

BYLAWS

IEEE CONSUMER TECHNOLOGY SOCIETY (CTSoc)

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Table of Contents

ARTICLE 1	OBJECTIVES	3
ARTICLE 2	SOCIETY MEMBERSHIP.....	4
ARTICLE 3	FINANCES	4
ARTICLE 4	CONFERENCES AND TECHNICAL MEETINGS.....	5
ARTICLE 5	PUBLICATIONS.....	6
ARTICLE 6	MEMBERSHIP DEVELOPMENT AND CHAPTERS.....	6
ARTICLE 7	THE BOARD OF GOVERNORS (BoG).....	7
ARTICLE 8	ELECTIONS.....	10
ARTICLE 9	VACANCIES.....	12
ARTICLE 10	STANDING COMMITTEES	13
ARTICLE 11	CONFLICT RESOLUTION	25

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 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 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 Society 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 TECHNICAL MEETINGS

- 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 Committee (SCSC) 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 Conferences must first be approved by the SCSC. After approval by the SCSC it is then submitted to the BoG for final approval.
- 4.5 When acting as a sponsor of a conference, the SCSC 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, policy, procedure, 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

(Constitution Reference Article VIII)

- 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, cross-society publication agreements or discontinuance of a publication shall first be approved by the BoG.
- 5.5 Editors-in-Chief shall be appointed by the President for all wholly owned Society publications with advice and consent from the BoG.
- 5.6 Each Editor-in-Chief shall serve no more than 2 consecutive term of 2 years.
- 5.7 Whenever possible, there shall be appointed by the President, with the advice and consent of the BoG, 4 Senior Associate Editors to assist the publication Editor in Chief.
- 5.8 The Editor-in-Chief may appoint as needed, Editors in order to represent the diversity in the Society. These Editors shall serve for no more than 2 consecutive terms of 2 years. At least 60% of the Editors must be Society members.
- 5.9 Editors-in-Chief, Senior Associate Editors and 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.

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 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 THE BOARD OF GOVERNORS (BOG)

Board of Governors (reference Article V of the Constitution)

7.1 The Society shall be managed by a Board of Governors (BoG), consisting of:

- 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

7.1.1 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).

7.1.2 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 by the Vice President of Operations and Planning.

7.1.3 The President shall be an ex-officio member of all Committees of the Society. 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.

7.1.4 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.

7.1.5 The President-Elect will appoint a Secretary, Treasurer, and any standing committee chairs in the 4th quarter prior to assuming office. These must be ratified by the Board and included in meeting minutes. The incumbent Secretary and Treasurer 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).

7.1.6 The President shall notify the Secretary of the IEEE Technical Activities Board of his/her 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.

7.1.7 Ex-officio Members shall serve for one-year terms except for the Past President who will serve until

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

the current President stands down.

- 7.1.8 Unless already elected to the Board, the four Regional Directors shall be ex-officio (i.e. non-voting) members of the Board.
- 7.1.9 The Treasurer shall be responsible for keeping the financial records of the Board, handling all financial transactions, preparing a Treasurer's Report for each Board meeting, assisting with the annual budget and related duties.
- 7.1.10 The Secretary shall be responsible for keeping the records of the Board. 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 Board meeting notices, minutes of meetings and other material of an archival nature to the Secretary of the IEEE Technical Activities Board, unless passed on to IEEE staff by the direction of the Secretary and President.
- 7.1.11 Parliamentary Procedures: Robert's Rules (latest revision) shall be used to conduct business at meetings of the Board and any committees thereof.
- 7.2 Voting:
- 7.2.1 The voting members of the Board are:
- The 15 elected Members-at-Large (elected by the Society membership)
 - The Vice Presidents
 - Past President
 - President-Elect (when serving)
 - President: only counted if the vote is held by secret ballot or if the President's vote would change the outcome of the vote.
- 7.2.1.1 "Ex-officio" members of the Board are not entitled to vote unless holding one of the positions described above in section 7.2.1.
- 7.2.1.2 Individuals holding more than one position on the Board or any committees thereof shall be limited to one vote on each matter being considered by the Board or committee.
- 7.2.1.3 Proxy voting is not allowed. (ref: IEEE Constitution Article VIII, Sec. 6).
- 7.3 Action of the Board and committees thereof. (Ref: IEEE Bylaw I-300.4)
- 7.3.1.1 Quorum: majority of the voting members of the Board or any of its committees shall constitute a quorum. (Ref: IEEE Bylaw I-300.5)
- 7.3.1.2 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 Board or any committee thereof.
- 7.3.1.3 The Board 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.
- 7.3.1.4 The Board 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 Board 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

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

transmissions shall be filed with the minutes of the proceedings of the Board 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.

7.4 Board Meetings

- 7.4.1 In accordance with the Constitution (Article VII), the Board shall hold at least one Face-to-Face meeting each year for which general notice will be provided to the membership-at-large by publication in the Transactions, newsletter or equivalent. Depending on the Society’s budget, two or more Face-to-Face meetings may occur depending on the needs of the President and the Board.
- 7.4.2 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 canceled only for sufficient cause by majority vote of the Board or by consent of a majority of all voting members of the Board 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.
- 7.4.3 Notice of Special Meetings. Special meetings of the Board may be called by the President or upon request of three members of the Board 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.
- 7.4.4 Minutes of Meetings. Minutes of all meetings shall be distributed to all members of the Board within 15 days of the meeting.
- 7.4.5 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 Board Meetings shall be granted only to the current Board; however, the Secretary and Treasurer if not already Board members at the time of the meeting will normally attend, at the discretion of the President i.e.: expenses for the Board-elect (elected but not yet in office) will not be incurred by the Society until these members become full Board 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.
- 7.4.6 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.
- 7.4.7 Board of Governors’ Travel to Meetings – see section 3.8.

ARTICLE 8 ELECTIONS

8.1 PRESIDENT

- 8.1.1 The Board 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.
- 8.1.2 Only IEEE members 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.
- 8.1.3 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.
- 8.1.4 Candidates will put their intention to stand to the Nominations Chair who will distribute a biography and mission statement to Board members at least two weeks prior to the election.
- 8.1.5 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).
- 8.1.6 In the event of a tie or no candidate getting a majority, the election will be re-held as soon as expedient.
- 8.1.7 In the event of more than two candidates running, the votes will be tallied up and the person with the lowest number of votes is removed from the running and the process is repeated until there are only two candidates or until one candidate gets a majority.
- 8.1.8 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.
- 8.1.9 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.
- 8.1.10 No person shall be reelected to the office of President for more than two consecutive terms of two years for a total of 4 years. A previous President may stand for reelection after a lapse of two years.

8.2 PRESIDENT ELECT

- 8.2.1 The Board shall elect a President-Elect in odd-numbered years from the sitting Board (not Board-elect) 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.
- 8.2.2 Balloting for the position of President-Elect should commence no later than November 15. The Nominations Committee shall provide names of candidates to the Board at least two weeks prior.
- 8.2.3 Candidates will put their intention to stand to the Nominations Chair who will distribute a biography and mission statement to Board members at least two weeks prior to the election.
- 8.2.4 The election shall take place according to IEEE voting procedures by secret ballot in which all voting members of the current Board participating in the meeting, with a quorum present, shall have

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

a vote, including the current President.

- 8.2.5 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 (even) year following his/her election as President-Elect. He/she will assume the office of President on January 1 of the following (odd) year as the President for a two-year term.
- 8.2.6 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 this time. If this causes a vacancy on the Board, the position will be immediately filled as described in article 9.

8.3 Board of Governors

- 8.3.1 One-third of the 15 Members-at-Large shall be elected annually.
- 8.3.2 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 elected for a lifetime maximum of two terms.
- 8.3.3 Only IEEE and Society members in good standing shall be eligible to serve on the Board (refer to the TAB Operations Manual).
- 8.3.4 Nominations (Reference Constitution Article VI): The Nominations Committee shall call for Board member nominations from the Society membership according to the timeline detailed in section 8.3.11. The announcement will also include the procedures for submission of nominations by petition. The Committee shall on or before July 1 provide names of Board member nominees along with biographical sketches to the Technical Activities Department of IEEE for preparation, communication to voters (e.g. by mail, email or via vTools) and tallying of ballots. 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 eight names must be supplied for the five Board member vacancies to be filled, in addition to any petition candidates.
- 8.3.5 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 the Society membership via Society media.
- 8.3.6 Petition Candidates – A petition nominating a Society member in good standing 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 Board member ballot, provided such petition is received by the Nominations Chairperson by the date indicated in the election timeline (section 8.3.13).
- 8.3.7 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.
- 8.3.8 Signatures can be submitted electronically through the official IEEE Society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

signatures submitted electronically through the IEEE Society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

- 8.3.9 Balloting – this shall either be by mail ballot or an approved electronic ballot in accordance with procedures specified by the IEEE.
- 8.3.10 Notification of Election – The Nominations Chairperson, immediately upon receiving election results shall notify all candidates of the results.
- 8.3.11 The newly elected members of the Board shall assume office on the 1st of January following the year of their election.
- 8.3.12 The approximate timeline is as follows:
- By 30 April - Nominations Committee shall call for nominations from the Society membership in a Society-wide printed publication and an email (or e-newsletter). The announcement will also include the procedure for submission of nominations by petition.
 - 1 June - Closing date for acceptance of nominations.
 - 2 June - Nominations committee starts review process. Candidates will be scored using a Rubric developed by the Nominations Committee.
 - 15 June - Nominations by Petition accepted.
 - 30 June - Closing date for Nominations by Petition.
 - 1 July - 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 July - Election begins.
 - First week of Sept - Election ends.
 - 10 Sept - Results available.

ARTICLE 9 VACANCIES

- 9.1 The President and BoG may determine and declare if a vacancy exists for situations not covered in the Bylaws.
- 9.2 This may occur in cases such as resignation, incapacity, non-participation or failing to pay annual Society dues.
- 9.3 Filling of Board position vacancies:
- 9.3.1 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 Board can be held for a new president.
- 9.3.2 Secretary or Treasurer - shall be appointed by the President.
- 9.3.3 Members-at-large shall be replaced by the remaining unsuccessful candidate from the previous Board 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 proviso that the two-year lapse

requirement shall be waived. In the event that this is not successful, the Board will appoint, through majority vote, a person to fill this role from the Society membership.”

ARTICLE 10 STANDING COMMITTEES

10.1 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

10.2 The Society is to have the following standing committees Reporting to their respective Vice Presidents:

- Distinguished Lectures Committee
- Education and Webinars Committee
- Future Directions Committee
- Industry Committee
- Marketing Committee
- Membership and Development Committee
- Operations and Planning Committee
- Public Relations Committee
- Sister and Related Societies Committee
- Society Committee on Standards
- Society Conferences Strategy Committee
- Technical Committees and Technical Committees Board
- Women in Engineering Committee
- Young Professionals Committee

10.2.1 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.

10.2.2 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.

10.3 Awards Committee (AC)

10.3.1 To carry out the appropriate procedures associated with IEEE and TAB Awards Operations Manual. The Committee shall solicit recommendations from the Board, 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 Awards Committee on behalf of the Society.

10.3.2 Maintain an up-to-date list of Society awards on the Society website, complete with descriptions and

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

associated processes.

- 10.3.3 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 TAB Awards Committee for approval.
 - 10.3.4 The Chair of the Awards Committee is appointed by the president.
 - 10.3.5 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.
 - 10.3.6 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.
 - 10.3.7 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.
 - 10.3.8 The Awards Committee shall be empowered to act on behalf of the Board in submitting endorsements to the appropriate IEEE Committees. The Awards Committee shall inform the Board officers of all endorsements before submission.
 - 10.3.9 The exception to this process is the IBUKA Award. The IBUKA Committee, who reports to IEEE Awards Committee not the Society Awards Committee, will follow the processes as set down in the IEEE Bylaws. The IBUKA award is a technical field award under the auspicious of the IEEE Awards Committee
- 10.4 Executive Committee (ExCom)
- 10.4.1 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).
 - 10.4.2 The Executive Committee's role is to oversee the implementation of the Society's strategic plans 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.
 - 10.4.3 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.
 - 10.4.4 The Executive Committee approved actions shall become effective immediately if within the

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

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.

- 10.4.5 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.

10.5 Fellow Evaluation Committee (FEC)

- 10.5.1 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.
- 10.5.2 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.
- 10.5.3 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.
- 10.5.4 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.
- 10.5.5 The Chair will determine the roles and responsibilities of all Committee members and reports 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.
- 10.5.6 The Fellow Evaluation Committee is to follow the timeline as per IEEE Fellow Committee guidelines.

10.6 Finance Committee (FC)

- 10.6.1 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.
- 10.6.2 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.
- 10.6.3 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.
- 10.6.4 Committee shall prepare budgets as defined in ARTICLE 3 of these Bylaws.
- 10.6.5 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

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

the BoG budget adjustments needed to insure financial stability of the Society.

- 10.6.6 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.

10.7 Governance Committee (GC)

- 10.7.1 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 in the 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 Councils, 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.
- 10.7.2 Committee members shall be the Governance Chair, President, President-Elect, all Vice Presidents, Treasurer, and Society Administrator as ex-officio member.

10.8 History Committee (HC)

- 10.8.1 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.
- 10.8.2 The Committee Chair is appointed by the President and the committee consists of 3 Society members in good standing.
- 10.8.3 This Committee reports to the Society President.

10.9 Nominations Committee (NC)

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

- 10.9.1 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.
- 10.9.2 The Nominations Chair shall not be eligible to be elected to the Board during their term of service.
- 10.9.3 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 Board. (Note: Chair is counted here.) The remaining members of the committee may be appointed by the President-elect, upon receiving notice of his/her election.
- 10.9.4 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

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

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).

10.10 Distinguished Lectures Committee (DL)

- 10.10.1 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.
- 10.10.2 The Vice-President of Educational Activities shall serve as chairperson of the Distinguished Lectures Committee.
- 10.10.3 Members of the Committee shall consist of 1 Chair and up to 6 members.
- 10.10.4 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.
- 10.10.5 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.

10.11 Education and Webinars Committee (EWC)

- 10.11.1 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.
- 10.11.2 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
- 10.11.3 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.

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

Committee members are required to be Society members in good standing.

- 10.11.4 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.

10.12 Future Directions Committee (FDC)

10.12.1 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.

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

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

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

10.13 Industry Committee (IC)

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.

10.13.1 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.

10.14 Marketing Committee (MC)

10.14.1 This Committee oversees the Society's marketing programs and is responsible for strategizing,

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

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

10.14.2 The Committee Chair is appointed by the President.

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

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

10.15 Membership and Development Committee (MDC)

10.15.1 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.

10.15.2 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)

10.15.3 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)

10.15.4 The above Directors are appointed by the President with the approval of the Board.

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

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

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

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

- 10.15.8 Each Regional Chapter Council shall have bi-monthly meetings to discuss the status and activities of the chapters in their Region.
- 10.15.9 Regional Directors are responsible for stimulating, coordinating, and promoting the activities of the Society members and chapters throughout the IEEE Regions 1 to 10.
- 10.15.10 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.
- 10.15.11 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.
- 10.16 Operations and Planning Committee (OPC)
- 10.16.1 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 Board.
 - To develop recommendations and policy for approval by the Board 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 Board meeting of each year.
- 10.16.2 The Vice-President of Operations and Planning shall serve as chairperson of the Operations and Planning Committee.
- 10.16.3 This Committee shall consist of a minimum of 6 Society members in good standing who are appointed by the Committee Chair.
- 10.16.4 The Vice-President for 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.
- 10.16.5 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 Board meeting scheduled for the same period.
- 10.17 Public Relations Committee (PRC)
- 10.17.1 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.
- 10.17.2 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.
- 10.17.3 This Committee reports to the Vice President of Operations and Planning.

10.18 Sister & Related Societies Committee

10.18.1 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.

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

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

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

10.19 Society Committee on Standards (SCS)

10.19.1 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 (SC) 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 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.

10.19.2 The Chair of the Society Committee on Standards is appointed by the President and reports to the VP of Industry and Standards Activities.

10.19.3 The VP of Industry and Standards Activities may appoint members to the Society Committee on Standards. 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.

10.19.4 The Society Committee on Standards is to have a standing subcommittee as defined in the IEEE SA Standards Board Bylaws and operating in accordance with the IEEE SA Standards Board Operations Manual. The Chair of the Standards Committee is appointed by the Chair of the Society Committee on Standards and reports to the Society Committee on Standards.

10.20 Society Conferences Strategy Committee (SCSC)

10.20.1 This Committee is responsible for successful conduct, strategic evolution (including development

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

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.

10.20.2 The Vice-President of Conferences shall serve as chairperson of the Society Conferences Strategy Committee and may delegate chair of the SCSC for a meeting.

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

10.20.3.1 The purpose of the Ad-hoc Committee to the SCSC may either be for:

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

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

10.20.4 Members of the Society Conferences Strategy Committee (SCSC) shall consist of the following:

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

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

10.21 Technical Committees (TCs) and Technical Committees Board (TB)

10.21.1 Technical Committees 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.

10.21.2 The Technical Committee 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).

10.21.3 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.

10.21.4 The Technical Committees shall have bi-monthly meetings to discuss the status of their technical

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

activities.

- 10.21.5 Technical Committees may be created, merged, modified, or dissolved by resolution of the Technical Committees Board, as necessary to ensure the continued relevance and effectiveness of the Society Technical Committees.
 - 10.21.6 Proposals to create/merge/modify/dissolve Technical Committees shall be sent to the VP Technical Activities for consideration and approval by the Technical Committees Board. 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.
 - 10.21.7 All Technical Committees report to the Vice President of Technical Activities and to the Technical Committees Board.
 - 10.21.8 The Technical Committees Board 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
 - 10.21.9 The Technical Board 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.
 - 10.21.10 The Technical Committees Board shall have bimestrial meetings to discuss the status of the activities of the Technical Committees and other Society technical endeavors within the Society FOI.
- 10.22 Women in Engineering (WIE)
- 10.22.1 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.
 - 10.22.2 The Committee shall organize events for WIE at the Society conferences and symposia.
 - 10.22.3 The Committee Chair is appointed by the President.
 - 10.22.4 The Committee consists of at least 5 Society members in good standing who are appointed by the Committee Chair.
 - 10.22.5 This Committee reports to the Vice President of Membership and Development.
- 10.23 Young Professional (YP)
- 10.23.1 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

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

BoG.

- 10.23.2 The Committee shall organize events for YP at the Society conferences and symposia.
- 10.23.3 The Committee Chair is appointed by the President.
- 10.23.4 The Committee consists of at least 5 Young Professional Society members in good standing who are appointed by the Committee Chair.
- 10.23.5 This Committee reports to the Vice President of Membership and Development.

10.24 Ad-Hoc Committees

- 10.24.1 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.
- 10.24.2 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.
- 10.24.3 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.
- 10.24.4 Ad-Hoc Committees shall automatically expire at the conclusion of their task or by resolution of the BoG, whichever comes first. The maximum duration of an Ad-Hoc committee shall be no more than 1 year.

ARTICLE 11 CONFLICT RESOLUTION

- 11.1 Conflict Resolution Committee: To address conflicts that arise and appear to be irresolvable by existing means.
- 11.1.1 The Society President shall establish an ad-hoc Conflict Resolution Committee and appoint a suitable Chair to address the matter.
- 11.1.2 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.
- 11.1.3 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.
- 11.1.4 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.
- 11.2 Conflict Resolution Procedures:
- 11.2.1 The Conflict Resolution Committee is described in the Committees section.
- 11.2.2 The time frame for the resolution shall be 4 months.
- 11.2.3 Each conflict will be escalated to TAB and the IEEE if the issue cannot be adequately resolved at the Society level within 6 months.
- 11.2.4 All discussions/information shall be handled in a confidential manner.
- 11.2.5 The committee will provide a short report documenting their findings.
- 11.2.6 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.
- 11.3 Removal of a Member of the Board or Member of a Standing Committee (in accordance with IEEE Bylaw I-111.2 and 7).
- 11.3.1 Automatic removal due to non-participation: To ensure a continuously active Board, 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.
- 11.3.2 Vote to Remove an Appointed Member of the Society Board or Committee. A member of a Society Board or committee may be removed as a member of that 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 quorum is present, to remove such Board or Committee member.
- 11.3.3 Vote to Remove an Elected Member of the Society Board. An Officer elected by the voting

IEEE Consumer Technology Society Bylaws

Revised May 23, 2020

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.

11.3.3.1 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.