

**IEEE MICROWAVE THEORY AND
TECHNIQUES SOCIETY (MTT-S)**

MTT-S HANDBOOK

September 2009

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INTRODUCTION

This handbook has been prepared as a guide for the officers, standing committees Chairs and representatives of the MTT-S AdCom to other IEEE bodies. It consists of three separate items: **MTT-S Constitution**, **MTT-S Bylaws** and **Operating & Procedures Manual for Elected Officers and Committees**. This structure was created in October 1993 to increase the usefulness of this Handbook and eliminate redundant and conflicting information.

The **MTT-S Constitution** is the defining document of the organization and is likely to have very few modifications. Any changes require approval by the IEEE and review by the Society's membership (see Article IX). The **MTT-S Bylaws** provide a more detailed guidance for the supervision and management of the general affairs of the Society. Any changes require approval by the IEEE and a notification of the Society's membership (see Section 6.0).

The **Operating & Procedures Manual for Elected Officers and Committees** provides detailed guidance to the Officers and Committees of the Society. It provides guidance from past office holders to present and future office holders on responsibilities, procedures, duties and timelines of the office. In addition, this is a form of corporate memory. This manual will require revision as responsibilities change and more efficient procedures develop. Office holders are therefore requested to recommend changes and additions to the various sections of the manual. Furthermore, any successful motion that significantly alters the policies and procedures of the Society should be accompanied by suggested changes to this manual. These should be submitted to the Chair of the Bylaws and Procedures Committee or the Chair of the Operations Committee, who will, at such time as he believes desirable, edit the recommendations and incorporate them into the manual. After distributing the revised document to the AdCom, the re-certification of this manual will be an agenda item at the next AdCom meeting. The most recent revisions of all these documents should be available to Society members via the MTT-S website.

Aditya Gupta, November 1993
John Barr, August 1994
Doug Teeter, June 1996
Doug Teeter, September 1999
Mike DeLisio, October 2003
Mike Harris, August 2009

IEEE MICROWAVE THEORY AND TECHNIQUES SOCIETY (MTT-S)

CONSTITUTION

Version 2.0 1-15-08 Mike Harris

- Version sent to IEEE Hqs. for approval
- Corrects typos

Version 1.0 5-28-07 Mike Harris

- Includes updated field of interest
- Incorporates IEEE "Must Haves" as approved by TAB June 2006 and approved by MTT-S AdCom October 2006 in Article VIII Sections 4, Section 5 and Section 6
- Adds version control to constitution

ARTICLE I: NAME AND OBJECT

Section 1. This organization shall be known as the Microwave Theory and Techniques Society of the Institute of Electrical and Electronics Engineers, Incorporated, hereafter referred to as the Society.

Section 2. Its object shall be scientific, literary, and educational in character. The Society shall strive for the advancement of the theory and practice of electronics, allied branches of engineering, and of the allied arts and sciences, and the maintenance of high professional standards among its members, all in consonance with the Constitution and Bylaws of the IEEE and with special attention to such aims within the field of interest of the Society as are hereinafter defined.

Section 3. The Society shall aid in promoting close cooperation and exchange of technical information among its members, the members of the IEEE, and of the profession, and to this end shall hold meetings for the presentation of papers and their discussion, and through its committees shall study and provide for the needs of its members.

ARTICLE II: MEMBERSHIP

Section 1. The members of the Society shall consist only of members of the IEEE in any grade, including students, having an interest in any phase of the field of interest of the Society who apply for membership in accordance with IEEE practice and comply with the Constitution and Bylaws of the Society.

Section 2. Affiliates may participate in Society activities as provided by the IEEE Bylaws and subject to the applicable IEEE rules and regulations and any additional limitations imposed by the Society Bylaws.

Section 3. A Society Affiliate cannot serve in an elective office in the Society or in a Chapter of the Society nor vote for candidates for these offices. An affiliate can serve in any appointive office in the Society or a Chapter of the Society, except the office of Secretary.

Section 4. A Society Affiliate is entitled to receive notices of all meetings sent to Society members, to receive copies of publications of the Society, to attend and participate in any function of the Society by payment of IEEE member charges, and to receive any award bestowed upon him or her by the Society.

Section 5. A Society Affiliate may not receive any IEEE benefits that are derived through IEEE membership except as approved by the Executive Committee of the IEEE.

ARTICLE III: FIELD OF INTEREST

The field of interest of the society shall be "microwave theory, techniques and applications" of RF, microwave, guided wave, and wireless technologies, as they relate to components, devices, circuits, transmission lines, and systems involving the generation, modulation, demodulation, control, transmission, detection and effects of electromagnetic signals. It shall include scientific, technical, and industrial activities.

Microwave Theory and Techniques applies physical and mathematical principles to analyze structures with dimensions representing a significant fraction of a wavelength or when propagation effects need to be considered.

ARTICLE IV: CHAPTERS

Section 1. A sub-society may be formed and operated on any plan not inconsistent with the powers of the Administrative Committee of this Society. A sub-society formed in a Section shall be known as a Chapter. A Chapter may assist the Administrative Committee of this Society in the management of the Society's Annual Meeting or Symposium held in the Section in which the Chapter is located. The Chapter shall be responsible for coordinating with the Section on such major meetings or symposia. A Chapter may promote meetings of the Section in the field of interest of this Society under the control and supervision of the officers of the Section in which the Chapter is located.

ARTICLE V: FINANCIAL SUPPORT

Section 1. The Society may levy fees on its members and Affiliates for publication and other purposes. Society membership and Society affiliation may be maintained only by regular payment of the Society fee. Any Society member or Affiliate who is delinquent in paying the Society fee for three (3) months shall be dropped from Society membership or affiliation. (The fee for certain categories of special members as established in the Bylaws shall be paid by the Society).

Section 2. The Society may make registration charges at its Society meetings, symposia, conferences, conventions, etc. The registration fee for the non-IEEE members shall be higher than for IEEE members and Society Affiliates.

Section 3. The Society shall not make registration charges at a meeting, conference, or convention which it operates as part of a Sectional, Regional, or Institute meeting, conference, or convention.

Section 4. The Society may raise revenues by other means, such as advertising, shows, requests for contributions, etc., provided such means do not conflict with policies established by the IEEE or do not encroach on prior established revenue fields of other IEEE organizations. The Society must receive from the IEEE General Manager an opinion that a proposed method of raising revenue is non-conflicting and not against IEEE policy before embarking on the proposed plans.

ARTICLE VI: OFFICERS AND MANAGEMENT

Section 1. The Society shall be managed by an Administrative Committee consisting of not less than 18 and not more than 24 elected members of the Society plus additional ex-officio members as provided in the Bylaws. Elected members shall be of at least Member grade.

Section 2. The terms of office of the elected members of the Administrative Committee shall be three years, one-third of the members being elected each year.

Section 3. The current Administrative Committee shall annually elect one of the members of the following year's Administrative Committee as President-Elect, whose term shall be for one year. These officers shall be of at least IEEE Senior Member rank.

Section 4. After completing a one-year term, the President-Elect shall succeed, without further election, to the position of President. The President's term shall be one year. The President shall be one of the elected members of the Administrative Committee.

Section 5. The Incoming President shall appoint a Secretary for a one-year term, whose selection is subject to approval by the Administrative Committee as specified in the Bylaws. This officer need not be an elected member of the Administrative Committee.

Section 6. The President, under direction of the Administrative Committee, shall have general supervision of the Society. The President shall preside at meetings of the Administrative Committee, at any general meeting of the Society, and have such other powers, and perform such other duties as may be provided in the Bylaws, or as may be delegated to him/her by vote of the Administrative Committee. In his/her absence or incapacity, his/her duties shall be performed by the President-Elect.

Section 7. The Administrative Committee may utilize the services of IEEE Headquarters as bursar, in which case funds will be handled under rules established by the IEEE General Manager. If not, the Treasurer shall receive and deposit all monies in his/her name as such officer of the Society in such depository as shall be named by the Administrative Committee, withdrawable on his/her or the President's sole signature. The Treasurer shall make only such disbursements as shall be ordered by the Administrative Committee. He/She also shall be responsible for bringing to the attention of the Administrative Committee all relevant facts bearing on the Society finances and for aiding the President in preparation of the annual estimated budget.

Section 8. The Secretary shall be responsible for recording the minutes of all meetings of the Administrative Committee and general meetings

of the Society, for maintaining Society files and records, for assisting the President in the preparation of Administrative Committee meeting agendas, for submitting copies of agendas and minutes to IEEE Headquarters, and for performing other duties as may be required by the President, the Administrative Committee or the Society Bylaws.

Section 9. The President, as soon as expedient after election, shall appoint the standing committees provided by the Bylaws. Other Committees may be authorized by vote of the Administrative Committee and shall be appointed by the President. Members appointed shall serve until their successors are appointed or the committee dissolved.

Section 10. The President, as a member of the IEEE TAB, when notified of a meeting of said committee, is entitled to representation of the Society at such meeting by himself/herself, by a delegate, or by letter.

Section 11. The incoming President, newly elected President-Elect, and members of the Administrative Committee shall assume office on the first day of January following the election, unless a different time is provided in the Bylaws.

Section 12. Neither the Microwave Theory and Techniques Society nor any officer or representative thereof, shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE except within prior approved budgets

Section 13. Monies held by or for the Society legally belong to the IEEE, and such monies shall not be expended for purposes known to be inimical to the interests of the IEEE.

ARTICLE VII: NOMINATION & ELECTION OF ADMINISTRATIVE COMMITTEE

Section 1. Nominating procedures as prescribed in the Bylaws shall include provision for nomination by petition.

Section 2. Election procedures are prescribed in the Bylaws. The names of the newly elected members shall be transmitted to the Secretary of the IEEE Technical Activities Board. Unless

disapproval of such elected members is received within 60 days of such transmittal, the elections shall become final.

Section 3. Within-term vacancies of the Administrative Committee shall be filled by elections for the unexpired terms by the remainder of the elected members of the Committee and the three (3) Past Presidents of the Administrative Committee.

ARTICLE VIII: MEETINGS

Section 1. The Society may hold **technical** meetings, such as conferences, symposia, or conventions either alone or in cooperation with Sections, Regions, Convention Committees of the IEEE, or other technical organizations subject to IEEE rules and regulations. The Society shall sponsor at least one technical meeting of major scope each year, which may be held during the International Convention, during some other IEEE meeting, or as a separate conference.

Section 2. Technical meetings of the Society shall be open on an equal basis to all members of the IEEE and to Society Affiliates. Special provisions may be made for IEEE student members.

The Society shall not sponsor classified meetings. However, a classified meeting, sponsored by another organization, may be held in conjunction with a Society technical meeting, and publicity on such a meeting may be included in Society mailings provided it is made perfectly clear that the classified meeting is not sponsored by the IEEE or the Society.

Section 3. Meetings of the Administrative Committee shall be held at such times as are found necessary. Meetings of the Administrative Committee may be called by the President at his/her own discretion, or upon request by two other members of the Committee.

Section 4. A majority of the voting members of the Administrative Committee shall constitute a quorum.

Section 5. A majority vote of those elected and ex-officio members of the Administrative

Committee attending a meeting shall be necessary in the conduct of its business except as otherwise provided in this Constitution or the Bylaws.

The vote of a majority of the votes of the members present and entitled to vote, at the time of vote, provided a quorum is present, shall be the act of the Administrative Committee or any committee thereof.

The Administrative Committee or any committee thereof may take action without a meeting if applicable (e.g. email voting). An affirmative vote of a majority of all the voting members of the [governing body] or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the [governing body] or any committee thereof. "Electronic transmission" means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

Voting. Individuals holding more than one position on the Administrative Committee or any committee thereof, shall be limited to one vote on each matter being considered by the Administrative Committee or committee.

Proxy voting is not allowed.

Section 6

The Administrative Committee or any committee thereof may meet and act upon the vote of its members by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

The Secretary shall prepare minutes of the action including a record of the individual votes.

ARTICLE IX: AMENDMENTS

Section 1. Amendments to this Constitution may be initiated by petition submitted by 25 members of the Society, or by action of the Administrative Committee. The Administrative Committee may take action on any proposed amendment 3 weeks after the full proposal has been transmitted to all Administrative Committee members. At least 2/3 of voting Administrative Committee members must approve such a proposed amendment. Membership petitioned amendments or Administrative Committee approved amendments must be submitted to the IEEE TAB and to the Executive Committee of the IEEE for approval. After such approval, the proposed amendment shall be publicized in a Society publication, or by letter to all members, with notice that it goes into effect unless 10 percent of the Society members object within 30 days. If such objections are received, a copy of the proposed amendment shall be mailed with a ballot to all members of the Society at least 30 days before the date appointed for return of the ballots, and the ballots shall carry a statement of the time limit for their return to IEEE Headquarters. Approval of the amendment by at least two-thirds of those voting shall be necessary for its enactment.

Section 2. Suitable Bylaws or changes in the Bylaws to this Constitution may be adopted by a two-thirds vote of the Administrative Committee present in meeting assembled provided a quorum is present and that notice of the proposed Bylaw or change in the Bylaw has been sent to each member of the Administrative Committee at least three weeks prior to such meeting by first class mail, express delivery service, electronic mail, or posted on a website accessible to each member in conjunction with a notice sent by one of the aforementioned methods.. No Bylaw shall take effect until 30 days after it has been publicized to all members of the Society and a copy has been mailed to the IEEE TAB office.

ARTICLE X: PUBLICATIONS

Section 1. Publications of any material may be entirely or partly by means of the Proceedings of the IEEE by meeting the standards, and to the extent that it is equitable to other fields of interest.

Section 2. The Society shall publish an IEEE Transactions on Microwave Theory and Techniques at least four times a year. The Society will also provide, at convenient intervals,

a publication which includes general Society news and information to all its members. The Society may also join with other Societies to publish such Journals as may be approved by the Administrative Committee.

IEEE MICROWAVE THEORY AND TECHNIQUES SOCIETY (MTT-S)

BYLAWS

Version 3.0 8-8-09 Mike Harris

- Adds requirements for President-Elect Nominations in Bylaw 4.1.3
- Changes date of results of election by society members in Bylaw 4.2.1
- Updates Standing Committee titles and descriptions.

Version 2.0 1-15-08 Mike Harris

- Version sent to IEEE Hqs. for approval
- Corrected typos

Version 1.0 5-28-07 Mike Harris

- Updated guidelines on Honorary Life Members approved June 2006 in Section 3.3.2.1
- Incorporates IEEE "Must Haves" as approved by TAB June 2006 and approved by MTT-S AdCom October 2006 in Sections 4.1.2.1.1 and 5.2.13
- Adds proposed change in Section 4.2.5 regarding within-term vacancies of three most recent Past Presidents
- Adds version control to bylaws

SECTION 1.0 OBJECTIVE

These Bylaws provide detailed guidance for the supervision and management of the affairs of the IEEE Microwave Theory and Techniques Society (MTT-S), hereafter referred to as "the Society," in accordance with the Society Constitution.

SECTION 2.0 SOCIETY MEMBERSHIP

2.1 ELIGIBILITY - All IEEE members shall be eligible for membership in the Society upon payment of the annual fee as prescribed in the Procedures Manual.

2.2 AFFILIATES - Individuals who are not members of the IEEE but who are members of other Professional and/or Technical Societies approved by the IEEE may be accepted as affiliates in the MTT-S with application and appropriate payment of annual fees.

2.3 CHAPTERS - The Society may approve the formation of Chapters within the Section in which the Chapter is located to promote the technical interests of the Society. Chapters may assist the Administrative Committee in the management of the Society's Symposium held in the region in which the Chapter is located.

SECTION 3.0 ADMINISTRATIVE COMMITTEE

3.1 In accordance with Article VI of the Constitution the Society shall be managed by an Administrative Committee consisting of no less than 18 and no more than 24 elected members plus additional Ex-Officio Members as provided in these Bylaws. At present, no more than 21 elected members of the Administrative Committee are required, and the Administrative Committee reserves the right to adjust the membership from the minimum of 18 to the maximum of 24.

3.2 OFFICERS

3.2.1 PRESIDENT - The President shall have general supervision of the affairs of the Society. The President shall preside at meetings of the Administrative Committee and at general meetings of the Society and have such other powers and perform such other duties as may be provided in the Society Bylaws, or may be delegated to him by vote of the Administrative Committee. The President shall be an ex-officio member of all committees of the Society.

3.2.2 PRESIDENT-ELECT- The President-Elect shall perform the duties of the President in the President's absence or incapacity. In addition the President-Elect shall perform duties as provided in the Society Bylaws or delegated by the President or by vote of the Administrative Committee.

3.2.3 SECRETARY - The Secretary shall be responsible for keeping and distributing minutes of meetings of the Administrative Committee, general meetings of the Society and for other events as called on by the President or the Administrative Committee. The Secretary shall perform such other duties as may be provided in the Society Bylaws.

3.2.4 TREASURER - The Treasurer shall be responsible for keeping the financial records of the Society and reporting the financial status to the Administrative Committee at regularly called meetings and at other times as requested by the President or the Administrative Committee. The Treasurer shall perform such other duties as may be provided in the Society Bylaws.

3.3 MEMBERSHIP

3.3.1 ELECTED MEMBERS of the Administrative Committee must be members of the Society and of, at least, Member grade in the IEEE. Elected Members have full rights and voting privileges on all matters before the Administrative Committee as defined in the Constitution and these Bylaws.

3.3.2 EX-OFFICIO MEMBERS shall serve on the Administrative Committee as provided by these Bylaws. Ex-Officio Members have all discussion and voting privileges in matters before the Administrative Committee, except that no vote may be cast to elect members to the Administrative Committee nor to elect the President-Elect of the Society. Ex-Officio members are not included in a quorum count. Ex-Officio members may serve on or chair standing and ad hoc committees.

3.3.2.1 HONORARY LIFE MEMBERS of the Society have all the rights of Ex-Officio Members of the Administrative Committee, with the exception that only three may exercise the voting rights of Ex-Officio Members.

3.3.2.2 PAST PRESIDENTS of the Society shall be Ex-Officio members and have full rights and voting privileges of Elected members of the Administrative Committee for three years following their term of office as President, provided that membership in good standing is maintained in the Society and the IEEE. Any remaining years of a Past President's elective term will be vacated and be filled as a within-term vacancy in accordance with Section 4.0 of these Bylaws. Past Presidents will be ineligible for re-election to the Administrative Committee for three years after their terms as President.

3.3.2.3 THE EDITORS of the Archival Technical Journals published by the Society, if not Elected Members of the Administrative Committee, shall be Ex-Officio Members of the Administrative Committee during their tenures in those offices. These Editors must be Members of the Society and of the IEEE.

3.3.2.4 ADDITIONAL EX-OFFICIO MEMBERS may be designated by the President for the duration of his or her term. Such Ex-Officio members must chair a Standing or Ad Hoc Committee, or be functioning in a similarly substantial role for the Society, and their appointments to such a substantial role must be approved by the

Administrative Committee. There may be no more than 3 Ex-Officio Members of the Administrative Committee, beyond those provided for elsewhere in these Bylaws.

3.3.3 NON-VOTING MEMBERS of the Administrative Committee may participate in discussions of all matters before the Administrative Committee but do not have a vote on any Administrative Committee business. Non-Voting members shall receive notification of meetings and copies of the minutes of meetings. Non-Voting members who chair standing or ad hoc committees may bring motions to the floor at meetings of the Administrative Committee.

3.3.3.1 If not an Elected or Ex-Officio Member of the Administrative Committee, the following shall be Non-Voting Members during their tenure in office:

- Secretary of the Administrative Committee
- MTT-S Chapter Chairs
- Chairs of Standing Committees
- Chairs of Ad Hoc Committees
- Designated representatives to other IEEE Entities
- Members of Advisory Committees of the Administrative Committee
- Chairs of MTT-S Technical Committees

SECTION 4.0 NOMINATION, ELECTION AND APPOINTMENT OF ADMINISTRATIVE COMMITTEE MEMBERS, OFFICERS AND COMMITTEES

4.1 NOMINATIONS

4.1.1 On or before February 1 of each year, the President of the Society shall appoint the Nominations and Appointments Committee in accordance with Section 4.3.3 of these Bylaws which shall be constituted in accordance with Section 5.2.13 of these Bylaws.

4.1.2 MEMBERSHIP NOMINATIONS

4.1.2.1 Each year prior to elections by Society membership, the Nominations and Appointments Committee shall select a slate of members of the Society holding IEEE Member rank or above to fill the vacancies in the Elected membership which will occur on the Administrative Committee on the following January 1. The nominees or potential nominees must be contacted prior to the election to ascertain that they will actively participate if elected. The nominees must choose to participate in either the election by Society membership or the election by the Administrative Committee.

Additional nominations may be made by members of the Administrative Committee or by petition. The number of signatures required on a petition shall depend on the number of eligible society voters, as listed in the official IEEE membership records at the end of the year preceding the election and shall be determined in accordance with IEEE petition requirements as prescribed in 4.1.2.1.1.

4.1.2.1.1 For each elective office of the Society, individual voting members eligible to vote in such election may nominate candidates either by a written petition or by majority vote at a nomination meeting of the organizational unit, provided such nominations are made at least 28 days before the date of election. The number of signatures required on a petition shall be determined in accordance with IEEE Bylaws as follows. For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. For all positions where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required.

Members shall be notified of all duly made nominations prior to the election. Prior to submission of a nomination petition, the petitioner shall have determined that the

nominee named in the petition is willing to serve, if elected; evidence of such willingness to serve shall be submitted with the petition.

Signatures can be submitted electronically through the official IEEE society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

4.1.2.1.2 For elections by the Society membership or by the Administrative Committee, the total number of nominees shall be at least one-and-a-half times the total number of vacancies, not including petition candidates.

4.1.2.1.3 Those nominated candidates not elected by the Society membership shall not be included among the candidates for election by the Administrative Committee.

4.1.2.2 The Chair of the Nominations and Appointments Committee shall cause to be published and distributed to the entire Society membership a timely call for nominations in a publication provided to all members of the Society.

4.1.3 PRESIDENT-ELECT NOMINATIONS - Each year, before the Fall Meeting of the Administrative Committee, the Chair of the Nominations and Appointments Committee shall solicit nominees for the office of President-Elect from each voting member of the Administrative Committee. Each nominee shall be, at least, an IEEE member of Senior Member rank, shall have been a voting member of AdCom for a minimum of three years and shall be an elected member of AdCom when nominated.

The nominees shall be contacted by the Nominations and Appointments Chair prior to the Fall Meeting to ascertain that they will actively participate, if elected.

4.1.4 DIVISIONAL DIRECTOR - Every two years, for purposes of election to office commencing on odd years, the Nominations and Appointments Committee shall recommend to the President up to two Senior Members or Fellows from the Society representing a consensus of the Administrative Committee as candidates for Division Director and shall ascertain their desire to serve. Candidate(s) name(s) will be forwarded by February 1 to the Divisional Director or the Division Nominations Committee.

4.1.5 OTHER IEEE NOMINATIONS - The Nominations and Appointments Committee shall recommend to the Society President candidates for Institute or TAB positions as requested.

4.2 ELECTIONS - The Administrative Committee shall be elected in two groups:
1) 3 members elected by the membership of the Society and 2) 18 members elected by the Administrative Committee. Each year one third of each group shall be elected.

4.2.1 ELECTION BY SOCIETY MEMBERS - The Nominations Committee shall submit the names of all candidates to an impartial party, not subsidiary to the Society or controlled by any of its members, to hold an election by ballot. Each member of the Society is eligible to cast a single vote for each open position. Results must be complete and reported to the President and Secretary prior to the 1st of December.

4.2.2 ELECTION BY THE ADMINISTRATIVE COMMITTEE - The Administrative Committee shall hold elections in two phases: voting and confirmation. The first phase of voting shall occur immediately prior to the meeting held in the Fall each year called the Fall Meeting. All Elected Members and the three imme-

diately Past Presidents are eligible to vote. This first phase of voting may be conducted by mail or electronic communication and shall employ the Single Transferable Vote method. The results shall be announced at the Fall Meeting. The second phase of the election process is confirmation. The candidates will become officially elected when the results are confirmed by a majority vote of Elected Members and the three immediate Past Presidents present at the Fall Meeting. If the results are not confirmed, an election by majority shall occur at the Fall Meeting. The names of the newly Elected Members shall be transmitted to the Staff Secretary of the Technical Activities Board. Unless disapproval of such Elected Members is received within 60 days of each transmittal, the elections shall become final.

4.2.3 CONTINGENT ELECTIONS - The Administrative Committee may make contingent elections to be effective in case an Elected Member fails to accept the office or disapproval is received from TAB.

4.2.4 PRESIDENT AND PRESIDENT-ELECT - At the Fall Meeting, the Administrative Committee shall elect as its President-Elect one of the Elected Members of the Administrative Committee for the year beginning on the succeeding January 1. The President-Elect shall serve a one-year term and succeed, without further election, to the position of President for a one-year term. If necessary, the President's term as an Elected Member of the Administrative Committee shall be extended by one year to ensure that the President is an Elected Member of the Administrative Committee.

4.2.5 WITHIN-TERM VACANCIES - Within-term vacancies amongst the Elected Members of the Administrative Committee shall be filled by elections for the unexpired terms by the remainder of the Elected Members of the Administrative Committee and the three (3) most recent Past Presidents. Within-term vacancies of the three most recent Past Presidents positions, shall be filled by the next most immediate past president available and willing to serve.

4.3 APPOINTMENTS

4.3.1 SECRETARY - The incoming President shall submit to the Administrative Committee the name of a proposed Secretary for appointment, who must be a member of the Society. If a majority of the members of the Administrative Committee do not object within 30 days by oral or written announcement to the Administrative Committee, the appointment becomes final. If a majority of the members object, new name(s) must be submitted. The incumbent Secretary shall remain in office until a successor takes office.

4.3.2 TREASURER - The incoming President shall submit to the Administrative Committee the name of a proposed Treasurer for appointment, who must be an Elected Member of the Administrative Committee. If a majority of the members of the Administrative Committee do not object within 30 days by oral or written announcement to the Administrative Committee, the appointment becomes final. If a majority of the members object, new name(s) must be submitted. The incumbent Treasurer shall remain in office until a successor takes office.

4.3.3 STANDING COMMITTEES - Standing Committees shall be appointed by the President as soon as possible after election as President. Such committees shall hold office for one year coincident with the term of the appointing President except as otherwise noted in these Bylaws. It is discretionary with the President to appoint any part or all of the Standing Committee, or to appoint the Chair only of each committee and request the latter to appoint additional committee members.

4.3.4 AD HOC COMMITTEES - The President shall create Ad Hoc Committees when, in the President's judgment, such committees are required.

SECTION 5.0 ADMINISTRATION

5.1 ADMINISTRATIVE COMMITTEE MEETINGS

5.1.1 MEETING NOTICES - Meetings of the Administrative Committee shall be held for the purpose of transacting business provided each Administrative Committee member shall have been sent notice of the time and place of such meeting, at least, 20 days prior to the scheduled date of the meeting.

5.1.2 QUORUM - A quorum of the Administrative Committee in accordance with Article VIII, Section 4 of the Constitution must be present to conduct business. If less than a quorum is present at a duly called meeting, tentative actions may be taken which will become effective upon subsequent ratification, either at a subsequent meeting, by mail or by electronic contact by a sufficient number of members to constitute a majority of the voting members of the Administrative Committee

5.1.3 ORDER OF BUSINESS - Robert's Rules of Order shall govern conduct of Administrative Committee business in all matters not otherwise specified in the Constitution or these Bylaws.

5.2 STANDING COMMITTEES

5.2.1 INTERNATIONAL MICROWAVE SYMPOSIUM EXECUTIVE COMMITTEE (IMSEC) - The International Microwave Symposium Executive Committee shall identify guidelines and best practices for the International Microwave Symposium (IMS). These guidelines and best practices will be communicated by regular committee meetings to future Symposium Chairmen. The IMSEC shall review the progress of upcoming Symposia preparations on a regular basis and report their progress to the Administrative Committee. The committee will also be responsible for identifying and coordinating negotiation of any multi-year contractual agreements to support the Symposium. The IMSEC shall establish procedures for site selection of the IMS. The Chair of this committee shall be a

former General Chair of the International Microwave Symposium, and shall be appointed by the Society President. Members of the committee shall include all future Symposium Chairman and the previous two past Chairmen and other members as may be appointed by the IMSEC Chairman or the Administrative Committee.

5.2.2 MEETINGS AND SYMPOSIUM COMMITTEE - The Meetings and Symposium Committee (MSC) shall recommend technical meetings, symposia and conferences appropriate for Society interests to the Administrative Committee for sponsorship, cosponsorship, technical cosponsorship and cooperation. The MSC shall identify guidelines, procedures and best practices for all meetings, symposia and conferences sponsored and cosponsored by the Society, with the exception of the International Microwave Symposium. The MSC shall, as required, assist conference committees in planning approved meetings, symposia and conferences of the Society. These procedures when approved or revised by the Administrative Committee shall be included in the Procedures Manual. For fully or cosponsored meetings the MSC will assist organizers with financial arrangements, budgeting and publicity. For technically and cooperatively supported meetings, assistance will be limited to marketing and publicity. Meetings, symposia and conference chairs approved by the Administrative Committee shall continue until activities of the event for which they were appointed to manage are completed.

5.2.3 PUBLICATIONS COMMITTEE - The Publications Committee shall be responsible for publication and dissemination of technical information of interest to the Society. The Committee shall be responsible for the Archival Technical Journals of the Society. The Committee is also responsible for notifying the technical community of meetings, special publications and other information of interest to the Society through its publications. Editors of the Society Archival Technical Journals are recommended by the Chair of the Publica-

tions Committee and approved by the Administrative Committee. The duties of the Editors of the Society Archival Technical Journals are included in the Procedures Manual.

5.2.4 EDUCATION COMMITTEE - The Education Committee shall be responsible for the promotion and coordination of activities furthering the cause of education as it relates to the Society. The committee shall institute and administer educational-aid programs to be wholly or partially sponsored by the Society. These activities shall encompass both support of student educational activities and continuing education for the Society membership. The Committee shall obtain all necessary IEEE approvals to implement each activity.

5.2.5 OPERATIONS COMMITTEE - The Operations Committee shall be responsible for the operational conduct and advisory administration of the Society and the Administrative Committee. It shall be responsible for maintaining the Constitution, the Bylaws and the Procedures Manual; for ensuring the proper conduct of business meetings; for maintaining historical collection; for publicity and public relations activities; and for providing membership an alternate channel to the IEEE Service Center for addressing problems.

5.2.6 STANDARDS COORDINATING COMMITTEE - The Standards Coordinating Committee shall be responsible for establishing and/or reviewing IEEE Standards within the scope of interest of the Society. The Committee shall periodically upgrade existing standards and shall initiate standards in new areas when they have become sufficiently established. The Chair of the Standards Coordinating Committee shall appoint Ad Hoc Standards Committees to deal with specific areas requiring standardization.

5.2.7 STRATEGIC PLANNING COMMITTEE - The Strategic Planning Committee shall be responsible developing strategic goals and policies for the Society and shall submit recommendations to the Administrative Committee.

5.2.8 TECHNICAL COORDINATING COMMITTEE - The Technical Coordinating Committee shall investigate, evaluate and, as appropriate, promulgate new and/or peripheral technologies of interest to the Society. The Technical Coordinating Committee shall appoint Technical Committees for each technology of interest to the Society and conduct special and periodic technical meetings as directed by the Administrative Committee.

5.2.9 MEMBER AND GEOGRAPHIC ACTIVITIES COMMITTEE - The Member and Geographic Activities Committee shall encourage membership in the Society and shall maintain records of Society membership. The Committee is responsible for promotion of the Society's interests through the formation of new Society Chapters, maintaining supporting liaison with existing Society Chapters and promulgating activities which encourage membership in the Society. The Member and Geographic Activities Committee shall disseminate publicity and information of interest on the IEEE and the Society to the Chapters and to the Society membership. The Committee shall be responsible for promoting non-US international activities and assure that this part of the membership is adequately represented in all facets of the Society. The Member and Geographic Activities Committee shall report on and recommend those non-US activities considered beneficial to the Society.

5.2.10 AWARDS COMMITTEE - The Awards Committee shall recommend candidates to the Administrative Committee for Society awards and recognitions as documented in the Procedures Manual and shall cooperate with the IEEE in recommending members of the Society for IEEE awards. The term of the Awards Committee Chair shall normally begin on October 1 of the year in which that Chair is appointed. The term of office shall normally be more than one year. The Chair should be a Past President of the Society and shall hold the grade of Fellow of the IEEE.

5.2.11 BUDGET COMMITTEE - The Budget Committee shall be responsible for creating the Society budget for the following year, reporting the budget to and seeking approval of the Administrative Committee, monitoring the financial operations of the Society in the current year and recommending priorities and guidelines on income and expenditures. The Committee shall receive all requests for discretionary expenditures and recommend approval or disapproval to the Administrative Committee, based on analysis of the impact on the budget.

5.2.12 RADIO AND WIRELESS SYMPOSIUM (RWS) EXECUTIVE COMMITTEE
The RWS Executive Committee shall identify guidelines and best practices for the Radio and Wireless Symposium. These guidelines and best practices will be communicated by regular committee meetings to future Symposium Chairmen. The RWS Executive Committee shall review the progress of upcoming Symposia preparations on a regular basis and report their progress to the Administrative Committee. The committee will also be responsible for identifying and coordinating negotiation of any multi-year contractual agreements to support the Symposium. The RWS Executive Committee shall establish procedures for site selection of the RWS. The Chair of this committee shall be a former General Chair of the Radio and Wireless Symposium, and shall be appointed by the Society President. Members of the committee shall include all future Symposium Chairman and the previous two past Chairmen and other members as may be appointed by the RWS Executive Committee Chairman or the Administrative Committee.

5.2.13 NOMINATIONS AND APPOINTMENTS COMMITTEE - This Committee shall suggest candidates for Members and Officers of the Administrative Committee in accordance with

Sections 3.0 and 4.0 of these Bylaws and shall be responsible for recommending to the Administrative Committee nominees for all IEEE positions for which the Society can nominate. The Committee shall assist and provide nominations to the President and President-Elect names of individuals for appointment to positions and on committees.

The Chair of the N&A Committee shall be a Past President or Honorary Life Member of the society. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the N&A Committee available shall be the Chair of the N&A Committee. With extenuating circumstances, a different individual may be appointed to this position by the Administrative Committee President.

Chairs shall not be eligible to be elected to the Administrative Committee during their term of service.

At least two-thirds of the voting members of the N&A Committee shall be elected or appointed by the Administrative Committee.

A member of the N&A Committee may be nominated and run for a position for which such member's respective N&A Committee is responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same N&A Committee and (ii) the member resigns from the N&A Committee prior to its first meeting of the year in which the nomination shall be made.

5.2.14 ELECTRONIC INFORMATION COMMITTEE (EIC)-The Electronic Information Committee responsible for developing electronic communications facilities and software for the benefit of MTT members and to increase administrative efficiency. The EIC is responsible for

updating the MTT-S website and for coordinating web access at AdCom meetings. Members of the EIC review AdCom operating procedures to find new opportunities for electronic enhancements.

5.2.15 INTER-SOCIETY COMMITTEE
The Inter-Society Committee shall interface with, attend meetings and report on inter-society activities of interest to MTT-S that shall include but not be limited to the IEEE Technical Activities Board (TAB), other IEEE and related societies, policy boards, symposia, journals and publications and other committees.

5.2.16 PRESIDENT'S ADVISORY COMMITTEE - The President's Advisory Committee members shall be available individually and collectively to work on specific projects important to the Society as identified by the President. The President's Advisory Committee is made up of Past Presidents of the Society, appointed by the President for a term of one calendar year.

5.3 FINANCES

5.3.1 BURSAR - The Society shall use the service of the IEEE as Bursar in accordance with the Constitution and the policies of the IEEE.

5.3.2 FEES - Each member of the Society shall be assessed a yearly fee, established by the Administrative Committee, which money will be used for the publications and activities of the Society and/or the IEEE. The fee schedule shall be recorded in the Procedures Manual.

5.3.3 AUTHORIZATION FOR PAYMENT OF BILLS - The approval of one Administrative Committee Officer is needed in the case of bills presented to IEEE Headquarters for payment. The approval of two Administrative Committee Officers is required for payments to any member of the Society or of the Administrative Committee. The Treasurer will be responsible for requesting all disbursements from IEEE Headquarters.

5.3.4 OPERATING BUDGET - The Administrative Committee shall establish by a majority vote an annual operating budget for the operation of committees and activities of the Society. Requests for advances, reimbursements or payment of bills within the limits of the established budget for any committee shall be sent by the committee Chair to the Treasurer in accordance with Paragraph 5.3.3 above.

5.3.5 SYMPOSIUM ADVANCES - The Administrative Committee may make an advance to the Steering Committee of a Symposium of the Society in accordance with 5.3.4 of these Bylaws.

5.3.6 SYMPOSIUM FINANCES - All financial arrangements for a Symposium or other special activity shall be in accordance with prudent management procedures, applicable IEEE policies, and any special conditions imposed by the Society. Money deposited in a Symposium or similar account shall be identified with the Society and IEEE. In the event of activities cosponsored with others, a clear and explicit statement of the financial arrangements shall be reduced to writing at the outset in a Memorandum Of Understanding (MOU).

5.4 ADMINISTRATIVE YEAR - The administrative year of the Society shall be January 1 through December 31 of the same year.

SECTION 6.0 AMENDMENTS TO THE BY-LAWS AND PROCEDURES MANUAL

6.1 BY-LAWS - Changes to these Bylaws may be made in accordance with the Society Constitution, Article IX, Section 2.

6.2 PROCEDURES MANUAL - Suitable amendments to the Procedures Manual may be adopted by a majority vote on motion to the Administrative Committee.

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IEEE MICROWAVE THEORY AND TECHNIQUES SOCIETY (MTT-S)

OPERATING & PROCEDURES MANUAL FOR ELECTED MEMBERS AND COMMITTEES

SOCIETY OFFICERS

PRESIDENT

1. Responsibilities of President:

The President chairs the Society Administrative Committee and manages Society affairs as directed by AdCom and in accordance with his powers and duties as defined in the Constitution and Bylaws. He is responsible for the protection of Society interests, and represents these interests before all IEEE boards and other IEEE bodies.

2. How Selected and Term of Office:

The President is elected by elected members of AdCom at annual (Fall) meeting for a term of one calendar year. The requirements for President are stipulated in the Constitution, article VI section 3.

3. Duties of President:

- Appoint Chairs of Standing and AdHoc Committees, and MTT Representatives to other bodies, as required.
- Prepare agenda (jointly with Secretary), and preside over three regular and any special Administrative Committee meetings during the calendar year.
- Represent MTT in communications with IEEE TAB, RAB and the Division IV Director, as well as with Presidents of other Societies.
- Preside during opening ceremony and Awards Banquet at MTT-S International Microwave Symposium.
- Every third year the President is responsible for the TAB Society Review.
- Write President's column for MTT-S Magazine and Foreword for MTT-S Committee Directory.
- Voting member of TAB (see TAB description).
- Deliver roster of Society positions to IEEE Headquarters at beginning of term.
- Attend Society/Council President's Forum.
- Approve formation of new chapters
- Represent MTT in relations with regional conferences (including European Microwave Week, Asia Pacific Microwave, and SMBO's International Microwave and Optoelectronics Conference.
- Joint with Awards Chair, prepare a list of those to receive Certificates of Appreciations.

4. References:

Constitution: VI.3,5,8,9,10; VII.3
Bylaws: 3.2.1,2; 4.1.3,4; 4.2.2; 4.3.1,2,3,4
IEEE Bylaws: 502.4

PRESIDENT

ITEMS	D	J	F	M	A	M	J	J	A	S	O	N	
Attend Society Officer Orientation (NJ)			Δ										
AdCom Meeting		Δ					Δ				Δ		
"State-of-Society" Report	Δ	-----	Δ										
Committee Appointments											Δ	-----	Δ
Prepare Agenda	Δ					Δ				Δ			
Attend TAB Meetings			Δ				Δ					Δ	
Write President Column	Δ			Δ			Δ			Δ			
Organize TAB Review (every third year)													

(H. Howe: 12/86)
 (P. Staecker: 1/93)
 (J. Barr: 5/03)
 (F. Schindler: 1/08)

PRESIDENT-ELECT

1. Responsibilities of President-Elect:

The President-Elect supports the goals and objectives of the Society and assists the President in these activities. He chairs the Budget Committee and vice-chairs the Long Range Planning Committee. Historically, the President-Elect, in his activities, is serving an apprenticeship to the position of President. The President often assigns special tasks to the President-Elect, particularly tasks that will have will continue into the next year, or will have a significant impact on the next year.

2. How Selected and Term of Office:

The President-Elect is elected by elected members of AdCom at the annual (Fall) meeting for a term of one calendar year. Nominations are as per section 4.1.3 of the Bylaws. The process is more completely described in the Nominations and Appointments section of this Procedures Manual. The requirements for President-Elect are stipulated in the Constitution, article VI section 3.

3. Duties of President-Elect:

- Assist President in the performance of his duties, and take on specific tasks assigned by the President.
- Perform the duties of the President in his absence or incapacity.
- Attend IEEE TAB meetings with President and serve as official alternate.
- Chair Budget Committee
- Serve as Vice Chair of the Long Range Planning Committee

4. References:

Constitution: VI.3,5,10
 Bylaws: 3.2.2; 4.1.3

(R. Moore: 11/92)
 (P. Staecker: 1/93)
 (J. Crescenzi: 7/93)
 (M. Schindler 4/03)
 (Review by F. Schindler: 1/08)

SOCIETY OFFICERS

SECRETARY

1. Responsibilities of the Secretary:

The MTT-S AdCom Secretary is responsible for intra- and inter-Society correspondence, AdCom minutes and rosters, etc.

2. How Selected and Term of Office:

The Secretary is appointed for one calendar year by the President-Elect. The Secretary need not be an elected member of AdCom but must be a member of the Society.

3. Duties of the Secretary:

- Distribute notices of meetings, handle correspondence and other assignments as directed by AdCom and the President.
- Notify IEEE of meetings to ensure inclusion on IEEE Administrative Meetings Calendar.
- Assist the President in the preparation of AdCom meeting agendas. Disseminate agendas and maintain up to date changes.
- Count votes during AdCom meetings and to otherwise assist the President in the operations of the meetings.
- Compile a list of AdCom meeting attendees for distribution with the minutes.
- Distribute proposed Bylaws Amendments in advance of AdCom meetings.
- Maintain an up-to-date AdCom Committee Organization roster.
- Have available, during AdCom meetings, the minutes for the previous AdCom meeting.
- Transfer to his successor all documents and hardware at the end of his term in office. Be available to assist successor in transition (answer questions, etc.)
- Distribute Society letterheads, as required, to all Chairs and Secretaries of their committees.
- Coordinate AdCom and committee meeting place arrangements (room, meals, refreshments, audio visual requirements) with local host (usually a Symposium Chair or Local Arrangements Chair).
- Maintain accurate AdCom mailing lists and AdCom E-mail directory.
- Prepare and write the minutes of all AdCom meetings during his term and arrange for printing and timely distribution. An audio tape is generally made of AdCom meetings to aid in the preparation of the minutes. Provide a copy of approved minutes to the IEEE HQ.
- Compile a list of Action Items from AdCom meetings and distribute these upon approval by the President.
- Coordinate electronic motions and voting as directed by AdCom and the President, as detailed below.

4. References:

Constitution: II.3; VI.4, 7; VIII.6
 Bylaws: 3.2.3; 3.3.3.1; 4.3.1
 IEEE Bylaws: 502.4, 502.14

SECRETARY

Items	D	J	F	M	A	M	J	J	A	S	O	N
AdCom Meeting		Δ					Δ				Δ	
Meeting Notice (and Reply Request)	Δ				Δ				Δ			
Distribute Minutes			Δ					Δ				Δ

(K. Agarwal: 12/86)
 (M. Schindler: 7/93)
 (M. Delisio: 8/99)
 (D. Lovelace: 5/03)
 (Review by F. Schindler: 1/08)

SOCIETY OFFICERS

Guidelines for Conducting E-Mail Ballots

1. E-mail balloting is a method for the ADCOM to conduct business in a timely manner and handle routine business outside of the regular ADCOM meetings.
 - 1.1 E-mail balloting can be used to handle a variety of items:
 - Conference sponsorship approval;
 - Approving non-budgeted expenditures of \$5,000 or less;
 - Special Editor / Issue confirmation;
 - Awards confirmation; and
 - other items as determined by the President.
 - 1.2 E-mail balloting cannot be used to:
 - Approve non-budgeted expenditures exceeding \$5,000;
 - Approve of the annual MTT-S Budget; and
 - Perform IMS Site Selection
2. The Secretary will conduct the e-mail ballot
 - 2.1 A motion with a second and supporting documents should be submitted by e-mail to the Secretary.
 - 2.2 The Secretary will e-mail the motion and documents to the voting ADCOM members. The Society website may be used to post information about the motion.
 - 2.3 There will be a discussion period of at least 14 days. Votes can be cast at any time but are not final until the end of the discussion period.
 - 2.4 Voting will stay open until sufficient number of members have voted for up to 30 days or the next ADCOM meeting, whichever occurs first. If sufficient numbers have failed to vote by the deadline, the motion will be considered rejected.
 - 2.5 The Secretary will tabulate the votes and a motion will be considered accepted (or rejected) when a absolute majority of the Elected Members of ADCOM and actual voting Ex-officio ADCOM members (as defined in Section 3.3 of the ByLaws) have voted to accept (or reject) the motion.
3. If, during the balloting, one-third of the eligible voters request the motion to be tabled, it will be withdrawn and tabled till the next ADCOM meeting.
4. After the ballot is completed
 - 4.1 The Secretary will notify the entire ADCOM of the results.
 - 4.2 If the Motion was accepted it will be placed on the next ADCOM Agenda as a Consent Item (an item to be voted on without debate).

(J. Barr, 10/03)
(Review by F. Schindler: 1/08)

SOCIETY OFFICERS

TREASURER

1. Responsibilities of the Treasurer:

The Treasurer is responsible for preparing an annual budget, for receiving requests for disbursement of MTT-S funds, for receiving said disbursement from IEEE Headquarters, and for preparing reports for the Administrative Committee. The Treasurer is an ex officio member of the Budget Committee. One or more Assistant Treasurers may be appointed to help the Treasurer, typically in disbursing funds. The Assistant Treasurer position may be used as an apprenticeship to the Treasurers position.

2. How Selected and Term of Office:

The Treasurer must be an elected member of AdCom, and is appointed by the President-Elect for a renewable term of one calendar year. Traditionally the Treasurer serves 3 years.

3. Duties of Treasurer:

- Formulate Society's annual budget.
- Attend one TAB Finance meeting per year at IEEE Headquarters.
- Prepare financial reports for MTT-S Administrative Committee.
- Approve payment for authorized requests. Forward permission to pay to IEEE Headquarters.
- Transfer to his successor all documents at the end of his term of office.
- Approve conference budgets for MTT-S Sponsored events

4. References:

Constitution: VI.6

Bylaws: 3.2.4; 4.3.2; 5.3.3,4

IEEE Bylaws: 502.4, 502.7, 502.14

TREASURER

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
AdCom Meeting	Δ					Δ				Δ		
Budget Committee Meetings	Δ				Δ	Δ				Δ		
Prepare Budget					Δ			Δ			Δ	
Submit Budget to IEEE						Δ			Δ			
TAB Finance Meeting				Δ								
Receive Bills	AS REQUESTED											
Request Disbursement	AS REQUESTED											
Approve Conference Budgets	AS REQUESTED											
Prepare Financial Reports	Δ					Δ				Δ		
Renew Contracts / Purchase Orders												Δ

(S. March: 12/86)
 (D. Swanson: 8/94)
 (S. Kenney: 5/03)
 (Review by F. Schindler: 1/08)

HONORARY LIFE MEMBERS

1. Description:

The position of Honorary Life Member (HLM) is a high honor bestowed on a Society member who has made long standing contributions to the Society and the Institute. There shall be no more than 7 Honorary Life Members. The position, its requirements, the selection procedure, and its rights and benefits, are defined below.

The highest purpose of the HLM is to recognize and honor a deserving Society participant. Of equal importance are the continuity of purpose, intent and corporate memory encouraged by the HLM designation, thus helping to assure the continuation of the highest motives and objectives that have always been present within the MTT. HLM status is not an award in the usual sense and selection is not based on complete set of criteria. While there are eligibility criteria, selectivity is assured by the selection process.

Honorary Life Member candidates must meet the following criteria:

- Age greater than 55 years
- Retired as an elected AdCom member
- Still very active in the Society's affairs

2. Selection Process:

When an Honorary Life Member position becomes vacant, at the request of the AdCom, the President shall appoint an AdHoc committee consisting of two HLMs chosen by the HLMs themselves and three sitting AdCom members chosen by lot from AdCom members who have completed at least four years on AdCom. The resulting committee of five shall recommend unanimously a replacement to the AdCom where a two-thirds vote shall be required to elect. In the absence of a unanimous nomination and two-thirds election, the vacant position shall remain vacant for an undefined period. A new AdHoc committee shall not be formed for at least 12 months.

The AdHoc Committee shall use the following guideline in their selection process:

From time to time it will become evident that an individual has served the Society and IEEE far beyond the usual volunteer expectations and technical contributions. This superior service may include Society administrative or technical committee activities, technical activities within the Field of Interest of the Society or contributions at the IEEE management level. Service in all three areas is highly desirable. Service will usually have been provided over an extended period after the candidate has completed his tenure as an elected member of the Administrative Committee of the Society. It shall not be typical that more than one candidate will be recommended at the same time.

3. Rights and Privileges:

There shall be a maximum of 7 Honorary Life Members. One or more positions may be left unfilled at the discretion of the AdCom. Three HLMs shall have voting privileges equivalent to those enjoyed by any voting Ex-Officio AdCom member. The HLMs shall choose these three from their number in such a way that there is no delay in AdCom voting procedures.

Society fees for Honorary Life Members shall be paid from the Society Treasury. The Secretary shall arrange for this with IEEE Headquarters.

Upon selection as an Honorary Life Member, the Awards Committee shall arrange for the preparation and presentation of a suitable plaque and a feature article in one of the Society's publications.

4 References:

Bylaws: 3.3.2.1

(M. Schindler 5/06)
(Review by F. Schindler: 1/08)

PRESIDENT'S ADVISORY COMMITTEE

1. Responsibilities of Members of the President's Advisory Committee:

The President's Advisory Committee members shall be available individually and collectively to work on specific projects important to the Society as identified by the President. The members are not required, but are encouraged to attend AdCom meetings. Projects can involve long range planning activities, helping the President-Elect in this task, evaluation of the different committees of the Society, and assistance in forming new ones, drawing from their past AdCom experience.

2. How Selected and Term of Office:

The President's Advisory Committee is made up of Past Presidents of the Society, appointed by the President for a term of one calendar year.

3. Duties of Members of the President's Advisory Committee.

There are no specific duties of this committee. Available individually and collectively to provide advice on specific issues important to the Society as identified by Society President

4 References:

Bylaws: 3.3.3.1

(S. Adam 12/86)
(S. Adam 6/93)
(Review by F. Schindler: 1/08)

PAST PRESIDENTS' COUNCIL

1. Responsibilities of Members of the Past President's Council:

This body represents the corporate memory of and for the Administrative Committee of Microwave Theory and Techniques Society.

2. How Selected and Term of Office:

The Chair is the second year Society Past President.

The Vice Chair is the immediate Past President of the Society.

Council membership is available to all Past Presidents of the AdCom. Due to voluntary nature of this council, active participation is prerequisite to membership.

3. Duties

Undertake special assignments including reviews of MTT committees upon requested by Society President.

(T. Itoh: 8/94)
(Reviewed, C. Jackson: 5/03)
(Review by F. Schindler: 1/08)

ADCOM COMMITTEES ORGANIZATION

AWARDS

1. Responsibilities of Awards Committee Chair:

The Chair of the Awards Committee is responsible for all aspects of the recommendation for AdCom (AdCom & Institute) approval of candidates for the awards given by the Microwave Theory and Techniques Society (IEEE). These include all MTT-Society Awards listed below, the MTT-S Honor Roll, and IEEE Fellows¹, Medals, and Technical Field Awards. Two Awards Subcommittees, Fellow Nomination and Microwave Prize operate on an advise and consent basis to the Chair.

2. How Selected and Term of Office:

The President of AdCom selects the Chair of the Awards Committee. The term of office is usually three years. He is a Fellow of IEEE and is usually a Past President.

3. Duties of Awards Committee Chair:

- Selects the various committee members to assist in the evaluation and recommendation of candidates for the various awards mentioned above.
- Solicits nominations from IEEE membership for each of the awards, collects nomination and other supporting materials on the candidates, and coordinates the evaluation process of these candidates to determine the final recommendations for each award.
- Presents the recommended candidates to the Administrative Committee for approval.
- Reports periodically to AdCom on the activity status of the various award committees.
- Corresponds with the IEEE to have the appropriate plaques and certificates prepared and to obtain the checks for the cash awards.
- Corresponds with the IEEE to have the appropriate President and Past-President pins prepared.
- Corresponds with any IEEE-level award recipients and invites the recipient to attend the IEEE MTT-S International Microwave Symposium. As appropriate, corresponds with the IEEE to have the appropriate plaques, certificates and medals prepared and to obtain the checks for the cash awards for presentation. Coordinates with the local IMS Steering Committee to arrange for recognition at the Plenary Session of the IEEE MTT-S International Microwave Symposium. Prepares a suitable gift from the MTT Society recognizing the recipient.
- Corresponds with the newly elected IEEE Fellows and invites the Fellows to attend the IEEE MTT-S International Microwave Symposium. Coordinates with the local IMS Steering Committee to arrange for recognition at the Plenary Session of the IEEE MTT-S International Microwave Symposium. Prepares a suitable gift from the MTT Society recognizing the Fellows.
- Prepares the material on awards for the Advanced Program of the annual Symposium and biographical information on the awardees for the Symposium Digest. Assists the President of the Society in the preparation of the information presented at the Symposium banquet to honor each award recipient.
- Leads the planning of the Awards Banquet with the local IMS Steering Committee.

¹ Because Fellow nominations originate independently and efficiently from the membership, the Awards Committee is responsible only for the evaluation process for Fellows.

- Coordinates with the local IMS Steering Committee in the Planning of the Plenary Session.
- Reviews awards every five years for revision or deletion. Review can be on a rotating basis.
- Submits and provides follow-up as needed to obtain awards approval by IEEE TAB.
- Writes an annual article for publication in the Symposium Issue of the **IEEE Microwave Magazine** featuring the award recipients.
- Contributes articles on awards including newly elected Fellows to the **IEEE Microwave Magazine**.
- Serves as the focal point for collecting new award proposals to be considered by the Administrative Committee. The Awards Committee will provide follow through to obtain appropriate IEEE Institute approval(s) of any awards approved by the Administrative Committee.

4. **References:** Bylaws: 5.2.9, IEEE Policy 4.4

5. **Eligibility**

The eligibility and selection process for all of the Society awards shall comply with procedures and regulations established in IEEE and Society governing documents, in particular with IEEE Policy 4.4 on Award Limitations." (The section is at the following site: <http://www.ieee.org/web/aboutus/whatis/policies/p4-4.html>).

References: Bylaws: 5.2.9

Awards Committee Calendar

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
Fellow Evaluations:												
Select Committee			Δ									
Receive Nominations					Δ							
Selection Evaluations						Δ						
IEEE Deadline						Δ						
Fellows Announced												Δ
Microwave Prize Award:												
Select Committee		Δ										
1st Iteration			Δ									
2nd Iteration (submit to Awards Chair July 1)					Δ-----Δ							
AdCom Approval						Δ						
IEEE Prize Paper Awards (Nomination Deadline)							Δ					
IEEE Major Medals (Nomination Deadline)							Δ					
IEEE Field Awards (Nomination Deadline)	Δ											
MTT-S Awards												
Select Committee										Δ-----Δ		
Nominations							Δ					
Evaluations and Selections								Δ				
AdCom Approval										Δ		
Notify Nominators; draft letter for President to notify Major Award recipients										Δ		
Congratulation letter to Fellows												Δ
Notify Major Award recipients of IMS protocol	Δ											
IMS Preparation												

Discuss & coordinate Awards Banquet, Plenary w/ IMS chair						Δ-----Δ (previous year)				
Coordinate Banquet, Plenary w/ AV vendor			Δ-----Δ							
Coordinate Awards, Plenary process with IMS Protocol chair										
VGs, cue list ready				Δ						
Order Awards certificated, plaques from IEEE			Δ							
Coordinate Awards honoraria with IEEE and Awards recipients			Δ							
Prepare Written Material:										
Advance Program		Δ								
Symposium Digest			Δ							
Symposium Banquet				Δ						
Special Issue T-MTT						Δ				
IEEE Microwave Magazine			Δ			Δ			Δ	Δ

(R. Moore: 9/92)
(P.W. Staecker: 8/99)
(P.W. Staecker: 03/03)
(E. A. Rezek 01/08)

ADCOM COMMITTEES ORGANIZATION (AWARDS)

MTT-Society Awards

The position of Honorary Life Member (HLM) is defined to be a high honor bestowed on a Society member who is a retiree from the AdCom, who is older than 55 years and who is still very active in the Society's affairs. The highest purpose of the HLM is to recognize and honor a deserving Society participant. Of equal importance are the continuity of purpose, intent and corporate memory encouraged by the HLM designation, thus helping to assure the continuation of the highest motives and objectives that have always been present within the MTT. HLM status is not an award in the usual sense where rigid criteria are met or not met in the form of a check-off list.

- **GUIDELINE** - From time to time it will become evident that an individual has served the Society and IEEE far beyond the usual volunteer expectations. This superior service may include Society administrative or technical committee activities, other technical activities within the purview of the Society or contributions at the IEEE management level. Service in all three areas is highly desirable. Service will usually have been provided over an extended period after the candidate has completed his tenure as an elected member of the Administrative Committee of the Society. It shall not be typical that more than one candidate will be recommended at the same time.
- **RESTRICTIONS / PRIVILEGES** - There shall be a maximum of 8 Honorary Life Members. One or more positions may be left unfilled at the discretion of the AdCom. Three HLMs shall have voting privileges equivalent to those enjoyed by any ex-officio committee member. The HLMs shall choose these three from their number
- **IMPLEMENTATION** - Upon vacation of an Honorary Life Member position, at the request of the AdCom, the President shall appoint an AdHoc committee consisting of two HLMs chosen by the HLMs themselves and three sitting AdCom members chosen by lot from AdCom members who have completed at least four years on AdCom. The resulting committee of five shall recommend unanimously a replacement to the AdCom where a two-thirds vote shall be required to elect. In the absence of a unanimous nomination and two-thirds election, the vacant position shall remain vacant for an undefined period. A new AdHoc committee shall not be formed for at least 12 months
- **AWARD** - Society fees for Honorary Life Members shall be paid from the Society Treasury. The Secretary shall arrange for this with IEEE Headquarters. The award shall consist of a suitable plaque and a feature publication in the IEEE Microwave Magazine. Complementary room and registration is provided. The recipient will also be invited to attend the Chairman's Dinner at the annual IEEE MTT-S International Microwave Symposium. Travel Support of up to \$1,000.00 is granted on a need basis for travel to the presentation ceremony.
- **PRESENTATION**: At the annual IEEE MTT-S International Microwave Symposium during the Plenary Session.

MICROWAVE CAREER AWARD

- **DESCRIPTION**: To recognize a career of meritorious achievement and outstanding technical contribution by an individual in the field of microwave theory and techniques.
- **NOMINATION**: Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.

- **PRIZE:** \$5,000.00, Plaque, and Certificate. Travel Support of up to \$1,000.00 is granted on a need basis for travel to the presentation ceremony. Complementary room and registration is provided. The recipient will also be invited to attend the Chairman's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** Must be a member of IEEE when nominated.
- **BASIS FOR JUDGING:** Publication in technical journals, presentation of lectures, contributions to the advancement of microwave technology, and other technical contributions considered in conjunction with any or all of these areas of contribution
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium.

DISTINGUISHED SERVICE AWARD

- **DESCRIPTION:** to recognize an individual who has given outstanding service for the benefit and advancement of the Microwave Theory and Techniques Society.
- **NOMINATION:** Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.
- **PRIZE:** Plaque, and Certificate. Travel Support of up to \$1,000.00 is granted on a need basis for travel to the presentation ceremony. Complementary room and registration is provided. The recipient will also be invited to attend the Chairman's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** Must be a member of the MTT-Society when nominated.
- **BASIS FOR JUDGING:** The award shall be made to an individual who has given outstanding service for the benefit and advancement of the Society. Requirements are service in one or more of the following areas: the Administrative Committee, publications, meetings and symposia, Chapter leadership, committee chair, committee member, Editor, lecturer or other distinguished service. Factors that will be considered include leadership, innovation, activity, service, duration, cooperation, and breadth of participation.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium.

DISTINGUISHED EDUCATOR AWARD: This award was inspired by the untimely death of Prof. F. J. Rosenbaum (1937-1992), an outstanding teacher of microwave science and a dedicated Administrative Committee Member and contributor.

- **DESCRIPTION:** to recognize a distinguished educator in the field of microwave engineering and science who best exemplifies the special human qualities of Fred Rosenbaum who considered teaching a high calling and demonstrated his dedication to the Society through tireless service.
- **NOMINATION:** Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.
- **PRIZE:** \$2,500 and Plaque. Travel Support of up to \$1,000.00 is granted on a need basis for travel to the presentation ceremony. Complementary room and registration is provided. If multiple awards are made in a given year, each recipient will receive the same Prize. The recipient(s) will also be invited to attend the Chairman's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** Must be a member of the MTT-Society when nominated.
- **BASIS FOR JUDGING:** The award shall be made to an educator, who has achieved distinction, in general, in an academic career or in a career of educating professionals in a continuing education environment, in a field of interest to the Society. It is desirable for the candidate to have received other teaching awards or recognition for advancing professional education. The effectiveness of the educator should be supported by a list of graduates who have become recognized in a field of interest to the Society, or by a list of professionals working in a field of interest to the Society who have advanced their education, training, and/or technical skills as a result of taking continuing education courses or programs, taught by the individual, outside of the traditional academic environment. Relevant letters of support are encouraged. An outstanding record of research contributions, documented in archival journals, is desirable; if the candidate has an academic career such a record shall be required. The candidate shall have a record of many years of educational support to the Society field of interest.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium.

MICROWAVE PIONEER AWARD

- **DESCRIPTION:** to recognize an individual or a team not exceeding three persons having made outstanding pioneering technical contributions that advance microwave theory and techniques and described in an archival paper published at least 20 years prior to the year of the award.
- **NOMINATION:** Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.
- **PRIZE:** \$2,500, Plaque, and Certificate. Travel Support of up to \$1,000.00 is granted on a need basis for travel to the presentation ceremony. Complementary room and registration is provided. If multiple awards are made in a given year, each recipient will receive the same Prize. The recipient(s) will also be invited to attend the Chairman's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** Preference may be given to IEEE members
- **BASIS FOR JUDGING:** The award shall be made to an individual or team having made outstanding pioneering technical contributions that advance microwave theory and techniques, including novelty, timeliness, impact, significance, duration and extent of usage. Examples include development or creation of a new theory, device, component and/or technique.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium.

MICROWAVE APPLICATION AWARD

- **DESCRIPTION:** to recognize an individual or team of no more than five (5) individuals for outstanding application of microwave theory and techniques.
- **NOMINATION:** Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.
- **PRIZE:** \$1,500, and Plaque If the award is presented to a team, a Plaque will be presented to each member; if a team of two (2) individuals receives the award each individual will receive \$1,500; if a team of three (3) or more individuals receives the award a cash sum of \$4,500 will be split equally among the team members. Complementary room and registration is provided. The recipient(s) will also be invited to attend the Chairman's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** No eligibility restrictions.
- **BASIS FOR JUDGING:** The award shall be made to an individual or team creating a new device, component or technique, or demonstrating novel use of a device or component, or a combination of any or all of the above. Publication of a paper is not required. As a further guideline, this application shall be reduced to practice nominally 10 years before the award.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium.

THE MICROWAVE PRIZE

- **DESCRIPTION:** to recognize, on an annual basis, the most significant contribution by a published paper to the field of interest of the Microwave Theory and Techniques Society.
- **NOMINATION** of the recipient of the award will be the responsibility of the Microwave Prize Committee, which will make its recommendations to the Awards Committee and Administrative Committee.

- **PRIZE:** \$1,500, and Plaque. If the paper as published has more than one author, a certificate will be presented to each author and the cash sum of \$500 will be provided to each up to a total of \$2500. If more than five authors are involved, the \$2500 will be split equally among the authors. Complementary room and registration is provided. The recipient(s) will also be invited to attend the Chairman's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** The paper must have been published during the period January 1 to December 31 of the year preceding the Fall Meeting of the Administrative Committee at which the award is considered.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium.

N. **WALTER COX AWARD:** This award is given in memory of the service and contributions of N. Walter Cox.

- **DESCRIPTION:** to recognize an individual who has given exemplary service to the Society in a spirit of selfless dedication and cooperation.
- **NOMINATION:** Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.
- **PRIZE:** Plaque. Complementary room and registration is provided. The recipient will also be invited to attend the Chairman's Dinner at the annual IEEE MTT-S International Microwave Symposium
- **ELIGIBILITY:** Must be a member of the MTT-Society when nominated.
- **BASIS FOR JUDGING:** Exemplary voluntary service to the Society in a spirit of selfless dedication and cooperation includes service in one or more of the following areas: the Administrative Committee, Society publications, meetings and symposia, Chapter activities, committee lectures, or other distinguished service. Factors which will be considered in evaluating an individual for the award shall include: maintaining a positive and enthusiastic attitude, demonstrating courage, exhibiting a diversity of interests and capabilities, serving as a role model, and motivating and inspiring others.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium.

OUTSTANDING YOUNG ENGINEER

- **DESCRIPTION:** Recognizes an outstanding young MTT-S Member, who has distinguished him/herself through achievement(s), which may be technical (within the MTT-S Field of Interest), may be exemplary service to the MTT-S, or may be a combination of both. What distinguishes this award from other MTT-S achievement-based awards (such as Prize, Application, and Pioneer) is that by its title, this award's focus is a person, not an achievement, and that we are implicitly recognizing the person who was responsible for the success of the cited achievement(s) during his/her early career. A separate award may be made to an MTT-S Member working nominally in industry and an MTT-S Member working nominally in academia.
- **NOMINATION:** Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.
- **PRIZE:** Certificate, Plaque, and cash award of US\$ 1500. .Complementary room and registration is provided. If multiple awards are made in a given year, each recipient will receive the same Prize. The recipient(s) will also be invited to attend the Chairman's Dinner at the annual IEEE MTT-S International Microwave Symposium.

- **ELIGIBILITY:** Nominee must be no more than 38 years of age (i.e., must not have reached their 39th birthday) and must be an MTT member at time of nomination. Nominator must certify the eligibility of the nominee at the time of nomination.
- **BASIS FOR JUDGING:** The nomination must clearly indicate the achievements that define the excellence of the candidate, and must reference/provide relevant documentation that is in/not in the public domain.
- Examples of achievements include:
 - Technical contributions from patents, publications, such as journal articles, digests of papers, books, reports, and product releases.
 - Service/organizational contributions to the Society, such as results demonstrated in the Local Chapter, Section, or Regional activities, as well as to Publications, Membership Services, or other Technical or Administrative Committees of the Society.
- At least 3, but no more than 5 endorsements must be provided, written by individuals intimately knowledgeable with the candidate's activities that led to the achievements.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium.

HAL SOBOL TRAVEL GRANT

- **DESCRIPTION:** The Hal Sobol Travel Grant recognizes the author of the presentation selected as the Best Student Paper at the MTT-S International Microwave Symposium in the prior year. The Grant is given in memory of Hal Sobol, a longstanding MTT-S volunteer and educator who was intensely dedicated to the education of engineering students.
- **NOMINATION:** The Student Paper Competition Committee of the International Microwave Symposium will nominate candidates for the award. The Student Paper Competition Committee shall evaluate candidates at annual IEEE MTT-S International Microwave Symposium.
- **PRIZE:** Certificate in the year that the paper is evaluated. A \$500 Travel Grant and a Plaque in the subsequent year. Attendance at the MTT-S International Microwave Symposium in the subsequent year is a requirement to receive the Travel Grant. If the recipient can not attend the symposium the subsequent year then the recipient will receive only the Plaque. The recipient will also be invited to attend the Chairman's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** Must be a student at the time the paper was submitted to the International Microwave Symposium.
- **BASIS FOR JUDGING:** The criteria will be determined by the IEEE International Microwave Symposium Student Paper Competition Committee and shall include paper content, originality, significance and quality of presentation.
- **PRESENTATION:** The Hal Sobol Travel Grant recipient will be recognized at the Student Awards Luncheon held at the annual IEEE MTT-S International Microwave Symposium in the year that the student paper was evaluated. The Travel Grant will be awarded at the annual IEEE MTT-S International Microwave Symposium in the subsequent year if the recipient attends that Symposium.

IEEE-LEVEL AWARD RECOGNITION

- **DESCRIPTION:** On occasion a recipient of an IEEE-level award may also be a member of the MTT Society. The Awards Committee Chair will contact an IEEE-level award recipient in this category and invite the recipient to be recognized at the IEEE MTT-S International Microwave Symposium.
- **PRIZE:** Suitable gift recognizing the recipient. If recognition at the IEEE MTT-S International Microwave Symposium is to be the formal recognition by the IEEE, the appropriate IEEE medals, certificates and honoraria will be provided by the IEEE for presentation at the IEEE MTT-S International Microwave

Symposium. Complementary lodging is provided. The recipient(s) will also be invited to attend the Chairman's Dinner and the Award's Banquet at the annual IEEE MTT-S International Microwave Symposium. Travel Support of up to \$1,000.00 is granted on a need basis for travel to the presentation ceremony.

- PRESENTATION: At the annual IEEE MTT-S International Microwave Symposium during the Plenary Session.

IEEE FELLOW

- DESCRIPTION: Newly elected IEEE Fellows that are members of the MTT Society. The Awards Committee Chair will contact the newly elected Fellows and invite the Fellows to be recognized at the IEEE MTT-S International Microwave Symposium.
- PRIZE: Suitable gift recognizing the recipient.
- PRESENTATION: At the annual IEEE MTT-S International Microwave Symposium during the Plenary Session.

(D. N. McQuiddy 1/96)
(P.W. Staecker 8/99)
(P.W. Staecker 3/03)
(E. A. Rezek 01/08)

ADCOM COMMITTEES ORGANIZATION (AWARDS)

MTT-Society Certificates

CERTIFICATE OF RECOGNITION - A Certificate of Recognition should be presented, at the end of their term, to individuals who perform the following services to MTT-S:

ADCOM Members completing their ADCOM service after a single term
ADCOM Members completing their ADCOM service after two (2) or three (3) terms
ADCOM Secretary
ADCOM President completing his/her term of service (+ plaque)
ADCOM Treasurer (+ plaque)
ADCOM Assistant Treasurer (+ plaque)
IMS Chair
IMS TPC Chair
Technical Committee Chair
RFIC Chair
RFIC TPC Chair
RWS Chair
RWS TPC Chair
ARFTG Chair
Transactions Editor (+ plaque)
Associate Transactions Editor (+ plaque)
Magazine Editor (+ plaque)
Associate Magazine Editor (+ plaque)
Letters Journal Editor (+ plaque)
Distinguished Microwave Lecturer (+ plaque)

This list can be appended at the discretion of the President and/or the Chair of the Awards Committee.

CERTIFICATE OF APPRECIATION - A Certificate of Appreciation should be presented, by the Chair of Membership Services, to deserving MTT-Chapter Chairs, at the end of their term. The certificate can also be presented by the Awards Committee or the President to individuals who rendered significant service to MTT-S.

MERITORIOUS SERVICE AWARD - This recognition is not an IEEE sanctioned award but rather a MTT-S recognition which allows the President or the Awards Chair of MTT-S to recognize the accomplishments of people who are not sitting ADCOM members and whose service is not routinely recognized through the Certificate of Recognition or Certificate of Appreciation.

Examples of such recognition are:

For Efforts in Producing an Outstanding Heinrich Hertz Centennial (1993)
Outstanding Technical Committee Chairman (MTT-6; MTT-3) (1994)

This recognition can be given at the discretion of the President and Awards Chair of MTT-S. It is recommended that the same committee that evaluates the major awards be consulted before the selection is final. The award consists of a plaque.

(R. Knerr: 8/94)
(E. Rezek 01/08)

MTT-Society Awards Protocol

The Society awards are associated with different levels of recognition at the MTT-S International Microwave Symposium. The details are included in the Table below. The MTT Society is responsible for the

appropriate expenses related to the lodging, registration, IMS Digests/CDROMs, banquet tickets, pre-banquet reception, transportation, AdCom dinners, and honoraria for the award recipients.

Award Type	L o d g i n g	R e g i s t r a t i o n	D i g e s t C D R O M	B a n q u e t	T r a n s p o r t a t i o n	C h m n g i f t	C h m n d i n n e r	R e c e p t i o n	R e c e p t i o n t a b l e	A d c o m d i n n e r	H o n o r a r i u m
Fellow			X	X		X	X	X	X	X	
Honorary Life Member	X	X	X	X	X	X	X	X	X	X	
IEEE-Level (e.g., Medal)	X		X	X	X	X	X	X	X	X	X
MTT President	X		X	X		X	X	X	X	X	
IMS Chair			X	X		X	X	X	X	X	
IMS TPC Chair			X			X	X	X	X	X	
Past IMS Chair			X	X		X	X	X	X	X	
Past IMS TPC Chair										X	
RFIC Chair						X	X	X		X	
Past RFIC Chair										X	
Past RFIC TPC Chair										X	
Past ARFTG Chair										X	
Past RWS Chair										X	
Past RWS TPC Chair										X	
Past MTT Secretary										X	
Retiring MTT Treasurer										X	
Retiring AdCom Members										X	
Retiring TCC Chairs										X	
Undergraduate Scholarship				X							
Graduate Fellowship				X							
Retiring DML				X		X	X	X	X	X	
Retiring Editor				X		X	X	X	X	X	
Retiring Associate Editor				X		X	X	X	X	X	
Hal Sobol Grant				X			X	X	X	X	X
N. Walter Cox	X	X	X	X		X	X	X	X	X	
Outstanding Young Engineer	X	X	X	X		X	X	X	X	X	X
Microwave Prize	X	X	X	X		X	X	X	X	X	X
Microwave Application	X	X	X	X		X	X	X	X	X	X
Microwave Pioneer	X	X	X	X	X	X	X	X	X	X	X
Distinguished Educator	X	X	X	X	X	X	X	X	X	X	X
Distinguished Service	X	X	X	X	X	X	X	X	X	X	
Microwave Career	X	X	X	X	X	X	X	X	X	X	X

(E. Rezek 01/08)

ADCOM COMMITTEES ORGANIZATION (BUDGET)

BUDGET

1. Responsibilities of Budget Committee:

The Budget Committee is responsible for the review of all budgetary matters of the Microwave Theory and Techniques Society, per ByLaw 5.2.10, including budgets for all conferences where the Society has financial involvement. The committee generally meets four times a year. Three of these meetings coincide with MTT AdCom meetings. The fourth is typically a virtual meeting held in May. At each meeting, the committee reviews and prepares recommendations concerning all budgetary matters to be subsequently brought before the MTT AdCom for approval.

1.1 Society Budget

A comprehensive society budget, encompassing planned expenditures and income for the following calendar year, is prepared each year as follows. In April, the MTT-S treasurer sends each MTT-S committee chair the budget and actuals for previous years as well as the proposed budget for the following year and for their review. The treasurer also requests inputs from the publication chairs and editors for page counts and subscription fees and also confirms meeting/symposium budgets with meeting/symposium chairs. The inputs are then gathered by the treasurer and incorporated into a preliminary budget received from IEEE headquarters to create the 1st pass society budget. The budget committee meets in early May (usually a “virtual meeting”) to review and approve the 1st pass budget before it is submitted to IEEE (deadline is typically mid-May). The 1st pass budget is then presented to the MTT-S AdCom for review and approval at the summer AdCom meeting (usually in June). The Chair of the Budget Committee is responsible for recommending approval of the budget by the MTT AdCom and for responding to any questions from AdCom members that arise during AdCom deliberations concerning the proposed budget. At the Chair's request, the Treasurer may instead make the budget recommendations. Any modifications to the budget resulting from AdCom deliberations are incorporated into the 2nd pass budget submitted to the IEEE (deadline is typically early August).

1.2 Monitoring Income/Expenses

Throughout the year, the treasurer uses the MTT-S financial statements and reports provided on the IEEE finance website to track expenses and income. In addition the assistant treasurer keeps a running log of all reimbursements allowing quick access to society spending. The treasurer keeps track of variances of actuals from budget. These variances are reported to AdCom; at any time during the year the net variance is a key factor in determining whether or not a new request for non-budgeted spending is approved by the budget committee. The reason for the variance is also noted so that the society can budget more accurately the next year.

1.3. Payments

Requests for advances, reimbursements, or payments within the limits of the established budget for any committee must be approved by the MTT-S treasurer/asst. treasurer who then forwards his/her approval to the IEEE. Requests for non-budgeted spending are approved first by the budget committee in order to verify that there are sufficient unbudgeted surpluses elsewhere to cover the new spending.

1.4 Conference budgets

The budgets for all conferences for which MTT-S has a financial involvement must be reviewed and approved by the MTT-S treasurer/asst. treasurer who then forwards his/her approval to the IEEE. IEEE requests that the conference finance chair send their budget to the MTT-S treasurer for approval 12 months before the conference.

2. How Selected and Term of Office:

The President-Elect of MTT is the Chair of the Budget Committee (ex-officio). The Treasurer of MTT and the MTT Administrator are ex-officio members of the Budget Committee. The President typically appoints two Assistant Treasurers to aid the Treasurer. One assistant treasurer is usually responsible for reimbursements while the other is responsible for reviewing conference budgets. Appointment as an Assistant

Treasurer is considered a training opportunity for future Treasurers, and the qualifications for the Treasurer position apply. The rest of the Budget Committee consists of the most recent Past President, and up to two additional AdCom members appointed by the Chair. The President of the Society may also appoint members of the Society who are not Voting Members of the Administrative Committee to serve on the Budget Committee. The term of office for the Chair and all members is one calendar year.

3. Calendar of Events:

January AdCom Meeting: Budget committee reviews the previous year's actuals versus budget and discusses variances. The budget committee also reviews the present year's approved budget and issues a call for budget submissions for the following year from all MTT AdCom committees

End of April: Budget submissions due to the MTT-S Treasurer and Budget Committee Chair from chairpersons of all committees. Treasurer prepares detailed proposed budget for following calendar year based upon inputs from committees.

Early May: Chair convenes Budget Committee to review proposed budget and make necessary modifications and recommendations. The complete 1st pass budget is typically due to IEEE in mid-May. Key items that must be reported are page budgets, non-member fees for periodicals, and any changes in dues.

June AdCom meeting: Any required modifications to the following year's budget are incorporated. Budget Committee Chair makes recommendation to AdCom for approval of the proposed budget, or requests the Treasurer make the recommendation. The budget committee also reviews the present year's financial forecast (budget versus actuals) and the previous year's final financials (budget versus actuals).

Early August: The 2nd pass society budget is due to IEEE.

September AdCom meeting: The budget committee reviews the present year's financial forecast (budget versus actuals) as well as the following year's final approved budget. Any additional budget items submitted are reviewed and recommendations made for approval or disapproval.

4. References:

Constitution: VI-6, VI-11
Bylaws: 5.2.10, 5.3.4
IEEE Bylaws: 502.7, 502.8

(E. Cohen: 8/94)
(M. Schindler 4/03)
(N.Kolias 10/08)

ADCOM COMMITTEES ORGANIZATION (ELECTRONIC INFORMATION)

ELECTRONIC INFORMATION

1. Responsibilities of Electronic Information Committee:

Develop electronic communications facilities for the benefit of MTT members and to increase administrative efficiency. Assist members in accessing and using these new facilities. Review typical AdCom operating procedures to find new opportunities for electronic enhancements.

2. How selected and term of office:

Chairman of the Committee on Electronic Communications is appointed by the President to a one year term.

3. Duties of Electronic Communications Committee:

Responsible for maintaining and updating the society web site, electronic databases and coordination of access to relative electronic data and communications as required.

January - Review MTT and AdCom procedures and facilities and establish goals for improving and adding electronic communications facilities and services for the coming year.

February - Submit Budget request for the next year.

June - Recommend specific changes and additions to MTT electronic communications services and facilities to AdCom.

October - Pending AdCom approval, implement new and enhanced facilities and services.

4. References:

Also see E-Mail Liaison in the Procedures Manual.

(M. Schindler: 8/94)
(D. Lovelace: 6/03)
(Reviewed by M. Harris 10/08)

ADCOM COMMITTEES ORGANIZATION (ELECTRONIC INFORMATION)

E-MAIL LIAISON

1. Responsibilities of E-Mail Liaison:

The E-Mail Liaison works closely with the Electronic Information Committee. The Liaison coordinates with IEEE on email services and issues and acts as a first contact point for people submitting general inquiries to the Society.

2. How selected and term of office:

Appointed by the President to a one year term.

3. Duties of E-Mail Liaison:

The E-Mail Liaison works throughout the year on implementing facilities with the IEEE, and in resolving E-Mail problems. Responsible for forward inquiries directed to the general MTT-S e-mail alias to the appropriate AdCom member. Routine E-Mail facility administration is the responsibility of the relevant Committee.

4. References:

Also see Electronic Information Committee in the Procedures Manual.

(M. Schindler: 8/94)
(M. Harris 10/08)

ADCOM COMMITTEES ORGANIZATION (ELECTRONIC INFORMATION)

MTT Website Functions and Operating Procedure

Functions:

1. Provides the most efficient means of sharing information across the MTT Society.
2. Provides an information to people interested in microwave theory and techniques all over the world.
3. Provides a conduit for any other society operation that can be performed electronically on the internet.

The website has become the first place where members look for information. For conference websites, it is the virtual place of almost all transactions including paper submission, review, registration, and lodging reservation. To serve the functions, a dedicated Webmaster is needed to maintain uninterrupted operation of the website and to keep the web contents up to date. Because of the diverseness of information in our society, a representative from each committee is needed to provide the up to date information and, if possible, update the information on the web directly.

Currently, the MTT Webmaster has created several FTP (File Transfer Protocol) accounts for committee representatives to update their web contents directly. The MTT Webmaster is responsible for the overall website structure, the home page links, and assisting committee representatives updating their web contents. The MTT Webmaster is also in charge of the administration of MTT server and assisting other conferences/symposia webmasters (IMS, RFIC, RWS).

Each web page on the website shall have an “owner” responsible of the content on that page. The owner and contact email address should be listed at the bottom of each page. The suggestions or information update shall be sent to content owner’s email address directly. Once received and verified, the content owner can update the web page directly using the assigned FTP account. There is no limitation on web page format at this moment. A general rule is to follow the IEEE web templates (http://www.ieee.org/portal/index.jsp?pagelD=corp_level1&path=web/developers&file=templates.xml&xsl=generic.xsl). The owners shall use their own judgment to design their web page format to fit in the overall MTT web design. If needed, owners and MTT Webmaster can coordinate the web design.

The MTT website directory structure is organized in such a way that each committee representative has an FTP login to a specific directory only. This prevents the possibility of accidentally deleting other directory’s files. The MTT Webmaster has a login account to oversee all directories.

The table below lists the current web directory with content owner:

Web Directory	Owner
Root (Home Page and Frames)	MTT Webmaster
About MTT	MTT Webmaster
Conferences	Meetings and Symposia Committee
Publications	Publications Committee
Membership Services	Membership Services Committee
Administrative Committee	AdCom Secretary
Technical Committees	Technical Coordinating Committee
Awards	Awards Committee
Education	Education Committee
Local Chapters	Chapter Administrator

As the usage of website evolves, the structure may be adjusted to better serve the need.

Currently, there is no limit on directory size. The MTT Webmaster shall monitor the usage and take necessary action (delete unused files, move old files to CD, migrate to a new server, etc.) if the disk capacity is low.

MTT Server and Webmaster's Additional Duties

The MTT Webmaster also serves as the point of contact for MTT server, which hosts MTT website and conference websites (IMS, RFIC, and RWS). The MTT Webmaster creates and administers the accounts for all domains including MTT website, IMS20XX websites, RFIC20XX websites, and RWS20XX websites. The MTT Webmaster shall assist the conference webmasters if issues regarding server configuration occur.

The MTT server is currently hosted by Interland (<http://www.interland.com>). The initial hosting plan started in 2000 was a Shared Server Plan that has 800MB of disk space on an UNIX server. IMS websites since 2000 and RWS was hosted under the same plan. In January 2003, it was determined that the storage capacity was not enough for the expansion of MTT website and other conference websites. The server was migrated to a Dedicated Host Server Plan that has 18GB hard disk on a LINUX server. The server is for MTT society only and is not shared with any other organization. The server was configured to have multiple IP addresses for multiple domain names. Each domain has its own user login, password, and can administer the account through web admin tool or telnet, which was not available on the previous Shared Server. For example, each webmaster of ims20XX can create FTP accounts as those in mtt.org described in previous section. Webmaster of each domain is responsible for the change and safeguard of passwords on that domain.

The MTT server plan provides 250 email addresses with a total of 750MB space. Any committee member requiring the use of title@mtt.org shall contact MTT Webmaster for email account setup.

The MTT Webmaster shall safeguard the master password for server and password for MTT website.

The MTT Webmaster shall monitor the status of server and report to AdCom if any issue (server outage, low capacity, etc.) occurs.

(J. Lin, 5/2003)
(M. Harris 10/2008)

ADCOM COMMITTEES ORGANIZATION (EDUCATION)

EDUCATION

1. Responsibilities of the Chair of the Education Committee:

The Chair of the Education Committee is responsible for coordinating and promoting all education and continuing education activities for the benefit of the Society members.

2. How Selected and Term of Office:

The Education Committee Chair is appointed by the President for one calendar year and is renewable at the direction of the President.

3. Duties of Education Committee Chair:

- Attend AdCom meetings and report to AdCom on educational issues.
- Constitute various sub-committees for coordination of Undergraduate Scholarships, Graduate Fellowships, Microwave and RF Education Forum, Multimedia Microwave Modules, MTT-S Short-Courses/Tutorials, and any other education related activity of the Society.
- Conduct programs that encourage interest in microwave education, e.g. microwave paper contests, University exhibits, etc.
- Represent MTT-Society at the IEEE-Educational Activities Board (EAB) and its committees.
- Organize and promote activities that support and stimulate microwave education, e.g. computer assisted instruction, modeling and simulation, etc.
- Provide information on Microwave education/continuing-education related issues and activities to AdCom and Society members, e.g. IEEE Microwave Magazine, Special issues, etc.
- Serve as an Associate Editor for "Education News" department of IEEE Microwave Magazine, and provide the appropriate write-ups to the Editor-in-Chief of the Magazine.
- Act on educational issues and topics as directed by AdCom.
- Appoint subcommittee-chairmen for educational activities as needed.

(B. S. Perlman: 6/92)
(K.C. Gupta: 1/00)
(K.C. Gupta: 8/03)

ADCOM COMMITTEES ORGANIZATION (EDUCATION)

FELLOWSHIPS AND SCHOLARSHIPS

Two separate Sub-Committees for Graduate Fellowships and Undergraduate/Pregraduate Scholarships operate under the general umbrella of MTT-S Education Committee.

1. Responsibilities of Chairs of the Fellowships and Scholarships Committees:

The Fellowships and Scholarships Subcommittees shall be responsible for instituting and administering the fellowships and scholarship programs which are wholly or partially managed by the Society. The Chairs are responsible for advertising the fellowships and scholarships awarded by the MTT-S, for receiving and evaluating the completed application forms and selecting the winners of the competition to be submitted to the AdCom for final approval. The Fellowships and Scholarships Chairs will usually request the help of several (3 - 5) AdCom members or other experts to assist in the evaluation process.

2. How Selected and Term of Office:

Appointed by the Chair of the Education Committee on behalf of the Society President for one calendar year and renewable at the discretion of the Chair.

3. Duties of the Chairs of the Fellowships and Scholarships Committees:

- Advertise the MTT-S Graduate Fellowships and Undergraduate Scholarships in the Society's Web page, Newsletter/Magazine and other relevant MTT-S/IEEE publications.
- Send out application forms to those interested in applying for the awards.
- Receive completed application forms.
- Form a committee of qualified members to evaluate the candidates based on the application forms received.
- Determine the final candidates for awards and submit to AdCom for final approval.
- Arrange to have award certificates for the winners printed through IEEE.
- Arrange to have either bank checks or direct bank deposits of the monetary awards for each of the Scholarship/Fellowship winners through coordination with MTT-S Treasurer and IEEE.
- Make sure that the winners receive the award either directly (if they choose not to attend the IMS) or at the ceremony (e.g. Student's Luncheon) designated for this purpose at IMS.
- Work with the students who wish to submit an expense report for reimbursement of travel/lodging expenses in accordance with IEEE/MTT-S rules.
- Advertise the winners in the MTT-S Newsletter/Magazine (and other IEEE publications as relevant).

ADCOM COMMITTEES ORGANIZATION (EDUCATION)

MTT-S Undergraduate/Pre-Graduate Scholarship

Purpose:

The purpose of the scholarship program is to attract undergraduates to the microwave and RF discipline, and to encourage them to pursue graduate degrees in the field. Funds may be used for project materials and/or stipends. The scholarship program offers up to 20 awards (10 for Fall and 10 for Spring).

Eligibility:

Not having received a BSEE or BSEE/MSEE prior to applying. Must be a member of IEEE. Faculty mentor must be a member of MTT-S.

Application Materials :

1. one page resume
2. official academic transcript
3. letter of reference from faculty mentor
4. statement of research topic
5. completed application

Amount of the scholarship and period for award:

\$1500 to be used for research efforts, but made payable to the student. Awards are made within 3 months of announcing the winner (no official date). Students are required to submit a mailing address, appropriate accounting paperwork (W-8 or W-9) to the scholarship chair and appropriate IEEE contact.

Nomination process/voting process:

Judging expertise is solicited from academia and industry. The judges have participated in past and we try to get an international team that have an appreciation for the differences in educational formats. Four criteria for judging are (1) Academic Record, (2) Quality/Credibility of Project Proposal, (3) Faculty Mentor Recommendation/ Involvement, and (4) Potential for/Commitment to Career in RF/Microwaves. Points are allotted from 0 -5.

Winner responsibilities:

1. The winner submits an abstract and headshot that we use for the IEEE Microwave Magazine article
2. At the end of the 12 month cycle they are asked to submit a summary reporting including the following items
- Summary of outcomes from your project in the RF/microwave area. Include citations for any publications that may have resulted in part from your scholarship project work.
3. If applicable, a brief description of your experiences at an MTT-S-sponsored conference/symposium. Your immediate plans following graduation (e.g. graduate school? Continue for Ph.D.? industry?), and your future career plans. Please also let us know what impact if any the MTT-S Scholarship program has had on your choices.

ADCOM COMMITTEES ORGANIZATION (EDUCATION)

MTT-S Graduate Fellowships for Medical Applications

Purpose:

Fellowships are awarded annually to recognize and provide financial assistance to graduate students who show promise and interest in pursuing a graduate degree in applying electromagnetic techniques to medical applications.

Eligibility:

1. Applicant must have a B.S./B.A. in engineering, applied physics, computer science or other appropriate field from an accredited institution of higher learning.
2. Applicant must be enrolled in an MS, Ph.D. or M.D. program as a full-time student in an accredited, degree granting institution of higher learning.
3. Applicant must be engaged in research necessary for the degree program, not just course work.
4. Research work must clearly involve the application of RF and microwave techniques to medical problems, supervised by a full-time faculty member.
5. Applicant must be a member of MTT-S.
6. Faculty supervisor must be a member of MTT-S
7. There are no restrictions as to applicant's citizenship or location of the institution.

Conditions:

1. The student must be actively pursuing a graduate degree in electrical engineering, applied physics, biomedical engineering or other appropriate field on a full-time basis at an accredited institution of higher learning.
2. It is expected that the student will be engaged in studies and research or thesis related activities for at least 12 months following the award.
3. The award is for the sole use of the graduate student.
4. *The award is granted in addition to any other support being received by the student.*
5. There is no limit to the number of applicants from one institution. However, only one award will be made per institution.
6. Applicants are permitted to compete for the award more than once.

Amount of Scholarship and Period of Award:

Up to two \$6000 awards may be granted each year and are awarded at the International Microwave Symposium.

Nomination Process/Application Materials:

The student should submit the **original and one copy**, preferably double-sided, on 8.5"x11" or A4 sized paper, of the following:

1. A complete, legible, application form.
2. If available, email addresses and phone numbers to facilitate communication. Please print or type these to ensure that you can be contacted promptly when necessary.
3. The supporting documents described in the application form.
4. It is the responsibility of the student to ensure that letters of reference and other documents reach the address below by the deadline.
5. If the letters of reference are mailed directly to the address below, only one copy is needed otherwise please provide the original and one copy.
6. If any item(s) is missing the application will not be considered for the award.

ADCOM COMMITTEES ORGANIZATION (EDUCATION)

MTT-S Graduate Fellowships

Purpose:

To recognize and provide financial assistance to graduate students who show promise and interest in pursuing a graduate degree in microwave engineering.

Award:

Up to eight \$6000 awards may be granted each year. The number to be presented will be determined and budgeted by MTT-S Administrative Committee yearly. The awards are presented at the International Microwave Symposium (IMS) in June. Limited travel support is available to enable the winners to attend the IMS.

Conditions:

1. The student must be actively pursuing a graduate degree in electrical engineering, applied physics or other appropriate field on a full-time basis at an accredited institution of higher learning.
2. It is expected that the student will be engaged in studies and research or thesis related activities for at least 12 months following the award.
3. The award is for the sole use of the graduate student.
4. *The award is granted in addition to any other support being received by the student.*
5. There is no limit to the number of applicants from one institution. However, only one award will be made per institution.
6. Applicants are permitted to compete for the award more than once. Any one student will be awarded this fellowship for a maximum of two years.
7. Applications for the Fellowship Awards for a given year must be submitted to the address indicated at the end of this document no later than November 30 of the prior year. For example, applications for the year 2004 awards should be submitted by November 30, 2003.
8. Awards are made at the Students' Awards Luncheon (or another designated function) at the International Microwave Symposium. If the student so chooses or is unable to attend the IMS, the monetary award can be deposited directly in the student's bank account.

Eligibility:

1. Applicant must have a B.S./B.A. in engineering, applied physics, computer science or other appropriate field from an accredited institution of higher learning.
2. Applicant must be enrolled in an MS or Ph.D. program as a full-time student in an accredited, degree granting institution of higher learning.
3. **Applicant must be engaged in research necessary for the degree program, not just course work.**
4. Research work must clearly be in the microwave area, supervised by a full-time faculty member.
5. Applicant must be a member of MTT-S.
6. Faculty supervisor must be a member of MTT-S.
7. There are no restrictions as to citizenship or location of the institution. This award is open to students from across the world.

Application:

1. The student should submit the **original and one copy**, preferably double-sided, on 8.5"x11" or A4 sized paper, of the following:
2. A complete, **legible**, application form.
3. If available, email addresses and phone numbers to facilitate communication. Please print or type these to ensure that you can be contacted promptly when necessary.
4. The supporting documents described in the application form.
5. **It is the responsibility of the student to ensure that letters of reference and other documents reach the address below by the deadline.**

6. If the letters of reference are mailed directly to the address below, only one copy is needed otherwise please provide the original and one copy.

7. If any of the items is missing the application will not be considered for the award.

(A. Gupta: 9/94, 8/03)
(K.C. Gupta: 1/00, 8/03)
(J. Laskar, 5/09)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)

INTER-SOCIETY

1. Responsibilities of the Chair of the Inter-society Inter-Society Committee:

The Inter-society Inter-Society Committee (ISC) Chairperson shall be responsible for coordinating and reporting on inter-society activities that may be of interest and may impact the Society. Each individual activity will be represented by a subcommittee chair and optionally a co-chair. The ISC Chairperson shall recommend responsible subcommittee chairs to represent each subcommittee area. The ISC Chairperson shall interface with each subcommittee Chair regularly to receive updated information on committee activities, prepare a summary report for presentation to AdCom and attend each AdCom meeting to deliver that report. The ISC Chairperson shall review the status, efficacy and relevance of each subcommittee and its representation annually.

2. How Selected and Term of Office

Appointed by the President-Elect for a term of one calendar year.

3. Duties of the Inter-society Committee:

Interface with, attend meetings and report on inter-society activities of interest to MTT-S that shall include but not be limited to the IEEE US Activities Board (USAB), Technical Activities Board (TAB), other IEEE and related societies, policy boards, symposia, journals and publications and other committees. Known activities include:

- Aerospace Policy
- Communications and Information Policy (CCIP)
- Committee on Man and Radiation (COMAR)
- Components Packaging and Manufacturing Technology (CP&MT) Society
- Engineering Research and Development
- Energy Policy
- Compound Semiconductor IC Symposium
- Medical Technology Policy
- IEEE Society on Social Implications of Technology
- International Microwave Power Institute (IMPI)
- Instrumentation and Measurements Society
- Journal of Lightwave Technology
- Nano Technology
- Professional Activities Committee for Engineers (PACE)
- Sensors Council
- Solid State Circuits Society (SSCS)
- Superconductivity
- IEEE Technical Activities Board (TAB)
- URSI US National Committee

The ISC shall identify issues and make recommendations where MTT-S decisions are appropriate and necessary.

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(B. Perlman: 3/96)
(S. Wetenkamp: 5/03)
(M. Harris: 6/09)

**ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY
COMMITTEE ON COMMUNICATIONS AND INFORMATION POLICY (CCIP)**

1. Responsibilities of the MTT-S Representative to CCIP

Represents MTT-S interests and serves as liaison to the CCIP. Concentrates on CCIP activities of primary interest to the MTT-S.

2. How Selected and Term of Office:

Appointed by MTT-S President for one calendar year.

3. Duties of the MTT-S Representative to CCIP

- Attend most of the CCIP meetings held in Washington at two-month intervals.
- Participate in the work of the Space and Spectrum Subcommittee whose activities are of primary interest to the MTT-S.
- Participate in the activities of other CCIP Subcommittees as required to best serve MTT-S interests.
- Report CCIP activity highlights to MTT-S AdCom.

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
Attend CCIP Meetings and Selected Concurrent Subcommittee Meetings	Δ		Δ		Δ		Δ		Δ		Δ	
Attend Occasional Separate Meetings of Technological Leadership Subcommittee	Δ-----Δ											
Report to MTT-S AdCom	Δ					Δ				Δ		

(F. Ivanek: 12/86)
(F. Ivanek: 9/94)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY

COMMITTEE ON MAN AND RADIATION (COMAR)

1. Responsibilities of MTT-S Representative to COMAR

The COMAR Representative is responsible for interfacing between MTT-S AdCom and COMAR. He coordinates MTT-S responses to COMAR actions and articulates MTT-Society concerns to COMAR.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT-S Representative to COMAR:

- Provides AdCom up-to-date information on COMAR activity.
- Coordinates MTT-S responses to COMAR actions.
- Articulates MTT-S concerns to COMAR for consideration.

(J. C. Lin: 12/86)
(R.C. Peterson: 7/93)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY

SUPERCONDUCTIVITY

1. Responsibilities of Inter-society: Superconductivity

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of Inter-society : Superconductivity:

The responsibilities of these members is to interact with other members on the IEEE Superconductivity Council to foster and encourage activities in IEEE relating to superconductivity development and applications. This involves sponsoring of special sessions, workshops, etc. at regular IEEE functions and with other professional societies as well as providing direction to the Editor of the IEEE Transactions on Applied Superconductivity, which is sponsored by the Superconductivity Council.

- Provides AdCom up-to-date information on the group's activities.
- Coordinates MTT-S responses to the group's actions.
- Articulates MTT-S concerns to for group's consideration.

4. References: None

(M. Nisenoff 3/96)
(S. Wetenkamp: 5/03)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)

IEEE ENERGY COMMITTEE

1. Responsibilities of MTT Representative to IEEE Energy Committee:

Serves as liaison between MTT-S AdCom and IEEE Energy Committee.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT-S Representative to IEEE Energy Committee:

- Attends meetings of IEEE Energy Committee.
- Provide AdCom up-to-date information on the group's activities that apply to MTT.
- Coordinates MTT-S responses to the group's actions.
- Articulates MTT-S concerns to for group's consideration.

(W. Brown: 12/86)
(D. Webb: 8/94)
(S. Wetenkamp: 5/03)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)

IEEE COMPOUND SEMICONDUCTOR IC SYMPOSIUM STEERING COMMITTEE

1. Responsibilities of MTT Representative to Compound Semiconductor IC Symposium Steering Committee:

The MTT Representative to IEEE **Compound Semiconductor** IC Symposium Steering Committee supports and propagates MTT-S interest and presence in the **Compound Semiconductor** IC Symposium and in its Executive Committee .

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT Representative to IEEE Compound Semiconductor IC Symposium Steering Committee:

- Attend Spring Symposium Organizing Meeting.
- Submit written report and recommendations to MTT-S AdCom.

(V. Gelnovatch: 12/86)
(R. Sudbury 10/93)
(M. Harris 5/07)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)

INTERNATIONAL MICROWAVE POWER INSTITUTE (IMPI)

1. Responsibilities of MTT-S Representative to IMPI:

The MTT-S Representative to IMPI maintains a liaison between MTT - AdCom and IMPI, representing MTT positions to that body and reporting activities of interest to MTT.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT Representative to IMPI:

- Inform MTT-S of general IMPI activity and to inform IMPI of MTT-S activity.
- Help arrange joint MTT-S/IMPI activities - sessions, seminars, publications.
- Submit a report to the AdCom President at each AdCom meeting.

(J. Osepchuk: 7/93)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)

STEERING COMMITTEE OF THE JOURNAL OF LIGHTWAVE TECHNOLOGY

1. Responsibilities of the MTT-S Representative to the Steering Committee of the JLT

The MTT-S representatives (2) to the Steering Committee for The Journal of Lightwaves Technology maintain a liaison between MTT-AdCom and the JLT, representing MTT positions to that body and reporting activities of interest to the MTT. The representatives also share one vote on JLT administrative matters brought before the Steering Committee as trustee for the Journal.

2. How Selected and Term of Office:

Two representatives are appointed to two-year staggered terms by the MTT President, and may be reappointed.

3. Duties of the MTT-S Representatives to the Steering Committee of the JLT

- Inform MTT-AdCom of general JLT activity.
- Inform JLT of MTT-S activity and views.
- Cast the MTT-S vote in accordance with MTT views on JLT administrative matters brought before the Steering Committee.
- Help arrange joint MTT/JLT activities - special issues, publications, sessions, etc.
- Report to MTT AdCom as necessary, either directly or through the Inter-society/Inter-society Chair.

(N. Dietrich: 7/93)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY

USAB PROFESSIONAL ACTIVITIES COMMITTEE FOR ENGINEERS (PACE)

1. Responsibilities of MTT-S Representative to USAB PACE:

The MTT-S Representative to USAB PACE represents MTT-S membership interest and serves as liaison to the PACE Council. He encourages and develops activities which increase visibility of professional issues with MTT-S membership. He provides interaction with USAB Committees as needed to provide appropriate disposition for professional issues identified as of interest to MTT-S membership.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT-S Representative to USAB PACE:

- Attend Annual PACE Convention. Interact with activities appropriate for MTT-Society membership interest on professional issues.
- Provide **Newsletter** articles on professional issues of current interest.
- Organize panel session at Microwave Symposium on professional issues.
- Interact with membership as appropriate to understand and develop professional issues of interest.
- Interact with appropriate USAB committees and other agencies with letters, phone calls, reports and personal contact and appearance as appropriate to advance professional interests of membership.

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
National PACE Convention									Δ			
PACE Session at MTT-S Symposium						Δ						
Identify Subject and Speakers	Δ											
Session						Δ						
Newsletter Article Inputs		Δ				Δ					Δ	

(R. A. Moore: 12/86)
(D. Webb: 8/94)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)

SOLID STATE CIRCUITS SOCIETY (SSC)

1. Responsibilities of MTT-S Representative to the SSC-S:

The MTT-S Representatives to the SSC-S attend to support and propagate the MTT-S interest and presence in the SSC. The Representatives report on the proceeding of the SSC-S to MTT-S AdCom when necessary and implement MTT-S initiatives as required..

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of the MTT-S Representative to the SSC:

Monitor the three yearly SSC meetings and provide written report and recommendation to MTT-S AdCom when interests require.

(V. Gelnovatch: 6/92)
(D. Webb: 8/94)
(M. Schindler: 1/00)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)

IEEE TECHNICAL ACTIVITIES BOARD (TAB)

1. **Responsibilities of MTT-S Representative to TAB:**

The TAB representative is responsible for representing matters of MTT interest to TAB, and reporting on TAB activities of interest to MTT.

2. **How Selected and Term of Office:**

The MTT representative to TAB is the MTT President. In addition, because most representatives (Presidents) from other Societies serve a 2-year term, MTT has been sending the President-Elect in addition to the President to all TAB meetings. The President-Elect is the official alternate TAB representative.

3. **Duties of MTT-S Representative to TAB:**

- Attend three TAB meetings each year
- Report TAB activities at the three AdCom meetings each year
- Submit written reports to MTT Newsletter three times per year
- Interact with Society Presidents through TAB initiatives to strengthen relationships between MTT and other entities
- Represent MTT interests and points-of-view to IEEE Staff, the President's Forum, TAB Caucus, and IEEE Board of Directors

(P. Staecker: 6/93)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)

MTT-S REPRESENTATIVE TO URSI U.S. NATIONAL COMMITTEE

1. Responsibilities of MTT Representative to URSI:

The MTT Representative to URSI participates in activities organized by International Scientific Radio Union (URSI) both on international and national levels which are of interest to MTT members. He maintains contact with URSI officials to present MTT views on URSI discussions. If agreed to by URSI, the MTT Representative shall also serve as a member of the U.S. National Committee of URSI.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT Representative to URSI:

- Keep abreast of URSI activities.
- Present MTT's view to URSI on behalf of AdCom if required.
- Attend URSI functions as often as possible including their U.S. National Committee meetings.

(T. Itoh: 12/86)
(A. A. Oliner: 6/93)

ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)

MEDICAL TECHNOLOGY POLICY COMMITTEE

1. **Responsibilities of MTT-S Representative to the Medical Technology Policy Committee:**

The responsibility of the MTT-S Inter-society liaison to the Medical Technology Policy Committee is to advise the Committee on electromagnetic issues as it pertains to health as well as on emerging technologies in Communications (for example, for use in Telemedicine). At the same time, this liaison will report to the MTT Society on the hopes, desires, and expectations of the IEEE Medical Committee.

2. **How Selected and Term of Office:**

Appointed by the president for a term of one year.

3. **Duties of MTT-S Representative to the Medical Technology Policy Committee:**

- Keep abreast of the IEEE Medical Committee activities.
- Present MTT's view to the IEEE Medical Committee on behalf of AdCom if required.
- Attend Medical Committee functions as often as possible

(A. Rosen: 3/96)

ADCOM COMMITTEES ORGANIZATION (IMS EXECUTIVE COMMITTEE)

IMS EXECUTIVE COMMITTEE (IMSEC)

1. Responsibilities of the IMS EXECUTIVE COMMITTEE Chair:

The duties of the Chair are to coordinate the International Microwave Symposiums, to insure a level of quality and consistency, facilitate an active dialog between IMS General Chairs and manage any multiple year service agreements including, but not limited to, the Exhibition Manager.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year. It has been the general practice that the Second Past IMS General Chair becomes the IMSEC Chair and the First Past IMS General Chair is the Vice-Chair.

The remaining committee members are the Site Inspection and Negotiation Chair, the most recent Past IMSEC Chair and all future IMS General Chairs.

3. Duties of the IMS EXECUTIVE COMMITTEE Chair:

Solicit letters of proposal from the local Chapters as required to maintain the Symposium site selection at least eight years in advance of the current year.

The IMS EXECUTIVE COMMITTEE, lead by the SINC Chair will oversee the IMS site selection process, support the presentation of site selection data and proposals to AdCom, and chair the subsequent voting.

Coordinate the Site Inspection and Negotiating Committee activities and, in consultation with the MTT-S President, appoint a Chair of the Committee; evolve a procedure for site selection that provides MTT-S membership with a fair and competitive financial package from the host city.

Serve as the principal interface between the Administrative Committee and the Exhibition Manager. Maintain, enforce and review, in conjunction with IMS Chairs, the formal Agreement that is in place between the Administrative Committee and the Exhibition Manager.

Oversee the negotiation and renewal of the contract between the Administrative Committee and the Exhibition Manager, when needed.

Supervise the Exhibition Manager; approve all booth rental contracts, approve booth rental rate, and review the annual financial statement submitted by the Exhibition Manager.

Oversee the negotiation and renewal of additional multi-year service contracts for the IMS as authorized by the Administrative Committee.

Coordinate local steering committee General Chairs for the selected future symposium sites; inform them of all deliberations at the Administrative Committee level that require action on their part, couple them to corrective action taken in response to problems identified during the course of conducting symposia prior to theirs, solicit reports from them to be included at each Administrative Committee meeting.

Hold in-person Committee meetings at the Winter & Summer AdCom and additional communications as needed with all selected IMS General Chairs.

Maintain an IMS Guidelines and Procedural Manual and make available to future IMS General Chairs.

Maintain a repository of information on past IMS and make available to future IMS General Chairs.

IMS COMMITTEE CHAIRS

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
Report to AdCom	x					x			x			
IMS Approve Booth Rental Rate			x									
IMS Review Exhibition Manager's Financial Report	x											
IMS Receive Local Chapter Proposals for Symposium						x	---	---	x			
Site Inspection and Negotiating Committee Conduct Site Inspections/Evaluations		x-	---	x								
Approve Following Year Symposium Budget		x										
Select Future Year(s) Symposium Site						x						
IMS Approve Booth Rental Agreements	---	---	---	---	---	---	---	---	---	---	---	---
Distribute Current Year Symposium Final Report to AdCom												x

(E.Cohen 6/92)
 (E. Cohen and E. Rezek 5/93)
 (M. Schindler 4/97)
 (G. Thoren 5/03)
 (J. Barr 5/08)

ADCOM COMMITTEES ORGANIZATION (IMS EXECUTIVE COMMITTEE)

INTERNATIONAL MICROWAVE SYMPOSIUM (IMS) SITE INSPECTION AND NEGOTIATING COMMITTEE (SINC)

1. Objectives and Responsibilities of the Site Inspection and Negotiating Committee (SINC)

The objectives of the International Microwave Symposium (IMS) Site Inspection and Negotiating Committee are to attest to the adequacy of the proposed Symposium sites, the ability of the proposing Steering Committee leaders to conduct a successful Symposium, and to negotiate (which includes having contracts signed) favorable costs for facilities and services at the proposed sites. Preferably at least two sites are negotiated for each Symposium year to assure competition.

2. Responsibilities of the Site Inspection and Negotiating Committee (SINC) Chair:

The duties of the Chair are associated with site selection for the International Microwave Symposium. The Chair shall organize site negotiations with the support of the proposed Symposium Steering Committees of the local Chapters during the site selection competition phase to establish a preliminary agreement from the host city that provides MTT-S membership with a fair and competitive financial package. The Chair shall in turn support and provide guidance as necessary to the local Chapters to achieve this objective. The SINC is specifically responsible for providing guidance to the local Chapters on the specific details required for the site selection decision by the Administrative Committee. The SINC chairperson, as his/her discretion may limit the competition in any one year to a maximum of four (4) contenders. The SINC also shall support and provide guidance to the Steering Committee during final negotiations after a host city has been selected.

Specifically, the Site Inspection and Negotiating Committee Chair shall:

- Through the candidate local Steering Committee, organize with each candidate host city Convention Bureau or equivalent, a site visit by the SINC to the hotels and Convention Center to negotiate hotel room and meal function discounts, room blocks, meeting room facilities, schedules, etc. for the International Microwave Symposium.
- Follow up with local Steering Committee in an advisory role on any outstanding action items remaining from the site visit.
- Support the local Steering Committee in its interface with each candidate host city Convention Bureau or equivalent guide in the preparation of the data package for the Administrative Committee for site selection and its presentation.
- Serve as the principal interface between the Meetings and Symposia Committee and the IMS Committee and the Steering Committees of the local Chapters during the site selection competition.
- Present site evaluation data to the Chair of the IMS EXECUTIVE COMMITTEE associated with site selection for the International Microwave Symposium at least 7 days prior to the Administrative Committee meeting at which these data are to be presented to the full Administrative Committee membership. Participate in the development and presentation of competing proposals as required to assist the Administrative Committee in the final selection of a site.
- Upon request, assist local Steering Committee chairs in negotiating and contracting for hotels and other service after the Site Selection is complete. The SINC maintains a standard MTT Hotel Contract which is made available to all local committees.

3. How Selected and Term of Office:

The Site Inspection and Negotiating Committee Chair is appointed, in consultation with the MTT-S President, by the Chair of the IMS EXECUTIVE COMMITTEE who is responsible for the annual International Microwave Symposium. It is recommended that the Chair of the Negotiating Committee be appointed for a multi-year term. A term of at least three years is typical.

4. Members of the Site Inspection and Negotiating Committee:

The Site Inspection and Negotiating Committee Chair shall select up to four (4) MTT-S members to assist him in carrying out his duties. Membership selections shall be approved by the Chair of the IMS EXECUTIVE COMMITTEE who is responsible to the Administrative Committee for the annual International Microwave Symposium. Members are preferably selected from MTT-S members having participated in previous Symposium Steering Committees, especially those persons who have had prior experience in negotiating Symposium sites.

The Site Inspection and Negotiating Committee, for each site being negotiated, includes representation from the Symposium Steering Committee proposing that site, usually the Steering Committee General Chair and the Local Arrangements Chair.

A standing member of the Site Inspection and Negotiating Committee is a representative from the Exhibition Manager of the Symposium. This person is typically an employee of the exhibition management contractor to the MTT Society.

5. IMS Site Selection Guidelines:

- a. Site selection shall take place at the Spring AdCom meeting, coinciding with the present year IMS. Each site selection process shall be made for one future IMS year. Current practice is that the site selection be for eight years in the future, but it is at the discretion of the Chair of the Site Inspection and Negotiating Committee. Potential Sites must make their intention to propose known to the Chair of IMSEC and the Chair of the SINC by the preceding January (or Winter AdCom meeting, whichever is sooner). Sites making their intention known after the Winter AdCom meeting will be considered one year later. Intention to propose should be in the form of a brief proposal including at a minimum:
 - A statement signifying the willingness of a Chapter to host the Symposium
 - A proposed technical and administrative organization showing adequate local interest and participation and
 - A proposed facility available and adequate to house both technical sessions and exhibits.
- b. Site location should be central to microwave industry and research. Consideration should be given to the percent of MTT-S membership residing within commuting distance.
- c. The location should have a positive reputation with IMS exhibitors (as determined from annual polls of exhibitors), and if available, exhibitor survey data should be presented to AdCom.
- d. The proposed steering committee shall possess the leadership and management skills necessary to assure that the event meets professional and financial objectives.
- e. The following physical aspects shall be satisfied:

- i. The proposed site shall have adequate hotel capacity. It shall commit (to IMS usage) convenient hotel accommodations on a peak-room-night basis of approximately 40% of the average full-event (excluding one-day) registration of the three most recent IMS. For purposes of comparison with competing sites, discounts to legitimately negotiated corporate rates applicable to the year proposed shall be offered by participating hotels. Hotels with attrition clauses shall be used only in extenuating circumstances, and then only with full understanding of financial liability to the Society.
 - ii. Convention facilities shall be conveniently accessible from hotels, and shall support co-located technical sessions and exhibits. For further details, see the IMS Guidelines and Procedures Manual.
 - Meeting room space: At least one room with seating capacity (theater style) for approximately 3/4 of recent or expected MTT registration. The facility shall support up six to seven parallel technical sessions with total seating capacity (theater style) of approximately 125% of MTT registration at the three most recent IMS, with individual room count and capacities that will accommodate recent IMS session formats.
 - Exhibit space shall be available immediately adjacent (in the same facility) to technical sessions. Exhibit space shall be sufficient to support approximately 125% of the average number of 10' by 10' booth spaces used in the three most recent IMS.
 - iii. The proposed site shall have convenient access by air travel for both domestic and international travelers. Surface travel between the airport and the proposed site shall be readily available and of moderate cost.
- f. A proposed IMS site may also be evaluated for additional specific criteria considering the IMS Guidelines and Procedures Manual, at the discretion of the IMS Site Inspection and Negotiating Committee (SINC). The SINC will visit the site to evaluate its suitability with respect to the above criteria upon direction of the IMSEC Chair. This request normally follows formal indication of interest to host the IMS to the IMSEC Chair by the local committee. The total time needed for evaluation and feedback is approximately 5 months. Results of the IMS SINC evaluation, along with recommendations when appropriate, shall be reported to the MTT-S Administrative Committee, which shall vote final approval of a proposed IMS site.
- g. A pre-visit Qualification Questionnaire is sent to the prospective Steering Committee Chairperson to assure the SINC that the city being bid is qualified to host the IMS and that the visit is not in vain. The questionnaire assists the aspiring chairperson to realize the issues that need to be addressed to have a successful symposium. The current questionnaire is shown below.

6. SINC Selection Hotel Information Form

The form shown below is used by the SINC to uniformly collect data from the key hotels in each city. This form is to be sent to the local Convention and Visitors Bureau representative for distribution to the hotels prior to the SINC visit. Each assigned hotel salesperson is to complete this form and have copies ready for the SINC visit as a center for discussion and negotiations. Upon completion of the discussions, a signed copy of this form is to be taken by the chairperson of the SINC as a record of that which has been agreed upon. The signed copy is a legally binding document on the part of the hotel and becomes the record and basis for the agreements in the final contract.

**MICROWAVE THEORY AND TECHNIQUE SOCIETY
Symposium Site Pre-Qualification Information**

Location _____

Year _____

To: Aspiring Symposium Committee General Chairs

In order to maximize the efficiency of the Site Selection and Negotiation Committee, the following information is required prior to scheduling a visit to a proposed site. Realizing that it is very difficult to project so many years into the future, you may base this information on the assumption that we would be holding the symposium this year.

Convention Center

What is the total size of the exhibit space? How much exhibit space is available to us?

How much meeting room space is available to us?

What is the cost of each?

What is the layout of the convention center? i.e.,

- a. What is the proximity of the meeting rooms to the exhibit space?
- b. How much space is available for registration and how does it work with the exhibits, etc.?

Accommodations

How many hotel rooms are available to us within 1/4 mile radius of the convention center?

- a. What is their average cost?
- b. What is the cost of outlying rooms?
- c. Do the hotels have attrition clauses in their contracts?
- d. How adamant are they about these clauses?

What is the structure of the air fares for the attendees to get to the symposium?

Operation

Provide the makeup of your steering committee. If they have any experience from past steering committees please so state.

- a. Technical Program Chair and major subdivisions
- b. Local Arrangements Chair and major subdivisions
- c. Transportation
- d. Finance
- e. Registration
- f. Publications
- g. Special Events and Spouses/Guest Programs
- h. Liaisons for ARFTG, RFIC, etc.

Identify any of these members that are not local to the proposed site. For any that are not local, show a plan for how you would operate a committee from a remote location to make the convention happen? If you plan to use local professional assistance, what is the cost of such?

Provide the name, phone/fax number and e-mail address of the representative from the local Convention and Visitors Bureau that will be supporting our inspection and visit.

The MTT Society thanks you for your interest in conducting an International Microwave Symposium and is looking forward to meeting with you and your support people to review the site very soon.

Karl Varian
Chair - Site Inspection and Negotiating Committee

MICROWAVE THEORY AND TECHNIQUES SOCIETY
International Microwave Symposium [IMS] Site Selection Hotel Information Form

City _____ for Year _____

Hotel Name _____ Date _____

Hotel distance from Convention Center: Distance _____ Time _____ min

Room Block

How many rooms does your hotel have? _____

How many rooms will you block for our convention for peak night? _____
(See expected conference daily distribution chart)

Rates - for early June

What is your current corporate rate? _____ s _____ d

What is your current consortia rate? _____ s _____ d

What is your current discounted group rate? _____ s _____ d

Our Discount: _____ % from _____ rate

Will you commit to the same discount (%) in the year of this conf ____? (Y/N)

What is the maximum annual inflation rate you will guaranty between now and the conference ____%

What are you willing to offer us? _____

NOTE:

The MTT-S requests the right to select the most favorable rate in the convention year between the specified discount or applying the maximum inflation to the current group rate.

Incentives

What comp room-night [R-N] rate, based on actual pickup, do you offer? 1 for _____ (suggest 1 for 40) plus how many suites: _____.

We would like additional amenities [e.g. Presidential suite(s)] for use by Conference Chair, Society President, etc for hosting events for Conference and Society volunteers. How many Presidential or large suites will you offer: _____; type _____

In addition to these comps, what percent of the cumulative R-N will you provide as staff rooms at 50% off the group rate? ____ (# of R-N) Note: Average total R-N blocked is 4.8 times the peak R-N block.

What percent of the block will be offered at the prevailing government rate? _____%

What are your daily charges for: Internet Service \$_____ Parking (self) \$_____ Airport Shuttle \$_____

Do you offer any of the following on a complimentary basis? Breakfast _____ Happy Hour _____

Other Functions

Are you a candidate for the headquarters hotel? _____

If selected as headquarters hotel, will you provide a total of at least 2 comp suites? ____ Type: _____

Do you have banquet facilities? _____ For how many people? _____

If you host other functions, what F&B discount will you offer? _____%

(Suggested: less than \$50K - 0%; \$50 to 100K - 5%; \$100K to 150K - 10%; greater than \$150K -15%)

Other: ____% for < \$____; ____% for \$____ to ____; ____% for \$____ to \$____; ____% for > \$____

Authorizing Signature _____ Date _____

Title _____

GUARANTEES

The MTT-S is a non-profit organization that depends on volunteer help. The Site Inspection and Negotiation Committee (SINC) cannot agree to, nor commit to, an attrition clause that creates an uncontrollable liability for the society. We have encountered uncontrollable and unjust liabilities due to hotels attempting to undercut each other and housing bureaus erroneously informing registrants of rooms not being available. In lieu of such liability the society will implement certain procedures, specified herein, to greatly reduce the risk of a significant number of short range cancellations and related loss of revenue by the hotel.

ATTRITION PROTECTION PROCEDURE

The MTT-S offers the following procedures to minimize the risk of creating an undesirable financial situation for the hotel. The hotel may avail themselves of these offers at their discretion.

1. Room block will be reviewed and, if necessary, readjusted in accordance with the status and health of the microwave industry at intervals consisting of symposium date minus 12, 24 and 36 months.
2. The housing bureau shall be prohibited from accepting undefined blocks of rooms. That is, every room reservation must be designated to an individual and be accompanied by a one night credit card guaranty.
3. Deposits are fully refundable for cancellations made before 21 days prior to the official starting date of the symposium (herein called the cutoff date). Cancellations between 21 and 4 days of the individuals scheduled arrival date and the cutoff date are subject to a 15% cancellation fee, which will be paid to the hotel.
4. Cancellations within 4 days of the scheduled arrival date shall be subject to forfeiture of the first nights cost. This forfeiture fee shall be paid to the hotel holding that individuals reservation.
5. In the event that a hotel receives a forfeiture fee and then proceeds to fill the rooms, the hotel may keep up to a 15% cancellation fee and return the balance to the individual.
6. A society or hotel representative will juxtapose the attendance and hotel house lists to identify individuals who have circumvented the system and created an apparent discrepancy between housing bureau and hotel counts. Furthermore, the hotel will be provided with a list of companies associated with the microwave industry to enable the hotel to relate or identify apparently IBT reservation with the IMS and count those reservations in the block.

AGREED TO:

Signature _____ Date _____

Title _____

3/08

Hotel Contract Guidelines

1. Room Rates: offered rates should agree with those obtained during the SINC visit and discussions.
2. Room blocks: Peak night number should be close to that obtained during the SINC negotiation. The specific distribution will be tailored by the hotel to fit their interpretation of IMS history (which hotels obtain through housing bureaus of previous years' cities). One rate (run-of-the-house) is used to minimize confusion for the delegates.
3. Minimum guest room usage: Attrition clauses by any name will not be accepted. Actual room use is difficult to validate and not controllable by the Society, but rather by the dynamics of competitive rates offered by other hotels in the city. Additionally, many attendees find ways to circumvent the housing bureau to get cheaper rates, and are not recorded in our pickup numbers. Discounted room rates are offered with no implied minimum guestroom usage penalties.
4. Headquarters hotel: A F&B discount schedule on banquet and other food and beverage is requested from headquarters or co-headquarters candidates.
5. Cutoff date: 21 days is acceptable, and should be uniform among all hotels, since all reservations will be coordinated by the local housing bureau. The hotel should also honor the group rate beyond the cutoff date as long as rooms are available but is not obligated to reserve inventory beyond the cutoff date.
6. Walk policy: For delegates with confirmed, but denied rooms, an allowance for a free room's lodging in a like quality hotel, free transportation, and a guaranteed room for the days remaining in the delegates stay is requested.
7. Staff and comp rooms: We have determined that we need about 6% of the room block pickup to meet our comp and staff obligations. We need you to consider this when offering such amenities.

Contact Information (for Current and/or Future Contacts)

	Hotel	IMS	IEEE
Representative			Vita Feuerstein
Title		2xxx IMS Chair	IEEE Contract Administration
Address			445 Hoes Lane Piscataway, NJ 08855
Phone Number			1 732.562.5396
Email			vita@ieee.org
Alternate Rep.		Karl Varian	Elsie Cabrera
Title		Site Inspection and Negotiation Committee	IEEE Conference Planning
Phone Number		1 972.344.2616	1 732.981.3428

AGREED TO:

Signature _____ Date _____

Title _____

3/08

Hotel F&B Functions Associated with MTT-S International Microwave Symposium

Day	Function	Count
Saturday	Breakfast	45
	Lunch	60
	Committee Meetings (~8, no more than 4 in parallel)	5 to 25
	AdCom Meeting	80-100
	AdCom Reception	80
	Dinner	80
Sunday	Breakfast	60
	Lunch	60
	AdCom Meeting	80-100
	Workshop Luncheon	150
	RFIC Reception	400-600
Monday	General Chair's Dinner	200
	All Attendee Reception	1,500
Tuesday	RFIC Steering Committee Luncheon	30
	Chapter Chair Reception and Dinner	50-80
	Technical Committee Chairmen Dinner	30
Wednesday	TPC Luncheon	120
	Industry Hosted Reception	1,500
	MTT-S Awards Banquet	500-800
	Chair's VIP Reception (optional)	50-75
Thursday	ARFTG EXECOM Dinner	300
	IMS Steering Committee Luncheon	50
	ARFTG Reception	120
	ARFTG Banquet	80-100
	Student Award Luncheon	100
Friday	ARFTG Continental Breakfast	100-120
	ARFTG Luncheon	100-120
during week	Industry Hospitality Suites	200/day
TPC Meeting (January, same year, starts on Saturday, optional)		
Evening 1	Miscellaneous meetings (up to 3 in parallel)	5 to 100 (each)
	Dinner Buffet	100-150
Day 2	Breakfast	250-300
	AdCom Lunch	250-300
	AdCom Reception	100-200
	AdCom Dinner	100-180
Day 3	AdCom Breakfast	60
	AdCom Lunch	60
AdCom Meeting and Site Inspection (Fall, 4 years before Symposium, optional)		
Day 1	AdCom Lunch	35
	AdCom Reception	35
	AdCom Dinner	35
Day 2	Breakfast	35
	Lunch	30

(E. Cohen and E. Rezek: 5/93)
(P. Staecker 6/96)
(M. Schindler 4/97)
(J. Hausner 3/04)
(K. Varian 3/08)

(M. Harris review 5/09)

ADCOM COMMITTEES ORGANIZATION (IMS EXECUTIVE COMMITTEE)

FINANCE, ACCOUNTING AND AUDITS

1. Responsibilities of Finance, Accounting and Audits

The chief responsibility of this position is to insure that all IMS Finance Committee Chairs are familiar with all Society budgeting practices and the most current IEEE Conference Financial Management and Reporting requirements. See Reference A.

IEEE Policy requires that independent auditors must examine the financial statements of Society sponsored conferences with receipts or expenses in excess of \$100,000. Those conferences, topical meetings, seminars, etc. less than \$100,000 will be audited by the IEEE Operations Audit Department on a sample basis. The MTT-S Administrator monitors the progress of the auditing function.

Oversight is required to insure the timely submission of conference financial reports, repayment of loans, return of all surplus funds to MTT-S accounts held at IEEE and the audit report.

2. How Selected and Term of Office

The individual should have an interest, ability and experience in financial and accounting practices. Appointment is made by the Chair of the IMS Executive Committee at the time of taking office. The term of office is at the discretion of the IMSEC Chair.

3. Duties of Finance, Accounting and Audits

- Insure an IEEE Concentration Bank Account has been established by each IMS Finance Chair.
- One and one-half to two years prior to each IMS, Conference and Finance Chairs must be contacted to insure a budget has been prepared in coordination with the Exhibition Manager and submitted to the Society Budget Committee. Approved budgets are submitted to IEEE Conference Services no later than one-year prior to each IMS.
- Insure that all lessons learned from the most recent past Symposia are transmitted to the next scheduled IMS Finance Chair.
- At least six months prior to each IMS insure that an independent audit firm or IEEE Operations Audit Department has been designated to complete the 'agreed upon procedures' audit of the meeting's financial statement. .
- Following the Annual Symposium insure the IMS Finance Chair repays any outstanding conference loans and transfers conference surplus funds to MTT-S accounts according to IEEE policy.
- Provide an interface and liaison with IEEE Conference Services to receive, review and act on status reports concerning open conference accounts.

4. References

- A. IEEE Financial Management and Reporting, www.ieee.org website, link to 'Conferences'
- B. IEEE Technical Meetings Organization Manual, Section 9, The Finance Committee, and Section 10, The Audit Committee; www.ieee.org website.

C. IEEE MTT-S International Microwave Symposium Guidelines and Procedures Manual, Section H, Finance; January 2009 on CD.

(R. Sparks 5/09)

ADCOM COMMITTEES ORGANIZATION (IMS EXECUTIVE COMMITTEE)

EXHIBITION MANAGEMENT AND IMS SERVICES

INTRODUCTION

Since the inception of a major exhibition in association with the International Microwave Symposium in 1977, MTT-S has contracted with a professional exhibition manager.

The full definition of responsibilities is contained in the (confidential) contract between the MTT-S and the Exhibition Manager. Copies of the contract will be provided to all Symposium General Chairs.

SERVICES

EXHIBITION

1. Contract for the rental of the hall including space for the exhibition, meeting rooms, registration area and other peripheral space.
2. Solicit and sell booth rental space for the exhibition.
3. Contract for the decorator which includes move-in/move-out labor, utilities, aisle carpets, registration area facilities, entry area decoration, MTT-S and IEEE counters in the registration area and other services. Contract for catering, security, telephones, cleaning and other services as needed.
4. Prepare and distribute the exhibitor manual and other exhibitor materials.
5. Contract for, plan and administer the exhibitor reception prior to the awards banquet.
6. Arrange for the historical exhibit, application seminars and open-forum session set-up and tear-down.
7. Control suite and meeting space allocations to provide preference to the exhibitors and legitimate MTT-S entities.
8. Manage the commercial sponsorship agreements.
9. Handle all financial arrangements with exhibitors.
10. Supervise and enforce MTT-S and Exhibition rules of appropriate decorum and behavior on the show floor.

REGISTRATION

1. Create advance and on-site registration forms.
2. Process registrations and transfer funds to MTT-S.
3. Produce registration material such as badges and tickets.
4. Provide on-site registration labor including data entry, cashiers and computer management personnel.
5. Maintain a data base of attendees.
6. Prepare registration packages and provide labor for distribution of this material in addition to digests, attendee gifts and other related materials.
7. Provide exhibitors with a lead retrieval system and system support.
8. Provide the steering committee with daily accounts of event participation.

PUBLICITY

1. Prepare the advance and final programs in cooperation with the Symposium Technical Program Committee, Steering Committee and others through the Publicity Chair as the sole point of contact.
2. Print and mail the programs.

3. Prepare and print advertisements for the call for papers, exhibition sales and attendance promotion for inclusion in the industry media.
4. Negotiate with and provide advertising material to other trade publications as appropriate (including exhibition space barter arrangements).
5. Take lead role for promotional and press/media activities in support of the IMS.
6. Provide exhibitors with tickets for exhibition-only admittance for distribution to their customers.

TECHNICAL PROGRAM COMMITTEE

1. Assist in preparations of the IMS Call for Papers
2. Assist in promotional activities for soliciting authors and presenters for the technical program.

SITE SELECTION AND NEGOTIATING COMMITTEE

1. Participate with the negotiating committee on site visits and evaluation of future potential sites for the IMS.

OTHER ITEMS

1. Provide an audited statement of accounts 90 days after the IMS.
2. Attend selected IMS steering committee meetings.
3. Arrange for wireless access and Cybercafé facilities for attendees.
4. Additional items as called for in the Exhibition Manager contract.

RENEGOTIATION OF THE CONTRACT

Periodically the contract between the Society and the Exhibition Manager must be renewed. It is the responsibility of the IMS EXECUTIVE COMMITTEE Chair to coordinate re-negotiate this contract. The President may appoint a committee with expertise in the operation of previous IMS's to perform this function.

(J. Barr: 05/08)

ADCOM COMMITTEES ORGANIZATION (IMS EXECUTIVE)

INVOLVEMENT OF OTHER ORGANIZATIONS IN THE IMS

These guidelines relate to the participation of organizations other than MTT-S in the IMS. Co-location of other meetings with the IMS, or joint symposia (such as IMS and AP-S) are not within the scope of this document.

1. MTT-S will only accept non-financial involvement of non-profit organizations in the IMS.
2. The involvement of an organization in the IMS must benefit MTT-S and/or the IMS.
3. Involvement in the IMS is limited to 1 year.
4. Only one non-MTT-S organization may be involved in the IMS in any given year.
5. Requests for involvement in the IMS should be made at the time of the Symposium proposal. Proposals must be made through the Steering Committee to the Chair of IMSEC, and must then be approved by ADCOM.
6. Organizations (other than MTT-S) may provide guidance on the Technical Program and/or the operation of the IMS, but may not have approval authority.
7. A logo of the non-MTT-S organization must be subordinate to the MTT-S logo in all IMS publicity, the Program, and the Digest. The Chair of IMS Committee will judge compliance with this provision.
8. The non-MTT-S organization must agree to fee-free use of the name and logo, and that the copyright of all materials related to the IMS remain the property of the IEEE.
9. Terminology used to describe the non-MTT-S organization's involvement is as follows:
 - a.) If the non-MTT-S organization is not an IEEE entity, the involvement will be called "Technical Co-sponsorship." This does not, however, require that the IEEE definition of "Technical Co-sponsorship" be followed. (The IEEE definition describes the participation of an IEEE entity in a meeting, but does not describe the participation of a non-IEEE entity in an IEEE meeting.)
 - b.) In the case where the non-MTT-S organization is an IEEE entity, either "Technical Co-sponsorship" or "Cooperative Sponsorship" may be used, and the IEEE definitions apply.

(C. Jackson: 10/99)
(G.Thoren: 5/03)

ADCOM COMMITTEES ORGANIZATION (MEETINGS & SYMPOSIA)

MEETINGS AND SYMPOSIA

1. Responsibilities of the Chairs and Vice Chair of the Meetings and Symposia Committee:

The duties of the Chairs and Vice Chair are associated with the planning and implementation of all technical meetings and conferences that are conducted for the benefit of the Society membership with the exception of the International Microwave Symposium which is handled by an IMS EXECUTIVE COMMITTEE and the Radio and Wireless Symposium which is handled by the RWS EXECUTIVE COMMITTEE. Upon instruction by the Administrative Committee, the Meetings and Symposia Committee also cooperates with the committees responsible for other Institute and Society meetings, conventions and symposia. The Chair shall assume overall responsibility for managing the Committee, selecting members, and coordinating and reporting meeting and symposia activities. The Vice Chair shall complement the Chair in duties and responsibilities by advising and helping the Chair support, coordinate and report meeting and symposia activities with emphasis on those activities that are most familiar and/or influential, e.g. regional, geographic.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year. It has been general practice that the Chair serve for more than one year.

3. Duties of the Meetings and Symposium Chair:

- Recommend members of the Meetings and Symposium Committee for approval by AdCom. These members shall assist the Chair and Vice Chair by providing liaison support to specific meetings or activities in a specific geographic region, Regions 1-6, 7, 8-10.
- Serve as focal point for interacting with representatives from all non-IMS meetings for which the MTT-S is involved as a sponsor, cosponsor, technical cosponsor, or cooperative sponsor; also serve as the focal point for interacting with representatives from all other meetings seeking such sponsorship.
- Review proposals from members of MTT-S and the local Chapters for MTT-S sponsorship of all related meetings and symposia with the exception of the IMS.
- Classify and recommend type of support requested/recommended to the Administrative Committee for approval.
- Serve as the principal interface between the Administrative Committee and the Meeting/Symposium/Workshop organizer.
- Inform meeting and symposia organizers status of MTT-S support and/or and solicit reports from them to be included at each Administrative Committee meeting with the help of the designated meeting and symposia liaison members.
- Establish and/or maintain guidelines for MTT-S involvement in meetings at all levels, and ensure that guidelines are being followed.
- Establish and/or maintain guidelines for other organizations to be involved with the IMS, and other meetings which are fully sponsored by MTT-S, and ensure that these guidelines are being followed.

- Maintain meetings and symposia data base and calendar and publish this info on the MTT-S website and in the Magazine. Examine continuous sponsorship every year evenly divisible by 5.
- Present, or oversee the presentation of financial data and budgets for all meetings in which the Society maintains a financial stake to the Budget Committee for approval.

4. References:

Bylaws: 5.2.1; 5.3.5,6

(E.Cohen 6/92)
(E. Cohen and E. Rezek 5/93)
(M. Schindler 4/97)
(B. Perlman, 5/03)
(M.Harris: 6/09)

ADCOM COMMITTEES ORGANIZATION (MEETINGS & SYMPOSIA)

RADIO AND WIRELESS SYMPOSIUM AND RADIO AND WIRELESS WEEK

Radio and Wireless Week (RWW) is a multi-conference event typically held in January, with the Radio and Wireless Symposium (RWS) as its centerpiece. The annual IMS TPC Meeting and the January AdCom Meeting are typically collocated with RWW. RWS and RWW are governed by the RWS Executive Committee. Other events participate in RWW, and have representation in the RWS Executive Committee. Participating events are self governed and agree to comply with the (RWW) Principles of Cooperation.

The Radio and Wireless Symposium (RWS) is a major technical meeting, typically with a commercial exhibition, sponsored by the MTT-S. Its technical content emphasizes wireless communications technology, applications, architectures, systems and theory. It typically includes presented technical sessions, poster session, panel sessions, workshops and short courses.

RWS Operation and Management

RWS is operated by an annual Steering Committee and managed by the General Chair. Assignment to key positions in the Steering Committee made by the RWS Executive Committee using the following succession schedule as a guide:

1. General Chair
2. Sr. Technical Program Chair
3. Jr. Technical Program Chair
4. Finance Chair

The Finance Chair is typically an experienced Steering Committee member that has shown leadership and potential. The Steering Committee shall also include a Publications Chair and a Local Arrangements Chair, plus other positions as determined by the General Chair. The RWS Steering committee in general, and the Finance Chair and Local Arrangements Chair specifically, support all the participating conferences in RWW. The Chairs of all participating conferences are automatically members of the Steering Committee.

The RWS Technical Program Committee (TPC) is led by the Sr. Technical Program Chair and is responsible for reviewing and accepting submitted papers for the RWS. The Jr. Technical Program Chair is typically responsible for workshops, panel sessions and short courses, and supports the Sr. Technical Program Chair. The TPC is typically organized into sub-committees by technical topic. TPC members serve on a rotating basis and are limited to a single consecutive 3 year term.

RWS Executive Committee

The RWS Executive Committee is responsible for overall oversight of RWW and RWS over multiple years. Its specific responsibilities are:

- Approval of RWS Steering Committee leadership per X.1.
- Approval of future RWS sites
- Approval of Executive Committee Chair
- Approval of LTPO members
- Approval of substantial changes in the operation, organization or structure of RWS and RWW

Membership of the RWS Executive Committee is by rule, and is:

- RWS General Chair, Co-Chair and immediate future Chair
- RWS TP Chair and Co-Chair
- Current MTT-S Meetings and Symposia Committee Chair
- General Chairs of all conferences participating at least every 3rd year (or designees)
- General Chair of current and next year IMS
- General Chair of IMS of the year any RWS site selection is under consideration
- Current and one year future RWS Finance Chair

- Current and one year future RWS Local Arrangements Chair
- Long Term Planning/Operation Committee members

Note that current year is defined to end 30 days after the conclusion of an RWS.

All past Chairs of the RWS Executive Committee are ex-officio (non-voting) members of the RWS Executive Committee.

The RWS Executive Committee meetings are called by the Chair. Meetings must be held at least once per year.

Long Term Planning/Operation (LTPO) Committee

The LTPO provides long term stability and leadership to RWS and RWW. It is led by the RWS Executive Committee Chair. It is responsible for managing RWS leadership and future direction. It is responsible for coordination between the participating symposia and fostering ties with relevant IEEE Societies for sponsorship purpose. It brings decisions to the Executive Committee for approval including:

- RWS Leadership per X.1
- Future Sites
- RWS Executive Committee Chair
- LTPO appointments

The LTPO shall have at least 3 members and no more than 5 members.

RWW Principles of Cooperation

Multiple conferences participate in RWW under the following principles:

- All participating conferences shall operate under a single budget managed by the RWS Finance Chair.
- Each conference shall budget registration income sufficient to cover its:
 - o Digest, include paper submission and selection costs
 - o Food and beverage (receptions and full meals)
 - o Projection (A/V)
 - o Gifts and awards
 - o Individual Publicity
- Exhibition contract and income will cover:
 - o Break refreshments (beverages only) between sessions all week, in the exhibit area while exhibits are open.
 - o All Meeting rooms in conference venue
 - o Wireless internet and cyber café (if any)
 - o Registration system
 - o Joint Publicity (RWW publicity items)
 - o Local Arrangements contractor (Meeting planner) to plan and manage all events for all conferences
 - o Interactive Forum refreshments (if any)
- In order to promote a successful exhibit:
 - o All session breaks will be held in the exhibit area while the exhibit is open, and shall be at least 30 minutes long
 - o All sponsorships will be coordinated through the exhibition manager
 - o All participating conferences will overlap with the exhibit for at least one full day.
- Each conference is responsible for its Technical Program
 - o Coordination will be done by conference TP Chairs
- Joint sessions, panel session, workshops, interactive forums are by mutual agreement
- All conferences will utilize a common attendee registration system
- Overall combined RWW local arrangements will be managed by RWS Local Arrangements Chair

(M. Schindler 9/09)

EUROPEAN MICROWAVE ASSOCIATION

The European Microwave Association (EuMA) is the organizer of European Microwave Week and the primary sponsor of the European Microwave Conference. MTT and EuMA cooperate closely on these events.

MTT Representative to EuMA

EuMA is managed by a Board of Directors. MTT appoints one of the members of the EuMA Board. The appointment is made by the President and is for a 3 year term consisting of three full consecutive calendar years.

European Conference on Wireless Technology

The European Conference on Wireless Technology (ECWT) is an annual event held in conjunction with European Microwave Week cooperatively between EuMA and MTT. The relationship between the parties is governed by an MOU, formally agreed to on 12 June 2003. EuMA is a 60% sponsor and MTT is a 40% sponsor.

MTT appoints two members of the ECWT Steering Committee. These appointments are made by the President. Each of these positions is for a term of 3 full calendar years. The positions are offset from one another by one year. One term is 2001-2003, and the other is 2002-2004.

(M. Schindler 9/03)

ADCOM COMMITTEES ORGANIZATION (MEETINGS & SYMPOSIA)

POLICY AND GUIDELINES FOR SOCIETY SPONSORSHIP AND ENDORSEMENT OF TECHNICAL MEETINGS, CONFERENCES, EXPOSITIONS AND SYMPOSIA

Support of meetings, symposia, conferences, and expositions involving the fields of interest to the MTT Society is an important function of this society. Endorsement of such events by the MTT Society shall be based on: a) benefit to MTT-S membership, b) sound financial planning and accountability, and c) absence of conflict with other events.

The terms "technical meeting" and "meeting" are used here to refer to various workshops, conferences, expositions, and symposia of a technical nature that might be supported by the MTT Society. The phrase "sponsorship and endorsement" indicates the broadest possible range of sponsorship, partial sponsorship, administration, participation, and support of meetings.

1. POLICY FOR SPONSORSHIP AND ENDORSEMENT OF TECHNICAL MEETINGS BY THE MTT SOCIETY

1.1 Sponsorship and endorsement of technical meetings by the MTT-S shall be limited to four categories. These categories are attached. MTT-S Guidelines for each of these levels of involvement are appended. For the IMS, the "Guidelines for the Involvement of other Organizations in the IMS" are relevant. The "Guidelines for MTT-S Meeting Involvement" specifies the requirements that the Society has, and the benefits it offers, at each level of involvement.

a) "Sponsor", in which the MTT-S is the principal originator, organizer and sponsor.

b) "Co-Sponsor", in which the MTT-S shares with other organizations the management and financial support of an event. Co-Sponsorship by the MTT-S requires a written agreement that clearly states the division of administrative and financial responsibilities among cosponsors.

c) "Technical Co-Sponsor", in which the MTT-S assists in the preparation of the technical program and encourages participation by its members, but is not involved with management of the event, and has no financial or administrative responsibilities. To receive Technical Co-sponsorship an archivable digest must be published by the meeting. Participation in the Book Broker program is encouraged

d) "Cooperating Sponsor", in which the MTT-S assists with the publicity for the event and encourages participation by its members, but is not involved with management of the event, and has no financial or administrative responsibilities. "Technical Participant" is equivalent to "Cooperating Sponsor."

1.

1.3 The MTT Society encourages local, section, or regional meetings organized by Chapters of the MTT-S.

1.4 The MTT Society will sponsor, cosponsor, technically cosponsor and cooperatively sponsor additional meetings which address technologies of substantial interest to MTT-S membership. Emphasis will be on supporting meetings which encourage and promote participation by MTT-S members in the subject technology, paper presentation, and meeting organization and administration. For stable, ongoing meetings of general interest to its members, MTT seeks the highest level of involvement for meetings.

1.5 Co-Sponsorship, Technical Co-Sponsorship and Cooperating Sponsorship of meetings of another IEEE entity or a non-IEEE not-for-profit organization by the MTT-S require a vote of approval by the MTT-S Administrative Committee.

1.6 Technical meetings sponsored or cosponsored by the MTT-S shall be open on an equal basis to all members of the IEEE and to Society Affiliates. Special provisions may be made for IEEE student members. The Society shall not act as a sponsor or cosponsor for any assemblage in which participation is subject to security/export clearance or any other restriction of either governmental or industrial nature. Participation in technical meetings with restricted attendance shall be limited to "Cooperating Sponsor" or "Technical Cosponsor" (refer to section 10.6 of the IEEE Policy and Procedures Manual).

1.7 Sponsorship and endorsement of technical meetings by the MTT-S shall be in accordance with the MTT-S Constitution, the MTT-S Bylaws, and IEEE policies and practice. Reference is made to the IEEE Policy and Procedures Manual, Section 10 - Meetings, Conferences, Symposia, and Expositions.

2. INFORMATION REQUIRED OF TECHNICAL MEETING ORGANIZERS PRIOR TO CONSIDERATION OF REQUESTS FOR SPONSORSHIP AND ENDORSEMENT BY THE MTT-S:

2.1 A written request for endorsement or support shall be submitted to the Chair of the Meetings and Symposia Committee. The request shall include:

- a) Name of the proposed technical meeting
- b) Proposed date and location
- c) Key organizing officers
- d) Principal officer responsible for interface with and reporting to the MTT-S ADCOM

2.2 A statement of the object of the technical meeting, that portion of the scientific community it is intended to serve, and a copy of the meeting organization and operating procedures or other applicable documents, if available.

2.3 Established sponsorship and associations with institutions, organizations, or commercial interests. The degree of support requested of the MTT Society. Other societies or organizations being approached for co-sponsorship and support.

2.4 Planned publications prior, during, and subsequent to the technical meeting: and the planned distribution and circulation of said publications.

2.5 The total operating budget planned, and the financial support being requested of MTT-S. If financial support is requested, additional items are required:

- a) The proposed method and regularity of reporting financial status.
- b) Agreement to submit to the MTT-S Administrative Committee a final financial report within 90 days of completion of the event.
- c) A statement of willingness to comply with an MTT-S audit, if requested by the IEEE MTT-S Administrative Committee.
- d) A statement that the technical meeting is a not-for-profit activity.

3 ADDITIONAL FACTORS SUGGESTED FOR MTT-S ADCOM CONSIDERATION:

Consideration of a request for meeting sponsorship and endorsement shall be coordinated by the Chair of the Meetings and Symposia Committee. The Meetings and Symposia Committee will report its recommendation to the MTT-S Administrative Committee. Factors to be considered include:

- 3.1 The anticipated benefit to MTT-S members. Will the technical meeting develop the associated technology and broaden involvement by MTT-S members as the activity grows? Will the proposed meeting be managed in a way that encourages participation by all MTT-S members with technical interests in the subject technology?
- 3.2 The recommendations of the Chairs of the MTT-S Technical Committees with activities related to those of the proposed technical meeting, and of the Chair of the Intersocietal Relations/Planning Activity.
- 3.3 Soundness of the financial planning for the technical meeting.
- 3.4 Schedule conflicts of the proposed technical meeting and other established meetings of interest to MTT-S members.
- 3.5 Previous or planned sessions at MTT-S International Microwave Symposia (IMS) that support or overlap with the technical focus of the proposed meeting. Would the proposed meeting tend to enhance or detract from participation in the IMS?
- 3.6 Will the support of existing commitments by MTT-S be excessively diluted by involvement in the proposed technical meeting? Could the objectives of the proposed meeting be achieved by improved support of existing events?
- 3.7 Will support of the proposed meeting serve, or appear to serve, particular commercial or institutional interests which might cause the professional nature of the MTT Society to be questioned?
- 3.8 Are the specific considerations that should be negotiated prior to agreement to sponsor the proposed technical meeting?

(M. Schindler 4/97)
(B. Perlman 4/03)

ADCOM COMMITTEES ORGANIZATION (MEETINGS & SYMPOSIA)

The Guidelines for MTT-S Meeting Involvement

Cooperative Sponsorship

Benefits:

Use of MTT name.

Requirements:

Meeting of interest to MTT members.

Summary report of meeting.

Meeting open to all MTT members.

Discount for MTT members equal to any other discounts.

Special provisions for Student Members.

Technical Co-Sponsorship

Benefits:

Use of MTT name.

MTT mailing list.

MTT technical guidance.

Requirements:

Meeting of interest to MTT members.

At least 50% of technical program committee are MTT members.

A least one member of the technical program committee nominated by MTT.

An archivable digest of papers/presentations is made available

No financial involvement by the MTT-S

Summary report of meeting.

Meeting open to all MTT members.

Discount for MTT members equal to any other discounts.

Special provisions for Student Members.

MTT will seek a higher level of involvement for successful meetings of general interest to its members.

Co-Sponsorship

Benefits:

Use of MTT name.

MTT mailing list.

MTT technical guidance

MTT administrative support.

Partial financial support.

IEEE meeting services support.

Requirements:

Meeting of interest to MTT members.

Percentage of involvement must be established.

MTT will generally seek at least 50% involvement.

Technical program committee representation at least in proportion to MTT involvement.

A least one member of the technical program committee nominated by MTT.

Meeting open to all MTT members.

Discount for MTT members equal to any other discounts.

Special provisions for Student Members.

Full financial report 90 days after meeting.

Approval of meeting budget.

Portion of surplus equal to percentage of involvement.

MTT AdCom representative invited all organizational meetings.

Space for a MTT membership booth.

Sponsorship

Benefits:

- Use of MTT name.
- MTT mailing list.
- MTT technical support.
- MTT administrative support.
- Full financial support.
- IEEE meeting services support.

Requirements:

- Meeting of interest to MTT members
- MTT member discount.
- Special provisions for Student Members.
- All Technical Committee members must be MTT members.
- Technical Program Chair must consult with AdCom TCC Chair.
- Meeting open to all MTT members.
- Full financial report 90 days after meeting.
- Approval of meeting budget.
- Full meeting surplus.
- MTT AdCom representative invited all organizational meetings.
- Space for a MTT membership booth.

ADCOM COMMITTEES ORGANIZATION (MEMBER AND GEOGRAPHIC ACTIVITIES)

MEMBER AND GEOGRAPHIC ACTIVITIES

1. Responsibilities of Chair and Vice Chair of the MEMBER AND GEOGRAPHIC ACTIVITIES Committee

The MEMBER AND GEOGRAPHIC ACTIVITIES Committee shall encourage members in the Society and shall maintain records of Society membership. The Committee is responsible for promotion of the Society's interests through the formation of new Society Chapters, the development of professional, regional and international events and activities, maintaining supporting liaison with existing Society Chapters and promulgating activities which encourage membership in the Society. The MEMBER AND GEOGRAPHIC ACTIVITIES Committee shall disseminate publicity and information of interest on the IEEE and the Society to the Chapters and to the Society membership.

2. How Selected and Term of Office

Appointed by President for a term of one calendar year.

3. Duties of the MEMBER AND GEOGRAPHIC ACTIVITIES Committee:

- Chair and Vice Chair shall lead the MEMBER AND GEOGRAPHIC ACTIVITIES committee and assign specific tasks to officers of MEMBER AND GEOGRAPHIC ACTIVITIES Committee for serving the Chapters and regional needs.
- Inform Chapter Chairs and AdCom members on all services available to Chapters (list of topics and speakers for technical meetings, financial support available for professional, regional and international activities, assistance in attracting new members). Provide Chapters with Chapters Officers Handbook detailing Chapter Officers responsibilities and services provided by IEEE and MTT-S.
- Send periodic updates to Chapters and request reports on their technical activities.
- Approve funding requests by chapters and request MTT-S Finance Committee Chair to issue payment.
- Hold an annual Chapter Chair's meeting at the International Microwave Symposium and discuss issues of joint interest. Make arrangements with the MTT-S Awards Chair to prepare certificates of recognition to Chapter Chairs for distribution at the Chapter Chair's meeting. Coordinate Regional Chapter Chair's meetings at European Microwave Conference and Asia Pacific Microwave Conference.
- Recognize and annually present awards to the two fastest growing Chapters including student branch Chapters each in Regions 1-6 and 8-10.
- Promote the formulation and professional activities of new chapters including MTT-S student branch chapters.
- Identify, promote, support and sponsor the International Microwave Workshop Series (IMWS) in coordination with the Meetings and Symposia Committee.
- Work with Technical Coordinating Committee in the selection of Distinguished Microwave Lecturers.

- Manage the Distinguished Microwave Lecturer Program and Budget
- Publish information regularly in the Microwave Magazine – Chapter News column. These publications provide news, facts, data, meeting notices, ideas, articles and other material of special interest to the microwave community from the areas of chapter activities, international events and membership development.

4 References: Bylaws: 5.2.8

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
AdCom Meeting	Δ					Δ				Δ		
Letter to Chapter Chairs Describing Service	Δ											
Assign Specific Tasks to Committee Members	Δ											
Prepare Program for Chapter Chair's Dinner		Δ		Δ								
Mail Invitations for Chapter Chair's Dinner				Δ								
Prepare Certificates of Recognition for Chapter Chairs				Δ								
Remind Committee Members to Write Report for AdCom				Δ								Δ
Make Contacts at Symposium to Stimulate Formation of New Chapters						Δ						
Identify Chapters Who are Not Active and Encourage Activities						Δ						
Order Plaques and Checks for Fastest Growing Chapters				Δ								
Distinguished Microwave Lecturer Selection						Δ						
Promote and Prepare the International Microwave Workshop Series	Δ					Δ				Δ		

(K. K. Agarwal, 6/92)
(M. Maury/J. Barr, 8/94)
(J. Modelski, 5/03)
(K. Wu, 6/09)

ADCOM COMMITTEES ORGANIZATION (MEMBER AND GEOGRAPHIC ACTIVITIES)

CHAPTER ACTIVITIES

1. **Responsibilities of Chapter Activities Subcommittee:**

The Chapter Activities Subcommittee shall be responsible for promoting and maintaining close liaison between the Chapters and the Administrative Committee.

2. **How Selected and Term of Office:**

Appointed by the Chair of Membership Committee for one calendar year.

3. **Duties of the Chapter Activities Subcommittee:**

- Organizing an annual Chapter Chair's meeting at the International Microwave Symposium
- Preparing at least once a year information (report, article) for Microwave Magazine

Participating in regional MTT-S exchanges and developing local MTT-S technical programs such as IMWS.4.

Use of the Society Administrator:

The Society Administrator is used to coordinate communications with Chapter chairs (see Administrator section of Procedures Manual under Operations).

ADCOM COMMITTEES ORGANIZATION (MEMBER AND GEOGRAPHIC ACTIVITIES)

CHAPTER RECORDS

1. Responsibilities of Chapter Records Officer:

The Chapter Records Officer performs special tasks needed to keep MTT-S Chapter records current.

2. How Selected and Term of Office:

Appointed by the Chair of Membership Committee for one calendar year.

3. Duties of the Chapter Records Officer:

- Request and keep data from Chapters on names and addresses of officers and on Chapter meetings.
- Distribute addresses and meeting lists to AdCom members and Chapter Chairs.
- Interact with IEEE Field Services to insure that the list of Chapter officers is current and complete.
- Send list of officers of MEMBER AND GEOGRAPHIC ACTIVITIES Committee to IEEE Field Services.

(M. Schneider, 12/86)
(J. Modelski, 5/03)
(K. Wu, 6/09)

ADCOM COMMITTEES ORGANIZATION (MEMBER AND GEOGRAPHIC ACTIVITIES)

CHAPTER OFFICER'S HANDBOOK COORDINATOR:

1. Responsibilities of the Chapter Officer's Handbook Coordinator:

Maintain and update the Chapter **Officer's** Handbook.

2. How selected and term of Office:

Serves at the pleasure of the Chapter Activities Chair and the MEMBER AND GEOGRAPHIC ACTIVITIES Chair and Vice Chair. Typically people have served for three years but no set terms or process for filling this function.

3. Duties of the Chapter Officer's Handbook Coordinator:

- Update and publish the Chapter **Officer's** Handbook. The updated Handbook is posted on the MTT website, new Handbooks may be passed out at Chapter Chair's Meetings at the Symposium and regional conferences. This is performed in April to May of each year.
- Attend the Chapter Chair's meeting at the Symposium to discuss the Handbook with the Chapter Chairs.
- Distribute Chapter **Officer's** Handbooks. This is done after the Chapter Records have been updated which is 15 Sept. of each year. Chapter Chairs who attended the Chapter Chair's meeting received a Handbook at the meeting and will not be mailed a second one.
- Mail Out Invitations to the Chapter Chair's Meeting. Include 4 on the Funding for Travel to the Meeting. This is done in December of each year.
- Mail out occasional Chapter **Officer's** handbooks to officers of newly formed chapters and when requested to do so by the MEMBER AND GEOGRAPHIC ACTIVITIES Committee Chairs.

(A. Truitt 7/96)
(J. Modelski, 5/03)
(K.Wu, 6/09)

ADCOM COMMITTEES ORGANIZATION (MEMBER AND GEOGRAPHIC ACTIVITIES)

MEMBER DEVELOPMENT

1. **Responsibilities of the Member Development Officer:**

The Membership Development Officer shall be responsible for promoting the addition of new members including student members to the Society and for the reporting of Society membership statistics.

2. **How Selected and Term of Office:**

Appointed by the Chair of MEMBER AND GEOGRAPHIC ACTIVITIES for one (1) calendar year.

3. **Duties of Member Development Officer:**

- Maintain, in conjunction with IEEE Headquarters, a database of Society membership.
- Prepare and report on membership summaries of the Society and Chapters for AdCom and IMS Chapter Chair meetings.
- Determine which two Chapters and one student Branch Chapter in each of Regions 1-6 and Regions 7-10 have had the largest percentage growth on an annual basis and report results to Chapter Activities Committee.
- Make arrangements for a booth for recruiting new members including student members at the IMS and arrange staffing (including AdCom and Chapter Chairs) for the booth.
- Encourage and support the arranging of new membership booths at Society sponsored conferences.
- Develop as needed, with AdCom approval, programs to expand Society membership.
- Identify and encourage active members and local leaders to take initiatives and participate in the organization and development of MTT-S events such as the International Microwave Workshop Series (IMWS)

(M. Schneider: 12/86)
(John T. Barr 10/93)
(J. Modelski, 5/03)
(K. Wu, 6/09)

ADCOM COMMITTEES ORGANIZATION (MEMBER AND GEOGRAPHIC ACTIVITIES)

DISTINGUISHED MICROWAVE LECTURER

Introduction

An AdHoc committee was established by the President in 1989 to evaluate the MTT-S Distinguished Microwave Lecturer (DML) program. The recommendations made by this AdHoc committee were approved by AdCom at the May 1990 meeting. This procedure captures all key elements of the recommendation approved by AdCom.

1. General

In order to reduce the DML workload, the following procedure was implemented in 1990:

a. Multi-Year Appointment Policy

A multi-year appointment policy (3 years if possible) with staggered terms was adopted. In this way, one or more Lecturers is/are named every year, providing program continuity.

b. Typical Lecturer Workload

Each Lecturer takes approximately 6-7 lecture trips per year or 18-21 total for the 3 years, with typically 1-3 lectures per trip. This approach allows for the three Lecturers to deliver at least 40 lectures total per year, an amount that is viewed as providing adequate service to our members.

Each Lecturer is expected to contribute a feature article for publication in the *IEEE Microwave Magazine*.

2. Selection of the DML

a. Selection Philosophy

In the selection process emphasis should be on *selecting a topic, then finding the best available candidate*. Thus, the selection process should start with a topic that is clearly of interest to the MTT-S community, including working microwave engineers, and followed by a search for an individual with the proper credential and stature to lecture on this topic.

On occasion, it may be desirable and appropriate to select a highly distinguished individual, who would propose the topic. In this case, the nomination, made by an AdCom member to the Selection Committee, should include:

- nomination letter
- biography of candidate
- title and brief summary of talk
- letter from nominee's organization stipulating that organization's financial support

b. Selection Responsibility

The responsibility for topic selection, down selecting and recommending the candidate DML to AdCom rests with the Technical Committee. The Technical Committee recommends the DML candidate(s) to AdCom at the June meeting on an annual basis, if a vacancy exists. A Standing Subcommittee of the Technical Committee is charged with the selection process. The core members of this Subcommittee are members of and representing

- the Technical Committee
- the MEMBER AND GEOGRAPHIC ACTIVITIES Committee
- the Editor of the MTT Transactions
- the Awards Committee Chair

Additional subcommittee member candidates are:

- the DML Coordinator (non-voting)
- a Past President
- a Past DML

- c. A detailed SCHEDULE OF EVENTS delineating the DML selection process is attached as Appendix A.

3. Preferences/Priorities for DML Engagements

- a. Order of Preference

(1) MTT-S Chapters

(1a) Within home country (US) or Region [Strong Preference]

(1b) Outside of country or Region

(2) Student Chapters

(3) Group/Society Chapters

(4) Non-IEEE affiliated organizations

- b. Foreign Travel

It is expected that, for the case of 3 Lecturers serving simultaneously, 2 Lecturers from the continental US/Canada will primarily serve the US/Canada, while the third is selected from one of the off-shore Regions. The latter DML will primarily serve his home Region.

As guideline, it is expected that no more than two "foreign" trips are taken by any DML during his or her tenure. If a trip is taken, it should be taken *to one Region only*, and several speaking engagements should be planned and coordinated for that Region.

- c. Requests for Talks

Requests for talks will continue to be received directly by the DML. The DML Coordinator provides guidelines to the DML regarding acceptance criteria and priorities. This would include factors such as chapter size, when chapter was last visited, first-come-first-served, the order preference identified in 3a above, etc. The DML's preferences should also be a factor.

4. Management of the DML Program

- a. The selection process is the responsibility of the Technical Committee, as outlined in 2 above.

- b. The Coordination and Budget

The coordination activities with the DMLs, as well as the budgetary responsibilities reside with the MEMBER AND GEOGRAPHIC ACTIVITIES Committee. Specifically, budget responsibility and accountability is placed directly on the DML Coordinator (who is a member of the MEMBER AND GEOGRAPHIC ACTIVITIES Committee)

5. Stature of the DML Program

Every effort must be made by MEMBER AND GEOGRAPHIC ACTIVITIES and the DML Coordinator, who also coordinates the Speakers' Bureau activities, ***to clearly distinguish the DML program from the Speakers' Bureau.***

6. Financial Aspects

The total budget for the DML activities consists of the AdCom budget allocation for DML and contributions from other sources, including the DML's institution, the local organization hosting the lecture, and local Section funding. It is customary that the DML's institution/organization contributes 50% of the total expenses.

a. AdCom Budget

Because of the special, long range nature of the DML activity, and in order to increase the DML's schedule flexibility, budgetary carry-over from year to year is acceptable.

The budget is to be clearly segregated from other MEMBER AND GEOGRAPHIC ACTIVITIES activities.

b. Supplementary Budget

It is incumbent upon the Subcommittee to ascertain, as part of the selection process, that any DML candidate recommended to AdCom is adequately funded (at the 50% level of the total) by the DML's organization, i.e. that a commitment in writing by the candidate's organization is in hand. In exceptional, isolated circumstances, when this is not the case, the recommendation to AdCom will include a recommendation for additional funding to adequately fund this DML.

Should the DML recommendation to AdCom be for more than one new DML, and if this requires additional budget, the additional budget will be made part of the recommendation to AdCom.

**APPENDIX A
SCHEDULE OF EVENTS
DISTINGUISHED MICROWAVE LECTURER PROGRAM**

DATE	ACTION/ACTIVITY	RESPONSIBILITY
June Symposium	Based on interest of attendees, look for possible "hot" topics	TCC Chair
1 July	Letter soliciting nominations for candidate topics. Send letter to DML Subcommittee, all TC chairs and co-chairs, AdCom members and the 5 most recent past presidents. Request responses to be sent to DML Subcommittee Chair	TCC Chair
31 August	Consolidate responses, prepare questionnaire, and send to same group. Request responses by 15 September	DML Subcom Chair
30 September	Evaluate responses, down select to top 3 or 4 topics. Send summary to DML subcommittee members	DML Subcom Chair
31 October	Make final selection of topic(s) - number depending on number of DML openings	DML Subcommittee
15 November	Send letter to all recipients of July mailing, soliciting DML candidates for the topic(s) selected. Include emphasis on Regions 8-10, as appropriate, depending on appointment cycle(s). Request responses by 15 December.	DML Subcom Chair
15 January	Send new questionnaire to DML Subcommittee members. Purpose is to down select to 3 or 4 candidates per topic and rank them. Request responses by 31 January.	DML Subcom Chair
5 February	Contact top ranked candidate by phone, soliciting preliminary response as to willingness to serve and of institution's financial support (50% of total expense). If affirmative, follow up with letter requesting candidate's biography, as well as a letter as to the support to be provided by the candidate's institution by 1 March. If negative, contact next ranked candidate. Request responses by 15 March.	DML Subcom Chair
31 March	Prepare nominating letter to AdCom, send to AdCom secretary for advance mailing	DML Subcom Chair
15 April	Contact the MEMBER AND GEOGRAPHIC ACTIVITIES Committee Chair and DML Coordinator, alerting them as to potential budget impact of nomination(s)	DML Subcom Chair
June AdCom	Present DML recommendation to AdCom for approval.	TCC Chair

The approved Distinguished Microwave Lecturer will begin serving in the fall following the May/June AdCom meeting, typically serving for a 3-year term.

(J. Raue: 6/92)
(J. Modelski, 5/03)
(K. Wu and M. Harris, 6/09)

ADCOM COMMITTEES ORGANIZATION (MEMBER AND GEOGRAPHIC ACTIVITIES)

INTERNATIONAL CHAPTER MEETING LIAISON

1. Responsibilities of International Chapter Meeting Liaison

Coordinate with the Transnational Liaison Committee Chair and Regional appointees to insure broad dissemination of Society membership information, Chapter Officers Manuals, technical conference publicity, and other available IEEE orientation material and training aids.

Provide a direct conduit to IEEE Staff and MEMBER AND GEOGRAPHIC ACTIVITIES at the IEEE Operations Center and Regional Offices as they are established.

2. How Selected and Term of Office

This position requires past experience in working with members and Chapter Officers in all ten IEEE Regions of the world.

Appointed by the Chair of the MEMBER AND GEOGRAPHIC ACTIVITIES Committee at the time of taking office. The term of office is at the discretion of the Committee Chair.

3. Duties of International Chapter Meeting Liaison

Support the MEMBER AND GEOGRAPHIC ACTIVITIES Committee Chair on all international activities.

Identify and report regional member needs and local professional meeting activities to the Member and Geographic Activities Committee.

Respond to all inquiries from Chapter Officers in Regions 8, 9 and 10, and coordinate activities with the Transnational Liaison Regional appointees.

Attend Annual Symposium Chapter Chair's Meeting held during IMS Microwave Week, and as many of the Regional Chapter Chair's Meetings as is possible. The latter are usually held in conjunction with the European Microwave Conference (Region 8), the SBMO/IEEE MTT-S Brazil Microwave Symposium (Region 9) and the Asia Pacific Microwave Conference (Region 10).

(J. Modelski, 5/03)
(K. Wu, 6/09)

ADCOM COMMITTEES ORGANIZATION (NOMINATIONS AND APPOINTMENTS)

NOMINATIONS and APPOINTMENTS

1. Responsibilities of Nominations and Appointments Committee Chair

- Conduct the process defined by the MTT-S Constitution and ByLaws for the election of the Administrative Committee.
- Provide a slate of candidates for the position of AdCom President-Elect.
- Make recommendations to the President, as required, for persons to fill appointed positions

2. How Selected and Term of Office

The Nominations and Appointments Committee Chair is appointed by the President for timely functioning and should be a Past President of the MTT-S and ineligible to vote for the candidates. At the discretion of the President, the remaining committee members are appointed either by the President or the Committee Chair and must be ineligible as candidates, or disinterested in being a candidate. Unless re-appointed, the duties and term of office of the Nominations Committee Chair expire upon adjournment of the January meeting.

3. Duties of the Nominations Committee Chair

- Call for Nominations for elected MTT members to all MTT-S members and the MTT AdCom (published in Microwave Magazine, the website and other means of communication with members).
- Members having served three consecutive terms on AdCom cannot be nominated by the Nominations Subcommittee.
- Chair the AdCom nomination and election procedure:
 - Appoint Committee if not already appointed by President.
 - Prepare a "Suggested Starting List of Candidates" including all responses from the membership and the AdCom.
 - Invite the Committee to advise on the suitability of possible candidates with a view to down selecting and producing slates of a reasonable length.
 - Seek approval of AdCom at the June meeting for the slates.
 - Seek acceptance of nomination, commitment to perform as expected, if elected and biographical details from the candidates on the reduced list.
 - Ensure that each slate includes a number of candidates which is at least 1.5 times the number of open positions.
 - Arrange for conduct of the member-at-large election by IEEE Technical Activities Department
 - Organize and conduct e-mail ballot of the AdCom.
 - Present results of election to the AdCom at the September/October meeting.
 - After election, advise TAB of the results, and prepare Magazine and newsletter reports.
- Solicit nominations for and Chair the Committee process for bringing forward nominees for MTT-S President-Elect: (Bylaw 4.1.3). Submit at least two candidates for election.
- As requested by the President, recommend candidates for MTT-S, IEEE or TAB positions.
- Submit candidates for Division Director to Divisional Nominating Committee.

4. Election

With the consent of the President, conduct all AdCom elections.

- (a) Election of President-Elect (and any other elections conducted at an AdCom meeting)
- Request the President to appoint a Tellers Committee, no member of which is either eligible to vote or a candidate for election.
 - Review the nomination and election procedure to AdCom.
 - Re-state the voting rights of elected members and 3 Past Presidents.

- Open nominations from the floor.
- Candidates leave room.
- Discuss candidates.
- Conduct secret balloting. Plurality and majority vote elects. All votes shall carry equal weight. The candidates with the largest number of votes on the first ballot are elected provided each has a majority of the possible votes. In the event that the first ballot does not fill the vacancies, Additional ballots shall be held listing as candidates the remaining nominees. The eligible voters may choose to remove from the next ballot the candidate(s) having the fewest number of votes on the previous ballot. On additional ballots, the candidate(s) with the largest number of votes is (are) elected provided each has a majority of the votes.

(b) Election of AdCom members by (e-)mail ballot

- AdCom ballot conducted by N&A committee (STV by secret e-mail ballot as approved at June 2002 meeting). Candidate biographies and position statements circulated to voters
- Write-in candidates allowed
- Requirement for minimum number of ballots returned
- Use Single Transferable Vote (STV) to get absolute majorities without run off votes
- Details of the conduction of elections by STV can be found in the document entitled "How to Conduct an Election by the Single Transferable Vote" published by the Electoral Reform Society (<http://www.electoral-reform.org.uk/>)
- N&A member issues electronic ballots (encrypted) and password to voting members. All ballots have same password. Ballots returned to another N&A member who does NOT know password (can check who has voted, but not how)
- Anonymous ballots now passed to two tellers who independently carry out STV count (can use eSTV software) and agree the result
- Result to be presented to the AdCom for confirmation at the September/October meeting

5. Post-Election

Agree with President on notifying winners of election, request approval from TAB, and publicize in Microwave Magazine, website and other means.

6. References

Constitution: VI-1,2,3,8; VII-1,2,3.
 Bylaws: 3.3, Section 4 (all), 5.2.12
 IEEE Bylaws: 502.4

7. Timelines

	J	F	M	A	M	J	J	A	S	O	N	D
Call for nominations	o											
Prepare "long" list of candidates				o								
N&A Committee down-select					o							
AdCom approval of slates						o						
Member-at-large election							o-----o					
AdCom ballot							o-----o					
Solicit nominations for President-Elect						o-----o						
Final slate for President-Elect								o				
AdCom confirmation of e-mail ballot									o-----o			
Conduct election for President-Elect									o-----o			
Annual report of Committee									o-----o			
Publish election results										o		
Appointments advice for incoming President										o-----o		

(R. Pollard, 5/03)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

OPERATIONS

1. Responsibilities of Operations Chair:

Provide assistance and coordination to AdCom officers and committee Chairs and members in developing and documenting improved operational procedures as appropriate. Work with AdCom officers in establishing appropriate terms for outside contracts. Provide coordination and assistance as needed for committees assigned to Operations in carrying out their activities. This includes assistance to sub-committee Chairs in assembling their reports for AdCom and following up on action items for each Chair.

2. How Selected and Term:

Appointed by President for a term of one calendar year.

3. Duties of Operations Chair:

Provide assistance to AdCom officers and committee Chairs:

- Assist in developing and documenting AdCom and committee procedures.
- Assist in establishing appropriate terms for outside contracts.
- Coordinate with Bylaws and Procedures Chair to make sure that changes to our Society's operating policies and procedures are accompanied by appropriate changes to the Procedures Manual.

Coordination and assistance to assigned Operations sub-committees:

- Submit nominees for sub-committee.
- Coordinate committee reports to AdCom.
- Assist in performing committee action items.
- Provide leadership and direction for assigned sub committees.

4. References:

Bylaws: 5.2.4

(R. Moore: 9/92)
(M. DeLisio: 4/03)
(R. Sparks 1/08)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

ADCOM TRAVEL SUPPORT POLICY

MTT-S budgets for and provides up to \$3,000 in travel support for the Elected ADCOM members, the three (3) most recent Past Presidents and the Secretary for travel to **any regularly scheduled AdCom** meetings. This policy allows consideration of non-USA meeting locations and also recognizes that travel to the winter or summer Adcom meeting may be more expensive for some non-US AdCom members.

Reimbursement is authorized only if the traveler attends the Fall AdCom meeting. Reimbursement may be split between two or three AdCom meeting trips if needed, but should be combined on one IEEE approved expense report form.

Expense report form and receipts must be submitted to the MTT-S treasurer after the Fall AdCom Meeting . IEEE and MTT-S travel guidelines apply.

(M. Harris 10/08)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

ADMINISTRATOR

1. Responsibilities of Administrator:

Assist the Society President and Officers in planning and follow-up to business conducted during Administrative Committee meetings.

Serve as a liaison and advisor to Society Officers as necessary on business matters that require the support of IEEE Service Center Staff.

Assist with the development and review of the Annual Budget.

Advise Administrative Standing Committee Chairs in the implementation of sound financial management within their committees and assist where necessary.

2. How Selected and Term of Office:

Candidates may be solicited from the retired community of present or former active Administrative Committee members including Past Presidents. An expression of interest is submitted by each candidate outlining his or her interests, experience, credentials and resources. A search committee consisting of, as a minimum, the Operations Committee Chair, President and President-Elect will review the submissions and select the individual to be hired as an independent contractor.

Appointment is for one calendar year from 1 January to 31 December. If a midyear appointment is made the term ends December 31 of the same year.

The Administrator reports to the Operations Committee Chair who will provide working directions and operational guidance based on instructions from the President. The Operations Committee Chair will review the work load of the Administrator with the President, and as appropriate, provide for any necessary adjustments to best serve the needs of the MTT Society.

3. Duties of the Administrator:

The duties of the Administrator consist of appropriate tasks from the following list based on priorities and instructions as determined by the President and Operations Committee Chair.

- Follow-up on selected action items before and after Administrative Committee meetings.
- Participate in the Annual Budget review. Support the Treasurer in reviewing the periodic on-line Society Financial Statements, Consolidation Reports, and Balance Sheets provided by TAB to insure sound management practices are followed.
- Monitor the cash flow and reserves of the Society. Monitor the investment policies and practices of the IEEE and any reserves appropriated by the BoD to offset Institute operating losses.
- Assist editors in planning and tracking page budgets for publications to avoid financial penalties for significant ($> \pm 5\%$) page under-runs or overruns.
- Monitor voluntary and over-length page charge collections.
- Assist annual International Microwave Symposium and Radio and Wireless Symposium Steering Committees in budget preparation, administration of finances and record keeping to insure a successful audit and timely submission of final reports.

- Provide support to the Meetings & Symposia Committee by reviewing periodic IEEE Conference Status Reports and follow up with all Society sponsored conference Financial Chairs to insure timely submission of surplus funds and final reports to avoid late penalties.
- Maintain a file of Chapter Meeting Reports, and keep accurate, up-to-date information on all Chapter Officers and their addresses to include in the MTT Society Committee Directory.
- Support the Membership Services Committee in maintaining records of Chapter Funding for technical/administrative meetings, workshops and seminars and travel subsidies to attend Chapter Chair Meetings at the annual IMS, EuMC and APMC.

4. Office Facilities:

To perform the above tasks the Administrator is expected to maintain an appropriate office facility with equipment including, but not limited to a phone, facsimile, copier and computer with word processor, spreadsheet and data base software capabilities. The expense of the above identified equipment will be borne by the MTT Society, either by purchase, in which case the Society retains title to it, or if provided by the Administrator, as a part of the office expenses covered by the Society. Costs for same are to be agreed upon at the beginning of the term of office.

5. Travel:

The Administrator is expected to attend three AdCom meetings and the IMS annually, and make appropriate visits to the IEEE Service Center in Piscataway, NJ and other locations as necessary at AdCom expense. Requests for travel reimbursement will be included on the bimonthly invoices. Travel expense details will be recorded on standard IEEE forms and made available for audit purposes if requested. Appropriate on-line or IEEE reservation services should be utilized in a timely manner to insure the lowest possible rates are obtained for airline tickets and hotel accommodations.

6. Reviews:

The Administrator will submit an annual report at the end of each year as part of the performance review. The report shall contain recommendations for additions and improvement of the administrative function for the following year, based on the tasks outlined above under Duties. The report cover letter should indicate the Administrator's interest or non-interest in reappointment for another one year term.

7. Compensation:

The Administrator shall invoice for services rendered and office expenses bimonthly. Each invoice should show both current and cumulative compensation and expense reimbursements. Cumulative expenses should include travel costs, also, to enable comparison with annual budgets. Invoices may be submitted for payment directly to the IEEE Technical Activities Department financial analyst assigned to the Society, with copies to the Operations Committee Chair and Treasurer for approval. Because the appointment is annual, it is the Administrator's responsibility to control the hours invoiced to insure adequate support to the Society throughout the term of office. During any one quarter, the Administrator should not expend more than one-third of the annual hours allocated without the express approval of the Operations Committee Chair.

8. References:

Addendum to Independent Contractor Agreement for IEEE MTT-S Administrator prepared by R. A. Moore dated 23 December 1992.

Proposal from Membership Services Chairman, Samir El-Ghazaly, at June 1999 AdCom meeting for 'Administrative Support for Chapter Activities' approved to begin in January 2000.

(R. Sparks: 8/93)

(R.Sparks 1/08)

(R. Sparks: 4/03)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

BYLAWS AND PROCEDURES

1. Responsibilities of Bylaws and Procedures Committee Chair:

The Bylaws and Procedures Committee Chair serves as a resource to the MTT Administrative Committee in interpretation of the Bylaws, Constitution, and Procedures Manual to ensure that the Society is operating according to these documents. He or she implements changes in these documents as directed by the Administrative Committee. Management of the Procedures Manual may be coordinated by a separate sub-committee Chair.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of the Bylaws and Procedures Committee Chair:

- Acquire detailed knowledge of MTT-S Bylaws, Constitution and operating procedures.
- Serve as a resource to AdCom regarding questions related to the Constitution, Bylaws and operating procedures.
- Propose and implement changes in the Constitution and Bylaws as directed by the Administrative Committee.
- Inform IEEE Headquarters of approved changes and additions to the Constitution and Bylaws.
- Inform MTT-S membership via the *Microwave Magazine* of changes in the Constitution and Bylaws.
- Maintain the **Operating & Procedures Manual** that shall define the specific duties, actions and responsibilities of the officers and committee chairs. Statements appropriate for the manual are those concerned with procedural matters by the committees, bylaw interpretation and guidelines, intra- and inter-committee interactions and corporate memory.
- Coordinate with the Secretary and the Webmaster the printing and distribution of the **MTT-S Handbook** containing the Constitution, Bylaws and Operating and Procedures Manual.

4. References:

Bylaws: 5.2.4; 6.1,2

(A. Gupta: 06/92)
(M. DeLisio: 4/05)
(Reviewed by M. Harris: 10/08)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

HISTORIAN

1. **Responsibilities of the Historian**

The three major functions of the MTT Historian are:

- To act as a resource in matters of MTT and AdCom history.
- To provide liaison between the AdCom and the Committee responsible for the Historical Collection and to provide assistance to the Committee as needed.
- To assist in and help promote projects of an historical nature that have relevance to MTT.

2. **How selected and term of office**

Selected by President for a term of three years.

(T. Saad: 6/89)
(T. Saad: 6/93)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

HISTORY AND COLLECTION

1. Responsibilities of the Chair of the History and Collection Committee

The primary responsibility of the History and Collection Committee is to act as curator of the historical collection. This includes acquisition (by solicitation of donations and by purchase), cataloging, preparing displays, packing, shipping, and setting up at the symposium. The Committee also maintains the MTT-S Honor Roll plaque and other award materials. In recent years, the Committee has comprised a Chair, a Secretary-Treasurer, and an at-large member.

The collection is permanently housed at the Historical Electronics Museum, Baltimore, Maryland, and is on display there between Symposia.

Chair

The Chair coordinates with the Symposium appointed individual in preparing the display at the Symposium. He works closely with the other committee members in preparing the exhibit, overseeing the budget, and running the exhibit at the Symposium. He calls on experienced MTT members to act as historical resource to ADCOM.

Secretary-Treasurer

The Secretary-Treasurer arranges transportation to and from the Symposium, corresponds with ADCOM Finance Committee, and arranges working meetings of the Committee.

2. How Selected and Term of Office:

The Chair of the History and Collection Committee is selected by the President for a term of three years. The other members of the Committee are selected by the Chair.

SCHEDULE FOR MTT-S HISTORICAL EXHIBIT (Specific dates assume Symposium Week is June 1-6)

<u>DATE</u>	<u>ACTIVITY</u>
Ongoing	Acquire artifacts for Exhibit
07 January	Coordinate space requirements with local Exhibit Chair
01 March	Send videotapes to local Exhibit Chair
01 March	Complete planning for additions/changes to exhibit; order materials
14 May	Pack Exhibit material; crate for shipping
21 May	Ship Exhibit to Symposium city
02 June	Setup Exhibit at Symposium site
2-4 June	Exhibit open
04 June	Tear down, repack Exhibit
05 June	Ship Exhibit back to Baltimore
21 June	Setup Exhibit at Historical Electronics Museum

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

Historical Collection Committee

Historical Exhibit Management

1. Coordinate requirements with Local Historical Exhibit Chair. This should be done at the time of the January ADCOM meeting, which takes place at the site of the Symposium.
 - 1.1 Determine the space required for the Exhibit, including a reading room and a video show room. Determine whether the reading room should be separate from the main Exhibits.
 - 1.2 Select a location readily accessible from the technical meeting rooms, or in direct view from the registration area, since these are heavy traffic areas. This will help increase attendance. This is coordinated with the Local Arrangements Chair.
 - 1.3 Arrange for personnel to be present in the Exhibit during the Symposium.
 - 1.4 Determine the requirements for physical security, such as locked doors, security guards, etc. after hours.
2. Acquisition of Artifacts
 - 2.1 Acquisition of artifacts for the permanent Collection is an ongoing effort. To be included in the Symposium, time must be allowed for the new items to be labeled, mounted, and packed. This creates an effective cutoff date for new items at about four months before the Symposium.
 - 2.2 Obtain additional temporary display materials. Typical sources for such materials include members of the local MTT Chapter, who may desire to highlight specific achievements in microwave history. If the local Chair acquires these items, arrangements must be made for their transportation, labeling, display and return.
3. Send videotapes to local Chair. The MTT maintains an ever-growing library of videotapes of historical interest, but it will probably not be desired to show all of them. Some local Chairs have taken the time to edit the contents of several tapes onto one or two tapes to simplify the mechanics of showing them at the Symposium. Others have borrowed tapes from local organizations for special showing at the Symposium. To allow time for all this, the MTT videotapes should be sent to the local Chair at least three months before the Symposium. arrangements for a videotape player and TV are the responsibility of the local Chair, who must coordinate with the Local Arrangements Committee.
4. Organize materials to be displayed. Planning for this should be done at least three months before the Symposium to allow time for fabrication or delivery of new display hardware.
 - 4.1 Rearrange display to accommodate new items.
 - 4.2 Prepare new mounts and labeling for new artifacts.
 - 4.3 Repair loose or damaged display items.
 - 4.4 Correct and update existing documentation.
 - 4.5 Repair, fabricate , or purchase display cases, etc.
5. Pack Exhibit material for shipment
 - 5.1 The MTT Exhibit is on display at the Historical Electronics Museum. It must be dismantled, crated, and transported to the carrier for transportation to the Symposium. It has been found to take at least twelve man-hours for the dismantling and packing, and about four man-hours of supervision for the crating and transportation. Since exhibit material is required to be at the Symposium site about a week before the Symposium, and air transportation takes about two days, packing should be completed about two weeks before the Symposium.
 - 5.2 Inventory and pack books.

6. Ship Exhibit materials. Coordinate with the Exhibit Manager for the shipping address, which is usually a warehouse, and not the convention center. Make sure the Exhibit Manager knows when and how many pieces of the Historical Exhibit material are coming, so that it will be moved to the correct location at the Convention Center, and not be considered a part of the commercial exhibit. Make arrangements at the time of shipment to the convention city for the return trip to the Historical Electronics Museum. This will ensure prompt pickup after the Symposium, and will allow any special shipping rates to be agreed upon in advance. It is strongly recommended that shipment be made by air, since this requires the least amount of handling. We have found that less disturbance to the exhibit materials occurs through air transport than by truck.
7. Set up at Symposium. This takes place the day before the Symposium, usually on Monday of the Symposium Week. Arrange with the decorator or Exhibit Manager for two decorators/carpenters to help set up the display cases. Basic set up can usually be accomplished in the morning, but finishing touches will probably run into the afternoon.
8. Tear down and repack.
 - 8.1 This takes place on the evening of the last day of the Symposium, usually Thursday. Arrange with the decorator or Exhibit Manager for two decorators/carpenters to help dismantle and crate the display cases. Inventory books. This will usually take several hours.
 - 8.2 Coordinate shipment back to Historical Electronics Museum. Labeling and paperwork for the shipper should be completed by the end of the day. Actual pickup from the Convention Center takes place the following morning.
9. Return Exhibit to Historical electronics Museum. The exhibit material will be returned to the Museum warehouse (if shipped by air) early in the week after the Symposium. The Historical Collection Committee should arrange to set up in the Museum again no later than one month after the Symposium.

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
Collect and catalog artifacts, etc.	Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ
Prepare for Symposium				Δ-----Δ								
Symposium						Δ						

(S. Stitzer; 6/92)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

OMBUDSMAN

1. Responsibilities of Ombudsman:

The Ombudsman is responsible for receiving complaints and providing assistance to members in solving problems encountered in obtaining membership services from IEEE and MTT-S. It is the Ombudsman's responsibility to provide the membership with an alternate channel from the normal IEEE Service Center channels when difficulty is encountered through regular channels. The Ombudsman's responsibilities shall also include e-mail liaison inquiries.

2. How Selected and Term of Office:

Appointed by the President for a term of one year.

3. Duties of the Ombudsman:

- A. Notify members in each IEEE Microwave Magazine that the Ombudsman is available to help members with their complaints or to assist in obtaining membership services from IEEE and MTT-S. The mailing address, e-mail address, telephone, and FAX numbers of the ombudsman should be provided, in the IEEE Microwave Magazine, the MTT-S Website, and the MTT-S directory.
- B. On receipt the Ombudsman shall acknowledge the complaint and assure the member of assistance in solving the problem. Make contact with the member within one week of the receipt of the complaint.
- C. The Ombudsman shall make the necessary contacts to solve the problem. In many cases IEEE (Membership Services) can assist the Ombudsman in obtaining necessary information and can help the Ombudsman in rectifying the problem. Make necessary contacts to solve the problem within two weeks of the receipt of the complaint.
- D. When the problem is resolved, notify the member details of the action taken and invite further correspondence if the member remains dissatisfied. Notify member when necessary inputs are received. Time should be 2 to 4 weeks after receipt of complaint.
- E. If further correspondence is received from the member on the same complaint, repeat the process as above.
- F. Provide Ombudsman reports for the January and the Symposium AdCom meetings.

(E. Niehenke, 12/94)
(E. Niehenke, 3/03)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

PARLIAMENTARIAN

1. Responsibilities of the Parliamentarian

1) Maintain a familiarity with Robert's Rules of Order and the maintenance of proper democratic procedures for the conduct of meetings.

2) Have available at meetings a suitable reference manual that can be appealed to, when necessary, for clarifying any points of order.

2. How Selected and Term of Office

The individual should have prior experience in parliamentary procedures. Appointed by the President for a one-year term.

3. Duties of Parliamentarian

Provide guidance and consultation to the Chair/Moderator of the Society Administrative Committee Meetings on all matters pertaining to the rules and their interpretation that govern the orderly conduct of deliberative assemblies.

4. References

Robert's Rules of Order, General Henry M. Robert with a Guide and Commentary by Rachel Vixman, Pyramid Books, NY; 1971.

Robert's Rules of Order Newly Revised, Scott, Foresman and Co.;1990 Edition.

Modern Rules of Order, L. S. Cushing, Fawcett Publishers, Inc., Greenwich,CN; 1964.

Slide-A-Rule for Meetings, Marjorie H. Duncan; Revised 1971.

(R. Sparks: 4/96)
(Reviewed, G. Oltman: 3/03)
(R. Sparks: 1/08)

ADCOM COMMITTEES ORGANIZATION (PUBLICATIONS)

PUBLICATIONS

1. Responsibilities of the Chair and Vice-Chair of the Publications Committee

The Chair of the Publications Committee assists manages and coordinates the activities of the Society's archival technical journals: *IEEE Transactions on Microwave Theory, Techniques* and *IEEE Microwave and Guide-Wave Letters*, and *IEEE Microwave Magazine*. The Chair selects editors for these journals by use of search committee and with the concurrence of the AdCom, and jointly with the editors, selects the associate editors. The Chair is also responsible for coordinating IEEE publications (books, video-tapes and multimedia/electronic publications) activities of the *IEEE Press*, as they affect the MTT society.

The Chair of Publications Committee is the Society's contact point for interaction with IEEE PSPB (Publication Services and Products Board), participates in PSPB activities on behalf of the Society, and keeps ADCOM informed about PSPB activities as relevant to MTT Society.

2. Selection and Term of Office

The Publications Chair and Vice-Chair are selected by the President for a term of one year, but typically serve more than one year.

3. Duties of the Chair of the Publications Committee

Duties are related to the above-listed responsibilities.

4. References:

Bylaws: 5.2.2
IEEE Bylaws: 502.5

(S. A. Maas 10/92)
(K.C. Gupta 9/02)
(S. El-Ghazaly 11/08)

ADCOM COMMITTEES ORGANIZATION (PUBLICATIONS)

MTT TRANSACTIONS EDITOR

1. Responsibilities of the Editor of the IEEE Transactions on Microwave Theory and Techniques:

The MTT Transactions Editor maintains the highest possible quality of the Transactions as an archival journal. The Editor oversees the regular on-line publication of each issue, and has overall responsibilities for regular issues, and secondary responsibility for special issues, which are the primary responsibility of the guest editor(s).

2. How Selected and Term of Office:

Recommended by the Chair of the Publications Committee and appointed by AdCom for a three-year term.

3. Duties of the MTT Transactions Editor:

- Submits budget request to the Chair of the Publications Committee for approval by AdCom at its winter meeting.
- Maintains list of reviewers (Editorial Board), solicit new members of the editorial review committee and periodically reviews their qualifications.
- Logs in manuscripts, assign reviewers for each paper, evaluate reviewers' responses and make dispositions of papers. Compile issues.
- Coordinates with IEEE facilities for publication.
- Establishes standards for acceptance of papers.
- Update and improve forms and form letters.
- Maintains the manuscript data base .
- Considers and solicits invited papers.
- Assists guest editors for special issues.
- Annually updates list of reviewers and MTT officers published in the Transactions.
- Jointly with the Chair of the Publications Committee appoints Associate Editors who serve for a term not exceeding that of the editor.
- Report the status of the Journal to the AdCom at each regular meeting.
- Assists the Society's Publications Chair in preparing and presenting Transactions review forms as and by when needed by IEEE.

4. References:

Constitution: X.2

Bylaws: 3.3.2.3; 5.2.2

(T. Itoh: 11/92)
(S. Maas: 11/92)
(K.C. Gupta 09/02)
(S. El-Ghazaly 11/08)

ADCOM COMMITTEES ORGANIZATION (PUBLICATIONS)

LETTER-JOURNAL EDITOR

1. Responsibilities

The Editor of *The IEEE Microwave and Wireless Components Letters* is responsible for the overall operation and quality of the Letters Journal. The Editor oversees the review of submitted papers, accepts appropriate papers for publication, and assembles each monthly issue. Because the Letters Journal is a quick-turn-around publication, the Editor must process manuscripts rapidly.

2. Selection Process and Term of Office

The Editor is recommended by the Chair of the Publications Committee and appointed by the AdCom for a three-year term.

3. Duties of the Letters-Journal Editor

- Submits budget request to the Chair of the Publications Committee for approval by AdCom at its winter meeting.
- Maintains a list of reviewers (the *Editorial Board*), solicits new members of the Editorial Board, and periodically reviews their qualifications; maintains these records in a computer database.
- Uses all means necessary to insure quick reviews, including FAX, electronic mail, and the use of the simplest possible review form.
- Establishes standards for the acceptance of papers.
- Keeps records of each submitted manuscript, sends the paper to appropriate reviewers, and decides either to accept the paper for publication or not.
- Selects papers for each monthly issue (normally, papers are published in the earliest available issue).
- Coordinates with IEEE facilities for publication.
- Maintains computer software for tracking manuscripts and storing reviewers information.
- Reports the status of the journal to the AdCom at each regular meeting.
- Jointly with the Chair of the Publications Committee appoints Associate Editors who serve for a term not exceeding that of the editor.
- Assists the Society's Publications Chair in preparing and presenting the Journal review forms as and when needed by IEEE.

References

Constitution: X.2
Bylaws: 3.3.2.3; 5.2.2

(S. Maas; 11/92)
(K.C. Gupta 09/02)
(S. El-Ghazaly 11/08)

ADCOM COMMITTEES ORGANIZATION (PUBLICATIONS)

MICROWAVE MAGAZINE EDITOR

1. Responsibilities

The Editor of The IEEE Microwave Magazine is responsible for the overall operation, quality, content and organization of the Magazine. The Editor is responsible for solicitation of feature articles, their peer review, acceptance for publication, and scheduling for the various issues. The Editor is responsible for magazine content and plans, solicits and collects material for various columns with the help of various Associate Editors responsible for these columns. The Editor is responsible for assembling each issue of the Magazine and works with IEEE staff to ensure timely and high quality publications.

2. How Selected and Term of Office:

The Editor is recommended by the Chair of the Publications Committee and appointed by the ADCOM for a three-year term.

3. Duties of the Magazine Editor

- Submits budget requests to the Chair of the Publications Committee for approval by AdCom at its winter meeting.
- Appoints Associate Editors responsible for various columns and departments of the Magazine for a period not exceeding the term of the Editor. The Associate Editors serve at the pleasure of the editor-in-chief and can be changed at the editor's discretion. The Associate Editors do not require AdCom approval.
- Establishes standards for the acceptance and review procedure for feature articles.
- Coordinates with the Associate Editor(s) for Features or selects the papers for each monthly issue (normally, papers are published in the earliest available issue).
- Works with the IEEE Editor and Publications staff to ensure timely submittal of each magazine issue
- Coordinates with the IEEE marketing staff for advertisement sales and publication.
- Reports the status of the journal to the ADCOM at each regular meeting.
- Assist the Publications Chair in preparing and presenting Magazine review forms for IEEE magazine audits.

4. References

Constitution: Article X, Section 2

(K.C. Gupta 9/02)
(S. El-Ghazaly 11/08)

ADCOM COMMITTEES ORGANIZATION (PUBLICATIONS)

IEEE PRESS LIAISON

1. Responsibilities of the IEEE Press Liaison:

The Liaison serves as the primary point of contact between the MTT-Society and IEEE Press. The Liaison serves the MTT-Society by pursuing books and other publications (including video, multimedia/electronic publications) projects for MTT sponsorship and insuring that such projects result in books/publications of value and interest to Society members. The Liaison aids the IEEE Press in two major areas:

1) Provides evaluations of book/publication quality, conducted in an objective thorough manner, i.e., via written reviews by experts

2) Assists in publicizing and promoting the book/publication to Society members via readily available Society vehicles such as the IEEE Microwave Magazine, MTT-S Chapter Officer's Newsletter, MTT-Symposium booth and other appropriate publications or displays.

IEEE Press Liaison participates in IEEE Press Board Meetings and keeps ADCOM informed about IEEE Press activities.

2. How Selected and Term of Office:

Appointed by the Publication Committee Chair for one calendar year.

3. Duties of the IEEE Press Liaison:

- Select reviewers who will provide reviews of book proposals, Book Series proposals, and proposals for other publications.
- With the help of the reviewers' inputs, the Liaison determines whether the MTT-Society should sponsor book, Book Series projects, and any other publications.
- With the help of the MTT-S Technical Committees' Chairs, the Liaison identifies appropriate Book Series topics and Book Series Editors.
- With the help of the MTT-S Technical Committees' Chairs, the Liaison identifies potential book authors and aids them in preparing book proposals.
- Attend IEEE Press meetings (typically held twice/year in April and October hosted by IEEE Press) and represent the MTT-Society.

(M. Golio: 9/94)
(K.C. Gupta 09/02)

ADCOM COMMITTEES ORGANIZATION (PUBLICITY AND MARKETING)

PUBLICITY AND MARKETING

1. Responsibilities of Publicity and Marketing Chair:

The Publicity/Public Relations Subcommittee is responsible for assisting as appropriate all Administrative Committee activities with publicity and public relations activities.

2. How Selected and Term of Office:

Appointed by the President for a term of one year

3. Duties of the Publicity/Public Relations Chair:

- Coordinate any advertisements in IEEE publications such as *Potentials* (& elsewhere as directed by the AdCom) to recruit new members -- determine content of advertising, produce artwork and liaise with IEEE staff.
- Production of publicity material, such as Society brochure and other materials to publicize the Society, explaining its role and recruit members.
- Provide advice and assistance to AdCom members on matters pertaining to Publicity & PR in connection with any societal activities.
- Disseminate press releases.

(R. Pollard: 8/94)
(J. Hausner: 3/03)
(J. Hausner 5/08)

ADCOM COMMITTEES ORGANIZATION (STANDARDS COORDINATING)

STANDARDS COORDINATING COMMITTEE

Approved by the IEEE-SA Standards Board Audit Committee. 13 March 2003, with the provision that revisions must be resubmitted for review and acceptance

1. Introduction

These Operating Procedures outline the orderly transaction of business of the IEEE Microwave Theory and Techniques Society Standards Coordinating Committee (“the Committee” or “the Sponsor”). For the development of standards, openness and due process must apply, which means that any individual with a direct and material interest has a right to participate by:

- a) expressing a position and its basis,
- b) having that position considered, and
- c) appealing if adversely affected.

Due process allows for equity and fair play. In addition to openness, due process requires balance, i.e., the standards development process should have a balance of interests and shall not be dominated by any single interest category.

Participants engaged in the development of standards must comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document in the following order:

- New York State Not-for-Profit Corporation Law
- IEEE Certificate of Incorporation
- IEEE Constitution
- IEEE Bylaws (includes IEEE Standards Association Bylaws)
- IEEE Policies
- IEEE Board of Directors Resolutions
- IEEE Standards Association Operations Manual
- IEEE-SA Board of Governors Resolutions
- IEEE-SA Standards Board Bylaws
- IEEE-SA Standards Board Operations Manual
- IEEE Microwave Theory and Techniques Society (MTT-S) Constitution
- IEEE Microwave Theory and Techniques Society (MTT-S) Bylaws
- IEEE Microwave Theory and Techniques Society (MTT-S) Operating & Procedures Manual for Elected Members and Committees
- IEEE Microwave Theory and Techniques Society (MTT-S) Standards Coordinating Committee Policies and Procedures
- IEEE Microwave Theory and Techniques Society (MTT-S) Standards Coordinating Committee Operations Manual

Robert's Rules of Order (Revised) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.1 IEEE Sponsor scope

The Standards Coordinating Committee shall be responsible for establishing and/or reviewing IEEE Standards within the scope of interest of the Society. The Committee shall periodically upgrade existing standards and shall initiate standards in new areas when they have become sufficiently established.

The Field of Interest of MTT-S, as defined in the MTT-S Constitution, is “microwave theory, techniques and applications of RF, microwave, guided wave, and wireless technologies, as they relate to components, devices, circuits, transmission lines, and systems involving the generation, modulation, demodulation, control, transmission, detection and effects of electromagnetic signals.”

1.2 Organization of the Sponsor

The Committee shall consist of a Chair, Vice Chair, Secretary, and other members.

2. Responsibilities of the Sponsor

The Sponsor shall be responsible for at least the following:

1. Developing, and overseeing the development of, proposed IEEE standards and ensuring that they are within its scope
2. Initiating and overseeing ballots of proposed IEEE standards within its scope
3. Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
4. Responding to requests for interpretations of the standards developed by the Sponsor
5. Acting on other matters requiring Sponsor effort, as provided in these procedures
6. Cooperating with other appropriate standards development organizations
7. Protecting against actions taken in the name of the Sponsor without proper authorization
8. Limiting distribution of the membership roster to appropriate parties

3. Officers

There shall be a Chair, Vice Chair and a Secretary. If significant funds are necessary for the operation of the Sponsor and/or its subgroups, the office of Treasurer will be established. Officers shall be members of any grade of the IEEE and members of the IEEE-SA. They shall organize the Sponsor, oversee compliance with these Operating Procedures, and submit proposed standards approved by the Sponsor balloting group (with supporting documentation) for IEEE-SA Standards Board review and approval as IEEE standards. Officers should read the training material available through [IEEE Standards Development Online](#).

3.1 Election or appointment of officers

The MTT-S Administrative Committee (AdCom) President shall appoint the Committee Chair, the Vice Chair, and (if appropriate) the Treasurer. The Committee Chair shall appoint the Secretary. Appointed officers shall serve until their successors are appointed or the Committee is dissolved.

3.2 Temporary appointments to vacancies

If an office becomes vacant due to resignation, removal, lack of nomination at an election, or for another reason, a temporary appointment shall be made by the Chair for a period of up to 12 months. An appointment or election for the vacated office shall be made in accordance with requirements in Clause 3.1.

3.3 Removal of officers

The Chair shall review the Committee's membership list annually. Officers are expected to fulfill the obligations of active participation. When an officer is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

An officer may be removed by a two-thirds approval vote of the Committee. Grounds for removal shall be included in any motion to remove an officer. The officer suggested for removal shall be given an opportunity to make a rebuttal prior to the vote on the motion for removal.

3.4 Responsibilities of officers

3.4.1 Chair

The responsibilities of the Chair include

- Representing the Sponsor regarding MTT-S standards and standardization activities in the IEEE-SA Standards Board.
- Serving as Liaison Representative from the MTT-S to the IEEE-SA Standards Board.
- Providing for regular reviews of MTT-S standards.
- Seeking out new opportunities for standards and initiate Working Groups, including those in cooperation with other IEEE societies.
- Soliciting membership on both new and active Standards Working Groups.
- Monitoring the progress of active MTT-S Standards Working Groups on a regular basis and provide reports to the IEEE-SA Standards Board as necessary.
- Assisting MTT-S Standards Working Groups in carrying out their activities and assist them in requesting MTT-S funding or other support when necessary.
- Reporting on standards activities, including relevant activities outside of MTT-S, at each scheduled meeting the MTT-S Administrative Committee (AdCom).
- Leading the activity according to all of the relevant policies and procedures.
- Initiating formation of Study Groups, as necessary.
- Appointing a person or group with responsibility for interpretations of all approved standards.
- Being objective.
- Entertaining motions, but not making motions.
- Not biasing discussions.
- Delegating necessary functions.
- Ensuring that all parties have the opportunity to express their views.
- Setting goals and deadlines and adhering to them.
- Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed.
- Seeking consensus of the Sponsor as a means of resolving issues.
- Prioritizing work to best serve the group and its goals.
- Ensuring that the Sponsor and all subgroups comply with the [IEEE-SA Patent Policy](#).

3.4.2 Vice Chair

The Vice Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse him- or herself (e.g., to speak for or against a motion).

3.4.3 Secretary

The responsibilities of the Secretary include

Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting

Distributing the agenda at least 14 calendar days before the meeting

Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting

Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually

Being responsible for the management and distribution of Sponsor documentation

Maintaining lists of unresolved issues, action items, and assignments

Recording attendance of all attendees

Maintaining a current list of the names of the voting members and distributing it to the members upon request

Forwarding all changes to the roster of voting members to the Chair

3.4.4 Treasurer

If needed, a Treasurer shall

- Maintain a budget.
- Control all funds into and out of the Sponsor's account.
- Follow IEEE policies concerning standards meetings and finances.
- Adhere to the [IEEE Finance Operations Manual](#).

4. Membership

4.1 Voting membership

The Committee Chair shall recommend appointments to the Committee. A request for membership shall be addressed to the Chair, indicating the applicant's direct and material interest in the Committee's work, qualifications, and willingness to participate actively.

Each member is expected to attend meetings of at least 50 % of the scheduled Sponsor meetings per year. The Secretary records attendance for members who attend at least 50 % of a meeting's duration. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements.

4.2 Review of membership

The Chair shall review the voting membership list at least annually. Voting members are expected to fulfill the obligations of active participation as defined in Clause 4.1. When a voting member is found in habitual default of these obligations, the Chair shall consider the matter for appropriate action, which may include termination of membership.

4.3 Voting membership roster

The roster shall include the following:

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor
- c) Officers: [name, email address, postal address, employer, affiliation]
- d) Other voting members: [name, email address, postal address, employer, affiliation]

5. Subgroups of the Sponsor

When one or more subgroups (subcommittees, working groups, writing groups, etc.) are formed specifically to expedite the standards development work of the Sponsor, their formation (and later disbandment) shall require approval by a majority vote of the Sponsor. The chair of such subgroup shall be appointed by the Chair of the Sponsor. The scope and duties delegated to such subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by a majority vote of the Sponsor. The scope, duties, and membership of all standards development subgroups shall be reviewed by the Sponsor annually. The duties of the officers of the subgroup are the same in context as that for Sponsor officers. Meetings of subgroups may be held as decided upon by the voting members or chair of the subgroup.

In the case where the standards working group has an entity-based membership, the Sponsor shall:

- a) Ensure that the entity standards working group adopts the [Operating Procedures for Corporate Standards Working Groups](#) and review amendments to the operating procedures of entity standards working groups to ensure that they are not in conflict with IEEE and not-for-profit corporation laws
- b) Ensure working groups are made up of at least three (3) entity participants

6. Meetings

Sponsor meetings shall be held as decided by the Sponsor, the Chair, or by petition of five (5) or more members, to conduct business, such as making assignments, receiving reports of work, progressing draft standards, resolving differences among subgroups, and considering views and objections from any source.

The Sponsor may charge a meeting fee to cover services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

Please note that all IEEE Standards development meetings are open to anyone who has a material interest and wishes to attend. However, some meetings may occur in Executive Session [see Clause 6.3].

6.1 Quorum

A quorum must be identified before the initiation of Sponsor business at a meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in Clause 7.1. For Sponsors with less than 50 voting members, a quorum shall be defined as a majority of the current total voting membership. For Sponsors with 50 or more voting members, a quorum shall be defined as 50% of the current total voting membership or 26, whichever is greater. Voting members who recuse themselves shall not be counted in the equation to determine whether a quorum exists.

6.2 Conduct

Participants shall demonstrate respect and courtesy towards each other and shall allow each participant a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

6.3 Executive session

Meetings to discuss personnel or business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

7. Vote

Approval of an action requires approval by a majority vote of the Sponsor (denoted by *) or the MTT-S Administrative Committee (denoted by **). Notification of the potential for action shall be included on any distributed agendas for meetings.

These actions include

- a) Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof**
- b) Formation of a subgroup, including its scope and duties*
- c) Disbandment of subgroups*
- d) Approval of minutes*
- e) Approval of public statements*
- f) Approval of change of the Sponsor scope**
- g) Approval of termination of the Sponsor*
- h) Adoption of new or revised Sponsor Operations Manual*

7.1 Voting between meetings

The Sponsor shall be allowed to conduct Sponsor business between meetings at the discretion of the Chair by use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of [IEEE Bylaw I-300.4\(4\)](#).

7.2 Proxy voting

The Chair must be informed of all proxies prior to the start of the meeting in which the proxy is to be in effect. Any assignment of proxy shall be sent to the Chair and the member serving as the proxy via fax or written communication that contains the assigner's signature. A proxy is not valid without written acknowledgment from the Chair and the member serving as proxy of receipt of the assignment.

Any one voting member of the Sponsor may hold no more than two proxy votes in addition to his or her vote. Proxy voting is allowed only for those voting members who cannot attend the entire meeting; proxies may not be assigned for parts of meetings. A voting member can assign his or her proxy for no more than two consecutive meetings of the Sponsor. The Chair shall announce any proxy voting to the Sponsor members at the start of the period in which the proxy is to be in effect.

Members serving as proxies may only vote on approved agenda items announced through the agenda distributed prior to the meeting. A member serving as a proxy must exercise his or her judgment as to the viability of instruction from the assigner when announced agenda items are amended or developed through the meeting process. Proxies may not be further assigned by the member serving as proxy.

8. Balloting group for a standard

For approval of proposed standards, the Sponsor shall form a balloting group. This group shall be formed using the [invitation process](#) in accordance with the *IEEE-SA Standards Board Operations Manual*. In the case where the project is entity based:

- The entity and organizational members of the IEEE-SA will be engaged in the entity balloting process through offers to participate in the balloting pools for draft entity projects. Consequently, each entity and organizational member will be given the opportunity to join the balloting group of every entity ballot. The balloting group must have at least 5 members. The Sponsor must ensure balance through the interest categories determined for each ballot group.
- Members of the balloting group shall meet the requirements of [subclause 5.4.1.1](#) of the IEEE-SA Standards Board Operations Manual

9. Communications

All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the source of the correspondence.

9.1 Formal internal communication

If correspondence between subgroups involves issues or decisions (that is, non-routine matters) affecting other subgroups, copies shall be sent to all affected subgroup chairs, the Secretary, and the Sponsor officers.

9.2 External communication

Inquiries relating to the Sponsor should be directed to the Chair, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the Chair.

9.3 Public statements for standards

All Sponsor public communications shall comply with the [policies](#) of the *IEEE-SA Standards Board Operations Manual*. All public position statements concerning the IEEE-SA corporate standards program must be approved by the CAG and the IEEE-SA BOG.

9.3.1 Subgroup public statements

Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Sponsor.

Subgroup public statements shall be [identified](#) in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.

9.4 Informal communications

Informal communications shall not imply that they are a formal position of the IEEE, the IEEE-SA, or the Sponsor.

9.5 Statements to external bodies

Public position statements to external bodies shall comply with subclause 5.1.4 of the IEEE-SA

Standards Board Operations Manual. Statements to external bodies shall not be released without prior approval by the Sponsor, which requires a majority vote.

9.4.1 Subgroup statements to external bodies

Subgroup statements to external bodies shall not be released without prior approval of the subgroup. There shall be [identified](#) in the first paragraph of the statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.

10. Interpretations

The [procedures](#) stated in the *IEEE-SA Standards Board Operations Manual* shall be followed.

Interpretations shall be approved by at least a two-thirds approval vote of the Sponsor.

11. Appeals

The Sponsor recognizes the right of appeal on procedural grounds. Technical and procedural appeals are acceptable for the Sponsor. Every effort should be made to ensure that impartial handling of complaints regarding any action or inaction on the part of the Sponsor is performed in an identifiable manner. The appeals process shall be substantially similar to the [appeals processes](#) of the IEEE-SA Standards Board.

12. Standards publicity

The Sponsor may prepare press releases and other forms of publicity to promote its activities. Please see subclause 5.1.4 of the IEEE-SA Standards Board Operations Manual for further instructions. Publicity concerning intellectual property protection regimes, including trademarks and conformance programs, may also be developed.

13. Standards testing

The Sponsor may prepare test and evaluation programs for industrial compliance to the individual and entity standards they develop.

References:

MTT-S Bylaws: 5.2.5

IEEE Bylaws: I-304.6

IEEE Standards Association Operations Manual

<<http://standards.ieee.org/sa/sa-om-main.html>>

IEEE-SA Standards Board Bylaws

<<http://standards.ieee.org/guides/bylaws/index.html>>

Model Operating Procedures for IEEE Standards Sponsors

<<http://standards.ieee.org/guides/sponsmod.html>>

(R. Marks and J. Jargon: 5/03)

(M. Janezic 7/08)

ADCOM COMMITTEES ORGANIZATION (STRATEGIC PLANNING)

STRATEGIC PLANNING

1. Responsibilities of the Strategic Planning Committee Chair

- Address and investigate issues of a long term nature that might impact the society.
- Implement mechanisms, as needed, to study these issues.
- Provide recommendations to ADCOM.
- Maintain and update the Mission and Value statement for the MTT Society

2. How Selected and Term of Office:

Chair is Second senior immediate Past President of AdCom. The Vice-Chair is the Society President-Elect. Other committee members are ADCOM members as appointed by President. Term of office is one year.

3. Duties of the Strategic Planning Chair:

Implement and carry out the responsibilities listed in Item 1 above. The strategic planning task should not be a ritual; it should change from year to year with the guidance of the Chair.

(T. Itoh: 8/94)
(C. Jackson: 5/03)
(K. Varian 2/08)
M. Harris 8/09

ADCOM COMMITTEES ORGANIZATION (TECHNICAL COORDINATING)

TECHNICAL COORDINATING COMMITTEE

1. Responsibilities of the Technical Coordinating Committee Chair:

The Technical Coordinating Committee Chair shall be responsible for the technologies of interest to the MTT Society as stated in Bylaw 5.2.7. The TCC Chair shall be responsible for the Technical Coordinating Committee and Technical Committees activity descriptions in the MTT-S Procedures Manual.

2. Election and Term of Office of the Technical Coordinating Committee Chair:

Candidate selection: Recommended by a Selection Committee composed of at least the AdCom President-Elect, two current technical committee chairs, and/or two past presidents who have served as technical committee chair.

Term of Office: Appointed by President for a minimum term of three calendar years.

3. Duties of the Technical Coordinating Committee Chair:

The duties of the TCC Chair are those duties related to Bylaw 5.2.7, Paragraph 1 above, and as outlined in **Technical Coordinating Committee**, MTT-S Procedures Manual, paragraphs 1 and 2.

The Chair coordinates activities of the AdCom Technical Committees with activities of other related functions (e.g., Meetings and Symposia activities, Steering Committees for the International Microwave Symposium, Membership Services, Electronic Communications, etc.). The Chair generates technical positions/responses required for the Society.

ADCOM COMMITTEES ORGANIZATION (TECHNICAL COORDINATING)

TECHNICAL COORDINATING COMMITTEE

- 1.0 The Technical Coordinating Committee (TCC) shall coordinate the activities of the technical committees. Its primary objective is to assure that the membership of the Microwave Theory and Techniques Society receives the best and most current information about all relevant technical activities within the society's area of interest. To this end, the TCC shall work with the Technical Committees to:
 - (1) Maintain and improve information exchange between members and MTT-S for presently addressed technical areas; and
 - (2) Identify new and emerging technology areas and foster their investigation and development; and
 - (3) De-emphasize and/or eliminate outdated areas; and
 - (4) Assure that all technical Committees contribute to the required development and information exchange in areas of interest by assisting them in developing appropriate workshops, at MTT-S sponsored events, symposia and other meetings, by encouraging frequent submissions of Technical Committee reports on their activities for publication in the IEEE-MTT Magazine and by monitoring Technical Committees to assure that all are active contributors to advancing Microwave and Millimeter-Wave Technology.
- 1.1 Membership of the TCC shall consist of a Chair and members of the Technical Committees, and other positions to assist the TCC Chair in meeting the TCC objectives as defined in Bylaw 5.2.7.
- 1.2 The TCC will interact with the Long Range Planning Committee to keep it apprised of its planned and on-going activities.
- 1.3 The Chair of the TCC shall recommend Technical Committees to deal with specific areas requiring technology emphasis for AdCom approval. Current Technical Committees are listed in Appendix I. Technical Committees can also be disestablished by the recommendation of the Chair of the TCC, with AdCom approval, if the Chair of the TCC determines that a Technical Committee is no longer performing a useful service to MTT-S.
- 1.4 The Chair of the TCC shall be an advisory member of all Technical Committees. The Chair of each Technical Committee shall report to the Chair of the TCC any significant developments (such as special sessions that the Technical Committees are helping to arrange and organize at the MTT-S Symposium, special issues of the Transactions that are being planned, etc.) for possible inclusion in the minutes of the AdCom and publication in the MTT-S Magazine.
- 1.5 The Technical Coordinating Committee will meet at least three times a year. One of the meetings will be held in conjunction with the MTT-S Symposium. The second meeting will be held in conjunction with another major microwave conference, such as the European Microwave Conference or Asia Pacific Microwave Conference. The purpose of this second meeting is to facilitate participation in the TCC activities for non-US members. The third meeting, will be held in conjunction with the winter AdCom meeting and the IMS TPC meeting. As well as a review of TCC activities, at the winter meeting, the TCC shall sponsor a Winter Technology Session, having as its format presentations by recently elected DML speakers.
- 1.6 The selection of the Distinguished Microwave Lecturer (DML) and the Speaker's Bureau are the responsibilities of the Technical Coordinating Committee. In addition, the Chair and Administrator of the Technical Coordinating Committee shall be responsible for determining metrics regarding the participation and efficiency of these programs. See the section on DML in Membership Services for details.

TECHNICAL COMMITTEES

- 2.0 Technical Committees are charged with carrying out all necessary tasks to assure that the TCC can fulfill its responsibilities to the MTT-S membership as described in paragraph 1.0 above. The work of these committees directly impacts MTT-S publications, Symposia, Chapter meetings, membership growth/decline and ultimately the MTT-S role both within the IEEE and with related societies. Technical Committees shall provide the leadership and motivation in organizing technical activities in various areas including:
- a. Providing a Web Page that describes the Committee and provides a forum for information exchange.
 - b. Providing technical articles for MTT publications; Sponsor Special Issues of the MTT-Transactions.
 - c. Sponsoring Student and Practitioner contests.
 - d. Sponsoring/organizing Workshops at the annual MTT-Symposium.
 - e. Reviewing and approving/rejecting candidate Symposium Workshops, Focus and Special Sessions.
 - f. Sponsoring regional and other Technical Meetings.
 - g. Providing technical reviews of current and proposed MTT-S co-sponsored conferences and workshops..
- 2.1 Technical Committee membership should consist of technically qualified MTT-S members who demonstrate initiative and willingness to actively pursue the collective interests of that Technical Committee. Membership should be representative of all IEEE Regions with international participation encouraged and solicited. Each Technical Committee shall have a Chair, Vice-Chair (or Co-Chair) and other members as required to perform the functions of the committee (e.g. workshop organizer, inter-society liaison officer, etc.). Membership lists shall be reviewed at least yearly by the Technical Committee Chair to assure that the committee members are active participants and that appropriate new members are added. The term of service for the Chair should be three years with a regular periodic rotation of Committee Chair. The term of membership for each committee member shall be one year (two years); at the end of each year (two years) the committee member may be reappointed by the Chair.
- 2.2 Each Technical Committee shall also maintain a mailing list of other persons currently interested in their work. These individuals should be kept informed of that committee's activities through correspondence.
- 2.3 Technical Committee Activities shall be regularly publicized through the MTT-S Magazine. Each Technical Committee shall submit at least one report of its activities to the Newsletter Editor each year.
- 2.4 Each Technical Committee shall be responsible for sponsoring special issues in the Microwave Magazine, as often as practical, but not less than once per three years.
- 2.5 Each Technical Committee shall hold at least one meeting per year, preferably during the IMS Week. On request, any MTT-S member may attend, but those intending to do so should indicate their desire in advance in order to facilitate reservation of an appropriate meeting facility. The Technical Committees are encouraged to hold electronic meetings as required.

- 2.6 Each Technical Committee shall actively pursue appropriate interactions (e.g. meetings, workshops, symposia) with other technical societies including other international societies that share common technical interests. Each TC should take on a mentorship role to assist organizers of events by other IEEE and international societies in applying for MTT-S sponsorship.
- 2.7 Technical Committee members shall actively participate in the annual MTT-S Symposium by serving on the Technical Program Committees, presenting papers to the MTT-S membership, chairing MTT-S Symposium sessions, workshops and panels and serving as members of them.
- 2.8 Report and recommend to the Chair of the Technical Coordinating Committee each year, prior to December, as to the continuation of that Technical Committee during the next year.

(B. E. Spielman: 12/86)
(J. Raue/E. Cohen; 10/92)
(B. Perlman: 8/94)
(F. Sullivan: 9/96)
(J. Horton: 7/98)
(T. Kemerley 9/99)
(J. Barr/M. Schindler 10/99)
(M. Harris, 4/03)
(R. Snyder, 5/09)
(R. Snyder, 9/09)

ADCOM COMMITTEES ORGANIZATION (TECHNICAL COORDINATING)

**APPENDIX 1
MICROWAVE THEORY AND TECHNIQUES SOCIETY
TECHNICAL COORDINATING COMMITTEE**

List of Technical Committees

MTT-1	Computer-Aided Design
MTT-2	Microwave Acoustics
MTT-3	Microwave Photonics
MTT-4	Terahertz Techniques
MTT-5	Microwave High-Power Techniques
MTT-6	Microwave & Millimeter-wave Integrated Circuits
MTT-7	Microwave & Millimeter-Wave Solid-State Devices
MTT-8	Filters and Passive Components
MTT-9	Digital Signal Processing
MTT-10	Biological Effects and Medical Applications
MTT-11	Microwave Measurements
MTT-12	Interconnect, Packaging / Manufacturing
MTT-13	Microwave Ferrites
MTT-14	Microwave Low-Noise Techniques
MTT-15	Microwave Field Theory
MTT-16	Microwave Systems
MTT-17	HF/VHF/UHF Technology
MTT-18	Microwave Superconductor Applications
MTT-19	Microwave Technology Business Issues
MTT-20	Wireless Communications
MTT-21	RFMEMS
MTT-22	Signal Generation and Frequency Conversion
MTT-23	RFIC
MTT-24	RFID

Technical Committees may be dissolved and new ones created by motion of the AdCom. The activities of the Technical Committees shall be reviewed on a 4-year cycle by a group appointed by the President for the purpose. The Technical Committee Review shall compile a report which will be submitted to the AdCom.

(R. Pollard 3/98)
(M. Harris 10/08)