

Communication Theory Technical Committee (CTTC)
IEEE Communications Society Technical Committee
Policies and Procedures (P&P)
(December 17, 2019)

1. CTTC Charter

The Communication Theory Technical Committee (CTTC) of the IEEE Communications Society is primarily interested in fundamental problems associated with the transmission of information. Of special interest is the novel use of communication theory and/or information theory to solve problems in areas that include (but are not limited to) source and channel coding, storage, modulation, detection, estimation, synchronization, multiple access, interference mitigation, and networking. Communications through all media such as wireless media, wireline, fiber, infrared, optical, magnetic storage, etc. are of interest. Applications, such as wired/wireless/hybrid networks, multi-antenna communications, short range acoustical links, long-distance space communications, voice, data, image, and multimedia transmission, and storage channels are included. The committee also nominates suitable candidates for ComSoc and IEEE Awards, proposes distinguished lecturer candidates, endorses deserving candidates for the election to IEEE Senior Member and Fellow grade, and makes contributions to standardization activities sponsored by ComSoc and IEEE.

2. Membership Requirements

Any member of COMSOC, in good standing, can be a member of CTTC. To become a member, it is necessary to subscribe to the CTTC mailing list as specified on the CTTC web page. A member becomes an Active Member if he/she has attended (physically present or by teleconference) two or more of the prior five regularly scheduled CTTC meetings or prior two Communication Theory Workshops or has provided significant service to the CTTC. The CTTC secretary shall maintain both an attendance list for each such meeting and a list of Active Members. In the case of a CTTC member who has rendered significant service, but is not on the Active Member List, an active member must submit the CTTC member's name and description of CTTC service to the CTTC chair for review. The CTTC member will be added to the Active Member List with the approval of the CTTC chair. All meetings of the CTTC are open to the general public.

3. Elected and Appointed Officers

The committee has three officers: Chair, Vice Chair, and Secretary. The Chair is an elected position and reports directly to the Vice President of Technical Activities (VPTA), in accordance with ComSoc Bylaws. The Chair represents CTTC to the Technical Council (TAC), and to any ComSoc committee or board, and provides endorsement for technical conferences that require technical co-sponsorship to ComSoc. In addition to the committees described below, the Chair can create standing committees to assist in the running of the TC, for example to prepare CTTC endorsements for IEEE Fellows and to make CTTC nominations for ComSoc Distinguished Lecturers.

The Vice Chair is appointed by the Chair. Duties of the Vice Chair include: supporting the Chair, taking responsibility of the Chair in his/her absence, and chairing the Awards Committee. The Secretary is appointed by the Chair. Duties include maintaining and overseeing the CTTC mailing list, maintaining the CTTC web site, maintaining the list of Active Members, and keeping meeting documents and meeting minutes.

The Chair, Vice Chair and Secretary coordinate to provide any needed reports for the TC, the Technical Committees Board, the VP-TEA-C, and the Director-Technical Committees.

4. Nomination and Election Procedures

Term: The nominal term for Chair, Vice-Chair and Secretary shall be two years. Any officer can hold the same position for one additional contiguous term (i.e., continuously serve in any particular officer position for a maximum of four years). CTTC officers can hold different officer positions, but in no case shall one person continuously serve as a CTTC officer for more than eight consecutive years.

Nomination: To facilitate the election of a new Chair, CTTC establishes an ad-hoc Nomination and Election (N&E) Committee, made up of Active Members of the CTTC. The N&E Committee will typically consist of past chairs but may include any other CTTC members appointed to the committee by the current chair. The membership of the N&E Committee should be no less than 3 and no more than 5. The current CTTC Chair shall chair the N&E Committee.

The N&E shall collect nominations of individuals for the Chair position who are Active Members of the CTTC and who have consented to the nomination and have indicated a willingness to serve if elected. Once a slate of candidates has been identified, biographies of the candidates will be made available to all N&E Committee members for review. The N&E Committee will then meet (either in person, by teleconference, or through email) to select a single nominee for the Chair position. The N&E committee will select that nominee by vote. In the case of two candidates, a simple majority vote will be used. In the case of three or more candidates, a first vote will determine the top two candidates followed by a second vote (simple majority) to select between only those two. The N&E Committee will then announce its candidate for the Chair through the CTTC mailing list at least three weeks before the election is to take place at the general CTTC meeting.

Election: The election of a new chair is to be administered by the CTTC Chair and is to take place at a general meeting of the CTTC (normally during Globecom). In the event that the current CTTC Chair has been nominated to continue in that position, then the election will be administered by the Vice Chair. The chair of the N&E Committee will present its nominee to the members present at the meeting. At that time, nominations will also be accepted from the floor. Any nominees brought forth at the meeting must meet the criteria for holding the Chair position. That is, they must be Active Members of the CTTC who have consented to the nomination and have indicated a willingness to serve if elected. All nominees must be present at the CTTC meeting where the election occurs, thus proxy voting is not allowed.

Voting for the CTTC Chair: Once nominations have been completed, the CTTC Chair candidates will then leave the room to allow discussion of candidates and to permit a vote. To vote, one must be an Active Member of the CTTC and must be present at the CTTC meeting. In the case of one or two candidates, election is by a simple majority of the voting members present at the election. Voting will be conducted through a simple show of hands unless a secret ballot is requested. In the case of two candidates for the position, election is by simple majority of the voting members present at the election.

For the case of more than two candidates, selection will take place in two stages. In the first stage votes can be cast for all nominated candidates. In the second stage, votes can be cast only for the two candidates who have garnered the most votes in the first stage; simple majority rule shall apply. In the event of a tie, votes shall be cast one more time. If the tie is not broken, the VP-TEA shall cast a tiebreaking vote.

Post Election: The CTTC Secretary shall keep a list of the members who attended the meeting as well as a tally of the votes cast. The CTTC Chair, Vice-Chair and Secretary will coordinate the writing of the Election Report to be sent to the Director-Technical Committees and the VP-TEA for approval within two weeks. Upon approval of the election and, as soon as possible after the election, the Chair-Elect will seek out and appoint qualified individuals to serve as the Vice-Chair and the Secretary. The current CTTC Secretary shall report via email the results of the election and the appointments of the new officers to the CTTC membership.

The new officers will take office on January 1 following the election at the Globecom meeting (typically, in late November or early December).

5. Conduction of CTTC Meetings

The CTTC meets twice a year, in the spring during ICC and in the fall during Globecom. Typically, the meeting is scheduled in the evening of the first day of the technical program. The time and place of the meetings will be announced at least two weeks in advance on the CTTC web page and by email through the CTTC mailing list. Suggestions for agenda items should be sent to one of the CTTC officers at least three weeks prior to the meeting. Meetings are open to any conference attendees. The CTTC Chair or a designated substitute, typically another TC officer, will chair meetings. The CTTC Secretary or a designated substitute will take minutes. These minutes will be made available on the CTTC web site no more than one month after the meeting. Should voting occur at the CTTC meeting, only Active Members physically present or attending by teleconference have voting rights, and simple majority rules apply unless otherwise indicated in this document. CTTC meetings shall be conducted in compliance with Clause 2.0 of ComSoc's P&Ps.

6. Changes to the Policies and Procedures (P&P)

It is expected that the P&P will be augmented from time to time. Proposed changes to the P&P will be distributed via email through the CTTC mailing list to all members at least two weeks prior to the CTTC meeting where the vote is to take place. Changes involving the P&P will require a two thirds majority of the Active Members physically present or attending by teleconference.

7. Organization of the Communication Theory Workshop

The CTTC shall take the lead in organizing the Communication Theory Workshop (CTW) every year, typically in the April – June timeframe. Proposals for holding a CTW shall be presented at either regular CTTC meeting. The CTW Steering Committee shall make recommendations to the CTTC officers. The CTW Steering Committee shall be appointed by the CTTC Chair and shall be composed of two previous CTTC or CTW general chairs and three Active Members.

8. Budget & Expenses

When the CTTC feels that funds are needed to fulfill its mission, a proposal will be prepared by one or more CTTC Officers for discussion and approval at a CTTC meeting. (Such discussion can also be carried out via the CTTC's mailing list). The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested. If the CTTC agrees to the proposal, it will be submitted to the VP-TEA for his/her approval. If approved, funds will be used in accord with ComSoc procedures. The Secretary of the CTTC will maintain a record of expenses.

Invoices are sent to the VP-TEA for approval, and then to ComSoc headquarters for payment or reimbursement. Expenses will normally be incurred for maintaining the CTTC's information infrastructure (e.g., volunteer maintenance of its website) or showing appreciation for volunteer support. Recognition will not include awarding money, nor are CTTC funds to be used for travel purposes.

9. Supporting Activities

As appropriate, the TC will be active in all of ComSoc's activities. This will include ComSoc conferences (such as ICC, Globecom, WCNC, MILCOM, INFOCOM) by providing representatives to their respective Technical Program Committees, by providing for professional review of submitted papers and by organizing mini-conferences, symposia, panels, short courses, tutorials, etc., as deemed appropriate by the society and the CTTC. Further the CTTC can individually organize workshops and conferences. Also, because of the broad nature of committee activities, collaborative sessions with other committees will be sponsored and heartily encouraged. As new technologies and application areas emerge, the CTTC will seek to address aspects of these topics relative to its charter, and work with both the Strategic Planning Committee and the Emerging Technologies Committee. The CTTC will further support ComSoc journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership.

The CTTC will seek ways to increase active participation of its members in the information exchange related to the charter of this Committee, such as: stimulating Feature Topics and Special Issues of ComSoc journals and magazines; and by sponsoring workshops, tutorials, short courses, panel sessions, etc. on special topics.

10. Internal TC Awards

As part of the TC activities, the CTTC will give out awards. Only members of ComSoc may receive CTTC awards.

- The Outstanding Service Award will recognize members of the CTTC who have a distinguished record of service to the CTTC community, including CTTC symposia and workshop organization, leadership roles within the CTTC, and promoting CTTC activities and interests in the broader research community.
- The CTTC Technical Achievement Award will recognize members of the CTTC who have been involved with CTTC, have done outstanding work in communication theory, and have achieved a high degree of visibility in the field.

- The CTTC Early Achievement Award will recognize young members of the CTTC who have achieved early career visibility in the field through research or service and who (i) have participated in the CTTC (e.g., attended CTTC meetings, attended CTW, served CTTC in a significant capacity, been member of the TPC for ICC/GLOBECOM) and (ii) are within 10 years of their Ph.D.

The awards will be given once a year during the CTTC meeting at GLOBECOM, or by request of the recipient at CTW or ICC. Nominations will be solicited by e-mails from CTTC members and will also be generated by the committee. Nomination packages consist of a one-page nominating statement by the individual nominating the candidate, the candidate's curriculum vitae and up to three letters of support (each no longer than a page). All documents should be combined into a single pdf file. The nomination package is submitted via the nomination portal on the CTTC web page. Nominations are typically due in late July for awarding in the subsequent December. The following individuals cannot be nominated for CTTC Awards while they are in service: CTTC Chair, CTTC Vice Chair, CTTC Secretary and Awards Committee members. The CTTC Awards Committee will consist of four Active Members as appointed by the CTTC chair and the CTTC Vice Chair, who will chair the committee. The CTTC Awards Committee will be approved by the CTTC Active members at either Globecom or ICC in advance of the nomination deadline. Real or perceived conflicts of interest between Awards Subcommittee members and those TC members receiving the awards shall be disclosed. In case of a real or perceived conflict of interest, the Awards Subcommittee member shall not participate in the selection of award recipients. The CTTC Awards Committee will make its selection from amongst all received nominations.

If no nominations are received or if the Awards Committee deems that no nominated candidates are suitable, then no award will be given for that year. At most two of each award may be given each year. The Vice Chair will prepare an Awards Selection Report to the Technical Committees Director and the VP-TEA for approval. Awardees will be announced after approval.

11. TC Information Dissemination

The CTTC will maintain an Internet web page. This web page will be accessible from the main ComSoc web page. Announcements distributed to the CTTC's membership, notably meeting agendas and meeting minutes, opportunities for membership participation in CTTC-sponsored activities, as well as election-related issues, will be made available on the web page. The web page shall contain information about officers and their contact information, the scope of the TC, TC P&Ps, subscription to membership, and minutes of meetings held. The CTTC will also provide for at least one email exploder as an alternative for timely dissemination of information, and to welcome useful information from others. The Internet web page will be updated in a timely fashion, at least once before every CTTC meeting.