



IEEE-USA Operations Manual

Part B: IEEE-USA Committee Charters

(Ver: 20 Nov. 2009)

**The Institute of Electrical and Electronics
Engineers, Inc. – United States of America**

2001 L Street, N.W., Suite 700

Washington, D.C. 20036-4910

Tele: +1.202.785.0017, Fax: +1.202.785.0835

E-mail: ieeeusa@ieee.org, WWW: <http://www.ieeeusa.org>

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

- **Emerging Technology Directions Committee**
- **Long Range/Strategic Planning (inactive)**
- **New Business Development (inactive)**
- **Nominations & Appointments**

IEEE-USA CHARTER

EMERGING TECHNOLOGY DIRECTIONS COMMITTEE

GENERAL

The Emerging Technology Directions Committee (ETDC) 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 President-Elect.

MISSION

The mission of the IEEE-USA Emerging Technology Directions Committee shall be to anticipate and identify issues arising from new and emerging technologies in IEEE's technical fields of interest in order to assist IEEE-USA in developing appropriate organizational responses and to support IEEE's engagement with those new technology areas.

OBJECTIVES

The principal objectives of the IEEE-USA Emerging Technology Directions Committee include:

- Investigating new and emerging technologies of potential interest to IEEE for the purposes of identifying associated issues of potential importance to IEEE U.S. members, the engineering profession, and/or the public-at-large.
- Referring new issues to, and mentoring IEEE-USA Government Relations committees with defined interests in the associated technical field (e.g. energy, transportation, communications, etc).
- Recommending IEEE-USA responses to emerging technology policy issues not encompassed within an existing IEEE-USA government relations committee, including development of related analytical or educational resources, and formulation of advocacy and communications strategies.
- Working with appropriate partners to initiate forums, conferences, workshops, or briefings to help broaden understanding of the issues and possible policy responses.
- Working with IEEE-USA Communications to improve public awareness of important new technology-related policy issues.
- Serving as a point of liaison and collaboration within IEEE-USA to the IEEE New Technology Directions Committee.

ORGANIZATION

All members of the Committee shall be IEEE voting members. The membership of the committee shall comprise the following:

The membership of the Committee shall have a Chair appointed by the IEEE-USA President-Elect with the consent of the IEEE-USA President. The Chair shall be 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.

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

Members: The Committee Chair may appoint up to six members with the concurrence of the IEEE-USA President-Elect. Members should possess knowledge and experience in government relations/public policy and/or technology-related forecasting and management. Members have full voting privileges.

Corresponding Members: The Committee Chair may recruit non-voting corresponding members to serve as resources to the committee and/or as liaisons to represent the interests of any IEEE organizational unit with a specific interest in the activities of the Committee. Liaisons must also be approved by the organizational unit that they represent.

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 Committee chair to operate the Committee within the approved budget. No financial support shall be provided for participation by corresponding members. 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-Elect.

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 Board of Directors (16 Nov. 2007)

Amended by IEEE-USA BoD (15 Feb. 2008)(Governance Committee recommendations)

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 of 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 (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 entities.

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. Two slates of candidates for service on the IEEE-USA N&A Committee:
 - A slate of at least two drawn from the U.S. Regional Directors, or IEEE-USA Members-at-Large who have completed their terms in that office, or who are serving the second year in that office; and
 - A slate of at least two drawn from the IEEE-USA Vice Presidents, or IEEE-USA Secretary/Treasurers, who have completed their terms or who are serving in the second year of that term, or from members who have had experience as an IEEE-USA Committee Chair.

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)

B. CAREER AND MEMBER SERVICE COMMITTEE CHARTERS

- **Alliance of IEEE Consultants' Networks Coordinating**
- **Employment & Career Services**
- **Entrepreneurial Activities Committee**
- **Innovation Institute**
- **Licensure & Registration**
- **Precollege Education**
- **Professional Development Conference (inactive)**
- **Survey (inactive)**

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 entities 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

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 balance of the committee shall consist of ten regular members plus corresponding members, appointed by the Chair with the concurrence of the IEEE-USA Vice President, Career & Member Services.

To ensure a balanced examination of all work undertaken by the Committee, the Committee's regular membership should include members from the six (6) US Regions, one GOLD member, and three members-at-large (human resource and career development professionals--who may or may not be engineers). These members should provide the viewpoint of all U.S. members. 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.

Corresponding members have the same responsibilities as regular members, except that they do not normally attend Committee meetings, and they do not vote.

Various advisory groups may be established as needed. The Chair may designate one member as Vice Chair of the Committee, with the concurrence of the IEEE-USA Vice President, Career & Member Services. 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. 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)

IEEE-USA CHARTER

ENTREPRENEURIAL ACTIVITIES COMMITTEE

GENERAL

The Entrepreneurial Activities Committee (EAC) 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.

GOALS & OBJECTIVES

Expanding technology-based entrepreneurial business is critical to the U.S. economy, our members' career vitality, and employment. The goal of the EAC is to deliver knowledge, experience and support to IEEE's U.S. members who start and grow entrepreneurial 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, marketing, human resources, asset requirements, growth, best practices, legal and government related issues.

The EAC is established to provide products, services and support to our members who are involved in "start-ups" and small businesses. It shall also provide input on legislative and regulatory issues that impact small businesses and IEEE's U.S. member who are entrepreneurs.

FUNCTIONS

The EAC shall create and manage a web-based incubator-like environment (virtual incubator) to include the:

- Establishment of an on-line virtual community for entrepreneurs;
- Creation of local entrepreneur networks tied to the virtual community (local on-line villages);
- Establishment of eMentoring Network for entrepreneurs;
- Appropriately recognizing people who mentor IEEE-USA's U.S. member entrepreneurs; and
- Create a clearinghouse of web resource information for entrepreneurs.

The EAC shall also directly perform the following functions:

- Interact with other organizations (non-profits, universities, incubators, national laboratories) to foster information exchange for mutual benefit.
- Develop and partner to develop white papers, print & electronic resources, guidelines, and business journals.
- Hold entrepreneurs' mentoring conferences & webinars.
- Provide input on legislative and regulatory issues that impact small businesses and IEEE's U.S. member who are entrepreneurs.

ORGANIZATION

The Committee shall consist of a Chair, who shall appoint up to eight Regular members, and as many non-voting Resource and Corresponding members as may be appropriate. 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).

The IEEE-USA Vice President, Career & Member Services, with concurrence of the IEEE-USA President, shall appoint the EAC Chair for a term of one year, subject to reappointment. The EAC Chair shall select a Vice Chair, with the concurrence of the IEEE-USA Vice President, Career & Member Services and 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 Entrepreneurial Activities Committee (EAC) and the subsequent approval of the IEEE-USA BoD.

History:

Adopted by IEEE-USA BoD (June 2005)

Amended (VP reporting and appointments) (Nov 2007)

IEEE-USA CHARTER

IEEE-USA INNOVATION INSTITUTE COMMITTEE

GENERAL

The Innovation Institute Committee (IIC) is established as an instrument of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA), to govern the IEEE-USA Innovation Institute. It reports to the IEEE-USA Board of Directors through the IEEE-USA Vice President, Career & Member Services. The goal of the Innovation Institute is to positively impact the careers and lifelong employability of our members who are students, working in industry and/or in academia while enhancing innovation in the USA.

SCOPE

The IEEE-USA Innovation Institute is established to provide university students (undergraduate and graduate), university professors, U.S. industry and IEEE U.S. members the opportunity to receive the opportunity to learn about innovation through collaboration and development of technology. To this end the Innovation Institute will provide innovation related products and services to include:

- online networking tool or “Mash-up” that provides access to real world market challenges and a system for virtual teams to come together to address the National Academy of Engineering’s (NAE) Grand Challenges
- eBooks relating to innovation
- innovation webinars and online case studies
- online innovation styles assessment
- onsite training as requested

MISSION

IEEE-USA’s Innovation Institute shall offer products & services designed to prepare students and IEEE members to be future technology leaders responsible for producing innovative methods and products.

The Innovation Institute shall achieve its mission by focusing on the following operational goals:

1. Innovation Institute acting as the lead, would provide an online infrastructure that brings together university students, university professors, engineers and large and small companies into a virtual community where teams are formed for the purpose of solving real world problems (e.g. NAE’s Grand Challenges).
2. Provide members with an online resource center providing webinars, E-books, business case studies, a recommended reading list, and compilation of innovation activities offered by outside sources that could provide further training to members interested in building their innovative capacity.
3. Provide industry with opportunities for onsite innovation training by IEEE-USA.

ORGANIZATION

The members of the Innovation Institute Committee shall be a diverse group representing industry, academia and the general U.S. membership.

The IEEE-USA Vice President, Career & Member Services, with approval of the IEEE-USA President, shall appoint the IIC Chair for a term of one year, subject to reappointment. The IIC Chair shall select a Vice Chair from the committee membership, with the concurrence of the IEEE-USA Vice President, Career & Member Services, and six Committee members. The remaining appointments shall be 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 IIC Chair to operate 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 the IEEE-USA BoD (Feb. 2007)

Amended (VP reporting) (Nov 2007)

Substantial revision (Nov. 2009)

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 entities 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)

IEEE-USA CHARTER

PRECOLLEGE EDUCATION COMMITTEE

GENERAL

The Precollege Education 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 Precollege Education Committee is to effect improvements in the math, science, and technology 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 entities such as the Regional Activities Board, the Educational Activities Board (EAB), the EAB Committee for Precollege Education Coordination, 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 entities, 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 committee chair shall be appointed by the IEEE-USA Vice President, Career & Member Services with the approval of the IEEE-USA President. The chair shall serve for one year and may be reappointed to additional one-year terms.

An executive committee shall consist of no more than ten of the committee members: the chair, the past chair, one member selected from each of the six U.S. Regions, a young professional, and the Chair of the EAB Committee for Precollege Education Coordination. The chair shall designate a vice chair from among the executive committee members, with the concurrence of the Vice President, Career & Member Services. The executive committee members shall be selected by the chair for a one-year term, with subsequent one-year terms possible.

Additional people, either members or non-members of IEEE, may serve on the committee at the invitation of the chair. Such people may be educators, the precollege education coordinators of Sections and technical societies, and others. Additional advisory groups may be established as needs dictate.

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 Precollege Education Committee's executive committee and the subsequent approval of the IEEE-USA BoD.

History:

Adopted by IEEE-USA BoD (June 1998)

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

Amended (VP reporting and appointments) (Nov 2007)

IEEE-USA CHARTER (INACTIVE)

PROFESSIONAL DEVELOPMENT CONFERENCE COMMITTEE

GENERAL

The Professional Development Conference 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 Board of Directors.

SCOPE

The Professional Development Conference Committee shall plan, organize, and facilitate periodic conferences to provide for the professional development of individuals working in technical fields. The conferences shall offer professional skills training, enhance the exchange of information on professional development issues, and allow participants effective networking opportunities. Sessions shall provide an atmosphere in which ideas, initiatives, and concepts can be presented and discussed. IEEE-USA shall be encouraged to utilize the conferences as a development tool for members in professional activities leadership positions. The conferences shall also serve as vehicles for PACE leaders to communicate ideas and recommendations to the IEEE-USA leadership to enhance IEEE-USA programs and operations.

FUNCTIONS

The functions of the Professional Development Conference Committee include:

1. Selecting the IEEE regions in which future annual conferences shall be held and the dates on which they shall be held at least three years in advance, and moving the conference from region to region in a predetermined sequence, provided that this is the most economically viable option.
2. Reviewing recommendations from volunteers and staff and selecting a site within the region selected; submitting any proposed multi-year contract with a hotel or other venue to the IEEE-USA BoD Operating Committee for approval.
3. Determining the goals and theme of the conference, planning the program, and selecting and inviting speakers.
4. Conducting and managing the program, assisted by IEEE-USA staff.
5. Evaluating the program by having conference participants complete written questionnaires for individual sessions and for the conference as a whole.
6. Producing a Conference Proceedings in written and/or electronic format and distributing it to conference participants.

ORGANIZATION

The Professional Development Conference Committee shall consist of the Chair, the Vice Chair, the past Chair, and additional members as necessary, not to exceed 19. The members shall be chosen from among the PACE Coordinators, the IEEE-USA councils, the current year's host Section, the following year's host section, and the general membership, including GOLD.

1. The IEEE-USA Vice President – Professional Activities shall appoint the chair of each following year's Professional Development Conference Committee, with the approval of the IEEE-USA President.

2. The Chair of the following year's Professional Development Conference Committee shall serve as the Vice Chair of the current year's committee.
3. The Chair of the Professional Development Conference Committee shall appoint the members, who shall serve for staggered two-year terms, eight rotating off the committee each year.
4. Subcommittees may be established as required to accomplish specific jobs, under the direction of the Professional Development Conference Committee. The membership of subcommittees may include qualified persons who are not members of the committee, appointed with the concurrence of the IEEE-USA Vice President - Professional Activities. Subcommittee members may serve without term limit.

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 Professional Development Conference Committee and the subsequent approval of the IEEE-USA BoD.

History:

Adopted by IEEE-USA BoD (June 1998)

Amended (Nov. 1999)

Inactive (2004-)

IEEE-USA CHARTER (INACTIVE)

SURVEY COMMITTEE

GENERAL

The Survey 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.

MISSION

The mission of the Survey Committee is defined by the IEEE Constitution as follows: IEEE Constitution Article I, Sec. 2 "Its purposes are: ... (b) professional, directed toward the advancement of the standing of the members of the professions it serves; means to this end include ... the conduct and publication of surveys and reports on matters of professional concern to the members of such professions ..."

OBJECTIVE AND SCOPE

In concert with the mission, conduct surveys of the IEEE U.S. members including a Member Opinion Survey, Member Salary & Fringe Benefit Survey, and other surveys as directed by IEEE-USA. The committee shall also be available to advise and assist other IEEE entities desiring to conduct surveys and shall cooperate with other IEEE and non-IEEE organizations in conducting appropriate surveys of value to IEEE and its members.

The survey subjects are to be responsive to topics and questions suggested by the major IEEE Boards, IEEE-USA and its Committees, especially IEEE-USA Professional Activities.

Subjects that will promote the public's understanding of the needs of the profession may be included.

FUNCTIONS

To take managerial responsibilities for conduct of IEEE-USA surveys.

The committee's responsibilities include, but are not limited to: the scope of the survey; assuring privacy of survey participants; assuring historical continuity; assuring validity and reliability of the results for use by IEEE and its members, industry, and government; i.e., ensuring that the methodology is correct; selecting professional assistance competent in survey techniques and detached analysis; administering the survey related databases; and marketing survey results.

RESULTS

The results of each survey are to be presented as a comprehensive archival document; an executive summary for use by the participating IEEE entities; press releases for use inside and outside of IEEE. In addition, the Committee shall publish significant trends and other indicators relevant to IEEE activities as discerned from post-survey data analysis. A formal publication of the Salary & Fringe Benefits Survey shall be produced for sale to all interested parties.

ORGANIZATION

The Survey Committee Chair shall be appointed for a two-year term by the IEEE-USA Vice President, Career & Member Services, with the approval of the IEEE-USA President.

Subcommittees shall be appointed to conduct the Member Opinion Survey and Member Salary & Fringe Benefit Survey.

MEMBERSHIP

The membership of the Survey Committee shall consist of the members of the Member Opinion Survey and Member Salary & Fringe Benefit Survey subcommittees plus any others appointed by the Survey Committee Chair directly to the Survey Committee.

Member Opinion Survey and Member Salary & Fringe Benefit Survey Subcommittees

The Subcommittee Chairs shall be appointed by the Survey Committee Chair. The Subcommittees shall be composed of a small number of regular members as well as corresponding members, appointed by the Subcommittee Chairs with the concurrence of the Survey Committee Chair. The membership of the Subcommittees shall be comprised of qualified people who are experienced with and/or interested in survey procedures and methodology.

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 Subcommittee members shall be for two years and reappointment for subsequent two-year terms is permissible. To ensure continuity, appointments to the Committee shall be staggered. In all the foregoing, prime consideration shall be given to the effectiveness and continuity of the Committee's operations.

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.

FINANCES 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.

CHARTER CHANGES

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

History:

Adopted by the IEEE-USA BoD (June 1998)

Function subsumed by Employment & Career Services Committee (Feb. 2005)

Amended (VP reporting and appointments) (Nov 2007)

C. COMMUNICATIONS & PUBLIC AWARENESS COMMITTEE CHARTERS

- **Awards & Recognition**
- **Communications**

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 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)

IEEE-USA CHARTER

COMMUNICATIONS COMMITTEE

GENERAL

The Communications Committee is a committee of the IEEE-USA (The Institute of Electrical and Electronic Engineers-United States of America). It reports to the IEEE-USA Board of Directors through the Vice President, Communications, and is established to be the focal point for member communications and to lead the development and implementation of the communication efforts of IEEE-USA and its various units, committees, and task forces in carrying out the IEEE-USA mission.

OBJECTIVE AND SCOPE

The overall objective of the Committee is to maintain a member communications program that supports IEEE-USA's goals, helps to increase U.S. membership in IEEE, and enhances the prestige of the organization and the profession, by:

1. Promoting IEEE-USA: the organization and its activities, products and services;
2. Encouraging participation by the member in IEEE-USA activities and grassroots campaigns;
3. Educating the members on public policy issues of importance to their careers, workforce issues and trends, and skills to increase their career longevity and employability; and
4. Providing tools and capabilities for information exchange.

To achieve its objectives, the Committee shall act as the coordinator for all IEEE-USA member communications and shall periodically seek input and approval from the IEEE-USA Board to determine key messages and audiences in support of the IEEE-USA mission. The committee shall design, produce and disseminate major printed publications, electronic communications, audio-visual presentations and other communications tools appropriate to the IEEE-USA mission.

The Communications Committee shall monitor the effectiveness of the IEEE-USA member communications program and recommend revisions for the approval of the IEEE-USA Board of Directors.

FUNCTIONS

Specific Committee functions include but are not limited to:

- Seeking periodically from the IEEE-USA Board of Directors input and approval on key IEEE-USA messages and audiences in support of the IEEE-USA mission
- Developing and implementing a comprehensive member communications program that will meet the Committee's overall objectives and support the messages approved by the IEEE-USA Board. Member constituencies include: general IEEE U.S. members, IEEE-USA volunteers, and IEEE volunteers outside the IEEE-USA structure.
- Specifying, producing, and distributing periodicals and other communications tools that will meet the program objectives, including:
 1. Print periodical to the general membership
 2. Two web periodicals addressing careers and public policy

3. Web and email communications to special interest groups
 4. Material for publication or dissemination by Section, Region, and Society units
 5. Meeting and speaker resources for professional topics
 6. Brochures, pamphlets, displays, etc.
- Providing tools to support information exchange among IEEE-USA leaders, volunteer units and the general membership.
 - Monitoring the effectiveness of the member communications program through appropriate feedback mechanisms and revising activities as necessary to better meet goals.
 - Monitoring and recommending revisions to IEEE-USA communication policies and procedures.
 - Providing assistance to other IEEE-USA units when called upon to support other member and external communications efforts.
 - Participating in relevant activities of IEEE units, such as the Publications Activities Board and Corporate Communications Advisory Committee, and other organizations for the purpose of enhancing the communication processes.
 - Serving as a catalyst, advisor and monitor for all communication activities that have a direct relationship to the IEEE mission.
 - Reviewing proposals of other IEEE boards and other IEEE-USA units concerning information dissemination. Reviews shall consider cost effectiveness, degree of overlap with other sources, and maintenance of standards and quality as established throughout the IEEE.

COMMITTEE ORGANIZATION AND OPERATION

Membership: The members of the IEEE-USA Communications Committee shall be:

- Chair appointed by the IEEE-USA Vice President, Communications & Public Awareness, with the approval of the IEEE-USA President;
- Vice-Chair designated by the Committee Chair with the approval of the Vice President, Communications & Public Awareness;
- 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;
- Special Interest Area Editors representing and working in cooperation with the various IEEE-USA committees and units:
 - Career Activities Editor, appointed by the Committee Chair, with the approval of the IEEE-USA Vice President, Career & Member Services,
 - Member Activities Editor appointed by the Committee Chair with the approval of the IEEE-USA Vice President, Career & Member Services,
 - Government Relations Editor appointed by the Committee Chair with the approval of the IEEE-USA Vice President, Government Relations
 - Professional Activities Editor appointed by the Committee Chair with the approval of the appropriate Vice President, Professional Activities.
- Two Members-at-Large. One Member-at-Large should also serve as a liaison to a Division VI Society;
- The staff editors-in-chief of IEEE-USA periodicals shall be resource members of the committee;

- The IEEE-USA Liaisons to the Publications Products and Services Board and the Corporate Communications Advisory Board shall be resources members of the Committee;
- Representatives of the various IEEE-USA Committees and units shall be corresponding members of the Committee.

Functional Assignments: The Editor of the member print periodical shall function as its editor-in-chief and shall chair an editorial board consisting of the Special Interest Area Editors.

The Professional Activities editor shall be responsible for coordinating volunteer communications, including publishing periodicals for special interest groups and providing material for republication in Section, Region, and Society newsletters and magazines.

The Vice Chair shall be responsible for coordinating most other communications efforts, including promotions to members, non-periodic publications, displays and meeting/speaker resources.

The Members-at-Large, in particular the Division VI representative, shall assist on the various editorial boards as appropriate.

Communications Strategic Planning Subcommittee: The Committee Chair, Vice-Chair, two Members-at-Large and any other volunteers as called upon by the Chair shall form the Communications Strategic Planning Subcommittee. This Subcommittee shall be responsible for maintaining the member communications plan, soliciting feedback and monitoring the effectiveness of the Communications Committee activities in achieving its objectives. It shall make recommendations and revisions to the plan, as necessary, and in accordance with the IEEE-USA mission and the messages approved by the IEEE-USA Board.

IEEE-USA E-Book Subcommittee: The E-Book Subcommittee is a standing subcommittee of the IEEE-USA Communications Committee and reports to the Chair of the IEEE-USA Communications Committee. The Subcommittee shall be composed of a Chair, appointed by the Communications Committee Chair, with the approval of the IEEE-USA Vice President for Communications and Public Awareness, and no more than six voting members selected for their knowledge of electronic publishing by the Subcommittee Chair, with approval of the Communications Committee Chair. The Chair may designate a committee member to serve as Vice Chair. The Vice President, Communications and Public Affairs, and the Communications Committee Chair, shall serve as ex officio members.

The function of the E-Book Subcommittee is to provide direction and oversight to an e-book publishing program that supports IEEE-USA's mission, objectives and goals, by providing electronic publications that meet the informational and educational needs of IEEE-USA's key constituencies. Consistent with that function, the E-Book Subcommittee shall be responsible for recommending program policies, approving an annual operational plan, maintaining metrics for program evaluation, and developing appropriate administrative guidelines and procedures, including processes related to the solicitation of content, the selection of authors, acceptance criteria, editorial and peer review, and pricing and marketing. The Subcommittee may review publication decisions of the E-Book Committee chair.

The E-Book Subcommittee's operations are supported through the IEEE-USA Communications Committee budget, consistent with normal budgeting processes. Administrative support for the Committee will be provided by IEEE-USA staff assigned for that purpose.

Editorial Boards: The Editors-in-Chief of the major periodicals; i.e., the Special Interest Area Editors for the career development and policy periodicals and the Editor of the member print publication; shall chair that periodical's editorial board. Additional members of the editorial boards shall include Committee Reporters and other volunteers as appropriate. The purpose of these groups is to provide overall editorial control for the periodical, identify important issues for coverage, develop article ideas, identify authors and experts in the field, and ensure the periodical supports the Committee's overall goals and conveys the messages approved by the Board.

Ad hoc Committees and Task Forces: The Chair and the periodical Editors may appoint ad hoc subcommittees or task forces to develop or review specific aspects of the communications operation. Such formation shall specifically identify the mission and length of assignment and the staff involved.

Consultant Personnel: Other IEEE members and non-IEEE members may be included on ad hoc subcommittees or task forces where special expertise is required for special projects in accordance with IEEE policies.

FINANCIAL 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. Counsel and administrative support shall be provided by IEEE-USA Communications Department 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 Communications Committee and the subsequent approval of the IEEE-USA BoD.

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)

D. GOVERNMENT RELATIONS COMMITTEE CHARTERS

- **Career and Workforce Policy**
- **Communications Policy**
- **Critical Infrastructure Protection**
- **Energy Policy**
- **Government Fellows**
- **Government Relations Council**
- **Intellectual Property**
- **Medical Technology Policy**
- **Research & Development Policy**
- **Technology Policy Activities (*inactive*)**
- **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

CRITICAL INFRASTRUCTURE PROTECTION COMMITTEE

GENERAL

The Critical Infrastructure Protection Committee (CIPC) 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 protection of the critical national infrastructures including cybersecurity and spyware protections and other key assets from all types of hazards including natural or man-made disruptions.

OBJECTIVE AND SCOPE

The overall objective of the Committee is to contribute to the rational formulation of legislation, regulation and policy in the United States related to the protection of critical national infrastructures and their key assets and 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 shall constitute a central focal point for presenting sound technical information and the 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 critical infrastructure legislation, regulation, or policy within the technical and professional competence of the IEEE. The Committee shall work to keep the IEEE U.S. membership apprised of critical infrastructures and their key assets policy matters.

FUNCTIONS

The specific function of the IEEE-USA Critical Infrastructure Protection Committee is to initiate action within the scope of this charter on appropriate matters related to critical infrastructure protection and their key assets. This objective encompasses (but is not limited to) the following types of activities:

1. Preparing of statements on critical infrastructure-related 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. These statements should reflect a balance of economic viability, technical judgment and social acceptability.
2. Communicating IEEE-USA critical infrastructure policy positions to policy-makers through testimonies, statements, letters and other forms of policy communications.
3. Providing input to the key government agencies on proposed plans, policies and R&D priorities for identification, prioritization and protection of critical infrastructures and key assets.
4. Sponsoring meetings, forums, seminars, symposia, briefings and tutorials to learn, discuss and clarify critical infrastructure-related policy issues.
5. Providing education and awareness to the IEEE members, policy-makers, and/or individuals from the private sector, towards the convergence of intellectual and scientific knowledge to enable effective policy making related to critical infrastructure protection.
6. Reviewing critical infrastructure-related position papers referred to it by the various constituent Societies, Councils, and Committees of IEEE.
7. Providing knowledgeable spokespersons to comment on critical infrastructure-related legislation, regulations, and/or policy issues with public officials, the media or any other public or private body involved in the issue(s) being considered. Such public comments must always clearly distinguish

between official IEEE-USA positions, committee positions, and the personal convictions of the spokespersons.

8. Establishing working relationships and maintaining liaison with associated technology-related policy boards and committees of the appropriate IEEE Societies, and with other professional societies and other organizations having critical infrastructure-related technology policy 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:

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.

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.

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.

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 the IEEE-USA Board of Directors (17 Nov. 2006)

Amended (16 Feb. 2007) (to include cybersecurity within mission)

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

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 OpCom to serve in 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 entities 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 IEEE-USA OpCom. The Government Fellowship Committee shall provide advice and assistance to those entities 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 to IEEE-USA OpCom on Fellows candidates presented for approval by other IEEE entities.

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 to be recommended for IEEE-USA OpCom approval. 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)

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, 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.

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.

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. 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)

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

MEDICAL TECHNOLOGY POLICY COMMITTEE

GENERAL

The Medical Technology Policy Committee (MTPC) 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 health and medical technology. The principal efforts of the MTPC are directed toward the health and medical 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 health and medical 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 health and medical technology 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 (Operation Manual, Section 10), on any aspect of governmental health and medical technology legislation, regulation, or policy within the technical and professional competence of the IEEE. The Committee shall work to provide balanced, technically sound information on health and medical technology-related matters to the IEEE-USA membership.

FUNCTIONS

The specific functions of the IEEE-USA MTPC are:

1. To initiate action within the scope of this charter on appropriate matters.
2. To prepare statements on health and medical 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 health and medical 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 health and medical 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 health and medical technology 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 communication between their designating organizational unit and the TPC committee.
2. At-Large Members: Any IEEE member may become an at-large member by request of the Committee Chair. 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. To every extent possible the Committee shall utilize electronic communications.

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 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 the IEEE-USA Board of Directors.

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 Planning Committee**
- **Government Activities Committee**
- **Professional Activities Committee**
- **Student Professional Awareness Committee**

IEEE-USA CHARTER

IEEE-USA ANNUAL MEETING PLANNING COMMITTEE

GENERAL

The IEEE-USA Annual Meeting Planning Committee (AMPC) is a committee the Institute of Electrical and Electronics Engineers-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 Planning Committee shall plan, organize, and facilitate the 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 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 the 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 Planning Committee shall be responsible for recommending to the IEEE-USA OpCom:

1. Site Selection: Recommend the Workshop locations three years in advance for approval by the IEEE-USA OpCom. The Annual Meeting may co-locate with other IEEE-USA's events. When possible, the IEEE-USA Leadership Workshop Committee shall make an effort to rotate the Workshop throughout the six U.S. Regions but is not required to alternate regions if it is not logistically or economically feasible.
2. Program planning: Plan, conduct and manage the Annual Meeting program.
3. Selecting and inviting speakers.
4. Evaluating the program by soliciting feedback from conference participants. This information shall serve to provide input into the planning for the next Annual Meeting.

ORGANIZATION

The IEEE-USA Annual Meeting Planning Committee shall consist of the Chair, the Chair-Elect, and the Past Chair, the IEEE-USA PACE Committee Chair, a GOLD member (graduate of the last decade), and up to four other members appointed by the Chair with the consent of the Vice President, Professional Activities.

1. The Chair-Elect shall be appointed for a one-year term by the Vice President, Professional Activities with the concurrence of the IEEE-USA President. The Chair-Elect shall assume this role on January 1st of each new year.

2. The members of the IEEE-USA Annual Meeting Planning Committee shall serve for a term of one year and can be reappointed by the Chair for a second one-year term if appropriate. Members may not serve more than two consecutive one-year terms.
3. Transition plan for 2008-09 (to be removed upon completion of the transition): As the IEEE-USA Annual Meeting transitions from its current (2007) configuration to the new 2009 structure as defined by this revised charter, the Chair and Past-Chair appointments shall continue for 2008 and the next Chair-Elect appointment shall be for 2009.

FINANCIAL

A budget shall be provided 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.

ADMINISTRATION:

Administrative support shall be provided by IEEE-USA staff.

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.

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.

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 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) (Governance Committee recommendations)

IEEE-USA CHARTER

GOVERNMENT ACTIVITIES COMMITTEE

GENERAL

The Government Activities Committee (GAC) is a standing committee of the Institute of Electrical and Electronics Engineers-United States of America (IEEE-USA) and reports to the IEEE-USA Board of Directors (BoD) through the Vice President, Professional Activities.

MISSION

To coordinate regional and state government affairs activities, and to encourage grassroots member support of IEEE-USA's national legislative efforts.

FUNCTIONS

The functions of the Government Activities Committee (GAC) shall be to:

- 1) Provide a forum for the Regional Government Activities Coordinators (RGACs): (a) to discuss strategies, problems and projects associated with state and federal legislative activities, and (b) to communicate with Regional and state members through the PACE network.
- 2) Assist RGACs' efforts in their regions' states to involve IEEE-USA members in grassroots political activation efforts and to determine how to best utilize their states' grassroots assets to influence policy makers at the Federal, state and local levels, guided by position statements approved by the IEEE-USA Board of Directors.
- 3) Pool resources, information and experiences regarding legislative activities from U.S. Regions 1-6.
- 4) Provide feedback to IEEE-USA policy committees on efforts to implement the policies developed by those committees.
- 5) Support the activities of the IEEE-USA in communicating information on national policy issues to the IEEE regional, area, council, and section levels.

ORGANIZATION

The Committee Chair shall be appointed by the IEEE-USA Vice President, Professional Activities, with the consent of the IEEE-USA President. The Committee shall be composed of six (6) Government Activities Coordinators appointed by the Directors of IEEE U.S. Regions 1-6 and a representative of the PACE Committee. Each committee member shall be individually responsible for government affairs activities conducted within the states comprising their Regions in addition to serving as members of the coordinating committee.

The Regional Government Activities Coordinators may appoint corresponding and resource members to the committee, with the approval of the Chair. Corresponding members and resource members shall not have a vote on the committee, but may participate in Committee meetings.

REPORTS

A year-end report shall be prepared by the Committee Chair and shall be submitted to the IEEE-USA Vice President - Professional Activities and to the Committee members. The year-end report may include reports of Committee activities, projects and meetings (if any) held during the year. Assistance in preparing and distributing Committee reports shall be provided to the Committee by the IEEE-USA staff members assigned to the Committee.

FINANCES

The Government Activities Committee shall obtain its financial support through the IEEE-USA Vice President, Professional Activities via the normal IEEE-USA Board budgetary and support processes. The Committee Chair shall prepare an annual budget for IEEE-USA BoD consideration. It is the responsibility of the Committee Chair to operate the Committee within the approved budget.

CHARTER CHANGES

Changes to this Charter must be approved by the IEEE-USA Vice President, Professional Activities and by the IEEE-USA BoD.

History

Approved by the IEEE-USA BoD (13 Nov. 2003)
Amended (VP reporting and appointments) (Nov 2007)

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 entities 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 Region 1-6 PACE Coordinators, two Division or Society PACE Coordinators, and a GOLD 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.

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 two Division or Society PACE Coordinators shall be appointed by the Vice President - Professional Activities, in consultation with the IEEE Vice President for Technical Activities. The two Division or Society PACE Coordinators shall serve a term of two years and may be re-appointed for subsequent two-year terms. The GOLD representative shall be recommended by the Chair of the GOLD Committee with the approval of the PACE Committee Chair. The GOLD 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

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 Conference (S-PAC) Program: 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 S-PACs;
2. Devise methods to promote S-PACs;
3. Maintain and enlarge a current list of volunteer speakers for S-PACs;
4. Seek quality presentations by speakers at S-PACs and encourage the use of good visuals;
5. Provide assistance to student committees organizing S-PACs;
6. Approve and provide funds for S-PAC 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 S-PACs that comply with MGA SAC's requirements for the overall financial health of IEEE Student Branches; and
9. Obtain and analyze feedback reports from S-PACs.

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 S-PAC 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 S-PAC 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 S-PAC 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 entities 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)