IEEE MTT-S
TC Operation Guideline

March 2023

TC Membership: Regular Member

- TC Membership lasts for two years and can be renewed every two years, provided the member is qualified.

- TCs have the authority to add new members but should also remove members who are no longer active or engaged. The criteria for membership are not specified and are left to the discretion of each TC. Generally, members should possess significant expertise and experience in the field and be willing to contribute to the committee.

- To admit new members, the TC should discuss the application within the committee and receive approval from the majority of the existing members. New member can be admitted anytime, but usually the count of the membership term starts from 1st January.

TC Membership: Regular Member

- A membership survey form is sent out every two years*. Members seeking renewal must fill out the survey form, detailing their contributions and activities. Failure to participate in TC-related activities can result in the termination of membership.

- To encourage the participation of Young Professionals and recruit new high-quality individuals, each TC is expected to sustain at least 20% of its members as Young Professionals. Gender and geographic balance should also be considered. Mixing between industry and academia is also encouraged.

Note: to synchronize with the survey, the first term of new members may last 3 years before renewal. For instance, the last survey was sent out in December 2022 and the next survey is due in December 2024 for renewal membership of 2025-2026. If a new member starts in January 2024, his/her term will be automatically renewed to December 2026.

TC Membership: Affiliate Member

- TC Affiliates have the same privileges as regular "Members", but have no voting rights and cannot be elected as chair or vice-chair.

- Participation in the annual in-person meeting of TCs is not mandatory.

- TC Affiliates are appointed for a 2-year term. The maximum number of terms for an Affiliate is 3. TC Affiliates may be elevated into a regular "Member" status during their time of service or immediately thereafter.

- Affiliate Admission Path
  - Was selected from a center program in 2021
  - Recommended to run by TCs directly from 2023.

TC Membership: Affiliate Member

- The following selection criteria are recommended:
  - Three years of professional experience in academia or industry after graduation; Only Young Professionals (according to the IEEE definition) with MTT-S membership are eligible.
  - Presentation of a meaningful statement of purpose defining the motivations.
  - Proof of early achievement or volunteerism of the candidate.

- Travel grant is available to TC Affiliates (2022-2023)
  - For attending in-person TC meeting, usually at IMS
  - Only can apply for once, and the amount* depending on which region traveling from:
    - Region 1-7 (US and Canada) - $ 750
    - Region 8 (Europe and UK) - $ 1500
    - Region 10 (Asia and Australia) - $ 1800

*The amount can be adjusted if the meeting is held outside US.

TC Membership: Emeritus

- The Emeritus status is designed to honor retiring regular members who have made significant contributions to TC activities over a substantial period of time and wish to continue providing advice. TC Emeriti do not have voting rights, but they are listed on the website, remain on the email distribution list, and are welcome to attend the annual in-person meeting of their TCs.

- The number of TC Emeriti cannot exceed 20% of the current TC membership. Each TC votes on its Emeriti, who must be approved by a majority of the TC voting members. The regular term of a TC Emeritus is two years, subject to renewal by the TC chair.

- To be eligible for TC Emeritus status, an individual must have been a regular member of the TC for at least ten years, with evidence of significant contributions to the TC, including outstanding service as Chair for at least one term (which can be part of the aforementioned 10 years).

- An individual can only become an Emeritus of a TC if they do not have any other active memberships (regular or Emeritus) in another TC of MTT-S.

TC Chair/Vice-Chair Appointment

- The term of service for the Chair/Vice-Chair is two years, starting on January 1st.

- The Chair/Vice-Chair should be elected by the TC members. In some TCs, the Vice-chair automatically becomes the Chair after two years. In this case, TC only need elect the Vice-Chair every two years.

- At present, (from the guideline in the handbook), there is no limit on the number of terms the Chair/Vice-Chair can serve. However, we strongly encourage a regular rotation of the Chair/Vice-Chair position.

Overall Tasks of TC

- Providing a Web Page that describes the Committee and provides a forum for information exchange.

- Providing technical articles and sponsor special issues for MTT-S publications

- Sponsoring Student and Practitioner contests.

- Sponsoring/organizing Workshops at the annual MTT-Symposium.

- Reviewing candidate Symposium Workshops, Focus and Special Sessions.

- Propose and support regional and other Technical Meetings.

- Providing technical reviews of current and proposed MTT-S co-sponsored conferences and workshops.

- Nominate Distinguished Microwave Lecturers (DMLs) representing the committee's areas of interest in accordance with the DML nomination procedures.

- Appoint Speakers Bureau (SB) Speakers.

Overall Tasks of TC, Conts

From the Handbook

- Submit at least one report of its activities to the IEEE Microwave Magazine every two years.

- Shall be responsible for sponsoring special issues in the Microwave Magazine, as often as practical, but not less than once per three years.

- Hold at least one TC committee meeting per year, preferably during the IMS Week.

- Actively pursue appropriate interactions (e.g. meetings, workshops, symposia) with other technical societies.

- 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.

- Submit TC membership roster to TCFDC every year, prior to December, as to the continuation of that TC during the next year.

TC-Chairs Meetings/Reports

- TC Chairs in-person Meetings are 3 times a year

    (1) @AdCom AM1/IMS-TPRC (January)
    (2) @IMS (June)
    (3) @EuMW or similar conference (Sept/Oct)

- Submit an article reporting its activities to the IEEE Microwave Magazine every two years.

- In June meeting, TC shall present an oral report (if not submitting Magazine article in that year).

MTT-S Handbook can be found on MTT.ORG website:

https://mtt.org/governance-documents/