MISSION AND SCOPE

The mission of the IPPC is to facilitate awareness and understanding of IP issues impacting the IEEE fields of interest, and provide learning and networking opportunities among the multi-disciplinary community of professionals concerned with, or practicing in IP-related areas. IPPC achieves this mission in part by providing leadership, coordination and support to the IEEE IP Professionals Network, which comprises a community of IEEE members with a common interest in all matters related to the development, management and protection of intellectual property rights related to technology and technology professionals.

The scope of the committee's activities shall fall within the subject-matter sphere of intellectual property, but is otherwise limited only by the interests of the membership of the IP Professionals Network. The IEEE Fields of Interest shall be considered a priority when identifying technologies of interest.

The IPPC will strive to engage in programs and activities that advance the interests of IEEE's IP Professionals Network members, that promotes their engagement and satisfaction with IEEE, that enhances IEEE-USA revenues, and that strengthens IEEE's reputation within the professional and legal communities.

FUNCTIONS

The functions of the IPPC shall include any activities consistent with the operations of IEEE and IEEE-USA that advance the mission and scope of the committee as defined. That includes, but is not limited to, the following types of activities:

- Providing an on-line presence and networking community for members of the IP Professionals Network;
- Organizing periodic conferences, workshops, symposia, webinars and/or other meetings on topics of interest and concern to IEEE's IP professionals;
- Providing continuing education and opportunities to earn CLE/CEU/PDH credits to interested professionals consistent with the policies of IEEE-USA;
- Publishing a newsletter or e-magazine, preparing articles for IEEE and non-IEEE periodicals, and addressing the public media on IP-related topics as appropriate;
- Developing white papers and/or reports on IP-related topics;
- Maintaining a lecturer's program on IP-related topics;
- Developing IP-related informational products and services (e.g. e-books);
- Promoting IEEE membership amongst individuals with an interest in IP-related subject-matter;
- Working with IEEE-USA's Intellectual Property Committee to support IEEE-USA's efforts on IP-related policy activities;
- Supporting IEEE geographic units, technical societies and councils in promoting IP-related joint activities or events; and
- Encouraging the creation of IP-related affinity groups within IEEE.

ORGANIZATION

The committee shall consist of the Chair and up to eight other Regular (voting) members from the U.S. membership of the IP Professionals Network, appointed by the IPPC Chair with the consent of the Vice President, Professional Activities.

Committee members shall be appointed for a two-year staggered term with four Regular members appointed each year. Regular members may be reappointed for additional terms, but will normally not serve more than two consecutive terms. For the first year of operation of the IPPC, four Regular members will be appointed for a one-year term that shall not count toward the two consecutive terms limit.

The IPPC Chair shall be appointed by the IEEE-USA Vice President, Professional Activities with the consent of the IEEE-USA President. The Chair shall serve a one-year term and may be reappointed for a second consecutive year. With the concurrence of the IEEE-USA Vice President, Professional Activities, the committee Chair shall appoint a Vice Chair from among the committee membership, whose term of office shall coincide with that of the Chair.

The Committee may also have an unlimited number of corresponding members with an express interest in the work of the committee and who serve as informational resources. Corresponding members do not normally attend Committee meetings, and they do not vote. Corresponding members shall be appointed by the Committee Chair subject to review by the Vice President, Professional Activities. They serve a one year term, and are eligible for reappointment to a second and subsequent years. They may be removed by the Chair, by 2/3s vote of the regular committee members, or by directive of the Vice President, Professional Activities.

All committee members shall be IEEE members in good standing, and shall be of Graduate Student Member, Member, Senior Member or Fellow grade.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA BoD process. It is the responsibility of the committee Chair to operate the committee within the approved budget. Administrative support shall be provided by IEEE-USA staff.

REPORTS

A written summary of each meeting shall be prepared by the Chair or his/her designee. Committee updates shall be submitted periodically to the IEEE-USA BoD as part of the Vice President's report. At a minimum these reports should occur in sufficient time for inclusion in the Vice President's report prior to face-to-face meetings of the IEEE-USA BoD.

CHANGES TO THIS CHARTER

The Committee may propose changes to the charter by a majority vote of the IPPC voting members. Charter changes must be approved by the IEEE-USA Board of Directors.

History:

History

Adopted by the IEEE-USA Board of Directors (28 June 2013)
Governance Clarifying Amendments (Terms and Appointments) approved by IEEE-USA Board of Directors (2 August 2013)

IEEE-USA CHARTER

PACE COMMITTEE

GENERAL

The Professional Activities Committee for Engineers (PACE) Committee is a committee of IEEE-USA of the Institute of Electrical and Electronics Engineers, Inc. (IEEE). As such, it reports through the IEEE-USA Vice President, Professional Activities to the IEEE-USA Board of Directors.

SCOPE

The purpose of the PACE Committee is to provide communications through IEEE-USA PACE organizational units for the following purposes:

1. Supporting the mission and vision of IEEE-USA; and
2. Supporting IEEE-USA member professional needs at the member level including:
 - a. Identifying, promoting, and coordinating PACE activities and products at the Regional, Area/Council, Section, Divisional, Society and Chapter levels.
 - b. Developing, implementing and facilitating PACE leadership training.
 - c. Assisting conference programs with professional development activities.
 - d. Serving as a forum for communicating member professional concerns to IEEE-USA.
 - e. Interfacing with other IEEE-USA units to prepare materials and identify pertinent issues.
 - f. Providing information on professional activities to other countries, upon request.

FUNCTIONS

The functions of the PACE Committee include, but are not limited to:

1. Preparing and providing materials for PACE training, programs and projects in collaboration with other IEEE-USA Councils;
2. Providing individual and group training to new and continuing PACE leaders;
3. Organizing, maintaining, and providing an inventory of successful PACE programs, projects, topics and speakers;
4. Assisting IEEE-USA committees with their efforts to identify, promote and influence career and technology policy issues at all levels of government by using the PACE Network;
5. Encouraging IEEE technical divisions and societies to establish professional activities committees;
6. Promoting professional activities at meetings, conferences and seminars in the U.S.;
7. Encouraging the promotion of U.S. member awareness and activism through the dissemination of IEEE-USA position papers, publications and products;
8. Promoting the engineers' image and public awareness of their contributions to the community and to the profession in the U.S. through the PACE Network; and

9. Preparing and monitoring the performance and delivery of professional activity products and services.

ORGANIZATION

The PACE Committee shall consist of the Chair, Past Chair, Region 1-6 PACE Coordinators, one Chapter PACE Coordinator, and a Young Professional representative. All shall be voting members.

Chair: The Chair of the PACE Committee shall be appointed by the IEEE-USA Vice President, Professional Activities with the consideration of the committee members' views and the approval of the IEEE-USA President.

Past Chair: The previous Chair of the PACE Committee shall serve as the Past Chair. If the previous Chair is unable to serve, any available former Chair may be appointed by the IEEE-USA Vice President, Professional Activities. The Past Chair will be responsible for ensuring the effectiveness of the PACE Training and overseeing the development and delivery of PACE training materials. If needed they may convene a working group to fulfill these duties.

Vice Chair: The Chair of the PACE Committee shall select a Vice Chair from the membership of the committee, with the concurrence of the IEEE-USA Vice President, Professional Activities.

Members: The six regional members of the PACE Committee shall serve a term concurrent with their terms as Regional PACE Coordinators. The Chapters PACE Coordinator shall be appointed by the Chair of the PACE Committee with approval of the Vice President - Professional Activities, in consultation with the IEEE Vice President for Technical Activities. The Chapters PACE Coordinator shall serve a term of two years and may be re-appointed for subsequent two-year terms. The Young Professional representative shall be appointed by the Chair of the PACE Committee with approval of the Vice-President, Professional Activities. The Young Professional representative shall serve for a two-year term and may be re-appointed for subsequent two-year terms.

Subcommittees: Subcommittees may be established as required to accomplish specific projects, under the direction of the PACE Committee. The membership of subcommittees may include qualified persons who are not members of the committee.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA Board of Directors budget process. The Committee shall develop and submit an annual budget to the IEEE-USA Board of Directors for their approval. It is the responsibility of the committee Chair to operate the committee within the approved budget. Administrative support shall be provided by IEEE-USA staff.

REPORTS

A written summary of each meeting shall be prepared by the Chair or designee within sixty (60) days of such meeting. Committee updates shall be submitted periodically to the IEEE-USA Board of Directors as part of the Vice President's report.

CHANGES TO THIS CHARTER

The Committee may propose changes to the Charter by a majority vote. Charter changes must be approved by the IEEE-USA Board of Directors.

History:

Approved by the IEEE-USA Board of Directors (November 2000)

Amended: June 2001

Amended by the IEEE-USA Board of Directors (Feb. 2013) – updating membership/appointment

Amended (updated GOLD to Young Professional) (Jan. 2014)

Amended (added Past Chair) (Dec. 2014)

IEEE-USA CHARTER

STUDENT PROFESSIONAL AWARENESS COMMITTEE

GENERAL

The Student Professional Awareness Committee is a committee of IEEE-USA of the Institute of Electrical and Electronics Engineers, Inc. (IEEE). It reports through the Vice President, Professional Activities of the IEEE-USA BoD.

SCOPE

The Student Professional Awareness Committee is responsible primarily for developing, implementing, and promoting activities among U.S. Student Members of the IEEE, and secondarily among all U.S. electrical, electronics, and computer engineering students. These activities shall have an emphasis on professional awareness, but may include broad technical topics if deemed appropriate by the Student Professional Awareness Committee.

FUNCTIONS

The Student Professional Awareness Committee shall operate existing student professional awareness programs and develop new programs.

Student Professional Awareness Programs (SPAx): This program shall be conducted in collaboration with the Student Professional Awareness Activities (SPAA) Subcommittee of the IEEE Member and Geographic Activities Board (MGA) Student Activities Committee (SAC). Student Professional Awareness Committee responsibilities include:

1. Prepare and periodically revise the guidelines for SPAX;
2. Devise methods to promote SPAX;
3. Maintain and enlarge a current list of volunteer speakers for SPAX;
4. Seek quality presentations by speakers at SPAXs and encourage the use of good visuals;
5. Provide assistance to student committees organizing SPAX;
6. Approve and provide funds for SPAX speakers' travel and lodging, in accordance with policies the committee shall establish;
7. Provide guidance for the solicitation of funding from other sources;
8. Encourage IEEE Student Branches to use fiscal management procedures for SPAX that comply with MGA SAC's requirements for the overall financial health of IEEE Student Branches; and
9. Obtain and analyze feedback reports from SPAX.

Developmental Programs: The Student Professional Awareness Committee shall explore other methods of increasing student professional awareness and develop new programs as required. To support new program development, the committee shall:

1. Assess the need for new programs;
2. Develop and maintain guidelines and requirements for proposal submissions and subsequent review;
3. Solicit proposals for new programs;
4. Selectively implement new programs in a test environment; and
5. Move successful developmental programs to operational status.

ORGANIZATION

The Student Professional Awareness Committee Chair shall be appointed by the IEEE-USA Vice President, Professional Activities with the consideration of the committee members' views and the approval of the IEEE-USA President. The committee shall consist of the following voting members: Chair and ten members (six Regional representatives, two student representatives, the

MGA/SAC/SPAA Chair, and the past SPAC Chair). The six U.S. Regional Directors may each appoint one Regional Representative, who shall also serve as the SPAX Coordinator on their respective PACE Regional Activities Committees. The MGA SAC SPAA Chair is appointed by the MGA SAC Chair. The balance of members of the committee shall be appointed by the Committee Chair with the concurrence of the IEEE-USA Vice President, Professional Activities.

The members appointed shall be interested IEEE members with experience in SPAX activities as speakers, organizers, or contributors in other ways. In addition, the Chair shall appoint corresponding members to the committee who have a specific interest in student professional awareness activities. Corresponding members shall include at least one representative from each Region who shall be designated the SPAX Support Coordinator for that Region.

With the concurrence of the IEEE-USA Vice President, Professional Activities, the committee Chair shall appoint a Vice Chair whose term of office shall coincide with that of the Chair. Members shall be appointed for a one-year term and may be reappointed for additional one-year terms. In all the foregoing, consideration shall be given to the effectiveness of the committee's actions and the need to preserve the continuity of an effective team.

RELATIONSHIPS

The Student Professional Awareness Committee shall maintain close relationships with all IEEE organizational units that have an interest in students and their activities. This shall include especially the MGA SAC, of which the Student Professional Awareness Committee Chair is a voting member. It also shall include the SAC SPAA Subcommittee, the Chair of which serves as a voting member of the Student Professional Awareness Committee. In addition, relationships with groups outside of IEEE with similar interests shall be cultivated.

FINANCIAL AND ADMINISTRATIVE SUPPORT

A budget shall be provided through the normal IEEE-USA BoD process. It is the responsibility of the committee Chair to operate the committee within the approved budget. Administrative support shall be provided by IEEE-USA staff.

REPORTS

A written summary of each meeting shall be prepared by the Chair or his/her designee. Committee updates shall be submitted periodically to the IEEE-USA BoD as part of the Vice President's report.

CHANGES TO THIS CHARTER

The Committee may propose changes to the charter by a majority vote. Charter changes must be approved by the IEEE-USA Board of Directors.

History:

Adopted by IEEE-USA BoD (June 1998)
Amended (June 2001)
Amended (VP reporting and appointments) (Nov 2007)
Updated (RAB to MGA designations) (Dec. 2007)
Updated (S-PAC updated to SPAX) (Oct. 2016)