

## IEEE CONSUMER TECHNOLOGY SOCIETY

### **Conference Organizing Committee Charter of the IEEE [Conference Name Example: ICCE]**

*A conference fully sponsored by the IEEE Consumer Technology Society*

#### **General**

The Conference Organizing Committee reports to the IEEE Consumer Technology Society (CTSoc) Vice President of Conferences (VP of Conferences) or his/her designee.

#### **Purpose of the Conference Organizing Committee**

The Conference Organizing Committee oversees the long-term planning and success of current instances of the conference or workshop (collectively referred to as “conference” in this document); plans for future conferences in the series; evaluates how well each conference has achieved its objectives; and proposes and implements improvements to continuously meet these objectives. Every CTSoc conference series shall have a Conference Organizing Committee based on the principles, policies and procedures laid out in this document. The Conference Organizing Committee shall be responsible for the general oversight and long-term goals for the conference. The Conference Organizing Committee shall normally be responsible for making strategic decisions, including but not limited to: the appointment of the General Chair and Technical Program Chair (including removal and reappointment if necessary); providing guidance, oversight, and support for the conference; selection of conference dates and locations; determining the major theme of the conference; coordination amongst partner IEEE or Non-IEEE societies; creation or approval of any conference specific policies; enforcement of IEEE and CTSoc conference policies; and reviewing the budget.

#### **Name of the Conference Series**

The conference series shall be named the IEEE [Conference Name Example: ICCE].

#### **Focus and Summary**

The conference shall focus on [conference description - typically the first paragraph of the first call for papers].

#### **Committee Composition**

The Conference Organizing Committee shall consist of the following voting members:

- Current General Chair
- Current Conference Organizing Committee Chair (the Executive Chair)
- Past Conference Organizing Committee Chair (the Past Chair)
- Typically 6 additional members, or more if available.
- Other non-voting members can be appointed by the Executive Chair as needed based on the general consensus of the voting members of the Conference Organizing Committee.

The Executive Chair serves as the coordinator of meetings, and represents the general consensus of the Conference Organizing Committee to CTSoc and its boards and meetings and to the organizing committee of the conferences it oversees.

### **Membership Requirements**

All voting members of the committee shall be IEEE members holding a grade of Member, Senior Member, Life Member, or Fellow, and shall also be members of the IEEE Consumer Technology Society.

### **Appointments and Terms of Office**

The Executive Chair is appointed by the IEEE Consumer Technology Society Vice President of Conferences typically based upon the recommendation of the Conference Organizing Committee and shall serve the year before the conference. The Past Chair shall serve the year after his/her Conference.. The other members are appointed by the Executive Chair based on the general consensus of the Conference Organizing Committee. The Executive Chair may appoint a Co-Chair from amongst the voting members of the committee based on the general consensus of the committee to serve during the remainder of their term and coincident with that of the Chair, as term expiration and limits allow.

### **Elections**

A Conference Organizing Committee may conduct an election to name the individual to be recommended as the next Chair. In such case, the slate for said election shall be prepared by the current Chair in consultation with the VP of Conferences prior to the election.

### **Vacancies**

In event of the incapacity or absence of the Executive Chair, the sitting Co-Chair, if appointed, or if this position has not been filled, the most recent Co- Chair, shall serve as Acting Chair until a successor is appointed. The Acting Chair shall notify the IEEE Consumer Technology Society Vice President of Conferences of said incapacity or absence of the Chair in a timely manner and continue to serve until further directed. If there is no Co-Chair, the Conference Organizing Committee shall recommend an Acting Chair to the Vice President of Conferences. Vacancies in the position of Past Chair are filled only upon the appointment of the next Chair, and may remain vacant otherwise.

### **Meetings**

1. The majority of the voting members of the Conference Organizing Committee shall meet as a by zoom/webex each month of the year before the conferenc. The time and method of this meeting shall be determined by the Chair. Minutes shall be recorded and made available to all committee members, as well as attendees of that meeting.
2. Electronic mail and remote meeting may be utilized for the transaction of business and for the conduct of meetings and/or interim meetings as called by the Executive Chair.
3. A majority of the voting members of the Conference Organizing Committee shall constitute a quorum.

4. Voting shall be conducted in accordance with Robert's Rules of Order. T
5. Other non-voting guests may also be invited.

**Applicability**

This document shall be used as the basis of the charter for new Conference Organizing Committees, and existing charters should be updated according to this template within one calendar year after its most recent approved amendment.