

Society Handbook

IEEE Instrumentation and Measurement Society Policies and Procedures

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1.0 Introduction and Overview

This is the handbook of the Instrumentation and Measurement (I&M) Society. The primary intent of this handbook is to provide detailed descriptions of responsibilities, procedures, and guidelines for both the members and the Society officers of the Administrative Committee (AdCom) within the Society. Members of the I&M Society may review and study this Handbook, as well. This handbook also defines the interactions required among the AdCom members, officers, and committees that govern the affairs of the Society. Figure 1 illustrates the hierarchy of documents and their order of precedence.

A secondary goal is to point to the governing documents that serve specific officers and committees. These documents contain procedures, guidelines, and templates for specific activities within the committees.

Care has been taken to ensure this handbook is consistent with the I&M Society Constitution and Bylaws. In case of conflict, the Constitution and Bylaws take precedence. New appointees to Society offices are encouraged to read current copies of the I&M Society Constitution and the I&M Society Bylaws, available for review on the I&M website at <http://www.ieee-ims.org> or from the Society's Executive Assistant. Those two publications define, for legal purposes, the governance of the Society.

1.1 Specific Objectives of this Handbook

The objectives of this handbook are to:

- (i) Explain those requirements of the IEEE Charter, Constitution, Bylaws, and Policies and Procedures that the Society must implement.
- (ii) Define the goals, objectives, responsibilities, and duties for:
 - AdCom Members
 - Society Officers
 - Chairs and Co-Chairs of Standing Committees
 - Society Representatives to other entities
 - Executive Assistant
 - Standing Committees
 - Ad Hoc operations and committees
- (iii) Define the organization of the Society and the relation of each Society entity (e.g., the AdCom, Standing Committee, Technical Committee (TC), etc.) to other entities within the Society (including Chapters and TCs) and to the various entities within IEEE, such as Technical Activities Board TAB, Member and Geographic Activities Board (MGA), Publication Services and Products Board (PSPB), the Educational Activities Board (EAB), the Standard Association Board (SA), Regions, and Sections.

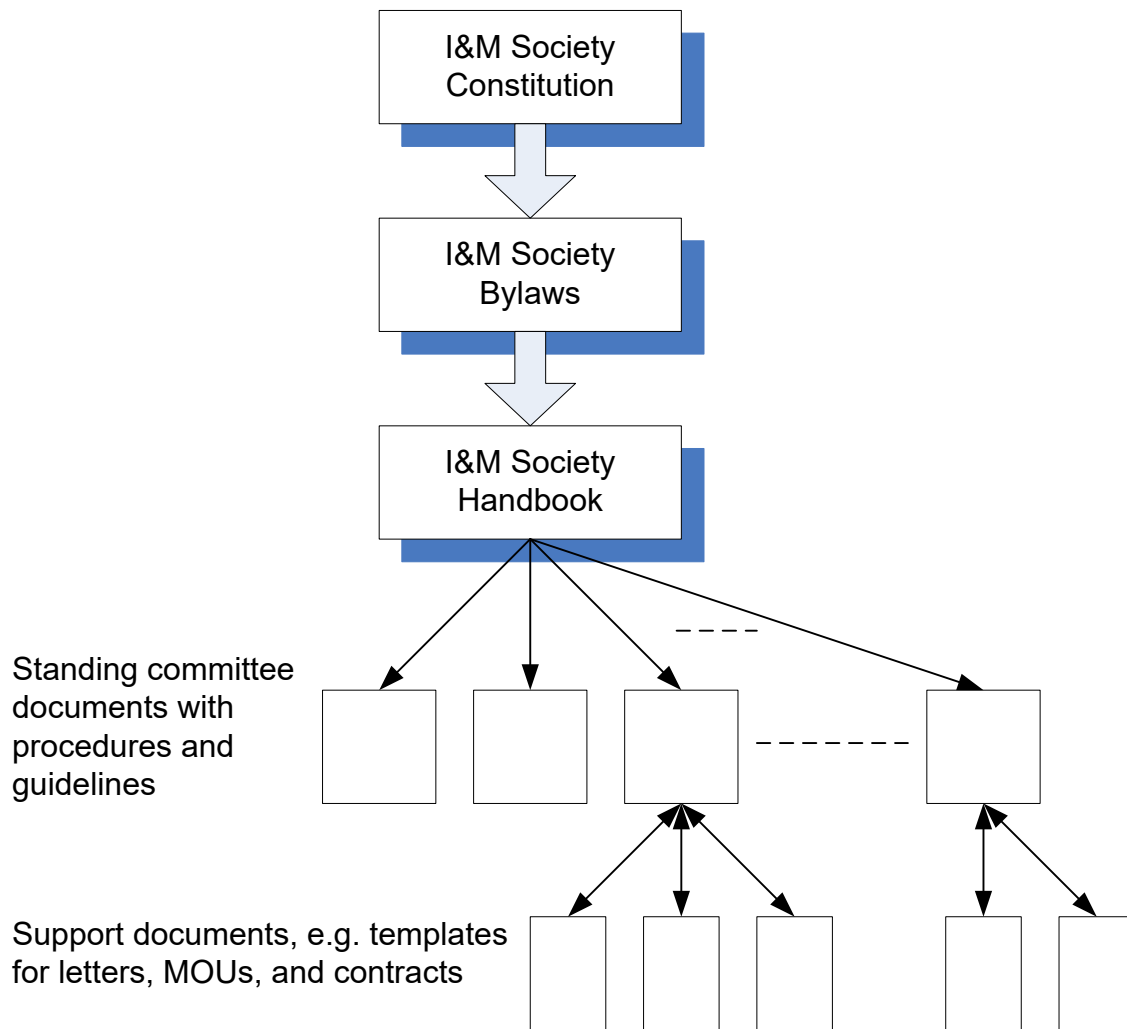


Fig. 1 Hierarchy of Society documents and order of precedence from top down

1.2 Contents of this Handbook

This handbook includes:

- (i) A brief description of the mission, objectives, and field of interest for the Society. The Field of Interest, as approved by TAB, is stated in the Constitution, Article I, Section 3.
- (ii) A description of the I&M Society organization.
- (iii) A detailed description of each office and committee within the Society.
- (iv) A detailed description of the rights, responsibilities, and duties of Society officers such as President, Vice Presidents, Committee Chairs, and Liaisons.
- (v) References for documents that describe specific procedures, guidelines, and templates.

- (vi) Appendices describing procedures and supporting descriptions that pertain to Society governance.

This handbook should be reviewed periodically by the Society Management Committee to ensure it reflects appropriately the I&M organization and its operating procedures.

1.3 Definitions, Acronyms and Terms

As defined in the Bylaws.

2.0 Field of Interest, Mission Statement, and Objectives

2.1 Field of Interest

The I&M Constitution, Article 1, Section 3, includes the Field of Interest statement of the Society. The mission statement and objectives flow from the Field of Interest statement.

2.2 Mission Statement

The mission of the Society is to:

- Provide the most comprehensive and high-quality services to our members and related professionals.
- Serve as the professional incubator for the growth of all (particularly younger) members.
- Be in the forefront of future I&M technological advances.
- Provide education in the field of Instrumentation and Measurement

The Society's audience includes professionals in academia, industry, and government, who are theoreticians, practitioners, students, and those in allied engineering specialties who use instrumentation and measurement techniques in their work. The Society accomplishes its mission by providing preeminent publications in the fields of instrumentation and measurement, by conducting conferences covering leading edge technologies, and by promoting standards in the field of interest. The Society sponsors lifelong learning programs of both a scientific and an applied nature, and encourages the development of education in instrumentation and measurement science.

2.3 Objectives

2.3.1 General

Article I, Section 2, of the I&M Society Constitution states the purposes of the Society.

2.3.2 Specific

Toward meeting these purposes, the Society has the following objectives:

- (i) Publish single annual Volume of the Transactions, which contain technical papers on scientific contributions in the field of instrumentation and measurement.
- (ii) Publish a Magazine, which contains articles, tutorials, announcements, and other information of interest to Society members.
- (iii) Publish an Open Access Journal, which contains technical papers on scientific contributions in the field of instrumentation and measurement.
- (iv) Sponsor publication of books from IEEE Press or other technical publishers.

- (v) Sponsor the annual International Instrumentation and Measurement Technology Conference (I²MTC) and co-sponsor the annual AUTOTESTCON Conference.
- (vi) Participate in and co-sponsor other conferences, symposia, and workshops as approved by the Conferences Committee.
- (vii) Produce tutorials and webinars in various forms, such as online videos and conference programs, for the continuing education of the membership.
- (viii) Develop and implement educational initiatives, awards and activities for Society members particularly for advancing student educational goals and missions.
- (ix) Collaborate with chapters and sections in the promotion and implementation of programs for education of its members.
- (x) Collaborate with other IEEE societies in regards to all of the foregoing.
- (xi) Provide professional recognition of its members' contributions through Society awards and sponsorship of IEEE awards and Fellow nominations.
- (xii) Represent the technical interests of IEEE members whose technical interests coincide with those of this Society within IEEE.
- (xiii) Develop and reaffirm standards relating to the field of instrumentation and measurement and adopt baseline policies and procedures following the requirements of the IEEE-Standards Associations (IEEE-SA)
- (xiv) Offer formal Professional Development Hours (PDH) or Continuing Education Units (CEU) to participants at tutorials and sessions at Society conferences, symposia, or workshops to satisfy continuing education requirements associated with professional licensure.

3.0 Organization of the Society

The governance, activities, and work of the Society are carried out by the members of AdCom, officers, standing committees, working groups and representatives to other bodies.

3.1 The Administrative Committee (AdCom)

The AdCom is the governing body of the Society and is responsible for overseeing the management of the Society. The AdCom establishes policies and procedures to be followed by office holders within the Society. The AdCom comprises 16 elected Members-at-Large; the Officers of the Society; appointed Members, such as the undergraduate, the graduate, and the Young Professionals Program representatives; the Editors-in-Chief (EICs) of the Transactions, the Open Journal, and the Magazine, and the ex-officio members of the AdCom, if any.

The AdCom meets at least two (2) times per year. Typically, during a calendar year, each member of the AdCom holds at least one office/committee chair or serves on a committee each year. Unless otherwise specified within the Society Constitution or the Society Bylaws, a majority of the AdCom Voting Members shall constitute a quorum at any meeting.

3.2 Officers

The day-to-day management of the Society is delegated to the Officers and Committee Chairs of the Society. The Officers are:

- (i) A President, appointed by the AdCom
- (ii) An Executive Vice President, appointed by the AdCom
- (iii) One or more Vice Presidents, appointed by the AdCom
- (iv) A Treasurer, appointed by the AdCom
- (v) The Junior Past-President, serves by virtue of immediately completing the term as Society President, upon approval by the AdCom
- (vi) The Senior Past-President, serves by virtue of immediately completing the term as Society Junior Past President, upon approval by the AdCom

3.3 Standing Committees

Standing committees address specific responsibilities and duties within the I&M Society. The size of a Standing Committee must be adequate and appropriate to carry out the work of that committee. The members of Committees will serve terms as specified until their successors are appointed or the committee is dissolved or they resign. The following Standing Committees are authorized:

- (i) Technical and Standards Activities Committee (TSAC)
- (ii) Society Management Committee
- (iii) Nominations and Appointment (N&A) Committee
- (iv) Membership Development Committee, with the following Subcommittee:
 - Diversity, Equity, and Inclusion in Instrumentation and Measurement (DEI2M)
- (v) Awards and Membership Recognition Committee, including the following Committees:
 - Society Awards Committee
 - Fellow Evaluating Committee
 - Fellow Coordination Committee
- (vi) Finance Committee
- (vii) Conferences Committee with the following Boards and Steering Committees:
 - International Instrumentation and Measurement Technology Conference (I²MTC) Board

- AUTOTESTCON Board (annual Conference sponsored by the Society, the AES Society, and a local IEEE Council or Section) I&M Society appointed members are authorized
 - Sensors Applications Symposium (SAS) Steering Committee
 - IEEE Symposium on Precision Clock Synchronization (ISPCS) Steering Committee
 - IEEE International Symposium on Medical Measurements and Applications (MeMeA) Steering Committee
 - others
- (viii) Publications Committee, with the following Subcommittees:
- Transactions on Instrumentation and Measurement (TIM)
 - Instrumentation and Measurement Magazine
 - Open Journal of Instrumentation and Measurement (OJIM)
 - website
 - appointed representative to the board of the Journal of Light Wave Technology
- (ix) Education Committee, with the following Subcommittees:
- Distinguished Lecturer Program (DLP)
 - Video Tutorials
 - I²MTC Tutorials
 - Graduate Student Fellowship Award
 - Faculty Course Development Award

3.4 Ad Hoc Committees

An Ad Hoc committee tackles a specific problem or issue. It is, by nature, a temporary committee. The AdCom may authorize ad hoc committees. The President appoints members of these committees, or may request the Chair of the Committee to appoint the additional Committee members. Ad Hoc committees will exist for a maximum period of two years, unless specified otherwise when the committee was formed. The members of Committees will serve until their successors are appointed or the committee is dissolved. Formation of an Ad Hoc committee may be an effective way for forming a future standing committee.

3.5 Representatives to Other Bodies

The President may make annual appointments to other entities. Liaison appointments provide a communication link between the Society and the other entity. Directed Delegates have an official vote on the affairs of the other entity. Directed Delegates will serve terms as specified until their successors are appointed or the position is dissolved, or they resign. Appendix A lists the appointments, which include Liaison Appointments and Directed Delegates.

4.0 The AdCom

The AdCom is the governing body of the Society. It is responsible for overseeing the management of Society affairs through regular reviews. The AdCom meets at least two times each year, sets policies and procedures, and conducts regular reviews of Society activities at each AdCom meeting. Additionally, there is an annual Strategic Planning Meeting attended by the officers, I²MTC Board Chair, and editors of the Society.

The AdCom membership makeup is as per Section 3.1 of this document. All AdCom members, with the exception of IEEE representatives and, external representatives have voting privileges; as stated in Article VII, Section 3 of the Constitution. Only voting members of the AdCom are eligible to vote on issues involved in Society Operations.

4.1 Election and Term of Office

The sixteen (16) Members-At-Large of the AdCom are elected per the Bylaws, Section VIII-D, Management, Nominations and Appointments. The Nominations and Appointments (N&A) Committee annually nominates at least six and not more than eight candidates for election to the four positions available. Generally, the Chair of the N&A Committee presents a slate of six (6) nominated candidates to the AdCom, which upon approval places these candidates before the membership.

4.2 Duties of AdCom Members

- (i) Represent the interests of the I&M Society membership
- (ii) Attend regularly scheduled meetings as a representative of the Society
- (iii) Maintain communication with I&M members by attending chapter meetings
- (iv) Solicit new members, help promote members to higher grades, and seek out potential candidates for all Society positions
- (v) Serve on one or more Standing or Ad Hoc Committees, if appointed

4.3 Operations of the AdCom

4.3.1 Yearly Meetings

The AdCom holds two primary annual meetings, one in the Spring (in conjunction with the annual I²MTC), and another in the Fall. Additionally, there is an annual Strategic Planning Meeting (usually but not necessarily in February). These meetings provide for fora in which the AdCom members hear status and progress reports of all committees and periodicals, and discuss strategic and immediate concerns of the society and implement necessary actions.

4.3.2 Robert's Rules of Order

Meetings are conducted according to Robert's Rules of Order and in accordance with IEEE policies and rules. Generally, the Executive Vice President briefs the members of AdCom before each major meeting on the operation of Robert's Rules of Order. A brief version of the rules is available on the Society Management website and also on the IEEE website.

4.3.3 Conflict of Interest

During discussions and voting, AdCom members shall comply with the Conflict of Interest (CoI) rules as per IEEE Constitution and IEEE Policy documents. Specifically, a person with CoI shall declare the conflict and recuse themselves. In addition, the person with CoI shall not be present in the room (physically or virtually) during the discussions and voting on the matter giving rise to the conflict. This does not apply if the person with the CoI is on a slate being considered for approval.

4.3.4 Voting and Quorum

Article VII, Section 10 of the Constitution defines a quorum.

4.3.5 Electronic Voting

Electronic voting is intended to complement the regularly scheduled AdCom meetings, not to replace the meetings. Typically, electronic voting may be used for resolving issues that were not decided in a normal AdCom meeting along with emergencies that may occur or important issues that may arise between regular AdCom meetings and which the President deems too vital to wait for the next AdCom meeting.

Motions may be presented to the AdCom electronically only by the Society President using the AdCom Management website, but such motions still must follow the same procedures as motions made during regular AdCom meetings. The proposed motion, with a second, must be presented to the President for consideration. The proposal must contain the rationale for the proposal, cost analysis, and the reason for expediting the proposal (using the motion form in the AdCom Management website).

The time allowed for discussion shall be at the discretion of the President with this time normally being not less than one week from the date of posting of the motion on the AdCom Management website followed by immediately informing the voting AdCom members of the existence of the motion. The votes are automatically tallied and recorded (for archival purposes) by the website and become available to the AdCom members.

Electronic voting follows Robert's Rules of Order.

The results of the vote shall be confirmed promptly in writing or by electronic transmission. The written results or electronic transmissions shall be filed with the minutes of the proceedings of the AdCom or the AdCom committee.

4.3.6 Reimbursement of Travel Expenses

Reimbursements must be requested and made in accordance with IEEE policies and rules. Members planning to request reimbursement are expected to obtain tickets and accommodations in a timely manner to try to ensure the lowest practical costs. Reimbursement will be for actual costs of bus,

coach train or coach day airfare. Reimbursement will not be made unless original or scanned copies of receipts are attached to the expense report. Reimbursement also covers:

- (i) Reasonable use of a personal vehicle in accordance with the then in effect IEEE Guidelines.
- (ii) Tolls and parking.
- (iii) Local ground transportation and taxis where necessary.
- (iv) Meals and Lodging
 - a. Hotel expenses at the prevailing local standard rate for a single occupancy room and limited to the night(s) of the meeting day(s) including the prior night (if applicable).
 - b. Additional nights lodging and meals expenses when a special discount transportation fare requires additional stays, not exceeding 2 days and when such additional meals and lodging expenses and special discount transportation fare are less than the lowest coach day airfare. Cost analyses for extended stays will accompany reimbursement requests.
 - c. Personal food and beverage expenses at no more than the rates prevailing at the place of the meeting.
 - d. Miscellaneous expenses such as (but not limited to) porter fees, gratuities and necessary telephone and internet/Wi-Fi connection charges.
- (v) A one-way cost of up to \$400 will be covered by the I&M Society (in the travel expense report) for Economy Plus/Premier seats for flights longer than 5 hours (as indicated in the flight itinerary/receipt) whether domestic or international.
 - a. This is for travel solely for and directly pertinent/related to the I&M Society business (e.g., meeting of AdCom, Strategic Planning, Panel of Editors, etc.).
 - b. This includes ALL personnel who travel to conduct I&M Society or on-behalf-of-Society business (i.e., appointed members to other councils, special meetings to IEEE events when specifically directed and approved by the I&M Society President, DLs, etc.).

Expense reports should be limited to one trip per report. Members must send each and every expense report to the Treasurer within sixty days after the specific trip completes. This aids the Treasurer in determining the budget line item to charge and in ensuring all expenses are included in the year for which they are budgeted.

4.3.7 Reimbursement of Travel Expenses for Non-Members

Reimbursements must be requested and made in accordance with IEEE policies and rules. Travel by invited speakers or guests must be requested in advance and approved by the President before booking travel.

4.4 Emeritus AdCom Members

Membership in the Emeritus AdCom Member Program is a permanent honorary status established to recognize and honor the contributions that selected individuals have made to the Society through their service at the AdCom level. Elevation to this position is occasionally made to a few individuals who are selected by the N&A committee and confirmed by the AdCom Voting Members. If the intended recipient of Emeritus AdCom Member status desires, the honor can, of course, be refused.

4.4.1 Procedure for Granting Status

The normal procedure is:

- (i) The N&A Committee selects the candidate(s) whose length of service at the AdCom level must be ten or more years and served in one or more of the following positions while a member of the Society:
 - As an Officer of the Society (such as President, Vice-President, Treasurer),
 - As an Editor of the Transactions, Open Journal, or Magazine,
 - As Conference Officers,
 - As a Committee Chair,
- (ii) A member of the N&A Committee is selected by the Chair of the Committee to serve as the Champion for each candidate. This Champion is responsible for presenting the case for advancement to the AdCom for confirmation.
- (iii) The Awards Committee evaluates the credentials of the candidate and approves the candidate or returns the nomination to the N&A Committee. If approved, the nomination is presented to the AdCom at the last meeting of the year.
- (iv) If the AdCom confirms the nomination by at least a two-thirds (2/3) majority, the nominee becomes an Emeritus member of the AdCom starting at the beginning of the next year following confirmation.
- (v) A plaque is presented to the new Emeritus AdCom Member during the awards ceremony at the next I²MTC conference.

4.4.2 Responsibilities

The Emeritus AdCom members will be expected to make themselves available for such special assignments as the AdCom and the Emeritus AdCom Member jointly agree to be of benefit to the Society. Such assignments may include supplemental training of new members of the AdCom within the expertise of the Emeritus Member, support at conferences or meetings, etc. Such service to the AdCom is to be a non-voting ex-officio member of the AdCom during the year of the assignment.

5.0 President

The President manages Society affairs as directed by the AdCom and in accordance with powers and duties as defined in the Society Constitution and Bylaws. The President is responsible for the protection of Society interests. In the absence or incapacity of the President, those duties will be performed by the Vice Presidents as defined in the Constitution, Article VII Section 5; generally, the Executive Vice President will take over the responsibilities of the Office of the President.

5.1 Appointment and Term of Office

The appointment and term of office for President is per Article VII, Sections 5 and 7, of the Constitution and Article VIII, Section D, subparagraph 5, of the Bylaws. For usual and typical circumstances, the election and term of office are as follows:

The AdCom appoints a new President from its members, both members-at-large and appointed members, at the last AdCom meeting of the year during which the current President's term expires. The primary candidate for President is the Executive Vice President. Other candidates, drawn from the current members of the AdCom, may be brought forward to the AdCom by the Nominations and Appointments (N&A) Committee.

The general term of office is two consecutive terms of one (1) year each, for a total of two (2) years duration. Many factors can alter the term, such as voluntary resignation or by vote of the AdCom to remove the President from office.

5.2 Objectives

The President leads the Society and the AdCom to promote the interests of the Society and its members in professional, academic, societal, and political realms.

5.3 General Responsibilities

The President will:

- (i) Represent the interests of Society members before all IEEE Boards and other Institute entities.
- (ii) Guide and coordinate the efforts of Society Officers and Chairs toward ensuring quality and meaningful Society services (e.g., high quality publications, conferences and Technical Committee activities, etc.).
- (iii) Foster Society longevity and growth by judicious appointment of Officers, Chairs, and Society Representatives.
- (iv) Provide timely resolution of all matters for which the President has designated or implied IEEE and Society responsibilities.

Upon appointment at the Fall AdCom, the soon-to-be President will:

- (i) Review and present the Society Strategic Plan, goals and objectives to the AdCom at the first regular meeting following the election.
- (ii) Annually appoint candidates for Standing Committees, typically done no later than January 15th of the year the presidency takes effect.
- (iii) Appoint Society-directed delegates with the assistance of pertinent Chairs and VPs.
- (iv) Attend (if at all possible and highly recommended) the November IEEE TAB and leadership training which takes place in the year before the President's term begins.

5.4 Specific Responsibilities

5.4.1 External

The President:

- (i) Manages Society affairs in accordance with IEEE Institute Policies and Procedures and the mandates of the AdCom.
- (ii) Serves as the primary Society focal point for communications with the
 - IEEE Technical Activities Board
 - IEEE Officers and Staff
 - IEEE Service Activities
 - Technical Activities Department
 - Division II Director
 - Presidents of other IEEE Societies and Councils
 - Membership and Geographical Activities Board
- (iii) Represents the interests of the Society and its members, as a voting member of the Technical Activities Board (TAB) and the directed delegate of the Society. Upon request from IEEE TAB, the IMS President will appoint the Exec. VP or another officer, to attend the TAB meeting as an Alternate. During service as the Alternate, the Executive VP or other officer must assume the same types of fiduciary duties as the Society President.
- (iv) Ensures that a complete roster of Society positions is delivered to IEEE Headquarters and all IEEE Boards each year, usually done in collaboration with the Executive Assistant.
- (v) Attends the TAB Society/Council President's Forum or delegates a Society Officer as a representative. Typically held three times annually.
- (vi) Attends the Division II meetings as Society representative (if a meeting is called for and the presence of the President is requested).
- (vii) Serves as a member of the Division II Director-Elect nominating committee and identifies individuals within I&M Society to nominate for the Division II Director-Elect position.

- (viii) Represents the Society in the 5-Year Society Review by TAB.
- (ix) Represents the Society in the 5-Year Review of Periodicals (e.g., Transactions, Open Journal, and Magazine) by the TAB Periodical Review and Advisory Committee.

5.4.2 Internal

The President:

- (i) Prepares a slate of Society appointments to positions entitled to an AdCom vote, and presents to the AdCom for approval at the Fall meeting.

Makes special appointments, as well as appointments to standing committees, ad hoc committees, technical committees, directed delegates, etc., as needed, to positions not entitled to an AdCom vote. These appointments do not need AdCom approval.
- (ii) Serves as an Ex-officio member of all committees of the Society.
- (iii) Provides guidance, counsel and assistance to Society Officers, Committee Chairpersons, etc. Reconciles differences between Society Officers, Chairs and entities within and outside the Society.
- (iv) Presides over the AdCom meetings or asks the Executive Vice President to preside over the AdCom meetings.
- (v) Fills within-term vacancies of the AdCom, with AdCom approval.
- (vi) Attends essential training meetings conducted by TAB or IEEE Headquarters. Requests Society Officers and Chairs to attend meetings appropriate to their office.
- (vii) Reviews and presents the Society Strategic plan, goals and objectives upon assuming office.
- (viii) Ensures that Society expenditures are in accordance with the AdCom-approved budget and IEEE requirements.
- (ix) Requests or accepts resignations from Society positions approved by the AdCom or by other responsible Society entity (e.g., [I²MTC](#) Board of Directors, AdCom Officers).
- (x) Jointly prepares the agenda for all AdCom meetings with the Executive Vice President and the Executive Assistant.
- (xi) Regularly communicates with the Society Membership through the Society Magazine and Society Newsletter by preparing the President's column for each issue of the Society Magazine and Society Newsletter while in office and a Past-President's message after completion of service.

5.5 Succession Plan

The person succeeding the President of the Society is preferred (not required) to have served in one or more of the following capacities:

- as the Society Executive Vice President,
- as a Society Vice President,
- on one or more committees within the AdCom or as Editor-in-Chief of either the Transactions, Open Journal, or the Magazine,
- on at least one IEEE- or TAB-level committee.

6.0 Executive Vice President

The Executive Vice President is preparing to assume the office of the President in a future term. The Executive Vice President serves with the President to protect the Society interests. In the absence or incapacity of the President, the Executive Vice President will typically assume the responsibilities of the Office of the President.

6.1 Appointment and Term of Office

The appointment and term of office for Executive Vice President is per Article VII, Section 7, of the Constitution and Article VIII, Section D, subparagraph 5, of the Bylaws. For the most usual and typical circumstances, the election and term of office are as follows:

The AdCom appoints a new Executive Vice President from its members, both members-at-large and appointed members, at the last AdCom meeting of the year during which the current President's term expires. A candidate is brought forward to the AdCom by the Nominations and Appointments (N&A) Committee.

The general term of office is two consecutive terms of one (1) year each, for a total of two (2) years duration. Many factors can alter the term, such as voluntary resignation or by vote of the AdCom to remove the Executive Vice President from office.

6.2 Objectives

The Executive Vice President will assist and support the President to promote the interests of the Society and its members in the professional, academic, societal, and political realms. The Executive Vice President will operate very much as a "President in training," learning the operations of the IEEE and the Society in preparation to assume the office of the President.

6.3 General Responsibilities

The Executive Vice President will assist and support the President to:

- (i) Represent the interests of Society members before all IEEE Boards and other Institute entities.

- (ii) Guide and coordinate the efforts of Society Officers and Chairs toward ensuring quality and meaningful Society services (e.g., high-quality publications, conferences and Technical Committee activities) in accordance with the current Strategic Plan.
- (iii) Provide diligent and timely resolution of all matters for which the President has designated or implied IEEE and Society responsibilities.
- (iv) Preside over the AdCom meetings (if asked by the president) and presides over the annual Strategic Planning Meeting.

6.4 Specific Responsibilities

6.4.1 External

The Executive Vice President will assist and support the President to:

- (i) Manage Society affairs in accordance with IEEE Institute Policies and Procedures and the mandates of the AdCom.
- (ii) The Executive Vice President should try to attend at least one TAB meeting in the second year of his/her term, preferably the November meeting when the New Member Training is offered.

The Executive Vice President should hold or have held membership on at least one IEEE- or TAB-level committee. This is not a requirement but a suggested activity to acquaint the Executive Vice President with the operations of the IEEE.

6.4.2 Internal

The Executive Vice President should:

- (i) Monitor and approve the contract for Executive Assistant. Manage the communications with the Executive Assistant.
- (ii) Review the performance of the Executive Assistant. The review should take place on a yearly schedule and reported to the AdCom.
- (iii) Oversee the Executive Assistant's responsibilities.
- (iv) Oversee and ensure that maintenance of the Society websites remain up-to-date. These websites include, but are not limited to:
 - the public website
 - the management website
 - committee websites
- (v) Review and approve contracts for setting up and maintaining the AdCom Management website.
- (vi) Assist the President in the selection of members for standing committees.

- (vii) Serve as the Chair of the Society Management Committee and oversee the review and update of the Society's governing documents (Constitution, Bylaws, and Society Handbook).
- (viii) Coordinate information to Nominations and Appointment (N&A) Committee regarding candidates to consider for various positions.
- (ix) Assist the President and the Executive Assistant in preparing the "5-year Society Review Report".
- (x) Regularly communicate with, guide, and instruct Society Representatives and ensure that their reports are available at AdCom meetings.
- (xi) Assist the President, as requested, with Society-related projects, initiatives, and tasks.

6.5 Succession Plan

The person succeeding the Executive Vice President is preferred (not required) to have served in one or more of the following capacities:

- as a Society Vice President,
- on one or more committees within the AdCom
- as Editor-in-Chief of either the Transactions, Magazine, or the Open Journal .
- on at least one IEEE- or TAB-level committee.

7.0 Vice Presidents

The Vice Presidents support the goals of the Society and support the President in attaining these goals. The Vice Presidents head select Standing Committees, as defined in subsequent sections of this Handbook. The currently authorized Vice Presidents are:

- Vice President, Finance
- Vice President, Publications
- Vice President, Education
- Vice President, Conferences
- Vice President, Membership Development
- Vice President, Technical and Standards Activities.

7.1 Appointment and Term of Office

The appointment and term of office for a Vice President is per Article VII, Section 7, of the Constitution and Article VIII, Section D, subparagraph 5, of the Bylaws. For the most usual and typical circumstances, the appointment and term of office are as follows:

The AdCom appoints one or more Vice Presidents from its members, both members-at-large and appointed members, at the last AdCom meeting of the year during which the term of a current Vice President expires. Candidates, drawn from the current members of the AdCom, are brought forward by the AdCom through the Nominations and Appointments (N&A) Committee. The AdCom may choose to approve the continuance of the current Vice President, Finance, in office, as this position does not have a limited term.

The general term of office is two consecutive terms of one (1) year each, for a total of two (2) years duration. In circumstances where the Society determines it would be beneficial to take advantage of the experience and expertise of a given Vice President, that individual can be appointed up to two (2) additional consecutive terms of one (1) year each, for a total of four (4) years duration. There is no general term of office for the Vice President, Finance; the reason is that the learning curve for the Vice President, Finance, is steep and maintaining a corporate memory of IEEE finances is critical to operation of the Society.

Many factors can alter the term of a Vice President, such as voluntary resignation or by vote of the AdCom to remove a Vice President from office.

7.2 Objectives

A Vice President will assist and support the President to promote the interests of the Society and its members in professional, academic, societal, and political realms.

7.3 General Responsibilities

A Vice President will assist and support the President and:

- (i) Share the duties of the President when the President is absent or incapacitated.
- (ii) Share service as ex-officio members of the standing committees of the Society.

- (iii) Serve in specific other assignments at the request of the President.
- (iv) Periodically review and ensure the information is current about the particular standing committee on the IMS website.
- (v) Lead the particular standing committee represented by the specific office of the Vice President; currently the Standing Committees are as follows:
 - Awards & Membership Recognition
 - Finance
 - Publications
 - Education
 - Conferences
 - Membership Development
 - Nominations & Appointments
 - Society Management
 - Technical and Standards Activities
- (vi) Participate in the annual strategic planning meeting to assist in setting direction for the Society.
- (vii) Review and revise, when needed, the mission, plan and metrics of the I&M Society Strategic plan for the particular standing committee of the Society.
- (viii) Participates in the preparation and process for the TAB Society Review, which occurs on a 5-year cycle.
- (ix) Periodically submits an article to the Society Executive Assistant for inclusion in the Society Newsletter.
- (x) Prepare the budget associated with their area and communicate actual expenditures to the Treasurer and VP of Finance as they occur.

7.4 Specific Responsibilities

The Vice Presidents have the following duties.

7.4.1 Vice President, Finance

The Vice President serves as Chair of the Finance Committee and has these responsibilities:

- (i) Assists the new or continuing Treasurer.
- (ii) Holds at least two meetings of the Finance committee each year, normally in conjunction with the AdCom meetings.
- (iii) Assists the Treasurer in regular communication with the TAB Finance Office.
- (iv) Reviews for approval any contract for the Society that is not reviewed for approval by the Executive Vice President.
 - Allen Press and their associated contractors: VP Publications

- EICs as Independent Contractors: VP Publications
 - Conference Catalysts: VP Conferences
 - Boardable: Executive VP
- (v) Prepares the annual budget with support from the Treasurer and the Finance Committee.

7.4.2 Vice President, Publications

The Vice President serves as Chair of the Publications Committee and has these responsibilities:

- (i) Supervises all publications of the Society and provides counsel and guidance to the editors.
- (ii) Monitors and approves contracts for Editors-in-Chief (EIC) and Editorial Assistants of various publications of the Society.
- (iii) Monitors and approves contracts for publishing materials for the Society. Manages the communications with publishers, e.g., Allen Press.
- (iv) Assists the editors of publications in regular communication with IEEE publications and periodicals and with the TAB Publications Office.
- (v) Coordinates budgets for each Society-sponsored publication with assistance and input from relevant EICs.
- (vi) Is regularly available for consultation by the editors of the Society publications.
- (vii) Is an ex-officio member of the Magazine Editorial Board which determines the content of the Instrumentation and Measurement Magazine.
- (viii) Serves as an ex-officio member of the Society Finance Committee.
- (ix) Holds at least two face-to-face meetings of the Publications Committee each year, normally in connection with the AdCom meetings. Confers as needed with members of the Publications Committee via e-mail or teleconferences, as appropriate.
- (x) Performs reviews of the Society publications each year and presents results, including a report on the timeliness of the publications, to the AdCom at each of the AdCom meetings.
- (xi) Represents the Society in the 5-Year Review of Periodicals, e.g., Transactions, Open Journal, and Magazine, by the TAB Periodical Review and Advisory Committee.

7.4.3 Vice President, Education

The Vice President serves as Chair of the Education Committee and has these responsibilities:

- (i) Delegates the supervision of the Society's Distinguished Lecturer Program (DLP) by appointing a Chair of the Distinguished Lecturer Program. The DLP Chair has the following responsibilities:
 - Evaluates new candidates to become Distinguished Lecturers (DLs)
 - Instructs DLs as to procedures
 - Communicates with Chapters concerning the DLP
 - Maintains the budget for DLP lectures and provides funds for travel to deliver those lectures
 - Approve Distinguished Lecturer expense reports in Concur
- (ii) Delegates the supervision of the production of the video tutorials on the Society's public website.
 - Evaluates new candidates to video tutorials
 - Instructs lecturers as to procedures
 - Reviews and ensures the quality of the video tutorials
 - Maintains the budget for video tutorials
- (iii) Oversees the tutorial program for the I²MTC conferences by appointing an [I²MTC](#) Tutorial Chair.
- (iv) Oversees the administration of the Education Awards, and thus appoints the Chair of each Selection Committee who:
 - maintains the Award descriptions and requirements
 - manages the calls and the selection process
 - follows up by collecting and assessing reports from the awardees and verifies that the Award requirements are met
- (v) Holds at least two face-to-face meetings of the Education Committee each year, normally in connection with AdCom meetings. Confers as needed with members of the Education Committee via e-mail or teleconferences, as appropriate.
- (vi) Serves as an ex-officio member of the Society Finance Committee.
- (vii) Initiates, assesses, facilitates, and manages other education initiatives of the Society, such as short courses, summer schools, webinars, and magazine tutorials.
- (viii) Performs reviews of the committee activities each year and presents results to the AdCom at each of the AdCom meetings.

7.4.4 Vice President, Conferences

The Vice President serves as Chair of the Conferences Committee and has these responsibilities:

- (i) Supervises all Conference Activities of the Society and provides counsel and guidance to the Conference staffs along with serving as the liaison between the Conference staffs and the Society AdCom. The conferences include:
 - I²MTC
 - AUTOTESTCON
 - SAS
 - ISPCS
 - MeMeA
 - Niche Conferences
 - Symposia and Workshops (where registration fees and budgets are required)
- (ii) Assists the local Conference staff in regular communication with IEEE Conference Committees and the Society.
- (iii) Participates in determining budget details for the conference activities.
- (iv) Monitors and approves contracts for conferences services to the Society. Manages the communications with conferences services, e.g. Conference Catalysts.
- (v) Approves expense reports of conferences services to the Society, e.g. Conference Catalysts.
- (vi) Is regularly available for consultation with the local conference staff and is an active participant in the development of new conference activities.
- (vii) Serves as an ex-officio member of the Society Finance Committee.
- (viii) Holds at least two face-to-face meetings of the Conferences Committee each year, normally in connection with AdCom meetings. Confers as needed with members of the Conferences Committee via e-mail or teleconferences, as appropriate.
- (ix) Performs reviews of the Society Conference Management each year and presents results (including a report on the timeliness of conference closings) to the AdCom at each of the AdCom meetings.

7.4.5 Vice President, Membership

The Vice President serves as Chair of the Membership Development Committee and has these responsibilities:

- (i) Supervises the Chapter activities of the Society and their development with assistance from the Chapter Chair Liaison.
- (ii) Oversees formation and organization of Graduate Student and Women in Instrumentation & Measurement (WIM) panels at the I²MTC.
- (iii) Supervises the membership development activities.

- (iv) Works with the Education Committee to promote membership development.
- (v) Coordinates student activities.
- (vi) Performs reviews of the committee activities each year and presents results to the AdCom at each of the AdCom meetings.
- (vii) Serves as an ex-officio member of the Society Finance Committee.

7.4.6 Vice President, Technical and Standards Activities

The Vice President serves as Chair of the Technical and Standards Activities Committee (TSAC) and has these responsibilities:

- (i) Supervise the Society's Technical and Standards activities, including the management of its Technical Committees.
- (ii) Recommend the appointment of Technical Committee (TC) Chairs and, when deemed necessary, TC Co-Chairs to the Society's President during the AdCom meetings or through electronic means.
- (iii) Oversee the development and management of IEEE Standards.
- (iv) Conduct annual reviews of TC activities, present the results, and submit the list of TCs to the AdCom for approval.
- (v) Ensure TC leadership and activities are accurately represented on the Society website.
- (vi) Serve as an ex-officio member of the Society's Finance Committee.
- (vii) Ensure that the TC activities are periodically highlighted in the Magazine.

7.5 Editor-in-Chief of Transactions in Instrumentation and Measurement

The Editor in Chief of Transactions in Instrumentation has responsibility for the publication of the Transactions. This includes:

- (i) Select and mentor Associate Editors in Chief as potential successors.
- (ii) Identify Associate Editors who possess the proper background, skills, and availability to review submitted papers.
- (iii) Contract and manage editorial assistants to prepare papers for publishing. The pay for editorial assistants must be reviewed and approved by the VP of Publications and approved by the AdCom.
- (iv) Effectively interface with the publisher (Allen Press) in a timely manner to manage papers submitted and meet publishing deadlines.

- (v) Represent the I&M at the annual IEEE Panel of Editors meeting.
- (vi) Serve as a member of the Publications Committee providing guidance and direction to the Instrumentation and Measurement publications portfolio.
- (vii) Participate in the annual strategic planning meeting to assist in setting direction for the I&M.
- (viii) Assist the Vice President of Publications in preparing semiannual reports for the AdCom to represent the current status of the Transactions in Instrumentation and Measurement.

7.6 Editor-in-Chief of Instrumentation and Measurement Magazine

The Editor in Chief of the Instrumentation and Measurement Magazine has responsibility for the publication of the I&M Magazine. This includes:

- i. Select and mentor Associate Editors in Chief as potential successors.
- ii. Identify qualified members of the Editorial Board to provide technical insight and guidance to the magazine. Work with the Editorial Board in setting the direction of the magazine including themes for each edition and special editions with guest editors.
- iii. Contract and manage editorial assistants to prepare papers for publishing. The pay for editorial assistants must be reviewed and approved by the VP of Publications and approved by the AdCom.
- iv. Effectively interface with the publisher in a timely manner to manage papers submitted and meet publishing deadlines.
- v. Represent the I&M at the annual IEEE Panel of Editors meeting.
- vi. Serve as a member of the Publications Committee providing guidance and direction to the Instrumentation and Measurement publications portfolio.
- vii. Participate in the annual strategic planning meeting to assist in setting direction for the I&M.
- viii. Assist the Vice President of Publications in preparing semiannual reports for the AdCom to represent the current status of the Instrumentation and Measurement Magazine.

7.7 Editor-in-Chief of the Open Journal of Instrumentation and Measurement

The Editor in Chief of the Open Journal of Instrumentation and Measurement has responsibility for the publication of the Journal. This includes:

- (i) Select and mentor Associate Editors in Chief as potential successors.
- (ii) Identify Associate Editors who possess the proper background, skills, and availability to review submitted papers.
- (iii) Contract and manage editorial assistants to prepare papers for publishing. The pay for editorial assistants must be reviewed and approved by the VP of Publications and approved by the AdCom.
- (iv) Effectively interface with the publisher in a timely manner to manage papers submitted and meet publishing deadlines.
- (v) Represent the I&M at the annual IEEE Panel of Editors meeting.
- (vi) Serve as a member of the Publications Committee providing guidance and direction to the Instrumentation and Measurement publications portfolio.
- (vii) Participate in the annual strategic planning meeting to assist in setting direction for the I&M.
- (viii) Assist the Vice President of Publications in preparing semiannual reports for the AdCom to represent the current status of the Journal.

7.8 Succession Plan

The person succeeding a current Vice President is preferred (not required) to have served in one or more of the following capacities:

- on one or more committees within the AdCom
- as Editor-in-Chief of either the Transactions, the Magazine, or the Open Journal.
- as an elected or appointed Member-at-Large of the AdCom.

8.0 Treasurer

The Treasurer is responsible for overseeing the financial matters of the Society, primarily disbursements and income and collaborating with the Vice President, Finance on developing budgets.

8.1 Election and Term of Office

The election and term of office for Treasurer is per Article VII, Section 7, of the Constitution. For the usual and typical circumstances, the election and term of office are as follows:

The AdCom appoints a new Treasurer from its members, both members-at-large and appointed members, at the last AdCom meeting of the year. Candidates, drawn from the current members of the AdCom, are brought forward to the AdCom by the N&A Committee. Alternatively, the AdCom may approve the continuance of the current Treasurer in office.

There is no general term of office for the Treasurer. The reason is that the learning curve for Treasurer is steep and maintaining a corporate memory of IEEE finances is critical to operation of the Society. Many factors can alter the term, such as voluntary resignation or by vote of the AdCom to remove the Treasurer from office.

8.2 Objectives

The Treasurer will assist and support the Society and the AdCom by overseeing the financial matters of the Society.

8.3 General Responsibilities

Per Article IV, Sections C, D, and E, of the Bylaws the Treasurer may:

- approve or disapprove all expenditures
- maintain current financial records
- approve or disapprove disbursement of Society funds

8.4 Specific Responsibilities

The Treasurer serves as Co-Chair of the Finance Committee and performs the following duties:

- (i) Reviews and processes the necessary instructions to IEEE Headquarters to pay Society obligations and requests notice of payments received from Technical Conferences or other activities.
- (ii) Works with the Finance Committee in the preparation of the annual budget for the Society, normally on a schedule set by TAB.
- (iii) Oversees Society funds so that a written report of the latest financial status of the Society is available at each AdCom meeting. This report of the expenditure status versus budget should be available at all AdCom meetings.

- (iv) Maintains a current Society budget status and informs AdCom on a monthly basis, the status of the budget, which is necessary for a proactive monitoring of the expenditure of Society funds.
- (v) Approves or disapproves each submitted expense report from members of the AdCom and support staff.
- (vi) Provides training to the AdCom on the use of Concur, the IEEE expense request process, and offers help on the use of Concur when needed.
- (vii) Reviews the monthly reports on budget and reserve funds submitted by headquarters.
- (viii) Cooperates with the Finance Committee to maximize its effectiveness in providing advice and counsel to the Society officers on Society financial matters.
- (ix) Attends appropriate training sessions conducted by IEEE Headquarters.

8.5 Succession Plan

The person succeeding the current Treasurer is preferred (not required) to have served in one or more of the following capacities:

- be an elected or appointed Member-at-Large of the AdCom
- on one or more committees within the AdCom
- as Editor-in-Chief of either the Transactions, Open Journal, or the Magazine

8.6 Procedures and Documented Guidelines for the Office of Treasurer

These are the documents that describe procedures and guidelines for activities directed by the Treasurer.

Budget (Current Year)

Monthly Budget Status

[IEEE Travel Guidelines](#)

[Concur Crash Course](#)

9.0 Junior Past President

The Junior Past President advises, counsels, and provides guidance to the incumbent Society officers, based on his or her experience and understanding of Society affairs. The Junior Past President helps to ensure continuity in day-to-day operation of the Society after a new President has assumed office.

Approval by the AdCom of the individual for this officer role occurs whenever a Society President completes their term and is to progress to the position of Junior Past President. Typically, either the Executive Vice President or another member of the AdCom will bring a motion for approval by the AdCom at the Fall AdCom meeting.

9.1 Term of Office

The Junior Past President must have been the President of the Society within the past two (2) years and follows automatically after his or her term as President. The normal term of office is two consecutive terms of one (1) year each, for a total of two (2) years duration. Many factors can alter the term, such as voluntary resignation or by vote of the AdCom to either extend the term or remove the Junior Past President from office.

9.2 Objectives

The role of the Junior Past President is to provide continuity within the AdCom and lend experience to all aspects of running the Society.

9.3 General Responsibilities

The Junior Past President may be asked to serve in various roles on the AdCom at the request of the President.

9.4 Specific Responsibilities

The Junior Past President serves in these capacities:

- (i) Chair of the Nominations and Appointments (N&A) Committee.
- (ii) Member of the Society Management Committee.
- (iii) Member of the Finance Committee.
- (iv) Fulfills specific assignments from the Society President.

9.5 Succession Plan

The Junior Past President will have served as President of the Society within the previous two years.

10.0 Senior Past President

The Senior Past President advises, counsels, and provides guidance to the incumbent Society officers, based on his or her experience and understanding of Society affairs. The Senior Past President helps to ensure continuity in day-to-day operation of the Society after a new President has assumed office.

Approval by the AdCom of the individual for this officer role occurs whenever a Society Junior Past President completes their term and is to progress to the position of Senior Past President. Typically, either the Executive Vice President or another member of the AdCom will bring a motion for approval by the AdCom at the Fall AdCom meeting.

10.1 Term of Office

The Senior Past President must have been the Junior Past President of the Society within the past two (2) years and follows automatically after his or her term as Junior Past President. The normal term of office is two consecutive terms of one (1) year each, for a total of two (2) years duration. Many factors can alter the term, such as voluntary resignation or by vote of the AdCom to extend the term or remove the Senior Past President from office.

10.2 Objectives

The role of the Senior Past President is to provide continuity within the AdCom and lend experience to all aspects of running the Society.

10.3 General Responsibilities

The Senior Past President may be asked to serve in various roles on the AdCom at the request of the President.

10.4 Specific Responsibilities

The Senior Past President serves in these capacities:

- (i) Chair of the Awards and Recognition Committee.
- (ii) Member of the Society Management Committee.
- (iii) Member of the Finance Committee.
- (iv) Fulfills specific assignments from the Society President.

10.5 Succession Plan

The Senior Past President will have served as the Junior Past President of the Society within the previous two years.

11.0 Executive Assistant

The I&M Society retains the services of an Executive Assistant who provides administrative and executive support to Society officers, the AdCom and other committees. The position of Executive Assistant is a paid position, with fees established from time to time by the AdCom.

Examples of service performed by the Executive Assistant include but are not limited to recording minutes at meetings, assisting the negotiations for venues and accommodations for meetings, assisting AdCom members with communications and schedules, archiving documents and files on the management website, and uploading information to websites.

11.1 Selection and Term of Office

The Executive Assistant is appointed annually by the President after confirmation by the AdCom. The Executive Assistant may be reappointed for an indefinite number of terms.

11.2 Objectives

The Executive Assistant supports the AdCom and administrates many details to smooth the operation of the AdCom, which increases the effectiveness of the AdCom in governing the Society.

11.3 General Responsibilities

The Executive Assistant reports to the Executive Vice President.

The Executive Assistant is responsible for keeping Society records as required by the IEEE Bylaws, the IEEE Policy and Procedures Manual, and the Society Documents. The Executive Assistant will send current copies of all AdCom meeting notices, minutes of meetings, and other materials of an archival nature to the Secretary of TAB. The Executive Assistant performs those other duties specified in the Society Documents and assists the President and the Executive Vice President in arranging all AdCom meetings.

11.4 Specific Responsibilities

The Executive Assistant is responsible for administrative functions within the AdCom. Areas of responsibility include:

1. Provide administrative assistance and support to Society officers and committees in carrying out their official duties and activities.
 - Assist the various Vice Presidents and Past Presidents in coordinating and conducting AdCom Committee processes.
 - Assist AdCom members with communications and schedules.
 - Assist Society officers in documenting their specific duties and implementing succession plans as requested by the President or the Executive Vice President.
 - Act as a liaison between Society officers and the various members of the IEEE staff on behalf of the Society, as directed or requested by the President or the Executive Vice President.

- Assist AdCom members in learning to use the AdCom Management website. Effort will include but not be limited to helping build templates, utilizing shared workspaces, setting up electronic voting opportunities, updating AdCom member, officer listings, meeting documents archive, keeping motions, and keeping action items.
 - Coordinate electronic voting within the AdCom and the tallying of those electronic votes.
 - Provide administrative support to the AUTOTESTCON Board of Directors including attending board meetings, taking minutes and keeping action items and assisting the AUTOTESTCON Board Chair.
 - Provide administrative support to the I²MTC Board of Directors including attending board meetings, taking minutes and keeping action items and assisting the I²MTC Board Chair.
2. Work with the Executive Vice President to prepare and coordinate committee-related activities:
 - Completion of committee tasks and action items
 - Collection, posting and organization of committee reports
 3. Maintain contact-information for AdCom, and assure that IEEE's records remain up-to-date. Act as PoC for assistance to AdCom members using the OU Analytics database.
 4. Prepare for Society AdCom meetings and retreats.
 - Selection of venue
 - Lodging accommodations
 - Meals planning
 - Selection of restaurant(s) for official AdCom dinners
 - Arranging meeting space and accommodations for AdCom meeting and meetings of individual committees
 - Scheduling meetings
 - Audio, visual, wireless, and Internet accommodations
 - Financial arrangements
 - Preparation of the agenda.
 5. Attend AdCom meetings, including the Officers and Editors Retreat, and serve as Secretary:
 - Take minutes
 - Review action items
 - Collect, organize and present motions and slide presentations
 6. Archive documents and files on the management website

- Distribute notices of AdCom and Society meetings and minutes of such meetings. Post these notices and minutes to the AdCom Management website after approval by the AdCom.
 - Maintain updated copies of all Society Governing documents on the Society Management website.
 - Maintain the minutes of all AdCom meetings for at least the past five (5) years and a list of pending motions, action items, and other unfinished business.
 - Maintain the archives and supply copies of documents considered to be of an archival nature or of general value to Society history.
 - Sort, organize, and file all Society-related materials available from archives or Society officers.
7. Store and maintain society-owned equipment that has been procured for AdCom use.
 8. Attend appropriate TAB meetings, as designated by the President or the Executive Vice President or the AdCom.
 9. Upload information to websites.
 - Assist the Society webmaster in updating the Society's public website as needed. Assist AdCom members in keeping the Society's public website up to date, including the posting of upcoming conferences, announcements, and other documentation or archives as directed by the President or Executive Vice President.
 - Complete or update the Society records of importance, as directed by the President or the Executive Vice President. These records may include but not limited to lists of Society recipients of special and honorary Awards, elected Fellows, conference attendance and related statistics, letters, or correspondence.
 - Maintain and update the management website as needed and directed by either the President or the Executive Vice President.
 10. Serve as an information source for Society members and potential members with inquiries about IEEE and I&M activities.
 - Arrange for mailings to the I&M Membership as requested, either through internal mailing lists, or through IEEE E-Notice.
 11. Provide assistance to both the President and the Executive Vice President, as requested.

13.0 Review of Performance

The Executive Vice President reviews the performance of the Executive Assistant. The review should take place at least once annually, with respect to all the responsibilities and performance of Executive Assistant, and be reported to the AdCom at the last meeting of the year.

13.0 Succession Plan

The Executive Vice President interviews candidates for the position of the Executive Assistant. The AdCom then approves a candidate and the President appoints the candidate to be the Executive Assistant.

12.0 Finance Committee

The Finance Committee plans and prepares the budget and advises the President and AdCom of the financial welfare of the Society.

12.1 Selection and Term of Office

The Finance Committee is chaired by the Society Vice President, Finance. There are nine members on the Finance Committee:

- (i) The Treasurer, who shall serve as Co-Chair
- (ii) The Vice President, Publications
- (iii) The Vice President, Technical and Standards Activities
- (iv) The Vice President, Conferences
- (v) The Vice President, Education
- (vi) The Vice President, Membership
- (vii) The Junior Past President
- (viii) The Senior Past President
- (ix) The Executive Vice President

The term of office is for one (1) year. The term of office renews or updates each year according to whomever serves in the respective offices listed above.

12.2 Objectives

The Finance Committee assures the financial welfare of the Society and advises the AdCom towards prudent courses of action to maintain a healthy financial state.

12.3 General Responsibilities

The Finance Committee seeks to understand IEEE financial policies and then to implement those policies in the Society financial operations. The Finance Committee reviews initiatives and activities to maintain appropriate fiscal operation within the AdCom and the Society.

12.4 Specific Responsibilities

The Finance Committee will:

- (i) Assist the VP Finance in the preparation of the annual budget. This budget will normally balance proposed expenditures by anticipated revenues. The one exception, as allowed by IEEE, is that the inclusion of initiatives may result in a negative balance, not to exceed the amount of funding available from use of the 3% rule.
- (ii) Review the final budget proposal prior to submittal for approval by the AdCom; the budget will be submitted for approval by the AdCom at the last meeting of the year ending before the new year to which the budget will apply. Note: IEEE generally requires a response to the first-pass budget by August 1 of the preceding year. The response to the second-pass budget is typically submitted by early September of the

preceding year. The final budget is approved by IEEE TAB at the November TAB meeting of the preceding year.

- (iii) Review the financial position of the Society and its conferences.
- (iv) Assure compliance with the IEEE by-law provisions regarding conflict of interest.

12.5 Funding

Funding for the Finance Committee is part of the AdCom operation.

12.6 Procedures and Guidelines for the Finance Committee

These are the documents that describe procedures and guidelines for activities directed by the Finance Committee.

- Budget Tutorial is available on the AdCom Management web site.

13.0 Publications Committee

The Publications Committee stimulates, accumulates, reviews, and publishes quality articles and archival journal papers in the Transactions, the Open Journal, and the Magazine, and other Society publications. The Publications Committee also provides tutorial and Society information in various venues, such as the Society website.

13.1 Selection and Term of Office

The chair of the Publications Committee is the Vice President, Publications, who shall not be concurrently an EIC of the Transactions, the Magazine, or the Open Journal. The members on the Publications Committee:

- (i) The Editor-in-Chief of the Transactions – responsible for the overall operations of the Transactions, compliant with IEEE PSPB Manual.
- (ii) The Editor-in-Chief of the Magazine - responsible for the overall operations of the Magazine, compliant with IEEE PSPB Manual.
- (iii) The Editor-in-Chief of the Open Journal - responsible for the overall operations of the Journal, compliant with IEEE PSPB Manual.
- (iv) The President, in consultation with the Chair, appoints additional members to the Committee.

The term of office is for one (1) year. Members are eligible for reappointment.

13.2 Objectives

The Publications Committee stimulates, accumulates, reviews, and publishes quality papers. The Publications Committee also provides Society information and educational information in various venues to serve the educational and professional needs of the members of the Society.

13.3 General Responsibilities

The Publications Committee ensures that publications undertaken by the Society are compliant with the IEEE PSPB manual and policies and to any further guidance or controls prescribed by the AdCom.

13.4 Specific Responsibilities

The Publications Committee

- (i) Annually nominates for approval by the AdCom candidates for Transactions Editor-in-Chief (EIC), Magazine Editor-in-Chief (EIC), and the Open Journal of Instrumentation and Measurement (EIC). Each year at the Fall AdCom, a motion is brought forward to appoint each EIC for the following year.
- (ii) Reviews, approves, or disapproves the Transactions EIC's nominations of Transactions Associate Editors.

- (iii) Reviews and approves or disapproves the Magazine EIC's nominations of Editorial Board Members.
- (iv) Reviews and approves or disapproves the Open Journal EIC's nominations of Editorial Board Members.
- (v) Ensures the continuity of operations in publishing activities irrespective of staffing changes. This requires an on-going program of development of individuals trained as back-up for key functions.
- (vi) With consultation with the EICs, recommends the annual budget for the Transactions, Magazine, Open Journal , and other publication activities, submits it to the Treasurer prior to the first meeting of the AdCom during the preceding year, and requests AdCom approval.
- (vii) Recommends the honorarium for the Transactions EIC, the Magazine EIC, and the Open Journal EIC, for approval by the AdCom at the first AdCom Meeting of the year. Notify Finance VP to add in the First Pass Budget.
- (viii) Nominates a representative to the Journal of Lightwave Technology to be appointed by the President.

14.0 Education Committee

The Education Committee provides educational activities for the professional development of the Society membership and for the profession. Educational activities include, but are not limited to, the Distinguished Lecturer Program, I²MTC Tutorials, and video tutorials. The committee collaborates with various standing committees, such as Publications and Membership Development, to maximize the spread of these educational activities.

14.1 Selection and Term of Office

The chair of the Education Committee is the Vice President, Education. The President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointment.

14.2 Objectives

The Education Committee supports the professional development of the Society's membership with meaningful educational opportunities and activities. It also strives to serve the technical advancement of the profession.

14.3 General Responsibilities

The Education Committee ensures that educational activities undertaken by the Society are subject to IEEE policies and to any further guidance or controls prescribed by the AdCom. The committee also advertises these educational activities as significant benefits for members of the Society.

14.4 Specific Responsibilities

The Education Committee:

- (i) Implements the educational policies and procedures approved by the AdCom.
- (ii) Ensures the continuity of operations in educational activities irrespective of staffing changes. This requires an on-going program of development of individuals trained as back-up for key functions.
- (iii) Recommends the annual budget for educational activities, submits it to the Treasurer prior to the first meeting of the AdCom during the preceding year, and requests AdCom approval.
- (iv) Maintains and supports educational activities that include, but are not limited to:
 - Distinguished Lecturer Program (DLP)
 - Conference Tutorials
 - Website Video Tutorials
 - Graduate Fellowship Award
 - Faculty Course Development Award
 - PhD Dissertation Award
 - Undergraduate Scholarship Award
 - Other related activities

14.5 Faculty Course Development Award Committee

14.5.1 Selection and Term of Office

The Faculty Course Development Award Committee consists of five members. The Chair and two members are appointed by the VP Education, one member is appointed by the VP Membership, and one member is appointed by the President. The Chair and the members serve staggered, two-year terms and are eligible for reappointment. The chair can only cast a vote in case of a tie.

14.5.2 Responsibilities

The Faculty Course Development Award Committee issues an open invitation to faculty to apply for this award. It evaluates all applications, selects at least one recipient each year, and reports the results to the EdCom for the announcement.

14.6 Graduate Fellowship Award Committee

14.6.1 Selection and Term of Office

The Graduate Fellowship Award Committee consists of five members. The Chair and one member are appointed by the VP Education, one member is appointed by the VP Membership, one member is appointed by the VP Publications, and one member is appointed by the President. The Chair and the members serve staggered, two-year terms and are eligible for reappointment. The chair can only cast a vote in case of a tie.

14.6.2 Responsibilities

The Graduate Fellowship Award Committee issues an open invitation to graduate students to apply for this award. It evaluates all applications, selects at least three recipient each year, and reports the results to the EdCom for the announcement.

14.7 Best Dissertation Award Committee

14.7.1 Selection and Term of Office

The Best Dissertation Award Committee consists of five members. The Chair and one member are appointed by the VP Education, one member is appointed by the VP Membership, one member is appointed by the VP Publications, and one member is appointed by the President. The Chair and the members serve staggered, two-year terms and are eligible for reappointment. The chair can only cast a vote in case of a tie.

14.7.2 Responsibilities

The Best Dissertation Award Committee issues an open invitation to recently graduated PhDs to apply for this award. It evaluates all applications, selects one recipient each year, and reports the results to the EdCom for the announcement.

14.8 Undergraduate Scholarship Award Committee

14.8.1 Selection and Term of Office

The Undergraduate Scholarship Award Committee consists of five members. The Chair and one member are appointed by the VP Education, one member is appointed by the VP Membership, one

member is appointed by the VP Publications, and one member is appointed by the President. The Chair and the members serve staggered, two-year terms and are eligible for reappointment. The chair can only cast a vote in case of a tie.

14.8.2 Responsibilities

The Undergraduate Scholarship Award Committee issues an open invitation to undergraduate students to apply for this award. It evaluates all applications, selects at least five recipients each year, and reports the results to the EdCom for the announcement.

14.9 Funding

Budgeting and funding for the activities and initiatives of the committee are performed yearly and have dedicated lines in the budget. The educational activities that require funding include, but are not limited to:

- Distinguished Lecturer Program (DLP)
- I²MTC Tutorials
- Graduate Fellowship Awards
- Faculty Course Development Awards
- IMS PhD Dissertation Award
- Undergraduate Scholarship Award
- Website Video Tutorials
- Other educational activities

14.10 Procedures and Guidelines for the Education Committee

For pertinent documents, see Appendix C.

15.0 Membership Development Committee

The Membership Development Committee plans and implements effective programs aimed towards achieving growth in I&M Society membership, striving to overcome non-technical barriers and achieve a diverse, equitable and inclusive Society environment. This includes the retention and advancement-in-grade of present membership and the persuasion of present IEEE members to join the I&M Society.

15.1 Selection and Term of Office

The chair of the Membership Development Committee is the Vice President, Membership Development. The President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointment.

15.2 Objectives

The Membership Development Committee supports the activities and growth of the Society. It ensures that chapters, and members are finding resources to meet their needs for professional development.

15.3 General Responsibilities

The Membership Development Committee has three primary responsibilities:

- (i) Chapter activities and development
- (ii) Membership professional development
- (iii) Student activities

15.4 Specific Responsibilities

The Membership Development Committee will strive to serve; retain and increase membership, through the following:

- (i) Maintain contact with IEEE Headquarters to obtain ideas, statistics, philosophies, and other inputs pertinent to the means for attracting new members, and exploit such assistance for the I&M Society. Attend membership development workshops and related meetings as appropriate.
- (ii) Submit the appropriate budget requests for membership development activities to the Finance Committee for subsequent AdCom action.
- (iii) Actively encourage I&M members to apply for advancement in membership grade.
- (iv) Actively publicize Chapter activities in the I&M Society Magazine.
- (v) Publicize new members and promotions in membership grade, particularly in the Magazine.
- (vi) Maintain a list of current Society membership, utilizing the IEEE database.

- (vii) Organize a membership booth at Society-sponsored conferences.
- (viii) Stimulate I&M Chapter and IEEE Sections membership campaigns with information about the I&M and the benefits of belonging. Support these chapters through appropriate financing of guest speakers and by suggesting speakers on I&M-related technical issues.
- (ix) Enlist the active participation of specific individuals in chapters and sections for the promotion of I&M membership.
- (x) Maintain and distribute an updated promotional brochure on I&M.
- (xi) Recommend, develop, and publicize educational programs that are available to I&M Society members in conjunction with the Education Committee.
- (xii) In cooperation with the Education Committee, carry out Women in Instrumentation & Measurement (WIM) Panel and the Graduate Student Panel at I²MTC and other IMS Conferences.
- (xiii) Maintain an active Chapter Chair Liaison to work and be in communications with the members, Chapters and the AdCom for fostering Chapter involvements towards achieving Committee goals.
- (xiv) Coordinate the DEI activities and assess potential additional activities.

15.5 Funding

Budgeting and funding for the activities and initiatives of the committee are performed yearly and have dedicated lines in the budget. The membership activities that require funding include, but are not limited to:

- Student Travel Awards
- Best Student Paper Awards
- Chapter Outreach Program
- Chapter Chair Summit
- Chapter Funding Program

15.6 Procedures and Guidelines for the Membership Development Committee

For pertinent documents, see Appendix D.

16.0 Conferences Committee

The Conferences Committee establishes the process and methodology for organization and successful execution of all Society conferences, symposia and workshops, in a consistent manner that meets all IEEE conference policies and rules. The committee reviews schedules, budgets, and performance of conferences for which it has oversight responsibility.

16.1 Selection and Term of Office

The chair of the Conferences Committee is the Vice President, Conferences. The President, in consultation with the Chair, appoints members to the committee. At least one member of the Conferences Committee shall be one of the IMS delegates to the I²MTC Board of Directors. The term of office is for one (1) year. Members are eligible for reappointments.

The I²MTC Board of Directors consists of 8 members including the Vice President of Conference Activities, 4 members appointed by the President, and 3 conference delegates, representing the immediate past, current and immediate future conferences. The four (4) appointed delegates to the I²MTC Board of Directors will be appointed to staggered 3-year terms, such that two delegates are appointed in even years, and two are appointed in odd years. Members appointed by the President are eligible for reappointment. The President appoints a Chair, as an Appointed Member of the AdCom, and subject to AdCom approval in the Fall. The term of office for the I²MTC Board Chair is for one (1) year. Reappointment for two additional one-year terms can be made.

The AUTOTESTCON Board of Directors consists of nine members, three representing the I&M Society, each appointed by the IMS President to serve a three-year term on yearly staggered basis, and three from the other permanent sponsor, the Aerospace and Electronic Systems Society, and three conference delegates, usually the conference chair, from the immediate past, current, and immediate future conferences respectively. Members appointed by the IMS President are eligible for reappointment.

16.2 Objectives

The Conferences Committee manages and oversees conferences, symposia, and workshops to serve the educational and professional needs of the members of the Society. The committee upholds the reputation of the Society and strives to ensure that every conference generates a revenue surplus.

16.3 General Responsibilities

According to the Bylaws, Article VIII, Section C, the Conferences Committee oversees and administers the Society's sponsorship, co-sponsorship and participation in conferences, symposia, and workshops. The Committee also establishes the process and methodology for organization and successful execution of all Society conferences, symposia and workshops, in a consistent manner that meets all IEEE conference policies and rules. The Conferences Committee recommends to the AdCom those contractors needed to implement the process and organizational structure of the conferences, symposia and workshops.

16.4 Specific Responsibilities

The Conferences Committee will:

- (i) Provide guidance and direction to those responsible for organizing Technical Conferences, Symposia, or Workshops that are sponsored or co-sponsored by the Society and that require registration fees and budgeting.
- (ii) Endorse dates, locations, and budgets of Society Technical Conferences, and other meetings as noted above.
- (iii) Provide a master schedule of all conferences and other meetings for the use of the AdCom and for publication in the Magazine.
- (iv) Provide timely information to IEEE Headquarters.
- (v) Obtain timely financial reports of all conferences and ensure that monetary advances and surpluses are returned to IEEE Headquarters for credit to the Society's account, where registration fees and budgeting are required.
- (vi) Keep the President and the AdCom informed of technical conferences and conference plans and results.
- (vii) Direct conference boards to prepare, and update as required, guides for use of technical conference and conference Chairs, specifically
 - the "I²MTC Handbook"
 - the "AUTOTESTCON Operations Manual"
- (viii) Review annually the Conference Charters of I²MTC and AUTOTESTCON, and recommend any revisions to the respective Conference Board of Directors and the AdCom, while certifying compliance with the Charters.
- (ix) Participate in meetings of the AdCom and advise, as appropriate, in formulating policies.
- (x) Coordinate activities with other Committees, e.g. Technical and Standards Activities Committee, Membership Committee, and Publications Committee.

- (xi) Provide input and participate in keeping current the "IEEE Technical Meetings Organization Manual, A Guide to Conference Planning."

16.5 Funding

Budgeting and funding for conferences, symposia, and workshops are separate from the committee's operation; the budgeting and funding for conferences, symposia, and workshops are performed yearly and have dedicated lines in the budget.

16.6 Procedures and Guidelines for the Conferences Committee

For pertinent documents, see Appendix E.

16.7 Conference Treasurer

The Conference Treasurer is appointed by the President with approval from the AdCom. The term of office is for one (1) year and is eligible for reappointment. The Conference Treasurer works closely with the IMS Professional Conference Organizer to fulfill the following responsibilities:

1. Receiving all the check books and deposit stamps for all IM conferences on a regular basis (FedEx).
2. Writing checks for all expenses made by Conference Catalysts LLC or conference organizers.
3. Sending the checks by regular mail.
4. Activation of credit cards.
5. Signing documents in order to allow use of the credit card by conference organizers. This is supervised by Conference Catalysts.
6. Closing the bank accounts of finished conferences by signing the documents that are sent by Conference Catalysts, scanning them and sending them back by email.
7. Approving all invoices and bank transfers ordered by Conference Catalysts to IEEE financial department.

17.0 Technical and Standards Activities Committee

The Technical and Standards Activities Committee (TSAC) oversees and supports the technical and standards activities within the I&M Society's field of interest, ensuring alignment with the Society's mission to foster professional expertise, promote collaboration, and engage with industry. Serving as the communication bridge between the AdCom and Technical Committees (TCs), TSAC supervises the development and promotion of technical standards, evaluates the performance of TCs, and enhances their visibility and contributions to the Society's goals. These TCs function as the Society's 'centers of expertise' in specific technical domains.

17.1 Objectives

The Technical and Standards Activities Committee (TSAC) focuses on facilitating impactful technical and standards-related activities to advance the I&M Society's mission through the Technical Committees (TCs). TSAC aims to:

- (i) Facilitate the generation, reaffirmation, and promotion of technical standards, guidelines, and IEEE Technical Interest Profile (TIP) codes relevant to the I&M fields.
- (ii) Support Technical Committees (TCs) in fostering collaboration, promoting professional expertise, enhancing their visibility, and engaging with industry.
- (iii) Monitor, evaluate, and review the status of all TCs, standards, and standards-in-process to ensure alignment with the Society's goals and emerging technical challenges.

17.2 Selection and Term of Office

The Chair of the Technical and Standards Activities Committee (TSAC) is the Vice President of Technical and Standards Activities. The Society's President, in consultation with the Vice President, appoints members to the TSAC for a term of one (1) year. TSAC members are eligible for reappointment.

17.3 Responsibilities

The Technical and Standards Activities Committee (TSAC) fulfills the following specific responsibilities to achieve its objectives:

- (i) Meets at least twice a year in conjunction with the AdCom meetings, and reviews the status of all TCs and existing standards and standards-in-process
- (ii) Annually review the structure and activities of all TCs to ensure alignment with the Society's objectives within its field of interest.
- (iii) Periodically revisit and review the specific mission of each TC to ensure relevance and alignment with the Society's goals, providing oversight and guidance as needed.
- (iv) Foster connections between TCs and industry in their respective fields of interest to promote collaboration and knowledge transfer.

17.4 Technical Committees and Chairs

Technical Committees (TCs) are responsible for driving technical activities within the IEEE Instrumentation and Measurement Society's (I&M Society) field of interest. These committees serve as the Society's "centers of expertise," bringing together professionals with shared interests to foster innovation, collaboration, and knowledge exchange. Each TC operates within a specific scope aligned with the I&M Society's mission to advance the theory, practice, and application of instrumentation and measurement. The I&M Society provides funding, meeting facilities, and promotional resources to support TC activities, with details available in the TC Guidelines.

Every TC is chaired by a Technical Committee Chair, who provides leadership and strategic direction for the Technical Committee, ensuring its alignment with the mission of the IEEE Instrumentation and Measurement Society and its effective operation. When necessary, a Co-Chair may be appointed to support the Chair in fulfilling their responsibilities.

Additionally, a Secretary may be designated, with members' approval, to assist with administrative tasks and documentation. In the absence of a Secretary, the TC Chair fulfills these responsibilities.

The general responsibilities and expected functions of TCs and TC Chairs are outlined in this Handbook and in the TC Guidelines. The TC Guidelines also provide an overview of expected activities for TCs and TC Chairs, as well as the duties of the Secretary. Additionally, the Guidelines detail the Vitality Metrics for TCs and the processes for establishing and closing a TC, ensuring alignment with the I&M Society's mission and standards.

17.4.1 Selection and Term of Office

All TC Chairs and Co-Chairs must be members of the I&M Society. The term of office for both positions is one (1) year. The President of the Society may reappoint or replace TC Chairs and Co-Chairs at any time during or after their term, based on recommendations from the Chair of the Technical and Standards Activities Committee (TSAC).

17.4.2 Technical Committees Objectives

The objectives of Technical Committees (TCs) define their strategic role in advancing the mission of the IEEE I&M Society by fostering innovation, collaboration, and knowledge exchange to

- (i) Bring together Society members with shared professional interests, facilitating the exchange of information, education, and the development of technical expertise.
- (ii) Strengthen connections with industry in the specific field of interest of the Technical Committee.
- (iii) Support the development and promotion of standards sponsored by the I&M Society.
- (iv) Identify and nominate outstanding members for Society awards and recognitions.
- (v) Promote the I&M Society by fostering its visibility, engagement, and growth within the professional community.
- (vi) Promote diversity and inclusion across all technical activities to enhance global participation and representation.

17.4.3 Technical Committees Functions

Technical Committees (TCs) play a critical role in advancing the I&M Society's mission by operationalizing their objectives through specific functions and activities. By carrying out strategic functions, they ensure the dissemination of knowledge, support professional development, and contribute to the Society's broader goals in instrumentation and measurement. To fulfill their objectives, TCs are expected to perform the following strategic functions or activities:

- (i) **Committee meetings:** Hold strategic committee meetings that bring together Society members with shared professional interests to foster innovation, exchange information, provide education, and develop professional expertise.
- (ii) **Standards Development:** Form working groups, in collaboration with relevant stakeholders such as industry representatives, academia, or other IEEE societies, to develop or reaffirm technical standards. These activities may be conducted solely by the TC or jointly with other committees, including technical committees of other Societies and Standards Coordinating Committees (SCCs) of the IEEE-SA Standards Board. All standards-related activities must adhere to the IEEE-SA Standards Board Bylaws and Operations Manual, ensuring compliance with established procedures and governance.

- (iii) **Guidelines and Practices:** Develop and periodically review technical guidelines and best practices to standardize TC operations, ensuring consistency, efficiency.
- (iv) **Publications:** Submit high-quality technical papers for publication, showcasing TC-related research and developments while focusing on innovation, practical impact, and alignment with current trends in the I&M Society. This includes encouraging members to contribute to relevant conferences, journals, and the I&M Society Magazine by showcasing TC-related research and developments.
- (v) **Event Participation:** Participate in planning, sponsoring, and organizing Society-sponsored and co-sponsored events, including conferences, workshops, and symposia. This includes organizing focused workshops as necessary, organizing special sessions at flagship conferences, and actively contributing to technical program committees and sessions.
- (vi) **Awards Nominations:** Identify and nominate outstanding contributors, including those beyond TC membership, for IEEE and I&M Society awards, such as Senior Member and IEEE Fellow elevations.
- (vii) **Support Membership Value:** Propose and implement strategic initiatives to promote Society membership through engagement in TC activities and showcasing the value of membership at Society-sponsored events.

To complement their strategic functions and align with the broader goals of the I&M Society, Technical Committees (TCs) are encouraged to undertake, but are not limited to, the following operational activities:

- (i) **Education Programs:** Participate in the development of Society Educational Programs, including distinguished speakers, tutorials, webinars, and joint meetings with chapters and sections where Committee meetings occur.
- (ii) **AdCom Recommendations:** Identify and recommend suitable candidates for the AdCom to support the Society's leadership and governance development.
- (iii) **Community Engagement:** Support local IEEE chapters by organizing TC-led initiatives, such as guest lectures or networking events, to increase regional engagement.
- (iv) **Collaborative Initiatives:** Collaborate with other TCs or IEEE Societies to promote cross-disciplinary research, innovation, and technical activities, including joint events such as workshops and tutorials.

17.4.4 TC Chairs Responsibilities

TC Chairs, supported by Co-Chairs when appointed, are responsible for the overall management and leadership of their respective committees, ensuring their effective operation in alignment with the I&M Society's mission. Their specific duties include:

- (i) **Operational Management:** Perform all management activities necessary for the satisfactory operation of the TC, as outlined in the TC Guidelines, to enhance the effectiveness and quality of TC operations. Ensure all TC activities comply with the existing Constitution and Bylaws of the I&M Society and IEEE.
- (ii) **Leadership and Collaboration:** Provide leadership and promote collaboration to set forth the TC objectives and functions. This includes:
 - Fostering collaboration and engagement among TC members to promote knowledge exchange, technical initiatives, and participation in Society activities, strengthening the value of Society membership.
 - Engaging with industry to strengthen relationships and enhance TC activities.
 - Supporting the development and maintenance of standards.
 - Promoting participation in Society Educational Programs, such as distinguished speakers, tutorials, and webinars.
 - Encouraging publications in journals, conferences, and the I&M Society Magazine, with emphasis on I&M Society venues while also supporting contributions to other relevant outlets.
 - Leading efforts to identify and nominate candidates for IEEE and I&M Society awards, including elevation to Senior Member and Fellow grades.
 - Fostering leadership development within the TC to ensure continuity.
- (iii) **Communication with TSAC:** Maintain regular contact with the TSAC Chair and other relevant committee members to ensure alignment with Society activities. Work with the TSAC Chair to assess the TC's accomplishments, challenges, financial and other needs, and provide recommendations.
- (iv) **Reporting:** Submit an annual activity report to the TSAC Chair, providing updates on TC progress, initiatives, and contributions, as outlined in the TC Guidelines.
- (v) **AdCom Recommendations:** Identify and recommend qualified candidates for the AdCom, considering their contributions to the I&M Society and their potential to support the Society's leadership and governance.
- (vi) **Subcommittees and Officer Appointments:** Approve the formation and dissolution of subcommittees to support TC activities. Appoint subcommittee chairs and other TC officers as necessary to ensure effective committee operations.
- (vii) **Participation in TSAC Round Tables:** Represent the TC at TC Chair roundtables organized by TSAC whenever feasible.

- (viii) **Event Feedback Collection:** Gather feedback from participants at workshops, conferences, and special sessions to improve the quality of future events and for reporting on TC activities.
- (ix) **Visibility:** Promote awareness of TC activities within the I&M Society and beyond, ensuring they are actively represented in Society communication channels. This includes:
 - Submitting highlights of TC activities to the Society Magazine editor and newsletters.
 - Ensuring TC activities are updated and visible on the Society’s website.

17.4.5 Technical Committees Secretary Duties

Each TC Secretary has the following duties:

- (i) **Meeting Documentation:**
 - Prepares and distributes meeting agendas at least four (4) weeks before TC meetings, as directed by the TC Chair.
 - Takes official minutes, including attendance lists, and distributes them to all TC members, the TSAC Chair, and other relevant IEEE personnel within four (4) weeks after the meeting.
- (ii) **Membership and Contact Management:**
 - Maintains an up-to-date TC membership list, including names, contact details, and TC assignments.
 - Forwards updates to TC contact lists and operations to the Society’s Executive Assistant.
- (iii) **Web and Leadership Records:** Maintains up-to-date information on TC activities and leadership for publication in the TSAC section of the Society webpage.

17.5 Procedures for Standards Development

The IEEE supports the development of standards in the fields of interest of its Societies and their Technical Committees (TCs). The IEEE Standards Board oversees and guides the development of standards and related activities. It coordinates standards development within the Institute, establishes policies and procedures, and represents IEEE in standards-related matters with other organizations.

Standards sponsored or co-sponsored by the Society are developed by working groups composed of IEEE members, including those with IEEE Standards Association (IEEE-SA) and IEEE Instrumentation & Measurement (I&M) membership.

Working groups may be formed within a single TC or across multiple TCs. The standardization process must strictly adhere to the current IEEE-SA and I&M Society's Policies and Procedures (P&P). Each TC participating in a standardization activity must ensure compliance with these policies and must seek approval from the TSAC Vice President before initiating a new standard or reaffirming an existing one.

17.6 Outstanding TC Award

17.6.1 Selection and Term of Office

The Outstanding TC Award Committee is composed of members from the Technical and Standards Activities Committee (TSAC). The Committee is chaired by the Vice President of Technical and Standards Activities. Both the Chair and committee members serve a two-year term.

17.6.2 Responsibilities

The committee is responsible for evaluating and selecting the TC that demonstrates the most significant contribution to I&M Society activities. This includes innovative participation, technical advancements, and overall impact on the Society's goals.

17.7 Funding

Budgeting and funding for TC activities are planned annually, with dedicated budget lines allocated for necessary expenditures.

Typically, expenses related to TCs are the responsibility of their members or their affiliated institutions. However, reimbursement for TC-related expenses is considered under the following conditions:

- Prior written approval from the TSAC Chair must be obtained before incurring any reimbursable expense.
- Final approval for reimbursement is granted by the Society President.
- Eligible technical activities requiring funding include but are not limited to:
 - Outstanding TC Award expenses

- TC Funding Program support
- Standardization-related initiatives

17.8 Procedures and Guidelines for the Technical and Standards Activities Committee

For detailed policies, procedural documents, and relevant guidelines, refer to the TC guidelines and other documents in the toolbox available on the I&M Society webpage.

18.0 Nominations and Appointments Committee

The Nominations and Appointments (N&A) Committee serves the Society by providing slates of candidates for Member-at-Large of the AdCom. The committee also advises the President for various appointments to the AdCom or for delegates who represent the Society.

18.1 Selection and Term of Office

According to the Society Bylaws:

- a. The Chair of the N&A Committee shall be 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. Under extenuating circumstances, a different individual may be appointed to this position.
- b. During his or her term of service, the Chair of the N&A Committee shall be ineligible to be nominated for election to the AdCom as a member-at-large.
- c. At least two-thirds of the voting members of the N&A Committee shall be appointed by the AdCom.
- d. A member of the N&A Committee may be nominated and run for a position for which the N&A Committee is responsible for making nominations only under the condition that the member resigns from the N&A Committee prior to its first meeting of the year in which the nomination shall be made."

Therefore, the Chair of the N&A Committee is the Junior Past President. Annually at the Fall AdCom meeting the president presents the AdCom with a list of candidates, who must be current Society AdCom Members-At-Large or appointed members serving in an office of the AdCom, for membership in the N&A Committee to serve in the following year. The list must include at least two members (in addition to the Chair), preferably and strongly suggested, consisting of the Senior Past President, and any Past President serving on the AdCom at any capacity (e.g., EIC, Treasurer, etc.)

18.2 Objectives

The N&A Committee provides a measure of assurance that capable and collegial candidates are presented for approval to the AdCom and the President.

18.3 General Responsibilities

The N&A Committee meets at least twice a year in conjunction with an AdCom meeting or a Society sponsored conference. The committee meets early in the year to identify potential candidates for the Member-at-Large AdCom positions and presents the candidates for approval by the AdCom at the Spring AdCom meeting. The AdCom elections are held during the summer. The committee meets during the summer to identify nominees for the Society officer positions and presents a slate to the AdCom for approval at the Fall AdCom meeting.

18.4 Specific Responsibilities

The N&A Committee studies the qualifications of available personnel, and presents suitable candidates for approval by the AdCom to stand for election for the Member-at-Large positions. Likewise, the committee studies the requirements of each office to be filled and identifies suitable candidates for approval by the AdCom.

18.4.1 Qualifications for AdCom Member-at-Large Candidates and Process for Election of AdCom Members

- Candidates for consideration as elected AdCom members must be IEEE and IMS members and have participated and contributed to IMS activities.
 - Example activities include, but are not limited to, participation in IMS chapters, IMS technical committees, and IMS conferences, symposia or workshops; service as I&M Society Publications Editorial Board members or as appointed IMS delegates or representatives to other IEEE societies, boards, councils and committees.
- The N&A Committee prepares a slate of at least six and not more than eight candidates for the election of four new members for the At-Large Society AdCom each year.
- The slate of candidates is presented to the AdCom for approval at the Spring AdCom meeting.
- Upon approval by the AdCom, each candidate submits to the Executive Assistant the following four items: (1) IEEE Member Number, (2) a brief personal resume (not more than 250 words), (3) a statement of purpose/candidacy that includes what the candidate's intended objectives will be, if elected (not more than 250 words), and (4) a photograph for publication in the Voter's Pamphlet. The content of the Voter's Pamphlet must be completed and submitted to IEEE Headquarters at least two weeks prior to the beginning of the election period for distribution by IEEE to all members of the Society.

- The Chair of the N&A Committee, with the help of the Executive Assistant, communicates the slate and all pertinent information to IEEE Headquarters to conduct the election, and ensures that the official election results are communicated to the successful candidates, to the Society President, the Chair of the N&A Committee, and the Society Executive Assistant.
- The names of successful candidates will be posted on the Society web site and communicated to the AdCom after all candidates have been notified of the election results by IEEE.

18.4.2 Process for Appointment of the President, Executive Vice President, and Vice Presidents

- The N&A Committee recommends one candidate for the incoming President, one candidate for Executive Vice President and one candidate for each of the Vice President positions to the current President. The nominees must be current Society AdCom Members-At-Large, Editor-in-Chief of the Transactions, Open Journal, or Magazine, or appointed members serving in an office of the AdCom. If the proposed appointment of one or more Vice Presidents involves an extension past the regular limit of two years, then the N&A Committee will include a justification to the AdCom when the slate is presented to the AdCom for its consideration. The AdCom can then discuss the proposed extension as part of the voting process.
- The N&A Committee considers several aspects when identifying candidates for officer positions, such as:
 - Assess experience of individuals on various AdCom committees and possible fit with a particular VP role
 - Where possible, rotate experienced AdCom members among the various VP roles to gain and preserve experience among the VPs
 - Where possible, nominate individuals who have not yet served in any VP positions to increase leadership experience of AdCom members
 - Preserve, where possible, diversity among the leadership positions with attention given to gender, age, geographic home, and employment sector.
- The President, in consultation with the N&A Committee, may offer additional qualified nominees for the incoming President, Executive Vice President, and Vice Presidents.
- The slate of candidates is presented, by the N&A Committee, to the AdCom at their last meeting of the (calendar) year or by October 30th, whichever occurs first.
- The approval of the presidency and vice presidencies takes place at an official meeting of the AdCom at which the candidates are nominated.

18.4.3 Process for Nomination and Approval of the Treasurer

- The N&A Committee recommends a candidate for the office of Treasurer to the President. The nominee must be a current Society AdCom member.
- The President may offer additional qualified nominees for Treasurer.

- The Society AdCom appoints the Treasurer by a majority vote.

18.5 Funding

Generally, the committee does not have separate outside activities or initiatives that need funding. If the Committee deems that specific activities or initiatives are needed and require funding, then budgeting and funding of activities and initiatives will be performed yearly and will have dedicated lines in the budget.

19.0 Society Management Committee

The Society Management Committee coordinates all matters of operation within the AdCom. The committee works with the Officers and the AdCom to maintain the current vision and mission of the society and its committees by keeping an updated Strategic Plan for the Society. The committee manages the Society's Constitution, Bylaws, and Handbook. The committee initiates, negotiates, prepares, and completes agreements with other IEEE entities or other organizations as may be approved by the IEEE Executive Committee. The committee manages the websites, vendors, and training for the society.

19.1 Selection and Term of Office

The Chair of the Society Management Committee is the Executive Vice President. A Co-Chair may be appointed by the President. It is encouraged to appoint past presidents to the Society Management Committee. The President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointment.

19.2 Objectives

The Society Management Committee ensures the smooth and appropriate operation of the Society by maintaining Society vision, governing documents, procedures and guidelines, agreements and contracts, tools for management, and training of AdCom members.

19.3 General Responsibilities

Per the Society Bylaws, Article VIII, Section C, Part 1, the Society Management Committee performs the following activities:

- Annually collects, analyzes, and revises the Strategic Plan for the Society.
- Reviews, determines, and recommends changes to the Society Constitution, the Bylaws and the Society Handbook. Prepares recommended changes for subsequent approval.
- Initiates, negotiates, prepares, and completes agreements with other IEEE entities or other organizations as may be approved by the IEEE Executive Committee.

- (iv) Implements tools and processes to facilitate effective management and governance of the Society. Utilizes web-based tools wherever possible and practical.
- (v)

19.4 Specific Responsibilities

The Society Management Committee has the following specific responsibilities:

- (i) Collect input from members of AdCom and incorporate new ideas into the vision, mission, and strategic plan of the Society. This data collection typically gains significant input during the Strategic Planning Meeting.
- (ii)
- (iii) Maintain a written Strategic Plan for the Society.
- (iv) Present a summary of the outcome of the Strategic Planning Meeting during the spring AdCom meeting
- (v) Present to the AdCom the changes to the Strategic Plan during the spring AdCom meeting for the AdCom approval.
- (vi)
- (vii) Coordinate the review and editing of the Constitution, Bylaws, and Handbook when it is required. Call the attention of the AdCom to any inconsistencies between current practice and the requirements of the Constitution, Bylaws, and this Handbook. Examine proposals for amendments of the Society's governing documents and recommends final drafts for adoption by the AdCom. The President may request the Society Management Committee to review one or all the governing documents at any time.
- (viii) Assist the Executive Assistant in providing copies of the Society's governing documents to the members of the Society Management Committee or the entire AdCom for the purpose of review or revision.
- (ix) Review the agreements and contracts for tools and training of the AdCom.
- (x) Ensure that the tools of the AdCom are appropriate and adequate.

19.5 Funding

Generally, the committee does not have separate, outside activities or initiatives that need funding. If the Committee deems that specific activities or initiatives are needed and require funding, then budgeting and funding of activities and initiatives will be performed yearly and will have dedicated lines in the budget.

19.6 Procedures and Guidelines for the Society Management Committee

The Society governing documents are provided in Appendix H.

20.0 Awards and Membership Recognition Committee

The Awards and Membership Recognition Committee and its subcommittees make or evaluate recommendations for regularly established IEEE awards, including Fellow, and administer such Society awards as may be specified in the Bylaws. At present, the Committee consists of the Fellow Evaluating Committee, the Fellow Coordination Committee, and the Society Awards Committee.

20.1 Selection and Term of Office

The Senior Past-President serves as Chair of the Awards and Membership Recognition Committee. The chairs of the Fellow Evaluating Committee, the Fellow Coordination Committee, and the Society Awards Committee are all members of the Committee. The President, in consultation with the Chair may appoint additional members to the Committee. The term of office is for one (1) year. Members are eligible for reappointment.

20.2 Objectives

The Awards and Membership Recognition Committee supports the professional development of the Society's membership with meaningful recognition and awards. It publicizes these achievements through various means.

20.3 Fellow Evaluating Committee

20.3.1 Selection and Term of Office

The Fellow Evaluating Committee consists of at least seven members, all of whom are I&M Society members and IEEE Fellows. The Society President recommends a Chair to the AdCom for approval. The Chair serves for a one-year term and is eligible for re-appointment to a second, one-year term. The Chair may serve as an evaluator for one additional year, immediately after having served as the Chair. The President also may recommend a Vice-Chair to the AdCom for approval. The Vice-Chair serves for a one-year term, and is eligible for re-appointment, but cannot serve for more than three consecutive one-year terms. The President, in consultation with the Chair, appoints a minimum of five and a maximum of six evaluators to the committee, for one-year terms. Evaluators are eligible for re-appointment, but cannot serve for more than three consecutive one-year terms. The appointments will be staggered, such that not more than about one-third of the members conclude their service on the committee in any calendar year. The evaluators may serve up to three consecutive one-year terms, and can then serve up to two, one-year terms as the Chair. No member may serve for more than five (5) consecutive years, regardless of the position held. In consultation with and consent of the Society President, the Chair may solicit and appoint additional reviewers, as needed, who are IEEE Fellows and experts in the field for which a nominee is being cited. The term

of such appointments will be for the current evaluation year only. If the services of the same reviewer are deemed necessary for a subsequent year, a similar appointment for that year must be made. Appointments of additional reviewers must be made in a given year prior to January 31 of that year. The names of the Chair, Vice-Chair, Evaluators and additional reviewers must be posted on the Society website.

20.3.2 Responsibilities

The Fellow Evaluating Committee evaluates nominations for IEEE Fellow that fall within the purview of the I&M Society and reports the results of the evaluation to the IEEE Fellow Committee. The Chair shall not perform evaluations nor score nominations. However, the Vice-Chair may serve as an evaluator and score nominations. The IEEE Fellows Manual takes precedence over the I&M Society governing documents related to the Fellows nomination and evaluation procedures.

20.3.3 Guidelines for the Chair

The Chair should become familiar with the IEEE processes and documents related to the elevation of Fellows, which can be found at ieee.org. The current Chair should establish contact with the past Fellow Evaluating Committee Chair for any suggestions and to ensure continuity of Committee activities. Upon leaving office, the retiring Chair should work closely with the new Chair to make sure that all uncompleted matters are discussed.

20.3.4 Evaluation of Fellow Nominations

The evaluation of Fellow nominations is the sole task of the Fellow Evaluating Committee.

The Chair will have access to a secure and confidential website with all nominations and pertinent documents. Any nominations deemed to be inappropriate for evaluation by the I&M Society should be brought to the immediate attention of the IEEE Fellow Committee.

In early May, the Chair will receive the official list of nominees from the secretary of the IEEE Fellow Committee, along with appropriate forms and directions. All directions must be followed closely to prevent voiding all the Society's recommendations for the year.

Note that Fellow Evaluating Committee members may not nominate Fellow candidates, or act as references for nominees. If a member has inadvertently acted as a reference for an individual nomination, that member is recused from participating in all nominee evaluations.

20.4 Fellow Coordination Committee

20.4.1 Selection and Term of Office

The President appoints the Chair of the Fellow Coordination Committee, who must be a Fellow and a member of the current AdCom. The committee members consist of all Fellows who are current AdCom members.

20.4.2 Responsibilities

The Fellow Coordination Committee encourages the nomination of candidates for IEEE Fellow by:

- Publicizing an invitation for nominations of IEEE Fellows on the I&M website and in the quarterly Society Newsletter.
- Identifying and encouraging the nomination of potential Fellows.
- Inviting nominations from all I&M Society Chapters and IEEE Sections during the month of September.

20.5 Society Awards Committee

20.5.1 Selection and Term of Office

The Society Awards Committee consists of at least three members, all of whom are Society members, and is chaired by the Senior Past President. The President, in consultation with the Chair, appoints members to the committee. The term of office is for one (1) year. Members are eligible for reappointment. The Chair may wish to assign one Committee member the responsibility for oversight of each Society award.

20.5.2 Responsibilities

At least once every five years, the Society Awards Committee will review each society award and determine whether any revisions to the award language are necessary. The Committee also will consider 1) whether each award is continuing to effectively achieve the original goals of the award, regardless of whether an award is named after an individual, and 2) whether the financial condition of the Society is able to continue to support each award.

If the original intent of the award is not being achieved, or the award is no longer relevant, or the financial condition of the Society can no longer support the award, the Society Awards Committee may bring a motion to the IMS AdCom to consider cessation of the award.

The Society Awards Committee may propose or consider suggestions from the AdCom members for creation of new awards if there is significant activity in a new field or in an area of particular interest to the IMS.

Suggested proposals for a new award must be submitted by April 1 to the Chair of the Society Awards Committee, using the IEEE Template for Establishing a New Society/Council Award. The proposal must also include the rationale for the creation of the award.

The Society Awards Committee issues invitations to nominate candidates for the Society-level awards of the I&M Society. It also evaluates all nominees for these awards, selects the recipient, and reports the final selections via the Chair of the Society Awards Committee to the AdCom. The goal is to have two or more nominees for each award. All Award information can be found on the Society website and in the TAB Awards Manual.

20.5.3 List of IMS Awards

Awards managed by the Society Awards Committee:**Career Excellence Award**

The I&M Career Excellence Award is awarded to recognize a lifetime career of meritorious achievement and outstanding technical contribution by an individual in the field of instrumentation and measurement.

Distinguished Service Award

The I&M Society Distinguished Service Award is presented each year to an individual who has given outstanding service to the Society and to the profession.

Outstanding Young Engineer Award

The I&M Outstanding Young Engineer Award recognizes an outstanding young I&M member who has distinguished him/herself through achievements, which are technical, of exemplary service to the I&M Society, or a combination of both early in their career.

Technical Award

The I&M Society Technical Award is given to an individual or group of individuals for outstanding contribution or leadership in advancing instrumentation design or measurement technique.

J. Barry Oakes Advancement Award

The J. Barry Oakes Advancement Award is given to an individual who has demonstrated technical contributions to I&M science and engineering, as well as leadership/project management skills, or has served as a role model or mentor for other engineers. The recipient will be invited to provide a question and answer keynote presentation during the annual [I²MTC](#).

Best Application in I&M Award

The Best Application in I&M Award is given to an individual whose idea applies measurement concepts or instrumentation technology in a novel way to benefit society. The application must be a working solution to an engineering need or problem.

Awards managed by the Education Committee:**Faculty Course Development Award**

The Faculty Course Development Award is to support and encourage faculty members to develop a new course or significantly revise an existing course with specific focus on Instrumentation and/or Measurement, taught in an accredited (in accordance to the accepted rules of the country of applicant) engineering/physics/science curriculum. This award is administered by the Education Committee and its cognizant selection committee.

Graduate Fellowship Award

The purpose of the grant is to support and encourage graduate-level research in the area of instrumentation and measurement. This award is administered by the Education Committee and its cognizant selection committee.

IMS PhD Dissertation Award

Recognizes the author of an outstanding PhD dissertation in terms of technical significance and creativity in the field of Instrumentation and Measurement.

Awards managed by the Publications Committee:

Andy Chi Best Paper Award

This award is given each year to the author, or authors, of the outstanding paper published in the Transactions of the I&M Society during the previous year.

Awards managed by the Technical & Standards Activities Committee:

Outstanding TC Award

This award is given annually to the best technical committee of the Instrumentation & Measurement Society.

Awards managed by the Membership Committee:

Student Travel Awards

To support and encourage participation in the IEEE International Instrumentation & Measurement Technology Conference ([I²MTC](#)), IEEE AUTOTESTCON, IEEE Sensors Application Symposium (SAS), and IEEE International Symposium on Medical Measurements and Applications (MeMeA) conferences of the Society.

Best Student Paper Awards

Student Paper Contests to be held in conjunction with IEEE AUTOTESTCON, the IEEE International Instrumentation and Measurement Technology Conference ([I²MTC](#)), the IEEE International Symposium on Medical Measurements & Applications (MeMeA), and the Sensors Applications Symposia (SAS). The Technical Program Committees for each conference or symposium serve as the selection committees.

20.5.4 The IEEE Joseph F. Keithley Award

The IEEE Joseph F. Keithley Award replaces the Morris E. Leeds Award, which was formerly a Field Award of the IEEE that has been suspended. The Keithley Award is presented for outstanding contributions in the field of electrical measurement. Presented for the first time in 2003, it consists of a bronze medal, a certificate, and a cash prize. Selection of the recipient is administered through the Technical Field Awards Council of the IEEE Awards Board. The AdCom encourage nominators of potential candidates to submit nominations. This is an IEEE-level award, not a Society award. The Society is a co-sponsor of the Award.

20.6 Funding

Budgeting and funding for the awards, travel grants, activities, and initiatives are performed yearly and have dedicated lines in the budget.

21.0 Society Representatives and Directed Delegates

The I&M Society has representation on other IEEE Societies, Boards, Councils and Committees, as well as on entities in other organizations outside IEEE. This inter-organizational representation may have been mandated by TAB or by the IEEE Board or Executive Committee, or it may have been established by mutual agreement with the entity in question. A listing of these entities can be found in Appendix A of this handbook.

21.1 Selection and Term of Office

Representatives are appointed by the President of the Society, and Directed Delegates, who have a vote on the outside entity, are appointed by the AdCom. The term of office is for one (1) year, unless the representatives or directed delegates serve a term as specified by the outside entity. Representatives and Directed Delegates are eligible for reappointment.

21.2 Objectives

Society Representatives and Directed Delegates serve to bridge between the Society and other entities and enable collaboration that serves the mission, goals, and objectives of the Society.

21.3 General Responsibilities

The general responsibility of each representative or delegate to another professional organization is to provide a two-way information flow between the I&M Society and another professional entity.

21.4 Specific Responsibilities

The following list of specific responsibilities will assist in carrying out this task:

- (i) The representative will actively foster communication between the Society and the other entity, particularly in areas where the Society and the other entity have intersecting interests.
- (ii) The representative will strive to attend a significant portion of the meetings held by the other entity, and to participate in those activities of that entity which may appear to intersect the interests of the I&M Society. For those meetings which the representative cannot be attended in person, the representative will review meeting minutes when they become available.
- (iii) The representative will immediately prepare and report any item of importance or concern that arises in other-entity meetings, or in the review of their meeting minutes, to the I&M Society President.
- (iv) The representative will prepare a written report and present a verbal report, and forward the report to the Executive Assistant, for the last AdCom meeting of the year.

21.5 Funding

The travel and activities of some representatives and delegates have dedicated lines in the budget. Budgeting and funding for the travel and activities of representatives and delegates are performed yearly. The Executive Vice President and President must review the proposed costs for travel and activities and the AdCom must approve the travel and activities of representatives and delegates.

21.6 Succession Planning

Generally, there is no fixed procedure or plan for succession with appointed delegates, other than they should be acquainted with the operation of the Society and considered capable to represent the Society.

22.0 Regional Liaisons

The I&M Society intends to increase communication with its members and with additional professionals, corporations and government entities in specific IEEE Regions to promote the culture of instrumentation and measurement and to enhance the reach of Society activities. Regional liaisons are appointed by the President of the Society. The term of office is for one (1) year. Regional liaisons are eligible for reappointment.

22.1 Objectives

Regional liaisons serve to connect the Society more closely with individuals and organizations in specific IEEE Regions, encouraging activities that serve the mission, goals, and objectives of the Society.

22.2 General Objective

The general responsibility of each regional liaison is to establish and maintain direct and substantive contact among the I&M Society AdCom and professional individuals, corporations, and government entities within the designated IEEE Region(s).

22.3 Specific Responsibilities

The following list of specific responsibilities will assist in carrying out this task:

- (i) The regional liaison will actively foster communication among the Society and professional individuals, corporations, and government entities within the designated IEEE Region(s) with respect to activities and initiatives of the I&M AdCom.
- (ii) The regional liaison will collaborate with the committees of the AdCom, including working with the Chapter Chair Liaison to assist existing chapters and create new ones, working on projects to increase membership in the assigned Regions, working to increase attendance, patronage, and technical content at our flagship conference, and working with the Education Committee to help implement specific Society activities in the assigned Regions.

- (iii) The representative will prepare and submit semi-annual reports on progress of activities or items of concern that arise as a result of communication with members, other professionals, or entities with which the representative is working. These reports will be submitted to the I&M Society President, prior to the Spring and Fall AdCom meetings. Regional Liaisons do not have a vote on the AdCom, therefore, attendance at the AdCom meetings is not required, but electronic participation is encouraged. Any travel related to this appointment must be pre-approved by the President.
- (iv) The regional liaisons will hold periodic conference calls to share ideas, activities, and experiences.

Appendix A - I&M Representatives and Delegates to other Organizations

Liaison Appointments

- IEEE Sensors Council
- IEEE Nanotechnology Council
- IEEE Biometrics Council
- IEEE Systems Council
- IEEE Council on Superconductivity
- IEEE Fellows Evaluation Committee
- IEEE Women in Engineering
- IEEE Standards Board
- IEEE Press, or another technical publisher,
- IEEE Humanitarian Technology Challenge Society Partnership Group
- IEEE Committee on Earth Observation
- IEEE MTT Inter-societal Committee
- IEEE Society for the Social Implications of Technology (SSIT)
- IEEE Region 8 Chapter Coordination Committee
- IEEE Journal of Light Wave Technology
- TAB Transactions Committee
- TAB Magazine Committee
- TAB Awards and Recognition Committee
- TAB Finance Committee
- TAB Strategic Planning Committee
- TAB Periodicals Committee
- IEEE-USA Technology Policy Committee
- IEEE-USA, Energy Policy Committee
- IEEE-USA, Research and Development Policy Committee

- IEEE-USA, Critical Infrastructure Protection Committee
- Professional Activities Committee for Engineers (PACE)
- SCC20 (ATLAS) Coordination
- National Conference of Standards Laboratories
- Measurement Science Council (MSC)
- Instrumentation Systems and Automation Society ISA (formerly, the Instrument Society of America)

(i) Directed Delegates

- I²MTC Board of Directors
- AUTOTESTCON Board of Directors
- SAS Steering Committee
- ISPCS Board of Directors

Appendix B - Andy Chi Best Paper Award

[IMS Andy Chi Best Paper Award](#)

Appendix C - Procedures and Guidelines for the Education Committee

Distinguished Lecturer Program Documents

[2022 Distinguished Lecturer Call](#)

[DL Toolbox](#)

Education Award Guidelines

[Graduate Fellowship Award](#)

[Faculty Course Development Award](#)

[IMS PhD Dissertation Award](#)

[IMS Undergraduate Scholarship](#)

Appendix D - Procedures and Guidelines for the Membership Development Committee

[Chapter Activities Documents](#)

Appendix E - Procedures and Guidelines for the Conferences Committee

[Conference Bid Packages and Conference Manuals](#)

Appendix F - Technical Committees of the I&M Society

The following are the TCs authorized as of this printing. The AdCom may establish additional Technical Committees at their discretion, without prior need to modify this Handbook.

TC-1 Nondestructive Evaluation and Industrial Inspection

TC-2 Impedance Spectroscopy

TC-3 Condition Monitoring & Fault Diagnosis Instrument

TC-4 High-frequency Measurement and Connector

TC-6 Emerging Technologies in Measurements

TC-7 Signals and Systems in Measurement

TC-9 Sensor Technology

TC-10 Waveform Generation, Measurement, and Analysis

(i) Waveform Recorder Subcommittee

(ii) A/D Converters Subcommittee

(iii) D/A Converters Subcommittee

(iv) Pulse Techniques Subcommittee

(v) Probe Standards Subcommittee

TC-13 Wireless and Telecommunications in Measurements

TC-17 Materials in Measurements

TC-18 Environmental Measurements

TC-19 Imaging Measurements and Systems

TC-20 Transportation Systems in Measurements

TC-22 Intelligent Measurement Systems

TC-25 Medical and Biological Measurements

TC-32 Fault-Tolerant Measurement Systems

TC-34 Nanotechnology in Instrumentation and Measurement

TC-37 Measurements for Networking

TC-39 Measurements in Power Systems

TC-40 Secure and Dependable Measurement

TC-41 Traffic Enforcement Technologies

TC-42 Photonic Technology in Instrumentation and Measurement

TC-45 Radiation and Nuclear Instrumentation and Systems

Appendix G - Procedures and Guidelines for the Technical and Standards Activities Committee

[IMS TSAC Documents](#)

Appendix H - IMS Governing Documents

[IMS Constitution](#)

[IMS Bylaws](#)

[IMS Strategic Plan](#)