

BYLAWS

IEEE CONSUMER TECHNOLOGY SOCIETY (CTSoc)

Revised July 27 2023

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IEEE CONSUMER TECHNOLOGY SOCIETY

These Bylaws provide detailed guidance for the supervision and management of Consumer Technology Society (CTSoc) affairs, in accordance with the Society Constitution. Amendments may be made by means of the procedures described in Article IX of the Constitution.

ARTICLE 1 OBJECTIVES

- 1.1 The objectives of the Society are to provide its members and the global community of consumer technology industry professionals with the services outlined in Clauses 1.2, 1.3, and 1.4.
- 1.2 Technical Services:
 - Creation via research and innovation in the IEEE Consumer Technology Society community.
 - Identification and promotion of topics relevant to the Society's Field of Interest (FOI).
 - Worldwide dissemination via publications, presentations, and electronic media.
 - Exchange via Chapter activities, workshops, discussions, mutual assessments, general networking on technical subjects, and other means of professional communication.
 - Facilitation of standards activities.
- 1.3 Education (basic and continuing):
 - Tutorials, short courses, lecture programs.
 - Chapter support and other delivery mechanisms.
- 1.4 Professional Services:
 - Personal career growth by providing technical and personal development information.
 - Job opportunity benefits through inter-personal networking and facilitation of interactions among members.
 - IEEE programs.

ARTICLE 2 SOCIETY MEMBERSHIP

2.1 Grades:

- 2.1.1 Where used in these Bylaws, the term “member” when printed without an initial capital letter, includes all grades of membership.
 - 2.1.2 A Consumer Technology Society (hereinafter “Society”) member’s grade shall be the same as an IEEE member’s grade in accordance with IEEE Bylaws and Policies.
 - 2.1.3 Members of the IEEE may become members of the Society upon payment of the annual Society membership dues in effect at the time Society membership is requested.
- 2.2 Non-members of the IEEE who are members of certain other organizations accredited by the IEEE, as provided in IEEE rules and regulations, may become Affiliates of the IEEE and members of the Society upon payment of the annual Society membership dues in effect at the time Society membership is requested.
- 2.3 Student Members and Affiliates shall have all the rights and privileges of membership within the Society *except* for the right to vote on matters presented to the Society membership and the right to hold office. Associate Members shall have all the rights and privileges of membership within the Society, except the right to hold office.
- 2.4 Members who hold the grade of Graduate Student Member, Member, Senior Member, or Fellow in the IEEE shall have all the rights and privileges of membership within the Society unless otherwise specified in these Bylaws.
- 2.5 A Society member who is delinquent in paying Society dues shall be dropped from membership according to IEEE procedures. A former member may reinstate membership upon payment of current dues.

ARTICLE 3 FINANCES

(Constitution Reference Article IV)

- 3.1 The Society Officers shall prepare budgets for the coming calendar year in the first half of each year for initial approval by the CTSoc Board of Governors (BoG) at its mid-year meeting, and for final approval at its end-year meeting and submission to IEEE TAB.
- 3.2 Actuals shall be reviewed throughout the year, and a forecast reported at each meeting.
- 3.3 The administrative and fiscal year for the Society shall be from January 1 through December 31.
- 3.4 Annual dues and fees, determined by the BoG, shall be collected from each Society member.
- 3.5 The Society may raise funds, as specified in Article IV of the Constitution, and the IEEE Bylaws and rules and regulations.
- 3.6 IEEE shall act as bursar for all Society funds except as specified hereunder. If any part of the Society

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funds are received and deposited separately, the terms and conditions shall be in accordance with IEEE policies and subject to any special limitations imposed by the BoG. All other fiscal affairs shall be handled through the IEEE by the Society Treasurer.

- 3.7 Disbursement for Society funds shall be on the authority of the Society Treasurer based on the annual budget approved by the BoG, in accordance with established procedures and policies of the IEEE. During the fiscal year, any ad-hoc requests for additional funds or reimbursement of expenses falling outside the approved budget must be brought before the BoG for approval. However, the BoG may authorize the Treasurer to disburse funds to defray legitimate expenses incurred by the BoG, or by the various committees.
- 3.8 Presidential spending:
 - 3.8.1 Travel to the CTSoc Board of Governors (BoG) meetings and Technical Activities Board (TAB) meetings. The Treasurer will approve all requests that fit within the budget and report all these purchases/expenses to the BoG per his/her BoG reports.
 - 3.8.2 Travel for Society activities to be approved by the Treasurer against the budget and reported to the BoG per his/her BoG reports. The President to provide a trip report of the travel to the BoG.
 - 3.8.3 Other financial commitments - the President may make commitments for Society spending during TAB meetings, before bringing these to the BoG for subsequent approval. The limit for such commitments is a sum of \$10K for all items raised during one meeting.
 - 3.8.4 Neither the 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 budget approval and in accordance with IEEE policy.

ARTICLE 4 CONFERENCES AND EVENTS

- 4.1 The Vice-President of Conferences is responsible for all aspects of Society conferences, symposia, workshops, tutorials, meetings, and conventions held as part of conferences, all herein referred to as "Conferences", including Conference publications.
- 4.2 All Society conferences are overseen by the Society Conferences Strategy Board (SCSB) which is chaired by the Vice President of Conferences.
- 4.3 In accordance with the Constitution, the Society may hold Conferences on different aspects of the Field of Interest of the Society either as technical co-sponsor or as financial co-sponsor.
- 4.4 A formal proposal for any new Society Conference must first be approved by the SCSB. After approval by the SCSB, it is then submitted to the CTSoc Board of Governors (BoG) for final approval.
- 4.5 When acting as a sponsor of a conference, the SCSB will allocate resources as it sees in the best interest of the Society to fulfill its long-term strategic objectives.
- 4.6 Conferences must comply with all rules, policies, procedures, and ethics established by the IEEE (Policy #10), including Society approved operation policies and procedures with respect to conduct of the Conferences and its finances including all auditing and reporting functions.

ARTICLE 5 PUBLICATIONS

- 5.1 The Vice-President of Publications is responsible for print or digital publications, for example newsletters, magazines, transactions, Open Access, conference proceedings and other publications related to the field of interest of the Society.
- 5.2 The Society may issue print or digital publications, for example newsletters, magazines, transactions, Open Access, conference proceedings and other publications related to the field of interest of the Society.
- 5.3 All publications are subject to applicable IEEE policies, procedures, and operations.
- 5.4 All new publications and cross-society publication agreements shall first be approved by the CTSoc Board of Governors (BoG).
- 5.5 The Publications Board, which is Chaired by the VP Publications, is responsible for all society's publications related matters. The aim of the Publications Board is to create links with academics, providing the publications service within CTSoc, establishing policies that affect member services in the area of Journals, Magazines, and Online Content, supervising the incubation process for new publications, and proposing new actions to push the growth of the impact factor for journals and conference proceedings.

ARTICLE 6 MEMBERSHIP DEVELOPMENT AND CHAPTERS

- 6.1 The Vice-President of Membership and Development is responsible for all aspects of the membership and development.
- 6.2 The Consumer Technology Society addresses the needs of members at the local level through Society Chapters which are Society sub-groups organized on a geographical basis. These local and regional divisions may be provided with Society funding, approved by the CTSoc Board of Governors (BoG), to sponsor activities such as guest speakers, workshops, and tours of member facilities.
- 6.3 Chapters shall be run in accordance with the IEEE Technical Activities Board (TAB) and Membership Geographical Activities (MGA) Operation Manuals.

ARTICLE 7 TECHNICAL ACTIVITIES

- 7.1 The Vice-President of Technical Activities is responsible for technical activities within the Society.
- 7.2 Technical activities in the fields of interest of the Society are promoted through the Technical Committees Board (TCB), Technical Committees (TCs), and the CTSoc Future Directions Committee (FDC).
- 7.3 The Technical Committees Board (TCB), Technical Committees, and the Future Directions Committee shall operate and ensure meeting broader the Society goals and objectives.

- 7.4 The Technical Committees and the Future Directions Committee engage their members into technical activities aimed to support and strengthen the Society in the areas of conferences, publications, standards, education, and history.
- 7.5 A formal proposal for any new Society Technical Committee must be approved first by the Technical Committees Board (TCB). After approval by the TCB, it is then submitted to the CTSoc Board of Governors (BoG) for final approval.

ARTICLE 8 INDUSTRY AND STANDARDS ACTIVITIES

- 8.1 The Vice-President of Industry and Standards Activities is responsible for aspects of both Society industry activities as well as standards planning and execution of standards projects.
- 8.2 Standards Activities (delivered by Society Committee on Standards - SCS):
 - 8.2.1 Responsible for identification of standards projects that are relevant to the field of interest of the Society, and the liaison and coordination between the Society and IEEE Standards Association (IEEE SA) including sponsoring projects conducted under the authority of IEEE SA. Responsibilities shall include the organizing and management of Standards Committees and Working Groups recognized by IEEE SA.
 - 8.2.2 The Standards Activities in its operation shall aim to ensure ability to participate in standards development governance of all interested and qualified CTSoc members that have subject-matter knowledge and professed interest in standards.
 - 8.2.3 All Society standards planning and IEEE SA liaison are to be managed by the Society Chair of Society Committee on Standards (SCS) who is appointed by the **Society President**. The Chair shall organize and chair the Society Committee on Standards.
- 8.3 Industry Activities (delivered by Industry Activities Committee - IAC):
 - 8.3.1 Responsible for developing plans designed to encourage greater participation by industrial organizations, their engineering employees, and individual members engaged in technical activities primarily outside of academic institutions. Such plans to be communicated to, and coordinated with other Society activities including conferences, education, publications, and technical activities.
 - 8.3.2 Identify and manage mutually beneficial relationships with related industry associations (e.g., national or international industry and trade associations within CTSoc's technical scope) with the goals of (a) providing business value to CTSoc's members, and (b) growing its industrial and governmental membership.
 - 8.3.3 Responsible for assuring a comprehensive and cost-effective outreach industry program of Society products and services to industry and governmental communities.
 - 8.3.4 It is also responsible for developing relationship and networking related enterprises to promote CTSoc products and services and for attracting industry and government leaders into CTSoc's volunteer community.
- 8.4 Industrial activities, other than standards, shall be conducted and promoted principally by the Vice-President of Industry and Standards Activities serving as a member of the Society's Conference, Education, Publications, and Technical Activities Committees. The Vice-President of Industry and

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Standards Activities may from time-to-time establish other ad-hoc or standing committees for the specific purpose of planning and encouraging more industrial organization participation in the Society.

- 8.5 The Vice-President of Industry and Standards Activities is responsible for coordination with the CTSoc Industry Advisory Board (IAB). The objective of IAB is to give advice and guidance to the IEEE Consumer Technology Society (CTSoc) on the latest trends, global challenges, and impact of technology on jobs and economy. This guidance helps IEEE CTSoc generating increased opportunities, products (publications, standards, conferences), and services to better serve the needs and interests of corporate industry, and industry practitioners. IAB is a valuable resource for IEEE CTSoc insights and unique industry perspectives to CTSoc. IAB provides a vital link between the industry and IEEE CTSoc, and helps IEEE CTSoc to build relationship and engage with industry. IAB may contribute to IEEE CTSoc in many different ways.
- 8.6 CTSoc IAB consists of industry and technology professional leaders with extensive experience representing worldwide consumer technology industries, also IAB includes CTSoc representatives (as ex-officio): Chair: Corporate industry CTO or CEO; Secretary: Selected by the Chair; Members: minimum of 10 members from corporate industry (CTOs, VPs); IEEE CTSoc Vice President, Industry and Standards Activities; IEEE CTSoc President (ex-officio); and IEEE CTSoc Administrator (ex-officio).

ARTICLE 9 EDUCATION ACTIVITIES

- 9.1 The Vice-President of Education Activities is responsible for all aspects of educational activities within the Society.
- 9.2 Educational activities in the fields of interest of the Society are promoted through the Distinguished Lecturer Program (DLP), and Education and Webinars program (EWP), governed by appointed Distinguished Lectures Committee (DLC) and Education and Webinars Committee (EWC). Each program may have additional subprograms (DLP has a Distinguished Speakers Program (DSP); and EWC has Young Prodigies Program (YPP), suggested by the DLC and EWC respectively, and reviewed by CTSoc Executive Committee (ExCom), and then after approved by the CTSoc Board of Governors (BoG).
- 9.3 The Educational Activities and its DLC and EWC collaborate with the IEEE and CTSoc committees to ensure the quality and versatility of the content and the visibility of their activities
- 9.4 Educational Activities and its Education and Webinars Committee (EWC) is also responsible for the oversight of all CTSoc education and training activities, including administration of the Society's programs on continuing education, incorporating tutorials, short courses, lectures, etc. In particular, EWC is responsible for developing and maintaining continuing professional education and training programs, while striking a balance between generating revenue, supporting outreach efforts, and providing services to members.

ARTICLE 10 OPERATIONS AND PLANNING

- 10.1 The Vice-President of the Operations and Planning is responsible for overseeing and managing the

implementation of the Society's operating plan and strategic plans.

- 10.2 The operating and strategic plans shall include establishing priorities and guidelines for execution and growth of CTSoc.
- 10.3 The operating and strategic plans shall achieve the tactical objectives, goals, mission and vision of CTSoc.
- 10.4 The operating and strategic plans shall be prepared by the CTSoc Operations and Planning Committee (OPC), and shall be submitted to the Executive Committee (ExCom) for review, and then after to the CTSoc Board of Governor (BoG) for approval.
- 10.5 The priorities of CTSoc programs and projects shall be established, as needed, in the implementation of the Society operating and strategic plans.
- 10.6 The strategic plans shall include a long-term strategic plan to guide the direction and future of CTSoc, and short-term plans to direct specific areas, as appropriate and needed.
- 10.7 The Vice President of the Operations and Planning is also responsible for marketing the Society's products and services, programs, conferences, publications, technical activities, standards, education, and membership. A marketing plan and implementation shall be done by the CTSoc Marketing Committee (MC). Responsibilities include exploration and adoption of emerging digital media; use of social platforms; the CTSoc website; creation, communication, and implementation of a strategic roadmap for innovative marketing; and related 3rd party efforts.
- 10.8 The Vice President of the Operations and Planning is also responsible for the Society's public relations. The Society's activities shall be promoted in the interest of public affairs; this shall be done by the CTSoc Public Relations Committee (PRC). Responsibility for creating, managing, and implementing the public relations (PR) strategy of the Society, these include but not limited to; Society's activities geared towards the general public; working with VIPs and sponsors; activities interfacing with news media or legislators on consumer technology issues; activities advancing the engineering profession or improving communications with Society's members.
- 10.9 The Vice President of the Operations and Planning (in coordination with CTSoc President, President-Elect (if elected), Past President, VPs, Treasurer, Secretary, Governance, and Administrator) is responsible for preparing the Society documentations and report for the review, feedback and recommendations by the IEEE TAB Society and Council Review Committee (SCRC). The Society report include: Purpose of CTSoc, Strategy and Operations, Governance, Conferences, Publications, Education, Technical Activities and Committees, Membership, Finance, Previous Review, and Successes and Effective Practices.
CTSoc Review is done by the SCRC every 5 years to ensure CTSoc remains the top organizational Society in its field of interest, to help CTSoc in any area where there is a need to improve, and to allow CTSoc sharing best practices among IEEE Societies and Councils.

ARTICLE 11 THE BOARD OF GOVERNORS (BOG)

CTSoc Board of Governors (BoG) (reference Article V of the Constitution)

- 11.1 The Society shall be managed by the Board of Governors (BoG), consisting of:

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- The President(BoG Chair)
- President-Elect (the year before serving as a President)
- The Past President
- 15 elected Members-at-Large
- The following appointed Vice Presidents:
 - Vice President of Conferences
 - Vice President of Publications
 - Vice President of Membership and Development
 - Vice President of Operations and Planning
 - Vice President of Industry and Standards Activities
 - Vice President of Technical Activities
 - Vice President of Educational Activities
- Ex-Officio Members (Non-voting):
 - Treasurer
 - Secretary
 - 4 Regional Directors (Regions: Asia-Pacific, Europe/Middle East/Africa, Latin America, and North America)
 - Society Administrator

11.1.1 The appointed Vice Presidents *may* be drawn from the 15 elected Members-at-Large, but this is not a requirement. Thus, the size of the BoG is a minimum 18 people (if all Vice Presidents are also elected members-at-large) and a maximum of 25 people (if none is an elected Member-at-Large).

11.1.2 The President shall supervise the affairs of the Society, as directed by the BoG and in accordance with the powers and duties as defined herein. In the President's absence or incapacity, these duties shall be performed by the President-Elect (if one has been elected), or Past President and then by the Vice President of Operations and Planning, Vice President of Conferences, Vice President of Publications, Vice President of Technical Activities, Vice President of Membership and Development, Vice of President of Industry and Standards Activities, and Vice President of Education Activities, in that order.

11.1.3 The President shall be an ex-officio member of all Committees of the Society, except for the CTSoc Fellow Evaluation Committee. He/she is a member of the IEEE Technical Activities Board (TAB) and shall ensure representation of the Society at such meetings by himself/herself, or by an alternate in accordance with the TAB Operations Manual.

11.1.4 All Vice Presidents shall be IEEE Consumer Technology Society members in good standing, and in addition shall have substantial experience in CTSoc and have served in high positions in CTSoc or elsewhere within IEEE.

11.1.5 All Vice Presidents are appointed by the President with approval of the BoG. All appointed Vice Presidents serve a 1-year term and may be re-appointed by the President for a second one-year term.

11.1.6 The President-Elect will appoint a Treasurer, Secretary, and any standing committee chairs in the 4th quarter prior to assuming office as a President. These must be ratified by the CTSoc BoG and included in meeting minutes. The incumbent Treasurer and Secretary shall remain in office until the successors take office. In subsequent years, these appointments are to be made annually (even if simply reaffirming current post holders). The Treasurer and Secretary shall be Consumer Technology Society members and in good standing.

11.1.7 The President shall notify the Secretary of the IEEE Technical Activities Board (TAB) of his/her

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BoG Members, Vice Presidents, Secretary, Treasurer, Directors, and Committee Chairpersons by January 15 or prior to the first meeting of the BoG in that year, whichever comes first.

- 11.1.8 Ex-officio Members shall serve for one-year terms and may be re-appointed by the president.
- 11.1.9 Unless already elected to the CTSoc BoG, the four Regional Directors shall be ex-officio (i.e. non-voting) members of the CTSoc BoG.
- 11.1.10 The Treasurer shall be responsible for overseeing the sound financial management of the Society funds, keeping the financial records of the Society, handling all financial transactions, preparing a Treasurer's Report for each CTSoc BoG meeting, assisting with the annual budget and related duties, managing the development of the Society budget and review the budgets of appropriate Society activities, present a summary of financial impact of actions taken at each CTSoc BoG meeting, and ensuring the compliance with IEEE Policies and procedures in all financial matters relating to Society and its activities. The Treasurer should have some background in financial management.
- 11.1.11 The Secretary shall be responsible for keeping the records of the CTSoc BoG. The Secretary shall also prepare and distribute notices and documents, make arrangements for meetings, conduct telephone and email polls and perform other related duties. The Secretary is also responsible for sending current copies of all CTSoc BoG meeting notices, minutes of meetings and other material of an archival nature to the CTSoc BoG members.
- Parliamentary Procedures: Robert's Rules of Order (latest revision) shall be used to conduct business at meetings of the CTSoc BoG and all committees thereof. The Standing Orders will be part of the Agenda of each CTSoc BoG Meeting.
- 11.1.12 Duties and Responsibilities of CTSoc BoG Members:
- The duties and responsibilities of CTSoc BoG Members shall be to:
- Attend all IEEE CTSoc BoG Meetings. In this capacity they are expected to serve the best interests of CTSoc and IEEE as a whole.
 - Become familiar with IEEE CTSoc and IEEE governing documents (IEEE CTSoc Constitution, IEEE CTSoc Bylaws, IEEE CTSoc Policies and Procedures, as well as IEEE Policies and Procedures and IEEE level documents)
 - Assist the CTSoc President and Vice Presidents by carrying out additional ad-hoc assignments.
 - Promote, engage and assist with the CTSoc activities. Ensure matters of importance to successful CTSoc activities are carried out in an effective and timely manner, such as membership growth and member services, conferences, publications, technical activities, standards, education, finance, operations and planning, awards, etc.
 - Reinforce and strengthen compliance with IEEE CTSoc Constitution, IEEE CTSoc Bylaws, IEEE CTSoc Policies and Procedures, as well as IEEE Policies and Procedures and IEEE level document.
 - For the BoG members to work closely with the Vice Presidents, the President shall request each BoG member to select 3 areas (in order 1, 2, and 3) from the activities that are headed by the Vice Presidents. The President then can allocate the BoG members based on their priority selection to the working area headed by each Vice President.

11.2 Voting:

- 11.2.1 The voting members of the CTSoc BoG are:

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- The 15 elected Members-at-Large (elected by the Society membership)
- The Vice Presidents
- Past President
- President-Elect (when serving)
- The Presiding Officer of the CTSoc BoG shall have no vote on the CTSoc BoG except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

11.2.1.1 “Ex-officio” members of the CTSoc BoG are not entitled to vote unless holding one of the positions described above in section 7.2.1.

11.2.1.2 Individuals holding more than one position on the CTSoc BoG or any committees thereof shall be limited to one vote on each matter being considered by the CTSoc BoG or committee.

11.2.1.3 Proxy voting is not allowed. (ref: IEEE Constitution Article VIII, Sec. 6).

11.3 Action of the CTSoc BoG and committees thereof. (Ref: IEEE Bylaw I-300.4)

11.3.1.1 Quorum: majority of the voting members of the CTSoc BoG or any of its committees shall constitute a quorum. (Ref: IEEE Bylaw I-300.5)

11.3.1.2 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 CTSoc BoG or any committee thereof.

11.3.1.3 The CTSoc BoG 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.

11.3.1.4 The CTSoc BoG 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 CTSoc BoG 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 CTSoc BoG 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. IEEE best practices should be followed when utilizing email voting.

11.4 CTSoc BoG Meetings

11.4.1 The CTSoc BoG shall hold bimonthly meetings during the year; these meetings can be hold virtually online.

11.4.2 Notices of meetings and any other documents required to be sent to the CTSoc BoG members pursuant to provisions of the IEEE CTSoc Constitution, IEEE CTSoc Bylaws, IEEE CTSoc Policies and Procedures shall be sent by such routings as shall ensure prompt delivery. A notice shall be sent to all members via electronic mail, telephone, facsimile, or recognized courier service, not less than 10 days before the date set for the CTSoc BoG bimonthly meeting.

11.4.3 In accordance with the Constitution (Article VII), the CTSoc BoG shall hold at least one Face-to-Face meeting each year for which general notice will be provided to the members of the CTSoc BoG. Depending on the Society's budget, two or more Face-to-Face meetings may occur depending

on the needs of the President and the CTSoc BoG. If there are circumstances which prevent an in-person meeting, then the BoG may hold a virtual meeting.

- 11.4.4 Approval of Meeting Schedule. Additional Face-to-Face meetings may be held at other Society conferences, as specified by the President. Dates of such meeting(s) will be announced at least four months in advance. Once scheduled, a meeting date or location may be altered or cancelled only for sufficient cause by majority vote of the CTSoc BoG or by consent of a majority of all voting members of the CTSoc BoG secured by or transmitted to the Secretary, not less than 30 days before the original date or the new date set for the meeting, whichever is earlier. Notice of such approved change shall be sent to all members of the body not less than 30 days before the original or the new date of said scheduled meeting, whichever is earlier.
- 11.4.5 Notice of Special Meetings. Special meetings of the CTSoc BoG may be called by the President or upon request of three members of the CTSoc BoG on notice to all other members. Any applicable IEEE policies must be followed. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the members calling the meeting, shall be sent to all members not less than 15 days before the date set for the special meeting. For special meetings to be held by teleconference, notice shall be sent to all members via telephone, electronic mail, facsimile, or recognized courier service, not less than 10 days before the date set for the special meeting.
- 11.4.6 Minutes of Meetings. Minutes of all meetings shall be distributed to all members of the CTSoc BoG within 15 days of the meeting.
- 11.4.7 Meeting Expenses. A budget for expenses should be provided to the President for approval *before* any expenditure has been incurred. Unless specifically authorized by the President, expenses for travel to CTSoc BoG Meetings shall be granted only to the current CTSoc BoG. The Secretary and Treasurer if not already CTSoc BoG members at the time of the meeting will normally attend, at the discretion of the President. Any expenses for the Board-elect (elected but not yet in office) will not be incurred by the Society until these members become full CTSoc BoG members; likewise, expenses will not be incurred by the Society for attendance of outgoing members following their cessation of duties, unless granted Presidential approval. Others may attend only with prior approval by the President and as dictated by budgetary constraints.
- 11.4.8 Reimbursement of Expenses. Before reimbursing expenses, the Treasurer shall compare the estimate with the actual submitted costs and in case of significant deviation without good reason may recommend to the President that reimbursement of expenses beyond the amount estimated is withheld.
- 11.4.9 CTSoc Board of Governors' Travel to BoG Meetings – see section 3.8.

ARTICLE 12 ELECTIONS

12.1 PRESIDENT

- 12.1.1 The CTSoc BoG shall biennially elect a President from the sitting Board (not Board-elect) before November *two years* prior to that which the successful candidate will assume office.
- 12.1.2 Only IEEE Senior Members or Fellows that hold Consumer Technology Society membership in good standing are eligible to serve as President of the Society. The presidential candidate *may not* simultaneously be a nominee for or serve on the IEEE Board of Directors.

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- 12.1.3 The presidential election shall take place by secret ballot in which all voting members of the current Board participating in the meeting, with a quorum present, shall have a vote, including the current President.
 - 12.1.4 Candidates will put their intention to stand to the Nominations Committee Chair who will distribute a biography and mission statement to CTSoc BoG members at least two weeks prior to the election.
 - 12.1.5 In order for a President to be elected, he or she must get a simple majority of the votes of those available to vote. (For example, if 18 people are available to vote, the winner must get a minimum of 10 votes to be elected).
 - 12.1.6 In the event of a tie or no candidate getting a majority, the election will be re-held as soon as expedient.
 - 12.1.7 In the event of more than two candidates running, and if no candidate receives a majority of the votes cast, the person with the lowest number of votes is removed from the running and the process is repeated until there are only two candidates and/or until one candidate gets a majority of the votes cast and the highest number of votes.
 - 12.1.8 In the event this procedure runs into the next year, the election process will continue, and the current President will serve as President until the new President is elected.
 - 12.1.9 If there is a challenge over the outcome of a vote, this challenge must be submitted in writing to the sitting Society Secretary. "Sitting" refers to the current holder of the position, not the incoming person whose term of office has not yet begun. In this event, the Past President along with the Society Secretary shall form an Ad-Hoc committee to review the complaint. The Ad-Hoc Committee will report to the Society President. If there is a further need for investigation, the complaint may be submitted to the IEEE Election Oversight Committee.
 - 12.1.10 No person shall be re-elected to the office of President for more than one term for a total of two years. A previous President may stand for re-election after a lapse of four years.
- 12.2 PRESIDENT ELECT
- 12.2.1 The President-Elect candidates shall be a Senior Member, a Life Senior Member, a Fellow, or a Life Fellow.
 - 12.2.2 President-Elect candidates shall have had substantial and outstanding long-term experience in CTSoc and in addition shall have served as a CTSoc VP or in comparably high position in CTSoc or elsewhere within IEEE.
 - 12.2.3 The CTSoc BoG shall elect a President-Elect in odd-numbered years from the current sitting Board (including the appointed Board members) in the fourth quarter of the odd calendar year prior to that which the winning candidate will assume office as President-Elect in the following even calendar year.
 - 12.2.4 Balloting for the position of President-Elect should commence no later than November 15. The Nominations Committee shall provide names of candidates to the CTSoc BoG at least two weeks prior.
 - 12.2.5 Candidates will put their intention to stand to the Nominations Chair who will distribute a biography and mission statement to CTSoc BoG members at least two weeks prior to the election.
 - 12.2.6 The election shall take place according to IEEE voting procedures by secret ballot in which all voting members of the current CTSoc BoG participating in the meeting, with a quorum present, shall

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have a vote, including the current President.

- 12.2.7 The winning candidate of the Presidential election shall be called the “President-Elect” and will serve for one-year term starting on January 1 of the year following his/her election as President-Elect. He/she will assume the office of President on January 1 of the following year as the President for a two-year term.
- 12.2.8 If the President-Elect is an elected Board Member-at-Large whose term of office would not otherwise have expired at the time of assuming the office of President-Elect, he or she is required to step down as a Member-at-Large at the beginning of their term as President-Elect. If this causes a vacancy on the CTSoc BoG, the position will be immediately filled as described in article 9.

12.3 CTSoc Board of Governors (BoG)

- 12.3.1 One-third of the 15 Members-at-Large shall be elected annually. These five elected Members-at-Large shall be as follows: One from Regions 1-6 (United States), one from Region 7 (Canada), one from Region 8 (Europe, Middle East, & Africa), one from Region 9 (Latin America), and one from Region 10 (Asia-Pacific).
- 12.3.2 Members-at-Large shall serve a three-year term beginning the year following their election and following the completion of their term, may be re-elected after a two-year lapse. Members-at-large can be elected for a lifetime maximum of two terms.
- 12.3.3 Only IEEE members that hold Consumer Technology Society membership in good standing shall be eligible to serve on the CTSoc BoG (refer to the TAB Operations Manual).
- 12.3.4 Member-at-Large candidates shall have actively participated in CTSoc activities prior to serving in this role. Activities include volunteer positions such as serving no less than three years as an active member in CTSoc Standing Boards and Committees (as specified in the Bylaws Article 14), serving in CTSoc organizing conference committees and being familiar with CTSoc governing documents (Bylaws, Constitution, and Policies and Procedures), and CTSoc activities (conferences, publications, technical activities, industry activities and Standards, education activities, and membership development), and Society structure.
- 12.3.5 Nominations (Reference Constitution Article VI): The Nominations Committee shall call for CTSoc BoG member nominations and petitions from the Society membership according to the timeline detailed in Section 12.3.12. ~~The Nominations Committee shall on July-15 provide the final list of names of CTSoc BoG member nominees along with biographical sketches to CTSoc BoG and to the Technical Activities Department of IEEE for preparation, communication to voters by mailing and tallying of ballots. The provided final list shall have nominees no less than two and should have no more than three per CTSoc region (minimum 2 or maximum 3 from R1-R6 (United States), minimum 2 or maximum 3 from R7 (Canada), minimum 2 or maximum 3 from R8 (Europe, Middle East, & Africa), minimum 2 or maximum 3 from Region 9 (Latin America), and minimum 2 or maximum 3 from Region 10 (Asia-Pacific)). In accordance with TAB Operations Manual Section 4.2.5, which states that the number of candidates for certain elections shall be no less than one and a half times the number of vacant positions, at least for all the above five CTSoc Regions tenor maximum fifteen-nominees must be supplied for the five CTSoc BoG member vacancies to be filled.~~
- 12.3.6 The Nominations Committee shall be guided in its selection by proper representation of geographical areas, diversity, and equitable representation of the various technical interests within the Society. The Nominations Committee shall use a scoring Rubric to rank the nominees and select the final list of candidates. The final list of candidates and Rubric formula shall be made available to

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the Society membership via Society media.

- 12.3.7 Petition Candidates – A petition nominating a Society member in good standing and meeting the requirements in clause 12.3.4. and supported by the signatures of at least 2% of the eligible voters of the Society (as listed in “The Annual Statistics of the IEEE” at the end of the year preceding the election) shall automatically place that member’s name into the CTSoc BoG member ballot, provided such petition is received by the Nominations Chairperson by the date indicated in the election timeline(section 12.3.12).
- 12.3.8 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.
- 12.3.9 Balloting – this shall either be by mail ballot or an approved electronic ballot in accordance with procedures specified by the IEEE.
- 12.3.10 Notification of Election – The Nominations Chairperson, immediately upon receiving election results shall notify all candidates of the results.

The newly elected members of the CTSoc BoG shall assume office on the 1st of January following the year of their election.

- 12.3.11 The approximate timeline is as follows (all dates are: 11:59 Eastern US Time):
- By 30 May- Nominations Committee shall call for nominations from the Society membership in a Society-wide printed publication and an email (or e-newsletter).
 - 1 July- Closing date for acceptance of nominations.
 - 5 July- The Nominations Committee starts the applications review process based on the qualifications of the candidates stated in clause 12.3.4. The Nominations Committee shall screen all prospective candidate applications for qualifications per clause 12.3.4 and either: notify those not meeting the minimum requirement of non-qualification for this election cycle and no further action need be taken, or notify the qualifiers of the next steps.
 - 10 July- Nomination Committee will contact the qualified candidates including candidates if there are eligible for petition. If the number of prospective candidates exceeds three (3) in a Region, the Nomination Committee can invite the prospective candidates to seek petition and submit within 21 days of receiving notice for need to seek petition.
 - 31 July- Closing date for Nominations by Petition.
 - First week of August - Nominations Committee to provide names and biographical sketches to TAB for preparation, mailing and tallying of ballots. Names of nominations and any petition candidates should be supplied, consistent with the TAB Operations Manual Section 4.2.
 - Last week of August- Election begins.
 - First week of October- Election ends.
 - 15 October- Results available.

ARTICLE 13 VACANCIES

- 13.1 The President and BoG may determine and declare if a vacancy exists for situations not covered in the Bylaws.

- 13.2 This may occur in cases such as resignation, incapacity, non-participation or failing to pay annual Society dues.
- 13.3 Filling of CTSoc BoG position vacancies:
- 13.3.1 President – if a President-elect exists, he or she shall assume the duties of the President thereby serving the remainder of the vacated term and then serving out the term to which he/she was elected. If not, the Vice-President of Operations and Planning shall assume the office of President until election by the CTSoc BoG can be held for a new president.
- 13.3.2 Secretary or Treasurer - shall be appointed by the President.
- 13.3.3 Members-at-large shall be replaced by the remaining unsuccessful candidate from the previous CTSoc BoG ballot with the highest number of votes. Consistent with the Constitution (Article V, Section 19): “This line of replacement shall be confirmed by the Nominations Committee Chair. Such newly appointed ex-officio members or elected officers shall be allowed to stand for election at a subsequent ballot under the provisions of Section 3, with the provision that the two-year lapse requirement shall be waived. In the event that this is not successful, the CTSoc BoG will appoint, through majority vote, a person to fill this role from the Society membership.”

ARTICLE 14 STANDING BOARDS AND COMMITTEES

- 14.1 The Society is to have the following Standing Committees reporting to the President and the BoG:
- Awards Committee
 - Executive Committee
 - Fellow Evaluation Committee
 - Finance Committee
 - Governance Committee
 - History Committee
 - Nominations Committee
- 14.2 The Society is to have the following Standing Boards and Committees reporting to their respective Vice Presidents:
- Distinguished Lectures Committee
 - Education and Webinars Committee
 - Future Directions Committee
 - Industry Activities Committee
 - Marketing Committee
 - Membership and Development Committee
 - Operations and Planning Committee
 - Public Relations Committee
 - Publications Board
 - Sister and Related Societies Committee
 - Society Committee on Standards
 - Society Conferences Strategy Board
 - Technical Committees and Technical Committees Board
 - Women in Engineering Committee

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- Young Professionals Committee

- 14.2.1 After notification of her/his election as President, it shall be the responsibility of the Society President to appoint the Vice Presidents, Directors and Committee Chairs who shall assume office on the 1st of January the same year as the President. These must be ratified by the Board and included in meeting minutes. as per section 7.1.5.
- 14.2.2 All Standing Committee Chairs shall serve for a one-year term and may be reappointed for a second-year term. Committee members must be Society members in good standing.

14.3 Awards Committee (AC)

- 14.3.1 To carry out the appropriate procedures associated with IEEE and TAB Awards Operations Manual. The Committee shall solicit recommendations from the CTSoc BoG, Society, Committees, Sections, Chapters, and from the membership through publications of the Society. It will prepare recommendations and initiate appropriate actions in support of awards to Society members and will maintain contact with the IEEE Technical Activities and Recognitions Committee, and IEEE Awards Committee on behalf of the Society.
- 14.3.2 Maintain an up-to-date list of Society awards on the Society website, complete with descriptions and associated processes.
- 14.3.3 New awards or revisions to existing Society awards may be recommended by the Awards Committee to the Board for approval. Upon Board approval, these shall be sent to IEEE Technical Activities and Recognitions Committee for approval.
- 14.3.4 The Chair of the Awards Committee is appointed by the president.
- 14.3.5 The Committee shall be composed of at least 2 and ideally 4 members who are appointed by the Awards Chair. Members must be Society members in good standing.
- 14.3.6 The Awards Committee shall arrange for suitable awards for excellence of technical content or presentation of contributions published in Transactions or presented at a Society conference.
- 14.3.7 The Awards Committee shall investigate all candidates proposed, consulting with the chairperson, (people) of technical committee(s) associated with the individual's work and with other knowledgeable people.
- 14.3.8 The Awards Committee shall be empowered to act on behalf of the CTSoc BoG in submitting endorsements to the appropriate IEEE Committees. The Awards Committee shall inform the Board officers of all endorsements before submission.
- 14.3.9 The exception to this process is the [IEEE Masaru Ibuka Consumer Technology Award](#). The [IEEE Masaru Ibuka Consumer Technology Award Committee](#), who reports to IEEE Awards Committee not the Society Awards Committee, will follow the processes as set down in the IEEE Bylaws. The [IEEE Masaru Ibuka Consumer Technology Award](#) is a technical field award under the auspices of the IEEE Awards Committee.

14.4 Executive Committee (ExCom)

- 14.4.1 The Executive Committee (ExCom) shall consist of the President as the Chair of the ExCom, and the following members: the President-Elect, the Past-President, all the Vice Presidents, the Treasurer, the Secretary and the Society Administrator (non-voting).
- 14.4.2 The Executive Committee's role is to oversee the implementation of the Society's strategic plans

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including establishing priorities and guidelines for execution. The ExCom also shall have operational responsibility for the Society's finances. Between BoG meetings, the ExCom conducts business on behalf of the BoG. The BoG delegates to the Executive Committee the authority to act on the matters specified below and only those:

- Authorize any action made in the areas already delegated to the various VPs and authorize cross-area initiatives.
- Prepare Operating Plans for achieving tactical objectives in the implementation of the BoG-approved strategic plans.
- Establish the priorities of Society programs and projects, as needed, in the implementation of the Society Operating Plans.
- Provide input to the goal setting and performance evaluation of the Society, and propose revisions of those goals, in compliance with IEEE procedures, to achieve the Society tactical and strategic goals.

- 14.4.3 The Executive Committee at a minimum shall meet monthly to review and conduct society business. Executive Committee members may assign an alternate with committee approval to represent them in their absence.
- 14.4.4 The Executive Committee approved actions shall become effective immediately if within the aforementioned scope and delegations assigned by the BoG. Actions not within such delegation shall be submitted to the BoG for approval in the consent agenda or for further consideration at its next meeting.
- 14.4.5 If four voting members of the BoG wish to rescind a motion approved at the ExCom, they shall notify the BoG within one week from the distribution of the list of motions passed at the ExCom meeting. In such case, execution of the ExCom motion shall be delayed until the matter is discussed and voted upon at a BoG meeting.

14.5 Fellow Evaluation Committee (FEC)

- 14.5.1 The Fellow Evaluation 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.
- 14.5.2 The Chair of the Fellow Evaluation Committee is appointed by the President, *must be* an IEEE fellow and cannot be a member of the IEEE Fellow Committee or a member of the IEEE Board of Directors.
- 14.5.3 The Chair shall appoint at least 3 and ideally 6 Committee members who must be IEEE Fellows, Society members and cannot be a member of the IEEE Fellow Committee or a member of the IEEE Board of Directors.
- 14.5.4 The Committee members 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 Society, 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 Society and all gender, age, nationality, racial or other subgroups represented within the Society specifically, and the IEEE in general.
- 14.5.5 The Chair will determine the roles and responsibilities of all Committee members and reports

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directly to the Society President. The Chair will identify, solicit, and populate the Committee at least one month prior to the start of the Fellow evaluation process, as outlined in the Timeline section below.

- 14.5.6 The Fellow Evaluation Committee is to follow the timeline as per IEEE Fellow Committee guidelines.

14.6 Finance Committee (FC)

- 14.6.1 The Finance Committee is responsible for facilitating the Society's budget process and for managing and providing direction in all aspects of Society financial matters.
- 14.6.2 The Society Treasurer is the Committee Chair. Committee members shall be the President, Past President, President-Elect, Vice Presidents and Society Administrator as an ex-officio member.
- 14.6.3 The President, upon recommendation of the Treasurer, may appoint up to two additional voting members, who shall be Society Members and shall not be sitting members of the BoG.
- 14.6.4 Committee shall prepare budgets as defined in ARTICLE 3 of these Bylaws.
- 14.6.5 The Treasurer monitors revenues and expenses, providing interim reports on budgets, forecast, and actuals at each FC and BoG meeting. A financial report, including actual versus budget, net assets, and reserves is presented by the Treasurer annually. The Treasurer shall recommend with support of the BoG budget adjustments needed to insure financial stability of the Society.
- 14.6.6 The Treasurer shall cooperate with Society and IEEE officials to accomplish financial audits when requested. The results of these audits shall be presented to the BoG.

14.7 Governance Committee (GC)

- 14.7.1 This Committee is responsible for all matters related to Society Governance, including but not limited to:
- Reviewing any proposed amendment to Society governing documents (Constitution, Bylaws, Policies & Procedures) prior to discussion with the CTSoc BoG.
 - Crafting amendments to Society governing documents that result from actions of the BoG.
 - Establishing Society-wide Governance best practices and overseeing their application across all CTSoc BoG, Standing Boards and Committees.
 - As needed and with assistance from designated IEEE Staff, proposing changes to existing Society governing documents with the goal of keeping them current and consistent; and serving as an interpretive Committee on Governance issues.
 - Interpretation and adherence to Roberts Rules of Order.
- 14.7.2 Committee members shall be the Governance Chair, President, President-Elect, all Vice Presidents, Treasurer, and Society Administrator as ex-officio member.

14.8 History Committee (HC)

- 14.8.1 This Committee is responsible for identifying, placing in electronic archives, and raising public awareness through all appropriate means of the most important facts, people, and achievements of Society history, as well as consumer electronics and technology milestones in general.
- 14.8.2 The Committee Chair is appointed by the President and the committee consists of 3 Society members in good standing.

14.8.3 This Committee reports to the Society President.

14.9 Nominations Committee (NC)

To nominate candidates for the election to the offices described in these Bylaws. The following conditions apply:

- 14.9.1 The Chair of the Nomination Committee shall be the immediate Society Past President. In the event of incapacity or conflict of interest of the Chair, the most recent Past Chair of the Nominations Committee available shall be the Chair of the Nominations Committee. In extenuating circumstances, the Past President or a different individual may be appointed to this position by the President.
- 14.9.2 The Nominations Chair shall not be eligible to be elected to the CTSoc BoG during their term of service.
- 14.9.3 The Committee shall be comprised of at least four members of the Society in addition to the Chair. At least two-thirds of the voting members of the Nominations Committee shall be elected or appointed by the CTSoc BoG. (Note: Chair is counted here.) The remaining members of the committee may be appointed by the President.
- 14.9.4 A member of a Nominations Committee may be nominated and run for a position for which such member's respective Nominations Committee is responsible for making nominations only on the following conditions:
- The nomination is not made by a member of the same Nominations Committee.
 - The member resigns from the Nominations Committee *prior* to its first meeting of the year in which the nomination shall be made (ref. IEEE Bylaw I-307.1.d).

14.10 Distinguished Lectures Committee (DL)

- 14.10.1 This Committee is responsible for providing programs to the Chapters with high expertise and qualified distinguished lecturers specialized on various engineering and research aspects of the Society FOI and to deliver distinguished technical lectures and workshops.
- 14.10.2 The Vice-President of Educational Activities shall serve as chairperson of the Distinguished Lectures Committee.
- 14.10.3 Members of the Committee shall consist of 1 Chair and up to 6 members.
- 14.10.4 The DL Committee provides two programs which are the Distinguished Lectures Program (DLP) and the Distinguished Speaker Program (DSP).
- The DLP provides highly qualified distinguished lecturers specialized on various aspects of consumer electronics and to deliver technical seminars and workshops. The DLP is not intended to be used for national or international symposiums, conferences, regional conventions, local colloquiums, trade shows, or commercial seminars. The DL serves a 2-year term. The nomination and selection process is detailed in the Society Operations Manual.
 - The DSP enables current and past distinguished lecturers as well as Society officers, IEEE Fellows, and prominent speakers to schedule lectures while traveling on business trips at a much-reduced cost to the Society. These speakers should be sponsored by their organizations or give talks at the location of their residence.
- 14.10.5 The Vice President of Educational Activities shall direct and coordinate all activities related to the

distinguished lecture and speaker programs to support chapter activities and its members.

14.11 Education and Webinars Committee (EWC)

14.11.1 The Committee is responsible for developing recommendations and policies to ensure the growth of skill and knowledge among professionals and to foster individual commitment to continuing education among Society members, the engineering and scientific community, and the general public in the field of Consumer Technologies.

14.11.2 This Committee is responsible for the oversight, development, and maintenance of all Society training and education activities, and services to members. Programs include:

- Tutorials
- Training and Workshops
- Webinars/Webcasts
- Young Professional Educational programs
- Student Project Competitions
- White Papers
- Careers/Jobs

14.11.3 The Vice-President of Educational Activities shall serve as chairperson of the Education and Webinars Committee. Members of the Committee shall consist of 1 Chair and up to 6 members. Committee members are required to be Society members in good standing.

14.11.4 The Vice President of Educational Activities shall direct and coordinate all educational activities, resources and services within the Society related to training and continuing education, and webinars for members and other professionals in the IEEE Consumer Electronics Society technical fields-of-interest.

14.12 Future Directions Committee (FDC)

14.12.1 This Committee is responsible for:

- Providing strategic vision and management of the technical content of the Society Conferences, Symposia and Workshops to guarantee timeliness and the highest level of technical content quality.
- Oversight and management of the Society involvement in external initiatives, i.e. those originated from IEEE-level or multi-Society initiatives (e.g., IEEE TAB Future Directions Committee, IEEE New Initiatives Committee, IEEE Technical Communities, Multi-Society Technical Groups, and all IEEE Organizational Units).
- Ensure that the Society's involvement is timely, relevant, within the Society's field of interest, cost effective, and compatible with the evolution of the Society and IEEE.
- Recommend to the BoG when to terminate existing initiatives, revise existing initiative memorandum of understanding (MoUs), and join/launch new initiatives.

14.12.2 The Future Directions Committee Chair is appointed by the President.

14.12.3 The Committee shall be comprised of at least 4 members of the Society in addition to the Chair.

14.12.4 The Committee will report to the Vice-President of Technical Activities.

14.13 Industry Activities Committee (IAC)

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This Committee is responsible for:

- Developing and promoting a strategic vision and oversight for organizing and promoting the Society activities that are attractive to members from industry, government, or other non-academic sectors.
- Assuring a comprehensive and cost-effective outreach program of Society products and services to industry and governmental communities.
- Develop liaisons with the Consumer Technology industry to promote Society services and benefits.
- Attract industry and government leaders to serve as volunteers in the Society.
- Develop and implement plans for financial sponsorship of Society activities.
- Develop and implement plans to strengthen ties between industry, centers of research & development and academic institutions and to identify how the Society can best serve industry and members in collaborative and supportive activities.

14.13.1 The Vice President of Industry and Standards Activities shall chair the Committee and appoint at least 2 and ideally 4 committee members. Committee members are required to be Society members in good standing

14.14 Marketing Committee (MC)

14.14.1 This Committee oversees the Society's marketing programs and is responsible for strategizing, planning, and conducting the marketing of Society products and services such as, but not limited to:

- Conferences
- Publications
- Education
- Standards
- Use of social platforms
- Society website

14.14.2 The Committee Chair is appointed by the President.

14.14.3 The Committee consists of a minimum of 3 Society members in good standing and who are appointed by the Committee Chair.

14.14.4 This Committee reports to the Vice President of Operations and Planning.

14.15 Membership and Development Committee (MDC)

14.15.1 To encourage potential members to join IEEE and the Society, particularly those attending conferences sponsored by the Society. This includes:

- Assisting in the formation and fostering the development of local Society Chapters.
- Promotion of the Society for the purpose of expanding the membership.
- Submitting chapter news to society publications.
- Coordinating with IEEE staff to send letters to new and renewing members.
- Encouraging existing society members to renew their membership.
- Encouraging IEEE members to apply for transfer to the highest membership grade for which they qualify.

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14.15.2 The Membership and Development Committee is comprised of the following:

- Regional Chapter Council, Asia Pacific (AP, Region 10)
- Regional Chapter Council, Europe, Middle East, Africa (EMEA, Region 8)
- Regional Chapter Council, Latin America (LA, Region 9)
- Regional Chapter Council, North America (NA, Regions 1-7)

14.15.3 The Vice President of Membership and Development is the Chair of the Membership and Development Committee that consists of the following members:

- Regional Director, Asia Pacific (AP, Region 10)
- Regional Director, Europe, Middle East, Africa (EMEA, Region 8)
- Regional Director, Latin America (LA, Region 9)
- Regional Director, North America (NA, Regions 1-7)

14.15.4 The above Directors are appointed by the President with the approval of the CTSoc BoG.

14.15.5 The Membership and Development Committee shall have bi-monthly meetings to discuss the status and activities of the chapters in their respective regions.

14.15.6 Each Regional Director is responsible for all Society Chapters in their respective Region(s).

14.15.7 The Regional Director is the Chair of the Regional Chapters Council. The Council members are the Society Chapter Chairs of that respective Region(s).

14.15.8 Each Regional Chapter Council shall have bi-monthly meetings to discuss the status and activities of the chapters in their Region.

14.15.9 Regional Directors are responsible for stimulating, coordinating, and promoting the activities of the Society members and chapters throughout the IEEE Regions 1 to 10.

14.15.10 Regional Directors will work closely with their Chapter Chairs to increase the Chapter activities and serve the members that will lead to membership retention and attract new members and local meeting sponsors. The Regional Directors will assist Chapter Chairs in identifying potential meeting speakers, sponsors and other membership events in accordance with IEEE guidelines.

14.15.11 Regional Directors will assist Chapter Chairs in organizing and reporting at least two technical meetings per year and reporting them using the IEEE vTools/L-31 report.

14.16 Operations and Planning Committee (OPC)

14.16.1 The duties of this Committee are:

- To execute current business and strategic planning for future activities relating (not exclusively) to finance, TAB relations, Constitution and Bylaws, forecasting and assessment, conference Finance Chair's report and resolution of funds by the CTSoc BoG.
- To develop recommendations and policy for approval by the CTSoc BoG regarding the long-term goals and strategy of the Society.
- Develop "Key Performance Indicators" (KPI) for each standing committee and present each Committee Chairperson their KPI list in January when they take office. Annually the Vice President of Operations and Planning will prepare a KPI report of each committee and present the reports during the first CTSoc BoG meeting of each year.

14.16.2 The Vice-President of Operations and Planning shall serve as chairperson of the Operations and

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Planning Committee.

- 14.16.3 This Committee shall consist of a minimum of 6 Society members in good standing who are appointed by the Committee Chair.
- 14.16.4 The Vice-President of Operations and Planning shall appoint members to the Operations and Planning Committee. In selecting members for the committee, the Vice-President of Operations and Planning shall attempt to provide a balanced diverse and international representation.
- 14.16.5 The Committee shall meet at the call of the Vice-President of Operations and Planning and conduct other affairs as necessary by correspondence. The Committee may hold teleconference meetings, and at least one Face-to-Face meeting, this can be held prior to any CTSoc BoG meeting scheduled for the same period.

14.17 Public Relations Committee (PRC)

- 14.17.1 The Public Relations Committee is responsible for creating, managing, and implementing the public relations (PR) strategy of the Society, which includes but not limited to; working with media, VIPs, speakers and sponsors with the goal of enriching the Society's image and position with the public.
- 14.17.2 The Committee Chair is appointed by the President and the committee consists of the Vice-President of Conferences, Marketing Committee Chair, President-Elect, at least 2 Society members in good standing and Society Administrator as an ex-officio member.
- 14.17.3 This Committee reports to the Vice President of Operations and Planning.

14.18 Publications Board (PB)

- 14.18.1 Publications Board Structure: The Publications Board consists of these members: VP Publications, all EiCs of CTSoc Publications, VP Technical Activities, VP Conferences, VP Education Activities, and VP Industry and Standards Activities. And in addition to these committee members, three members appointed by the President in consultation with the VP of Publications, these three appointed members are IEEE members from other IEEE Societies and Councils who are in a good standing and have had extensive experience in publications or served in senior positions in the IEEE editorial boards. These three appointed members must hold IEEE CTSoc membership.
- 14.18.2 The Publications Board oversees and manages the Society's Journals, Magazines and Newsletters, all wholly owned, and those co-sponsored with other IEEE and non-IEEE societies, to ensure sustained quality and proper focus on CTSoc's technical scope.
- 14.18.3 The Publications Board oversees and manages incubation process for Journals and Magazines, Sister Society Journals/Magazines – Financial and/or Technical Co-Sponsorship, and approval of the Magazines and Journals Page Budgets (i.e., number of pages to be published each year) as well as any changes thereof.
- 14.18.4 Within one year of the expiration of the term of an incumbent EiCs of journals and/or magazines, a Search Committee is formed. The Search Committee is chaired by VP of Publications and has four additional appointed members. The Members Candidates are proposed by the Publications Board and appointed by the VP of Publications. The Search Committee advertises the EiC position through an open call and ranks the received nominations according to the qualifications and suitability of the candidates for the position. The top ranked candidate will be recommended to the Society President and BoG approval.
- 14.18.5 The structure, composition, and size of the Editorial Board must ensure a long-term, high level of

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quality control. All members of the Editorial Board shall be members of CTSoc.

- 14.18.6 Editors-in-Chief shall be appointed by the President for all wholly owned Society publications with the consultation of VP of Publications, and advice of the Publications Board, and consent from the BoG.
- 14.18.7 Each Editor-in-Chief shall serve no more than 2 consecutive terms of 2 years.
- 14.18.8 Whenever possible, 4 Senior Editors to assist the publication Editor in Chief shall be appointed by the Vice President of Publications with the consultation of the President, and with the advice of the Publications Board.
- 14.18.9 With the consultation of the Vice President of Publications, and with the advice of the Publications Board the Editor-in-Chief may appoint as needed, the Associate Editors in order to represent the diversity in the Society. The EiC provides the proposed Associate Editors with their biographies to the Publications Board for review and approval.
- 14.18.10 These Senior Editors and Associate Editors shall serve no more than 2 consecutive terms of 2 years.
- 14.18.11 Editors-in-Chief, Senior Editors and Associate Editors are required to transfer to their successors all documents and materials related to publications of which they are in charge. Transfer shall occur 6 months prior to the end of the term to ensure sufficient overlap with the in-coming and out-going editors.

14.19 Sister & Related Societies Committee (SRSC)

14.19.1 This Committee is responsible for:

- Establishing, enhancing, and maintaining the Society relationships on an international, regional, national, or local scale with other sister societies and related societies who are in the field of consumer technologies or related areas.
- Enhancing Society activities with these societies by developing new programs, co-organizing conferences and providing either technical or financial co-sponsorship, collaborating on publications and cooperating in offering products and services globally.
- Strengthening the Society's global and professional reach.
- Manage and develop memorandum of understanding (MOU) and agreements with sister and related societies.

14.19.2 The Chair of the Sister & Related Societies Committee is appointed by the president. The Chair reports to the Vice President of Membership and Development.

14.19.3 Members of the Committee shall consist of 1 Chair and at least 6 members

14.19.4 This Committee reports to the Vice President of Operations and Planning.

14.20 Society Committee on Standards (SCS)

14.20.1 This Committee is responsible for:

- Promotion and advancement of standards activities in the field of interest (FOI) of the Society.
- Fulfilling the needs of the Society and Society members related to standards.
- Overseeing the Standards Development, including the management of subcommittees called Standards Committees (SCs) and working groups, as well as the development and coordination of standards projects including their maintenance after their approval as standards.
- Overseeing the Standardization Programs including pre- and post-standardization activities such

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as compliance testing. Coordinating with IEEE Standards Association (IEEE SA).

- Monitoring and reporting to the Vice President of Industry and Standards Activities on standards in the FOI of the Society that are proposed or established by other organizations.
- Providing training and other information on standards to the Society by hosting webinars and workshops, organizing sessions in Society conferences, and submitting articles to Society publications.

14.20.2 The Chair of the Society Committee on Standards (SCS) is appointed by the President and reports to the VP of Industry and Standards Activities.

14.20.3 The VP of Industry and Standards Activities may appoint members to the Society Committee on Standards (SCS). This Committee is comprised of 1 Chair and up to 6 members. Committee members are required to be IEEE, Society and Standards Association members in good standing.

14.20.4 The Society Committee on Standards (SCS) is to have subcommittees (Standards Committees (SC)) as defined in the IEEE SA Standards Board Bylaws and operating in accordance with the IEEE SA Standards Board Operations Manual. The Chairs of the Standards Committees are appointed by the Chair of the Society Committee on Standards (SCS) and reports to the Society Committee on Standards.

14.21 Society Conferences Strategy Board (SCSB)

14.21.1 This Board is responsible for successful conduct, strategic evolution (including development and growth), and policies of the Society's sponsored or co-sponsored Conferences, and the Society's participation in any non-Society conference. This responsibility also includes establishment of the foundational process(es), structure(s), methodology(ies), and any other requisites; all aligned to IEEE polices and rules; for Conference development, operations, and consistent success.

14.21.2 The Vice-President of Conferences shall serve as chairperson of the Society Conferences Strategy Board (SCSB) and may delegate chair of the SCSB for a meeting.

14.21.3 An Ad-hoc committee reporting to the SCSB may be formed by the VP of Conferences, particularly if recommended by an SCSB vote.

14.21.3.1 The purpose of the Ad-hoc Committee to the SCSB may either be for:

- Overseeing a Conference Organizing Committee's progress on all deliverables and performance metrics.
- Contributing to an SCSB task, or
- Completing a specific responsibility of the SCSB.

14.21.3.2 Members of the Ad-hoc Committee may be members or non-members of the SCSB and may be recommended by the SCSB to the VP of Conferences for final approval.

14.21.4 Members of the Society Conferences Strategy Board (SCSB) shall consist of the following:

14.21.4.1 Voting Members: VP of Conferences (Chair), VP of Technical Activities, VP of Publications, Society Treasurer, and three Members-at-Large.

14.21.4.2 Non-Voting Members: Society Staff Representative, plus three Conference Executive Chairs from each of the immediate past, present and immediate future Conferences.

14.22 Technical Committees (TCs) and Technical Committees Board (TCB)

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- 14.22.1 Technical Committees (TCs) are established to promote technical activities in the fields of interest of the Society and to position the Society as the leading technical organization for consumer technology professionals.
- 14.22.2 The Technical Committee (TCs) shall:
- Support Society technical activities in the areas of conferences, publications, standards, education, and history.
 - Investigate, evaluate, promulgate and foster current and emerging technologies and applications of interest to the Society.
 - Create additional Technical Committees for technologies of interest to the Society and conduct periodic and special technical meetings as directed by the BoG.
 - Support development of new cross-cutting initiatives in collaboration with other Technical Committees of the Society, and, as appropriate, with other IEEE Society/Council Technical Committees and IEEE organizational units.
 - Define new areas of technology focus and encourage formation of new initiatives through the Society's Future Directions Committee (FDC).
- 14.22.3 Each Technical Committee shall have at least a Chair, Vice-Chair, and a Secretary and all shall be elected by the Technical Committee membership. Technical Committee membership shall be defined in the Society Operations manual.
- 14.22.4 The Technical Committees shall have bi-monthly meetings to discuss the status of their technical activities.
- 14.22.5 Technical Committees may be created, merged, modified, or dissolved by resolution of the Technical Committees Board (TCB), as necessary to ensure the continued relevance and effectiveness of the Society Technical Committees.
- 14.22.6 Proposals to create/merge/modify/dissolve Technical Committees (TCs) shall be sent to the VP Technical Activities for consideration and approval by the Technical Committees Board (TCB). After approval by the TCB, it is then submitted to the CTSoc Board of Governors (BoG) for final approval.
Petition for proposal of a new Technical Committee can be submitted to the Technical Committees Board signed by 25 Society members. Proposals shall include the name, scope, tentative program for the first year, and approximate numbers of interested and potential members.
- 14.22.7 All Technical Committees report to the Vice President of Technical Activities and to the Technical Committees Board (TCB).
- 14.22.8 The Technical Committees Board (TCB) is chaired by the VP of Technical Activities and shall consist of:
- Chairs of Technical Committees
 - VP of Conferences
 - VP of Publications
 - VP of Industry and Standards Activities
 - Society President as Ex-Officio member
- 14.22.9 The Technical Committees Board (TCB) is the supervisory group for the Technical Committees and shall also support Society technical activities. In addition to its primary function of organizing, quality control, and managing the Society technical activities, the Technical Committees Board

suggests the creation of new technical committees.

14.22.10 The Technical Committees Board (TCB) shall have bimestrial meetings to discuss the status of the activities of the Technical Committees and other Society technical endeavours within the Society FOI.

14.23 Women in Engineering (WIE)

14.23.1 This Committee is responsible for encouraging women engineers to become Society members and to participate in its activities. It will do this through developing programs and initiatives attractive to women, empowering them to make valuable contributions to the Society and the entire IEEE organization, giving them a voice in Society direction, and by preparing them for future leadership roles. The Committee shall provide an annual written report to the Society BoG.

14.23.2 The Committee shall organize events for WIE at the Society conferences and symposia.

14.23.3 The Committee Chair is appointed by the President.

14.23.4 The Committee consists of at least 5 Society members in good standing who are appointed by the Committee Chair.

14.23.5 This Committee reports to the Vice President of Membership and Development.

14.24 Young Professional (YP)

14.24.1 This Committee is responsible for encouraging Young Professionals (as defined by IEEE) to become Society members and to participate in its activities. It will do this through developing programs and initiatives attractive to Young Professionals, empowering them to make valuable contributions to the Society and entire IEEE organization, giving them a voice in Society direction, and preparing them for future leadership roles. The Committee shall provide an annual written report to the Society BoG.

14.24.2 The Committee shall organize events for YP at the Society conferences and symposia.

14.24.3 The Committee Chair is appointed by the President.

14.24.4 The Committee consists of at least 5 Young Professional Society members in good standing who are appointed by the Committee Chair.

14.24.5 This Committee reports to the Vice President of Membership and Development.

14.25 Ad-Hoc Committees

14.25.1 Ad-Hoc Committees may be established by the President in consultation with the BoG to address broad technical or operational issues within the Society or IEEE. The scope, responsibilities, policies and procedures of an Ad-Hoc Committee shall be defined upon establishment. Ad-Hoc Committees report to the BoG.

14.25.2 Ad-Hoc Committee Chairs and members shall be appointed by the President. Upon establishment, the President shall report to the BoG the composition, and mission. Duration of Ad-Hoc committee will be dictated by the nature of the task.

14.25.3 The Operations and Planning Committee shall review all Ad-Hoc committees annually and recommend to the BoG whether they should continue, disband, or be elevated to Standing Committees.

14.25.4 Ad-Hoc Committees shall automatically expire at the conclusion of their task or by resolution of the

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BoG, whichever comes first. The maximum duration of an Ad-Hoc committee shall be no more than 1 year.

ARTICLE 15 CONFLICT RESOLUTION

- 15.1 Ad-hoc Conflict Resolution Committee: To address conflicts that arise and appear to be irresolvable by existing means.
- 15.1.1 The Society President shall establish an ad-hoc Conflict Resolution Committee and appoint a suitable Chair to address the matter.
- 15.1.2 The committee shall consist of the Chair who shall build a suitable committee of at least one other person and should include someone (Chair is eligible) with mediation experience or mediation/conflict resolution training, if available.
- 15.1.3 The committee may be augmented with the agreement of all parties involved by experts with relevant subject area experience. Additional individuals can be added for other relevant reasons depending on the circumstances.
- 15.1.4 All members of the committee chosen should be non-conflicted, i.e. no prior involvement in the situation. If someone on a fixed committee is involved in the conflict, that person should be replaced.
- 15.2 Conflict Resolution Procedures:
- 15.2.1 The Conflict Resolution Committee is described in the Committees section.
- 15.2.2 The time frame for the resolution shall be 4 months.
- 15.2.3 Each conflict will be escalated to TAB and the IEEE if the issue cannot be adequately resolved at the Society level within 6 months.
- 15.2.4 All discussions/information shall be handled in a confidential manner.
- 15.2.5 The committee will provide a short report documenting their findings.
- 15.2.6 If the resolution cannot be resolved within the Society and needs to be escalated, the following resources should be consulted for guidance:
- TAB Operations Manual: Section 4.B.12 Intersociety Disputes.
 - Processes in PUBS: (i) IEEE Policy Section 6.5: Complaints, Editorial Appeals and Grievance Process; (ii) PSPB Operations Manual: 8.2.2 Allegations of Misconduct.
 - IEEE Ethics and Member Conduct Committee (EMCC) at the IEEE level: IEEE Policy Section 7.11.
- 15.3 Removal of a Member of the CTSoc BoG or Member of a Standing Board or Committee (in accordance with IEEE Bylaw I-111.2 and 7).
- 15.3.1 Automatic removal due to non-participation: To ensure a continuously active CTSoc BoG or Standing Board or Committee, elected members who have missed 2 consecutive meetings (either in person or via teleconferencing facilities) shall be dropped from Board membership in the absence of extenuating circumstances as determined by the President.
- 15.3.2 Vote to Remove an appointed Member of the CTSoc BoG or Standing Board or Committee. A member of a CTSoc BoG or Standing Board or Committee may be removed as a member of that CTSoc BoG or Standing Board or Committee, with or without cause, by affirmative vote of two-thirds of the votes of the members of the appointing body present at the time of the vote, provided a

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quorum is present, to remove such CTSoc BoG or Standing Board or Committee member.

- 15.3.3 **Vote to Remove an Elected Member of the Society Board.** An Officer elected by the voting members of the Board may be removed from office, with or without cause, by a vote of the voting members of the Board who elected that person, within thirty days following either:
- The affirmative vote of two-thirds of the votes of the members of the Board present at the time of the vote, provided a quorum is present, on a motion to remove such individual.
 - Or the receipt by IEEE of a petition signed by at least 10% of the total number of voting members in the Society moving for the removal of such individual, a ballot on such motion shall be submitted to the voting members of the Society.
- 15.3.3.1 If a majority of the ballots cast by the voting members for or against such motion are to remove such individual, the individual shall be removed from such positions.

ARTICLE 16 CIVILITY

16.1 IEEE CTSoc is obliged to adhere to the IEEE Civility Policy, Section 9.26) :

All IEEE staff, members (in any capacity), and non-members participating in IEEE activities shall treat each other and IEEE event participants with respect, consideration, and civility. Particular responsibilities apply to events involving children as outlined in the IEEE Guidelines for Working with Children (<https://www.ieee.org/about/volunteers/risk-insurance/ieee-activities-with-children.html>). Intimidating, demeaning, threatening, vulgar or violent behaviors, as well as destructive rumors or gossip depart from the standard for civility and respect. These negative behaviors have no place in the IEEE community. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment. Members who are found to violate this policy are subject to review and sanction by IEEE up to and including expulsion from the membership rolls of IEEE. Members or non-members who are found to violate this policy will be relieved of their activities associated with IEEE.

ARTICLE 17 DISCRIMINATION AND HARASSMENT

17.1 IEEE CTSoc is obliged to adhere to the IEEE Policy Against Discrimination and Harassment (IEEE Policies, Section 9.27):

IEEE, consistent with the purposes articulated in Article I of the IEEE Constitution, is committed to the realization and maintenance of an environment in which members may have full and productive careers free from Discrimination or Harassment. IEEE is committed to the principle that all persons shall have equal access to programs, facilities, services, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by IEEE policy and/or applicable laws. IEEE prohibits Discrimination, Harassment and Bullying against any person for any reason, for example, because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status or any other characteristic protected by law. IEEE employees, members (in any capacity), and non-members, whenever and wherever those individuals are conducting IEEE business or participating in IEEE events or activities, shall maintain an environment free of Discrimination, including Harassment, Bullying, and Retaliation.

Mediation and Enforcement:

The IEEE Human Resources Department shall have the primary responsibility for oversight of this policy including investigating complaints of Discrimination, Harassment, Bullying, and Retaliation with respect to employees. Any person who believes that he or she has been the victim of illegal Discrimination or Harassment may seek redress through an appropriate Organizational Unit dispute resolution mechanism or may contact <http://www.ieee-ethics-reporting.org>. The Ethics and Member Conduct Committee shall have final responsibility for oversight of Policy 9.26 and this Policy 9.27 with respect to IEEE members and non-members participating in IEEE activities. Matters deemed to be of a serious nature shall be referred to the Legal and Compliance Department for handling. The goal in every such case shall be to reach a determination on the merits of allegations, if possible. In most cases, this will require an investigation into the facts.

Such an investigation may be conducted by IEEE staff, legal counsel, volunteers, private investigators or other individuals deemed qualified to do so. If the evidence shows that there has been Discrimination, Harassment, Bullying, and/or Retaliation, IEEE shall seek to ensure the Discrimination, Harassment, Bullying or Retaliation immediately stops and does not recur. The complainant shall be informed generally, of the conclusions reached regarding the allegations.

ARTICLE 18 CODE OF ETHICS

18.1 IEEE CTSoc is obliged to adhere to the IEEE Code of Ethics Policy, (Section 7.8) :

We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

- I. To uphold the highest standards of integrity, responsible behavior, and ethical conduct in professional activities.
 1. to hold paramount the safety, health, and welfare of the public, to strive to comply with ethical design and sustainable development practices, to protect the privacy of others, and to disclose promptly factors that might endanger the public or the environment;
 2. to improve the understanding by individuals and society of the capabilities and societal implications of conventional and emerging technologies, including intelligent systems;
 3. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
 4. to avoid unlawful conduct in professional activities, and to reject bribery in all its forms;
 5. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, to be honest and realistic in stating claims or estimates based on available data, and to credit properly the contributions of others;
 6. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
- II. To treat all persons fairly and with respect, to avoid harassment or discrimination, and to avoid injuring others.
 7. to treat all persons fairly and with respect, and to not engage in discrimination based on characteristics such as race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;
 8. to not engage in harassment of any kind, including sexual harassment or bullying behavior;
 9. to avoid injuring others, their property, reputation, or employment by false or malicious actions, rumors or any other verbal or physical abuses;
- III. To strive to ensure this code is upheld by colleagues and co-workers.
 10. to support colleagues and co-workers in following this code of ethics, to strive to ensure the code is upheld, and to not retaliate against individuals reporting a violation.

Changes to the IEEE Code of Ethics will be made only after the following conditions are met:

- Proposed changes shall have been published in THE INSTITUTE at least three (3) months in advance of final consideration by the Board of Directors, with a request for comment, and
- All IEEE Major Boards shall have the opportunity to discuss proposed changes prior to final action by the Board of Directors, and
- An affirmative vote of two-thirds of the votes of the members of the Board of Directors present at

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the time of the vote, provided a quorum is present, shall be required for changes to be made.