

**THE INSTITUTE OF ELECTRICAL & ELECTRONICS ENGINEERS, Inc. (IEEE)
INDUSTRIAL ELECTRONICS SOCIETY (IES)
BYLAWS**

Revised 31 October 2017

1. IES Membership

1.1. Membership in the IEEE Industrial Electronics Society (IES) shall be open to all members of IEEE, including students, who pay annual dues as prescribed in these Bylaws.

1.2. Affiliates

Affiliation may be based on membership in other Societies that have been recognized for affiliate purposes by specific action of the IEEE Executive Committee. Affiliates may join in accordance with provisions that may be incorporated in the IEEE rules and regulations.

An IES Affiliate cannot serve in an elective office in the IES or in an IES Chapter or Joint Chapter or vote for candidates for these offices. An Affiliate can serve in any appointed office in the IES or a Chapter or a Joint Chapter of the IES. An IES Affiliate is entitled to receive notices of all meetings sent to IES members, to receive copies of publications distributed to members of the IES, to attend and participate in any function of the IES by payment of IEEE member charges, and to receive any award bestowed upon him or her by the IES. An IES Affiliate may not receive any IEEE benefits that are derived through IEEE membership except as approved by the Executive Committee of the IEEE.

2. Administrative Committee (AdCom)

2.1. The AdCom is responsible for governing and administering the Society under the Society constitution and bylaws, in the best interests of the IEEE, the IES members, and the scientific communities in the areas of the IES field of interest. The AdCom voting members shall consist of 21 elected/appointed Members-at-Large, the 10 Officers, the 8 Technical Committee Cluster Delegates (TCCD) and the ex-officio voting members. There may also be ex-officio or other members without voting rights.

2.1.1 Members-at-Large shall be elected by the voting members of the IES. The term of each Member-at-Large is three years with four elected and three appointed each year. The term of all elected/appointed AdCom Members-at-Large start on January 1 following their election.

2.1.2 Officers shall be appointed by the IES AdCom. The term of each Officer is two years with 4 appointed each year. Officers term starts on January 1 following their appointment unless there are exceptional circumstances, such as a vacancy.

2.1.3 IES Technical Activities Committees shall group the Technical Committees in Clusters based on technical field. The 8 Technical Committee Cluster Delegates shall be appointed by the IES AdCom. The term of each Cluster Delegate is two years, for a maximum of one term, with four appointed each year. Cluster Delegate terms start of January 1 following their appointment.

2.1.4 IES Junior and Senior Past Presidents shall serve on the IES AdCom as ex-officio voting members.

2.1.5 IES AdCom voting members must be IES members and this shall be verified before each AdCom meeting by the IES Secretary.

2.2. A quorum is defined as a majority of the voting members.

2.3. The IES President under direction of the AdCom shall have general supervision of the affairs of the IES. The IES President shall speak for the Society on all matters not specifically delegated to others and shall chair AdCom and Officers meetings and shall have such other powers and perform such other duties as may be provided in the IES Bylaws, or as may be delegated to the IES President by vote of the AdCom. In his/her absence or incapacity his/her duties shall be performed by the IES President-Elect.

2.4. The IES President shall be an ex-officio voting member of AdCom and all Standing and AdHoc Committees of the IES, except for the IES Nominations and Appointments (N&A) Committee. The IES President shall be a member of the IEEE Technical Activities Board (TAB) and when notified of a TAB meeting, he/she shall ensure representation of the IES at such meeting by himself/herself, or by an alternate such as the President-Elect in accordance with the procedures defined in the TAB Operations Manual.

2.5. Each retiring IES President shall be designated the Junior Past President, and his/her immediate predecessor shall be designated the Senior Past President. These persons shall serve as ex-officio AdCom members with voting rights.

2.6. The appointed IES Officers (President-Elect, Vice-Presidents, Secretary and Treasurer) shall be ex-officio voting members of the AdCom. The Technical Committees Chairs (TCC) shall be AdCom members without voting rights, unless they are a Technical Committee Cluster Delegate. The appointed Technical Committee Cluster Delegates shall be ex-officio voting members of the AdCom. Life and Senior AdCom members shall serve on the IES AdCom as ex-officio voting members.

The following shall be ex-officio non-voting members (unless they are elected in other AdCom positions): IES Transactions Editors-in-Chief, IES Magazine Editor-in-Chief, IES Standing Committees Chairs, IES AdHoc Committees Chairs, IES Chapter or Joint Chapter Chairs, IES Sub-Committees Chairs, IES liaison representatives or other AdCom special appointees.

2.7. Senior AdCom Members: Members of the IES who have devoted a minimum of 10 years of service to the Society as an Officer, AdCom Member, transactions or magazine Editors-in-Chief, Co-Editors-in-Chief, major conferences chairs, and the like, shall be eligible for nomination as Senior AdCom Member. The selection of any Senior AdCom Member will be done once a year on submission of a list of nominees by the Nominations and Appointments Committee and appointed by the AdCom.

2.8. Life AdCom Members: This special category of AdCom membership is dedicated to Senior AdCom Members who have exhibited extraordinary service and leadership in IES activities with a minimum of 30 years of membership in IEEE. Nominees for this honor shall have been an active (with voting right) Senior AdCom Member for at least 10 years. The selection of any Life AdCom Member will be done once a year on submission of a list of nominees by the Nominations and Appointments Committee and appointed by the AdCom.

2.9. Voting Rights for AdCom

2.9.1. After two consecutive AdCom meeting absences, AdCom Members-at-Large and Technical Committee Cluster Delegates will automatically be dropped from AdCom membership in the absence of extenuating circumstances.

2.9.2 After three consecutive AdCom meeting absences, Senior AdCom Members will automatically lose their voting rights, in the absence of extenuating circumstances.

After attending two consecutive AdCom meetings, the AdCom may reinstate their voting rights, upon request.

2.9.3 After three consecutive AdCom meeting absences, Life AdCom Members will automatically lose their voting rights.

After attending two consecutive AdCom meetings, the AdCom may reinstate their voting rights, upon request.

2.9.4 Removal of AdCom members

Elected and appointed AdCom Members may be removed from office with or without cause upon recommendation of the N&A Committee and a 2/3 affirmative vote of the AdCom members present provided a quorum is present.

2.10. Adhoc Appointments

If an AdCom Member-At-Large position becomes vacant during a year, the position will be filled by the individual who obtained the highest vote among the unsuccessful candidates from the last election. This individual will fill the unexpired term of Member-at-Large.

If the President-Elect position becomes vacant, the President shall call for an immediate appointment to fill the vacant position using the IES Officer's appointment rules as prescribed in the Bylaws.

If an Officer's position becomes vacant during a year, the President shall immediately make an interim appointment to fill the remainder of the year of the vacant position, and shall have this appointment approved by the AdCom. If the appointment is not approved, the AdCom shall fill the position according to the regular Officer's appointment procedures as described in the Bylaws.

If a TCCD position becomes vacant during a year, the position will be filled by the high vote getter among the unsuccessful candidates from the last election. This individual will fill the unexpired term of TCCD.

If an ex-officio position (Standing or AdHoc Committees Chairs) becomes vacant during a year, the President shall immediately make an interim appointment as soon as possible. This appointment shall then be approved by the AdCom.

2.11. Proxy voting is not allowed.

2.12. Robert's Rules of Order (latest version) shall govern conduct of AdCom meetings on all matters not otherwise specified in these Bylaws or the Constitution.

3. Nominations and Elections

3.1. The AdCom shall hold an Annual Meeting during the last quarter of the year to fill the vacant Officer's positions for the following year as well as any other vacant positions. Those candidates with both the highest number of votes and a majority of total votes cast, with a quorum present, are considered appointed. If a quorum is not present, elections on the same slates will be done by any electronic means accepted by IEEE before the end of the same year. The results are valid only when a majority of AdCom voting members have participated.

Voting for Elections or Appointments will be conducted according to IEEE Policies and Procedures and may take the form of electronic ballot.

3.2. The IES President shall each year issue instructions to the Nominations and Appointments Committee Chair to ensure an orderly election procedure. In preparation of the different slates of nominees, proper consideration shall be given to diversity and inclusion, as well as geographical and technical interest representation.

The Chair of the N&A Committee shall ensure that each person named is willing to serve and he/she is an IES member.

3.3. Members at Large election/appointment

3.3.1 Members-at-Large election

A slate of nominees for IES AdCom Members-at-Large vacancies shall be prepared by the N&A Committee for approval by the AdCom.

The number of candidates shall be no less than one and a half times the number of vacant positions. A request for such nominations shall be solicited by a letter to all members of the then existing AdCom.

In addition, the Chair of the N&A Committee shall cause a Call for Nominations by petition including information on deadlines to be published and distributed to the entire Society membership at least 60 days before the election.

This slate shall be made available to the IES voting members no later than 30 days before the election date.

IES Member-at-Large elections should be completed by October 15, of the calendar year.

Appointment of the IES Officers and Technical Committee Cluster Delegates should be completed during the last AdCom meeting of the calendar year.

Prior to the submission of a nomination, the nominator shall have determined that the nominee is willing to serve, if elected, and that they are an IES member at the time of the election. Any Member-at-Large will be elected or appointed for a term of three consecutive years and one additional term of three years is allowed

3.3.2 Members-at-Large appointment

A slate of nominees for IES AdCom Member-at-Large vacancies shall be prepared by the N&A Committee. The number of candidates shall be no less than one and a half times the number of vacant positions. Recommendations for such nominations shall be solicited from the AdCom.

This slate shall be made available to the AdCom voting members no later than 28 days before the meeting where the elections will take place to allow for nominations by petition, signed by 22% of the voting AdCom members and submitted to the Chair of the N&A Committee no later than 10 days before the meeting where the elections will take place. The candidates must be IES members and this shall be verified before the election.

In the event that the 1.5 rule cannot be reasonably accommodated, the Chair of the IEEE Technical Activities Board (TAB) may at her/his discretion allow a smaller slate

The appointment by AdCom of the AdCom Members-at-Large should follow the same procedures used for the elections of IES Officers

3.3.3 Petition

3.3.3.1 Individual IES voting members may nominate candidates for elected AdCom Members-at-Large by a written petition.

The number of signatures required on a petition shall be a minimum of 2% of the eligible Society Voting Members, excluding Student Members and Affiliates. To place the nominee for elected AdCom Member-at-Large on the slate, the petition should be received by the N&A Committee Chair at least 30 days before the election day.

The candidates must be IES members and this shall be verified before the election.

3.3.3.2 Individual IES voting members may nominate candidates for appointed AdCom Member-at-Large by a written petition. The petition for appointment shall follow the same procedures as for Officer position.

3.3.3.3 Individual IES AdCom member may nominate candidates for Officer position by petition. The number of signature required on a petition should be a minimum of 22% of the voting AdCom members. The petition should be submitted to the Chair of the N&A Committee no later than 10 days before the meeting where the elections will take place.

3.3.3.4 The slate of nominees for elected AdCom Members-at-Large shall be submitted to the membership of the Society for election. All members in good standing are eligible to vote. Voting will be conducted according to IEEE policies and procedures and may take the form of electronic ballot.

3.3.3.5 A request for nomination to Technical Committee Cluster Delegate vacant positions to all Technical Committees Chairs shall be issued by the Technical Activities Committee upon request from the N&A Committee.

A slate of nominees for IES TCCD shall be prepared by the Technical Activities Committee and forwarded to the N&A Committee. The number of candidates shall be no less than two for each TCCD open position.

Candidates shall be current Technical Committee Chairs, member of the cluster, and must be IES voting member.

The appointment by AdCom of the TCCD should follow the same procedures used for the elections of IES Officers.

3.4. Officers nomination

A slate of nominees for elected IES Officers shall be prepared by the N&A Committee. Recommendations for such nominations shall be solicited from the AdCom. Prior to the submission of a nomination, the nominator shall have determined that the nominee is willing to serve, if elected and that they are an IES member at the time of the election.

The annual slate must include nominations for the following Officer positions (no less than two candidates for each position):

In odd years:

President Elect, Vice President for Conference Activities, Vice President for Technical Activities, Vice President for Planning and Development, Secretary.

In even years:

Vice President for Workshop Activities, Vice President for Publications, Vice President for Membership Activities, Treasurer.

There will be at least two nominees for each vacancy. The nominations for the Officers shall be from voting IES current or past (within last five years) AdCom members.

This slate shall be made available to the AdCom voting members no later than 60 days before the meeting where the elections will take place to allow for nominations by petition signed by 22% of the current voting AdCom members and submitted to the Chair of the N&A Committee no later than 10 days before the meeting where the elections will take place.

All the candidates should be IES members and this is verified before the election.

The N&A Committee Chair, or a designated representative, shall preside over the appointment of the Officers by the AdCom. Secret ballots will be used. The results of the appointment process shall be communicated promptly to the AdCom. Each nominee may request information on their vote total.

3.5. The N&A Committee shall submit recommendations for approval by AdCom for the following non-elected IES Officers position without voting rights during the last AdCom meeting of the year: Assistant Treasurer if required. The N&A Committee Chair shall have determined that the nominee is willing to serve and that he/she is an IES member at the time of the appointment.

The list of non-elected IES Officers shall be made available to the AdCom voting members no later than 10 days before the meeting where the elections will take place.

3.6. Officers with the exception of Treasurer and Secretary have a limit of service of two consecutive terms. After the limit of service has been reached, an individual is eligible to serve again as an officer after a break in service of at least one year; with the exception of the President and the President-Elect. Treasurer and Secretary may serve for multiple terms.

3.7. The President can serve only one term of two years in the absence of extenuating circumstances. They are re-appointed annually on a proposal of the N&A Committee with consent of the AdCom. In extenuating circumstances, the AdCom by 2/3 present and voting majority may re-elect the President to an additional term of one year. The President-Elect shall assume the office of President when the current President is not re-appointed or their terms ends.

3.8. Before any election, the voting members are counted by the AdCom meeting Secretary (IES Secretary) in order to verify that a quorum is present.

3.9. All IES Officers shall continue to serve until successors take office.

4. IES Officers Duties

The IES Officers shall have the following duties:

4.1. The President shall supervise the affairs of the IES and shall speak for the IES on all matters not specifically delegated to others.

4.2. The President-Elect shall fulfill the duties of the President in the President's absence or incapacity and perform such other functions as the IES President directs. He/she shall coordinate all the activities under their umbrella (Secretary, Treasurer and other AdHoc and Standing Committees, excluding the Technical Committees and Distinguished Lecturer Program).

4.3. The Vice-President for Technical Activities may serve for the President-Elect in their absence or incapacity only to the extent requested by the IES President. The Vice-President for Technical Activities shall coordinate the activities of all the Technical Committees and shall be responsible for maintaining the technical interest profile of the IES.

4.4. The Vice-President for Membership Activities shall have the responsibility for membership development, students and graduate students activities, chapter activities, Distinguished Lecturer programs, and IES promotion.

4.5. The Vice-President for Publications shall have the responsibility for the implementation of all IES publications including the IES Magazine and the IES sponsored Transactions. The Vice-President for Publications shall not be Editor of any IES publication.

4.6. The Vice-President for Conference Activities shall have the responsibility for coordinating all major workshops, symposia, and conferences sponsored or co-sponsored by the IES. He/she shall review workshops, symposia and all major conference proposals presented for AdCom approval.

4.7. The Vice-President for Workshop Activities shall have the responsibility for coordinating all other conferences, workshops and symposia sponsored or co-sponsored (technically or financially) by the IES. He/she shall review other conference proposals presented for AdCom approval.

4.8. The Vice-President for Planning and Development shall have the responsibility for the development and identification of long-term objectives for the IES, establishing development direction, establishing strategic plans for IES, and the analysis and assessment of IES activities. He/she is responsible for preparation of documents and schedules for periodical IES review.

4.9. The Secretary shall be responsible for keeping the records of the IES AdCom in the areas commonly ascribable to his/her functions. He/she shall prepare, distribute and send (if needed) to the IES website coordinator reports, notices, or other documents as may be required by the IES President. He will prepare the minutes for all IES AdCom and Officers meetings. He/she shall be responsible to keep record of AdCom participants, list of voting members and to distribute materials for voting members during every AdCom meeting.

4.10. The Treasurer shall be responsible for the financial control and financial records of the IES. He/she will prepare the yearly budget and financial report for IEEE and the financial data to be provided for periodical IES review.

4.11. The Assistant-Treasurer (if required) shall provide assistance to the Treasurer and shall fulfil the duties of the Treasurer in their absence or incapacity.

5. Sub-Groups

Sub-Groups are voluntary association of a significant portion of the total IES membership.

5.1. IES Chapters: Chapters are permanent sub-groups equivalent to standing committees organized on a geographical basis consisting of IES members. The Chapters are fully treated in the IEEE Bylaws for Geographical Units. IES Chapters report annually to the VP for Membership Activities.

5.2. Joint Chapters: These are equivalent to Chapters but activities are required to be organized in collaboration with at least one other IEEE Society according to the IEEE Bylaws for Geographical Units. Joint Chapters with IES report annually to the IES VP for Membership Activities and to the equivalent in other Societies involved in the Joint Chapter.

6. IES Funds

6.1. The IES may raise funds as specified in the IEEE Bylaws, IEEE Policies and in accordance with IEEE rules and regulations.

6.2. The annual IES membership dues and subscription fees shall be established by the AdCom on proposal of the IES President and Treasurer and subject to IEEE approval.

6.3. IEEE Headquarters shall act as bursar for all IES funds.

6.4. The Vice-President for Conference Activities with consent of the Conferences Committee and of the IES AdCom may authorize any conference treasurer or fiscal officer to open an account to be used for the deposit and disbursement of funds related to the dedicated conference in compliance with IEEE fiscal rules, policies and operational guidelines. In each case, the IES AdCom through the Vice-President for Conference Activities shall be advised, at least one year before the event, of the name of the bank, the anticipated size of the amount, the names of the account signatories and of arrangements for insurance and for bonding. For sponsored conferences and events, concentrating banking shall be used as a priority unless a strong motivation with related proofs will be presented.

Conferences jointly co-sponsored with other Technical Societies (IEEE or non-IEEE) are excluded where a charter of operations with those Societies is approved by the IES AdCom and the IEEE. In these cases, a Memorandum-of-Understanding (MoU) compliant with IEEE regulations should be signed at least one year before the event by all the co-sponsoring entities.

7. Society Business

7.1. The IES President and Officers shall act and conduct the IES affairs subject to the advice and consent of the AdCom, except where other authorization is specified. Periodic meetings for this purpose may be called by the President with a notice sent at least 6 weeks before the meeting at the initiative of the IES President or of the entire AdCom.

7.2. No AdCom meetings shall be held for the purpose of transacting business unless each voting AdCom member shall have been sent notice of the time and place of such meeting 6 weeks prior to the scheduled date of the meeting. Before any AdCom meeting, the quorum for voting members has to be verified by the IES Secretary. If the quorum is not reached, the IES President shall postpone all the actions needing votes until electronic votes can be collected by the Secretary within a maximum period of one month after the meeting.

8. Publications

8.1. The Society shall sponsor or co-sponsor such publications as are recommended by the Publications Committee and approved by the IES AdCom.

8.2. Each Editor-in-Chief, and each Co-Editor-in-Chief of journals, magazines and newsletters sponsored or co-sponsored by the IES shall be a member of the IES Publications Committee.

8.3. Editorials expenses for both sponsored and co-sponsored publications shall be subject to the review and approval of the Vice-President for Publications and the Treasurer, the latter being explicitly responsible for adherence to the annual publication budget.

8.4. The IES President with consent of the AdCom shall appoint Editors-in-Chief and Co-Editors-in-Chief of IES fully sponsored publications. The appointments must be done in the middle of the year and the new Editor-in-Chief and Co-Editors-in-Chief shall be trained to take full responsibility as of January 1 of the following year.

8.5. The terms of Editors-in-Chief, of IES sponsored journals and magazine (all being IES members) shall be three years.

The term of Co-Editors-in-Chief of IES sponsored journals and magazine (all being IES members) shall be three years. Extensions to a maximum of one term (maximum 3 years) can be proposed by the Publications Committee to be voted on by the AdCom.

The term of Associate Editors shall be four years (with the first year as probation), and may be extended up to a maximum of four additional years.

9. Technical Committees

9.1. Establishment and termination

9.1.1 A Technical Committee (formed by a minimum of 15 current IES members) covering activities within a well-defined specialist field, may be provisionally established by the IES President on the recommendation of the Technical Activities Committee, with the consent of the AdCom.

9.1.2 The provisionally established Technical Committee (TC) will have a two-year probation term, at the end of which its activities will be evaluated. Should the result be found not to be compliant with the minimum requirements described in the Technical Activities Committee Operation Manual, it will not be positively evaluated and the probation period will be extended by one year. If, at the end of the probation period (and its extension), it will be positively evaluated, its full establishment will be proposed to the AdCom. If it will not pass the evaluation, it will be terminated.

9.1.3 Termination of the TCs occurs upon request (e.g. when merging with other TCs) or after two consecutive negative evaluations, based on the annual report submitted by the Technical Committee Chairs to the Technical Activities Committee according to the criteria stated in the Technical Activities Committee Operation Manual.

9.1.4 New TCs, resulting from the merging of two or more TCs, will be considered as established TCs.

9.2. Functions

Each Technical Committee shall promote activities in its field and shall provide the expert knowledge and assistance to:

9.2.1. Receive, generate, and review papers within its scope in cooperation with all IES sponsored and co-sponsored publications' Editors-in-Chief; assure the quality of papers and publications; provide volunteers to review papers (list of reviewers updated each year for each TC).

9.2.2. In cooperation with Conferences Committees, organize and operate sessions at meetings of IES at all levels and at meetings of other organizations with which the IES is desirous of cooperating, in accordance with the rules in effect at such meetings.

9.2.3. Generate and develop appropriate standards (if possible) in its field for processing by the IEEE Standards Committee, through the IES Standards Committee and otherwise in accordance with IEEE Policies.

9.2.4. Prepare a detailed report, according to the Technical Committee Operation Manual's guidelines, before the last AdCom meeting of the year.

9.2.5. Propose Associated Editors for fully sponsored journals and magazine in the field of the TC expertise.

9.3. Operations

The operation of each IES Technical Committee shall be in accordance with the IEEE Technical Activities Board Operations Manual and the IES Technical Activities Committee Operations Manual.

9.4. Specific Technical Committees

9.4.1. Standards Committee

The functions of the Standards Committee shall be to:

Recommend Standards of engineering practices to be followed in the Fields of Interest of the IES.

Report to the AdCom on Standards in the Fields of Interest of the IES that are proposed or established by other organizations.

9.5. Election of Technical Committee Chair

For each Technical Committee, a slate of two candidates for TC Chair is required to be submitted by the VP for Technical Activities to be voted on by the AdCom.

10. Other Standing Committees

10.1. Standing Committees are committees that are established in the Bylaws. Their operations have to be internally reviewed on a yearly basis and submitted to the AdCom at the last AdCom meeting of the year.

10.2. The terms of office of a Standing Committee Chair, Vice-Chair and members shall be for two years. Standing Committee Chairs and members may serve an additional term of two years.

10.3. Conferences Committee

The Conferences Committee is chaired by the Vice-President for Conference Activities and co-chaired by the Vice-President for Workshop Activities. President-Elect, Vice-President for Technical Activities, Vice-President for Membership Activities, Treasurer, and Conference Financial Advisor are ex-officio voting members of the committee.

The Conference Financial Advisor (CFA) is appointed by the President with AdCom consent. He/she is responsible for guiding conference organizers and monitoring finances for conferences where IES has at least 50% financial share (including contracts and payments from the conference bank account). He/she should be the Finance Co-Chair in designated IES conferences (IECON, ISIE, ICIT, and INDIN, and other conferences designated by the Conferences Committee).

The functions of the IES Conferences Committee shall be to:

10.3.1. Solicit and promote the writing of papers in the Fields of Interest of the IES for the purpose of presentation at conferences and workshops and publication in the conferences and workshops proceedings.

10.3.2. Arrange for the review of papers by the appropriate Technical Committees and a data base of reviewers.

10.3.3. In cooperation with the Technical Committees, organize and operate regular and special sessions at meetings of IEEE at all levels and at meetings of other organizations with which the IES is desirous of cooperating, in accordance with the rules in effect at such meetings.

10.3.4. Screen all conferences and workshops proposals (schedule, finance/budget, technical quality, organization, standards, reports, committees, IES representative, publications, reviewing process, attendance, and exhibition).

10.3.5. Conduct the IES Conferences Policy and Guidelines as approved by the AdCom and present to the AdCom results of both sponsored and co-sponsored events on both a short and a long term basis.

10.3.6 Conduct the business as specified in the IES Conferences Policies and Guidelines.

10.4. Membership Committee

The Membership Committee is chaired by the Vice-President for Membership Activities. The functions of the Membership Committee shall be to:

10.4.1. Promote the IES in all 10 IEEE Regions.

10.4.2. Use the contacts to the best advantage in promoting the interests of the IES concerning its publications, meetings and other activities.

10.4.3. Provide assistance to the other Committees of IES, particularly those concerned with meetings and symposia.

10.4.4. Supply information to all IEEE Geographical Units on IES and advantages of membership in the IES.

10.4.5. Provide promotional material to the Members, Student Members, Graduate Students Members and Chapters and plan membership drives during all IES events.

10.5. Publications Committee

The Publications Committee is chaired by the Vice-President for Publications. The functions of the Publications Committee shall be to:

10.5.1. Solicit or otherwise obtain a sufficient quantity of suitable material and technical articles for publication of all sponsored and co-sponsored IES publications on a regular schedule. Insure the quality of produced publications using all convenient tools (reviewing, anti-plagiarism and others).

10.5.2. Supervise all the IES sponsored and co-sponsored publications.

10.5.3. Recommend Editors-in-Chief, Co-Editors-in-Chief, and Associate Editors for all IES sponsored publications. Recommend IES representatives, Associate Editors, and Editors-in-Chief (when needed) for all IES co-sponsored publications.

10.5.4. Represent IES in all IES sponsored and co-sponsored periodical publications reviews.

10.6. Chapters and Joint Chapters Committee

The Chapters and Joint Chapters Committee is chaired by the Vice-President for Membership Activities. The function of the Chapters and Joint Chapters Committee shall be to:

10.6.1. Compile information pertaining to the organization of IES Chapters in Geographical Units.

10.6.2. Disseminate this information to geographical units, particularly to all the Membership Committees where they exist.

10.6.3. Create and promote interest in Geographical Units for the formation of IES Chapters.

10.6.4. Promote a reasonable number of Chapter Meetings and/or Chapter Chairs Meetings in areas where Chapters have been organized.

10.6.5. Assist in providing topics, media or speakers (such as Distinguished Lecturers) for Chapter Meetings and for Student Branch Chapters.

10.7. Constitution and Bylaws Committee

The Constitution and Bylaws Committee is chaired by the Secretary. The function of the Constitution and Bylaws (C&B) Committee shall be to:

10.7.1. Maintain records of the Constitution and Bylaws.

10.7.2. Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of IEEE Headquarters.

10.7.3. Make timely recommended changes in the Constitution and Bylaws as necessary to conform to the developments of the IES, its AdCom, its membership and its mode of operation.

10.8. Nominations and Appointments (N&A) Committee

10.8.1. The N&A Committee shall be reconstituted at the last AdCom meeting of each year. The N& A Committee shall consist of a Chair and between 5 and 7 members.

10.8.2. The Chair of the N&A Committee shall be the Junior Past President of the Society. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the N&A Committee available shall be the Chair of the N&A Committee. With extenuating circumstances, a different individual may be appointed to this position by the IES President with consent of the AdCom.

The Chair and members of the N&A Committee shall not be eligible to be elected to the AdCom during their term of service.

10.8.3. The members of the N&A Committee shall be appointed by the IES President with the consent of the AdCom. Continuity among the membership of this committee is highly recommended. The N&A Committee Chair will make recommendations for new appointments and re-appointments each year.

10.8.4. A member of the IES N&A Committee may be nominated and run for a position for which such N&A Committee member is responsible for making nominations only on the following conditions:
The nomination is not made by a member of the same N&A Committee.
The member resigns from the N&A Committee prior to its first meeting of the year in which the nomination shall be made.

10.9. Awards and Honors (A&H) Committee

The functions of the A&H Committee shall be to solicit nominations, review nominations and recommend candidates for all awards and prizes in accordance with requirements, requests, and rules and regulations of IEEE, both for general IEEE Awards and IES Awards.

The A&H Committee shall consist of a Chair and between 5 and 7 members.

10.10. Fellows Committee

The function of the Fellows Committee is to publicize the IEEE Fellow program among IES Senior Members, to recommend nominations of IES candidates for the grade of IEEE Fellow, to evaluate, score and classify nominations on behalf of the IES.

The Fellows Committee shall consist of a Chair and between 5 and 9 members.

10.11. Finance Committee

The Finance Committee is chaired by the Treasurer. The functions of the Finance Committee shall be to:

10.11.1. Compile financial data and the annual budget and analyze and make appropriate recommendations to the different IES Standing and AdHoc Committees on such items.

10.11.2. Act as consultant and functional supervisor to treasurers of various meetings held by the IES.

10.11.3. Make periodic reports to the AdCom on the financial status of the IES.

10.11.4. Observe financial operations of the IES and take appropriate actions to see that the money is spent or invested wisely and in the best interest of the IES.

10.11.5. Prepare all the financial reports to be sent to the IEEE Headquarters on the yearly basis and those which are requested for the periodical IES review.

10.12. Planning and Development Committee

The Planning and Development Committee is chaired by the Vice-President for Planning and Development. The functions of the Planning and Development Committee shall be to:

10.12.1. Prepare the future of IES by anticipating any action to improve its mode of operation.

10.12.2. Prepare all periodical IES reviews by collecting appropriate documents and data.

10.12.3. Report to the IES AdCom the envisaged evolution over future years and to suggest any appropriate action.

10.13. Web and Information Committee (WIC)

The functions of the WIC shall be to:

10.13.1. Maintain and improve the general IES website.

10.13.2. Provide support to conferences, maintaining submission and review sites, and assisting in the IT-related issues.

10.13.3. Put all the Society information and archives in a secure server.

10.13.4. Launch, improve and maintain all means of IES electronics information

10.13.5. Maintain social networking and related matters with any new available technology.

10.14. Technical Activities Committee

The Technical Activities Committee is chaired by the Vice-President for Technical Activities. The functions of the Technical Activities Committee shall be to:

10.14.1. Coordinate the work of all IES Technical Committees.

10.14.2. Study and prepare recommendations on all proposals for the creation and operation of new Technical Committees.

10.14.3. Prepare all necessary documents to assist the IES President and AdCom in taking strategic decisions related to the creation and operation of IES Technical Committees.

10.14.4. Participate in the development of new business involving IES and other IEEE Sister Societies.

10.14.5. Evaluate all Technical Committees work and performance.

10.14.6. Coordinate with IES Officers, IES Transactions and Magazine Editors-in-Chief all suitable actions to serve the interest of IES business.

10.14.7. Prepare a development plan to help the IES to explore new emerging committees to serve the IES interest.

10.14.8. Participate actively in the development of IES-industry relations through the organization of social and technical events related to the promotion of the IES community and the industry.

10.14.9. Coordinate with IES Conferences Chairs in organizing special sessions, tutorials, and other important activities in IES conferences and workshops.

10.14.10. Respond to all related requests from the AdCom, the IES President, or the Vice President for Technical Activities.

11. Ad Hoc Committees

Ad Hoc Committees may be created by the IES President with consent of the AdCom. For each such case, the number of members of each Committee, how the members are to be selected, the terms of the members and the term of life of each Ad Hoc Committee shall be specified at the time of its creation. Ad Hoc Committees shall be automatically dissolved at the end of the calendar year.