

# Information

- This file documents all revisions made to the MTT-S Handbook resulting from the 2021 and 2020 administrative sessions

# IEEE MTT-S AdCom 2021 Operations Committee

**Chair: Sridhar Kanamaluru**  
**Vice Chair: Kim Eilert**  
**Prior Chair: Julio Navarro**  
**Member-at-Large: Terry Cisco**  
**Parliamentarian: Charlie Jackson**  
**Memorials Chair: Jerry Hausner**  
**Personnel Chair: John Barr**  
**Historian: Steve Stitzer**  
**Operating & Procedures: Kim Eilert**

# 2021 Changes to MTT-S Handbook

Motion approved by AdCom on January 23

**Add to the N&A Section in the MTT-S Procedures manual, currently on page 114, as shown:**

**obtain an IEEE review of a candidate's compliance with IEEE Ethics and Compliance data bases, as needed.**

**Background:** IEEE now provides an ethics/compliance data base search service to Societies.

**Rationale:** IEEE is strongly encouraging data base background checks for all Society election nominees

**Motion:** Motion for addition to MTT-S Procedures Manual requiring review of candidates.

# 2021 Changes to MTT-S Handbook

## Motion approved by AdCom on January 23

**SPEAKERS BUREAU PROGRAM AND PROCEDURES** The Role of the Speakers Bureau The Speakers Bureau (SB) Program is an additional degree of technical service and support for the MTT-S membership through the Chapters. The main aim of the Program is to supply regional speakers who are geographically local to a requesting Chapter. Based on the Technical Committees SB recommendation and available DML-Es, a pool of potential speakers are provided to serve on the Program who can be called upon to deliver a talk on a case-by-case basis subject to technical focus, location, and availability of funds. If a Chapter is co-sponsoring a regional conference, the talk can be given at the conference. **SB Expense Limits and Travel Reimbursement**• The maximum financial support per speaker is: \$500/trip and \$1000/year. • The maximum total support per Technical Committee: \$2000/year (all regions) + an additional \$1000/year for talks delivered to Regions 9 or 10. • DML-Emeritus (DML-E) have to be elected active SB speakers to participate in the program. • SB talks need to be registered and approved, even if they are only given online. This requires submission of a pre- and post-form to the DML coordinator. **SB Term and Nomination**• Each TC evaluates and votes on their SB speaker nominees and proposes them to TCFDC through the biennial survey. • The SB speakers are approved and appointed for a 2-year term by the TCFDC. • The maximum number of SB speakers per Technical Committee is: 3 if none of the active speakers is from Region 9 or Region 10. 4 if at least 1 active speaker is either from Region 9 or from Region 10. • No term limit for SBs exists, but a speaker is only eligible for immediate re-election if the minimum requirement of 2 approved talks (in person or virtual) per year has been met. Additional contributions such as Microwave Magazine articles and webinars are encouraged.

*Placed on page 156 of the Handbook.*

**Motion:** AdCom approves the addition of the following Speakers Bureau program and procedures to the MTT-S Handbook.

# 2021 Changes to MTT-S Handbook

## Motion approved by AdCom on January 23

- 1.1 E-mail balloting can be used to handle a variety of items:
  - Conference sponsorship approval;
  - Approving non-budgeted expenditures of ~~\$15,000~~ \$25,000 or less;
  - Changes to the Procedure Manual (requires a two-thirds majority vote)
  - 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~~ \$25,000;
  - Approve the annual MTT-S Budget
  - Perform IMS Site Selection
  - ~~Changes to the Procedure Manual~~

**Rationale** 1. The \$15,000 limit was established several years back. Currently all contracts above \$25,000 must be reviewed by IEEE, and thus an increase to that limit for Email Ballots seems reasonable. 2. The current restriction on changes to the Procedures Manual, a result of several past messy email ballots, prevents even minor changes to the procedures manual outside of AdCom meetings. 3. The current restriction, during the pandemic and even during normal times, limits addressing even the minor issues in the Procedures Manual. The motion, once approved, provides the required flexibility.

**Motion:** IEEE MTT-S AdCom approves the following changes to the email ballot guidelines.

# 2021 Changes to MTT-S Handbook

## Motion approved by AdCom on January 24

- 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~~ shall e-mail the motion and documents to the voting AdCom members, and ~~will~~ shall carbon copy (cc) to the Chairs of AdCom Committees, Parliamentarian, members of the Past Presidents Council, any nonvoting AdCom members upon the request to the Secretary to be included, and as otherwise directed by the AdCom. [... clipped for clarity ...]
  - 2.3 There ~~will~~ shall 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.~~  
The voting period shall remain open during the discussion period. The voting period shall close after 15 days, or when an absolute majority of members have voted to accept (or reject) the motion, or at the next ADCOM meeting, whichever occurs first after the discussion period. If by the deadline, enough members have failed to vote for an absolute majority to accept the motion, 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~~ AdCom and eligible voting ~~Ex-officio ADCOM~~ 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~~ it has been distributed.

**Rationale** 1. 30-days is proving to be a long-time for the voting period, especially when multiple email ballot votes must be conducted. 2. Reducing the email ballot voting period to 15 days (10 days of discussion and another 5 days for voting) would allow many email ballot votes to be conducted. 3. The email ballot vote period was 14-days in 2014 4. Changed in 2018 to current verbiage (shown in box), to allow ballots to be closed once majority is reached; Not practiced consistently – due to lack of clarity and background knowledge 5. Voting members are losing track that the email ballot vote is ongoing when the voting period is 30 days.

**Motion:** IEEE MTT-S AdCom approves the change to reduce the email ballot voting period from 30 days to 15 days as stated in attached document.

# 2021 Changes to MTT-S Handbook

## Motion approved by AdCom on January 24

### STANDARDS COMMITTEE

#### 3. Officers

The Chair shall be ~~a member of any grade (except students)~~ of Graduate Student Member grade or higher 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.

**Motion:** IEEE MTT-S AdCom approves granting Graduate Student Members the same privileges as Members, and delegates to the Operation Committee the responsibility to make the necessary changes to the Handbook.

# **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**



# 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.

...

- 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

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

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

MTT-27	Connected and Autonomous Systems
MTT-28	Biological Effects and Medical Applications
MTT-29	Microwave Aerospace Systems

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](#).

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