

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

## **MTT-S HANDBOOK**

**November 2019**

## Table of Contents

### Contents

CONSTITUTION.....	5
ARTICLE I: NAME AND OBJECT.....	7
ARTICLE II: MEMBERSHIP.....	7
ARTICLE III: FIELD OF INTEREST.....	7
ARTICLE IV: CHAPTERS.....	7
ARTICLE V: FINANCIAL SUPPORT .....	7
ARTICLE VI: OFFICERS AND MANAGEMENT .....	8
ARTICLE VII: NOMINATION & ELECTION OF ADMINISTRATIVE COMMITTEE .....	9
ARTICLE VIII: MEETINGS.....	9
ARTICLE IX: AMENDMENTS.....	10
ARTICLE X: PUBLICATIONS.....	10
BYLAWS .....	11
SECTION 1.0 OBJECTIVE .....	13
SECTION 2.0 SOCIETY MEMBERSHIP .....	13
SECTION 3.0 ADMINISTRATIVE COMMITTEE .....	13
SECTION 4.0 NOMINATION, ELECTION AND APPOINTMENT OF ADMINISTRATIVE COMMITTEE MEMBERS, OFFICERS AND COMMITTEES .....	15
SECTION 5.0 ADMINISTRATION .....	17
SECTION 6.0 REMOVAL FROM POSITION.....	20
SECTION 7.0 AMENDMENTS TO THE BY-LAWS AND PROCEDURES MANUAL .....	21
IEEE MICROWAVE THEORY AND TECHNIQUES SOCIETY (MTT-S) .....	22
OPERATING & PROCEDURES MANUAL FOR ELECTED MEMBERS AND COMMITTEES .....	22
SOCIETY OFFICERS .....	23
PRESIDENT .....	23
PRESIDENT-ELECT .....	26
SECRETARY .....	27
TREASURER.....	33
HONORARY LIFE MEMBERS .....	35
PAST PRESIDENTS' COUNCIL.....	37
ADCOM COMMITTEES ORGANIZATION.....	38
AWARDS.....	38
BUDGET.....	53
EDUCATION .....	58
ELECTRONIC INFORMATION .....	64
INTER-SOCIETY .....	67
IMS EXECUTIVE COMMITTEE (IMSEC) .....	72
MEETINGS AND SYMPOSIA .....	87
MEMBER AND GEOGRAPHIC ACTIVITIES .....	106
NOMINATIONS and APPOINTMENTS .....	113
OPERATIONS .....	118
IMAGE AND VISIBILITY .....	128

PUBLICATIONS .....	129
STANDARDS COORDINATING COMMITTEE .....	141
STRATEGIC PLANNING .....	149
TECHNICAL COORDINATION AND FUTURE DIRECTIONS COMMITTEE .....	150
FELLOW EVALUATING COMMITTEE (FEC) .....	159
<b>GENDER-NEUTRAL COMMUNICATIONS.....</b>	<b>163</b>
GUIDELINES .....	163
LEXICON .....	165

## 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 Operations Committee, who will, as appropriate, 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, September 1999

Mike DeLisio: October 2003

Mike Harris: August 2009

Wayne Shiroma: October 2010

Mohammad Madihian: April 2011, August 2011, December 2011

Daniel Pasquet: July 2012

Gregory Lyons: January 2014, July 2014, November 2014, January 2015, June 2015, October 2015

George E. Ponchak: October 2016, January 2017

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

## **CONSTITUTION**

**Version 4.0 7-01-2012 Mohammad Madihian**

- Amends to comply with Gender Neutral guidelines

**Version 3.0 8-22-2011 Mohammad Madihian**

- Changes to Article VI, Section 1 through Section 4 approved by MTT-S AdCom (June 2011), IEEE (June 2011), and members (August 2011)

**Version 2.0 1-15-2008 Mike Harris**

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

**Version 1.0 5-28-2007 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 the Affiliate 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 theory, techniques and applications of guided wave and wireless technologies spanning the electromagnetic spectrum from RF/microwave through millimeter-waves and terahertz, including the aspects of materials, components, devices, circuits, modules, and systems which involve the generation, modulation, demodulation, control, transmission, sensing and effects of electromagnetic signals.

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.

Changes to this Fol shall be processed in accordance with the procedure outlined in the TAB Operations Manual

## **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 dues 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 dues. Any Society member or Affiliate who is delinquent in paying the Society dues 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 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 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 21 and not more than 23 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 defined in the Bylaws.

**Section 3.** The Administrative Committee shall annually elect one of the elected members of the Administrative Committee as President-Elect.

**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.

**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 by vote of the Administrative Committee. The duties of the President shall be performed by the President-Elect in the absence or incapacity of the President.

**Section 7.** The Administrative Committee shall utilize the services of IEEE Headquarters as bursar, and funds will be handled under rules established by the IEEE. The Treasurer shall only make disbursements as ordered by the Administrative Committee. The Treasurer 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 required to ensure representation of the Society at such meeting personally or by an alternate, in accordance with the policy outlined in the TAB Ops manual.

**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 other IEEE Organization Units or other technical organizations subject to IEEE rules and regulations. The Society shall sponsor at least one technical meeting of major scope each year.

**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 at the discretion of the President, 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. The presiding officer of the Governing Body shall have no vote on the Governing Body except if the vote is by secret ballot or unless the presiding officer's vote can change the outcome of the vote.

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. All proposed amendments must be submitted to the IEEE Vice President, Technical Activities for approval. After such approval, the proposed amendment shall be publicized in a Society publication, on the Society web site, or by email 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. All proposed amendments must be submitted to the IEEE Vice President, Technical Activities for approval. After such approval, the proposed amendment shall be publicized in a Society publication, on the society web site, or by email 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.

## **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 7.0 7-1-2014 Gregory Lyons**

- Modifies voting rights of co-Editors of MTT-S journals.

**Version 6.0 6-2-2013 Gregory Lyons**

- Removes RWS Executive Committee as AdCom Standing Committee by removing Section 5.2.12
- Move RWW Executive Committee to Meetings & Symposia Section.

**Version 5.0 12-22-2011 Mohammad Madihian**

- Changes to Section 3.2.1, Section 5.2.1, and Section 5.2.12

**Version 4.0 8-22-2011 Mohammad Madihian**

- Changes to Section 3.1, Section 3.3.2.2, Section 4.1.3, and Section 4.2.4
- Addition of Section 3.4

**Version 3.0 9-18-09 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 dues 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 dues.

**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 21 and no more than 23 elected members plus additional Ex-Officio Members as provided in these Bylaws.

### **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 the President 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, vacancy, 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.

**3.2.2.1** In case the President-Elect needs to assume the duties and role of the President due to a vacancy (death, resignation, or removal from office), the President-Elect will also take on the title of President for rest of their predecessor's term and then serve their term.

**3.2.2.2** When the President-Elect assumes the role of the President due to a vacancy, they shall continue to execute the duties of President-Elect until a new President-Elect takes office or delegates those roles to another elected AdCom member.

**3.2.2.3** If both the role of President and President-Elect become vacant, the next most immediate Past President available and willing to serve shall assume the duties and role of the President until the next regular AdCom meeting. At that meeting the AdCom can choose either to confirm the Past President or select an elected AdCom member to finish out the term as President.

**3.2.2.4** If the office of President-Elect becomes vacant, other than due to regular elevation to Presidency, such as death, resignation, or removal from office, the President and N&A Chair will jointly determine a timeline for a new President-Elect election and shall notify the AdCom within 14 days or by the next AdCom meeting, whichever is first.

**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. If a Past-President fails to pay their dues or maintain MTT-S and IEEE membership in good standing, the remainder of their term shall be vacated and any remaining years of a Past President's term will 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.

**3.3.2.3 THE EDITORS IN CHIEF** of the Archival MTT-S Technical Journals fully owned and 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. If a fully owned journal published by the Society has co-Editors in Chief and neither is an Elected Member of the Administrative Committee, only one may vote during an Administrative Committee Meeting or during an Administrative Committee email vote. The co-Editors in Chief must decide, by lot if necessary, before the first AdCom meeting of the year which co-Editor in Chief will exercise the right to vote for that year. The selected co-Editor in Chief

with the voting right can, if unable to attend an AdCom meeting, designate the other co-Editor in Chief as their Alternate with the right to vote. In the case that one co-Editor in Chief is an Elected Member of the Administrative Committee and the other is not, the co-Editor in Chief that is not an Elected Member of the Administrative Committee shall be granted Ex-Officio Member status as a Voting member on the Administrative Committee.

**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. Further guidelines and procedures will be maintained in the Procedures Manual.

**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

**3.4 TERM LIMITS** -The lifetime number of terms that a MTT-S member can be an elected member

of the Administrative Committee shall be three full terms. The term of office for elected members of the AdCom shall normally be three years. An elected member that has served more than half a term in office is considered to have served a full term. The length of the term of the President or the President-Elect will be extended as necessary to maintain their "elected" status within the Administrative Committee.

## **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 5.2.12 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, shall be an elected member of AdCom when nominated, and shall not previously have held office as President-Elect or President.

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.

A slate of no less than two candidates for the office of President-Elect shall be presented to the Administrative Committee not less than 28 days before the date of election.

Additional candidates for President-Elect may be added to the slate by petition, signed by a minimum of one-quarter of the members of the Administrative Committee eligible to vote in the election, and presented not less than 14 days before the date of election. Such candidates must be eligible in accordance with 4.1.3 above.

**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) members elected by the membership of the Society and 2) members elected by the Administrative Committee. Each year approximately one third of the Elected AdCom 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 1<sup>st</sup> of December.

**4.2.2 ELECTION BY THE ADMINISTRATIVE COMMITTEE** - The Administrative Committee shall hold elections for the purpose of adding new members. The voting shall occur after the election of the President Elect. The voting shall occur in the second half of the year each year, called the Fall Meeting, or when practical if the election needs to be held electronically (at the request of the President, under special circumstances, unless overruled by a motion that obtains a 2/3 vote of the Administrative Committee). All Elected Members and the three immediate Past Presidents are eligible to vote. Electronic voting shall employ the Single Transferable Vote method. The results shall be announced by the teller and become official when presented to ADCOM by the teller. 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, or when practical if the election needs to be held electronically (at the request of the President, under special circumstances and unless overruled by a motion that obtains a 2/3 vote of the Administrative Committee), the Administrative Committee shall elect as its President-Elect one of the Elected Members of the Administrative Committee. The President-Elect shall be elected before the nominees for election to the Administrative Committee.

The President-Elect shall serve a one-year term beginning on the succeeding January 1 and succeed, without further election, to the position of President for a one-year term. If necessary, the President's or President-Elect's term as an Elected



Member of the Administrative Committee shall be extended by one year to ensure that the President or President-Elect has all the authority of 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** – The Chairs of Standing Committees, with the exception of the Budget Committee, shall be appointed by the Incoming President as soon as possible after the Fall AdCom meeting. Such Committee Chairs 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, the only action that may be taken is to schedule another meeting. A quorum of a Standing Committee, as defined as a majority of the voting members on the Standing Committee, must be present to conduct business. If less than a quorum is present, the only action that may be taken is to schedule another meeting.

**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 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.

### 5.2.2 BUDGET COMMITTEE

The Budget Committee shall be Chaired by the President-Elect. 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.

### 5.2.3 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.

### 5.2.4 ELECTRONIC INFORMATION COMMITTEE

The Electronic Information Committee is responsible for developing electronic communications facilities and software for the benefit of MTT members and to increase administrative efficiency. The Electronic Information Committee is responsible for updating the MTT-S website and for coordinating web access at AdCom meetings. Members of the Electronic Information Committee review AdCom operating procedures to find new opportunities for electronic enhancements.

### 5.2.5 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 Chairs. 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 Chairs and the previous two past Chairs and other members as may be appointed by the IMSEC Chair or the Administrative Committee.

### 5.2.6 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.

### 5.2.7 MARKETING AND COMMUNICATIONS (MarCom) Committee

The Committee is responsible for publicity, marketing, advertising, branding, and publicity content for MTT-S on the MTT-S website, print material, electronic digital media, and the MTT-S booth. The committee is also responsible for coordinating and implementing MTT-S marketing, advertising, and publicity initiatives, including any related logistics, for the promotion of MTT-S, for the benefit of existing members, and for attracting new members.

### 5.2.8 MEETINGS AND SYMPOSIUM COMMITTEE

The Meetings and Symposium Committee (M&S) shall recommend technical meetings, symposia and conferences appropriate for Society interests to the Administrative Committee for sponsorship, cosponsorship, technical cosponsorship and cooperation. The M&S Committee 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 M&S Committee 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 M&S Committee 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.

#### 5.2.9 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 that 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 and provide membership an alternate channel to the IEEE Service Center for addressing problems.

#### 5.2.10 NOMINATIONS AND APPOINTMENTS

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.

#### 5.2.11 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.

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

#### 5.2.13 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.

#### 5.2.14 STRATEGIC PLANNING COMMITTEE

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

#### 5.2.15 TECHNICAL COORDINATION AND FUTURE DIRECTIONS COMMITTEE

The Technical Coordination and Future Directions Committee shall investigate, evaluate and, as appropriate, promulgate current and emerging technologies and applications of interest to the Society. The Technical Coordination and Future Directions Committee shall appoint an appropriate number of Technical Committees for technologies and applications of interest to the Society, conduct special and periodic technical meetings as directed by the Administrative Committee, support development of new cross-cutting initiatives in collaboration with the Technical Committees and other IEEE organizational units, and maintained engagement with the IEEE-level Future Directions Committee. The Technical Coordination and Future Directions Committee shall also manage the Society's Microwave Distinguished Lecturer program.

#### 5.2.16 FELLOW EVALUATING COMMITTEE (FEC)

The Fellow Evaluating Committee is responsible for the Society's evaluation of Fellow nominations. The Committee receives the nominations referred to the Society from the IEEE Fellow Committee, evaluates the nominations, and submits the evaluation forms to the IEEE Fellow Committee based on IEEE guidelines and procedures. All the Committee members shall hold the grade of Fellow of the IEEE.

### 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 Dues - Each member of the Society shall be assessed yearly dues, established by the Administrative Committee, which will be used for the publications and activities of the Society and/or

the IEEE. The dues 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 REMOVAL FROM POSITION

### 6.1 PRESIDENTIAL APPOINTMENTS

All Presidential appointees serve at the pleasure of the President, and as such can be removed from their appointment by the President, with or without cause, at any time. Once the individual is notified, the President shall notify the voting AdCom within 2

weeks or at the next AdCom meeting, whichever is first.

## **6.2 ADCOM APPOINTMENTS**

The AdCom may remove any AdCom appointee, with or without cause, with a two-thirds majority vote.

Prior to a vote, at least 10% of the voting AdCom must submit a petition requesting for a removal vote at the next regular AdCom meeting to the President and Secretary. Upon receipt of the petition, the Secretary will notify all voting AdCom members that such a petition has been received, notify the member in question, and give that member 14 days to provide a written response.

## **6.3 ELECTED ADCOM MEMBERS / OFFICERS**

The AdCom may remove any Elected AdCom Member or Officer, with or without cause, with a two-thirds majority vote.

Prior to a vote, at least 20% of the voting AdCom must submit a petition requesting for a removal vote at the next regular AdCom meeting to the President and Secretary. Upon receipt of the petition, the Secretary will notify all voting AdCom members that

such a petition has been received, notify the member in question, and give that member 14 days to provide a written response.

## **6.4 TRUANCY**

In order to ensure a continuously active AdCom, the Secretary shall report to the voting AdCom any elected AdCom member who has missed three consecutive AdCom meetings or four AdCom meetings in their term. This notification shall replace the need for a petition in Sections 6.3.

## **SECTION 7.0 AMENDMENTS TO THE BY-LAWS AND PROCEDURES MANUAL**

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

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

**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 powers and duties of the President as defined in the Constitution and Bylaws. The President 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 Ad Hoc 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-S in communications with IEEE TAB, MGA 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 fifth year the President is responsible for the TAB Society Review.
- Write President's column for MTT-S Magazine and President's Message for the MTT-S Website.
- Voting member of TAB (see TAB description). Represent MTT-S at 3 regular IEEE TAB meetings.
- 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-S in relations with regional conferences (including European Microwave Week, Asia Pacific Microwave Conference, and SMBO's International Microwave and Optoelectronics Conference). Deliver welcoming remarks at MTT-S sponsored conferences as appropriate
- Joint with Awards Chair, prepare a list of those to receive Certificates of Appreciation.
- The President shall appoint an alternate for TAB meetings to represent the MTT-S if the President cannot attend the TAB meeting.
- Serve as the AdCom delegate to either accept or reject the best paper selection made by the Microwave Prize Subcommittee, the Tatsuo Itoh Award Subcommittee, Microwave Magazine Best Paper Award Subcommittee and the IEEE Transactions on Terahertz Science and Technology Best Paper Award subcommittee.

#### Limitations on Presidential Activities:

- Because the President appoints members to the Awards Committee and therefore has some influence over its recommendations, the President shall not recommend, endorse or support any person for any award judged by the Award Committee except for the best paper awards as defined above with the understanding that the President does not appoint any members of the Microwave Prize Subcommittee, the Tatsuo Itoh Award Subcommittee, Microwave

Magazine Best Paper Award Subcommittee and the IEEE Transactions on Terahertz Science and Technology Best Paper Award subcommittee.

- The President may only vote if secret ballots are used or if the President's vote can change the outcome of the vote (if the AdCom vote resulted in a tie).



## MTT-S CONTRACTS PROCEDURE AND POLICY

The Microwave Theory and Techniques Society often engages other organizations and business entities, including IEEE corporate, by establishing a contractual relationship. The President of MTT-S must approve, or the President's specifically designated delegate must approve, any contract entered into by members of MTT-S.

(G. Lyons, 1/14)

### 4. References:

Constitution: VI.3, 4, 5, 6,7, 8,9,10, 11; VII.3 , VIII.3

Bylaws: 3.2.1,2; 4.1.3,4; 4.2.2; 4.3.1,2,3,4

IEEE Bylaws: I-401.1 through I-401.7

TAB Operations Manual: 4.2.B.1

## 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 fifth year)												

(H. Howe: 12/86)

(P. Staecker: 1/93)

(J. Barr: 5/03)

(M. Schindler: 1/08)

(N. Kolas: 7/12)

(G. Ponchak: 2/16)

## **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. The President-Elect chairs the Budget Committee and vice-chairs the Long Range Planning Committee. Historically, the President-Elect 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 with the execution of the President's duties and take on specific tasks, as assigned by the President.
- Perform the duties of the President in the President's 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 M. 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. The President-Elect typically announces the next year's Secretary at the Summer or Fall AdCom meeting so that the Secretary may organize the Winter AdCom meeting. 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 the succeeding Secretary all documents and hardware. 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 in a manner consistent with IEEE Policies and EU's General Data Protection Regulation 2016/679. E-mail directory in three mailing groups as follows:
  - Mailing list 1, Immediate AdCom Members: Elected and voting members, Chairs of Standing and Adhoc Committees, Secretary of the Administrative Committee, Parliamentarian and any past president who opts in.
  - Mailing list 2, AdCom-Wide Members: Mailing list 1, plus: AdCom committee members, AdCom sub-committee chairs, Designated representatives to other IEEE Entities and Members of Advisory Committees of the Administrative Committee.
  - Mailing list 3, AdCom and MTT-S volunteers: Mailing 2, plus: Chapter Chairs, Technical Committee Chairs, AdCom sub-committee members and any MTT-S member who wishes to opt-in.
- Prepare and write the minutes of all AdCom meetings 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.
- For Executive Sessions, verify that recording equipment is turned off, only voting AdCom members are in the room, and the doors are closed (The President may allow Past Presidents to remain in the room)

#### 4. References:

Constitution: II.3; VI.5, 8; VII.2 VIII.6

Bylaws: 3.2.3; 3.3.3.1; 4.3.1

2011 IEEE Bylaws: I-401.5 through I-401-7

TAB Operations Manual 4.2.B.1, 4.2.B.9

### 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 M. Schindler: 1/08)

(Review by G. Lyons: 7/12)

## SOCIETY OFFICERS

### SECRETARY

#### 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 \$15,000 or less;  
Awards confirmation; and other items as determined by the President.

1.2 E-mail balloting cannot be used to:  
Approve non-budgeted expenditures exceeding \$15,000;  
Approve the annual MTT-S Budget  
Perform IMS Site Selection  
Changes to the Procedure Manual

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, and will carbon copy (cc) to the Chairs of AdCom Committees, Parliamentarian, members of the Past Presidents Council, any non-voting AdCom members upon the request to the Secretary to be included, and as otherwise directed by the AdCom. The President may direct the Secretary to use a more restricted distribution in the case of a sensitive matter but all voting AdCom members shall always be included unless there is a conflict of interest. The Society's SharePoint website may be used to post information about the motion.

2.3 There will be a discussion period of at least 10 days. Votes can be cast at any time but are not final until the end of the discussion period.

2.4 The voting and discussion period will stay open until sufficient number of members have voted for up to 30 days or the next ADCOM meeting, whichever occurs first. Therefore, the voting and discussion period will be a minimum of 10 days and a maximum of 30 days. 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 an absolute majority of the Elected Members of ADCOM and eligible voting Ex-officio ADCOM members (as defined in Section 3.3 of the ByLaws) have voted to accept (or reject) the motion.

2.6 Only one email vote may occur at a time.

2.7. No modifications may be made to the motion once the voting period has started.

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 The Secretary shall at each regular AdCom meeting present a report on all email motions considered by the AdCom since the previous regular meeting. That report shall include the Motion, the Dates of the voting, and the Results of the voting, and the report shall be included in the regular meeting minutes.

## SOCIETY OFFICERS

### SECRETARY

#### **Guidelines for MTT-S AdCom Minutes Taking (based on guidance from IEEE)**

Minutes should be recorded at every AdCom meeting. They should reflect the actions taken at the meeting. IEEE points out the minutes serve to (legally) protect MTT-S. These practical tips will help for recording the minutes.

#### **Preparing to Take Minutes**

Minute taking is an important task. The AdCom Secretary must be alert. He or she will benefit by reviewing previous minutes to identify the preferred format and depth of detail.

- Have adequate paper and pen available and *sit where conversation can be heard*.
- Circulate a *sign-in sheet* to identify *all* attendees at the meeting, including guests.

#### **Recording at the Meeting**

The minutes encapsulate meeting discussions and actions taken. Think of the minutes as partly based on the best ways to protect the organization while recognizing the preferences of the MTT-S President and members of AdCom.

- Record *who is in the meeting room* (members, guests). As more people arrive, they should be noted. Include location of the meeting, including facility name, city and date.
- *Record motions exactly as they are stated*. If they are unclear, then they should be clarified *before* the vote is taken. Motions should be written down in their *entirety* and *exactly* as amended in a presentation slide and presented to AdCom at the time of the vote on the motion. *All* motions must be recorded in the minutes, no matter their outcomes.
- The name of the *maker and seconder of the motion is not necessary* to record.
- Record the *outcome of every motion* – whether or not it was passed, amended, tabled, withdrawn or failed by a vote or for lack of a second. For example, “A motion was made, seconded and passed unanimously” or “A motion was made and withdrawn....”
- Lengthy *discussions* should not be recorded in detail. Minutes are for the purpose of recording motions and actions, not conversations.
- Record situations that illustrate MTT-S AdCom taking proper duty of care/fiduciary actions that protect the organization.
- Record *discussion points that support the organization*. For example, indicate that a volunteer offered to make a significant contribution --- items that reflect positively on the organization and confirm a commitment --- even though a motion was not made. Generally, the President will request to have such commitments noted in the minutes as action items.
- *Note recesses or breaks*. Also the time of the final adjournment.

- If the date and *location for the next meeting* is set, be sure to include the information.
- *Typos and errors* are not acceptable in minutes; mistakes should not be in an official legal document kept permanently.

### **After the Meeting – Distribution, Retention**

The sooner the meeting notes are transcribed into official minutes, the more accurate they will be and the quicker they can be distributed.

- Include the word “draft” on each page of the minutes in the footer or as a watermark so as not to be confused with the final approved copy.
- The name of the Secretary should be identified at the bottom of the last page of the minutes.
- Set a precedent of *distributing minutes within 30 to 45 days* of the AdCom meeting. Distribute by e-mailing as a digital attachment. Save as a PDF file rather than a word processing file so that changes cannot be made to the original. The sooner they are distributed the more likely volunteers they will be use them to review for commitments and responsibilities.
- Minutes are normally *distributed to the entire AdCom*, whether or not persons missed the meeting. Strategically distribute to involved staff members that need to read or have input.
- *Archive the approved minutes as an electronic file in MTT-S archives. Send approved minutes to IEEE to archive as well.*
- *Attachments are not recommended.* If the President wants ancillary information distributed, it needs to be done separately from the minutes (instead of as an attachment) so additional information is not added to the legal document.
- *Number the pages. It is useful to use a footer or header to identify MTT-S and meeting date on every page.*
- Consider preparing an *executive-summary* of the minutes but keep it separate from the official minutes. The executive summary may include delegated work, deadlines and commitments.
- Upon approval of the minutes, it is recommended to *discard any taped recordings* as well as the note taking sheets used to create the minutes.

(G. Lyons: 10/13)



## **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 by the President 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 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 the succeeding Treasurer all documents.
- Approve conference budgets for MTT-S Sponsored events

#### **4. References:**

Constitution: VI.6

Bylaws: 3.2.4; 4.3.2; 5.3.3,4

2011 IEEE Bylaws: I-401.1 through I-401.7

TAB Operations Manual: 4.2.B.1, 4.2.B.4, 4.2.B.9

## 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 M. Schindler: 1/08)  
 (G. Ponchak: 2/16)

# 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 Ad Hoc committee consisting of two HLMs chosen by the HLMs themselves and three Voting 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 Ad Hoc committee shall not be formed for at least 12 months.

The Ad Hoc 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 completion of the candidate's tenure as an elected member of the Administrative Committee of the Society.

## 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. All HLMs shall be invited to AdCom meetings, and shall be entitled to travel reimbursement as per MTT-S and the IEEE travel policy. Three HLMs shall have voting privileges equivalent to those enjoyed by any voting Ex-Officio AdCom member.

The HLMs annually may choose these three from their number and notify the MTT-S President and Secretary by the first in-person meeting each year in such a way that there is no delay in AdCom voting procedures. If the HLMs choose to modify this selection, the HLMs shall notify the MTT-S President and Secretary.

If no notice is provided, prior to the first in-person meeting of the year, then for e-mail ballots, the default shall be the three most senior HLMs responding to the ballot and for in-person AdCom meetings, it shall be the three most senior present at the meeting. HLM seniority is determined by the approval date of their elevation to HLM.

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 M. Schindler: 1/08)  
(G. Lyons: 7/14)  
(G. Ponchak: 2/16)

## **PAST PRESIDENTS' COUNCIL**

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

This Advisory Committee of the Administrative Committee 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**

Either as a whole or individually, undertake special assignments or projects upon request by the Society President, provide advice to AdCom and/or the Society President upon request, and advise AdCom and the President if the Past Presidents' Council regarding the direction of the society.

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

# ADCOM COMMITTEES ORGANIZATION

## AWARDS

### 1. Responsibilities of Awards Committee Chair:

The Chair of the Awards Committee is responsible for 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 the MTT-Society Awards listed below. The Awards Chair, together with the MTT-S President, use the following Committees: the Microwave Prize Committee, the Tatsuo Itoh Prize Committee, Microwave Magazine Best Paper Award Committee, IEEE Transactions on Terahertz Science and Technology Best Paper Award Committee, and the Fellow Search Committee.

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

The President of AdCom selects the Chair of the Awards Committee. The term of office is usually five years, subject to approval of continuation by the incoming President. The Chair is a Fellow of IEEE and is usually a Past President.

### 3. Duties of Awards Committee Chair:

- Selects Awards 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.
- Upon request, screens names of authors who have been nominated for Best Paper Awards against those on the Prohibited Authors List.
- Presents the recommended candidates of Society Awards (Best Paper Awards not included) 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 recipients of awards, plaques or certificates described in the Awards Section to invite them to the appropriate ceremony.
- 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.
- 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 Advance 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.
- 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. Eligibility

The eligibility and selection process for all of the MTT-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 here: [https://www.ieee.org/documents/ieee\\_policies.pdf](https://www.ieee.org/documents/ieee_policies.pdf).)

No member of the Awards Committee or voting members of AdCom shall be eligible for any MTT-Society award. The MTT-S President, Awards Chair, and members of the Society Best Paper Award Committees are ineligible to receive any Best Paper Award of the Society.

#### 5. References: IEEE Policy 4.4, MTT-S Bylaw 5.2.10

### Awards Committee Calendar

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
MTT Fellow Evaluations: (Move to Fellows Cmte)												
Select Committee			Δ									
Receive Nominations					Δ							
Selection Evaluations						Δ						
IEEE Deadline						Δ						
Fellows Announced												Δ
MTT 'Best Paper' Awards (Microwave Prize, MCWL 'Tatsuo Itoh Best Paper Award, THz Science & Technology 'Best Paper' Award, and Microwave Magazine 'Best Paper' Award):												
Select Committee	Δ											
1st Iteration			Δ									
2nd Iteration (submit to Awards Chair July 1)					Δ-----Δ							
AdCom Notification (by MTT-President)										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 open	Δ											
Nominations close							Δ					
Evaluations and Selections								Δ				
AdCom Deliberation										Δ		
Notify Nominators; draft letter for President to notify Major Award recipients										Δ		
Congratulation letter to Fellows (move to MTT Fellows Committee)												Δ
Notify Major Award recipients of IMS protocol	Δ											
IMS Preparation												
Discuss & coordinate Awards Banquet, Plenary w/ IMS chair						Δ-----Δ						
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)  
 (R. Trew: 9/12)



## ADCOM COMMITTEES ORGANIZATION (AWARDS)

### MTT-Society Awards

#### HONORARY LIFE MEMBER (HLM)

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 completion of the candidate's tenure as an elected member of the Administrative Committee of the Society.
- **RESTRICTIONS / 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 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 Ad Hoc committee consisting of two HLMs chosen by the HLMs themselves and three Voting 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 Ad Hoc 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. Complimentary room (three nights) and IMS registration is provided to attend the IMS where the award will be received. The recipient and a guest will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium and will receive two complimentary tickets to the Awards Banquet. Travel Support is granted, upon request, for travel to the IMS.
- **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. No more than one award will be issued in a given year. Past Career Award recipients are not eligible to receive any additional MTT-Society or Best Paper Awards.
- **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:** USD 5,000 and Plaque. Travel Support is granted for travel (economy fare) to the presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient

and a guest will also be invited to attend the General Chair'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 Awards Banquet.

#### 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 and the microwave profession over a sustained period of time. No more than one award will be presented in a given year. Past recipients of the Distinguished Service Award are not eligible to receive the N.W. Cox 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:** Plaque. Travel Support is granted for travel (economy fare) to the presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient and a guest will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium. Supporting evidence may include leadership, innovation, activity, service, duration, cooperation, and breadth of participation within any or all committees of the Society. No more than one award will be issued in a given year.

- **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. Supporting evidence may include leadership, innovation, activity, service, duration, cooperation, and breadth of participation within any or all committees of the Society.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium Awards Banquet.

**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:** USD 2,500 and Plaque. Travel Support is granted for travel (economy fare) to the presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient

and a guest will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium. If multiple awards are made in a given year, each recipient shall receive the same Prize.

- **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. Evidence of a distinguished academic career in university and/or continuing education in a field of interest of the Society, as well as significant research contributions, and extended service to the Society will be reviewed, as well as support of colleagues and former students.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium Awards Banquet.

#### MICROWAVE PIONEER AWARD

- **DESCRIPTION:** to recognize an individual or a team having made outstanding pioneering technical contributions that advance microwave theory and techniques and described in an archival (peer-reviewed) 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.
- **PRIZE:** USD 2,500 and Plaque. Travel Support is granted for (economy class) travel to the presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient and a guest will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium. No more than one award will be presented in a given year.
- **ELIGIBILITY:** Preference may be given to IEEE members. The archival paper must have been published at least 20 years prior to the year of the award.
- **BASIS FOR JUDGING:** Evidence of outstanding pioneering technical contributions that advance microwave theory and techniques, including novelty, timeliness, impact, significance, duration and extent of usage is solicited. Examples include development or creation of a new theory, device, component and/or technique.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium Awards Banquet.

#### MICROWAVE APPLICATION AWARD

- **DESCRIPTION:** to recognize an outstanding application of microwave theory and techniques by an individual or a team.
- **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:** USD 1,500 and Plaque. If the award is presented to a team, a plaque will be presented to each member and the prize will be divided equally among the team members. Travel support is granted for travel (economy fare) to the

presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient(s) and an accompanying guest(s) will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium. No more than one award will be issued in a given year.

- **ELIGIBILITY:** Preference may be given to MTT-S members
- **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, in the field of microwave theory and techniques. 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 Awards Banquet.

## MTT-S BEST PAPER AWARDS

### 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. This Award is the oldest award in the MTT portfolio and is administered by the MTT-S Microwave Prize Committee.
- **NOMINATION** of the recipient of the award will be the responsibility of the Microwave Prize Committee, which will make its recommendations to the MTT President.
- **PRIZE:** USD1500 and Plaque. If the paper has more than one author, a plaque will be presented to each author and the prize will be divided equally among the authors. Travel Support is granted to one author for travel (economy class) to the presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient(s) and accompanying guest(s) will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** Authors of papers of significant contribution to the MTT-S field of interest published in any IEEE publication during the calendar year preceding the deliberation year. Author(s) need not be a member of IEEE. No author may be on the PSPB Prohibited Author List. Members of the Microwave Prize Committee, the Awards Chair and the MTT President are all ineligible to receive the Award.
- **BASIS FOR JUDGING:** The IEEE Microwave Prize will be selected based upon the review and evaluation of the Selection Subcommittee. Technical excellence, importance of the contribution, and presentation will be the fundamental basis for evaluation.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium Awards Banquet.

### THE IEEE *TATSUO ITOH* (MICROWAVE AND WIRELESS COMPONENTS LETTERS) AWARD

- **NOMINATION** of the recipient of the award will be the responsibility of the Tatsuo Itoh Award Committee, will make its recommendations to the MTT President.

- **DESCRIPTION:** This award will recognize, on an annual basis, the most significant contribution in a paper published in the *IEEE Microwave Wireless and Components Letters*. This award is administered by the Itoh Award Committee, which makes its recommendations to the MTT-President.
- **PRIZE:** USD 1000 and Plaque. If the published paper has more than one author, a plaque will be presented to each author, and the prize will be shared equally among the authors. Travel Support is granted to one author for travel (economy fare) to the presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient(s) and accompanying guest(s) will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** Authors of papers of significant contribution to the MTT-S field of interest published in IEEE Microwave and Wireless Components Letters during the calendar year preceding the deliberation year. Authors need not be a member of IEEE. No author may be on the PSPB Prohibited Author List. Members of the Itoh Committee, and the MTT-President are all ineligible to receive the Award.
- **BASIS FOR JUDGING:** The recipient(s) of the IEEE Tatsuo Itoh Award will be selected based upon the review and evaluation of the Selection Subcommittee. Technical excellence, importance of the contribution, and presentation will be the fundamental bases for evaluation. The Prize Committee submits an ordered list of 2 candidate papers to the MTT President, who checks author eligibility against the PSPB Prohibited Author List, and will ratify the selection and announce the results to the AdCom.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium Awards Banquet.

#### THE IEEE TRANSACTIONS ON TERAHERTZ SCIENCE AND TECHNOLOGY BEST PAPER AWARD

- **NOMINATION** of the recipient of the award will be the responsibility of the Transactions on Terahertz Science and Technology (T-TST) Award Committee, which will make its recommendations to the MTT President.
- **DESCRIPTION:** This award will recognize, on an annual basis, the most significant contribution in a paper published in the IEEE T-TST).
- **PRIZE:** USD 1000 and Plaque. If the published paper has more than one author, a plaque will be presented to each author, and the prize will be shared equally between the authors. Travel Support is granted to one author for travel (economy class) to the presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient(s) and an accompanying guest(s) will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** The award is given to the author(s) of the paper judged as the 'best paper' published in the IEEE T-TST, in the calendar year preceding the award deliberation. Authors need not be a member of IEEE. No author may be on the PSPB Prohibited Author List. Members of the Itoh Committee, the Awards Chair and the MTT-President – are all ineligible to receive the Award.
- **BASIS FOR JUDGING:** The recipient(s) of the IEEE T-TST Best Paper Award will be selected based upon the review and evaluation of the T-TST Best Paper Committee. Technical excellence, importance of the contribution, and presentation will be the fundamental bases for evaluation. The T-TST Best Paper Committee submits an ordered list of 2 candidate papers to the MTT President, who shall check author eligibility against the PSPB Prohibited Author List, and if finding none, will announce the results to the AdCom.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium Awards Banquet.

## THE IEEE MICROWAVE MAGAZINE BEST PAPER AWARD

- **NOMINATION** of the recipient of the award will be the responsibility of the Microwave Magazine Best Paper Award Committee, which will make its recommendations to the MTT President. Committee deliberations will commence at the beginning of the year and end on July 31.
- **DESCRIPTION:** This award will recognize, on an annual basis, the most significant contribution in a paper published in the IEEE Microwave Magazine.
- **PRIZE:** USD 1000 and Plaque. If the published paper has more than 1 author, a Plaque is presented to each author, and the prize is shared equally among the authors. Travel Support is granted to one author for travel (economy class) to the presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient(s) and an accompanying guest(s) will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium.
- **ELIGIBILITY:** The IEEE Microwave Magazine Best Paper Award will be presented to the authors of the best feature article published in IEEE Microwave Magazine during the calendar year preceding the deliberation year of the award..
- **BASIS FOR JUDGING:** The recipient(s) of the IEEE Microwave Magazine Best Paper Award will be selected based upon the review and evaluation of the Selection Committee. Technical excellence, importance of the contribution, and presentation will be the fundamental bases for evaluation. The IEEE Microwave Magazine Best Paper Committee submits an ordered list of 2 candidate papers to the MTT President, who checks author eligibility against the PSPB Prohibited Author List, and if finding no violations, announces the selection to the AdCom. The Prize Committee, the Awards Chair and the MTT-S President are ineligible for this award.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium Awards Banquet.

## N. WALTER COX AWARD:

- **DESCRIPTION:** To recognize an MTT-S Member who has given exemplary service to the Society in a spirit of selfless dedication and cooperation. The award is given in memory of N. Walter Cox, longstanding MTT-S volunteer, who had demonstrated technical, administrative, and interpersonal leadership skills before passing away early in his career.
- **NOMINATION:** Any Member of the Society may submit nominations for the award.
- **PRIZE:** Plaque. Travel Support is granted for travel (economy class) to the presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient and a guest will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium. No more than one award will be given per year.
- **ELIGIBILITY:** Must be an MTT-S member at the time of nomination.
- **BASIS FOR JUDGING:** Supporting evidence of exemplary voluntary service to the Society in a spirit of selfless dedication and cooperation may include leadership, innovation, activity, service, duration, cooperation, and breadth of participation within any or all committees of the Society is solicited. 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 Awards Banquet.

#### OUTSTANDING YOUNG ENGINEER AWARD

- **DESCRIPTION:** To recognize an outstanding young MTT-S member, who has distinguished himself/herself through achievements, 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. Each year up to (4) four awards will be made, recognizing MTT-S Members from the industrial and academic community.
- **NOMINATION:** Any Member of the Society may submit nominations for the award.
- **PRIZE:** USD 1500 and Plaque. Travel Support is granted for travel (economy class) to the presentation ceremony, including three nights at a conference hotel, IMS registration (IMS only), and two (2) banquet tickets. The recipient and a guest will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium. If multiple awards are made in a given year, each recipient will receive the same prize.

**ELIGIBILITY:** Nominee must be no more than 38 years of age (i.e., must not have reached her/his 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. Because this is an age-sensitive award, nomination packages may be forwarded to the Awards Committee as early as January 1.

- **BASIS FOR JUDGING:** The nomination must clearly indicate the achievements that define the excellence of the candidate and must reference/provide relevant documentation. 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.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium Awards Banquet.

#### 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. 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 the annual IEEE MTT-S International Microwave Symposium.
- **PRIZE:** USD 1000 and Certificate. The recipient will also be invited to attend the General Chair's Dinner at the annual IEEE MTT-S International Microwave Symposium. The cash prize and certificate will be awarded to the winner of the IMS Best Student Paper Award at the IMS where they were recognized.

- **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.
- **FUNDING:** Established by the family and friends of Harold Sobol. The funding will be managed by the IEEE Foundation.
- **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.

#### IEEE-LEVEL AWARD RECOGNITIONS

- **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. Travel Support is granted, upon request, for travel to the IMS. Complimentary room (three nights) and IMS registration is provided. The recipient and a guest will also be invited to attend the General Chair's Dinner at the annual IMS and will receive two complimentary tickets to the Awards Banquet.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium during the Plenary Session.

#### FELLOW SEARCH COMMITTEE

The Fellow Search Committee operates under the Awards Committee and is independent of the Fellow Evaluation Committee.

The goals for the Fellow Search Committee are (i) to increase the number of MTT-S members who are IEEE Fellows (Within the defined limits) and (ii) to increase the number of nominations.

The duties and responsibilities of the Fellow Search Committee are (i) help in the nomination process, (ii) educate how good nominations are written, (iii) present material at an open meeting at the IMS, and (iv) reach out to Technical Committees, Chapter Chairs, Conference Chairs, past applicants, and the general membership.

#### 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. Two complimentary tickets to the Awards Banquet will be provided, upon request.
- **PRESENTATION:** At the annual IEEE MTT-S International Microwave Symposium during the Plenary Session.

#### IEEE MTT-S OUTSTANDING CHAPTER AWARD

- **DESCRIPTION:** To annually recognize up to 5% of the MTT-Society Chapters worldwide that have (i) exhibited noteworthy performance by providing their members with outstanding technical activities, societal activities, membership advancement, fellow, and award nominations - and (ii) successfully recruited new MTT-Society members. The award will recognize the chapter's contributions with special consideration for the local constraints and chapter size.
- **PRIZE:** Each selected Chapters will be awarded a plaque and \$1500 (US Dollars).
- **FUNDING:** The costs associated with providing the award will be the responsibility of the IEEE MTT-Society.
- **ELIGIBILITY:** Any MTT Society Chapter (or Joint Chapter) including Student Branch Chapters that has not won the IEEE MTT-Society Outstanding Chapter Award in the two years immediately preceding the current year of selection.
- **BASIS FOR JUDGING:** Selection of the IEEE MTT-Society Outstanding Chapters will be based on chapter performance during the previous calendar year. Performance evaluation will be based on how chapters provided their members with outstanding technical activities, societal activities, membership advancement, fellow, and award nominations. Evaluations will also consider successful MTT-Society membership recruitment. The award will evaluate the chapter's contributions with special consideration for the local constraints and chapter size. Chapter nominations should also include photographs of chapter activities during the previous year and materials that can be used in publicity articles in the Society magazine and web site.
- **PRESENTATION:** Selected chapters will be allowed to select the MTT-S Chapter Chair meeting where the award will be presented. MTT-S Chapter Chair meetings are held in conjunction with several major conferences each year.

(D. N. McQuiddy 1/96)  
(P.W. Staecker 8/99)  
(P.W. Staecker 3/03)  
(E. A. Rezek 01/08)  
(R. Trew 9/12)  
(C. Jackson: 10/14, 05/15)  
(G. Ponchak: 2/16)  
(S. Kanamaluru; 11/19)

## **ADCOM COMMITTEES ORGANIZATION (AWARDS)**

### MTT-Society Certificates

**CERTIFICATE OF RECOGNITION** - A Certificate of Recognition or plaque 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 (Certificate presented at AdCom Dinner)  
ADCOM Past Secretary (Plaque presented at AdCom Dinner)  
ADCOM Past President (Plaque presented at IMS Awards Banquet)  
ADCOM Past Treasurer (Plaque presented at AdCom Dinner)  
ADCOM Past Assistant Treasurer (Plaque presented at AdCom Dinner)  
IMS Chair (Certificate presented at AdCom Dinner)  
IMS TPC Chair (Certificate presented at AdCom Dinner)  
Technical Committee Chair (Certificate presented at TC Meeting held at IMS)  
RFIC Chair (Certificate presented at AdCom Dinner)  
RFIC TPC Chair (Certificate presented at AdCom Dinner)  
ARFTG Chair (Certificate presented at AdCom Dinner)  
ARFTG TPC Chair (Certificate presented at AdCom Dinner)  
T-MTT Retiring Editor (Plaque presented at AdCom Dinner)  
T-MTT Retiring Assoc. Editor (Plaque presented at AdCom Dinner)  
T-TST Retiring Editor (Plaque presented at AdCom Dinner)  
T-TST Retiring Assoc. Editor (Plaque presented at AdCom Dinner)  
Retiring Magazine Editor (Plaque presented at AdCom Dinner)  
Retiring Associate Magazine Editor (Plaque presented at AdCom Dinner)  
MWCL Retiring Editor (Plaque presented at AdCom Dinner)  
MWCL Retiring Assoc. Editor (Plaque presented at AdCom Dinner)  
Retiring Distinguished Microwave Lecturer(s) (Plaque presented at AdCom Dinner)

This list can be modified 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 Chair (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)  
(W. Shiroma 10/10)  
(C. Jackson: 10/14)

## MTT-Society Awards Protocol

Award Type	Lodging	IMS Registr ation	Awards Banquet	Travel	Chrmn Gift	Chrmn Dinner	Recep tion	Awards Banquet: Rsrvd Tbl	AdCom Dinner	Honorarium
Fellow (Newly Elected)		X	X		X	X	X	X	X	
Honorary Life Member	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	
Past IMS TPC Chair									X	
RFIC Chair					X	X	X		X	
RFIC TPC Chair									X	
Past RFIC Chair									X	
Past RFIC TPC Chair									X	
ARFTG Chair									X	
Past MTT President			X						X	
Past MTT Secretary									X	
Retiring MTT Treasurer									X	
Retiring AdCom Members									X	
Undergraduate Scholarship			X							
Graduate Fellowship			X							
Retiring DML			X		X	X	X	X	X	
Retiring MTT-S Trans Editor In Chief (EIC)							X		X	
Retiring MTT-S Trans Associate Editor (AE)							X		X	
Retiring MWCL EIC									X	
Retiring MWCL AE									X	
Retiring Microw Mag EIC									X	
Retiring Microw Mag AE									X	
Retiring Trans THz EIC									X	
Retiring Trans THz AE									X	
Hal Sobol Grant			X			X	X	X	X	X
N. Walter Cox	X	X	X	X	X	X	X	X	X	
Outstanding Young Engr	X	X	X	X	X	X	X	X	X	X
Microwave Prize	X	X	X	X	X	X	X	X	X	X
Tatsuo Itoh Award	X	X	X	X	X	X	X	X	X	X
Microw Mag Best Paper	X	X	X	X	X	X	X	X	X	X
Trans THz Best Paper	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
Distinguished Educator	X	X	X	X	X	X	X	X	X	X
Distinguished Service	X	X	X	X	X	X	X	X	X	
Microwave Career	X	X	X	X	X	X	X	X	X	X
Outstanding Chapter	X	X		X						

#### Location of Award presentation

- Awards Banquet
  - Distinguished Service
  - Microwave Career
  - Microwave Prize
  - Microwave Pioneer
  - Microwave Application
  - Outstanding Young Engineer
  - Distinguished Educator
  - N. Walter Cox Service
  - Tatsuo Itoh (MWCL) Award
  - T-TST Best Paper
  - Microwave Magazine Best Paper Award
  - AdCom Past President
- AdCom Dinner
  - Retiring DML
  - Retiring Editors (Society Magazine, and Journals)
  - Retiring: AdCom Member, Past AdCom Secretary, AdCom Treasurer, AdCom Assistant Treasurer
  - IMS General Chair, IMS Chair; RFIC General Chair, TPC Chair; ARFTG General Chair, TPC Chair
- IMS Plenary Session
  - IEEE Level Awards
  - IEEE Fellows (newly elected)
  - MTT-S Honorary Life Member
- TCC Meeting
  - Retiring TCC Chair
- Chapter Chair's Meeting
  - Outstanding Chapter Award
- Student Awards Luncheon
  - Hal Sobol Travel Grant
  - Graduate Fellowship recipients
  - Undergraduate Fellowship recipients
- Other IMS Awards
  -

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

(E. Rezek: 01/08)  
(C. Jackson: 10/14, 05/15)

## 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 5.2.11, 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. During any given year, the Budget Committee works with the budgets of three years: (i) the past year, which must be closed by IEEE deadline, and whose operating net and investment incomes impact the budget of the following year; (ii) the current year, whose budget is compared to actuals/forecast throughout the year in order to anticipate any variances and authorize non-budgeted spending; and (iii) the next year, whose budget is proposed, revised, and submitted for IEEE 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 1<sup>st</sup> pass society budget. The budget committee meets in early May (usually a “virtual meeting”) to review and approve the 1<sup>st</sup> pass budget before it is submitted to IEEE (deadline is typically mid-May). The 1<sup>st</sup> 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 2<sup>nd</sup> 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 records. 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 is an ex-officio member of the Budget Committee. The President typically appoints two Assistant Treasurers to aid the Treasurer, who can also be appointed as Budget Committee members. 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 four additional MTT-S members recommended by the Chair and appointed by the President. 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 1<sup>st</sup> 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 2<sup>nd</sup> pass society budget is due to IEEE.

Fall 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.

Mid November: IEEE TAB approves the Society budget

## **4. References:**

Constitution: VI-7, VI-12

Bylaws: 5.2.11, 5.3.4

2011 IEEE Bylaws: I-401.1 through I-401.7

TAB Operations Manual: 4.2.B.4, 4.2.B.7, 4.2.B.9

IEEE Policies ([http://www.ieee.org/documents/ieee\\_policies.pdf](http://www.ieee.org/documents/ieee_policies.pdf)), Sec. 11.1-E

(E. Cohen: 8/94)  
(M. Schindler 4/03)  
(N. Kolias 10/08)  
(M. Gupta 05/12)

## TRAVEL AND OTHER REIMBURSEMENT POLICY

The strength of the MTT Society has and will continue to be the spirit of volunteerism of the members who serve the society. Often this involves significant personal contribution of time and occasionally money to attend meetings and events in service to the Society. Traditionally, employers of the members that serve the society have recognized the value and prestige of having their employees serve in prominent positions in the Society and have offset some or all of their travel expenses to perform these functions. However, there are instances when legitimate travel and other expenses should be borne by the Society. This travel and other reimbursement policy sets expectations and rules for the reimbursement of expenses incurred for travel on Society business and other legitimate Society expenses. This MTT-S specific policy provides detail that augments and extends the IEEE's travel policy (see <http://www.ieee.org/documents/travelguidelines.pdf>) which gives a more general direction on minimizing overall travel expenses. For guidance on travel expenses not covered in the MTT-S specific policy one should consult the more general IEEE policy.

The underlying guidance on all reimbursement requests, including travel, is that the expense must have the pre-expense approval by the committee chair with responsibility for the reimbursable activity. This places the burden for cognizance of all expensible activities for a particular AdCom Committee on its chair. This oversight includes activities and actions of subcommittees within the committee.

### 1. Travel and Other Reimbursable Expense Budget Responsibility and Oversight

There are multiple travel and other reimbursable expense accounts spread across the AdCom standing committees. The various AdCom Standing committee chairs have specific responsibilities with respect to the accounts they oversee.

- The committee chair, in conjunction with the Treasurer, must establish the travel and other reimbursable expense budgets for their committee in the yearly budget cycle. These budgets will be explicitly reviewed during the AdCom budget approval process. This is the primary means for the AdCom to control the amount and expense of travel and other reimbursable expenses within a committee and to affirm that the budget is consistent with the functions of the committee.
- The committee chair must approve all travel and other reimbursable expenses that will be reimbursed from accounts within their committee. This should include knowledge of the expense prior to committing to it as well as approval of the reimbursement request after the expense has occurred.
- Requests for reimbursement by members of committees without a separate budget and for travel by elected members of AdCom to attend AdCom meetings must be approved by the President or the Society Treasurer as designated by the President.
- Guidelines for the maximum reimbursement for various categories of travel are described in the next section. If actual travel costs exceed these guidelines, the traveler may request an exception from the President-Elect or President. Note that exceptions are not automatically granted, and a traveler should seek preauthorization for the exception if they want to ensure reimbursement.
- The mechanics of the travel reimbursement and book keeping of the available funds will be handled by the IEEE MTT-S TAD financial analyst and the Society Treasurer and Assistant(s).

### 2. Guidelines and Expectations

The following list outlines the guidelines and expectations for society travel.

- AdCom and other society members will strive to reduce the need for travel reimbursement by having their employers cover the travel cost and/or leverage business travel to attend society functions. For example, AdCom meetings are most often scheduled to coincide with MTT-S sponsored microwave conferences. There is an expectation that AdCom members and other volunteers would naturally attend the MTT-S sponsored conference once or twice per year and therefore can attend the AdCom meeting for minimal expense. In this case, reimbursement will be provided for the ADCOM meeting attendance, but not for conference related expenses. Another example is to combine, where possible, multiple DML or speaker's bureau trips in one geographic region on a single, multi-segment trip.

- Members will seek the most economical means possible for their travel by booking trips early, flying economy class and staying in modest hotels. In the case of travel for major conferences, members will stay at hotels within the official hotel block. It is permissible for one to upgrade their class of travel; however, they must pay the difference in cost themselves. This difference is based on the prevailing cost for economy travel, not the difference between the actual cost and the maximum permissible reimbursement.
- The nominal maximum reimbursement for a domestic (or within a single continent) trip is \$1500 unless a more restrictive budget limit is specified by the details of the particular travel grant or award. This assumes a three night stay to attend the meeting.
- The nominal maximum reimbursement for an international or multi-continent trip is \$2250 unless a more restrictive budget limit is specified by the details of the particular travel grant or award. This assumes a three night stay to attend the meeting.
- Additional legs on a trip increase the maximum reimbursement by \$500 per leg. An additional leg is defined as stopping in a 2<sup>nd</sup> (or 3<sup>rd</sup> ...) city to attend multiple events for Society business on a single trip. Note that such multi-segment trips are a time and cost effective way to conduct business and are encouraged where possible. All segments ("legs") of the trip must meet the pre and post approvals described above.
- Additional legs for personal reasons added to a Society reimbursable trip is permitted, but any additional cost must be borne by the traveler. The traveler must supply documentation for the airline cost based on travel that does not include stops for personal business to be used for the reimbursement basis of the trip.
- Lodging, food and other travel expenses will only be reimbursed for the period necessary to attend the meeting. There is no reimbursement for expenses to attend adjacent conferences, sightseeing or other non-society business.
- Reimbursement for meals should reflect actual expenses. The \$100 threshold beyond which written justification is required should not be viewed as a per diem value (allowance whether actually spent or not). Receipts are required for meals exceeding \$25.
- Reimbursement requests must be submitted in a timely manner, within three months of the completion of the trip. This permits better recall of the details of the reimbursement request if there are any issues, and more importantly it promotes paying for the expenses during the budget year in which they occurred. For expenses incurred near the end of the calendar (and budget) year, effort should be made to submit reimbursement request before the end of the calendar year. Reimbursement request for expenses beyond 3 months will be granted on a case-by-case basis by the treasurer.

### 3. Travel Reimbursement Procedure

The following explains the procedure for having travel expenses reimbursed. Additional, and potentially more up to date information, is available on the society web site ([www.mtt.org](http://www.mtt.org)).

- Travel must be preapproved by the cognizant AdCom Standing Committee Chair or Society Treasurer with oversight of the budget from which the travel will be reimbursed. This can be an informal email. For Distinguished Microwave Lecturer (DML) and Speakers Bureau (SB) travel, the speaker must also complete a pre-talk report ([www.mtt.org](http://www.mtt.org)) and submit it to the TC chair and DML/SB Administrator.
- The traveler books travel arrangements, seeking the lowest possible price according to IEEE travel policy ([www.ieee.org/documents/travelguidelines.pdf](http://www.ieee.org/documents/travelguidelines.pdf)).
- If arrangements cannot be made for a cost below the maximum reimbursement values listed above, the traveler should provide documentation and ask for a waiver from the President-Elect or President.
- If the traveler prefers to travel with upgraded accommodations, they should document travel arrangements with the lowest possible cost to use as a basis for the reimbursement.



- After the trip, the traveler completes the IEEE reimbursement form (<http://www.ieee.org/web/volunteers/resources/index.html>). For DML and SB travel, the speaker completes the after talk report ([www.mtt.org](http://www.mtt.org)).
- For DML and SB travel, the traveler emails the reimbursement request to the TC Administrator (email address). The email should include:
  - After Talk Report, including expense split
  - IEEE Expense Form
  - Scanned copies of receipts
- For all other travel, the requester e-mails reimbursement request to the IEEE MTT-S TAD financial analyst, Alyson Rupp at IEEE Headquarters ([a.rupp@ieee.org](mailto:a.rupp@ieee.org)). Requester also copies the MTT-S treasurer and assistant treasurer for reimbursements, [reimbursements@mtt.org](mailto:reimbursements@mtt.org). The email should state:
  - The purpose of the trip
  - The budget area from which the travel should be reimbursed (specific committee, AdCom travel, President travel, etc.) and/or who authorized the travel.
  - Expense report (at <http://www.ieee.org/web/volunteers/resources/index.html> or <http://www.mtt.org> )
  - Scanned copies of receipts
  - Other written justification of expenses as necessary (exceeding \$1500 limit, exceeding the \$100 daily food limit, etc.)
- The assistant treasurer will review the expenses for reasonableness and confirm approval by the cognizant AdCom officer.
- Assistant treasurer will relay approval for payment to MTT-S TAD financial analyst.
- IEEE sends reimbursement check

#### 4. Other Expense Reimbursement Procedure

The following explains the procedure for having other expenses reimbursed. Additional, and potentially more up to date information, is available on the society web site ([www.mtt.org](http://www.mtt.org)).

- For reimbursement of all other legitimate Society expenses, the requester e-mails reimbursement request to the IEEE MTT-S TAD financial analyst, currently Alyson Rupp at IEEE Headquarters ([a.rupp@ieee.org](mailto:a.rupp@ieee.org)). Requester also copies the MTT-S treasurer and assistant treasurer for reimbursements, [reimbursements@mtt.org](mailto:reimbursements@mtt.org). The email should state:
  - The purpose of the expense
  - The budget area from which the expense should be reimbursed (publication advertisement, Society web site hosting expense, etc.) and/or who authorized the travel.
  - Expense report (at <http://www.ieee.org/web/volunteers/resources/index.html> or <http://www.mtt.org> )
  - Scanned copies of receipts
- The assistant treasurer will review the expenses for reasonableness and confirm approval by the cognizant AdCom officer.
- Assistant treasurer will relay approval for payment to MTT-S TAD financial analyst.
- IEEE sends reimbursement check

(M. Harris 10/08)  
(Mohammad Madihian, April 2011)

## **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, and any other education related activity of the Society.
- Conduct programs that encourage interest in microwave education worldwide,
- Represent MTT-Society at the IEEE-Educational Activities Board (EAB) and its committees.
- 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-chairs for educational activities as needed.

(B. S. Perlman: 6/92)  
(K.C. Gupta: 1/00)  
(K.C. Gupta: 8/03)  
(D. Schreurs : 07/10)  
(D. Schreurs: 07/12)

## **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.
- Make the application forms available on the MTT-S Education webpage.
- Receive completed application forms.
- Form a committee of qualified members to evaluate the candidates based on the application forms received. Judging expertise is solicited from both academia and industry. The objective is having an international committee that has an appreciation for the differences in educational formats.
- Determine the final candidates for awards and submit to AdCom for final approval.
- Arrange to have award certificates for the winners printed through IEEE.
- Coordinate that the recipients submit the appropriate accounting paperwork (W-8 or W-9) to the scholarship/fellowship facilitator. 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. Coordinate that the recipients submit the appropriate accounting paperwork (W-8 or W-9) to the scholarship/fellowship facilitator.
- 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 or pre-graduates to the microwave and RF discipline, and to encourage them to pursue post-graduate degrees in the field. Funds may be used for project materials and/or stipends. The scholarship program offers up to 20 \$1500 awards (10 for Fall and 10 for Spring). Awardees are also encouraged to attend an MTT-S sponsored microwave conference (e.g., European Microwave Conference, Asia-Pacific Microwave Conference, or International Microwave Symposium). Travel expenses are reimbursed up to \$1000. The travel supplements can be requested within 12 months being selected for the award.

#### Conditions:

1. The applicant must be actively pursuing a bachelor or master 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 applicant will be engaged in studies and research or thesis related activities for at least one semester following the application deadline
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 applicant.
5. Applications for the Scholarship Awards must be submitted not later than October 15<sup>th</sup>, resp. April 15<sup>th</sup>.
6. There is no limit to the number of applicants from one institution. However, awards are limited to one per faculty mentor per round (Spring or Fall Call).
7. Applicants are permitted to compete for the award more than once. Any one student will be awarded this scholarship only once.

#### Eligibility:

1. Applicant must be a BS, BS/MS or MS student in electrical engineering (or related field).
2. The time of application (Fall or Spring) should not coincide with the semester in which the student graduates.
3. Applicant should be a member of IEEE.
4. Faculty mentor must be a member of MTT-S.
5. There are no restrictions as to applicant's citizenship or location of the institution.

#### Application:

The applicant should submit electronic copies, preferably pdf, of the following:

1. one page resume
2. official academic transcript
3. letter of reference from faculty mentor
4. statement of research topic
5. completed application form
6. the mentor can forward an electronic version of the transcript a representative of the university

#### Review process:

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 the research plan title and abstract, the university affiliation, the advisor's name and title, the anticipated date of graduation, and a headshot that we use for the IEEE Microwave Magazine article and the MTT-S Education webpage.
2. At the end of the 12 month cycle, the winner prepares a one-page report summarizing the outcomes of the project (incl. referencing any publications that may have resulted in part from the scholarship project work, an impression about having attended an MTT-S sponsored conference/symposium, ...), and indicating his/her next career plans (e.g., graduate school? Continue for Ph.D.? industry?). Please also let us know what impact if any the MTT-S Scholarship program has had on your choices. This report will replace the research plan abstract on the MTT-S Education Webpage.
3. The winner provides a contact e-mail address to the Chair for a period of 3 years after the scholarship, such that the Chair may ask for input on an annual basis to track the career path of the scholarship recipients.

## **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. Up to two \$6000 awards may be granted each year. 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 applicant 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 applicant 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 per year.
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.

### 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 become a member of MTT-S before receiving the Medical Application Fellowship.
6. Faculty supervisor must be a member of MTT-S.
7. Applications for the Fellowship Awards for a given year must be submitted not later than October 15th of the prior year. For example, applications for the year 2013 awards should be submitted by October 15th, 2012.
8. There are no restrictions as to applicant's citizenship or location of the institution.
9. An applicant can apply for either type of the MTT-S Graduate Fellowships, but not both in the same year.

### 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.

### Application:

The applicant should submit electronic copies, preferably pdf, of the following:

1. A complete, legible, application form.
2. 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. The research plan (2–5 pages) should be separate from the remainder of the application documents.
5. It is the responsibility of the applicant to ensure that letters of reference and other documents are submitted by the deadline.
6. If any item(s) is missing, the application will not be considered for the award.

### Review process:

Four criteria for judging are (1) Academic Record (50 pts), (2) Quality/Credibility of Project Proposal (25 pts), (3) References (15 pts), and (4) Quality of the Academic Institution (10 pts).

### Winner responsibilities:

1. The winner submits the research plan title and abstract, the university affiliation, the advisor's name and title, the anticipated date of graduation, and a headshot that we use for the IEEE Microwave Magazine article and the MTT-S Education webpage.
2. At the end of the 12 month cycle, the winner prepares a one-page report summarizing the outcomes of the project (incl. referencing any publications that may have resulted in part from the fellowship project work, an impression about having attended IMS, ...), and indicating his/her next career plans. This report will replace the research plan abstract on the MTT-S Education Webpage.
3. The winner provides a contact e-mail address to the Chair for a period of 3 years after the fellowship, such that the Chair may ask for input on an annual basis to track the career path of the fellowship recipients.

## **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. Up to fourteen \$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. The highest ranked winner of the fellowships will be presented "IEEE MTT-S Tom Brazil Graduate Fellowship" with \$1,000 extra travel grant.

### 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 per year.
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 October 15th of the prior year. For example, applications for the year 2013 awards should be submitted by October 15, 2012.
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.
8. An applicant can apply for either type of the MTT-S Graduate Fellowships, but not both in the same year.

### Application:

The applicant should submit electronic copies, preferably pdf, of the following:

1. A complete, legible, application form.
2. 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. The research plan (2–5 pages) should be separate from the remainder of the application documents.
5. It is the responsibility of the applicant to ensure that letters of reference and other documents are submitted by the deadline.
6. If any item(s) is missing, the application will not be considered for the award.

Review process:

Four criteria for judging are (1) Academic Record (50 pts), (2) Quality/Credibility of Project Proposal (25 pts), (3) References (15 pts), and (4) Quality of the Academic Institution (10 pts).

Winner responsibilities:

1. The winner submits the research plan title and abstract, the university affiliation, the advisor's name and title, the anticipated date of graduation, and a headshot that we use for the IEEE Microwave Magazine article and the MTT-S Education webpage.
2. At the end of the 12 month cycle, the winner prepares a one-page report summarizing the outcomes of the project (incl. referencing any publications that may have resulted in part from the fellowship project work, an impression about having attended IMS, ...), and indicating his/her next career plans. This report will replace the research plan abstract on the MTT-S Education Webpage.
3. The winner provides a contact e-mail address to the Chair for a period of 3 years after the fellowship, such that the Chair may ask for input on an annual basis to track the career path of the fellowship recipients.

(A. Gupta: 9/94, 8/03)  
(K.C. Gupta: 1/00, 8/03)  
(J. Laskar, 5/09)  
(D. Schreurs, 7/12)

## **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:**

Chair 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.

(M. Schindler: 8/94)

(D. Lovelace: 6/03)

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

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?pageID=corp\\_level1&path=web/developers&file=templates.xml&xsl=generic.xsl](http://www.ieee.org/portal/index.jsp?pageID=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 Web Editor 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 Web Editor 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 Web Editor
About MTT	MTT Web Editor
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 Web Editor 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 Web Editor's Additional Duties**

The MTT Web Editor also serves as the point of contact for MTT server, which hosts MTT website and conference websites (IMS, RFIC, and RWW). The MTT Web Editor creates and administers the accounts for all domains including MTT website, IMS20XX websites, RFIC20XX websites, and RWW20XX websites. The MTT Web Editor shall assist the conference web editors if issues regarding server configuration occur.

The MTT server is currently hosted by Peer1. 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 (now RWW) 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 Web Editor of ims20XX can create FTP accounts as those in mtt.org described in previous section. Web Editor 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](mailto:title@mtt.org) shall contact MTT Web Editor for email account setup.

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

The MTT Web Editor 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 (INTER-SOCIETY)

### INTER-SOCIETY

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

The Inter-Society Committee (ISC) Chair shall be responsible for coordinating and reporting on inter-society activities that may be of interest and may impact the MTT Society. Each inter-society activity will be represented by an MTT-S representative or liaison. The ISC Chair shall recommend responsible MTT-S representatives or liaisons to represent the Society in relationships with other societies and committees. The ISC Chair shall interface with each MTT-S representative or liaison regularly to receive updated information on society or committee activities, prepare a summary report for presentation to AdCom, and attend each AdCom meeting to deliver that report. The ISC Chair shall review annually the status, efficacy, and relevance of each MTT-S representative and liaison.

#### 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 other IEEE societies, related societies, and other committees.

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

The following table is a reference list of societies and committees with whom MTT-S typically has a working relationship. The MTT-S Liaisons and MTT-S Representatives for each of these societies and committees should be listed on the MTT-S web site for reference by members of MTT-S.

:

(B. Perlman: 3/96)  
(S. Wetenkamp: 5/03)  
(M. Harris: 6/09)  
(S. Reising/G. Lyons: 05/15)

### Reference List of Inter-Society Relationships: Societies, Councils, and Committees

<b>IEEE Technical Councils (Representatives)</b>	
<b>IEEE Technical Councils</b>	<ul style="list-style-type: none"> <li>Council on Electronic Design Automation (EDA)</li> <li>Nanotechnology Council</li> <li>Sensors Council</li> <li>Council on Superconductivity</li> <li>Systems Council</li> <li>Council on RFID (formerly IEEE Technical Committee on RFID)</li> </ul>
<b>IEEE Societies (Liaisons)</b>	
	<ul style="list-style-type: none"> <li>Antennas &amp; Propagation Society</li> <li>Circuits and Systems Society</li> <li>Consumer Electronics Society</li> <li>Electron Devices Society</li> <li>Electromagnetic Compatibility Society</li> <li>Engineering in Medicine &amp; Biology Society</li> <li>Geoscience and Remote Sensing Society</li> <li>Intelligent Transportation Systems Society</li> <li>Instrumentation and Measurement Society</li> <li>Society on Social Implications of Technology (SSIT)</li> <li>Solid State Circuits Society</li> <li>Component Packaging, and Manufacturing Technology Society</li> <li>Ultrasonics, Ferroelectrics, and Frequency Control Society</li> </ul>
<b>Sister Societies and Organizations (Liaisons)</b>	
	<ul style="list-style-type: none"> <li>European Microwave Association (EuMA)</li> <li>Institute of Electronics, Information &amp; Communications Engineers (Japan)</li> <li>Chinese Institute of Electronics (CIE) / Chinese Microwave Society (CMS)</li> <li>Institution of Electronics and Telecomm. Engineers (India)</li> <li>International Microwave Power Institute (IMPI)</li> <li>Electrical Engineering/Electronics, Computer, Telecommunications &amp; Information Technology (ECTI) Association (Thailand)</li> <li>URSI U.S. National Committee</li> </ul>
<b>IEEE Liaisons</b>	
<b>IEEE – Member and Geographic Activities Level</b>	<ul style="list-style-type: none"> <li>Young Professionals</li> <li>Women in Engineering</li> <li>Life Members</li> </ul>

## **ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)**

### **EXPECTATIONS OF MTT REPRESENTATIVES TO IEEE TECHNICAL COUNCILS AND COMMITTEES**

#### **Appointment and Term of Office**

Representatives shall be appointed by the MTT-S President, typically for a one-year term.

#### **Duties and Expectations**

- Representatives to IEEE Technical Councils and Committees shall represent the interests of the MTT-S.
- Representatives serve as voting members of the governing board of the IEEE Technical Council or Committee to which they serve as MTT-S Representative. As such, they shall attend annual meetings of the governing board, either virtually or in person.
- Representatives shall seek potential opportunities for MTT-S participation in the IEEE Technical Council or Committee to which they serve as MTT-S Representative. Such participation should advance the goals and visibility of MTT-S.
- Opportunities that have potential benefit to MTT-S shall be explored by the representative in coordination by the Chair of the Inter-Society Committee and other Committee Chairs, such as Publications, Conferences and Technical Coordinating Committee (TCC).

#### **Reporting**

Representatives shall prepare and submit a written annual report to the ISC Chair by November 15 of each year.

#### **The annual report shall include the following elements:**

- Significant contributions of MTT-S to the IEEE Technical Council or Committee to which they serve as MTT-S Representative, often with voting privileges.
- Issues discussed by the governing board of the IEEE Technical Council or Committee that are in the field of interest of MTT-S or in potential applications of microwave theory and techniques
- MTT-S participation in IEEE Technical Council or Committee-organized workshops, tutorials, panels or special/focused sessions at conferences, distinguished lecturers and special issues or sections of IEEE journals or magazines. (Provide full documentation, including names of sessions or issues, dates of activities or publication, etc.)
- MTT Technical Committee (TC) participation in the activities described above, including names of MTT TC(s) as well as of participating MTT TC members.
- Collaborations between the IEEE Technical Council or Committee and the MTT-S Publications, Meetings & Symposia or other Committees should be documented, including the participating MTT-S committee members.

## **ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)**

### **EXPECTATIONS OF MTT LIAISONS TO OTHER IEEE SOCIETIES AND SISTER SOCIETIES**

#### **Appointment and Term of Office**

Liaisons shall be appointed by the MTT-S President, typically for a one-year term.

#### **Duties and Expectations**

- Liaisons shall represent the interests of the MTT-S.
- Liaisons shall seek potential opportunities for collaboration with the other Society to which they serve as MTT-S Liaison.
- Opportunities that have potential benefit to MTT-S shall be explored by the liaison in coordination with the Chair of the Inter-Society Committee and other Committee Chairs, such as Publications, Meetings & Symposia and Technical Coordinating Committee (TCC).

#### **Reporting**

Liaisons shall prepare and submit a written annual report to the ISC Chair by November 15 of each year.

#### **The annual report shall include the following elements:**

- Significant interactions between MTT-S and the other Society to which they serve as MTT-S Liaison
- Issues discussed by the governing board of the other Society that are in the field of interest of MTT-S or in potential applications of microwave theory and techniques.
- Jointly organized workshops, tutorials, panels or special/focused sessions at conferences, joint conferences, joint distinguished lecturers and joint special issues or sections of IEEE journals or magazines. (Provide full documentation, including names of sessions or issues, dates of activities or publication, etc.)
- MTT Technical Committee (TC) participation in the joint activities described above, including names of TC(s) as well as of participating TC members.
- Collaborations between the other IEEE Society or Sister Society and the MTT-S Publications, Meetings & Symposia or other Committees should be documented, including the participating MTT-S committee members.

## **ADCOM COMMITTEES ORGANIZATION (INTER-SOCIETY)**

### **EUROPEAN MICROWAVE ASSOCIATION**

The European Microwave Association (EuMA) is the organizer of the European Microwave Week (EuMW). The EuMA is the primary sponsor of the three conferences comprising EuMW: the European Microwave Conference (EuMC), the European Microwave Integrated Circuit Conference (EuMIC) and the European Radar Conference (EuRAD). MTT and EuMA cooperate closely on these events. The two societies are linked by a Sister-Society Agreement, which governs, among others, the IEEE Xplore publication of EuMW papers and mutual representation at the two flagship events (IMS and EuMW).

#### **MTT Representative to EuMA**

The EuMA is managed by a Board of Directors (BOD). The MTT-S appoints a liaison to the EuMA Board. The appointment is made by the President in consultation with the Inter-Society committee, with preference given to a past MTT-S president and for a three-year term, subject to approval of continuation by an incoming President. The Appointee acts as the MTT-S Liaison to the EuMA and acts as a non-voting member of the EuMA BOD, with full participation in meetings to which an invitation is extended by the EuMA (all non-executive meetings).

The President also appoints an alternative person to act in the capacity as MTT-S Liaison to EuMA, in the event that the MTT-S Liaison to EuMA is unavailable to fulfill the duties listed below.

#### **Duties of the MTT-S Liaison to the EuMA:**

Attend the Board of Directors (BOD) meetings of EuMA when held (about three times per year). The MTT-S Liaison or alternate are to take notes appropriate for creating a report back to the MTT-S ADCOM at the next meeting of the MTT-S ADCOM and are to represent the interests of the MTT-S during these EuMA meetings.

Attend the Joint Meetings of the Steering Committee (StC) and General Assembly (GA) meetings of EuMA when held (usually twice a year). The MTT-S Liaison or alternate are to take notes appropriate for creating a report back to the MTT-S ADCOM at the next meeting of the MTT-S ADCOM and are to represent the interests of the MTT-S during these EuMA meetings.

When or if differences of opinion, operational difficulties, interpretation of MOU provisions or other issues arise between MTT-S and EuMA, act as intermediary to resolve such situations. This can include facilitating communications between EuMA and MTT-S ADCOM, suggesting solutions, negotiating positions, or other diplomatic initiatives.

Assist in renewing and maintaining the EuMW multi-year conference MoUs with the IEEE Service Center and the other participating IEEE societies.

Act as a link for coupling good ideas for events at conferences, between the conferences of EuMW and the MTT-S International Microwave Symposium (IMS), the MTT-S RWW (Radio and Wireless Week) and the MTT-S International Wireless Symposium (IWS). Examples of such idea linking are the importation of the Graduate Student Challenge from EuMC to IMS, the importation of the Women in Microwave Engineering event from IMS to EuMW and the formation of a Doctoral School at IMS based on the success of the event during EuMW.

#### **Duties of the Alternative MTT-S Liaison to the EuMA**

In the event of unavailability, fulfill the duties of the MTT-S Liaison to the EuMA as listed above.

(M. Schindler 9/03)  
(R. Snyder 11/12)

## **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. IMSEC members, How Selected and Term of Office:**

The Chair is appointed or re-appointed by the President for a term of one calendar year. The preferred practice is for the President to select a Past IMS General Chair that is willing to serve for multiple years and that the Second Past IMS General Chair be appointed 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. Ad Hoc subcommittees may be appointed by the IMSEC Chair, for Marketing, Exhibitor Liaison, Contracting, Leadership training, or other duties, and their respective Chairs are also members of IMSEC. The Ad Hoc committee duties may be typically as follows:

- a) Marketing: In conjunction with the Exhibition Manager, develop and implement a marketing strategy for IMS
- b) Exhibitor Liaison: Working with the Exhibitors to ensure sufficient interaction between AdCom and the Exhibitors
- c) Contracting: Work with MCE and the Exhibition Manager in development of contracts associated with IMS, such as hotels, conference center, and F&B distribution
- d) Leadership training: Develop and implement training materials for future IMS leadership positions, such as General Chair, General Co-Chair and TPC Chairs

#### **3. Detailed 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. Generating and processing the solicitations is the responsibility of the SINC subcommittee.

The IMS EXECUTIVE COMMITTEE, led 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. An ad hoc Exhibition Management Tender subcommittee shall be formed approximately two years prior to the renewal date for the currently in-force Exhibition Management contract to review the Statement of Work for the renewal.



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)  
 (M. Schindler 1/14)

## **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 in carrying out the SINC 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 to 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 \_\_\_\_\_



### 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
<b>Representative</b>			Vita Feuerstein
<b>Title</b>		2xxx IMS Chair	IEEE Contract Administration
<b>Address</b>			445 Hoes Lane Piscataway, NJ 08855
<b>Phone Number</b>			1 732.562.5396
<b>Email</b>			vita@ieee.org
<b>Alternate Rep.</b>		Karl Varian	Elsie Cabrera
<b>Title</b>		Site Inspection and Negotiation Committee	IEEE Conference Planning
<b>Phone Number</b>		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 Chairs' 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
<b>TPC Meeting (January, same year, starts on Saturday, optional)</b>		
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
<b>AdCom Meeting and Site Inspection (Fall, 4 years before Symposium, optional)</b>		
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](http://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](http://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 arrangement 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 (IMS), which is handled by an IMS 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.

#### **2. How Chair and Vice-Chair are selected and Term of Office:**

The Chair and Vice-Chair are appointed by the President for a term of one calendar year. The Chair and Vice-Chair may serve more than one term.

#### **3. Duties of the Meetings and Symposium Chair:**

- Recommend members of the Meetings and Symposium Committee for approval by the President. These members shall assist the Chair and Vice Chair by providing liaison support to specific meetings or activities evaluating conferences requesting sponsorship, and development of new conferences.
- Serve as focal point for interacting with representatives from all non-IMS meetings for which the MTT-S is involved as a sponsor, cosponsor, or technical cosponsor; also serve as the focal point for interacting with representatives from all other meetings seeking such sponsorship.
- Review proposals 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.
- 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.

- Assign tasks to and monitor all assistants hired by MTT-S to support the M&S Committee.
- Develop and sign all MOUs for conference sponsorship.
- Arrange for the creation of “Certificate of Appreciation” for the General (Co-) Chair and Technical Committee (Co-) Chair for all MTT-S financially sponsored conferences and for the presentation of the certificates at the conference.
- Arrange the monthly submission of call for papers and/or conference announcements for MTT-S financially sponsored conferences for publication in the Microwave Magazine.

#### 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)  
 (G. Ponchak 05/13, 2/16)



## **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 (listed in the order of importance): a) technical quality of papers and presentations, b) benefit to MTT-S membership, c) conference management d) sound financial planning and accountability, and e) 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 three categories. These categories are described in Appendix A. 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) "Financial Sponsor", in which the MTT-S is the principal originator, organizer and sole financial sponsor.

b) "Financial 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 MOU 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 archival digest must be published by the meeting and an MOU must be signed.

1.2 Financial Sponsorship and Financial Co-Sponsorship require a vote of approval by the MTT-S Administrative Committee.

1.3 Technical Co-Sponsorship requires approval by the Meeting and Symposia Committee and notification to AdCom at the next scheduled meeting. The Meeting and Symposia Committee shall have the authority to approve the paying of associated IEEE Technical Co-sponsorship Fees related to IEEE Xplore, with notification to AdCom at the next scheduled meeting.

1.4 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 financial sponsor or financial 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 "Technical Cosponsor" (refer to section 10.6 of the IEEE Policy and Procedures Manual).

1.5 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 Conference Request Form shall be found on the MTT-S web site.

2.2 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 FACTORS INCLUDED IN MOTIONS PRESENTED TO MTT-S ADCOM FOR 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 evaluation of the technical quality of the papers and presentations and overlap of the conference scope with the MTT-S as determined by MTT-S Technical Committees (TC). The M&S Committee shall request the TC review. If no Technical Committee performs an evaluation, the members of the Meeting and Symposia Committee shall evaluate the conference.

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 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?

3.6 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?

3.7 Are the specific considerations that should be negotiated prior to agreement to sponsor the proposed technical meeting?

4 The MTT-S will provide publicity for conferences that it sponsors to increase paper submissions and attendance. The publicity that the MTT-S will provide is:

### 4.1 Financially-Sponsored Conferences:

- Call for Paper and Announcements in the Microwave Magazine.
- Call for Paper and Announcements in the MTT-S e-newsletter.
- Conferences listed on the MTT-S Conferences main web page and the Conference Calendar

- Inclusion of Conference Announcements or Call for Papers in conference attendee bags if the conference distributes attendee bags, or placement at conference Registration Desks
- Use of the IEEE email for distribution of Call for Papers and Announcements (Maximum of two emails): The MTT-S has approved use of the IEEE email service only for MTT-S financially sponsored conferences. The M&S Committee Chair or a Vice-Chair must approve the email use request. The Chair or a Vice-Chair may approve use of the email service for Technically Sponsored conferences if there is a special circumstance or emergency situation that must be told to the MTT-S members.

#### 4.2 Technically Co-Sponsored Conferences:

- Conferences listed on the MTT-S Conference Calendar on the MTT-S Conference Web Page.
- Call for Paper and Announcements in the MTT-S e-newsletter
- Placement of conference announcement or Call for Papers at conference Registration Desks

The Meeting and Symposia Committee retain the discretion to modify these policies under certain circumstances, such as barter arrangements and emergencies. In addition, the Meeting and Symposia Committee may combine announcements or Call for Papers distributed at conferences, in the MTT-S e-newsletter, or in emails to coordinate the publicity of MTT-S events.

(M. Schindler 4/97)  
 (B. Perlman 4/03)  
 (G. Ponchak 05/13)  
 (G. Ponchak 10/14)  
 (T. Brazil 9/15)  
 (G. Ponchak: 2/16)

## ADCOM COMMITTEES ORGANIZATION (MEETINGS & SYMPOSIA)

### **APPENDIX A: TYPES OF CONFERENCE SPONSORSHIP**

#### Technical Co-Sponsorship (Conferences with no MTT-S financial responsibility)

##### Benefits:

- Use of MTT name and Logo.
- Inclusion in MTT-S e-Newsletter.
- Listing on the MTT-S Conference Calendar on the MTT-S web page.
- MTT technical guidance.

##### Requirements:

- Meeting of interest to MTT members.
- A least one member of the technical program committee nominated by MTT.
- An archival digest of papers/presentations is made available and submitted to IEEE for inclusion in Xplore
- 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.
- Use of the MTT-S logo on all conference printed and electronic material used to publicize the conference.
- Space for a MTT-S booth.

#### Financial Sponsorship and Financial Co-Sponsorship

##### Benefits:

- Use of MTT name and Logo.
- Use of MTT mailing list for at most two announcements.
- Inclusion in MTT-S e-Newsletter.
- Listing on the MTT-S Conference Calendar on the MTT-S web page.
- Listing on the MTT-S Conference Web Page.
- Inclusion of Call for Papers and Announcements in the Microwave Magazine
- MTT technical guidance
- MTT administrative support.
- Financial support in proportion to its sponsorship.
- IEEE meeting services support.
- Free use of EDAS conference paper submission and review.
- To grant the use of a limited credit card to 100% financially sponsored MTT-S conferences with IEEE CB account, that do not qualify to full-privilege account. If the conference has received a loan from MTT-S, the credit card is granted upon approval of M&S Committee chair, and the credit limit will not exceed the approved total loan amount.

##### 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.
- An archival digest of papers/presentations is made available and submitted to IEEE for inclusion in Xplore
- 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-S booth.
- Invitation to the MTT-S President or the President's designee to address the conference
- Use of the MTT-S logo on all conference printed and electronic material used to publicize the conference
- Reduce the registration fee by 40\$ for MTT-S members (20\$ for students/retired) in 100% financially sponsored conferences.

## **APPENDIX B: CONFERENCE ORGANIZATION AND GOVERNANCE DOCUMENTS**

### **Appendix B.1**

#### **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. Co-located conferences are the IEEE Topical Conference on RF/Microwave Power Amplifiers for Radio and Wireless Applications; IEEE Topical Conference on Wireless Sensors and Sensor Networks; and the IEEE Topical Meeting on Silicon Monolithic Integrated Circuits in RF Systems. 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. Participating events are self governed and agree to comply with the (RWW) Principles of Cooperation. The RWW is a major technical meeting, typically with a commercial exhibition, technical sessions, poster session, panel sessions, workshops and short courses.

#### **RWW Operation and Management**

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

1. General Chair
2. Vice Chair
3. Technical Program Chair
4. Finance Chair

The Finance Chair is typically an experienced Steering Committee member that has shown leadership and potential. Candidate recommendations are made by the Meetings and Symposia Committee at the request of the RWW Executive Committee Chair. The Steering Committee shall also include a Publications Chair and a Local Arrangements Chair, plus other positions as determined by the General Chair. The RWW 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 Technical Program Chair and is responsible for reviewing and accepting submitted papers for the RWS, as well as planning workshops, and panel sessions and short courses. The RWS Technical Program Chair also coordinates with the Technical Program Chairs of the co-located conferences.

#### **RWW Executive Committee**

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

- Approval of RWS Steering Committee leadership.
- Approval of future RWW sites
- 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:

- Chair appointed by the Chair of the Meeting and Symposia Committee
- RWS General Chair and immediate future Chair
- RWS Technical Program Chair
- Current MTT-S Meetings and Symposia Committee Chair
- General Chairs of all conferences participating (or designees)
- General Chair of current and next year IMS

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

## 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
- 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)  
(M. Schindler 12/12)

## **Appendix B.2**

### **IEEE RFIT Operating Procedures**

#### **IEEE INTERNATIONAL SYMPOSIUM ON RADIO-FREQUENCY INTEGRATION TECHNOLOGY**

IEEE International Symposium on Radio-Frequency Integration Technology (**RFIT**) is held in one of Strategic Asian Countries typically around September. RFIT is governed by the RFIT Executive Committee (**ExCom**).

The RFIT is a major technical meeting, typically with a commercial exhibition, solely financially sponsored by the MTT-S. Its technical content emphasizes and addresses technical and scientific breakthroughs in key technologies for advancement of the microwave, microelectronics, and integrated circuit technologies. It typically includes technical sessions, poster sessions, panel sessions, tutorials, workshops, and short courses.

#### **RFIT Operation and Management**

RFIT is operated annually by a Steering Committee and managed by the General Chair. The General Chair and Technical Program Chair for each country are suggested by the ExCom member representing that country and approved by the ExCom. The Steering Committee shall also include a Finance Chair, a Publication Chair, and a Local Arrangements Chair, plus other positions as determined by the General Chair.

The RFIT Technical Program Committee (TPC) is led by the Technical Program Chair and is responsible for reviewing and accepting submitted papers for the RFIT. Since the RFIT can be technically co-sponsored by another Society, the TP Chair may propose a Co-chair from another Society to sustain the high technical quality of the symposium. The ExCom approves such a Co-chair. The TPC is typically organized into sub-committees by technical topic. TPC members are selected from all the participating countries and are limited to a single consecutive 3 year term. The TPC shall use the EDAS paper management system for paper submission and reviews.

#### **RFIT Executive Committee**

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

- Approval of RFIT General Chair
- Approval of RFIT Technical Program Chair
- Approval of RFIT Executive Committee Chair
- Approval of future RFIT sites
- Approval of substantial changes in the operation, organization, or structure of RFIT

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

- Chair: Representative of the immediate past host country of the symposium
- Vice-chair: Representative of the current host country of the symposium
- Representatives of all other Strategic Countries
- Representative of the IEEE MTT Society appointed by the Chair of the MTT-S Meeting and Symposia Committee
- All RFIT Executive Committee members shall be MTT-S members

Notes:

- Strategic Countries: Singapore, China, Korea, Japan, Taiwan
- Strategic Countries: Singapore, China, Korea, Japan, Taiwan, Australia
- ExCom Chair/Vice-Chair term is for one year and starts on the first day of the month following the conference.
- The RFIT Executive Committee meetings are called by the Chair. Meetings must be held at least once per year during the conference.

#### **Principles of Operation**



The RFIT operates under the following principles:

- Budget registration income sufficient to cover its:
    - Digest including paper submission and selection costs
    - Food and beverage and break refreshments
    - Projection (A/V)
    - Gifts and Awards
    - Individual Publicity
    - All Meeting rooms
    - Registration system
    - Local Arrangements contractor (Meeting planner)
  - Conference account and audit
  - Local Steering Committee meeting in conjunction with MTT Chapter and IEEE Section/Branch meetings
  - Plan and coordinate exhibits, grants, sponsorships, and other incomes through the Exhibition Chair to offset the above expenses
  - Hold one full day tutorials/workshops for students and engineers
-

## Appendix B.3

### Conference Organization and Governance Documents for the Wireless Power Transfer Conference (WPTc)

IEEE Wireless Power Transfer Conference (WPTc) is held annually with a rotation between Europe, Asia and North America. The WPTc is governed by the WPTc Executive Committee (**ExCom**).

The WPTc is solely financially sponsored by the MTT-S. Its technical content emphasizes and addresses technical and scientific breakthroughs in key technologies for advancement of wireless power transfer, either in the near field or the far field. It typically includes technical sessions and poster sessions.

#### **WPTc Operation and Management**

WPTc is operated annually by a Steering Committee and managed by the General Chair. The General Chair and Technical Program Chair for each country are appointed by the ExCom. The Steering Committee shall also include a Finance Chair and a Publication Chair, plus other positions as determined by the General Chair.

#### **WPTc Executive Committee**

The WPTc Executive Committee is responsible for overall oversight of the WPTc over multiple years. Its specific responsibilities are:

- Approval of the General Chair
- Approval of Technical Program Chair
- Approval of future sites
- Approval of substantial changes in the operation, organization, or structure of the WPTc

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

- Chair: Chair of the MTT-26 or the MTT-26 Chair's designee
- Nomination by the Chair
- Meeting and Symposia Committee Chair
- Meeting and Symposia Committee appointee
- Immediate past conference Chair
- All WPTc Executive Committee members shall be MTT-S members

## Appendix B.4

### Conference Organization and Governance Documents for The International Microwave and RF Conference (IMaRC)

IMaRC is held annually in India and is the premier annual international gathering in India for technologists involved in all aspects of microwave theory and practice. IMaRC is governed by the IMaRC Executive Committee (**ExCom**).

IMaRC is solely financially sponsored by the MTT-S. Its technical content emphasizes and addresses technical and scientific breakthroughs and advancements of core RF and microwave technologies by presenting achievements in the areas of, but not limited to, monolithic and hybrid integrated active components and circuits including amplifiers, mixers, oscillators, switches, frequency dividers/multipliers, monolithic and hybrid passive components and circuits, filters, couplers, and transitions, receiver and transmitter components, active antennas, phased arrays, and MIMO techniques, semiconductor devices and component modeling for RF/microwave applications, as well as optical and fiber techniques. It typically includes oral technical sessions, poster sessions, workshops, and an exhibit.

#### **IMaRC Operation and Management**

IMaRC is operated annually by a Steering Committee and managed by General Co-Chairs, one of which will be from the region of the conference and the other will be an AdCom member or appointed by AdCom. The technical program is managed by Technical Program Co-Chairs, one of which will be from the region of the conference and the other will be an AdCom member or appointed by AdCom. The General Chairs and Technical Program Chairs are appointed by the ExCom. The Steering Committee shall also include a Finance Chair and a Publication Chair, plus other positions as determined by the General Chair.

#### **IMaRC Executive Committee**

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

- Approval of the General Co-Chairs
- Approval of Technical Program Co-Chairs
- Approval of the Finance Chair
- Approval of future sites
- Approval of substantial changes in the operation, organization, or structure of IMaRC
- Assist Steering Committee if help is required.

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

- Chair: Appointed by the M&S Committee Chair. The Chair shall have experience in representing the MTT-S in India.
- MTT-S M&S Committee Chair appointee(s), ideally with experience with membership in India.
- An IMaRC Past Chair from India recommended by the M&S Committee Chair
- An IMaRC Past Chair MTT-S AdCom member recommended by the M&S Committee Chair
- M&S Committee Chair or his/her appointee
- All ExCom members must be members of the MTT-S.

## Appendix B.5

### Conference Organization and Governance Documents for IEEE MTT-S International Conference on Numerical Electromagnetic and Multiphysics Modeling and Optimization for RF, Microwave, and Terahertz Applications (NEMO)

NEMO is held annually, rotates throughout the world, and brings together experts and practitioners of electromagnetic- and multiphysics-based modeling, simulation and optimization for RF, microwave and terahertz applications. This conference is an ideal forum to share new ideas on techniques for electromagnetic and multiphysics modeling, propose efficient design algorithms and tools, and anticipate modeling/analysis needs of future technologies and applications. Papers using numerical or multi-physics computational methods in unique ways for microwave component or system analysis are encouraged. NEMO is governed by the NEMO Executive Committee (**ExCom**).

NEMO is solely financially sponsored by the MTT-S. It typically includes oral technical sessions, poster sessions, workshops, and an exhibit.

#### **NEMO Operation and Management**

NEMO is operated annually by a Steering Committee and managed by a General Chair. The technical program is managed by a Technical Program Chair. The General Chair and Technical Program Chair are appointed by the ExCom. The Steering Committee shall also include a Finance Chair and a Publication Chair, plus other positions as determined by the General Chair.

#### **NEMO Executive Committee**

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

- Approval of the General Chair
- Approval of the Technical Program Chair
- Approval of the Finance Chair
- Approval of future sites
- Approval of substantial changes in the operation, organization, or structure of NEMO
- Assist Steering Committee if help is required.

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

- Chair: Appointed by the M&S Committee Chair. Typically, the Chair will be a member of MTT-1 or MTT-15.
- MTT-S M&S Committee Chair appointee(s).
- A NEMO Past Chair appointed by the M&S Committee Chair. Typically, the person will be a member of MTT-1 or MTT-15.
- A NEMO Past Chair appointed by the M&S Committee Chair. Typically, the person will be a member of MTT-1 or MTT-15.
- M&S Committee Chair or his/her appointee
- All ExCom members must be members of the MTT-S.

## Appendix B.6

Conference Organization and Governance Documents for IEEE MTT-S International Conference on Microwaves for Intelligent Mobility (ICMIM)

ICMIM is held every even year and covers a broad range of topics that enable intelligent mobile systems through RF/microwave/millimeterwave components, circuits and systems. Potential applications include cognitive and autonomous automobiles and robots, wireless communications between automobiles and industrial machines. The conference will be comprised of oral and interactive/poster sessions. The conference is organized usually in Europe. ICMIM is governed by the ICMIM Executive Committee (ExCom).

ICMIM is solely financially sponsored by the MTT-S. It typically includes oral technical sessions, poster sessions, workshops, and an exhibit.

### ICMIM Operation and Management

ICMIM is operated annually by a Steering Committee and managed by a General Chair. The technical program is managed by a Technical Program Chair. The General Chair and Technical Program Chair are appointed by the ExCom. The Steering Committee shall also include a Finance Chair and a Publication Chair, plus other positions as determined by the General Chair.

### ICMIM Executive Committee

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

- Approval of the General Chair
- Approval of the Technical Program Chair
- Approval of the Finance Chair
- Approval of future sites
- Approval of substantial changes in the operation, organization, or structure of ICMIM
- Assist Steering Committee if help is required.

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

- Chair: Appointed by the M&S Committee Chair. Typically, the Chair will be a member of MTT-27.
- MTT-S M&S Committee Chair appointee(s).
- An ICMIM Past Chair appointed by the M&S Committee Chair. Typically, the person will be a member of MTT-27.
- An ICMIM Past Chair appointed by the M&S Committee Chair. Typically, the person will be a member of MTT-27.
- M&S Committee Chair, Ex-Official Member
- All ExCom members must be members of the MTT-S.

## Appendix B.7

### Conference Organization and Governance Documents for the IEEE MTT-S International Microwave Workshop Series on Advanced Materials and Processes for RF and THz Applications (IMWS-AMP)

IEEE MTT-S International Microwave Workshop Series on Advanced Materials and Processes for RF and THz Applications (IMWS-AMP) is held annually with a rotation between Europe, Asia and North America. IMWS-AMP conference represents a unique and unprecedented opportunity to bring together researchers and practitioners of different background (materials scientists, chemical experts, physicists, microwave engineers and process technologists), to share the most recent advances in new materials and manufacturing processes, which represent the key for the development of future RF, microwave, mm-wave and THz devices, circuits and systems. The IMWS-AMP is governed by the IMWS-AMP Executive Committee (ExCom).

The IMWS-AMP is solely financially sponsored by the MTT-S. Its technical content emphasizes and addresses technical and scientific breakthroughs in key technologies for advancement of wireless power transfer, either in the near field or the far field. It typically includes technical sessions and poster sessions.

#### IMWS-AMP Operation and Management

IMWS-AMP is operated annually by a Steering Committee and managed by the General Chair. The General Chair and Technical Program Chair for each country are appointed by the ExCom. The Steering Committee shall also include a Finance Chair and a Publication Chair, plus other positions as determined by the General Chair.

#### IMWS-AMP Executive Committee

- The IMWS-AMP Executive Committee is responsible for overall oversight of the IMWS-AMP over multiple years. Its specific responsibilities are:
- Approval of the General Chair
- Approval of Technical Program Chair
- Approval of future sites
- Approval of substantial changes in the operation, organization, or structure of the IMWS-AMP

Membership of the IMWS-AMP Executive Committee is by rule, and is:

- Chair: Immediate past chair of IMWS-AMP
- Nomination by the Chair
- Meeting and Symposia Committee Chair (Ex-Officio Member)
- Meeting and Symposia Committee appointee
- All IMWS-AMP Executive Committee members shall be MTT-S members

## **Articles of Organization for the IEEE Radio Frequency Integrated Circuits Symposium (RFIC)**

### **A. Purpose**

To annually hold a Symposium on Radio Frequency Integrated Circuits (RFIC). The IEEE RFIC Symposium is a three-day technical symposium highlighting all aspects of developments in monolithic wireless and broadband communications devices and systems.

### **B. Executive Committee**

The Executive Committee (EC) exists to select and reaffirm the members of the Steering Committee, negotiate the RFIC Memorandum of Understanding (MOU), interface to the IEEE MTT Society, and any other long term issues regarding the RFIC.

a. The Executive Committee consists of five voting members, the past general chairs of the most recent four years and the General Chair of the current year. If any of these past general chairs is not available to serve, the Executive Committee shall nominate and select a past Executive Committee member to fill the position.

b. The most senior member of the Executive Committee shall serve as the chair unless the person is filling in a vacant position due to unavailability of a non-chair member.

c. The Steering Committee shall be selected or reaffirmed by a majority vote of the Executive Committee.

d. In-term vacancies in the Steering Committee, excluding General Chair, TPC Chair, TPC Co-Chair, shall be filled by selections made by General Chair, TPC Chair, and TPC Co-Chair, and reaffirmed by a majority vote of the Executive Committee. In-term vacancies of General Chair, TPC Chair, and TPC Co-Chair, shall be filled by selections made by Executive Committee and confirmed by a majority vote.

e. Maintain and revise by majority vote, as needed, these Articles of Organization in conjunction with MTT-S.

f. Establish general policies for Radio Frequency Integrated Circuits Symposium including the technical scope and interaction with the MTT-S, SSCS, the International Microwave Symposium, and other societies or organizations as needed.

g. The Executive Committee should meet physically at least once a year. Unless extraordinary conditions prevail, the Executive Committee shall meet at the time of the conference or TPC paper selection meeting. Executive Committee meetings may be held via teleconference or other electronic means at the discretion of the Executive Committee Chair.

h. Whenever practical, matters requiring Executive Committee approval will be circulated in advance to all members and voted on at the next meeting. Mail or telephone votes can be taken at the discretion of the Executive Committee Chair. A decision requires a majority vote of all the eligible voting members. All Committee members should be informed of the outcome. In the case where, because of the absences of members, a decision cannot be reached at the Executive Committee meeting by majority vote of the entire Executive Committee, the Executive Committee Chair should poll the absent members and notify the Executive Committee of the results.

i. The Executive Committee shall maintain a written record of its meetings and discussions. These shall be submitted in advance of the next meeting and approved by a majority of the Executive Committee members before becoming permanent.

### **C. Advisory Committee**

The Advisory Committee (AC) exists to advise the RFIC Symposium. The Advisory Committee consists of members nominated and appointed by the Executive Committee and are renewed every year. The appointment of each Advisory Committee member is determined by a majority vote of Executive Committee. Members of the Advisory Committee are not voting members of the Executive Committee or the Steering Committee.

#### **D. Steering Committee**

The Steering Committee (SC) exists to run the RFIC Symposium.

- a. The positions and roles of the Steering Committee are also listed in the RFIC MOU.
- b. Annually the Executive Committee will name the future General Chair, TPC Chair, and TPC Co-Chair. These three positions are the leaders of the SC and have authority to make decisions on daily RFIC operations.
- c. The General Chair will submit a Steering Committee roster to the Executive Committee for approval.
- d. All meetings of the Steering Committee will be open to interested parties. Specific persons may be invited, at the discretion of the General Chair, to attend SC meetings.
- e. The Steering Committee should meet physically at least once a year. Unless extraordinary conditions prevail, the Steering Committee shall meet at the time of the conference. The time and place of additional meetings shall be at the discretion of the General Chair. Steering Committee meetings may be held via teleconference or other electronic means at the discretion of the General Chair.
- f. Whenever practical, matters requiring Steering Committee approval will be circulated in advance to all members and voted on at the next meeting. Mail or telephone votes can be taken at the discretion of the General Chair. A decision requires a majority vote of all the eligible voting members. All Committee members should be informed of the outcome. In the case where, because of the absences of members, a decision cannot be reached at the Steering Committee meeting by majority vote of the entire Steering Committee, the General Chair should poll the absent members and notify the Steering Committee of the results.
- g. When time does not permit consulting all Steering Committee members, the General Chair or the TPC Chair with the consent of the current General Chair can take interim action but at the earliest possible time all Steering Committee members should be notified.
- h. The Steering Committee Secretary shall maintain a written record of its meetings and discussions. These shall be submitted in advance of the next meeting and approved by a majority of the Steering Committee members before becoming the permanent record.

#### **E. Technical Program Committee**

The Technical Program Committee (TPC) exists to review and select technical papers to be presented at the RFIC.

- a. TPC members can serve for a maximum of 10 one year terms, total. The 10 terms could be served consecutively, or over a longer period of time. For example, if someone serves 5 years, takes a 2 year break, they will be able to serve another five years after coming back over a period of 12 years.
- b. TPC members who are also Steering Committee members, can serve on the TPC for a maximum of 15 years. In the event that a TPC member leaves the steering committee after serving 10 years as a TPC member, they will no longer be eligible to serve on the TPC.
- c. Steering committee members who complete their term limit of 15 years, but are selected based on bylaws B.c and B.d to serve as a Steering Committee member for the coming year, can continue with their Steering Committee role, but cannot serve in the TPC.
- d. Former TPC member who completed his/her 10 or 15 year term limit, will be eligible to re-apply to be on the TPC after an 8 year period of being off the TPC. The TPC candidate would go through the same application process as first-time TPC candidates.
- e. Members of the Technical Program Committee are eligible to be reappointed annually by the TPC Chair and Co-Chair, only if they have not exceeded their term limits described by bylaws E.a through E.d.
- f. All RFIC TPC activities will be conducted in accordance with IEEE and MTT-S Bylaws.

RFIC ARTICLES OF ORGANIZATION APPROVED BY 2013 RFIC Executive Committee Members:

Signature: \_\_\_\_\_ Date: 12/01/2014





Name: Yann Deval  
RFIC Executive Committee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: David Ngo  
RFIC Executive Committee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Lawrence Kushner  
RFIC Executive Committee

Signature:  \_\_\_\_\_ Date: 12/01/2014

Name: Jacques C. Rudell  
RFIC Executive Committee

Signature:  \_\_\_\_\_ Date: 12/1/2014

Name: Bertan Bakaloglu  
RFIC Executive Committee

## **ADCOM COMMITTEES ORGANIZATION (MEMBER AND GEOGRAPHIC ACTIVITIES)**

### **MEMBER AND GEOGRAPHIC ACTIVITIES**

#### **1. Responsibilities of the MEMBER AND GEOGRAPHIC ACTIVITIES Committee**

The MEMBER AND GEOGRAPHIC ACTIVITIES Committee shall encourage membership in the Society as well as the active involvement of members in the operations of 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. Selection and Term of Office of Chair and Vice-Chair(s)**

The Chair and Vice-Chair(s) of the MEMBER AND GEOGRAPHIC ACTIVITIES Committee are appointed by the President for a term of one calendar year.

#### **3. Duties of the MEMBER AND GEOGRAPHIC ACTIVITIES Committee:**

- Chair and Vice-Chair(s) 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 (such as a 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, the European Microwave Week and the Asia Pacific Microwave Conference and discuss issues of joint interest. Coordinate Chapter Chair's meetings at other regional conferences where appropriate. Make arrangements with the MTT-S Awards Chair to prepare certificates of recognition to Chapter Chairs for distribution at Chapter Chair's meeting.
- Recognize and annually present awards to recognize outstanding performance by Chapters, including student branch Chapters.
- Promote the formulation and professional activities of new Chapters including MTT-S student branch Chapters
- Approve funding requests by chapters and request MTT-S Finance Committee Chair to issue payment
- Publish information in the Microwave Magazine and Newsletter on a regular basis. 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								

(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 MGA Administrator:**

The MGA Administrator is used to coordinate communications with Chapter chairs.

## **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 serve 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 four 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)

## OMBUDS OFFICER

### 1. Responsibilities of Ombuds Officer:

The Ombuds Officer 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 Ombuds Officer'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 Ombuds Officer'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 Ombuds Officer:

A. Notify members in each IEEE Microwave Magazine that the Ombuds Officer 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 Ombuds Officer should be provided, in the IEEE Microwave Magazine, the MTT-S Website, and the MTT-S directory.

B. On receipt the Ombuds Officer 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 Ombuds Officer shall make the necessary contacts to solve the problem. In many cases IEEE (Membership Services) can assist the Ombuds Officer in obtaining necessary information and can help the Ombuds Officer 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 Ombuds Officer reports for the January and the Symposium AdCom meetings.



## **ADCOM COMMITTEES ORGANIZATION (NOMINATIONS AND APPOINTMENTS)**

### **NOMINATIONS and APPOINTMENTS**

#### **1. Responsibilities of Nominations and Appointments (N&A) 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 and should be a Past President of the MTT-S and ineligible to vote for the candidates. Prior to the winter AdCom meeting, typically held in January, the N&A Committee Chair shall solicit nominations from AdCom members to serve on the N&A Committee. The Chair or the President may add names to the list of nominees. The committee members must be ineligible as candidates or disinterested in being a candidate. At the Winter AdCom meeting, the Chair shall make a motion to approve the slate of nominees, either in whole or in part.

#### **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:
  - 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 May/June meeting for the slates.
  - Obtain acceptance of nomination and commitment to perform as expected if elected.
  - Obtain biographical and position statement details from all 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 two member-at-large elections by IEEE Technical Activities Department.
  - Arrange for the election of five new members by the Administrative Committee and any vacancies as specified in Bylaw 4.2.5.
  - The number of members elected at-large vs. the number of members elected by the AdCom may be changed only by a two-thirds vote of the AdCom.
  - Organize and conduct e-mail ballot of the AdCom if required.
  - 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 (Six specific procedures for elections)

Conduct all AdCom elections before the end of the year. Elections held in-person during the Fall Meeting shall be by STV or by Majority Vote, with the decision made by the President, unless overruled by a majority vote of present, eligible voters. All candidates must submit candidate biographies and position statements circulated to all eligible voters.

(a) Election of President-Elect at the Fall AdCom meeting.

- Request the President to appoint a Tellers Committee consisting of at least two members, no member of which is either eligible to vote or be a candidate for election.
- Review the nomination and election procedure to AdCom.
- Re-state the voting rights of elected members and 3 Past Presidents.
- Candidates leave room.
- Discuss candidates in executive session. Each candidate will have the opportunity to address AdCom on their qualifications, one after the other.
- Conduct secret balloting. All votes shall carry equal weight, and each eligible voter shall have one vote. The candidate with the largest number of votes on the first ballot is elected provided the candidate has a majority of the possible votes, defined as the number of elected AdCom members and past presidents eligible to vote and present at the meeting. In the event that the first ballot does not fill the position, additional votes shall be held. The eligible voters may choose to remove from the next ballot the candidate having the fewest number of votes on the previous ballot. On additional ballots, the candidate with the largest number of votes is elected provided he/she has a majority of the votes.
- The executive session is closed.
- The anonymous ballots shall be independently recorded by at least two Tellers, and upon agreement of the counts report the results to the N&A Committee Chair or the N&A Committee member conducting the election. If the results of the two Tellers disagree, the N&A Committee Chair or committee member running the election shall count the votes and resolve the disagreement.
- The N&A Committee Chair or committee member overseeing the election shall give the results to the MTT-S President. The President shall announce the results to the AdCom and the candidates.

(b) Election of AdCom members with discussion and STV at the Fall AdCom meeting.

- Request the President to appoint a Tellers Committee consisting of at least two members, no member of which is either eligible to vote or be a candidate for election.
- Review the nomination and election procedure to AdCom.
- Re-state the voting rights of elected members and 3 Past Presidents.
- Candidates leave room.
- Discuss candidates in executive session. If there are electronic attendees, they must be able to listen and speak, in order to vote. After the discussion, current AdCom members can return to the room to vote.
- Conduct secret balloting. Use Single Transferable Vote (STV).
- 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 at <http://www.rosenstiel.co.uk/stvrules/intro.htm#Section1>.
- N&A member issues ballots. Onsite ballots may be written on paper. If electronic ballots are used, the N&A member issues electronic ballots (encrypted) and password to voting members; All ballots have the same password. Ballots are returned to another N&A member who does NOT know the password and can check who has voted, but not how. The candidates' names on the paper or electronic ballots must be varied such that they are not in the same order on the ballots. The voters are not obliged to vote for every candidate.
- The anonymous ballots shall be independently recorded by at least two Tellers and each Teller shall carry out STV count (Tellers can use eSTV software), and upon agreement of the counts report the Tellers report the results to the N&A Committee Chair or the N&A Committee member conducting the election. If the results of the two Tellers disagree, the N&A Committee Chair or committee member running the election shall count the votes and resolve the disagreement.
- The executive session is closed.
- The N&A Committee Chair or committee member overseeing the election shall give the results to the MTT-S President. The President shall announce the results to the AdCom and the candidates.

(c) Election of AdCom members with discussion and Majority vote at the Fall AdCom meeting.

- Request the President to appoint a Tellers Committee consisting of at least two members, no member of which is either eligible to vote or be a candidate for election.
- Review the nomination and election procedure to AdCom.
- Re-state the voting rights of elected members and 3 Past Presidents.
- Candidates leave room.
- Discuss candidates in executive session.
- Allow AdCom members to return to the room to vote. Conduct secret balloting. Each elector shall have up to the number of vacant positions votes, however the AdCom can chose to start with a lower number. Cumulative voting is not allowed, and 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, defined as the number of elected AdCom members and past presidents eligible to vote and present at the meeting. 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. The executive session is closed.
- The anonymous ballots shall be independently recorded by at least two Tellers, and upon agreement of the counts the Tellers report the results to the N&A Committee Chair or the N&A Committee member conducting the election. If the results of the two Tellers disagree, the N&A Committee Chair or committee member running the election shall count the votes and resolve the disagreement.
- The N&A Committee Chair or committee member overseeing the election shall give the results to the MTT-S President. The President shall announce the results to the AdCom and the candidates.

(d) Election of AdCom members or President Elect by (e-)mail ballot and STV if called by the President under special circumstances

- N&A Committee shall distribute candidate statements 30 days before the date of the start of the election.
- During the 30 days before the start of voting, eligible voters may submit questions for the candidates to the N&A Committee Chair, who will submit them to the candidate(s). The candidate(s) shall submit their reply(replies) to the N&A Committee Chair, and the N&A Committee Chair shall distribute the reply(replies) to the eligible voters, but not to the candidates.
- Requirement for minimum number of ballots returned is more than 50% of the eligible voters.
- The election shall be conducted using STV voting.
- Details of the conduction of elections by STV can be found at <http://www.rosenstiel.co.uk/stvrules/intro.htm#Section1> .
- N&A Committee Chair issues electronic ballots (encrypted) and password to voting members; All ballots have the same password. Ballots are returned to another N&A member who does NOT know the password and can check who has voted, but not how. The candidates' names on the electronic ballots must be varied such that they are not in the same order on the ballots. The voters are not obliged to vote for every candidate.
- Voting shall be open for 21 days. After 14 days, if an eligible voter has not returned a ballot, the N&A Committee Chair shall contact the voter by email and/or telephone to confirm the voter received the ballot.
- If after 21 days the minimum number of ballots has not been returned, the President and the N&A Committee Chair shall decide whether to extend the election or to declare the election null. If the election is declared null, the election shall take place at the next AdCom meeting.
- The anonymous ballots shall be independently recorded by at least two Tellers and each Teller shall carry out the STV count (Tellers can use eSTV software), and upon agreement of the counts report the results to the N&A Committee Chair or the N&A Committee member conducting the election. If the results of the two Tellers disagree, the N&A Committee Chair or committee member running the election shall count the votes and resolve the disagreement.
- The N&A Committee Chair or committee member overseeing the election shall give the results to the MTT-S President. The President shall announce the results to the AdCom and the candidates.

e) Election of At-Large members via one of the following two methods:

- Method 1: Two slates and one ballot will be prepared. Each slate will have 1 to 3 candidates, and the candidate with the most votes on each slate will be elected. In the event of a tie, a vote by ADCOM will select the winner.

Or

Method 2: A ballot will be prepared with one slate of candidates. Vote for up to 2 candidates with a total of 3 to 6 candidates on the slate. The two candidates with the most votes will be elected. Ties shall be broken by a majority vote of the AdCom.

(f) Any other elections conducted at an AdCom meeting by Majority Vote.

- Request the President to appoint a Tellers Committee consisting of at least two members, no member of which is either eligible to vote or be a candidate for election.
  - Review the nomination and election procedure to AdCom.
  - Re-state the voting rights of elected members and 3 Past Presidents.
  - Candidate(s) leave room.
  - Discuss candidate(s) in executive session.
- Allow AdCom members to return to the room to vote. Conduct secret balloting. All votes shall carry equal weight. The candidate(s) with the largest number of votes on the first ballot is/are elected provided each has a majority of the possible votes, defined as the number of elected AdCom members and past presidents eligible to vote and present at the meeting. 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.
- The executive session is closed.
- The anonymous ballots shall be independently recorded by at least two Tellers, and upon agreement of the counts report the Tellers report the results to the N&A Committee Chair or the N&A Committee member conducting the election. If the results of the two Tellers disagree, the N&A Committee Chair or committee member running the election shall count the votes and resolve the disagreement.
- The N&A Committee Chair or committee member overseeing the election shall give the results to the MTT-S President. The President shall announce the results to the AdCom and the candidates.

## **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

2011 IEEE Bylaws: I-401.1 through I-401.7

TAB Operations Manual: 4.2.B.1, 4.2.B.5

## 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)  
(M. Madihian, 12/11)  
(C. Jackson, 07/12)

## **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.
- Ensure 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: 5.2.5

(R. Moore 9/92)  
(M. DeLisio 4/03)  
(R. Sparks 1/08)  
(G. Lyons 6/13)

## **ADCOM COMMITTEES ORGANIZATION (OPERATIONS)**

### **MEMORIALS COMMITTEE**

#### **1. Responsibilities of the Memorials Committee**

The function of the Memorials Committee is to provide and manage for the society the recognition of our departed colleagues.

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

The MTT-S President selects the Chair of the Memorials Committee. The term of office is usually three years. Nominally the Chair is a Fellow of IEEE and is usually a Past President.

Committee Members: Three to five additional committee members appointed by the MTT-S President with 3 year staggered terms, reappointment possible. These members should have had a long-term association with the MTT Society and AdCom, with area of interest and regional diversity.

#### **3. Duties of Memorials Committee**

- Maintain and revise as needed a process for recognition of our departed colleagues providing an appropriate level of consistency.
  - Use that process when these unfortunate circumstances occur, understanding some level of committee judgment will normally need to be exercised in using the Tier levels. The judgment will be made based on:
    - Information provided by colleagues and/ or family
    - Publicly available information
    - Personal knowledge
  - Maintain section on the MTT-S webpage for “In Memoriam” announcements, in conjunction with MTT-S Webmaster.
  - Memorials Committee Chair will assign a lead committee member to prepare and/or edit the material appearing “In Memoriam” column in *IEEE Microwave Magazine*.
  - Work with the current IMS Steering Committee to facilitate the honors as determined by the set forth criteria.
  - Notify Electronic Information Chair, Web Master, and AdCom Secretary to remove name from lists.
  - Provide regular updates / reports to the AdCom.
- Explore additional means of recognition.

#### **4. Memorials Tier System**

##### **Tier 1**

Criteria: Newsworthiness of the individual due to either contributions to the MTT-Society or the technology in the field-of-interest of MTT-Society, or contributions to the membership of MTT-S.

Recognition:

1. Inclusion in the Plenary Session remembrance of the deceased individual (depending on available space).
2. Announcement in the Memorials page of the website for 3 months.
3. An announcement (up to 150 words) in IEEE Microwave Magazine.

##### **Tier 2**

Criteria: In addition to meeting the criteria for Tier 1, significant contributions to the MTT Society and/or the technology. Someone who is generally known within the MTT community because of their involvement possibly as a volunteer on a technical committee, or a conference like IMS, or due to authorship of some articles or papers in this field, or a former member of AdCom.

Recognition: Beyond the recognitions accorded for Tier 1,

1. Inclusion in the Plenary Session remembrance of deceased with priority over Tier 1.
2. Announcement in the “In Memoriam” portion of the website for 3 months.
3. A short biography of up to a few paragraphs (up to 300 words) in IEEE Microwave Magazine summarizing their biographical information.

### **Tier 3**

Criteria: In addition to meeting the criteria for Tier 2, international recognition and major contributions to the MTT Society or the technology in the field-of-interest of the Society.

Person who interacted with, and is known by, a substantial number of MTT-S people, due to technical accomplishments, or leadership in business, academia, or Society affairs, such as a former officer of AdCom.

Recognition: Beyond the recognitions accorded for Tier 2,

1. Naming of an IMS technical session in a related area of interest in honor of the deceased individual. This includes the reading of a 5 minute or less bio on the deceased at the beginning of the named session.
2. Announcement in the Memorials Page of the website for 6 months
3. Up to a full-page article (500-750 words) in Microwaves Magazine with their biographical information including a photograph.

### **Tier 4**

Criteria: In addition to meeting the criteria for Tier 3, recipient of the IEEE medal or similar award from a prestigious organization, international recognition, and major contributions to either the MTT Society or the technology in the field-of-interest of the Society, via industry or academia.

Recognition: Beyond the recognitions accorded to Tier 3,

1. A request for a dedicated special session held at IMS (or another MTT-S conference, if in the judgment of the Memorials Committee, that is more pertinent due to timing, technical field of specialization, or geographical region of the deceased) discussing the life and career of the deceased.
2. An announcement in the Memorials Website on the MTT home page, maintained for 1 year.
3. A full-page article in Microwave Magazine with their biographical information, accomplishments, and photograph.
4. Optionally forward a suggestion to the Awards Committee to consider the naming of a MTT-S event / activity / award. The naming, or creation, of an award would normally require IEEE TAB approval, and has a waiting period of at least 1 year.

## **5. Appeals Process**

First level: redistribute to Memorials Committee for reconsideration.

Second level: MTT-S President resolves any remaining appeals or issues.

## **6. IMS (or alternative MTTS) conference session**

A Tier 3 Named Session should be in an area that relates to the honoree's area of focus. The presented papers can be new work and/or of a general review flavor, using proper references to prior published work as required for an IEEE paper and added context of the memorial session honoree. Some or all may be invited presenters. If provided, the papers should be included in the conference digest. The session will be coordinated with the Technical Program Chair of the conference.

A Tier 4 Special Session will typically be focused on remembering the honoree's professional, societal and personal activities. A friend / colleagues of the honoree will make a proposal of the special session to the Technical Program Chair of the conference. All presenters will be invited presenters. The format of the session will be less formal and more relaxed than regular sessions. If provided, the single summary paper should be included in the conference digest.

Family travel support to attend the Tier 4 honoree's session can be offered at the discretion of the MTT-S President and conference Chair.

J. Barr/J. Hausner (05/15)



## **AdCom Committees Organization (Operation)**

### **AdCom Operations Committee Personnel Sub-Committee**

Personal Management Sub-Committee shall consist of:

1. Chair appointed by the President.
2. President (Ex-Officio Member)
3. President Elect (Ex-Officio Member)
4. Operations Committee Chair (Ex-Officio Member)
5. Treasurer (Ex-Officio Member)
6. The President may appoint additional members to provide additional expertise or experience.

The committee is responsible for the generation of all contracts for paid administrators, companies or assistants who provide the AdCom accounting, conference management, membership services, web management, and support services, with the exclusion of the contracts required for the IMS. In addition, the committee shall:

1. Evaluate the work performance of all Society personnel and staff (those who are paid for their services on a time rate by the Society), in any capacity (whether as private contractors, consultants, personal service providers, vendors, or IEEE employees), and who provide services to either the MTT-S AdCom, or its committees, or its financially sponsored conferences. Excluded presently are (i) providers of goods other than personal service, (ii) those whose services are retained for a one-time only purpose, and (iii) those who are employed in the editorial offices and supervised by the Editors of the MTT-S journal.
2. Report their evaluation and recommendations to the Society President, particularly in respect of the renewal of the service contracts, in a timely fashion (i.e., prior to the expiration of the current contract, and well in time to allow for pursuit of any alternatives).
3. Review the contracts for all personnel, including their statement of work, the need and desirability of continuing the proposed tasks, the level of effort (such as number of proposed work hours) for each task, availability of skill and experience for performing the stated tasks, pay rates, and parity with customary and usual rates for similar services.
4. Maintain alertness to the availability of other potential recruits for possible replacement or additional personnel, who are knowledgeable, skilled in tasks of Society interest, available and interested in working for the Society, have a confidence-inspiring record of accomplishments, some familiarity with MTT-S and its activities, and/or a history of volunteering for the Society.
5. Establish good practices for carrying out the above responsibilities, and once tested, gradually incorporate them in the Society's Operations Manual.

## ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

### BYLAWS AND PROCEDURES

#### 1. **Bylaws and Procedures Responsibilities of the Operations 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. The Chair 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. **Bylaws and Procedures Duties of the Operations 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 Web Editor the printing and distribution of the **MTT-S Handbook** containing the Constitution, Bylaws and Operating and Procedures Manual.

#### 3. **References:**

Bylaws: 5.2.5; 6.1; 6.2

(A. Gupta 06/92)  
(M. DeLisio 4/05)  
(M. Harris 10/08)  
(G Lyons 6/13)  
(G. Ponchak: 2/16)

## **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 Museum where the Historical Collection is stored and displayed.
- To assist in and help promote projects of an historical nature that have relevance to MTT.
- To nominate other members to assist the Historian.

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

Selected by President for a term of three years.

### **HISTORY AND COLLECTION**

The Historian 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 Historian also maintains the MTT-S Honor Roll plaque and other award materials.

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

#### **Chair**

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

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

<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>
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 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 hours for the dismantling and packing, and about four 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)**

### **PARLIAMENTARIAN**

#### **1. Responsibilities of the Parliamentarian**

- 1) Maintain a familiarity with IEEE and MTTS governance policies, Robert's Rules of Order and the maintenance of proper democratic procedures for the conduct of meetings.
- 2) Have available at meetings suitable reference materials that can be appealed to, when necessary, for clarifying any points of order.
- 3) The Parliamentarian, in order to maintain a position of impartiality, shall not make motions, participate in debate, or vote (if eligible) on any question except for a secret ballot.

#### **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**

IEEE Constitution and Bylaws & IEEE Policies

Technical Activities Board Operations Manual

MTT-S Constitution and Bylaws & MTT-S Handbook

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 (OPERATIONS)**

### **IMAGE AND VISIBILITY**

#### **1. Responsibilities of Image and Visibility Chair:**

The Image and Visibility Subcommittee is responsible for assisting as appropriate all society 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 Image and Visibility Chair and Committee include but are not limited to:**

- Coordinate any advertisements in IEEE publications (& 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.
- Maintain the content of the MTT-S booth used at chapter meetings, society events and/or conferences.
- Maintain the society Wikipedia page.
- Develop the MTT-S publicity displayed on Microwaves 101.

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



## 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 and Techniques*, *IEEE Transactions on Terahertz Science and Technology*, *IEEE Microwave and Wireless Components Letters*, and *IEEE Microwave Magazine*. The Chair selects editors in chief (EiC) for these journals by use of a search committee and with the concurrence of the AdCom. 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.

The Vice-Chair shall complement the Chair in the Chair's duties and take over those duties and responsibilities if the Chair cannot perform them.

#### 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

- Recommend to the President members of the Publication Committee.
- Select candidates for Editors of MTT-S journals: The Chair shall form a search committee, consisted primarily of past editors of the journal. The search committee shall solicit nominations, rank them, and submit the ranked list to the Chair for selection. The Chair shall choose an EiC from the ranked list, obtain concurrence of the nominated EiC, and submit the name to AdCom for approval.
- Manages the Editors in Chief (EiCs) of the MTT-S journals and assures that they are following IEEE policies and maintaining the high standards of the MTT-S journals. If an EiC is not performing the duties of the position, the Chair shall discuss the situation with the EiC and outline corrective actions. If the EiC fails to correct the problems, the Chair shall, with the approval of the President, replace the EiC. Note that accept/reject decisions are the sole responsibility of the EiC and this cannot be used as a reason for replacement. Furthermore, if the EiC is following IEEE policies, the EiC cannot be removed for disagreement of interpretations of the policies.
- Prepare new journal proposals if the Publication Committee or AdCom determines that a new MTT-S journal is required or desired. The Chair shall inform AdCom of the merit of the proposal and recommend whether the proposal shall be submitted to IEEE. If AdCom determines the proposal is within the interests of the MTT-S, the Chair shall submit the proposal to IEEE and defend the proposal.
- Identify and appoint Associate Editors to the RFIC Virtual Journal.
- Identify and appoint representatives to the IEEE Journal of Lightwave Technology Steering Committee.
- Coordinate the IEEE 5-year review of MTT-S journals.
- Submits comments to IEEE with approval of the President on new journal proposals by other societies. The Chair shall defend the scope of the MTT-S journals and field of interest in the comments.
- Respond to complaints by authors. The Chair shall follow IEEE policy in the response.
- Serve on the RFIC Virtual Journal Steering Committee or appoint an MTT-S representative.
- Serve on the IEEE Journal of Electromagnetics, RF and Microwaves in Medicine and Biology Steering Committee.
- Serve on the IEEE Journal on Multiscale and Multiphysics Computational Techniques Steering Committee.
- Attend the IEEE Panel of Editors meeting.

- Coordinate with the Awards Committee for the creation of plaques for retiring Editor-in-Chiefs and Associate Editors.
- Coordinate or appoint someone to coordinate with IEEE and q-mags for the digital distribution of the Microwave Magazine to all members and non-members that subscribe.
- Implement a pricing strategy that covers the cost of printing and mailing for the print subscriptions of the MTT-S's journals.

#### **4. References:**

Bylaws: 5.2.3

2011 IEEE Bylaws: I-401.1 through I-401.7

TAB Operations Manual: 4.2.B.6

(S. A. Maas 10/92)

(K.C. Gupta 9/02)

(S. El-Ghazaly 11/08)

(W. Shiroma 10/10)

(George Ponchak 10/14, 2/16)

## **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 the journal and the acceptance and rejection of all submitted papers.

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

The editor-in-chief of a journal is recommended by the Chair of the Publications Committee and appointed by AdCom for a three-year term which can be renewed once for two consecutive terms. (b) A track editor of a journal is nominated by the editor-in-chief and approved by the Chair of the Publications Committee for a three-year term which can be renewed once for two consecutive terms and can overlap the terms of editor-in-chief. (c) An associate editor of a journal is nominated by the editor-in-chief and approved by the Chair of the Publications Committee for a three-year term which can be renewed once for two consecutive terms and can overlap the terms of editor-in-chief. (d) A guest editor of a special issue of a journal is nominated by the editor-in-chief and both the guest editor and special issue are approved by AdCom. (e) A guest editor of a mini-special issue, not being a stand-alone issue, is nominated by the editor-in-chief and approved by the Chair of the Publications Committee.

#### **3. Duties of the MTT Transactions Editor:**

- Assumes the duties and responsibilities of the editor-in-chief of any IEEE Refereed Publication as documented in the IEEE Publication Services and Products Board Manual
- Submits page budget request to the Chair of the Publications Committee for approval by AdCom at its winter meeting.
- Maintains list of Editorial Board, and solicit new members of the editorial review committee and periodically reviews their qualifications.
- Manages an editorial board with Associate Editors and possibly Track Editor(s), collectively editors.
- Nominates new track, guest, and associate editors to the Chair of the MTT-S Publications Committee who approves the appointment. Notifies the next AdCom meeting of the appointment of new editors.
- Presents a motion on a special issues and its guest editors to AdCom for a vote.
- Can delegate authority for various publication activities including making the final manuscript decision to guest editors of special issues and track editors but retains ultimate responsibility for the editorial process.
- Can delegate authority for various publication activities with the exception of making the final manuscript decision to associate editors but retains ultimate responsibility for the editorial process.
- Logs in manuscripts, assigns editors or reviewers for each paper, evaluate reviewers' responses and make dispositions of papers. Compiles issues."
- Maintains the manuscript data base.
- Considers and solicits invited papers.
- Assists guest editors of special issues.
- Annually updates the Editorial Board and MTT officers published in the Transactions.
- Report the status of the Journal Transactions to the AdCom at each regular meeting.
- Coordinate with the Chair of selected MTT-S financially sponsored conferences for the publishing of "mini-special issues."
- Publish the "list of reviewers" at least once a year.
- Lead the society's response to the five-year TAB Periodicals Review (completing the required forms, gathering financial and review data, and reporting on the Transactions status and future directions).
- Addressing problems that arise from time to time, such as resolving charges of plagiarism, author misconduct, and reviewer misconduct. Only refer such cases to the Chair or Co-Chair of the publications committee if there is a reasonable interpretation of conflict of interest.

- Maintains the list of past journal editors.

#### **Duties of the Track Editor**

- Works with the Editor-in-Chief to manage the peer review process of specific papers delegated to the track editor and assume the responsibilities delegated by the editor-in-chief including the responsibility to make the final decision to publish or not publish a manuscript.
- Works at the direction of the editor-in-chief of the journal.
- Manages the peer review process in order to publish high-quality articles consistent with accepted IEEE standards.
- Manages a team of Associate Editors which are part of the editorial board which was established by the editor-in-chief.
- Manages the review process for some papers and directs others to associate editors.
- Examines the comments of referees and, if applicable, the recommendation of an associate editor, and exercises his or her best judgment, in the light of the comments and recommendations, on whether or not to publish a paper. Normally return reviewers' comments and annotated articles to authors in any case.
- Can delegate authority for various publication activities with the exception of making the final manuscript decision to associate editors.

#### **Duties of the Associate Editor**

- Works with the Editor-in-Chief and/or Track Editor to manage the peer review process of specific papers delegated to the associate editor.
- Works at the direction of the editor-in-chief of the journal whose direction may come through a track editor.
- Manages the peer review process in order to publish high-quality articles consistent with accepted IEEE standards.
- Manages the review process for papers assigned to him or her.
- Examines the comments of referees and makes recommendations to the track editor or editor-in-chief as to whether to publish or not publish a paper.

#### **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)  
 (George Ponchak: 10/14)

## TST TRANSACTIONS EDITOR

### **1. Responsibilities of the Editor of the IEEE Transactions on Terahertz Science and Technology:**

The TST 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 the journal and the acceptance and rejection of all submitted papers.

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

The editor-in-chief of a journal is recommended by the Chair of the Publications Committee and appointed by AdCom for a three-year term which can be renewed once for two consecutive terms. (b) A track editor of a journal is nominated by the editor-in-chief and approved by the Chair of the Publications Committee for a three-year term which can be renewed once for two consecutive terms and can overlap the terms of editor-in-chief. (c) An associate editor of a journal is nominated by the editor-in-chief and approved by the Chair of the Publications Committee for a three-year term which can be renewed once for two consecutive terms and can overlap the terms of editor-in-chief. (d) A guest editor of a special issue of a journal is nominated by the editor-in-chief and both the guest editor and special issue are approved by AdCom. (e) A guest editor of a mini-special issue, not being a stand-alone issue, is nominated by the editor-in-chief and approved by the Chair of the Publications Committee.

### **3. Duties of the TST Transactions Editor:**

- Assumes the duties and responsibilities of the editor-in-chief of any IEEE Refereed Publication as documented in the IEEE Publication Services and Products Board Manual
- Submits page budget request to the Chair of the Publications Committee for approval by AdCom at its winter meeting.
- Maintains list of Editorial Board, and solicit new members of the editorial review committee and periodically reviews their qualifications.
- Manages an editorial board with Associate Editors and possibly Track Editor(s), collectively editors.
- Nominates new track, guest, and associate editors to the Chair of the MTT-S Publications Committee who approves the appointment. Notifies the next AdCom meeting of the appointment of new editors.
- Presents a motion on a special issues and its guest editors to AdCom for a vote.
- Can delegate authority for various publication activities including making the final manuscript decision to guest editors of special issues and track editors but retains ultimate responsibility for the editorial process.
- Can delegate authority for various publication activities with the exception of making the final manuscript decision to associate editors but retains ultimate responsibility for the editorial process.
- Logs in manuscripts, assigns editors or reviewers for each paper, evaluate reviewers' responses and make dispositions of papers. Compiles issues."
- Maintains the manuscript data base.
- Considers and solicits invited papers.
- Assists guest editors of special issues.
- Annually updates the Editorial Board and MTT officers published in the Transactions.
- Report the status of the Journal to the AdCom at each regular meeting.
- Coordinate with the Chair of selected MTT-S financially sponsored conferences for the publishing of "mini-special issues."
- Publish the "list of reviewers" at least once a year.
- Lead the society's response to the five-year TAB Periodicals Review (completing the required forms, gathering financial and review data, and reporting on the Transactions status and future directions).
- Addressing problems that arise from time to time, such as resolving charges of plagiarism, author misconduct, and reviewer misconduct. Only refer such cases to the Chair or Co-Chair of the publications committee if there is a reasonable interpretation of conflict of interest.
- Maintains the list of past journal editors.

### **Duties of the Track Editor**

- Works with the Editor-in-Chief to manage the peer review process of specific papers delegated to the track editor and assume the responsibilities delegated by the editor-in-chief including the responsibility to make the final decision to publish or not publish a manuscript.
  - Works at the direction of the editor-in-chief of the journal.
  - Manages the peer review process in order to publish high-quality articles consistent with accepted IEEE standards.
  - Manages a team of Associate Editors which are part of the editorial board which was established by the editor-in-chief.
  - Manages the review process for some papers and directs others to associate editors.
  - Examines the comments of referees and, if applicable, the recommendation of an associate editor, and exercises his or her best judgment, in the light of the comments and recommendations, on whether or not to publish a paper. Normally return reviewers' comments and annotated articles to authors in any case.
  - Can delegate authority for various publication activities with the exception of making the final manuscript decision to associate editors.
- **Duties of the Associate Editor**
  - Works with the Editor-in-Chief and/or Track Editor to manage the peer review process of specific papers delegated to the associate editor.
  - Works at the direction of the editor-in-chief of the journal whose direction may come through a track editor.
  - Manages the peer review process in order to publish high-quality articles consistent with accepted IEEE standards.
  - Manages the review process for papers assigned to him or her.
  - Examines the comments of referees and makes recommendations to the track editor or editor-in-chief as to whether to publish or not publish a paper.

#### **4. References:**

Constitution: X.2

Bylaws: 3.3.2.3; 5.2.3

(W. Shiroma: 10/10)  
(George Ponchak: 10/14)

## ADCOM COMMITTEES ORGANIZATION (PUBLICATIONS)

### MICROWAVE AND WIRELESS COMPONENTS LETTERS 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-in-chief of a journal is recommended by the Chair of the Publications Committee and appointed by AdCom for a three-year term which can be renewed once for two consecutive terms. (b) A track editor of a journal is nominated by the editor-in-chief and approved by the Chair of the Publications Committee for a three-year term which can be renewed once for two consecutive terms and can overlap the terms of editor-in-chief. (c) An associate editor of a journal is nominated by the editor-in-chief and approved by the Chair of the Publications Committee for a three-year term which can be renewed once for two consecutive terms and can overlap the terms of editor-in-chief. (d) A guest editor of a special issue of a journal is nominated by the editor-in-chief and both the guest editor and special issue are approved by AdCom. (e) A guest editor of a mini-special issue, not being a stand-alone issue, is nominated by the editor-in-chief and approved by the Chair of the Publications Committee.

#### 3. Duties of the Letters-Journal Editor

- Assumes the duties and responsibilities of the editor-in-chief of any IEEE Refereed Publication as documented in the IEEE Publication Services and Products Board Manual
- Submits page budget request to the Chair of the Publications Committee for approval by AdCom at its winter meeting.
- Maintains list of Editorial Board, and solicit new members of the editorial review committee and periodically reviews their qualifications.
- Manages an editorial board with Associate Editors and possibly Track Editor(s), collectively editors.
- Nominates new track, guest, and associate editors to the Chair of the MTT-S Publications Committee who approves the appointment. Notifies the next AdCom meeting of the appointment of new editors.
- Can delegate authority for various publication activities including making the final manuscript decision to guest editors of special issues and track editors but retains ultimate responsibility for the editorial process.
- Can delegate authority for various publication activities with the exception of making the final manuscript decision to associate editors but retains ultimate responsibility for the editorial process.
- Logs in manuscripts, assigns editors or reviewers for each paper, evaluate reviewers' responses and make dispositions of papers. Compiles issues."
- Maintains the manuscript data base.
- Considers and solicits invited papers.
- Assists guest editors of special issues.
- Annually updates the Editorial Board and MTT officers published in the Transactions.
- Report the status of the Journal to the AdCom at each regular meeting.
- Coordinate with the Chair of selected MTT-S financially sponsored conferences for the publishing of "mini-special issues."
- Publish the "list of reviewers" at least once a year.
- Lead the society's response to the five-year TAB Periodicals Review (completing the required forms, gathering financial and review data, and reporting on the Transactions status and future directions).
- Addressing problems that arise from time to time, such as resolving charges of plagiarism, author misconduct, and reviewer misconduct. Only refer such cases to the Chair or Co-Chair of the publications committee if there is a reasonable interpretation of conflict of interest.
- Maintains the list of past journal editors.

### **Duties of the Track Editor**

- Works with the Editor-in-Chief to manage the peer review process of specific papers delegated to the track editor and assume the responsibilities delegated by the editor-in-chief including the responsibility to make the final decision to publish or not publish a manuscript.
- Works at the direction of the editor-in-chief of the journal.
- Manages the peer review process in order to publish high-quality articles consistent with accepted IEEE standards.
- Manages a team of Associate Editors which are part of the editorial board which was established by the editor-in-chief.
- Manages the review process for some papers and directs others to associate editors.
- Examines the comments of referees and, if applicable, the recommendation of an associate editor, and exercises his or her best judgment, in the light of the comments and recommendations, on whether or not to publish a paper. Normally return reviewers' comments and annotated articles to authors in any case.
- Can delegate authority for various publication activities with the exception of making the final manuscript decision to associate editors.

### **Duties of the Associate Editor**

- Works with the Editor-in-Chief and/or Track Editor to manage the peer review process of specific papers delegated to the associate editor.
- Works at the direction of the editor-in-chief of the journal whose direction may come through a track editor.
- Manages the peer review process in order to publish high-quality articles consistent with accepted IEEE standards.
- Manages the review process for papers assigned to him or her.
- Examines the comments of referees and makes recommendations to the track editor or editor-in-chief as to whether to publish or not publish a paper.

### **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)  
(George Ponchak: 10/14)



## **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 who serve for a term not exceeding that of the Editor. Notifies the Chair and AdCom at the next AdCom Meeting of changes made to the Associate Editors.
- 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.
- Assists the Publications Chair in preparing and presenting Magazine review forms for IEEE magazine audits.
- Assists the Associate Editor responsible for the e-Newsletter to obtain permission from the IEEE to send out an email with the e-Newsletter Table of Contents to the entire MTT Society membership once per month via the password-protected IEEE e-notice service (or equivalent). Ensures, by written or email confirmation, that the Associate Editor understands that authority to send global emails is restricted to the e-Newsletter Table of Contents only. Sending other global emails must be approved by the Society President. Ensures that the Associate Editor understands that the password used on the IEEE e-notice site is not to be shared with other users.
- Attend the IEEE Panel of Editors Meeting.
  - Publish the "list of reviewers" at least once a year.

#### **4. References**

Constitution: Article X, Section 2

(K.C. Gupta 9/02)  
(S. El-Ghazaly 11/08)  
(M. Madihian 12/11)  
(George Ponchak: 10/14)

## **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 (PUBLICATIONS)**

### **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:**

The Publication Committee Chair shall recommend two representatives to the MTT-S President, who will make the appointments to two-year staggered terms. The representatives 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.
- Report to MTT AdCom as necessary, either directly or through the Inter-society Chair.

(N. Dietrich: 7/93)  
(George Ponchak: 10/14)

### **STEERING COMMITTEE OF THE RFIC VIRTUAL JOURNAL**

#### **STEERING COMMITTEE OF RFIC Virtual Journal:**

The Publication Committee Chair shall serve on the RFIC VJ Steering Committee. The Steering Committee chooses the Editor, approves the budget, and obtains the financing from the MTT-S for its share.

#### **1. Responsibilities of the MTT-S Associate Editors of the RFIC VJ**

The MTT-S Associate Editors (at least 1) for The RFIC Virtual Journal assist the Editor in organizing issues, writing articles and promoting MTT-S papers and interests.

#### **2. How the Associate Editors are selected:**

The Publication Committee Chair shall recommend Associate Editors to the RFIC Virtual Journal EIC.

(George Ponchak: 10/14)

### **IEEE Journal of Electromagnetics, RF and Microwaves in Medicine and Biology (J-ERM)**

The Publication Committee Chair shall serve as an Ex-officio member on the J-ERM Steering Committee. The Steering Committee is responsible for the management of the journal, approves the budget, obtains financing from the MTT-S for its share, and other functions as defined in the J-ERM MOU.

With consultation with the MTT-S President, appoint an MTT-S member to serve on the J-ERM Steering Committee.

#### IEEE Journal on Multiscale and Multiphysics Computational Techniques (J-MMCT)

The Publication Committee Chair shall serve as an Ex-officio member on the J-MMCT Steering Committee. The Steering Committee is responsible for the management of the journal, approves the budget, obtains financing from the MTT-S for its share, and other functions as defined in the J-MMCT MOU.

With consultation with the MTT-S President, appoint an MTT-S member to serve on the J-MMCT Steering Committee.

## 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*

#### 1.0. Introduction

In today's market, standards development plays a critical role in product development and market share. In the IEEE, the responsibility for how a standard originates and evolves is managed by a Sponsor. It is essential in the management of a standard's development to avoid any actions by the Sponsor or the participants that result in a violation of procedures. Adherence to these Policies and Procedures is an essential asset in determining the applicability of IEEE's indemnification policy.

These Policies and Procedures outline the orderly transaction of standards activities of the IEEE Microwave Theory and Techniques Society's (MTT-S) Standards Coordinating Committee. For the development of standards, openness and due process shall be applied, which means that any person with a direct and material interest who meets the requirements of these Policies and Procedures 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). However, for the IEEE Standards Sponsor ballot, there shall be a balance of interests without dominance 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
- 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-SA Standards Board Resolutions
- 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

Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the Sponsor are hierarchically superior to other documents of the

Sponsor. Robert's Rules of Order Newly Revised (RONR) 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.

## **2.0. Responsibilities of the Sponsor**

The Sponsor shall be responsible for at least the following:

- a) Developing proposed IEEE standards and ensuring that they are within the scope of the Sponsor.
- b) Initiating and overseeing ballots of proposed IEEE standards within its scope, including:
  1. Approving PARs from a subgroup or the Sponsor
  2. Submitting a proposed Project Authorization Request (PAR) to the IEEE-SA Standards Board for consideration. Following approval of the PAR, the Sponsor shall submit necessary requests for extension, modification, or withdrawal of the PAR as required by the IEEE-SA Operations Manual
  3. Submitting draft standards from a subgroup or the Sponsor to the Standards Association for Sponsor ballot.
- c) Maintaining the standards developed by the Sponsor in accordance with the *IEEE-SA Standards Board Operations Manual*
- d) Responding to requests for interpretations of the standards developed by the Sponsor
- e) Acting on other matters requiring Sponsor effort as provided in these procedures
- f) Cooperating with other appropriate standards development organizations
- g) Protecting against actions taken in the name of the Sponsor without proper **Sponsor** authorization
- h) Limiting distribution of the membership roster to appropriate parties
- i) Reporting annually to the IEEE-SA Standards Board
- j) Communicating with the IEEE-SA Standards Board on specific Sponsor activities as needed
- k) Handling appeals as described in clause 10

### **2.1 Sponsorship**

The Standards Coordinating Committee is responsible for the development and coordination of standards project(s), including their maintenance after the approval of the standard(s) by the IEEE-SA Standards Board. Specifically, the Standards Coordinating Committee is responsible for those IEEE-SA Standards Board approved project(s) for which the Standards Coordinating Committee has been identified as either the sponsoring organization or where the Standards Coordinating Committee has been identified by a project being sponsored by two or more sponsors.

#### **2.1.1 Sole sponsor responsibility/accountability**

When the interest in a standard falls solely within the scope of the Standards Coordinating Committee, the Standards Coordinating Committee shall assume the responsibility, and be accountable for the standard. Each of the Standards Coordinating Committee's assigned standards project(s), as well as each of the IEEE published standards that were developed within the Standards Coordinating Committee is the responsibility of the Standards Coordinating Committee. This development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures.

#### **2.1.2 Co-sponsor responsibility/accountability**

When the breadth of interest in a standard is great enough that one or more Committees outside of this Standards Coordinating Committee have been identified as having a sponsorship role, the Standards Coordinating Committee shall either, assume the responsibility and be accountable for the standard. This development and maintenance of standards shall be accomplished as defined within the clauses of these Policies and Procedures. The Standards Coordinating

Committee's agreement to co-sponsor a standard requires a majority approval vote of the Standards Coordinating Committee.

### **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. A person may simultaneously hold the positions of Secretary and Treasurer.

The Chair shall be a member of any grade (except students) of the IEEE and a member of the IEEE-SA.(IEEE-SASB Bylaw 5.2.1) The officers shall organize the Sponsor; oversee the Sponsor's compliance with these Policies and Procedures; and submit proposed documents approved by the Sponsor (with supporting documentation) for appropriate review and approval by the IEEE-SA Standards Board. Officers shall 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 3.0 and Clause 3.1.

#### **3.3 Removal of officers**

An officer (other than the chair) 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**

The officers of the Sponsor shall manage the day-to-day work of the Sponsor. The officers are responsible for implementing the decisions of the Sponsor and managing the activities that result from those decisions.

##### **3.4.1 Chair**

The responsibilities of the Chair include

- a) Leading the activity according to all of the relevant policies and procedures
- b) Forming study groups, as necessary
- c) Appointing a subgroup with responsibility for interpretations of all approved standards
- d) Being objective
- e) Entertaining motions, but not making motions
- f) Not biasing discussions
- g) Delegating necessary functions
- h) Ensuring that all parties have the opportunity to express their views
- i) Setting goals and deadlines and adhering to them
- j) Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed
- k) Seeking consensus of the Sponsor as a means of resolving issues
- l) Prioritizing work to best serve the Sponsor and its goals
- m) Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see IEEE-SA Standards Board Operations Manual 6.3.2, <http://standards.ieee.org/board/pat/index.html>) and IEEE-SA Copyright Policy (see IEEE-SA Standards Board Bylaws 7, <http://standards.ieee.org/guides/bylaws/sect6-7.html#7>)
- n) Submitting approved Sponsor P&P to the IEEE-SA Standards Board Audit Committee (AudCom—see <http://standards.ieee.org/board/aud/index.html>)

- o) Ensuring that each working group has a set of P&P approved by the Sponsor. The chair will provide the working group P&Ps to AdCom upon request.
- p) Submitting the Sponsor's annual report to the IEEE-SA Standards Board
- q) Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups

### **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

- a) Scheduling meetings in coordination with the Chair and distributing a meeting notice at least 30 calendar days before the meeting
- b) Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings
- c) Recording minutes of each meeting and publishing them within 60 calendar days of the end of the meeting
- d) Creating and maintaining the participant roster and submitting it to the IEEE Standards Department annually
- e) Being responsible for the management and distribution of Sponsor documentation
- f) Maintaining lists of unresolved issues, action items, and assignments
- g) Recording attendance of all attendees
- h) Maintaining a current list of the names of the voting members and distributing it to the members upon request
- i) Forwarding all changes to the roster of voting members to the Chair

### **3.4.4 Treasurer**

If the office exists, the Treasurer shall

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

## **4.0. Membership**

### **4.1 Voting membership**

Each voting member is expected to attend meetings as required by these procedures. Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet conferencing) may count towards the attendance requirements.

#### **4.1.1 Application**

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.

#### **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 Membership roster**

A current and accurate Sponsor roster shall be maintained. Due to privacy concerns, the roster shall not be distributed except to the IEEE-SA Board of Governors, IEEE-SA Standards Board, and IEEE-SA staff unless all Sponsor members have submitted their written approval for such distribution. The roster shall include the following:

- a) Title of the Sponsor and its designation
- b) Scope of the Sponsor



- c) Officers: Chair, Vice Chair, Secretary, and Treasurer
- d) Members: for all, name, e-mail address and affiliation.
- e) For each subgroup, subgroup title, Chair, and names, e-mail addresses, and affiliations of all members

#### **1.4 Membership list**

A current and accurate membership list shall be maintained. The membership list can be posted on the Sponsor web site and can be publically distributed. The membership list shall be limited to the following:

- a) Title of the Committee and its designation
- b) Scope of the Committee
- c) Officers: Chair, Vice Chair, Secretary, Treasurer
- d) Members: for all, name, affiliation

### **5.0 Subgroups, Study Groups and Working Groups created by the Sponsor**

#### **5.1 Administrative subgroups**

When one or more subgroups are formed to expedite the administrative work of the Sponsor (subcommittees, working groups, writing groups, etc.), their formation (and later disbandment) requires a majority vote of the Sponsor as defined in Subclause 7.1

#### **5.2 Working Groups – Individual Method**

Standards working groups are responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such working groups shall maintain a membership roster and shall comply with the provisions for preparing standards. The Sponsor shall appoint the Working Group chair.

The Sponsor shall ensure that all working groups adopt procedures consistent with the baseline Operating Procedures for Standards Working Groups – Individual Method and review amendments to these procedures to ensure that they are not in conflict with the IEEE-SA Standards Board Operations Manual.

#### **5.3 Working Groups – Entity Method**

If a working group being formed has entity-based membership, the Sponsor shall ensure that the entity standards working group adopts the IEEE-SA Baseline Policies and Procedures – IEEE Standard WGs – Entity Working Groups and reviews amendments to the Operating Procedures for Corporate Standards Working Groups to ensure that they are not in conflict with IEEE policies and procedures and New York State Not-for-Profit Corporation Law.

#### **5.4 Standards study groups**

When a Sponsor is presented with a proposal concerning a standards development project, the Sponsor may form a Standards Study Group to examine the proposal to determine if there is a need for a standard to be developed. The life of a Standards Study Group is limited to 6 months. If the proposal merits formation of a project, the Study Group will draft a Project Authorization Request (PAR) for consideration by the Sponsor.

Groups should refer to the approved Study Group guidelines on how a Standards Study Group should conduct business and the criteria it should apply to consideration of a proposal. Guidelines located at: <http://standards.ieee.org/board/pro/study-group.doc>

A Study Group is disbanded upon approval of the PAR by the IEEE-SA Standards Board.

#### **5.5 Other subgroups**

The formation and disbandment of subgroups other than administrative subgroups (e.g., technical subcommittees, and writing groups) require approval by a majority vote of the Sponsor. The Chair of a subgroup shall be appointed by the Chair of the Sponsor or decided by nomination and election. The scope and duties delegated to the 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 subgroups shall be reviewed by the Sponsor annually. The charge to the subgroup shall clearly state which of the following complementary activities is appropriate:

1. The subgroup is responsible for the definitive content of one or more documents and for responding to views and objections thereon. Such subgroups shall maintain a membership roster and shall comply with the provisions for preparing standard(s).
2. The subgroup is responsible for assisting the Sponsor (for example, drafting all or a portion of a document, drafting responses to comments, drafting public statements on standards, or other purely advisory functions).

## **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. A 30-calendar day meeting notice and 14 day agenda shall be distributed at least to all members. Meetings of subgroups may be held as decided upon by the members or Chair of the subgroup. Notification of the potential for action shall be included on any distributed agendas for meetings.

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 7.4. 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 10% 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**

Meeting attendees 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.

All working group participants shall act in accordance with all IEEE Standards policies and procedures.

### **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.

### **6.4 Meeting fees**

The Sponsor may charge a meeting fee to cover the expenses of the Sponsor. The fee shall not be used to restrict participation by any interested parties. The Sponsor Officers shall set the meeting fees in consultation with those planning a particular meeting.

Everyone who attends a meeting, except for those specifically excluded due to hardship, shall pay the meeting fee. In the event that a member of the Sponsor has a financial difficulty and is unable to pay the meeting fee, the member may apply to the Sponsor Chair for a partial or complete waiver of the meeting fee. The Chair shall make the decision to grant such relief. These discussions shall remain private.

### **6.5 Minutes**

The minutes shall record the essentials, including the following:

1. Name of group
2. Date and location of meeting
3. Officer presiding, including the name of the secretary who wrote the minutes
4. Attendance, including affiliation
5. Call to order, Chair's remarks
6. Approval of minutes of previous meeting
7. Approval of agenda
8. Technical topics
  - a) Brief summary of discussion, pros and cons, and conclusions
  - b) Motions and actions items with name and due date
  - c) Copies of handouts

- d) Do not include names, except for movers and seconders of motions and those who request that their negative/abstain vote is recorded, unless a roll-call vote is ordered
- 9. Subcommittee reports
- 10. Items reported out of executive session
- 11. Next meeting--date and location

## **7.0. Vote**

### **7.1 Approval of an action**

Approval of an action requires approval by a majority (or two-thirds) vote as specified below in 7.1.1 and 7.1.2. A majority (or two-thirds) vote is defined as either:

#### **7.1.1 Actions requiring approval by a majority vote**

The following actions require approval by a majority vote:

- a) Formation or modification of a subgroup, including its procedures, scope, and duties
- b) Disbandment of subgroups
- c) Approval of minutes
- d) [Delegation to a sub-group for] Authorization of a Sponsor ballot

#### **7.1.2 Actions requiring approval by a two-thirds vote**

The following actions require approval by a two-thirds vote:

- a) Adoption of new or revised Sponsor procedures, interest categories, or revisions thereof
- b) Approval of public statements
- c) Approval of change of the Sponsor scope\*
- d) Approval of termination of the Sponsor
- e) Removal of an officer except the Chair

\*Following Sponsor approval, items c and d require notice to the IEEE-SA Standards Board

### **7.2 Approval of moving a draft standard to Sponsor ballot**

Approval for moving a draft standard to Sponsor ballot, or approval of any substantive change in the scope of a standard proposed by a subgroup, shall be referred to the Sponsor for approval. The Sponsor may delegate approval authority and form a subgroup for this purpose. Approval to move a standard to Sponsor ballot from a subgroup requires a majority vote. This vote shall be limited to procedural issues and PAR alignment only.

Each [voting] Sponsor member shall vote one of the following positions:

- 1. Approve
- 2. Do Not Approve (the reasons for a negative vote should be given)
- 3. Abstain

### **7.3 Proxy Voting**

The Sponsor does not allow proxy voting to be employed during any meetings.

#### **7.4 Voting between meetings**

At the discretion of the Chair, the Sponsor shall be allowed to conduct voting between meetings by the use of a letter or electronic ballot. If such actions are to be taken, they shall follow the rules of IEEE Bylaw I-401.1 through I-401.7 and TAB Operations Manuel 4.2.B.8.

## **8.0 Communications**

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

### **8.1 Formal internal communication**

If correspondence between subcommittees or between working groups of different subcommittees involves issues or decisions (that is, non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee Chairs and the Sponsor officers.

## 8.2 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.

## 8.3 Public statements for standards

All Sponsor public communications shall comply with the policies of the *IEEE-SA Standards Board Operations Manual*. Individuals making public statements that have not been approved by the Sponsor shall state that they are speaking as individuals.

### 8.3.1 Sponsor and subgroup public statements

Sponsor public statements shall not be released without prior approval as per Clause 7.1.2 of these procedures.

### 8.3.2 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.

### 8.3.3 Public statements to be issued by other entities

If the Sponsor wishes to go to another IEEE entity (as defined in Section 15 of the *IEEE Policy and Procedures*) to have that entity offer a public statement on a standards matter, they shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors. Upon Sponsor approval, proposed public statements that need to be issued by other IEEE entities shall be forwarded to the IEEE-SA Standards Board Secretary for further action.

## 9. Interpretations

The procedures stated in the *IEEE-SA Standards Board Operations Manual* shall be followed.

Interpretations of standards shall be approved by at least a two-thirds approval vote of an Interpretations Subcommittee, which is established and convened by the Sponsor. Every effort should be made to ensure that the Interpretations Subcommittee reflects a balance of those who are materially interested.

## 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 employed by the IEEE-SA Standards Board.

## References:

MTT-S Bylaws: 5.2.5

2011 IEEE Bylaws: I-401.1 through I-401.7

TAB Operations Manual: 4.2.B.8

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)

(M. Janezic 7/12)

## **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 COORDINATION and FUTURE DIRECTIONS)**

### **TECHNICAL COORDINATION AND FUTURE DIRECTIONS COMMITTEE**

#### **1. Responsibilities of the Technical Coordination and Future Directions Committee Chair:**

The Technical Coordination and Future Directions Committee (TCFDC) Chair shall be responsible for the technologies of interest to the MTT Society as stated in Bylaw 5.2.15. The TCFDC Chair shall be responsible for the Technical Coordination and Future Directions Committee and Technical Committees activity descriptions in the MTT-S Procedures Manual.

#### **2. Term of Office of the Technical Coordination and Future Directions Committee Chair:**

Term of Office: Appointed by the MTT-S President for a term of one calendar year.

#### **3. Duties of the Technical Coordination and Future Directions Committee Chair:**

The duties of the TCFDC Chair are those duties related to Bylaw 5.2.15, Paragraph 1 above.

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, Member and Geographic Activities, Education, Publications, Standards, Electronic Communications, etc.). The Chair generates technical positions/responses required for the Society.

A Distinguished Microwave Lecturer (DML) Selection Committee is formed in TCFDC, with the DML Selection Committee Chair selected by the TCFDC Chair and confirmed by the MTT-S President. The DML Selection Committee members are jointly selected by DML Selection Committee Chair and TCFDC Chair. The selection process of the DMLs is the responsibility of the TCFDC, in particular the DML Selection Committee.

A Future Directions subcommittee is also formed in TCFDC, chaired by a Vice Chair of TCFDC.

## **ADCOM COMMITTEES ORGANIZATION (TECHNICAL COORDINATION AND FUTURE DIRECTIONS)**

### **TECHNICAL COORDINATION AND FUTURE DIRECTIONS COMMITTEE**

- 1.0 The Technical Coordination and Future Directions Committee (TCFDC) shall coordinate the activities of the technical committees. Its primary objective is to assure that the MTT-S membership receives the best and most current information about all relevant technical activities within the society's field of interest. To this end, the TCFDC 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 technologies.
- 1.1 Membership of the TCFDC shall consist of a Chair, Vice Chairs, the Chairs/Vice Chairs of the Technical Committees, and other positions as needed to assist the TCFDC Chair in meeting the TCFDC objectives as defined in Bylaw 5.2.15.
- 1.2 The TCFDC will interact with the Strategic Planning Committee to keep it appraised of its planned and on-going activities.
- 1.3 The Chair of the TCFDC 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 TCFDC, with AdCom approval, if the Chair of the TCFDC determines that a Technical Committee is no longer performing a useful service to MTT-S.
- 1.4 The Chair of the TCFDC or designee shall be an advisory member of all Technical Committees. The Chair of each Technical Committee shall report to the Chair of the TCFDC any significant developments (such as special sessions that the Technical Committees are helping to arrange and organize at MTT-S sponsored conferences, special issues of the society publications that are being planned, etc.).
- 1.5 The Technical Coordination and Future Directions Committee will meet along with TC chairs/vice-chairs at least three times a year. The first meeting will be held in conjunction with the first AdCom meeting of the year and the IMS TPRC meeting. In addition to a review of TCFDC activities, the TCFDC shall also sponsor a Technical Meeting having as its format presentations by recently elected DML speakers. The second meeting will be held in conjunction with the MTT-S International Microwave Symposium. The third meeting will be held in conjunction with another major international microwave conference, typically the European Microwave Conference. The purpose of this third meeting is to facilitate participation in the TCFDC activities for members not located in the US. Additional meetings may take place at other venues, such as APMC or LAMC, as decided by the TCFDC chair year by year, balancing budget and geographical coverage
- 1.6 The selection of the Distinguished Microwave Lecturer (DML) and the Speakers Bureau are the responsibilities of the Technical Coordination and Future Directions Committee. In addition, the Chair and Administrator of the Technical Coordination and Future Directions Committee shall be responsible for determining metrics regarding the participation and efficiency of these programs. See the section on DML for details.
- 1.7 The Future Directions Subcommittee shall be responsible for the identification and incubation of new technical areas relevant to the MTT-S FOI, development of new cross-cutting initiatives in collaboration with MTT-S technical committees and other IEEE organizational units, and maintaining engagement with the IEEE-level Future Directions Committee. The Future Directions Subcommittee will be chaired by a Vice Chair of the TCFDC.

## TECHNICAL COMMITTEES

2.0 Technical Committees are charged with carrying out all necessary tasks to assure that the Technical Coordinating Committee 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 and sponsor special issues for MTT-S publications; .
- c. Sponsoring Student and Practitioner contests.
- d. Sponsoring/organizing Workshops at the annual MTT-Symposium.
- e. Reviewing candidate Symposium Workshops, Focus and Special Sessions.
- f. Propose and support regional and other Technical Meetings.
- g. Providing technical reviews of current and proposed MTT-S co-sponsored conferences and workshops.
- h. Nominate Distinguished Microwave Lecturers (DMLs) representing the committees areas of interest in accordance with the DML nomination procedures described in Distinguished Microwave Lecturer Section of this Chapter.

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. Participation of Young Professionals and Women in Microwaves should also be encouraged. Each Technical Committee shall have a Chair, Vice-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 every two years 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 two years with a regular periodic rotation of Committee Chair. The term of membership for each committee member shall be one year (or two years); at the end of two years, the committee member may be reappointed by the Chair as described under TC Membership Renewal and Renewal Process Sections below.

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.

#### TC Membership Renewal

TC membership is for two years but may be renewed every two years if qualified. TCs may add new members. TCs should rotate off members who are no longer engaged or active.

- In renewing membership, the preference of adding active Young Professionals should be considered.
- Renewal of TC membership should include assessment that the member is engaged and “active”.
- Failure to engage in any TC-related activity – including TC meetings, workshops, panels, student design competition, TC Microwave Magazine article (co)authorship – for one year one year should result in disqualification of a TC membership unless there are extenuating circumstances.
- Starting from January 1, 2017, TC membership will be renewed every 2-years.
- TC Chair/Vice-Chair term is 2 years and the new Chair/Vice-Chair will start their term from January 1.
- To facilitate participation of new high quality individuals and Young Professionals, each TC is requested to recruit and sustain at least 20% of members as Young Professionals.

#### Renewal Process

- Early in December of each year, current TC Chairs will email out the TC Membership Survey (see below) to all existing members.
- The Survey asks if a member wishes to continue membership and asks for areas of expertise and evidence of recent TC-related activity as described above.
- Current TC Chairs will also finalize recruiting new members in December. If desirable, expressions of interest for new members are invited (e.g. if important areas are under-represented in the current expertise profile).
- Current TC Chairs will hold elections for new TC Chairs and Vice Chairs and finalize the TC membership.
- Current TC Chairs should go through TC member surveys, analyze/evaluate, and form their next year team including chair and vice-chair based on the guidelines provided above.
- Current TC Chairs should submit their next year TC roster to TCC by December 31.

(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)  
(J. Lin, 12/2011)  
(G. Lyons, 1/15)

# ADCOM COMMITTEES ORGANIZATION (TECHNICAL COORDINATION AND FUTURE DIRECTIONS)

## APPENDIX 1 MICROWAVE THEORY AND TECHNIQUES SOCIETY TECHNICAL COORDINATION AND FUTURE DIRECTIONS COMMITTEE

### List of Technical Committees

<b>Core Technologies and Techniques</b>	
<i>Foundational Techniques Cluster</i>	
MTT-1	Field Theory and Computational EM
MTT-2	Design Automation
MTT-3	Microwave Measurements
<i>Materials, Devices, and Components Cluster</i>	
MTT-4	Microwave Passive Components and Transmission Line Structures
MTT-5	Filters
MTT-6	RF MEMS and Microwave Acoustics
MTT-7	Microwave Superconductivity and Quantum Technologies
MTT-8	RF Nanotechnology
MTT-9	Microwave and Millimeter-Wave Solid-State Devices
<i>Circuit Techniques Cluster</i>	
MTT-10	Signal Generation and Frequency Conversion
MTT-11	Microwave Low-Noise Techniques
MTT-12	Microwave High-Power Techniques
MTT-13	Microwave Control Techniques
<i>Integrated Circuits, Manufacturing, and Packaging Cluster</i>	
MTT-14	Microwave and mm-wave Integrated Circuits
MTT-15	RF/Mixed-Signal Integrated Circuits and Signal Processing
MTT-16	Microwave and Millimeter-Wave Packaging, Interconnect and Integration
<i>Systems and Applications</i>	
MTT-20	HF-VHF-UHF Technologies and Applications
MTT-21	Terahertz Technology and Applications
MTT-22	Microwave Photonics
MTT-23	Wireless Communications
MTT-24	Microwave/mm-wave Radar, Sensing, and Array Systems
MTT-25	Wireless Power Transfer and Energy Conversion
MTT-26	RFID, Wireless Sensors and IoT
MTT-27	Connected and Autonomous Systems
MTT-28	Biological Effects and Medical Applications

Technical Committees may be dissolved and new ones created by motion of the Adcom. The activities of the Technical Committees shall be reviewed periodically by the TCFDC.

(R. Pollard 3/98)

## **ADCOM COMMITTEES ORGANIZATION (TECHNICAL COORDINATION AND FUTURE DIRECTIONS COMMITTEE)**

### **DISTINGUISHED MICROWAVE LECTURER PROGRAM AND PROCEDURES**

#### **The Role of DMLs**

MTT-S Distinguished Microwave Lecturers are top, internationally recognized technical leaders within the society and serve as ambassadors for the society. An MTT-S Distinguished Microwave Lecturer (DML) serves a 3 year Term. During this Term the DML will travel to MTT-S Chapters or joint chapters with other IEEE societies, Student Chapters, and IEEE Sections. The DML will present a nominally 1-hour Technical Lecture on the DML's Technical Topic and also present material that promotes the MTT-S.

#### **DML Term**

The full term for a DML is 3 Years. Funding for the 3-year Term is discussed in a later section. Following the DML's 3-year Term, the DML becomes a DML-Emeritus (DML-E). He/she will be listed on the TCFDC Website with other past DMLs.

#### **DML Duties**

- Following DML Selection, the DML will provide the DML Coordinator with: Material for posting on MTT-S Website including – Contact information, Abstract of Talk, Short Biography.
- Each newly elected DML shall attend a DML Training Session at the January Technical Meeting conducted by TCFDC Officers, DML Coordinator, and MGA Officers.
- Each new DML will also present a 30 Min shortened version of his/her DML Talk at the January Technical Meeting. DMLs may be reimbursed for their Travel Expenses to participate in this meeting.
  - During the first year of a DML Term the DML will submit a featured Article for the Microwaves Magazine. The Article MUST be submitted before 2nd year talks begin.
- During the 3rd year of the DMLs Term the DML will develop a 45-minute Webinar. The Webinar will be scheduled/supported by Education Committee (EC).

#### **DML Talk Assignment**

- a) Each Chapter will be asked for their annual meeting plan to be submitted to DML Coordinator. If a Chapter will be locally sponsoring a conference, a requested talk can be given at that conference.
- b) DML Coordinator pre-selects relevant DML talks and shares the plan with each DML for their availability within each quarter year period.
- c) DML Coordinator shares the availability with all the Chapters who may benefit from a DML trip.
- d) Discussions among the DML and the relevant Chapters will continue until the trip is finalized.
- e) Before making the trip, the DML submits Pre-Talk Form to DML Coordinator as early as possible. As a part of the Pre-Talk Form the DML is requested to estimate the expected attendance for each Talk and estimate the cost/head based on expected attendance.

- f) DML's trip with 3-5 Talks should be confined to a 7-day period.
- g) After completing a trip, the DML should submit the Post-Talk Form to the DML Coordinator and request for reimbursement through Concur.

### **Unforeseen Changes of a Travel Plan**

In case a specific talk is delayed or cancelled by either the DML or the Chapter, the DML should promptly inform DML Coordinator and work with the Chapter to reschedule the talk/trip. It is highly recommended to avoid such situations since a separate make-up talk may not be financially viable.

### **Responsibilities of Inviting Chapter**

The host MTT Chapter shall offer hospitality to the visiting DML. As a minimum, the host Chapter should assist with directions to Meeting and may want to provide dinner for the DML. The host chapter should broadly advertise the DML talk to the local technical community to maximize attendance. The host should indicate the approximate number of the attendees before the DML prepares the Pre-Talk Form.

### **DML Expense Limit and Travel Reimbursement**

Allowed DML Expenses follow the same travel reimbursement policy as AdCom travel, as follows:

- "The nominal maximum reimbursement for a domestic or within a single continent trip is US \$1500 (within Region) unless a more restrictive budget limit is specified by details of the particular travel grant or award".
- "The nominal maximum reimbursement for an international or multi-continent trip is US \$2250 unless a more restrictive budget limit is specified by the details of the particular travel grant or award".
- Additional air travel legs on a trip increase the maximum reimbursement by \$500 per leg. An additional air travel leg is defined as stopping in a 2nd (or 3rd ...) city airport to attend multiple events for Society business on a single trip.
- Speakers' Organizations and the Chapters may be requested to cover local expenses (typically meal + lodging) whenever possible.
- Maximum yearly expense depends on the number of talks requested by TCFDC.

### **Approval and Payment of DML Trip Expenses**

After a DML has completed a Talk or series of Talks, the DML shall complete a DML Post-Talk Report, IEEE Expense Form, and optional Bank Transfer Form. These with copies of necessary receipts will be submitted to DML Coordinator for Review and Approval. After Review/Approval the material will be passed on to the MTT Assistant Treasurer for Reimbursements. A copy of the Post-Talk Report is attached as Attachment 2.

### **Reporting of DML Activities**

The DML Coordinator shall maintain a spreadsheet of all DML Activities. A summary status Report shall be presented at the AdCom Meetings and a yearly Summary Report will be presented at the January AdCom Meeting. The complete detailed Report shall be available for review by the AdCom.

## **2. DML Selection**

- a. Selection Philosophy

In the selection process, the topic, the qualification of the candidate, and the geographic representation should be considered. The topic should be clearly of interest to the MTT-S members. The candidate should be an expert on the topic and an excellent speaker. Global representation of DML speakers should be encouraged.

b. Nomination and Selection Process

TCFDC has the responsibility of suggesting topics, soliciting DML nominations, selecting finalists, and presenting recommendation of finalists to AdCom for approval.

The topics of interest are suggested by Technical Committees, with focus on emerging technologies.

A DML Selection Committee is formed in TCFDC, with the Chair selected by TCFDC Chair and confirmed by President. The members are jointly selected by DML Selection Committee Chair and TCFDC Chair. To avoid potential conflicts, the Chair and members of the DML Selection Committee should be past DMLs. The Chair of DML Selection Committee is responsible for drafting a solicitation letter listing the details of requirements. All nominations should be endorsed by at least one TC. The nomination should include the following materials:

- 1) Suggested speaker (include affiliation, contact information, IEEE Region, and a recent CV).
- 2) Suggested topic and title of DML presentation, and sponsoring TC(s)
- 3) Brief synopsis of the proposed presentation and why it is expected to be of interest to MTT-S members
- 4) Brief statement about the technical contributions of the candidate to the topic of presentation
- 5) Brief statement on the presentation abilities of the candidate (e.g. # of talks given, invited contributions, etc.). Please comment on the nominee's presentation quality and style.
- 6) Set of no more than 10 sample slides (Power Point or PDF format) of the proposed presentation, indicating the technical contents. If there are more than 10 slides, reviewers will be directed to consider only the first 10 slides.
- 7) A brief (< 10 minutes) video or link to a video of the speaker giving an oral presentation on a technical topic. The topic of the video presentation does not need to be the same as the intended DML presentation.

The solicitation letter should be sent to Technical Committee Chairs and Vice Chairs by TCFDC Administrator on behalf of TCFDC Chair, and to all AdCom members by AdCom Secretary, and posted on the MTT-S website. The letter should also be sent to MGA Committee Chair for distribution to Regional Coordinators and Chapter Chairs. The TCFDC recommends the slate of DML candidate(s) to AdCom for approval prior to August.

c. A detailed SCHEDULE OF EVENTS delineating the DML selection process is provided below.

DATE	ACTION/ACTIVITY	RESPONSIBILITY
All Year	Based on interest of members, identify topics of interest with focus on emerging technologies.	TCFDC Chair
1 March	Send emails or use any suitable method to solicit DML candidates. Request responses by 15 April. This deadline may be extended as deemed necessary by the DML selection chair	DML Selection Committee Chair
20 April	Send nomination packages to DML Selection Committee Members and start the review process	DML Selection Committee Chair
20 May	DML Selection Committee completes the review process. rank order the candidates, conduct WebEx interview with the top candidates and determines the finalists of candidates for recommendation to AdCom.	DML Selection Committee Chair
25 May	DML Selection Committee Chair sends the recommendation of finalists to TCFDC Chair	DML Selection Committee Chair

Summer AdCom Meeting (or by 1 August at the latest)	Present a motion of new DML recommendation to AdCom for approval. Note: Electronic voting process can be used for this motion as long as it is conducted before 1st of August.	TCFDC Chair
---	--	-------------

#### 4. Management of the DML Program

- a. The selection process is the responsibility of the TCC, in particular the DML Selection Committee, as outlined in 2 above.
- b. The coordination, the travel reporting, and the reimbursement requests are managed by the DML Coordinator in TCFDC.
- c. DML Responsibilities:
  - Commitment to comply with the Society's guidelines
  - Give talks in multiple geographical regions requested by TCFDC.
  - Take a few minutes during the talk to mention about MTT-S membership and benefits (Promotional Slides are provided to DMLs).
  - Spend some 1-hour technical/social time with attendees/ students and be willing to provide advice/mentorship to them.
  - Deliver a talk at the January Technical Meeting
  - Contribute an article to the Microwave Magazine on their topic at the LATEST by the end of the first year of the DML's term.
  - Contribute to the Webinar Program.
  - Seek lodging and meal support from Chapter or DML's institution to offset some of the cost.

#### 5. Stature of the DML Program

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

(J. Raue: 6/92)  
 (J. Modelski, 5/03)  
 (K. Wu and M. Harris, 6/09)  
 (J. Lin, 12/2011)

## **FELLOW EVALUATING COMMITTEE (FEC)**

The Fellow Evaluating Committee is responsible for the Society's evaluation of Fellow nominations. The Committee receives the nominations referred to the Society from the IEEE Fellow Committee, evaluates the nominations, and submits the evaluation forms to the IEEE Fellow Committee based on IEEE guidelines and procedures. All the Committee members shall hold the grade of Fellow of the IEEE.

### **Purpose of the Committee**

The goal of this Committee (the Society Fellow Evaluating Committee) is to provide IEEE Fellow Committee Judges with a critical evaluation and assessment of nominees referred to the Society by the nominator. This evaluation shall be performed by preparing an evaluation form for each referred nominee and submitting it to the IEEE Fellow Committee Judges. The Fellow Evaluation Committee perform an essential role in the Fellow evaluation process and IEEE Fellow Committee Judges rely highly on the Society Fellow Evaluation Committee's evaluations for an objective and technically informed assessment of the nominee's credentials. This Committee should be composed of experts with diverse backgrounds such as research and development, teaching, technical management, engineering application and practice (including product or system design), manufacturing, system operation, product application, etc.

### **Appointment of the Committee Chair and Vice-Chair**

The Committee Chair and Vice-Chair shall be appointed by the MTT-S AdCom upon recommendation of the President, prior to the Winter AdCom meeting.

The Committee Chair and Vice-Chair must be an active IEEE Fellow, an active member of the Society, and a Past President or a Past Editor-in-Chief of the Society. The Committee Chair and Vice-Chair cannot serve as a nominator for any Fellow nominees in IEEE and cannot serve as a reference or an endorser for any Fellow nominee evaluated by this committee. The Chair and Vice-Chair cannot be a member of the IEEE Fellow Committee or a member of the IEEE Board of Directors.

If, at any time, the Chair or Vice-Chair is deemed to be negligent, or does not fulfill the duties set by the IEEE or the Society, or violate any IEEE or MTT-S policies, he/she may be removed by the MTT-S AdCom, and a replacement shall be appointed.

### **Terms of Appointments**

The Chair, Vice-chair, and Members of the Committee are appointed for one-year term, and may be re-appointed following the term limits set by IEEE Society/Technical Council Fellow Evaluating Committee Handbook. The Chair shall not serve for more than two consecutive terms. The Vice-Chair and Members shall not serve for more than three consecutive years. Any individual in the Committee, including Chair and Vice-Chair, shall not serve for more than 5 consecutive years, regardless of the position held. The appointment of members shall be planned over time so as to avoid the termination of more than one-third of the members in any calendar year.

The Chair and Vice-Chair select about 10 Committee Members. The Committee Member must be an active IEEE Fellow, an active member of the Society, and cannot be a member of the IEEE Fellow Committee or a member of the IEEE Board of Directors. The Committee Member cannot serve as a nominator, reference or endorser for any Fellow nominee evaluated by this committee. The committee members must represent a majority of the disciplines within the MTT-S, as well as have sufficient knowledge and experience to adequately evaluate nominations. The committee members, as much as possible, should also span the geographical regions covered by the MTT-S and all gender, age, nationality, racial or other subgroups represented within the MTT-S specifically, and the IEEE in general.

Following IEEE requirements, the roster of the Society Fellow Evaluating Committee shall be made publicly available on the Society website. It is recommended that only the names of the Chair and Vice-Chair be made public prior to the

completion of the Committee's tasks, and the full roster of the Committee be made public after the completion of the Committee's tasks.

Committee members that fail to fulfill all the duties or function in a way that is judged to be unacceptable or inadequate by the Chair and vice-Chair, may be removed or replaced, at the discretion of the Chair and Vice-Chair.

In the event that the Chair is unable to complete his/her duties during the course of the evaluation process, the Vice-Chair will assume the duties of the Chair and may select a new Vice-Chair from among the existing committee members, with approval of the MTT-S President.

### **Duties of the Chair and Vice-Chair**

The Chair will determine the roles and responsibilities of all committee members, including the Vice-Chair, and reports directly to the MTT-S President.

The Chair and Vice-Chair will jointly identify, solicit and populate the committee at least one month prior to the start of the Fellow evaluation process, as outlined in the Schedule section below.

The Chair and the Vice-Chair will fulfill all the requirements of the IEEE Fellow evaluation process as outlined in the IEEE Society/Technical Council Fellow Evaluating Committee Handbook.

The Chair is responsible for guiding and conducting all committee tasks and assignments.

The Chair, in consultation with the Vice-Chair, has final decision-making authority for setting or enforcing the standards and making any determination about concerns raised within the committee as well as acting as the deciding vote in any committee decision that is at an impasse.

The Chair is responsible for policing and maintaining the standards set for the MTT-S Fellow evaluation process and for reporting any problems or requesting any changes directly to the MTT-S President.

The Chair and Vice-Chair are responsible for assuring adequate committee member participation, as well as assessing and dealing with any delinquency or non-compliance or any other issues within the committee.

The Chair, in consultation with the Vice-Chair, may replace any committee member, or add a new member to the committee whenever he/she deems this necessary.

The Chair is responsible for submitting the society evaluation forms through the official IEEE Fellows process and by the dates specified by the IEEE.

The Chair must not evaluate nor score nominees and shall send to the IEEE Fellow Committee the evaluation forms of all nominees as approved by this Committee. The Chair must lead this Committee in a fair and impartial way, also making sure that this Committee's evaluations are fair and impartial.

The Chair will also report to the MTT-S President as requested or at the end of the Fellow evaluation process, but with adequate time (a minimum of one week) for the President to raise any issues that he/she feels were not properly dealt with by the committee and need to be revisited.

### **Detailed Committee Evaluation Process and Operational Notes**

The evaluation process follows the schedule set out by the committee Chair each year. A typical schedule (example from 2019) is given in the section that follows this one.

The Chair, together with the Vice-Chair, sets the procedures for the selection process each year but is strongly encouraged to follow the detailed guidelines below so as to be consistent with successful processes from prior years:



- The MTT Society conducts its Fellow evaluations using a slightly different method than that used by many Societies and Technical Councils in the IEEE. Instead of selecting three or four evaluators for each nomination, the Committee generally asks everyone on the committee to review all nominations during the committee discussion phase. This provides a better statistical analysis of the nomination's potential of success. However, if the number of nominations is unusually large in any given year, the Chair and Vice-Chair may pre-screen and pre-sort all of the nominations up front and distribute appropriate groups of nominations within the committee to one or more experts to assist with this prescreening process.
- The Chair and Vice-Chair will choose specific committee members to serve as “champions” for (approximately) equal number of nominees. The champion may or may not know the nominee. The champion has three roles: (1) Check citation count for references in the nomination package; (2) Lead off discussion on the nominee during discussion phase; (3) Serve as Scribe for the final Evaluation Form to be submitted to IEEE. Any conflicts of interest or problems brought up by specific committee member assignments will be handled by the Chair and Vice-Chair.
- The discussion phase is critical to the final ranking of nominees. The Committee generally holds three teleconferences for discussions to reach a consensus in the end. The individual rankings of the nominees by committee members are displayed during teleconferences but are not shared by email due to the IEEE requirement of confidentiality. Only the final ranking will be shared by email for committee confirmation prior to final submission of Evaluation Forms and Ranking by the Committee. Timing of the teleconferences is usually challenging because of the diverse range of time zones.
- After the discussion phase is completed, evaluators (Vice-Chair and Committee Members, excluding Chair) enter individual scores on a prearranged electronic score sheet. The scores are later forwarded to the IEEE by the Chair, but the comments are only seen by the Chair and Vice-Chair.
- In the final step, the Committee Members designated as Scribes draft strong support letters in the format of Evaluation Form for their assigned nominees. Each committee member is also expected to serve as a reviewer for one or more support letters by other Scribes. These committee support letters in the format of Evaluation Form and the final committee ranking will be submitted to IEEE Fellow Committee Judges, and therefore are crucial and should be written as strong as possible. Consequently, the Committee should allow as much time as possible for writing and revising these support letters and the Chair and/or Vice-Chair may suggest revisions to strengthen the letters. The Chair of the committee submits these letters in the format of Society Evaluation Form to the IEEE.

## 6. Sample Timeline (2019)

- January 31: Chair confirms committee to MTT-S President.
- March 15-20: Chair assigns every nominee to every evaluator on the IEEE Fellow Evaluation web site. Each evaluator identifies any conflict of interest and propose three nominees for whom the evaluator will serve as “champion.” Members also send dates/times when they are not available for conference calls during the dates April 15-30.
- March 20-April 15: Evaluators review all nominations, compile statistics on the references, form a preliminary ranking of nominees (rank nominees in all categories, not just Research Engineer/Scientist as in prior years).
- April 15-25: Discussion among evaluators, through three teleconferences, with the goal of refining and agreeing upon ranking of nominees. Only positive, factual comments about nominees will be exchanged.
- April 25-May 15: Scribes compose support letters (about 3) and iterate with Reviewers. Final draft letters are due to Chair/Vice Chair by May 15.
- May 15-31: Chair/Vice-Chair iterate with Scribes and Reviewers on final revision of letters. Evaluators fill in and submit their individual evaluation forms with scores online.

- June 1-9: Members review the revised letters and provide final approval. Approval for each letter by at least five members is required.
- June 9-10: Chair uploads society support letters and summary of scores to IEEE and completes the Committee tasks.
- [Note: All the tasks have to be completed by IEEE deadline. If MTT Microwave Week is before the deadline, it is strongly suggested all the tasks be completed before MTT Microwave Week.]
- June 15: Site closes at 23:59 ET. From the IEEE: “Firm deadline, no exceptions.” If all packages are not received by the June 15 deadline, the Society’s evaluations will be deemed incomplete and not forwarded for consideration to the IEEE Fellow Committee.

(P.H. Siegel: 4/19)

(J.S. Kenney: 4/19)

(J. Lin: 5/19)

# GENDER-NEUTRAL COMMUNICATIONS

## GUIDELINES

The following are guidelines recommended by the Administrative Committee of the IEEE Microwave Theory and Techniques Society for gender-neutral communications. All MTT-S committees shall utilize these guidelines in their formal MTT-S communications, including announcements, documents, manuals, and web pages. The governance documents of the MTT-S shall be written to adopt these guidelines for the Constitution, By-Laws, and Operations and Procedures Manual, as well as all future documents. Existing historical documents that are not presently employed during Society business shall not be altered.

MTT-S committees are encouraged to use gender-neutral communications in their informal communications, and are required to use gender-neutral communications in formal or public written communications. As an example, a Technical Committee chair is encouraged to write the minutes of the TC meeting in a gender-neutral way, but this is not required. On the other hand, if this TC launches a student competition that is publicly announced, then the phrasing of the written announcement is required to be gender neutral.

Below are some guidelines for the use of gender-neutral phrasing in communications. Because pronouns are a key contributor to gender specificity in English, strong emphasis is placed on alternatives to gender-specific pronouns. A lexicon of commonly used terms follows. The guidelines represented here draw heavily from the document in [1].

## PRONOUNS

It is recommended that the use of the singular pronouns, “he, him, his, she, her, hers” be avoided except when referring to a specific person. The following examples illustrate a gender-neutral approach:

### **Repeat the Noun**

**Example:** The duties of President-Elect include assisting the President in the performance of *his* duties.

**Change to:** The duties of President-Elect include assisting the President in the performance of *the President’s* duties.

### **Use Plural Pronouns**

**Example:** Each technical committee chair should ensure *his* committee members consist of technically qualified MTT-S members who demonstrate initiative and willingness to actively pursue the collective interests of that Technical Committee.

**Change to:** Technical committee chairs should ensure *their* committee members consist of technically qualified MTT-S members who demonstrate initiative and willingness to actively pursue the collective interests of that Technical Committee.

### **Reword the Sentence**

**Example:** Each Distinguished Microwave Lecturer takes approximately 6-7 lecture trips. *He* will typically give 1-3 lectures per trip.

**Change to:** Each Distinguished Microwave Lecturer takes approximately 6-7 lecture trips, *with typically* 1-3 lectures *given* per trip.

### **Use a Neutral Noun, Title or Other Description for the Pronoun**

**Example:** Society fees for Honorary Life Members shall be paid from the Society Treasury. *He* shall arrange for this with IEEE Headquarters.

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

## General notes on pronouns

- The use of gender-specific pronouns is not recommended. Reword the sentence to eliminate the need for “**he or she**” or “**him or her**.”
- The nonspecific pronoun “**S/he**” is not recommended.
- Alternating use of “**he**” and “**she**” is not recommended.
- The use of a plural pronoun in a situation that requires a singular pronoun is not recommended, for example, “Nominee must be no more than 38 years of age (*i.e.*, must not have reached **their** 39<sup>th</sup> birthday) and must be an MTT member at time of nomination.”

## TITLES/FORMS OF ADDRESS

The context in which many occupational titles or society designations were created no longer exists. Domination of an occupation by one gender or the other tended to create the assumption that certain roles were only for men or only for women.

### Gender-Specific/Gender-Neutral Examples

- committee chairman or chairwoman/committee chair
- web master/web administrator
- ombudsman/ombuds officer
- mailman/mail carrier
- policeman/police officer
- fireman/firefighter
- stewardess/flight attendant
- foreman/supervisor

### Gender-Specific Qualifiers

There is no need to qualify occupational titles that apply to women and men unless the person’s gender is relevant. Reference to the gender of the person puts the emphasis on the personal characteristic rather than occupational knowledge and skills, e.g., “woman engineer,” “female scientist,” “male secretary.”

### Gender-Specific Roles

It is not necessary to portray how members of each gender perform roles that were traditionally the occupations of one or the other.

**Gender specific:** Engineers, their wives and children

**Gender neutral:** Engineers, their spouses and children

### Gender-Specific Suffixes

Avoid the “ess” and “ette” words that have in the past been used to apply to women. These endings diminish the status of the root word. For example, steering committee members can be male or female and, thus, there is no need for “local arrangements hostess” or “female committee member” to be used when talking about women.

## References

[1] Government of Prince Edward Island, “Guidelines for gender-inclusive communication,” May, 1999, *available on line at:*

<http://www.gov.pe.ca/photos/original/GenderGuideline.pdf>

## LEXICON

Certain terms and expressions are commonly used in MTT Society communications. Those that have, either in the past or in the present, gender-specific forms are listed in this lexicon. The preferred usage (with historical usage in parentheses) of these terms and expressions are provided below:

- Committee Chair (Committee Chairman, Chairwoman, or Chairperson)
- Conference Chair (Conference Chairman, Chairwoman, or Chairperson)
- General Chair (General Chairman, Chairwoman, or Chairperson)
- Engineer (Female Engineer or Male Engineer)
- Ombuds officer (Ombudsman)
- Technical Program Chair (Technical Program Chairman, Chairwoman, or Chairperson)
- Web Administrator (Webmaster)

(K.A. Remley and D. Schreurs 12/11)