

## **Operations Manual of the IEEE-IES Awards and Honors Committee**

(Revised 1 February 2019)

See the IEEE IES Awards & Honors Committee Operation Manual at:

[http://www.ieee-ies.org/images/files/awards/AH\\_operating\\_manual.pdf](http://www.ieee-ies.org/images/files/awards/AH_operating_manual.pdf)

### **Aim**

The IEEE IES Awards & Honors (A&H) Committee is a standing committee of the IES Administrative Committee (IES AdCom). The Committee mission is to assist the President-elect in operations for awards activities.

### **Committee composition (between 6 and 8)**

- IES A&H Committee Chair (appointed by the IES President with the consent and advice of the IES AdCom)
- Five to seven representatives of the IES AdCom (appointed by the IES President with the consent and advice of the IES AdCom)

### **Terms of the committee and membership**

- The entire A&H Committee is appointed by the IES President with advice and consent of IES AdCom.
- All A&H Committee members must be current members of IES AdCom.
- The term of members is **two years**. Terms are renewable, but no more than 1/3 of the Committee can be renewed at one time.

### **Committee tasks**

See the operation manual above.

### **Reporting lines**

- The A&H Committee reports to IES AdCom through the IES President-elect at least once per year. Since most award recipients need to be approved during the summer IES AdCom meeting, it is strongly recommended that the committee report be submitted at least 10-14 days prior to that meeting, so that IES AdCom members may review the award recipient recommendations.
- The A&H Committee reports on both operational and strategic issues, as related to awards and honors. For example, A&H Committee must annually review and submit for AdCom approval the amounts of financial funds to support award recipients' travel to the respective presentation ceremonies.
- The A&H Committee should also report the circumstances and recommended resolution for deviations from normal practices. Examples include special arrangements or compromises made for travel or presentation location.

## Operations Manual of the IEEE-IES Constitution and Bylaws Committee

(revised 14 October 2021)

### Aim

The IEEE IES Constitution and Bylaws Committee is a standing committee of the IEEE Administrative Committee (IES AdCom), whose role is to recommend changes in the Constitution and Bylaws as required.

### Committee composition (8 members or more)

- IES Secretary, ex-officio – Chair
- IES President-Elect, ex-officio
- One past IES President (appointed by the IES President with the consent and advice of the IES AdCom)
- Vice-President Planning and Development, ex-officio
- IES Treasurer, ex-officio
- Three or more AdCom members (appointed by IES President with the consent and advice of the IES AdCom).

### Terms of the committee and membership

- The Committee will meet before each IES AdCom meeting and as otherwise required.
- The appointment of members follows the guidelines of the committee composition.
- The term of the members is **two years**.

### Committee tasks

The objectives of IEEE IES Constitution and Bylaws Committee are to:

- Maintain records of the Constitution and Bylaws.
- Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of IEEE Headquarters.
- Make recommended changes in the Constitution and Bylaws as necessary to conform to the developments of the IES, its Administrative Committee, and its membership and mode of operation.

### Reporting lines

- The Committee reports to the President-Elect on operational issues.
- The Committee reports to the IES AdCom through the President-Elect on strategic issues.

## **Operations Manual of the IEEE-IES Chapters and Joint Chapters Committee**

(revised 16 June 2018)

### **Aim**

The IEEE IES Membership Committee is a standing committee of IEEE Administrative Committee (IES AdCom), whose role is to assist the VP for Membership Activities in the communication with local chapters.

### **Committee composition (up to 11 members)**

- IES VP Membership Activities, ex-officio – Chair
- Regional membership and chapter coordinators (up to 10). (The aim is to have one coordinator in each region, but it is possible to share coordinator between neighbor regions)

All members are appointed by IES President with consent and advice of the IES AdCom.

### **Terms of the committee and membership**

- The Committee will meet before each IES AdCom meeting.
- The term of the members is **two years** and they can be reappointed.

### **Committee tasks:**

The main tasks of the committee are:

- Promote IES membership in all 10 regions.
- Recover members in arrears.
- Assist IES chapters all over the world.
- Inform about the Distinguished Lecturers Program to IES and Joint Chapters.
- Establish special programs to promote local activities and to recognize outstanding performance.
- Evaluate the applications received and select the recipient of the Best Chapter Award every year.
- Recognize opportunities and promote the creation of new chapters in different geographical units.
- Promote Chapter Chairs Meetings.

### **Reporting lines**

- The Committee reports to the VP for Membership Activities on operational issues.
- The Committee reports to the IES AdCom through the VP for Membership Activities.

## **Operations Manual of the IEEE IES Conferences Committee**

(revised 16 June 2018)

### **Aim**

The primary aim of the IEEE IES Conferences Committee is to attain the highest possible standard of quality for IES' conferences and workshops by executing the tasks listed below. It is a standing committee of IEEE IES Administrative Committee (IES AdCom), whose role is to assist the Vice-President for Conference Activities and Vice-President for Workshop Activities in planning and supervision of conferences and workshops activities, according to the IEEE IES Conferences Policies and Guidelines.

### **Committee composition**

- IES VP Conference Activities, ex-officio - Chair
- IES VP Workshop Activities, ex-officio - Co-Chair
- IES President Elect, ex-officio
- IES VP Technical Activities, ex-officio
- IES VP Membership Activities, ex-officio
- IES Treasurer, ex-officio
- IES Financial Advisor, ex-officio
- One representative of IES WIC (appointed by the IES President with consent and advice of the IES AdCom)
- Three IES AdCom members representing the three world large geographical areas (appointed by the IES President with consent and advice of the IES AdCom)
- Previous IES VP Conference Activities (appointed by the IES President with consent and advice of the IES AdCom)
- Previous IES VP Workshop Activities (appointed by the IES President with consent and advice of the IES AdCom)

If an individual is member of the committee in several capacities, he/she will have only one vote

### **Conflicts of interest**

When a voting member of the IES Conferences Committee incurs a conflict of interest on any agenda topic of a given meeting, he/she should abstain from participating in the discussions and must not vote on that topic.

If deemed necessary, the chair of the meeting can call for an executive session.

If the number of present voting members not incurring conflict of interest is less than one half of the total number of voting members, the topic will be removed from the agenda and all related discussions will be held at the IES AdCom meeting.

### **Terms of the committee and membership**

- The Committee will meet before each IES AdCom meeting.
- The appointment of members follows the guidelines of the committee composition.
- The term of non-ex-officio members is one year, renewable.

### **Committee tasks**

The objectives of IEEE IES Conferences Committee are to:

- Assure a short and long term planning for all IES sponsored conferences and workshops.
- Analyze all conferences and workshop proposals, according with IES Conferences Policies and Guidelines.
- Timely follow up all conference activities, since the preparatory steps till the conference proceedings publication in the IEEE digital library and conference closing, according with IES Conferences Policies and Guidelines.
- Approve technical (co-) sponsorship upon request to conference and workshops within the topics of interest of IES, considering specific guidelines for requesting IES technical co-sponsorship, as directed by IES AdCom.
- Identify opportunities to improve the efficiency and effectiveness of collaboration between IES and other IEEE Societies and OUs, as well as with other Professional and Scientific Organizations, promoting events in topics of common interest.
- Assure availability of electronic tools to support the paper submission and review process, as well as to support production of proceedings and materials to be distributed to participants.
- Assure a good cooperation with IEEE IES Technical Activities Committee to promote organization of Special Sessions or dedicated events on specific topics allowing specific discussions and advances in specific subjects for small groups of people.
- Assure a good cooperation with IEEE IES Technical Activities Committee to promote organization of tutorials allowing dissemination of well-established bodies of theory and technologies, as well as addressing the edges of new technologies.
- Assure a good cooperation with IEEE IES Publication Committee (in particular with IEEE Industrial Electronics Magazine) to proper dissemination of contents of tutorials and invited speakers lectures as well as of conference announcements and reports on successfully held conferences.

### **Reporting lines**

The Committee reports to the IES AdCom through the VP Conference Activities and VP Workshop Activities.

## **Operations Manual of Distinguished Lecturer Program**

(revised 18 May 2020)

### **Aim**

Employ the Society's Outstanding professional members, who are at least Fellow grade, to support the professional development of our members through Distinguished lectures to our Chapters throughout the world.

### **Composition**

- Chair
- Five members

### **Terms of the committee and membership**

- The Chair and committee members are annually appointed by the President.

### **Committee tasks**

- Support existing chapters with Distinguished lectures.
- Provide motivation for the formation of new chapters.
- Support the professional development of the membership on a worldwide basis.

### **Reporting lines**

Reports to the AdCom on a semi-annual or annual basis as requested by the President-Elect.

## Operations Manual of the IEEE-IES Fellow Evaluating Committee

(revised 13 October 2021)

### Aim

The goal of the IES-FEC is to provide the IEEE Fellow Committee with a critical evaluation and assessment of Nominees referred to the IES by the Nominator. This evaluation shall be performed by preparing an IES-FEC Evaluation Form for each referred Nominee and submitting it to the IEEE Fellow Committee.

### Composition

- The Committee Members consist of a Chair and from six to ten Evaluators, who are active IEEE Fellows and active members in the IES.
- A diverse composition is recommended, i.e. industry/academia/government/other mix, nomination category mix, gender, geography, etc.

### Terms of the committee and membership

#### a) Eligibility Requirements

##### The IES-FEC Chair:

- Shall not serve as a Nominator for any Fellow Nominee.
- Shall not serve as a Reference or Endorser for any Fellow Nominees evaluated by the IES-FEC.
- Shall not be a member of the IEEE Fellow Committee.
- Shall not be a member of the IEEE Board of Directors.

##### The IES-FEC Evaluator:

- Shall not serve as Nominator, Reference or Endorser for any Fellow Nominee evaluated by the IES-FEC.
- Shall not be a member of the IEEE Fellow Committee.
- Shall not be a member of the IEEE Board of Directors.

#### b) Appointment of Committee Members

- The IES President must inform the Fellow Chair/Fellow Activities Staff of the IES-FEC Chair and entire roster by January 31st – this deadline is very important for the early start of evaluations.
- The date above merely indicates when the information is needed by the IEEE FC. It is strongly recommended that FEC members be appointed much earlier than 31 January so that they can decline serving in other roles that may create conflicts or eligibility issues.
- The Chair shall be appointed by the IES AdCom upon recommendation of the President.
- The Evaluators shall be appointed by the President with the consent of the AdCom.
- Appointment of Evaluators shall be distributed over time so as to avoid the termination of more than about one-third of the members in any calendar year.

- The FEC roster must be made publicly available on the IES web site.
- The IES-FEC and the Fellow Nomination Advisory Committee (FNAC) shall share no common members.

### c) Term Limits for Committee Members

- The Chair shall not serve for more than two consecutive terms of one year.
- Evaluators shall not serve for more than three consecutive years.
- Members shall not serve for more than 5 consecutive years, regardless of the position held.
- For reasons deemed to be in the best interests of the IEEE FC, limitations of tenure may be waived in individual cases with the approval of the IEEE FC Chair and Vice-Chair.

## Committee tasks

### a) The Evaluation Process followed by the IES-FEC

- As soon as the FC members have been defined for the evaluation period, they need to participate in Training Workshop, organized and managed by the IES FC Chair. The major objectives of this workshop will be: (i) to understand the evaluation criteria, (ii) to learn writing the ground-text of the Individual Evaluation Forms, (iii) to learn filling in the Individual Evaluation Forms so that they can be used by the FC Chair in completing the Society Evaluation Form, (iv) to learn aligning the ground-text of each Individual Evaluation Form and the individual scores, (v) to learn aligning Evaluation Form Contents, Evaluation Form Scores and Definition of the IES Fellow Nomination Ranking.  
Note: The Individual Evaluation Forms and the Society Evaluation Forms are different!
- The Chair shall assign Nominees to Evaluators, but shall not perform evaluations nor score Nominees.
- The evaluation (performed by the Evaluators) shall be based on a technical assessment only. Nominees' service to the IES or IEEE is irrelevant at the IES level and shall be considered only at the IEEE Fellow Committee level.
- Each Nominee should be evaluated by a minimum of five (5) evaluators.. The allocation of nominees to evaluators is performed by the IES FC Chair.
- Evaluators check the nominees allocated to them for evaluation and report to the IES FC Chair, if any, the existence of Conflict-of-Interest (CoI). In the case of existence of CoI, the allocation of the nominee to the evaluator under CoI-Situation is annulated.
- Each evaluator completes one Individual Evaluation Form for each nominee allocated to her/him.
- The FEC performs a necessary number of consensus meetings in order to discuss and approves one society final evaluation and associated score for each nominee.
- The FEC defines and approves by consensus a ranking of evaluated nominees.
- The Chair prepares an IES-FEC Evaluation Form for each referred Nominee, based on the contents of Individual Evaluation Forms provided by each evaluator and on the outcome of the FEC consensus discussions.
- The Chair submits to IEEE "as is" what was approved by the FEC.
- The final submission to IEEE is shared with all Evaluators.
- No person external to the IES-FEC, except of course the IEEE-FC, may receive information about Nominations and their evaluations, nor provide any input about Nominees to the IES-FEC.

- There shall be neither collaboration nor exchange of any information related to the Nominations referred to the FEC between the FEC and any other committee in the IES or other Society, such as for example Technical Committees or Fellow Nomination Advisory Committee (FNAC).

#### **b) Other Governance Requirements**

- The President, Junior Past President, and President Elect of the IES, as well as any Officer to whom the IES Fellow Evaluating Committee reports, shall not be a Nominee or a Nominator for a Fellow Nomination evaluated by the IES.
- The IEEE Fellow Forms and Handbooks shall take precedence over the IES governing documents for matters related to the Fellow Nomination and Evaluation processes.

#### **Reporting requirements**

The IES Fellow Committee receives the material from IEEE Headquarters around the first of [April](#) of each year and the final evaluations have to be sent in online to Headquarters no later than June 15.

In addition, the Chair of the IES Fellow Committee semiannually provides a report to the IES AdCom on the status of the Committee's work. This report falls under the umbrella of the IES President-elect and is submitted to the IES AdCom through that individual.

## **Operations Manual of the IEEE-IES Finance Committee**

(revised 18 October 2019)

### **Aim**

The IES Finance Committee serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the operations of IES, develop and implement the IES budget development process, and project and monitor the financial performance of IES activities. The IES Finance Committee is responsible for making recommendations on all financial matters to the IES AdCom and for keeping the IES AdCom fully informed on all financial issues.

### **Committee Composition**

The Finance Committee is composed of the IES Treasurer (Chairman) and four to six members of the IES AdCom appointed by the IES President with consent of the AdCom. The IES President is an ex-officio member of the committee without vote.

### **Terms of the Committee and Membership**

The term of the committee members is two years. Committee members may be reappointed for successive terms.

### **Committee Tasks**

The functions of the Finance Committee shall be to: a) Compile and analyze financial data related to IES and make periodic reports to the AdCom on the financial status of the IES. b) Work with the President and Treasurer to develop the annual budget. c) Make appropriate financial recommendations to the IES Standing and AdHoc Committees. d) Observe financial operations of the IES and take appropriate actions to see that the money is spent wisely and in the best interest of the IES.

### **Travel Regulations**

IES will adhere to the IEEE Financial Operations Guidelines. Additional details of the financial operations for IES are listed below.

- a) AdCom Travel
  1. Permission to travel using Society funds must be approved in advance by the IES President or responsible officer.
  2. Travel to IES meetings for society officers will, in general, be supported subject to the availability of the fund.
  3. IES will support the travel of an AdCom Member at Large to attend AdCom meetings up to \$2,000 annually subject to the availability of the fund. Other partial or full support may be granted at discretion of the President.
  4. IES will support the travel of a Technical Committee Chair to attend AdCom meetings according to the budget pre-approved by VP-TA and the President subject to the availability of the fund.
  5. Travel for reporting conference/workshop matters at an AdCom meeting should be charged to the relevant conference/workshop, and must be approved by the conference general chair.

6. All travel expenses must be reasonable and customary. Air fare will not be budgeted to exceed economy fare. Discounted fares should be used when available. The Society will pay penalties associated with the cancellation or change of discounted tickets for authorized society travel of volunteers or staff caused by circumstances beyond the traveler's control. If railroad fare or personal mileage charges exceed the economy air fare available at the time, only the air fare cost will be allowed. Rental automobiles are allowed when public transportation would not normally be utilized for personal travel, or when the use of a rental car is more economical than travel by common carrier.

The lowest cost form of local travel should be used whenever possible. Use of one's personal automobile may be reimbursed at the current rate per mile established by the IEEE. Total expenses, including tolls, may not exceed allowable air fare and expenses which would have been incurred if air transportation were used. Current IEEE policies (e.g., rental automobile collision insurance, piloting private aircraft, etc.) also apply (see IEEE Finance Operations Manual).

Daily meal and beverage expenses are limited to US\$100 per day. This is not to be interpreted as a per diem amount; receipts are required for expenditures over US\$25.00. All other expenses incurred during the course of travel on Society business not explicitly listed herein should be reasonable and customary.

7. The request for reimbursement form submitted to the Treasurer must account for all monies expended on travel. If prior approval for travel has not been obtained, the reimbursement form must be approved by the responsible vice president or other officer. Travel expense accounting should be filed within 60 days of the completion of the travel. Otherwise, it may result in non-reimbursement. The Treasurer is responsible for assuring that travel expenses are within Society policy before authorizing reimbursement unless specific exceptions have been approved. The Treasurer is responsible for seeing that appropriate documentation of expenses is provided by travelers requesting reimbursement.

b) President's Authority

1. Payments or reimbursements, which do not appear in the approved IES annual budget, or in an approved conference/workshop budget, must be approved by the President before payment.

2. In all cases, the President shall have the authority to handle any request for payment or reimbursement as an exceptional matter.

c) Treasurer's Authority

1. The IES Treasurer is authorized to make payments and reimbursements that are clearly in line with the approved IES annual budget, and also those approved by the President.

2. In addition, the Treasurer is granted the authority to pay for small items (under \$2,500) based on his or her own judgment.

3. The Treasurer and President are encouraged to seek advice from the Finance Committee regarding expenditures that fall outside these guidelines.

d) Desired Society Reserve Level

The desired level of society reserves should be held above the IEEE recommended level.

## Reporting Lines

The Finance Committee reports to the IES AdCom through the IES Treasurer.

## Operations Manual of the IEEE-IES Industry Activities Committee

(revised 29 May 2020)

### Aim

The IEEE IES Industry Activities Committee (IAC) is an Ad Hoc committee of the IEEE IES Administrative Committee (IES AdCom), whose role is to design and facilitate industry-related programs and attract industry participation into IES activities.

### Committee composition (up to 8 members)

- IES Industry Activities Chair
- IES Industry Activities Co-Chair
- IES President-Elect, ex-officio
- Up to seven members (appointed by the IES President with advice and consent of the IES AdCom)

It is recommended that the IES Standards Technical Committee (TC-Standards) Chair (or a representative of the TC-Standards) be an IAC member since standards topics are common in industry-related activities. It is also recommended that the majority of the members come from industry. The committee should also consider the gender dimension if the profiles of potential candidates are at the same level.

### Terms of the committee and membership

- The Committee will meet before each IES AdCom meeting. However, more frequent meetings are advised (e.g., monthly online), in order to coordinate the committee activities.
- The appointment of members follows the guidelines of the committee composition.
- Members are approved by IES AdCom selected for their particular skills including multiple industry contacts and experience in common company operations and practices in industry.
- The term of the members is two years.

Since it is an Ad Hoc committee, it can be dissolved at any time on IES President proposal with advise and consent of the IES AdCom. Membership could be renewed up to three times.

### Committee tasks

The objectives of IAC are to:

- Identify productive ways on how to interact with industry and how to bring value to both Industry and IES.
- Design, plan and facilitate programs to attract industry participation in IES. This includes support to traditional events such as conferences & workshops, publications, technical committees, but also other involvements beneficial to IES.
- Induce industry-focused events such as workshops and business-oriented programs.

- Organize at least one Industry Forum (IF) Series at a major IES conference following the goals, guidelines, and operations as defined in the Operations section.
- Provide recommendations and advice to the IEEE IES President, the President-Elect and the IES AdCom on matters related to attracting industry involvement in IES.

### Reporting lines

- The Committee reports to the President-Elect on operational issues.
- The Committee reports to the IES AdCom through the IAC Chair on strategic issues.

### IAC Operational Issues

#### IAC Operations

IAC should work together with the various IES Technical Committees (TCs) (especially those with a strong industry membership basis), and their individual industry members, in order to achieve its objectives. Especially horizontal-focus TCs (e.g., TC Standards) as well as IES IE Technology Transfer News (IETTNN) and the IES Technical Activities Committee (TAC) should be strongly engaged. Collaboration with other TCs, Working Groups and Task Forces outside IES, as well as IEEE Organisational Units (OU) is highly recommended. An IAC budget is permanently allocated in the IES budget, to enable the IAC to carry out preparation, organization, and execution of its activities.

#### Industry Forum (IF) Operations

The IF Series is a collection of sessions within an IES event, typically an IES conference or workshop. IF is a key activity driven by IAC and aims to enable the interplay between IES and industry, in the various IES events. Presenters constitute of invited speakers from industry or representatives of industry groups and industry-related projects. Presentations must follow the IF guidelines. The process must follow the IF operations and other activities such as event sponsorship assistance. An Industry Forum Committee (IFC) is set up for each event.

**Industry Forum Committee (IFC):** IF is hosted by an IES event, in an agreement between the IAC and the event organizing committee (e.g. conference general chairs). The *Industry Forum Committee (IFC)* is created for the specific event and has both IAC members as well as local chairs (usually 1-2 representatives from local industries in the event region, appointed by the event organizing committee). The IFC subsequently is responsible for the organization of the IF for this event, while the IAC members of IF report the progress to the IAC regular meetings.

**IF organization:** The topic areas and the number of IF sessions are established by the IFC. The IFC counts on the strong support of the local chairs to recommend industry speakers and possible sponsorship contacts. Speakers that otherwise are not involved in the event are considered invited guests. It is preferable that the speakers have their event fees waived for the day of the IF presentation, or for the whole duration of the event if they promise to actively participate and engage with the event participants during the event. If this is not possible, IAC can consider the coverage of guest speaker registrations from the IAC budget, and upon IAC approval, the event organizers and IES treasurer further handle the issue. Speakers presenting papers in the event are also welcome IF speakers but their fees are determined by the event organizing committee, typically the same as other event presenters. Typically there is no travel or lodging reimbursement for invited IF speakers. The IFC will organize and establish the agenda, utilizing the time allocated and space provided by the event organizing committee. The IFC decides on the presenters in each session and the suitability of their presentation topic according to the guidelines. The event organizers will make an effort to schedule the IF sessions either without other parallel happenings (e.g., paper sessions) or with as low as possible

parallelization. This is needed to attract key industry speakers to talk at a critical mass of participants.

***IF Presentation Guidelines:*** The presentations in the IF Series focus on directions, use cases, changes, and challenges faced by industry associated with the technical areas of IES. Topics should represent an industry perspective on the subjects of interest to the IES community. Presentations must be predominantly of a technical nature, including the application of technology in the real world, or relate to the impact of such technologies and applications. Presentations should not be solely business marketing. The IF presentations should not focus solely on academic research results that are suitable subjects for the regular event presentations. Information and data that clarify points or stimulate interests and research directions of the IES community are acceptable to include in the IF. Speakers typically work with a member of the IFC to suitably focus their presentation and meet the IF guidelines. Speakers at the IF are only required to present an interesting topic to the attendees; there is no IF proceedings or a publication review. However, speakers will be invited, and are recommended to submit a suitable article, relevant to their presentation, to the IES Industrial Electronics Magazine (IEM), where the IF has a special session. Speakers are also encouraged to submit technical articles to the other IES publications and events.

## Operations Manual of the IEEE-IES Membership Development Committee

(revised 16 June 2018)

### Aim

The IEEE IES Membership Development Committee is a standing committee of IEEE Administrative Committee (IES AdCom), whose role is to promote IES Membership in all 10 IEEE regions, supply assistance and information to IEEE geographical units and promote Students and Young Professional activities and promote Women in Engineering activities. The Committee is chaired by the VP for Membership Activities.

### Committee composition (up to 14 members)

- IES VP Membership Activities, ex-officio – Chair
- Chair of the Student and Young Professional Activities Sub-Committee
- Liaison with Women in Engineering (WiE)
- Regional membership and chapter coordinators (up to 10)

All members are appointed by IES President with the consent and advice of the IES AdCom.

### Organization

The Membership Development Committee has several Sub-Committees to better comply with its goals.

**Student and Young Professional Activities Sub-Committee:** This Sub-Committee is chaired by an appointed person. The chair can select other volunteers to help him in this sub-committee.

**Conference On-Site Membership Promotion Committee:** This Sub-Committee is chaired by the VP for Membership. The members are the General Chairs or Co-Chairs of the main Conferences Sponsored by IES.

### Terms of the committee and membership

- The Committee will meet before each IES AdCom meeting.
- The term of the members is **two years**.

### Committee tasks:

The main tasks of the committee are to promote IEEE IES increasing its membership and to satisfy its members all around the world. To comply with the Committee objectives, it is composed of several Sub Committees which have particular tasks to develop.

#### **Student and Young Professional Activities Sub-Committee:**

- Establish different programs to promote Student Activities within IES.
- Distribute its budget to encourage Student participation all around the world.

#### **Conference On-Site Membership Promotion Committee:**

- This Promote and assist the establishment of a Membership Desk in every IES sponsored or co-sponsored conference.
- Establish different campaigns to increase IES membership attracting new members at the conferences.
- Distribute promotional material at IES Conferences

**Reporting lines**

- All the Sub-Committees reports to the VP for Membership on operational issues.
- The Committee reports to the IES AdCom through the VP for Membership.

## Operations Manual of the IEEE-IES Nomination & Appointment (N&A) Committee

(revised 13 October 2021)

### Aim

The IEEE IES N&A Committee is a standing committee of IEEE IES Administrative Committee (IES AdCom). The N&A Committee shall be reconstituted at the last AdCom meeting of each year. The role of N&A Committee is to prepare slates of nominees of IES AdCom members (elected and appointed), IES Officers, IES Technical Committee Cluster Delegates (TCCD) and Technical Committee Chairs for election and appointment, and Life and Senior AdCom members with voting rights for appointment. The committee shall assist the IES President and President Elect on IES election and personnel matters.

### Committee composition

- The N& A Committee shall consist of a Chair and between 5 and 7 members
- IES Junior Past President, Ex-Officio – Chair
- 5-7 members appointed by the IES President with the consent and advice of the IES AdCom

### Terms of the committee and membership

- The Committee shall meet before each IES AdCom meeting.
- The appointment of members shall follow the guidelines of the committee composition.
- The term of the members is **two** year and can be extended to **one more term**.
- Continuity among the membership is highly recommended.

### Committee tasks

The objectives of IEEE IES N&A Committee are to:

- Prepare a slate of nominees for IES elected AdCom Members-at-large for the election by IES members.
- Prepare a slate of nominees for IES appointed AdCom Members-at-large for election by IES AdCom.
- Prepare a slate of nominees for IES Officers for the election by IES AdCom.
- Prepare a slate of nominees for TCCDs for the election by IES AdCom.
- Prepare a slate of nominees for TC Chairs for the election by IES AdCom.
- Receive nominations of IES appointed AdCom Members-at-large by petition, signed by 22% of the voting IES AdCom.
- Receive nominations of IES elected AdCom Members-at-large by petition, signed by 2% of the IES members.
- Run the elections smoothly at the IES AdCom meeting.

- Prepare a slate of Senior IES AdCom Members and Life IES AdCom Members with voting rights for appointment by the IES AdCom.
- Assist the IES President in the IES-related personnel.

**Reporting lines**

- The Committee reports to the President-Elect on operational issues.
- The Committee reports to the IES AdCom through N&A Chair on election and appointment issues.

## **Operations Manual of the IEEE-IES Planning & Development Committee**

(revised and approved at AdCom meeting June 19, 2017, Edinburgh, Scotland)

### **Aim**

The IEEE IES Planning & Development Committee is a standing committee of IEEE Administrative Committee (IES AdCom), whose role is to assist the Vice President (Planning & Development) (VP P&D) in the planning and development of future activities.

### **Committee composition (7 members)**

- IES VP P&D, ex-officio – Chair
- IES President-Elect, ex-officio
- Three Past IES Presidents (appointed by the IES President with consent and advice of the IES AdCom)
- One representative of IES AdCom (appointed by the IES President with consent and advice of the IES AdCom)

### **Terms of the committee and membership**

- The Committee will meet before each IES AdCom meeting
- The appointment of members follows the guidelines of the committee composition
- The term of the members is two years.

### **Committee tasks**

The objectives of IEEE IES P&D committee are to:

- Actively participate in the planning and direction setting of IES ensuring alignment with IEEE IES goals and priorities.
- Provide recommendations to the IES President, IES President-Elect and IES AdCom on matters related to strategy and planning of IES.
- Identify opportunities to improve the efficiency and effectiveness of the IES operations and contribute to the development of resourcing initiatives to achieve these improvements.
- Assist IES President and IES President-Elect in preparation of IEEE Reviews and any other matters deemed appropriate.
- Assist the VP for Planning and Development in the identification of long-term objectives for the IES, establishing development direction, establishing strategic plans for IES, and the analysis and assessment of IES activities.
- Interact with IES Officers in order to verify the progress toward the implementation of the strategic actions and the operational plans

### **Reporting Line**

- The Committee reports to VP P&D on operational issues.

- The Committee reports to IES AdCom through VP P&D on strategic issues.

## Operations Manual of the IEEE-IES Publications Committee

(revised 30 May 2020)

### Aim

The Publications Committee's role is to

- supervise the status of IES sponsored and co-sponsored publications (e.g. assure quantity of technical articles for publication and the quality of produced publications),
- suggest to the IES President a list of possible Editors-in-Chief (EiCs) and Co-Editors-in-Chief (Co-EiCs), for sponsored and co-sponsored journals,
- suggest to the IES President representatives for co-sponsored journals,
- assist the VP Publications on the proposal of new publications to TAB,
- represent IES in all periodical publications reviews and
- help in other issues related to IES publications when requested by IES President or VP Publications.

The Publications Committee should ensure that all the IES publications are compliant with all the IEEE policies and regulations, especially with the PSPB Operations Manual.

### Committee composition

The number of committee members is variable since the IES journals and co-sponsored journals are always subject to modifications.

- IES VP Publications, ex-officio - Chair
- IES President-elect, ex-officio
- IES Treasurer, ex-officio
- All the EiCs and Co-EiCs of the fully sponsored IES journals magazines, and newsletters, ex-officio
- One representative for each of the co-sponsored publications of the IES
- 3 to 5 well-known experts

The last – well-known experts – can be proposed by the VP Publications to the IES President who will appoint them with consent and advice of the IES AdCom.

### Terms of the committee and membership

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 (no more than 50% of Co-EiCs can be changed at the same time).

The term of representatives to co-sponsored publications shall be three years with possible extensions to a maximum of one extra term.

The term of Associate Editors shall be four years (with the first year as probation period) with possible extension up to a maximum of four additional years.

The representatives and well-known experts terms expire with the term of the VP Publications (2 years).

### **Committee tasks**

The Publications Committee targets specific problems related to the technical quality and timeliness of the existing publications and the need of new publications forming ad-hoc committees.

The Publications Committee prepares the motions about page count of its main publications on the basis of:

- The indications of the EiC, supported by a detailed report about journal number of submissions, acceptance rate, backlog and journal interest and reputation measured with number of downloads/subscription and citation metrics
- The cost estimation made by the IES Treasurer
- The Publications Committee highlights the need to replace EiCs and/or Co-EiCs in case of severe misconducting.
- The Publication Committee expresses suggestions about:
  - the page count and the status of the co-sponsored journals on the basis of exhaustive report of IES representatives
  - The need to replace co-sponsored journals representatives in case they do not provide timely and exhaustive information.

### **Reporting lines**

- The Publications Committee reports to the VP Publication on operational issues.
- The Publications Committee reports to the IES AdCom through the VP Publications on strategic issues.

### **Final remarks**

The Operations Manual is subordinate to the Bylaws and consequently cannot contradict it, just define those aspects that were not defined in the bylaws.

## **Operations Manual of the IEEE-IES Technical Activities Committee**

(approved at AdCom meeting June 22nd, 2020, on the Web)

### **Aim**

The Technical Activities Committee (TAC) coordinates and plans the technical activities of the Industrial Electronics society. It is responsible for maintaining the technical interest and profile of the society. Besides its basic function of organizing, quality control, and managing the society technical activities, the Technical Activities Committee (TAC) suggests to IES AdCom the creation of new technical committees.

It also manages the grouping of the various Technical Committees (TCs) into clusters. In particular, it makes proposal to the AdCom on the number of clusters, their names and the list of TCs in the same cluster, updating it in case of specific needs or requests. It promotes and manages the process of selection of Technical Committee Cluster Delegates (TCCD). It also fosters the cooperation of the TCs within the same cluster.

### **Committee composition**

IES has several technical committees, covering the technical areas of interest of the society. The number of committee members is equal to the number of technical committee chairs, the IES president, the VPTA, plus four (4) other highly recognized experts from Industry and Academia. The Vice President for Technical Activities is the Chair of the Technical Activities Committee (TAC) of IES, hereafter called IES-TAC.

The IES-TAC is constituted by the following voting members:

- VP for technical activities, ex-officio –Chair
- Technical Committees Chairs (TCC)
- Four (4) IES members, two of them being from the industry

### **Terms of the committee and membership and cluster delegates at the AdCom**

The term of the technical activities committee members is limited to 2 years. The term of each of the technical committee Chairs is limited to 2 years. It is possible for a Technical Committee Chair to be elected for a second consecutive term, maximum, serving at the same Technical Committee. To ensure continuity, only 50 percent of the technical committee chairs get elected or nominated every year. The term of the four (4) representatives and well-known experts expires with the term of the VP for technical activities (VPTA).

For each Technical Committee, a slate of two candidates for Technical Committee Chair has to be submitted by the VP for Technical Activities to be voted on by the AdCom. The most voted candidate will be appointed as TC's chair. Should a TC's chair resign from the position before the end of the 2-year term, the second candidate of the slate will take the role of TC's chair, for the remaining portion of the term. Should the second candidate not be available, the VPTA will act as the provisional chair, until the election of the new TC's chair.

The two candidates for the TC's chair position should be recommended to VP for Technical Activities by current Technical Committee Chair no later than 28 days before the meeting where the elections will take place, after consultation with Technical Committee members, considering common rotating scheme or other justified criterion. This consultancy should preferably occur during a regular Technical Committee meeting.

In case of lack of reception of the proposal for the slate of two candidates for next term Technical Committee Chair, VP for Technical Activities should consult with IES members belonging to the Technical Committee.

For each of the four TCCD positions available in the AdCom every year, a minimum of two candidates must be proposed by the clusters to the VP for Technical Activities, at least 28 days before the last AdCom

of the year. To promote the participation of all TCs, the two cluster delegates in one cluster cannot come from the same TC and the nomination of new Cluster delegates should follow a rotation principle, so that all TCs can contribute with a delegate. The VP-TA, will forward the list of candidates to the Nomination and Appointment Committee, which, after verification of eligibility, will prepare the slate of candidates to be appointed by the AdCom. Cluster delegates will organize meetings with the TC chairs of their clusters twice per year. After the meetings, minutes will be prepared by the TCCDs, circulated for review among the TCs Chairs and finally sent to the VP-TA, who will made them available to the AdCom.

### **Committee tasks**

- The Technical activities committee tasks are to plan, organize and assume total quality control of all technically organized, sponsored, and cosponsored activities by IES.
- The Technical activities committee, constituted by highly specialized experts, proposes to IES AdCom strategic directions on technical activities development and new areas to be explored for the interest of IES members.
- The Technical activities committee plans the technical activities to be organized annually in each of IES scientific manifestations (conference, workshop, etc..) and IES Transactions and Magazines.
- The Technical activities committee coordinates and regulates the flow of information and interactions between members of the technical committee and the IES forums (Conferences, Transactions, Magazine, etc.).
- The Technical activities committee evaluates on an annual basis the work achieved, the level reached and the quality of activities realized by each of its technical committees.
- The Technical activities committee prepares the motions to IES AdCom for creating a new technical committee, the merger of two or more technical committees, or the dissolution of a technical committee.
- The Technical Activities Committee prepares the motions to IES AdCom for creating new regular sub-committees within specific Technical Committees. Proposal for creation of a new regular sub-committee should come from the hosting Technical Committee, supported on a sustained record of accomplishments in the topic. The proposal needs to be supported by at least ten IES members also members of the Technical Committee. A Technical Committee member can be part of maximum two Technical Committee sub-Committees.
- The Technical activities committee targets specific problems related to the technical committee and timelines of the existing committee and the need for a new technical committee.
- The Technical activities committee regularly revise the organization of the Technical committees into clusters and promotes cluster-level initiatives.
- The Technical activities committee prepares timely an annual operating budget.
- The Technical activities committee highlights the need to replace a technical committee chair in case of misconduct or conflict of interest.

**Reporting lines**

- The Committee reports to the IES president on operational issues.
- The Committee reports to the IES AdCom through IES president on strategic issues.

## Operations Manual of the IEEE-IES Web & Information Committee

(revised 14 October 2021)

### Aim

The IEEE IES Web & Information Committee (WIC) is a standing committee of the IEEE Industrial Electronics Society, whose role is to provide support to the Society in all the matters related to Web and Information Technologies.

### Committee composition

- Chair
- 3 to 5 technical members
- IES President-Elect, ex-officio
- IES Treasurer, ex-officio
- IES VP for Conference Activities, ex-officio
- IES VP for Workshop Activities, ex-officio

### Terms of the committee and membership

- The technical members and the chair of the committee are appointed by the President with the consent of the IES AdCom.
- The term of the members and chair is two years and can be renewed.
- The Committee will meet before each IES AdCom meeting.

### Committee tasks

The objectives of IEEE IES WIC are to:

- Maintain and improve the IES website.
- Provide support to conferences, maintaining submission and review sites.
- Store all the Society information and archives in a secure server.
- Maintain ownership and initiate renewal as needed of the IES-owned domain names.
- Maintain ownership for all paid and free licensed services including but not limited to Amazon Web Services (AWS), Google Admin for G-drive and mailing lists, GitHub Organizations, and Survey Monkey.
- Interact with IEEE regarding IES services owned and/or managed by IEEE.
- Launch, improve and maintain all means of IES electronics information.
- Maintain ownership of social networking accounts and related matters, including any newly available technology.

- Explore new technologies and study their deployment and use by the Society.
- Make an appropriate budget and submit it to IES AdCom on time.

**Reporting lines**

The Committee reports to the IES President-Elect on technical issues, and to the IES AdCom through the President-Elect.

## **Operations Manual of the IEEE IES Ethics Committee**

(revised 16 June 2018)

### **Aim**

The IEEE IES Ethics Committee is an ad-hoc committee of the IES Administrative Committee (IES AdCom), whose role is to assist the President in the full implementation of the IEEE Code of Ethics in all IES activities.

### **Committee composition (between 4 and 7)**

- IES Ethics Committee Chair (appointed by the IES President with the consent and advice of the IES AdCom)
- Three to six representatives of the IES AdCom (appointed by the IES President with the consent and advice of the IES AdCom)

### **Terms of the committee and membership**

- The IEEE IES Ethics Committee is formed by the president, and dissolve once his/her term is over.
- The term of the members is the same as the term of the committee.
- The appointment of members follows the guidelines of the committee composition.

### **Committee tasks**

The objectives of the IEEE IES Ethics Committee are:

- To give recommendations to the IES President, to keep the IEEE Code of Ethics in any activities in IES.
- To give suggestions, when requested by other IES AdCom members, to keep the IEEE Code of Ethics.
- To provide recommendations and advice to the President, the President-Elect and the IES AdCom on matters related to the revision of the IEEE Code of Ethics.

### **Reporting lines**

- The Committee reports timely to the IES AdCom through the President-Elect on operational issues.
- The Committee reports timely to the IES AdCom through the President-Elect on strategic issues