

IEEE MTT-S AdCom 2020 Operations Committee

Chair: Julio Navarro

Vice Chair: Terry Cisco

Past Chair: Mohammad Madihian

Parliamentarian: Charlie Jackson

Personnel: John Barr

Historian: Steve Stitzer

Operating & Procedures: Kim Eilert

Information

- This file documents all revisions made to the MTT-S Handbook during the 2020 administration sessions

2020 Changes to MTT-S Handbook

Motion approved by AdCom on January 26th

2. How Selected and Term of Office:

(a) 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** **appointed** 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, **subject to annual review**, 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 the Publications Committee**. (e) A guest editor of a mini-special issue, not being a stand-alone issue, is **nominated** **appointed** by the editor-in-chief **and approved by the Chair of the Publications Committee**. (f) **Track editors, associate editors, and guest editors serve at the pleasure of the editor-in-chief.**

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 AM1**.
- Maintains list of Editorial Board, and solicits 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, **and** 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** **their** guest editors to **AdCom Publications Committee** for a vote.

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- Report the status of the **Journal Transactions journal** to the AdCom at each regular meeting.

Motion: IEEE MTT-S AdCom MTT-S AdCom approves changes to the Operations Manual regarding the selection and approval of associate and track editors, as well as special issues and the editors for the special issues for our archival journals (T-MTT, T-TST, and MWCL) as detailed in the following slides.

2020 Changes to MTT-S Handbook

Motion approved by AdCom on June 19th

3a. News Item

A news item differs from formal recognition of a deceased MTT-S member. The news item is intended to quickly inform the membership of the passing of a colleague and is handled separately from full honors and remembrance. Publication of the news is in accordance with the following procedure.

- o A person with information on the death of an MTT-S member(s) or one who has made notable contributions to the MTT Fields of Interest, should first notify the Secretary. The Secretary will draft the announcement after consulting with the President and the Memorials Chair. If the individual was not an MTT-S member, the Memorials Chair will decide on publishing the news. The news article is normally limited to 75 words and to be newsworthy, published within 90 days of the event.
- o The Electronic Information Committee will post the news on mtt.org homepage and the e-newsletter editor will include it in the coming issue of the e-newsletter.
- o The Memorials Committee decides the Tier level and proceeds to generate the appropriate recognition.

Motion: IEEE MTT-S AdCom approves the inclusion of a News Item section in the Memorials Committee section of the MTT-S Procedure Manual.

2020 Changes to MTT-S Handbook

Motion approved by AdCom on September 13th

Addition of MTT-29 to list of Technical Committees in Appendix 1

prior

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

List of Technical Committees

Core Technologies and Techniques

Foundational Techniques Cluster

MTT-1	Field Theory and Computational EM
MTT-2	Design Automation

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.

New

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MTT-28	Biological Effects and Medical Applications
MTT-29	Microwave Aerospace Systems

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Motion: IEEE MTT-S AdCom approves addition of “MTT-29 Microwave Aerospace Systems” to Appendix 1 of the Handbook.

Information

- The following slide details a pending revision to the MTT-S Handbook. This motion has been approved by AdCom during the 2020 session, and requires approval by the IEEE Vice President of Technical Activities.

Pending Change to MTT-S Handbook

Motion approved by AdCom on January 26th

This Bylaw revision is awaiting approval from the IEEE VP TA.

Prior

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.

Pending

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Motion: IEEE MTT-S AdCom approves to delete the wording "coordinating" from the Bylaws and the Procedures Manual of the Standards Coordinating Committee.

This affects section 5.2.13 and pages 143-145 (AdCom Committees Coordination section).