

# IEEE COMMUNICATIONS SOCIETY

## Steering Committee Charter of the IEEE Communication Theory Workshop

A workshop fully sponsored by the IEEE Communications Society

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### 1. General

The Steering Committee reports to the Chair of the IEEE Communication Theory Technical Committee (CTTC), with ultimate authority resting with the IEEE Communications Society (ComSoc) Vice President of Conferences (VP of Conferences).

### 2. Name of the Conference Series

The conference series shall be named the IEEE Communication Theory Workshop (collectively referred to as “workshop” in this document).

### 3. Focus and Summary

The workshop is a long-running annual event sponsored and organized by the Communication Theory Technical Committee (CTTC) of the IEEE Communications Society.

### 4. Purpose of the Steering Committee

The Steering Committee:

- oversees the long-term planning and success of current instances of the workshop;
- plans for future workshops in the series with appropriate advance preparation;
- evaluates how well each workshop has achieved its objectives;
- and proposes and implements improvements to continuously meet these objectives.

The Steering Committee shall normally be responsible for making strategic decisions, including but not limited to:

- soliciting compelling proposals from highly qualified organizers at least two (2) years before the next workshop;
- providing a presentation template of previous successful proposals to candidate organizers;

- providing pre-proposal feedback on venue selection and dates. Considerations include an appealing location with some geographic diversity relative to recent workshops, reasonable access, and potential conflicts with other relevant conferences such as ICC, ISIT, and ICASSP;
- ensuring that proposals are presented at the appropriate ICC or GLOBECOM to solicit feedback from the entire CTTC and to publicize the upcoming workshops;
- providing detailed feedback on the final proposal, and formally approving proposals at least 18 months before the proposed workshop would take place;
- mentoring and advising workshop organizers on issues such as working with ComSoc on contracts and finance issues, preparing the budget, seeking corporate sponsors, developing the workshop's website, and putting together the technical and social programs;
- providing some continuity and uniformity among workshops while also allowing each organizing team the leeway to experiment and innovate, and to make each workshop unique;
- assisting with the creation or approval of any workshop specific policies;
- and ensuring the enforcement of IEEE and ComSoc conference policies.

With the purpose of supporting workshop organizers and serving as a repository of collective experience and documentation, the Steering Committee shall maintain records of information relevant to past workshops. Subject to consent, this may include:

- past budgets (initial and final);
- hotel contracts;
- attendance numbers (per category);
- sponsorship contracts and records;
- proposals;
- technical and social Programs;

## **5. Committee Composition**

The Steering Committee shall consist of the following voting members:

- Current Steering Committee Chair (the Chair)
- Current Steering Committee Vice-Chair (the Vice-Chair)
- Past Steering Committee Chair (the Past Chair)
- Typically Two (2) additional members (and it should always be an even number)

Other non-voting members can be appointed by the Chair as needed based on the general consensus of the voting members of the Steering Committee.

The Chair serves as the coordinator of meetings and represents the general consensus of the Steering Committee to the CTTC, to ComSoc and its boards and meetings and to the organizing committee of the conferences it oversees.

## **6. Membership Requirements**

All members of the committee shall be IEEE members holding a grade of Member, Senior Member, Life Member, or Fellow, and shall also be members of the IEEE Communications Society.

## **7. Appointments**

The Chair is appointed by the VP of Conferences after consultation with the CTTC Chair, who provides a recommendation to the VP of Conferences for the appointment.

In case the VP of Conferences disagrees with the CTTC Chair's recommendation, the appointment will be referred to the Conference Council for resolution. In the event this is still not resolved, it will be referred to the BOG for resolution.

The Chair shall appoint a Vice Chair from amongst the voting members of the Steering Committee based on the general consensus of the Steering Committee.

Ordinary members of the Steering Committee shall be appointed by the Chair based on general consensus of the Steering Committee and in consultation with the CTTC Chair.

## **8. Terms of Office**

The Chair shall serve a three (3)-year term, with eligibility for re-election, as term limits allow.

The Vice-Chair shall serve a three (3)-year term to coincide with that of the sitting Chair, as term expiration and term limits allow.

The Past Chair shall serve a three (3)-year term to coincide with that of the sitting Chair.

The other members shall serve terms of no more than three (3) years per term, with re-appointment permissible, as term limits allow.

Terms shall be staggered so that no more than three (3) terms expire each year; where necessary, such staggering shall be created by appointing members to terms shorter than three (3) years, as indicated at the time of their appointment.

## **9. Term Limits**

No member shall serve more than a maximum of two (2) consecutive terms (full or partial), except the Past Chair, who may serve at most one (1) additional term (full or partial). This term limit is independent of the length of a term at the time of appointment, or when resignation or ineligibility reduces a term to be shorter than appointed. Additional terms may ensue (the maximum of two (2) consecutive terms still applies) after the lapse of at least one (1) term.

## **10. Vacancies**

In the event of incapacity or absence of the Chair, the sitting Vice Chair shall serve as Acting Chair until a successor is approved. The Acting Chair shall notify the CTTC Chair and ComSoc's VP of Conferences of said incapacity or absence of the Chair in a timely manner and continue to serve until further directed. If there is no Vice Chair, the Steering Committee shall recommend an Acting Chair.

Vacancies in the position of Past Chair are filled only upon the appointment of the next Chair and may remain vacant otherwise. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in the Appointments and Terms of Office Sections.

## 11. Meetings

- a) The majority of the members of the Steering Committee shall meet as a group in person or by teleconference as necessary. The time and method of this meeting shall be determined by the Chair. Minutes shall be recorded and made available to all members.
- b) Electronic mail, teleconference and other remote means may be utilized for the transaction of business and for the conduct of meetings and/or interim meetings as called by the Chair.
- c) A majority of the members of the Steering Committee shall constitute a quorum.
- d) Voting shall be conducted in accordance with Robert's Rules of Order. The Chair shall have no vote except when the vote is by secret ballot or when the Chair's vote can change the outcome of the vote.
- e) The General Chair(s) and TPC Chair(s) of workshops in active planning, as well as the most recent past workshop, may be invited to participate in committee meetings as non-voting guests. Other non-voting guests may also be invited.

## 12. Amendments

Amendments and changes may be made to this Charter by action of the Conference Council and submitted to the VP of Conferences for approval. Amendments and changes shall require a two-thirds majority of the Conference Council Amendments shall become effective immediately after approval by all required parties.



Signature of CTTC Chair  
Name: Jeffrey G. Andrews

Date:

Signature of VP of Conferences  
Name: Stefano Bregni

Date:

Signature of CTW Steering Committee Chair  
Name: Angel Lozano

Date: Nov. 25th 2021

