



**IEEE
ELECTROMAGNETIC
COMPATIBILITY
SOCIETY
(EMC-27)
HANDBOOK**

**OPERATIONS, POLICY AND
PROCEDURE MANUAL**

Revision 4
October 10, 2010

Revision Control Record

Rev	What was changed	Date
1	Replaces the existing Handbook: Procedure, Policy, Constitution and Bylaws Re-title this document Removed the Constitution and Bylaws Documents how the Board actually operates Add in policies approved since last release of the previous handbook Include procedures into a new Appendix Include new IEEE requirements since last release of the previous handbook Corrected technical details, copyedit grammar and syntax as necessary	3/17/2006
2	Added additional Policies and Procedures, Section 17 along with supporting documentation in Appendix A. Added TC-11	11/17/ 2007
3	Added additional Policies and Procedures adopted in 2007 and 2008 plus Appendix P.	3/20/2009
4	Made the following changes and additions: Added Sections 8.3.1 ExCom Operations and 8.3.2 ExCom Meetings and Openness Amended Appendix D, Electronic Voting Procedures, to include a protocol for recording and archiving of electronic voting, and clarified procedure for responding in electronic voting Added Appendix Q: BoD Elections and Electioneering Added Appendix R: Officers' Elections and Electioneering Changed Committee Structure	10/10/2010

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OPERATIONS OF THE IEEE EMC SOCIETY

1. INTRODUCTION

This handbook functions as a guidance document for officers, standing committee chairpersons and representatives of the EMC Society. It is also useful to Society members active on the various committees. A separate handbook for Chapter Chairpersons is available through the Society Chapter coordinator. There is also a separate handbook for Symposia operations in addition to the IEEE Symposia Guide, as well as other documents not detail herein.

Information defining the duties and responsibilities of officers is provided in the Society's Constitution and Bylaws. Additional functions, traditions, policies and procedures have evolved over many years to facilitate smooth operation of the Society. Details are included in this handbook with reference to the Constitution and Bylaws when necessary.

A section on Policies is included to further enhance the usefulness of this document. The Policy Section reflects official and unofficial actions taken by the Board of Directors over many years, which may be of interest to Society members related to governance and future Board actions. The Constitution and Bylaws are provided in a separate document.

This handbook will require revision as responsibilities of officers change, procedures evolve, as well as if the Constitution and Bylaws are amended. Future officers and committee members are requested to recommend changes and additions to this handbook. Changes and updates should be submitted to the chairman of the Constitution & Bylaws Committee, who will edit the recommendations and incorporate them into this handbook upon approval by the Board of Directors.

2. SOCIETY HISTORY

The IEEE EMC Society, within its Field of Interest, includes the advancement of the theory and practice of Electromagnetic Compatibility. More than 4,500 engineers worldwide are members. Chapters exist in all ten IEEE Regions, with membership nearly 50 percent international as of 2005.

The EMC Society had its beginnings at the beginning of the 20th century when radio was in its infancy. Radio Frequency Interference (RFI) was noted as early as 1910 when the United States Navy petitioned to have about 4,000 amateur radio stations shut down because of interference to the 1,000 or so registered commercial and government radio stations. The Radio Act of 1912 did not put the amateurs off the air. Instead it relegated them to the "useless wavelengths of 200 meters and shorter." It also limited their effective radiated power to 1,000 watts.

The American Institute of Electrical Engineers (AIEE) was organized in 1883. The AIEE concerned itself mainly with the technology of power generation and distribution. There were however, some early adventures with RFI. Telephone and telegraph circuits were frequently located in close proximity to the power lines. With the introduction of alternating current, the communications people began to experience AC hum. AC hum was controlled by systematically twisting the telephone and telegraph lines and through some early forms of filtering, the so-called "hum-bucking" coils.

The Institute of Radio Engineers (IRE) was organized by Lee DeForest and others in 1912 to promote the science of radio. The IRE did, indeed, address the issue of interference from time to time. However, the organization that took the issue most seriously was the American Radio Relay League (ARRL), an Amateur Radio Society organized by Hiram Percy Maxim of Maxim machine gun fame. Maxim was an enthusiastic amateur scientist whose hobbies and professional activities tended to blur. After the amateurs were permitted back on the air, having been shut down during the 1918-1919 war, they (in the form of ARRL) were given a blunt ultimatum by the US Department of Commerce, if the amateurs could not police themselves they would be shut down permanently. Self-policing has been one of the hallmarks of the amateur community ever since.

Radio broadcasting, however, still was chaotic; everyone did as they saw fit. In order to bring order, the Government appointed Herbert Hoover to chair a commission on the problem. Hoover was not an electrical engineer, but he was an engineer (mining) and he brought an engineering approach. The Hoover Commission report resulted in the Radio Act of 1927, which created the Federal Radio Commission (FRC). This Commission established the policy of assigning discrete frequencies, power levels and modulation modes to individual stations. It established bands for the different types of radio services. The FRC had authority to license all radio stations except government. The appearance of vacuum tube technology at this time permitted much closer regulation of station emissions. Somewhere in this time period, Class B modulation (spark gap) was outlawed.

The FRC was replaced by Federal Communications Commission (FCC) with the Communications Act of 1934. The FCC's role included not only radio, but all forms of electrical and electronic communication. The FCC consolidated the regulatory activities of the Department of Commerce, the U.S. Post Office, the Interstate Commerce Commission and, of course, the Federal Radio Commission. The Communications Act of 1934 remains the regulatory doctrine for the United States. Other countries regulate communication services with agencies and directives similar in organization to the FCC. The Communications Act of 1934 has been amended many times over the years, with one of the more important changes made by the Goldwater, Wirth, Vanek bill of 1982. The original act of 1934, and amendments up to 1982, did not address the issue of immunity. The only weapon the FCC had against interference was to control emissions. The Goldwater bill authorized, but did not mandate, that immunity be included in the FCC Rules and Regulations.

Electrical and electronic interference phenomena were known before World War II. However, the relative scarcity of the radio population and some simplistic methods used in wired communication had sufficed to control it. After the war, however, there was a sharp escalation in the use of the spectrum. More and different types of services were being introduced. The Amateurs had their first experiences with television interference (TVI), both from harmonics of their HF operations and adjacent channel programs from the 6-meter band (50 to 54 MHz) onto channel 2 (54 to 60 MHz). In the early 1950s, Rexford Daniels, Leonard Thomas, Eugene Knowles, and several others began to agitate for a formally recognized professional group to study interference phenomena in a scientific and systematic way. Mr. Daniels began publishing a quarterly newsletter "Quasies and Peaks" in 1954. Efforts to obtain official recognition by the IRE were slow in coming. The IRE had no objections, but merely wanted the scope of the proposed group defined.

In this same time period, there were a series of conferences, (The "Armour" Conferences) during which papers on interference phenomena were presented. In the early 1960s, the IRE became officially active in interference through the chartering of the Professional Group on Radio Frequency Interference (PG-RFI). The PG-RFI began publishing the Transactions on RFI and a Newsletter, both quarterlies. Local Chapters were authorized. Rex Daniels put together the Boston Section Chapter. The PG-RFI also began holding annual Symposia and published the proceedings in a series of conference records.

The AIEE, in the meantime had awakened to the fact that electronics was indeed, a significant branch of electrical engineering and that many of its members were in both the AIEE and the IRE. The AIEE began organizing what were called Technical Interest Groups (TIG). A merger of the AIEE and the IRE had been talked up for some time and a formal vote was taken in 1959. The legal merger took place in 1961 and was named the Institute of Electrical and Electronics Engineers (IEEE).

Since the interests of the various subsidiary groups involved significant areas of overlap, many of these interest groups were combined. In searching for a name for these merged groups the term, "Professional Interest Groups" was proposed. It was almost adopted when someone called attention to the fact that the acronym was "PIG!" The shortened form of G-XXX was adopted, and the PG-RFI became the Group on Electromagnetic Compatibility (G-EMC). The scope of the charter of G-EMC was much broader in that all sorts of unwelcomed electrical and electronic phenomena were included.

Although the old AIEE was strictly a US and Canadian organization, the IRE was Transnational from the beginning. The G-EMC began holding IEEE International Symposia on EMC at various locations around the United States with a respectable number of foreign attendees and papers presented. The group encouraged its members to take part in EMC events in other countries and functioned as a participating or, sometimes, as a sponsoring agency for the IEEE. There were several European EMC Conferences, notably the "Geneva" and "Wroclaw" meetings. In the late 1970s, the IEEE promoted all of its various subsidiary groups to the status of Societies.

Although the IEEE EMC Society had been labeling its Symposia as "International" for some time, the first truly "International" Symposium was held in Tokyo, Japan in 1984. During the same year a "Regional" Symposium was held in San Antonio, Texas. Both programs were well attended and successful. In fact, both were "International" in that foreign and domestic participation was heavy in each. The term "Regional" is somewhat a misnomer in that these programs have never been strictly regional. All IEEE EMC Symposia have been "International" and will always remain so.

In the 1990's the Society matured, with the civilian sector of EMC surpassing the military EMC community in terms of member's employment. The BOD encouraged the continued globalization of the Society with increased emphasis on formation and support of non-US chapters. An active planning process included more detailed implementation of member needs. Increased revenues from the annual symposium allowed the EMC Society Board of Directors to keep annual dues at a low level while providing significant benefits related to publications and educational activities. As the Society matured, it became more structured, with adoption of policies to incorporate what had been traditional operating procedures.

3. PRESIDENT

3.1 Responsibilities

The President manages Society affairs as directed by the Board of Directors (BOD) of the Society, and in accordance with powers and duties as defined in the Society and IEEE Constitution and Bylaws. The President is responsible for the protection of Society interests, and represents these interests before all IEEE boards and non-IEEE entities.

3.2 How Selected and Term of Office

The President is elected by members of the BOD at the annual meeting of the year for a one-year term beginning 1 January of the following year as President-elect. The President must be a member of the BOD at the time of election. After a 1-year term as President-elect, he assumes office for a two-year term, non-renewable. This person may run again for President-elect after a three-year absence from office. After his term of office, the title of Past President is issued. The position of President-elect and Past President is detailed in another section of this handbook.

3.3 Duties

- Appoint the Chair of Standing and Ad Hoc Committees, EMC Society representatives to other IEEE entities (i.e., Societies and Councils), and non-IEEE organizations as required, with the advice and consent of the BOD.
- Prepare agendas (jointly with Secretary and board members) and preside over regular and special BOD meetings.
- Represent the EMC Society in communications and meetings with the IEEE Technical Activities Board (TAB), Regional Activities Board (RAB) and the Division Director, as well as with Presidents of other Societies when necessary.
- Preside during opening ceremony and the Awards Banquet at the Society's International Symposium.

- Assemble a year-end President's report for the BOD.
- Write the President's column for each edition of the Society Newsletter.
- Request the Secretary to deliver the roster of Society officers and committee memberships to IEEE Headquarters yearly.
- Attend Division IV meetings as required. [Note – Assignment to a particular division is subject to change]
- Attend the Society/Council President's Forum, usually held before TAB meetings three times a year.
- Encourage and approve formation of new chapters.
- Write supporting letters on behalf of Society volunteers as requested.
- Represent EMC Society in relations with other EMC Symposia worldwide as required.

3.4 References

Constitution: Article V.1, V.2, V.3, V.5, and V.6.

Bylaws: Sections 3.2, 5.0, 5.1, 5.3, 11.0, and 12.1.

3.5 President's Schedule

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
BOD Meetings (*Planning)	*		X		X			X			X	
Committee Appointments	As needed											
Review Agenda	X			X			X			X		
Attend TAB and Presidential Council Meetings		X				X					X	
Write President's Column for Newsletter	X			X			X			X		
Write Year-end TAB Report											X	
Attend Division IV meetings	As needed, usually held during the TAB meeting											
Review Annual Budget	X			X			X			X		

4. PRESIDENT-ELECT

4.1 Responsibilities

The President-elect supports the goals and objectives of the Society and assists the President in these activities. The President-elect will assume the duties of the President if the President is temporarily or permanently unable to perform the duties of President during the second year of the President's term. He/she chairs the Long Range Planning Committee. Historically, the President-elect is serving an apprenticeship to the position of President, and should prepare her/himself for that position by attending IEEE training seminars, TAB meetings and other meetings as appropriate. Training in Robert's Rules of Order is especially helpful. With respect to the planning committee activities, the President-elect shall periodically review the latest approved plan and recommend changes as appropriate. There should also be a setting of near-term goals at the last BOD meeting of the year. Goals should be documented and responsible individuals or committees identified for each goal.

4.2 How Selected and Term of Office

The President-elect is elected by the BOD during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Directors-at-Large. The President-elect will occupy that office for a one-year term. The President-elect need not be an elected member of the BOD but must be a member of the EMC Society. The term of office is non-renewable.

4.3 Duties of President-elect

- Assist President in the performance of his/her duties.
- Perform the duties of the President in his/her absence or incapacity during their second year of office.
- Chair periodic reviews of the organization of the Society and committees.
- Chair Long Range Planning Committee.

4.4 References

Constitution: Article V.1, V.2, V.3, and V.5.

Bylaws: Sections 3.2, 5.0, 5.1, 5.4, and 11.0.

4.5 President-elect's Schedule

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
BOD Meetings		X			X			X			X	
Develop Long Range Planning		X									X	
Attend TAB and President's Council Meetings with the President		X				X					X	
Attend Division IV Meetings	As needed, usually held during the TAB meeting											
Review Budget	X		X				X			X		

5. SECRETARY

5.1 Responsibilities

The EMC Society Secretary is responsible for intra- and inter-Society correspondence, BOD minutes and other duties as may be assigned.

5.2 How Selected and Term of Office

The Secretary is elected by the BOD during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Directors-at-Large. The Secretary will occupy that office for the succeeding two years. The Secretary need not be an elected member of the BOD but must be a member of the EMC Society. The Secretary term of office is limited to three successive elected two-year terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-thirds vote of the BOD.

5.3 Duties of the Secretary

- Distribute notices of meetings and handle correspondence and other assignments as directed by the BOD and the President.
- Assist the President in the preparation of BOD agenda, perform the roll call, maintain records of items discussed or voted on by the board, and keep accurate minutes for all meetings requiring the need for a secretary.
- Have available the minutes for all BOD meetings held during the prior year.
- Transfer to their successor all documents and Society owned equipment at the end of the term in office.
- Distribute Society letterheads, as required, to all Chairmen and Secretaries of their committees.
- Coordinate meeting location arrangements (room, meals, refreshments, audio visual requirements) with a local host (usually a Symposium Chairman or Chapter Chairman) when appropriate.
- Arrange printing and distribution of the EMC Society Handbook.
- Prepare and write the minutes of all BOD meetings and arrange for printing and timely distribution. Send copies to the Technical Activities Department at IEEE HQ.
- Arrange to send flowers on behalf of the Board of Directors to the family of deceased and/or ill Board members as directed by the President.
- Send appropriate information to IEEE HQ on Society activities for inclusion in the TAB listing of events.
- Send meeting notices of the BOD to all Society Chapter Chairpersons and interested parties.

5.4 References

Constitution: Article V.1, V.2, and V.3

Bylaws: Sections 3.2, 5.0, 5.1, 5.5

5.5 Secretary's Schedule

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
BOD Meetings (*Planning)	*			X				X			X	
Meeting Notice	X		X				X			X		
Distribute Minutes			X			X			X			X
Arrange Next Meeting Place		X			X			X			X	

6. TREASURER

6.1 Responsibilities

The Treasurer shall act as liaison with IEEE Headquarters on all financial records of the Society in the areas commonly ascribable to treasurer functions.

6.2 How Selected and Term of Office

The Treasurer is elected by the BOD during the first year of the sitting President's term of office and at the first meeting following the election of the incoming Directors-at-Large. The Treasurer will occupy that office for the succeeding two years. The Treasurer need not be an elected member of the BOD but must be a member of the EMC Society. The Treasurer's term of office is limited to three successive elected two-year terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-thirds vote of the BOD.

6.3 Duties of Treasurer

The Treasurer shall approve payment of authorized expenses of officers or members of the Society; certify bills to be paid by IEEE Headquarters direct to suppliers; make a report at each Society business meeting covering the current financial status of the Society; and, formulate the Society's annual budget in accordance with the rules and timetables furnished by IEEE HQ. The latter duty requires notifying the EMC Finance Committee (FinCom) of upcoming budget deadlines, furnishing information on the current year's budget to be used in formulating the next year's budget, and then preparing the next year's budget based on guidance from the FinCom.

Perform other financial duties as may be assigned by the President or FinCom Chair.

- Attend TAB Finance Workshop meeting at IEEE Headquarters.
- Prepare financial reports for the EMC Society BOD and Newsletter.
- Transfer to his/her successor all current financial documents and computer materials at the end of term of office.

6.4 References

Constitution: Article V.2, V.3,

Bylaws: Sections 3.2, 5.0, 5.1, 5.6, 7.4, 8.8, 11.0

6.5 Treasurer's Schedule

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
BOD Meetings	As scheduled											
TAB Finance Workshop		X										
Prepare Budget				X	X		X	X				
Request Disbursements	As needed											
Prepare Financial Reports	X			X			X			X		

7. PAST PRESIDENT

7.1 Responsibilities

The Past President is responsible for chairing the Nominating Committee, recommending names for committees to the President of the Society, and ensuring that the Constitution and Bylaws are strictly adhered to. The Past President also is responsible for making changes to the Constitution and Bylaws at the direction of the Board of Directors and shall serve as the Chair of the Finance Committee.

7.2 How Selected and Term of Office

The Past President serves in that capacity until replaced by a new immediate Past President of the Society. The term of office is two-years.

7.3 Duties of Past President

- Ensure that the Newsletter Editor receives the Call for Nominations to the Board of Directors in time for publication in the first Newsletter of the year. The deadline is normally the 15th of the preceding December.
- Oversees the Constitution and Bylaws Committee.
- Develop a list of nominees for the election for the Board of Directors of the Society by 30 April, including mailing a call for nominations to all Board of Directors and all Chapter Chairpersons. Responses are due by 30 May to allow time for IEEE HQ to mail out ballots.

7.3.1 Constitution and Bylaws Committee

The Constitution and Bylaws Committee is chaired by the immediate Past President of the EMC Society. The Committee is responsible for maintaining and revising the Constitution and Bylaws by circulating proposed changes to IEEE Headquarters and to the membership via the Newsletter as per the requirements in the governance documents.

7.3.2 Nominations and Appointments Committee

This committee prepares a slate of candidates for the Board of Directors on an annual basis. It encourages members to apply for at-large membership on the Board through appropriate articles in the EMC Society Newsletter. The slate of candidates is circulated to the membership at large for voting purposes through the services of IEEE Headquarters. The Nominations Committee also prepares a slate of officers for the Directors of the Society, to be used at when election of officers of the Society occurs. The Chairman of the Nominations Committee is responsible for the annual election of officers. This normally occurs at the annual meeting of the year (generally November). The committee is also responsible for maintaining a list of individuals who may wish to serve the Society so that vacancies that occur during the year can be filled in a timely manner.

7.4 References

Constitution: Article V.5

Bylaws: Sections 3.2, 4.0, 4.5, 11.0

7.5 Past President's Schedule

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
BOD Meetings (*Planning)	*			X				X			X	
Submit Newsletter Nominations Request												X
Establish Nominees for the BOD Elections	X	X	X	X	X							
Provide Names to IEEE HQ for balloting					X							
Conduct the BOD Election for Directors (when held)											X	

8. EXECUTIVE COMMITTEE

8.1 Responsibilities

The Executive Committee (EXCOM) is responsible for ensuring that Board meetings consider all items of importance to the members of the Society. It also acts as an advisory and strategy-setting group to the President and acts for the BOD in emergency situations when there is not time to convene a special BOD meeting.

8.2 How Selected and Term of Office

The President, Past President, President-elect, Secretary, Treasurer, and all Vice-Presidents comprise the Executive Committee. The Vice-Presidents are encouraged to identify assistants to assist them. Assistant Vice-Presidents may represent their Vice-President at the Executive Committee meetings if their Vice-President so authorize them.

The Vice Presidents are elected by the BOD during the second year of the sitting President's term of office and at the first meeting following the election of the incoming Directors-at-Large. The Vice Presidents will occupy that office for the succeeding two years. The Vice Presidents need not be elected members of the BOD but must be a member of the EMC Society. The Vice Presidents' term of office is limited to two successive elected two-year terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-thirds vote of the BOD.

8.3 Duties of the Executive Committee

The Executive Committee normally meets just prior to official Board of Directors meetings to discuss items which may require Board action and to set strategy for bringing those items to the Board. The Executive Committee also acts for the BOD in emergency situations when there is not time to convene a special BOD meeting. It also meets at the beginning of each year to act in a planning capacity. Executive Committee meetings are normally closed, but Society members can request to attend at the discretion of the Executive Committee.

8.3.1 ExCom Operations

The ExCom shall make such rules and regulations as from time to time it may deem proper for its own Governance and for the duly authorized transaction of business of the Society. In particular, the ExCom specifically will:

- a. act for the Board of Directors in urgent situations where time is not available to call a special electronic meeting of the Board of Directors and subject to the limitations of the subparagraphs below; and
- b. Assist the President, as necessary.

8.3.1.1 The Board may, by a majority of the votes cast at any meeting, overrule any act or decision of the ExCom.

8.3.1.2 The Board may direct any plan or action of the ExCom.

8.3.2 ExCom Meetings and Openness

The ExCom shall meet at the call of the President or upon the request of any three (3) Members of the ExCom or any five (5) Members of the Board to conduct business by telephone communication and balloting.

8.3.2.1 The ExCom shall meet in conjunction with the Board meetings, and as often as otherwise required to properly conduct the duly authorized business of the Society.

8.3.2.2 Board Members are welcome to attend and participate in ExCom meetings, but cannot vote.

8.3.2.3 ExCom may hold all or a portion of any of its meetings in the form of an Executive Session. An Executive Session is a question of privilege, and therefore is adopted by a majority vote of only the ExCom members. Only members, special invitees, and such employees or staff members as ExCom or its rules may determine to be necessary shall be allowed to remain. Members of the Board not members of the ExCom, and sometimes non-members, may be invited by the Chair to attend, as necessary, but they are not entitled to attend. However, in any matters involving individual actions or behavior, the individual(s) involved shall be entitled to attend and participate in such discussions and to provide a defense if desired.

8.3.2.4 When the ExCom meets in an Executive Session that will be indicated in the meeting agenda as approved. If such a session is required to be ad-hoc, it shall require approval by the ExCom as early as possible in the course of the meeting, based on justification provided.

8.3.2.5 The agendas and minutes of all ExCom meetings shall be provided to all Members of the Board when the agenda and minutes of the BoD meeting are distributed, respectively.

8.3.2.6 Items discussed in an ExCom Executive Session, due to their sensitive (e.g., personal or private) nature, shall not be included in the ExCom agenda and minutes which are released to the BoD. Executive Session minutes shall be taken, but shall be maintained separately. Such minutes are for ExCom review and use only, but may be requested by any person who is the direct subject of an ExCom Executive Session action covered by these minutes. Such requests may only be denied by a 2/3 vote of the entire ExCom. If the request is denied, the requestor will be provided all reasons for such denial.

8.4 References

Bylaws: Section 11.0

9. PLANNING COMMITTEE

9.1 Chairman

The chairman of the Planning Committee is the President-elect of the Society.

9.2 Members

Members of the Planning Committee shall be chosen by the President-elect and approved by the Board of Directors. Members of the Planning Committee normally serve two years, with staggered terms for maximum continuity of the membership on the committee. There is no set number of members for the Planning Committee.

9.3 Activities

The Planning Committee is responsible for developing both long-range and short-range plans for the guidance of the Board of Directors, and to ensure that Board activities are in consonance with the goals of the Society. A review of the plans as a regular part of the Board of Directors meetings is recommended.

10. FINANCE COMMITTEE

The Finance Committee is chaired by the immediate Past President, consisting of all Vice-Presidents and the Treasurer. This committee is responsible for managing the Society's finances in accordance with IEEE policy/guidance and the Society's Constitution & Bylaws.

The Finance Committee shall maintain a three-year program budget plan and present to the Board of Directors, at its first current year meeting, a "next fiscal year" preliminary balanced budget. The fiscal year shall be the same as the calendar year. The critical budget input parameters (Membership Fee, Non-Member Subscription Rate, Periodical Page and Issues budget) shall be approved at this first meeting of the year. In the event the first Board meeting does not occur before 15 April, approval of the critical input parameters shall be accomplished by the Society's e-mail motion process prior to 15 April.

The Finance Committee, on a quarterly basis, shall review the Society's financial operations and if necessary "transfer" Committee/Other Cost Center funds from one sub-account line to another line item. VPs are responsible for the administration of their own approved budget account line and may transfer funds in an amount less than \$5K between sub-accounts without BOD approval. Any overrun of the total Committee/Other Cost Center budget must be approved by the Board of Directors.

11. VICE-PRESIDENT COMMUNICATIONS SERVICES

This Vice-President oversees the Communications Services Committee, if one is to exist. The Vice-President shall also report the activities of the Communications Services Committee to the EMC Society Board of Directors at regularly scheduled meetings and receive action items from the President and/or BOD. The chair of the Communications Services Committee shall utilize the EMCS Planning Guide Objectives and the EMC Society member surveys as guidance. The Vice-President shall monitor the workings of all Communications Services Committees to ensure their actions and activities support EMC Society Goals and Objectives.

11.1 COMMUNICATIONS SERVICES COMMITTEES

There are a number of individual committees and functions under the Vice-President Communications Services. The committees are designed to improve communications between the members of the Society and to foster Membership benefits.

11.1.1 Newsletter Editor

The EMC Society Newsletter Editor is responsible for the orderly and efficient operation of the Newsletter to ensure that it serves the members of the EMC Society and is in editorial consonance with

IEEE Editorial Policies. The Newsletter Editor is a voting member of the IEEE TAB Newsletter Committee and should attend the annual meeting of that committee. The Editor shall strive to improve the quality of the Newsletter and its material and ensure that all Associate Editors are reviewing relevant, topical and professional material for the Newsletter. The Editor shall be aware of the interests of the majority of the Society members and continue to provide information of value to members while maintaining high quality of the Newsletter. Items in the Newsletter should include periodic reporting of Chapter activities, Society member updates (new Senior and Fellows), technical articles, personality profiles, minutes of BOD meetings, announcements of events and activities, notifications related to officer elections, and other topics of interest to the membership. The Editor shall report on the Newsletter operations at regularly scheduled BOD meetings and operate the Newsletter as a cost-effective business center.

11.1.2 Transactions Editor

The EMC Society Transactions Editor is responsible for the orderly and efficient operation of the Transactions to ensure that this Publication serves the members of the EMC Society and is editorially in consonance with IEEE Editorial Policies. The Transactions Editor is a voting member of the IEEE TAB Transactions Committee, and should attend the annual meeting of that committee. The Editor shall strive to improve the quality of the Transactions and its material and ensure that all Associate Editors are preparing relevant, topical, technical, and professional material for the Transactions. The Editor shall be continually aware of the interests of the Society members and continue to improve the quality and technical content of the transactions. The Editor shall report on the Transactions operations at regularly scheduled BOD meetings and operate the Transactions as a cost-effective business center.

11.1.3 History

The History Committee is responsible for preserving the rich and colorful history of the EMC Society and its contributors. The Chairman of the History Committee is the focal point of the prior workings of the EMC Society and its predecessor organizations. The Chairman is responsible for the efficient and focused operation of the History Committee. The Chairman shall stay in touch with the Society membership and continue to update the completeness of all EMC History records. The Chairman shall report at BOD meetings on the History Committee and provide recommendation on continual improvement in History Committee operations. The History Committee shall continue to refine its charter and scope of activities.

11.1.4 Chapter Publicity

The Chapter Publicity Committee is responsible for expanding EMCS Chapter awareness and growth through development and promulgation of "newsworthy and interesting" Chapter Activities. The Chairman is responsible for the efficient and effective operation of the Committee to further EMC Society Chapter Publicity. The Chairman shall develop and direct Committee activities to support EMCS goals and objectives and make recommendations to the BOD. The chairman shall report on Committee activities and operations at regularly scheduled BOD meetings.

11.1.5 IEEE Press Liaison

The IEEE Press Liaison Committee is responsible for interfacing between the Society and Wiley/IEEE Press. Wiley and IEEE Press are partners where Wiley performs all publication aspects and IEEE Press acquires authors. The function of the IEEE Press Liaison is to solicit authors, provide reviewers for draft manuscripts, process all paperwork related to publications that are to be sponsored by the EMC Society, and to ensure timely book review of EMC Society sponsored books in the newsletter. The IEEE Press Liaison should attend meetings of the IEEE Press Board when the need arises, for attendance by Society/Council Liaisons.

11.1.6 Public Relations

The Public Relations Committee has the responsibility of interfacing with the public for the purpose of promoting the existence of our specialized technical engineering society dedicated to the environmental

aspects of Electromagnetic Interference and Electromagnetic Compatibility (EMI/EMC). Further, this responsibility extends to other technical electrical/electronic engineering associations as well as communities and organizations not necessarily closely connected to these activities.

12. VICE-PRESIDENT MEMBER SERVICES

The major responsibilities of the Vice-President of Member Services include promoting EMC Society membership, helping start and maintain EMC Society Chapters, coordinating activities between the Board of Directors and Chapters, maintaining the EMC Society membership booth and staffing it at appropriate symposiums and conference, hosting the Chapter Chairperson's luncheon (or breakfast) at the Society's annual Symposium, arranging for and promoting appropriate awards for individuals within the Society, maintaining the Constitution and Bylaws in consonant with the Past President, encouraging Fellow membership, organizing the nomination process of the Board of Directors on an annual basis with the Past President, coordinating with student members society benefits, and supervising the Distinguished Lecturer and Angel programs. The Vice-President of Member Services maintains the Directory of Society Officers and Chapter Chairpersons along with their contact information.

The Society operates an "Angel" program to help Chapters who have a special need that does not fall into one of the categories described below. The Membership Services Vice-President administers the Angel program with help from appropriate Board member. The Member Services Vice-President will normally assign each BOD member to be an Angel to Chapters worldwide. There is more information on the Angel program in the Policy section of this manual and in the Chapter Officers Handbook.

12.1 MEMBER SERVICES COMMITTEES

The major committees under the directorship of Vice-President of Members Services include: Awards, Chapters, Membership, Fellow Evaluation, Fellow Search, Constitution and Bylaws, Nominations and Appointments, Distinguished Lecturer Program, Surveys, International Membership Coordinator, PACE Coordinator, Photographer, and Webmaster.

12.1.1 Awards

The Awards Committee is responsible for soliciting candidates for awards given by the EMC Society. This is done on an annual basis by sending a letter to EMC Society members (BOD, Chapter Chairpersons, and committee members) requesting nominees. A ballot is prepared for voting by the EMC Society Board of Directors. This ballot must be voted on a minimum of two months before the International Symposium to allow for proper preparation of the award certificates and to notify grantees, if required. The actual awards are budgeted for by the awards committee and must be ordered in time for presentation at the Symposium. In general, major awards are purchased through IEEE headquarters.

12.1.2 Chapters

The Chapter Committee is responsible for communication with all Chapters of the EMC Society. This is performed through newsletters and correspondence, and by hosting a Chapter Chairpersons luncheon or breakfast at the annual Symposium. The Chapter Committee actively seeks to start new chapters by encouraging individuals to organize members in appropriate geographical areas, and provides coordination with IEEE HQ/Member Services.

The Chapter Coordinator encourages existing chapters to continue to grow and remain active in their technical discipline through the "Chapter of the Year" program. This program uses criteria determined by the Chapter Committee and a questionnaire to the Chapter Chairs in the spring of each year. Selection of "Chapter of the Year" is sent to the Awards chairperson for presentation of the award to a Chapter representative during the awards luncheon at the annual symposium.

The Chapter Coordinator is also responsible for the Chapter Officers Handbook. He/she sends out appropriate information to new Chapter Chairs as they are identified, and updates the Chapter Officers handbook on the EMC Society website at least twice a year.

The Chapter Coordinator also coordinates Society activities with regard to the Sections Congress, and, along with the Vice-President of Member Services, administers the "Bob Haislmaier Angel program," which allocates funds to chapters for special activities. Up to USD \$500 is available to chapters, if requested in advance, to facilitate chapter meetings. There is detailed information on the program in the *Chapter Officers Handbook*.

12.1.3 Membership

The Membership committee is responsible for encouraging membership to the Society. The Committee does this by creating, maintaining, storing, and manning the EMC Society Membership booth, which is a self-contained equipment unit. The booth is set up and used at the annual Symposium and other appropriate Symposia and meetings worldwide. The chairman of the Membership Committee is responsible for tracking the location of the membership booth. The membership Committee reports at the Board of Directors meetings on the number of new EMC Society members, growth trends in membership, etc.

12.1.4 Fellow Evaluation

The Fellow Evaluation Committee evaluates persons who have been proposed to become Fellows of the IEEE from within the ranks of the EMC Society, or those proposed to become Fellows who have a peripheral involvement with EMC. The Committee also reviews the qualifications of those persons submitted by the Fellows Search Committee.

12.1.5 Fellow Search

The Fellow Search Committee encourages EMC Society members to apply for IEEE Fellow status. The Search Committee does this by identifying appropriate individuals within the Society and then helping them prepare the necessary paperwork for the application.

12.1.6 Distinguished Lecturer Program

The Distinguished Lecturer Committee is responsible for the Distinguished Lecturer Program. This program provides a series of identified outstanding technical experts who are available at a minimal charge to EMC Society Chapters to speak at Chapter meetings and similar functions on the lecturer's particular area of expertise. The committee recommends individual lecturers to the Board of Directors for Board approval, and advertises the speakers to the Chapters. The cost for the program, and budget, is specified by the Distinguished Lecturer Committee. Each Distinguished Lecturer normally serves for a period of two years. Details on this program are found in the Appendix.

12.1.7 International Membership Coordinator

Support available from the EMC Society for non-US symposia and conferences includes a display booth containing literature that describes the IEEE and the EMC Society, including membership information, benefits and publications. The booth should be used when appropriate space is provided by the sponsoring officials. The IEEE EMC Society can provide publicity for the non-US symposia/conference through EMC Society publications, the website, and by sending the information to IEEE headquarters for inclusion in other IEEE publications. Also, EMC Society members can be asked to submit technical papers to the cooperating symposium/conference.

Symposium/conference records may be exchanged on a mutually agreeable basis, normally on a one-for-one basis, when authorized by the EMC Society Board of Directors.

12.1.8 PACE Coordinator

The PACE Coordinator acts as liaison between the EMC Society Board of Directors and the IEEE USAB Professional Activities Committee for Engineers.

12.1.9 Photographer

The Photographer is responsible for taking official EMC Society pictures at official EMC Society functions such as the annual symposium and Board of Directors meetings.

12.1.10 Webmaster

The Webmaster is responsible for maintain the Society's website in accordance with policies and procedures mandated by IEEE and EMC Society policies. The IEEE EMC Society Internet website is located at: "<http://www.emcs.org>".

12.1.11 Survey / Employment Analysis

This committee conducts a survey, usually at the annual EMCS Symposium, to review salaries, employment trends, professional registrations (P.E.), professional affiliations (NARTE, IEEE, SAE, IEE, etc.), educational levels achieved, age, length of EMC service, and other detailed data. This data is then analyzed to show trends over a period of time. A report, with graphical representation is usually printed in the IEEE-EMCS Newsletter to reach all the Society membership.

12.1.12 International Committee

The Chairman of the International Committee serves as the principal EMC Society point of coordination for all non-US activities, with other IEEE and non-IEEE entities except for symposia(s), which are the responsibility of Symposia/Conferences Committees (Section 15).

13. VICE-PRESIDENT TECHNICAL SERVICES

The Vice-President of Technical Services is responsible for promoting technical activities of the EMC Society. The Vice-President of Technical Services oversees various technical committees and liaison to both IEEE and non-IEEE organizations and societies.

13.1 Technical Services Committee

The three primary technical committees reporting to the Vice-President of Technical Services include: Education and Student Activities, Technical Advisory, and Representative Advisory.

13.2 Education and Student Activities

The Education and Student Activities Committee strives to increase the awareness of EMC throughout industry and academia and to bring that awareness down to the student level through improved education techniques, opportunities, and communications. To that end, it produces the EMC education manual which combines a university level course outline, a compilation of low cost demonstration experiments, and a bibliography of EMC reference materials.

The Education Committee arranges for EMC demonstrations to be presented during the Annual Symposium. The Education Committee also encourages the Best Student Paper award at the Annual Symposium and encourages working relationships between EMC Society Chapters and Student IEEE chapters. The following sub-committees exist, when needed: Student Activities, Experiments Manual, Demonstrations, Video Productions, University Grant, Tutorials, Standards Education, NARTE Training, and Life-long Learning.

13.3 Technical Advisory Committee (TAC)

The scope of the Technical Advisory Committee is to promote the technical advancement of the IEEE EMC Society as a whole and in particular: 1) To coordinate the operations of the various Technical Committees, 2) To propose to the Board of Directors (BOD) the formation and where appropriate, the dissolution of Technical Committees, and 3) To monitor technical activities of other organizations with a view of making recommendations to the Board of Directors on any required coordination of those activities with activities within the Society.

Electromagnetic Compatibility Management - TC1

This committee is concerned with the management aspects needed to assist in the development of in-house EMC programs and in the development of management tools by which EMC requirements can be integrated into the various phases of system development such as design, production, and quality assurance. Applicable standards (commercial and military), control plans, test plans, design guides, personnel on-the-job training, etc., are typical areas of concern for this committee.

Electromagnetic Compatibility Measurements - TC2

This committee is concerned with the measurement and instrumentation requirements in EMC standards and procedures and how they are interpreted. Also concerned with the adequacy of measurement procedures and measurement instrumentation specifications for radiated and conducted emission and susceptibility tests and the rationale for performance limits for these tests.

Electromagnetic Environments - TC3

This committee is concerned with all aspects of electromagnetic environments and of man-made and natural electromagnetic noise. These include characterization techniques, measurement methods, instrumentation and characteristics of particular environments. Man-made noise sources include power generation and transmission facilities, broadcast and communication fields, ESD, automotive ignition systems, ISM equipment, office equipment and consumer electrical and electronic devices. Natural radio noise arises from atmospheric (lightning), solar and galactic sources.

Electromagnetic Interference Control - TC4

This committee is concerned with design, analysis, and modeling techniques useful in suppressing interference or eliminating it at its source. Bonding, grounding, shielding, and filtering are within the jurisdiction of this committee. These activities span efforts at the system, subsystem, and unit levels.

High Power Electromagnetics - TC5

This committee is concerned with the effects of EMP and hardening protection. High power microwave technology, lightning processes, interaction with aircraft and the effects of transient electrical discharges on equipment are also within the jurisdiction of this committee.

Spectrum Management - TC6

This committee is concerned with frequency coordination, management procedures for efficient spectrum use, band occupancy and congestion, federal regulations and their adequacy.

Non-Sinusoidal Fields - TC7

~~This committee is concerned with the application of electromagnetic signals with large relative bandwidth, commonly referred to as non sinusoidal waves, delineation of the differences between time domain and frequency domain principles, analytical and numerical treatments of the Maxwell postulates directly in time domain, conceptualization, design, fabrication and testing of devices for ultra wide bandwidth systems.~~

Electromagnetic Product Safety - TC8

~~This committee is concerned with the electrical safety of electronic products. Safety engineering principles and their application, the implementation of safety principles within organizations all as related to EMC are typical areas of concern for this committee.~~

Computational Electromagnetics - TC9

This committee is concerned with broad aspects of Applied Computational Electromagnetic techniques which can be used to model electromagnetic interaction phenomena in circuits, devices, and systems. The primary focus is with the identification of the modeling methods that can be applied to interference

(EMC) phenomena, their validation and delineating the practical limits of their applicability. Included are low and high frequency spectral-domain techniques and time-domain methods.

Signal Integrity – TC10

This committee is concerned with the design, analysis, simulation, modeling, and measurement techniques useful in maintaining the quality and integrity of electrical signals. These activities encompass all aspects of signal integrity from the integrated circuit level to system level.

Nanotechnology – TC11

This committee is concerned with advances within the field of Nanotechnology and its application to the field of Electromagnetic Compatibility.

13.4 Representative Advisory Committee (RAC)

This committee provides technical liaison between the EMC Society and various IEEE Technology Policy Council (TPC) committees, the IEEE Standards Board, as well as non-IEEE entities involved with EMC standards activities. In particular, the RAC:

- A. Proposes to the Board of Directories (BOD), the appointment of representatives to various IEEE TPC committees, the IEEE Standards Board, other IEEE Societies and Councils, and non-IEEE entities.
- B. Monitors the activities of the IEEE TPC committees, the IEEE new standards committee and non-IEEE standards organizations with a view of making recommendations to the BOD on any required coordination of those activities within the Society.

The chairman of the RAC and individual representatives are appointed by the Vice-President of Technical Services, with BOD approval, for a three-year period and may be reappointed one time (term limits). Individual and a composite report are prepared for each Society board meeting and an annual summary presented to the BOD at the end of the calendar year.

Representatives are required to be members of the EMC Society who have demonstrated technical competence and are interested in the activities of the particular organization. The representatives are expected to serve as active members of the subject committees to facilitate transfer of information between the entity and the EMC Society. The following is a partial list of members of RAC and subject to change on a frequent basis.

IEEE Technology Policy Council on Man and Radiation (COMAR)

The COMAR is a technical committee within the IEEE Engineering in Medicine and Biology Society (EMBS). COMAR has as its primary area of interest the biological effects of non-ionizing electromagnetic radiation. COMAR examines and interprets these biological effects and presents its findings in an authoritative manner.

The COMAR representative is responsible for interfacing between the EMC Society and COMAR (EMBS). Reports on COMAR activities are sent to the Society Board of Directors.

IEEE SSIT Committee

The SSIT committee is concerned with the Societal Implications of [Electrical/electronic] Technology. This IEEE SSIT [Society] provides a liaison to EMCS.

IEEE Technology Policy Council Energy Committee

The IEEE Energy Committee is a joint committee of the Technical Activities Board and the United States Activities Board (USAB) of the IEEE. The Energy Committee concurrently serves as the USAB United States energy task force. The overall objective of the IEEE Energy Committee is to assist in the resolution of the world's and United States energy problems through the provision of rational, sound technical and professional counsel based upon the best resources which the IEEE is competent to bring to bear upon.

A major portion of the efforts of the Energy Committee are directed towards the energy-related activities of the legislative and executive branches at all levels (federal, state, regional, and local) of the United States government. The primary financial support for the Energy Committee comes from the IEEE United States Activities Board (USAB). The chairman of the Energy Committee also serves as chairman of the USAB United States energy task force. USAB has both delegate and administrative committee representation on the IEEE Energy Committee. The Energy Committee representative is responsible for interfacing between the EMC Society and the Energy Committee. Reports on the Energy Committee activities are sent to the Society Board of Directors.

IEEE Technology Policy Council Aerospace Research and Development Committee

The IEEE Aerospace Research and Development Committee is a joint committee between the Technical Activities and United States Activities Boards of the IEEE.

The IEEE Aerospace R&D Committee develops and disseminates IEEE positions on aerospace research and development policies and programs in the United States within the scope of, or affecting, IEEE technical expertise.

The Aerospace R&D representative is responsible for interfacing between the EMC Society and the Aerospace R&D Committee. Reports on committee activities are sent to the Society Board of Directors.

IEEE Technology Policy Council Defense Research and Development Committee

The IEEE Defense Research and Development Committee is a joint committee of the Technical Activities Board and the United States Activities Board of the Institute of Electrical and Electronics Engineers.

The overall objective of the IEEE Defense R&D Committee is to develop and disseminate IEEE positions on defense research and development policies and programs in the United States within the scope of, or affecting, IEEE technical expertise.

The Defense R&D representative is responsible for interfacing between the EMC Society and Defense R&D. Reports on Defense R&D activities are sent to the Society Board of Directors.

IEEE Technology Policy Council Engineering Research and Development Committee

The IEEE Engineering Research and Development Committee is a joint committee of the Technical Activities Board and the United States Activities Board of the Institute of Electrical and Electronics Engineers.

The overall objective of the IEEE Engineering R&D Committee is to develop and disseminate IEEE positions on engineering research and to develop policies and programs in the United States within the scope of, or affecting, IEEE technical expertise, excepting those within the aerospace and defense R&D areas.

The Engineering R&D representative is responsible for interfacing between the EMC Society and the Engineering R&D Committee. Reports on Engineering R&D activities are sent to the Society Board of Directors.

National Association of Radio and Telecommunication Engineers (NARTE)

NARTE is a non-profit independent certification organization for electrical engineers. Specifically, in the field of EMC, NARTE acts as the certification agent for EMC engineers and technicians by implementing established requirements for education, work experience and peer endorsements and by performing all tasks with regard to administration of the program.

The NARTE representative is responsible for interfacing between the EMC Society and NARTE. Reports on NARTE activities are sent to the Society Board of Directors.

Applied Computational Electromagnetic Society (ACES)

The Applied Computational Electromagnetic Society (ACES) is devoted to the exchange of information related to computational electromagnetics, to the advancement of the state of the art, and to the promotion of related technical activities. The technical activities of ACES include code validation, performance analysis, and input-output standardization: code or technique optimization and error minimization: innovations in solution technique or in data input-output: identification of new applications for electromagnetics modeling codes and techniques: integration of computational electromagnetics techniques with new computer architectures; and correlation of computational parameters with physical mechanisms.

14. VICE-PRESIDENT STANDARDS

The Vice-President for Standards oversees and reports upon the progress of the Standards Activities and Committees determined to be of interest for representation of/by the EMC Society. The Vice-President of Standards may suggest to the BOD that a Committee activity is necessary/useful to the EMCS general membership as it may relate to standards. The Vice-President of Standards may appoint an assistant of his/her choice subject to the approval of the BOD.

14.1 Standards Committees

The scope of the standards committee is to maintain the currency of existing IEEE standards and to generate, via liaisons with the Society's Technical Committees or other standards generating EMC entities in the Society, new standards to meet the needs of the members of the Society or other interested parties. The standards committee will generally approve the writing of a new standard by working groups that may or may not be part of the balloting membership of the committee. All revisions, withdrawals, reconfirmations, and other associated actions on existing EMC standards are the responsibility of the committee. The standards committee will also from time to time sponsor technical sessions and review technical papers on standards related topics as requested from the EMC Society Board of Directors or its technical symposium committees. The standards committee also maintains close cooperation with other standards bodies such as the IEEE Standards Board, ANSI Accredited Standards Committee (ASC) C63, and appropriate international EMC standards organizations. The standards committee maintains an active balloting group that is constituted in accordance with the IEEE Standards Board Bylaws and operations manual.

The IEEE EMC Society's standards activity is comprised of three committees reporting to the Vice President for Standards of the society's Board of Directors. The committees are:

- Standards Development Committee (SDCom)
- Standards Education and Training Committee (SETCom)
- Standards Advisory and Coordination Committee (SACCom)

14.2 Standards Development Committee (SDCom)

The committee is responsible for developing and maintaining existing EMC Society standards. The committee is the sponsor of all EMCS standards development and where necessary and appropriate, coordinates its activity with other Standards Development Organizations such as ANSI ASC C63 and the IEEE Antennas and Propagation (AP), Microwave Theory and Technique (MTT) and Instruments and Measurement' (IM) Societies.

The committee also maintains a Policy and Procedure manual as well as an Operations Manual which embellishes those of the IEEE Standards Association Standards Board as it relates to the EMCS SDCom's conduct of business.

14.3 Standards Education and Training Committee (SETCom)

SETCom develops working group processes to assure that EMC standards are prepared in accordance with IEEE Standards Association Standards Board policies and procedures. The goals are to prepare and conduct seminars for working groups on the development, coordination, balloting, and support of IEEE Standards Association standards. In addition the committee is to enhance awareness of the IEEE EMC Society standards throughout the EMC community and to demonstrate how these standards can be effectively applied to the development productions and use of equipment and systems.

14.4 Standards Advisory Committee (SAC)

The following is a partial list of committees under the guidance of SAC, subject to frequent changes.

CISPR Subcommittee A and I

The full title of CISPR is: International Electrotechnical Commission, Special Committee on Radio Frequency Interference, CISPR, Subcommittee A - Radio Interference Measurements and Statistical Methods; Subcommittee I- Interference Characteristics of Information Technology Equipment (U. S. National Committee of IEC Technical Advisory Group)

CISPR Subcommittee A has the following responsibilities:

1. Prepare and revise CISPR statements and publications for measuring instruments and ancillary apparatus, and methods common to several applications.
2. Investigate the sampling methods used in statistical interpretation of the results of measurement of interference and to correlate the measurement of interference with its effect on signal reception.

CISPR Subcommittee I has the following responsibilities:

1. Prepare and revise CISPR statements and publications on limits and particular methods of measurement concerning interference from information technology equipment, broadcast receivers and multimedia equipment.
2. Provide guidance for the establishment of limits and methods of measurement concerning interference from Information Technology Equipment (ITE), broadcast receivers or multimedia equipment incorporated in devices or systems which are the responsibility of other CISPR subcommittees.
3. Interface with other IEC committees and other organizations such as CCIR, CCITT and ISO in activities related to interference characteristics, including immunity, concerning information technology equipment.

The CISPR A and I representative is responsible for interfacing between the EMC Society and CISPR A and I. Reports on CISPR A and I activities are sent to the Society Board of Directors for presentation at regular meetings.

ANSI Accredited Standards Committee C63

- ANSI C63 committee has as its Secretariat the IEEE. The charter of the C63 organization, and more specifically its subcommittees, is the development of EMC standards based on due process and consensus agreement by directly and materially affected interests.
- The ANSI C63 representative is responsible for interfacing between the EMC Society and ANSI C63. Reports on ANSI C63 activities are sent to the Society Board of Directors.

Electrostatic Discharge (ESD) Association

The ESD Association was started in 1984 as a non-profit organization whose objectives are scientific, technical, and educational in character. Standards development activity is a major focus of the association.

The ESD representative is responsible for interfacing between the EMC Society and ESD. Reports on ESD activities are sent to the Society Board of Directors.

Electronic Industries Association (EIA) G46 Committee on EMC

The EIA is a national, industrial trade organization representing electronics manufacturers and distributors in the United States, and is the only national trade association representing the full spectrum of manufacturers in the electronics industry. EIA supports and advances national defense economic growth, technical progress, and other interests of the electronics industry for the betterment of the user/consumer.

The EMC Committee (G-46) was established to form an industry/user position on government specifications, regulations, and standards. Generally, the government submits proposed specifications and standards to the EIA for review and comment prior to release. The scope has been expanded, through the formation of subcommittees, to foster and to facilitate the EMC discipline for the benefit of EIA member companies, the nation's industrial complex, and the consumer in functional, compatible, and cost-effective products.

The EIA G-46 representative is responsible for interfacing between the EMC Society and EIA G-46. Reports on EIA G-46 activities are sent to the Society Board of Directors.

SAE-AE4 Committee on Electromagnetic Compatibility

The SAE is a professional society of engineers dedicated to a broad spectrum of engineering disciplines within the aerospace and automotive fields. Under the SAE aerospace council, technical committees address disciplines related to land, sea, air, and space from electrical power quality to multiplex signal characteristics and from fiber-optic data transmission to electromagnetic compatibility. The many elements of EMC are handled by SAE committee AE-4 on electromagnetic compatibility, which was organized in 1942 under the aerospace council. The committee is composed of technically qualified members, liaison members and consultants who are responsible for coordinating and advising on electromagnetic compatibility.

The SAE AE-4 representative is responsible for interfacing between the EMC Society and SAE AE-4. Reports on SAE AE-4 activities are sent to the Society Board of Directors.

SAE Automotive EMI and EMR - Standards Committee

These SAE Automotive committees are separate from the SAE AE-4 Aerospace EMC committee. The EMI automotive group interfaces closely with ISO/TC-22 SC3/WG3 whereas the EMR group interfaces with IEC/CISPR D which is concerned with interference relating to motor vehicles and internal combustion engines. These committees function as the U.S. TAG for both of the International committees.

The SAE Automotive EMI and EMR representative is responsible for interfacing between the EMC Society and SAE Automotive EMI and EMR. Reports on SAE Automotive EMI and EMR activities are sent to the Society Board of Directors.

Radio Technical Commission for Aeronautics (RTCA) SCs 135 & 137

The RTCA SC 135 High Intensity Radiated Fields (HIRF) working RCTA is an association of aeronautical organization of the United States from both government and industry. Dedicated to the advancement of aeronautics, RCTA seeks sound technical solutions to problems involving the application of electronics and telecommunications to aeronautical operations. Its objective is the resolution of such problems by mutual agreement of its member organizations.

The RTCA SC 1355 HIRF working group has been working on revisions to the RTCA document DO-160C - Environmental Conditions and Test Procedures for Airborne Equipment. Specifically, this subcommittee is working on revisions to Section 20 - Radio Frequency Susceptibility (Radiated and Conducted) to bring this standard into line with proposed FAA HIRF regulations for new commercial aircraft. RCTA SC 177 on Test Criteria and Guidance relative to Portable Electronic Devices (PEDs) on

Board Aircraft has been investigating the instances of PEDs affecting navigation/communication equipment on commercial aircraft.

ASTM D09.12.14 Shielding Effectiveness

The American Society for Testing Materials develops standards that are used by industry to measure and standardize materials and devices. The members develop test methods based on industry, academic, and government laboratory/organization input. The standards are commercial in nature, for use by industry in ongoing commerce, to grade materials or devices or to develop safety standards.

The shielding effectiveness committee is developing specific test methods for use by industry to measure shielding effectiveness of materials, RF gaskets, and RF joints.

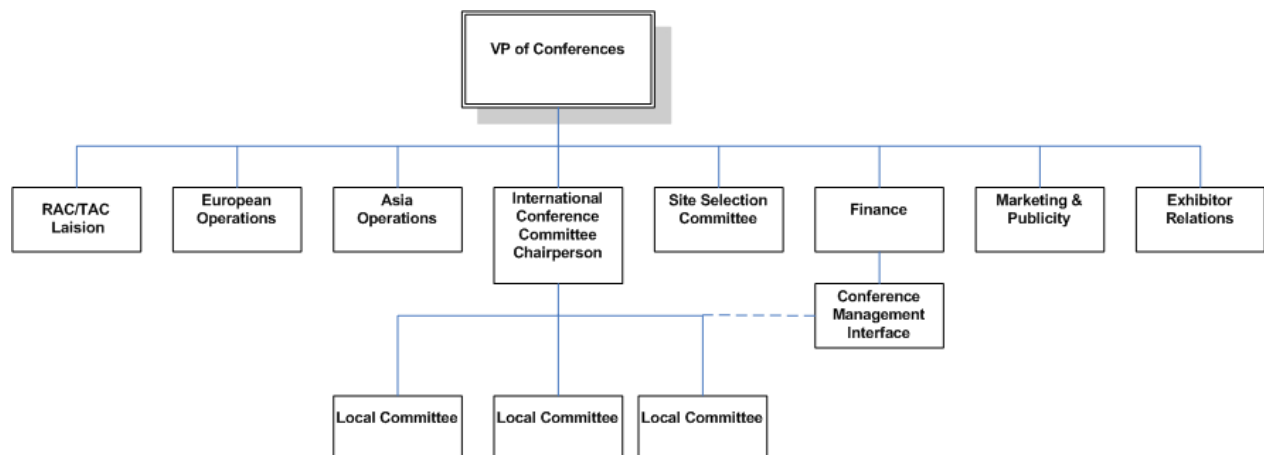
15. VICE-PRESIDENT CONFERENCE SERVICES

The Conference Services Vice-President is appointed by the Board of Directors to oversee and report upon the worldwide Symposia activities in which the Society is involved. These activities should include but are not limited to:

- Development and maintenance of a long term strategic plan for Society Symposia
- Symposia Management and Planning
- Future site selection processes
- Financial management and controls
- Development of symposia processes and procedures
- Management and implementation of EMC Society Board of Director Polices affecting Symposia
- Support Local Organizing committee activities

This Vice-President functions as coordinator between the Symposium(s) and provides regular reports on activities to the BOD. The Vice-President shall also monitor all Symposia/Conferences and provide the BOD and future Symposia/Conferences with updates and recommendations. All Symposia/Conferences shall operate as individual entities with input from EMC Society members, the BOD, and other Symposia/Conference resources within the IEEE, including Meeting and Planning Conference Services (MPC). The venue for the Society’s annual Symposium is typically set at least five years in advance, due to the need to determine, lock-in suitable hotels, and a conference/exhibition facility. The Vice-President works with potential symposia sponsors to ensure that the local committee is prepared to host a Symposium.

The Vice President of Conference Services will manage these activities through the following committees, detailed within the following organizational chart:



15.1 International Conference Committee

The Conference Services International Conference Committee provides overall guidance and oversight for North American Symposia. Responsibilities include MOU development, assistance in selecting a conference management company, committee development, local arrangement and social events planning, and to serve as the Board of Directors' representative to the local organizing committee. The International Conference Committee shall report on the activities and progress of the Local Organizing committees under its purview.

Details on the activities of the International Conference Committee Chair are provided in Section 15.7.

15.2 Regional Symposia Committee

The Regional Symposia Committee shall coordinate and assist individual EMC Society Chapters in scheduling and organizing regional EMC Symposia. The committee shall encourage and help individual chapters in hosting their regional symposia. The Regional Symposia Committee ensures that regional symposia do not conflict with each other or with the Society's annual conference. The Regional Symposia Committee shall develop guidelines to aid chapters in planning regional symposia. The committee will also help chapters with publicity and obtain other services available from the EMC Society or the IEEE.

15.3 Finance Committee

The Conference Services Finance Committee provides financial guidance and support to the EMC Society and to the local organizing committees. The Finance Committee shall also interface with symposium conference management companies to insure IEEE, Society, and local organizing committee processes and interests are met. The committee will develop and maintain a symposium budget planning and oversight process to include the appropriate procedural documentation and budget templates.

15.4 Exhibitor Relations Committee

The Conference Services Exhibitors Relations Committee provides guidance and support to the Exhibitors who participate in Society Symposia and to the local organizing committees. The Exhibitors Relations Committee shall also interface with symposium conference management companies to insure IEEE, Society, local organizing committee, and exhibitors' processes and interests are met. The committee will maintain the Exhibitors' Points System, provide liaison services between the Society and Exhibitor representatives, and in cooperation with the Marketing/Publicity Committee, develop and maintain the Symposium Patron program.

The Exhibit Relations Committee deals with issues involving exhibits and/or exhibitor relations. The committee shall plan and schedule an annual meeting with the exhibitors in order to obtain their input and feedback with respect to exhibitor issues. This meeting shall take place during the week of the Annual Conference. The Exhibitor Relations Committee reports to the Conference Committee. The chairman of the Exhibitor Relations Committee is the official keeper of the exhibitor's cumulative points record, used to determine priority in assigning exhibit booths.

15.5 Marketing and Publicity Committee

The Conference Services Marketing and Publicity Committee is responsible for the marketing and publicity activities needed to insure continued success of the Society Symposia. The committee's prime functions are to provide a consistent level of marketing and publicity from one year to the next and to provide advertising and sponsorship programs which are commensurate with the goals and objectives of the Society. The committee shall interface with all other appropriate committees (Exhibitor Relations, Local Organizing committees, conference management companies, Finance, etc) to insure Symposia revenue and attendance goals are met.

15.6 Site Selection Committee

The Conference Services Site Selection Committee is responsible for developing recommendations for venues to hold North American symposia that the Board of Directors can act upon. The committee is responsible for developing the process and criteria for site selection, developing candidate locations, and making recommendations to the Board Directors on suitable venues.

- Asia Operations Committee
- TBD – Coordinating committee for symposia in the Asian regions
- European Operations Committee
- TBD – Coordinating committee for symposia in the European regions
- RAC/TAC Liaison Function
- TBD – Coordinating function for such activities as Technical Co-Sponsorship and Symposia technical papers and programs.

15.7 International Conference Coordinator (detailed description)

The International Conference Committee's Chairman functions as the liaison to the Annual Symposium Committee and provides regular reports on the Committees' activities to the BOD. The International Conferences Committee is responsible for developing and keeping track of BOD actions relating to symposia. This includes relevant statistics, BOD positions/policies, IEEE policies, locations, endorsements and performance. The Chairman also monitors the Local Conference Committee and provides the BOD and future Local Conference Committees with updates and recommendations.

Each conference shall be organized and conducted by a Local Conference Committee operating under a Memorandum of Understanding (MOU) with the EMC Society. The International Conferences Committee is responsible for seeing that the individual conference is planned and conducted in accordance with the IEEE EMC Society Handbook, the IEEE Conference Manual, the IEEE EMC Society's Board Actions Relating to Symposia, and the IEEE Bylaws, Policies and Procedures. The International Conference Committee shall work with potential conference sponsors to ensure that the local committee is qualified and prepared to sponsor a Conference.

There may be times when the EMC Society wishes to cooperate with other symposia that it does not directly sponsor. In such cases, the Vice-President of Conference and Symposia shall be responsible for all matters relating to the scheduling, coordinating sponsorships, and IEEE interactions with respect to the symposium. The Vice-President, through the International Conference Coordinator, shall act as the principle point of contact between all entities requesting "cooperating" sponsorship of an EMC-related symposium. It shall be the responsibility of the Vice President to see that cooperating sponsorship is approved for symposia that have a subject matter in which the EMC Society has an interest in, or related areas of engineering of other IEEE Societies and Councils (co-sponsorship), and that does not conflict with the Society's annual symposium or other sponsored symposia and/or activities of the EMC Society.

In the process of supporting Globalization, the IEEE EMC Society encourages and supports EMC symposia and conferences in Regions 8, 9, and 10. Financial commitment or obligation to International symposium/conferences is to be defined in a Memorandum of Understanding between the EMC Board of Directors and the Conference Committee. The responsibilities of the International Committee Coordinator include:

- a. Determining the relevancy of EMC Society participation in any non-US activities. This includes: responding to queries and requests for EMC Society participation; establishing initial contact with officials within Regions 8, 9, and 10 where the Society is taking the initiative; evaluating the relevancy of EMC Society participation in these symposia based upon known or anticipated level

of overall participation; anticipated number of participants; the technical depth of the programs; symposia location; and past reputation of the symposia and organizers.

- b. Maintaining a record/information file of the various non-US activities with which the EMC Society is involved or likely to become involved.
- c. The coordination of all activities with the Symposia/Conferences Committee and the Membership Committee to assure that these committees are kept appropriately informed of all non-US EMC Society Symposia and Conferences. Coordination should also be established with the IEEE Transnational Committee.
- d. Serving as the point of contact with the respective sponsors of non-US entities with whom the IEEE EMC Society agrees to cooperate in. Responsibilities include following both the IEEE and IEEE EMC Society guidelines for mutual cooperative participation in non-US activities, which shall typically consist of:
 - The exchange of Symposium/Conference Records (number of copies, distribution, etc., to be determined for each exchange)
 - The exchange of exhibit booth space for the dissemination of Society membership information, and, promotional and publicity literature (if appropriate and practical)
 - Other exchanges of mutual benefit to be determined for each exchange
 - Providing other IEEE and IEEE EMC Society publicity information when appropriate
- e. Maintaining the Society membership display booth with membership and other display materials used for non-US membership recruiting at non-US EMC activities. This includes tracking the location of the display booth and materials which should be in the possession of the Chairman when not in use.
- f. Preparing an annual budget for conducting these various activities. This budget preparation should be provided to the Director for presentation to the Board of Directors for approval.

Support available from the EMC Society for non-US symposia and conferences includes a display booth containing literature that describes the IEEE and the EMC Society, including membership information, benefits and publications. The booth should be used when appropriate exhibit hall space is provided by the sponsoring officials. The IEEE EMC Society can provide publicity for the non-US symposia/conference through EMC Society publications, the web site, and by sending the information to IEEE headquarters for inclusion in other IEEE publications. Also, EMC Society members can be asked to submit technical papers to the cooperating symposium/conference.

Symposium/conference records may be exchanged on a mutually agreeable basis, normally on a one-for-one basis, when authorized by the EMC Society Board of Directors.

Each conference that the EMC Society agrees to co-sponsor shall operate under a Memorandum of Understanding (MOU) entered into between the conference organizers and the society. The International Conference Coordinator shall be responsible for arranging for a Memorandum of Understanding. The MOU shall set out the obligations of each party with respect to financial involvement, rights to intellectual property, exchange of conference proceedings, use of IEEE and EMC Society services, name and logo.

With the approval of the EMC Society ADCOM the International Conference Coordinator may be delegated to represent the EMC Society at co-sponsored (or other approved) conferences.

The coordinator shall keep a list of EMC Society commitments with respect to exchange of symposia proceedings, and shall communicate such requirements to each of the annual International Symposium on EMC organizing committees.

16. ANNUAL RECURRING EVENTS

The following list is an abbreviated [sample] list of recurring events that are of significance to BOD and Society members. All items are subject to change.

JANUARY	Nothing scheduled
FEBRUARY	BOD Meeting (if not held in March)
MARCH	BOD Meeting (usually prior to 15th) Deadline for Newsletter input (15th) Reconstitute Nominating Committee
APRIL	Mail notice to Society members soliciting nominations (15th) Finance Committee prepares succeeding years budgets
MAY	First generation budget due to IEEE HQ (15th) Deadline for receipt of Nomination Petitions (31st)
JUNE	Deadline for nomination slate to IEEE HQ (30th) Deadline for Newsletter input (15th)
JULY	Vacation
AUGUST	Deadline for IEEE to mail ballots (1st) Society Symposium and BOD meeting
SEPTEMBER	Deadline for members to return ballots (1st) Deadline for Newsletter input (15th)
OCTOBER	Deadline for IEEE HQ to count ballots and notify elected persons (1st)
NOVEMBER	Final budget to IEEE HQ (1st) Annual BOD meeting/officer elections/planning retreat/committee appointments
DECEMBER	Deadline for Newsletter input (15th) Call for nominations sent to Newsletter (15th)

17. POLICIES OF THE IEEE EMC SOCIETY

There are a number of Board policies that have been established over a period of time. Some of these activities are codified by Board motions and some are in existence through inertia to change over the course of many years. The Society Secretary keeps a historical record of all motions approved by the Board that affect Society operations and are identified as policies. These policies are provided below. The actual Procedures, or implementation of board policies, are provided in the Appendix to this Handbook.

- a. In general, once Vice-Presidents have been authorized a specific budget amount, they are free to spend the money in their budget without going back to the Board for approval. However, it is traditional for a Vice-President to tell the Board whenever there are plans for major expenditures, even if they are within the budgeted amount.

- b. In the event of the death of an elected Board member, it is tradition to select the next-highest vote-getter in the most recent election as the replacement for the deceased Board member.
- c. The Board members are expected to act as Angels to Society chapters when appropriate. Assigning board members distributes the load throughout and gives each chapter a contact with the BOD. The BOD member should try to attend at least one chapter meeting of "their" assigned chapters each year, if possible.
- d. The Board has traditionally been fiscally very conservative, adopting only programs that benefit as large a proportion of the membership as possible. The largest program has been the sending of the Symposium Record to all Society members, whether they have attended the Symposium or not. Another program instituted in 1992 is the formation of the President's Memorial Scholarship, given to a student in EMC in the memory of a past major contributor to the Society. Contributions from private industry and individual contributors have been used to fund the scholarship. Private industry has also helped underwrite the costs of printing the IEEE EMC Society brochure that accompanies the Society videotapes.
- e. The Board of Directors reviews all nominations for the Distinguished Lecturer positions, which are nominated by the Distinguished Lecturer Committee through the Members Services Vice-President.
- f. The Board of Directors, in March 1995, approved a motion allowing and encouraging symposia to solicit donations for support of the Society provided that all symposia exhibitors are given equal opportunity to participate, and that all signage noting such participation be under the control of the symposia committee. Further, any acknowledgment of such donations must indicate that the support does not constitute sponsorship of the symposium or endorsement of the donor by the IEEE EMC Society.
- g. In March 1996, the Board approved a motion encouraging greater international representation on the Board of Directors by giving financial assistance to individuals from Regions 8, 9, or 10 wishing to serve on the Board of Directors who do not have adequate financial support to attend at least two Board meetings per year.
- h. The Board in May, 1997 approved sales of IEEE products, such as books, at its symposia, provided that Board approval is obtained, and that provision is made for sales tax considerations. The Board also was concerned about tax issues from revenue generated from non-USA symposia, where we may not be considered a tax-exempt organization within that country.

The following policies and procedures (beginning with the next page) were approved by the Board of Directors along with date of adoption beginning 1997.

February 1997

None created.

May 1997

- Travel expense limit for distinguished lecturers were defined, later repealed when the official DL guideline was created and approved by the board.
- Amendments to the Constitution and Bylaws were made, incorporated in the newly rewritten governance documents.

August 1997

A nomination and balloting procedures for granting EMC Society awards were adopted.

- a. The awards committee chair will publish a call for nominations (including a description of the awards) for EMC Society awards in the Winter issue of the EMC Society Newsletter. Nominations will also be solicited via the web page.
- b. The BoD will discuss the nominees and vote during their meeting prior to the symposium meeting (This is normally the Spring meeting). Votes will be tabulated by the awards committee chair sometime after the meeting. Awards will be made to those receiving a YES vote from a majority of the voting members of the Board.
- c. Additional nominations may be submitted to the awards committee chair after the Spring meeting. The awards committee chair will forward these nominations the Board members with the recommendation of the awards committee. Candidates receiving YES votes from a majority of the Board with no more than two NO votes will also receive an award.
 - i. For conferences, registration fees for retired and unemployed IEEE EMC Society members be set at 50% of the advance registration fee for members. The requirements are that the person must pre-register for the symposia; no at-the-door registrants will receive the discount. Unemployed engineers must specify their last employer and date of unemployment.
 - ii. Governance change: Created two new VP positions, standards Activities and International Activities. (Note-changes to incorporate in the bylaws never occurred).

November 1997

- The best Transactions Paper Award is to be determined by a committee consisting of the Transactions Associate Editors and chaired by the Editor of the Transactions. In the event the Transactions Editor has a paper submitted for award consideration, a chairman will be appointed by the Vice-President of Communications.
- The Education Committee is committed to implementing a program of planned officer progression throughout all the Education Committee subcommittees.

April 1998

- At the end of each BOD meeting, the Society Policy and Procedures editor shall be given an action item to update the Society Policy and Procedures to capture those BOD motions that are identified as modifications to the Policy and Procedure at the BOD meeting.
- The Distinguished Lecturer Program for Europe is to be established and the budget to cover expenses is increased for the program by \$2,500.
- All new members who join the Society is to be sent a Welcome letter via IEEE services.
- The BOD established the photographer as an official position reporting to the VP of Member Services.

June 1998

None created.

August 1998

None created.

November 1998

- The last meeting of the year will be established as the “Annual Meeting” in accordance with requirements mandated in the bylaws.

- The job description for a part-time administrator is defined and adopted. A full-time paid administrator will be affiliated with the Board of Directors.

February 1999

No meeting was held Q1 this year.

May 1999

None created.

August 1999

None created.

November 1999

Web Page Policy: A web site policy is adopted, Attachment 19-Section B.

February 2000

- For those who join the IEEE at all EMC conferences, where the IEEE EMC Society is represented, the \$15 membership fee is to be waived.
- For all EMCS Conference, the budget for the conference must contain a 20% surplus.
- For all EMCS Conference, the only promotional items permitted in tote bags include items such as calculators, key chains, etc. Items such as commercial product literature, catalogues, etc., may not be included in the tote bags. No charge shall be made for those wishing to place promotional items in the tote bags. Those wishing to place items in the tote bags must provide the labor for stuffing these items. Before items are placed in the tote bags, they must be pre-approved by the registration chairman of the symposium committee.

June 2000

None created.

August 2000

The Policy for Travel Subsidy for Board of Director Members is approved.

November 2000

None created.

February 2001

Issues related to election of the BOD with amending the Bylaws. These items were incorporated in the newly released issue of the Bylaws dated November 2006, thus detailing these changes herein is moot.

June 2001

- Any board member who wants to have travel and/or entertainment expenses reimbursed for Board activity must have PRIOR approval for these expenses
- Requests for reimbursement must be submitted within 90 days of the expense date or end of travel date or there will be no reimbursement.

August 2001

None created.

November 2001

None created.

February 2002

None created.

May 2002

Amend the EMCS Policies and Procedures Handbook to incorporate the proposed policy and procedures test regarding the distribution and handling of (excess inventory) EMCS technical products and materials (with a footnote modification referencing the general IEEE policy on the website at <http://www.ieee.org/organizations/vols/>), which was coordinated with IEEE legal affairs and electronically sent on May 18, 2002 for advance review to the EMCS Board of Directors.

August 2002

- EMCS financial policy. Some amendments to the policy were made from the floor. Mr. Butler moved to approve the amended draft financial policy document as presented in Attachment 18. The motion was seconded and approved. (Policy provided in the attachment)
- EMCS allocate a sum of \$5,000 USD per annum for supporting qualifying young scientists and mature excellent scientists from low income countries, working in the field of EMC, and providing significant contribution to the said EMCS International Symposia. The sum allocated to each one candidate shall not exceed \$1,000 USD or 80% of the travel expenses.
- A charge to an author of \$175 US dollars per extra page or partial page for any paper longer than eight printed pages that is submitted for publication in the Transactions on EMC.
- To award a \$1000 cash prize for the Best Symposium Paper presented at the annual IEEE EMC Symposia.

November 2002

Institutionalized the Policy and Procedure for “Grant to Support of Low-Income Engineers” previously considered at the August 2002 meeting.

March 2003

- An IEEE Press Book Sponsorship policy and procedure was adopted (document provided in the attachment)
- The person receiving the stipend related to providing financial assistance to lower income engineers to attend the EMC symposium is not to be listed on the EMCS website.
- A procedure for Providing Technical Co-Sponsorship by EMCS to third party Symposia was approved and is provided in the attachment.

May 2003

None created.

August 2003

- The Immediate Past President, President and a regional representative, or their designees, be authorized to represent the Board of Directors at BOD approved EMC events and funded at a level to be budgeted and approved by the BOD.
- With regards to “Symposium Workshop Notes”, the EMCS BoD will require the use of the IEEE Copyright process for those papers that are of an original and highly technical nature. Materials, which fall into the category of tutorial or topical, (i.e. Power Point type presentations) would be excluded from this policy. The Symposium Workshop Chair shall make the decision as to the category. The appropriate TC should be considered a resource when making this decision.
- The EMC Society BoD wishes to control the distribution of trade publications at their symposia. This is to be accomplished by providing a distribution area, with magazine racks, for the publishers of this material, in the general vicinity of the symposium registration area. Contracted hotels will be instructed, via contract, not to provide attendee information or distribute materials directly to attendees, unless specifically instructed to do so by an authorized Society representative. Publishers may and are encouraged to distribute their publications at their exhibit booths within the exhibit hall
- The EMC Society BoD shall implement a “Publishers Protection Clause” with regards to advertising space that is sold for inclusion into symposia publications. The following statement will be added to the “Terms and Conditions” for advertising contracts.

Conditions – The Publisher reserves the right to refuse, amend, withdraw or otherwise deal with all advertisements submitted to him at his absolute discretion and without explanation. The Publisher will not be liable for any loss occasioned by the failure of any advertisement to appear from any cause whatever, nor do they accept liability for printer’s errors, although every care is taken to avoid mistakes. CANCELLATIONS MUST BE RECEIVED 30 DAYS PRIOR TO PUBLICATION.

- The distribution of the EMC Society mailing list is to be under the control of the EMC Society BoD. IEEE Publications will notify the Society President or his designee of a request for distribution of the mailing list. The mailing list should not be released to purely commercial endeavors. Programs that are sponsored by recognized institutions and/or organizations that support the goals and aims of the EMC Society shall be considered. The Society Secretary shall maintain a copy of the proposed program, speakers and sponsoring organizations. The Society Secretary shall report to the BoD, at the next regularly scheduled BoD meeting that a request was made and the disposition of that request.

November 2003

None created.

February 2004

- The EMC-S Symposia committee is not to accept papers submitted that have been previously rejected by the TAC technical committees.
- IEEE Intellectual Property (Copyright) Procedures be applied to “Symposium Workshop Papers” for papers that are of an original and highly technical nature, and which are to be published in the official “Symposium Workshop Notes” and/or the Symposium CD
 1. The Workshop author will be given the choice of publishing the work in the Workshop Notes (to also be included on the Symposium CD). This will require the acceptance of the IEEE Copyright Process.

2. Authors who do not wish to sign an IEEE Copyright agreement will not have their work published.
 3. Authors who are presenting proprietary information should not accept the IEEE Copyright agreement as this conveys Intellectual Property Rights to the IEEE for the presented material.
 4. This guidance will be published in the Workshop author's kit.
- The BOD approves the Policy and Procedure (provided in Attachment C of the VP's report) for the Selection of Venue of the IEEE International Symposium on EMC. (See separate attached document: Selection Questionnaire for International Symposia Venues3.doc).

May 2004

None created.

August 2004

None created.

November 2004

The BOD amended the Bylaws to require nine names instead of twelve for placement on the ballot as candidate for the board. (Note – this was incorporated in the latest release of the amended Bylaws).

March 2005

The BOD delegates the VP for Member Services or his representatives to represent the Board at the inauguration meetings of the newly formed chapters

May 2005 (Procedure already incorporated)

Updated Distinguished Lecturer Program

August 2005 (Policy only)

New members recruited for the purpose of (signing a petition for) forming a new IEEE EMC Chapter (where no such Chapter exists) be granted for free first year EMC-S membership. This offer shall be valid until the date of submission of the petition only.

November 2005 (Procedure already incorporated)

- MOU that outlined cooperative cross marketing of EMC-S material with other publications.
- EMCS will provide free first year EMCS membership to any person joining the EMCS during the inauguration meeting of a newly formed chapter. Free membership does not include IEEE membership fees. [Free membership Expires 31 December of the calendar year.]

March 2006 (Policy only)

- Only approved_minutes and selected attachments be posted to the EMCS website.
- IEEE Press manuscript review process must go through the Technical Activities Committee to assign reviewers.

May 2006 (See Files: EMCS FAP.EDD...and 2005_Updated_FAPP_PP)

Established a policy and procedures to provide financial assistance to economically disadvantaged engineers. For 2006, the Membership Services budget has allocated \$3,000 for financial support.

August 2006

- The cash award for the best student paper award be evenly split among all student authors.
- The cash award for the best student design contest award be evenly split among all student designers.
- The cash award for the best student design contest award be evenly split among all student designers.
- The distribution of alcoholic beverages on the floor of the technical exhibition (Exhibits) is prohibited unless it is coupled with a Society sponsored event such as the evening reception and has received prior approval from the VP of Conference Services. Proposals must be received no later than 60 days prior to the event.

November 2006

None created.

March 2007

The Society adopts the IEEE Membership Data Library (MDL) program for delivery via IEEE *Xplore* for year 2008 members; access on the first year will be free with a fee TBD applicable to 2009 for this access. The motion was seconded and approved.

July 2007

None created.

November 2007

None created.

March 2008

The EMC Society will implement a pilot program through ESAC valued up to \$10K total to award at least one (1) EMC grant up to an amount of \$10K to at least one (1) secondary school local to any of our EMC Chapters.

May 2008

The EMC Society will impose a five-year moratorium on IEEE Conference Management from participating in any EMCS symposium Request for Quote.

August 2008

The BOD increased the DL program expense for inter-regional expense reimbursement from \$1,000 to \$1,250 and intra-regional expense reimbursement from \$750 to \$1,000.

The IEEE member grade on each registration badge provided at the IEEE International Symposium on EMC.

November 2008

- A revision to the EMC-S financial policy to increase the subsidy for Society Director or Officer Inter-regional Travel as follows: Society Directors and Officers residing in IEEE Region 8, 9, or 10 may be granted a travel subsidy equal to 100% of the first \$750 and 80% of the balance in an amount not to exceed \$2,500 (based upon IEEE allowed reimbursable travel expenses) to attend EMC-S Board of Directors meetings held in IEEE Regions other than their home Region. Society

Directors and Officers residing in Regions 1-7 may be granted a similar subsidy to attend an EMC-S Board of Directors meeting in Region 8, 9, or 10. Note: All amounts are in US dollars.

- Updated the EMC-S Financial Policy to include a provisional subsidy for Society volunteers who travel on behalf of the Society in support of inter-regional outreach, membership and chapter development, including support of special representation or delegation activities, as follows: Society volunteers may request a provisional travel subsidy equal to 100% of the first \$750 and 80% of the balance in an amount not to exceed \$2,500 (based upon IEEE allowed reimbursable travel expenses) to support EMC-S inter-regional outreach, membership and chapter development, including support of special representation or delegation activities held in various IEEE Regions. Requests will be reviewed by the EMC-S Finance Committee for approval on a case-by-case basis. If approved, the Finance Committee Chair, in cooperation with the Society President, shall develop an internal MOU that outlines the specific duties and expectations for which the funding was provided in support of selected events. Note: All amounts are in US dollars.
- The Symposium committee will fund a luncheon for all associate editors of the Transactions of the IEEE EMC Society during the annual International EMC Symposium in recognition of their efforts in producing the Transactions.
- The Society to fund holding a luncheon for all associate editors of the Transactions of the IEEE EMC Society during the annual International EMC Symposium in recognition of their efforts in producing the Transactions.
- The Society will provide the families of those members that have passed away with three copies of the Newsletter issue that honors the deceased.
- The Society will include the Video DL Program as an addition to the current EMC-S Distinguished Lecturer Program.
- The EMC Society Board of Directors adopted the following policy statement: “The EMC Society encourages and appreciates participation by our Exhibitors in the success of the society’s conferences. In order to assure coordinated technical and social programs the Board of Directors requires that all participants (exhibitors and attendees) desiring to offer events which could compete with conference offered events, both technical and social, receive written approval from the conference organizing committee for said events.”
- The Symposium Committee will notify the VP of Conferences within 14 days after the end of the symposium event of any ‘No Shows.’ The VP of Conferences will pass these ‘No Shows’ to IEEE. Their papers will be withdrawn from IEEE *Xplore*. Authors will be notified of this policy in advance of final manuscript submission.
- The Society will participate in the IEEE Expert Now Program.

March 2009

- Approve the creation of a Respected Speakers Bureau (RSB) to provide additional resources for local chapter chairs for chapter meetings. Participants in the RSB maybe past Distinguished Lecturers or other well-known and respected EMC professionals that will be invited to participate based on past Distinguished Lecturer feedback and other feedback as appropriate. Membership in the RSB will be reviewed every year for continued participation in the program. Travel expense will be provided by the local chapter or shared between EMCS and the local chapter using existing EMCS program budgets.
- The Symposium Committee is to notify the VP of Conferences within 14 days after the end of the symposium event of any ‘No Shows’ at Workshops and Tutorials. These ‘No Shows’ shall not be

accepted for presentations of any sort for 3 years. The only exception to this policy will be for presenters who have had unavoidable conflicts arise and who have arranged for a substitute acceptable to the Workshops/Tutorials committee no less than 14 days prior to the start of the symposium. Registration fees paid shall not be refunded in such cases. Exceptions to this policy will be considered on an individual basis by the Symposium Chair, then the VP for Conference if needed.

- Use of the IEEE EMC Society Logo Policy is adopted for use by Society Chapters for organized events. Detail of this policy is provided in Attachment P.

May 2009

August 2009

November 2009

APPENDICES - PROCEDURES OF THE EMC SOCIETY

The following Appendices describe procedures that have been adopted by the Board of Directors.

- A. Travel Extracts from EMCS Financial Policy
- B. Summarized IEEE Travel Guidelines
- C. Distinguished Lecturer (DL) Program
- D. Electronic Voting Procedures
- E. Memorandum of Understanding-Marketing and Promotion
- F. How to Obtain IEEE EMC-S Co-Sponsorship
- G. Policy and Procedure for Financially Disadvantaged Engineers for Economically Disadvantage Engineers
- H. Applicability of IEEE Copyright Process to Symposia Workshop Notes (Conferences)
- I. International Symposium Policy Proposal (Conferences)
- J. Exhibit Booth Allocation Policy (Conferences)
- K. Exhibitor Donation Solicitation Policy (Conferences)
- L. Commercialism in Workshops (Conferences)
- M. EMC Society Symposia Web Page Advertising (Conferences)
- N. EMC Society Tote Bag Policy (Conferences)
- O. Web Page Advertising Program Policy
- P. Memorandum of Understanding (MOU) For Chapter Events and Use of the EMCS Logo
- Q. BOD Elections and Electioneering
- R. Officer Elections and Electioneering

The following handbooks are also available on the IEEE EMC Society web site.

- A. Chapter Chair Handbook
- B. Technical Advisory Committee (TAC) Handbook
- C. Conference and Symposium Chairman Handbook
- D. Selection Questionnaire for International Symposia Venues

The Society Constitution and Bylaws are provided in a separate document that is also available on the Society's website.

Appendix A

Travel Extracts from EMCS Financial Policy

(Enacted 8/22/02)

III Travel Expense Subsidy

Society Director or Officer Loss of Adequate Resources: A sitting Director or Officer who had adequate resources at the time of election and loses same may request financial assistance to continue his or her participation in Board meetings. A letter requesting funding assistance and explaining the circumstances shall be submitted to the Finance Committee who may grant up to full support to attend two Board meetings per year. Requests for this category of financial assistance should be submitted at least 45 days prior to the need for financial assistance. Financial assistance is valid only during the current term of office, and will not apply if the Director is reelected without adequate financial resources

Society Director or Officer Inter-regional Travel: Society Directors and Officers residing in IEEE Region 8, 9, or 10 may be granted a travel subsidy equal to 100% of the first \$500 and 80% of the balance in an amount not to exceed \$2,000 (based upon IEEE allowed reimbursable travel expenses) to attend EMC-S Board of Directors meetings held in IEEE Regions other than their home Region. Society Directors and Officers residing in Regions 1-7 may be granted a similar subsidy to attend an EMC-S Board of Directors meeting in Region 8, 9, or 10. Note: All amounts are in US dollars.

Directors/Officers may not be reimbursed for travel to attend meetings held at Symposia sites if traveler would normally attend that conference if not a Director or Officer.

IV Prior Approval

No one shall be reimbursed for expenses unless he or she has prior approval to incur such an expense. Written approval must be obtained at least 15 days before commitment of funds from the Vice-President responsible for the account to be charged for the expense. The VP authorizing the expense shall send a copy of the approval letter to the Treasurer. VPs, for their own requests, must obtain prior approval from the President and meet the same 15 day advance notice requirement. Prior approval is automatically granted if an expense is incurred in accordance with a Board of Directors Approved Motion that includes a specific dollar value, (for example, a specified travel subsidy for a given event or the purchase of a Society asset). The Secretary and Treasurer are granted prior approval to incur routine office expenses in the performance of their duties. Also, the President shall not need prior approval to incur expense under his discretionary account. Approval may NOT be granted for an expense that will exceed an approved budget line.

V Expense Reimbursement

All expense reports must be submitted to the Treasurer for review, approval and forwarding to the appropriate IEEE office. Expense reimbursement requests require two approval signatures.

The first approval signature shall be the VP or President granting prior authorization to incur an expense. The Society Treasurer is always the second approving authority. (The President may sign in the absence or unavailability of the Treasurer.) The Treasurer or President may not approve their own reimbursement request. The second signature in this case is waived. To facilitate the two-signature process for all other reimbursement requests, the "prior approval" letter (Section IV) shall be considered as the first approval signature. The exceptions are a reimbursement request for an item covered by a Board of Directors approved motion and Secretary or Treasurer routine office expenses. Also, BOD and ExCom meeting expenses or other specific pre-approved budget line item expenses are exempt from the two-signature requirement. A travel reimbursement request submitted to the Treasurer more than 90 days after the event will not be honored. Approval of all travel reimbursement requests will be based on compliance with IEEE guidelines.

Appendix B

Summarized IEEE Travel Guidelines

(2005)

Authorized Travel

Approval to travel by IEEE authorized person

Transportation

Most economical airfare should be used. If travel is by other means (train, private car), reimbursement will be the actual cost, as long as it does not exceed what the most economical airfare would have been.

We encourage transportation arrangements be made through the IEEE Travel Service. IEEE will reimburse mileage at the current approved rate. Car rentals should only be used when economical public transportation is unavailable or impractical.

Lodging

Single room occupancy will be reimbursed.

Receipts

Original receipts must be submitted. However, where the expenses are being shared with another organization and IEEE is requested to reimburse only a portion of the expenses, legible photocopies are acceptable. Receipts for any single expenditure in excess of \$25.00 must be provided.

Itemized areas of the expense report form (taxi fares, meals, official guest's meals, tips and purpose of trip) must be completed.

Business Class Travel

Business class tickets will not be approved for travel funded by the IEEE Societies and Technical Councils (or their activities) or the Technical Activities Board (TAB). The TAB Management Committee agreed at its meeting, on 18 January 2003, not to fund business class travel for any areas of technical activities. This includes travel funded by Societies, Technical Councils, conferences, the Technical Activities Board and other TAB units.

Based on the Minutes of the November 2004 IEEE Board of Directors meeting, the policy referenced in the IEEE Financial Operations Manual has been eliminated for 2005. Those who require a higher class of service other than Coach service due to medical reasons or desire a higher class due to the duration of the trip must seek approval from the IEEE President prior to booking.

Travel by other means (e.g., train or rental car), reimbursement will be the actual cost unless the cost exceed the comparable airline fare in which case approval by the Organizational Units VP is needed. It is mandatory that Staff make travel arrangements through IEEE Travel Services. It is encouraged that transportation arrangement be made through IEEE Travel Services for volunteer members.

The lowest logical airfare should be used where possible in the form of non-refundable and advance purchase airfares. Lowest logical airfare is defined as the lowest fare among flights that arrive or depart within a specific time window around their requested arrival or departure times. Alternate airports should be considered when the one-way saving is US \$100 or greater.

International Travel

Payments (i.e., advances and reimbursements) will be made in the currency preferred by the individual. Each payment is handled on an individual basis as requests for reimbursement can vary from trip to trip and, therefore, are not determined by the country the individual resides in.

Only one expense report is necessary for each trip and should be prepared in any one currency. Proof of expenses and exchange rates should be submitted. Cash items are calculated at the supplied exchange rate. If no rate is supplied, the current rate is used.

Should a future credit card billing to an individual result in a loss to the individual based on the exchange rate determined by a credit card company, a request for additional reimbursement should be submitted, including a copy of the original reimbursement request and a copy of the credit card billing showing the actual billed amount.

Other Notes

Any exceptions to current IEEE policy could result in a delay in the processing of an expense reimbursement. Therefore, a written explanation of the circumstances for the exception to policy should be submitted along with the expense report, so that approval can be obtained from the appropriate Staff Executive or their designee at that time. Any adjustments to an expense reimbursement will be noted on the reimbursement check.

Appendix C

Distinguished Lecturer (DL) Program

Distinguished EMC Society Lecturers: Each year the EMC Society selects members of our profession as Distinguished EMC Lecturers for the Society. The candidates are chosen on the basis of the high distinction earned from their work. The Distinguished Lecturer Program provides a special opportunity for EMC-S chapters and sections to come into contact with leading authorities in the EMC field. Each lecturer will serve a two-year appointment, with approximately six (6) trips per year. Any requests for talks beyond 6 shall be coordinated in advance with the VP of Member Services and the DL Program Chair, and will be considered on a case-by-case basis. The hosting chapter must make all arrangements with the lecturer regarding the time and location of the presentation. The order in which the speaking engagements are accepted and scheduled is at the discretion of the lecturer. Within the United States the cost of travel is co-sponsored by the EMC Society and Lecturer's affiliation. For international travel, the hosting IEEE Chapters assume the responsibility for local transportation and lodging costs while the EMC Society Lecturer's affiliation share the round-trip transportation costs to the landing point. The Distinguished Lecturers are listed on the EMC-S Web Site (www.emcs.org). For questions concerning the Distinguished EMC Society Lecturers, contact the Distinguished Lecturer Committee Chair listed in Appendix D under Member Services.

TERMS & CONDITIONS (DL PROGRAM)

Target audience(s) (EMC Chapters, other IEEE society/entity chapters, non-IEEE organizations, other)

The DL Program is a benefit primarily intended to serve existing EMC Chapters. However, non-EMC Chapters may request an EMC-S DL presentation. For instance, DL engagements may be arranged from time to time for the benefit of EMC Chapters that are in the process of formation or affinity groups that clearly demonstrate an expressed interest in forming an EMC chapter, other IEEE Society Chapters, or when significant interest in EMC is expressed by a non-IEEE entity (e.g., an outside professional organization or some other materially-interested group). The decision to support such interests or engagements outside of existing EMC Chapters shall be made at the discretion of the VP of Member Services and the DL Program Chair on a case-by-case basis, and shall be contingent upon the availability of funds to support such activities.

Mixed travel consisting of a combination of DL and non-DL (affiliation business, personal) activities

Preferably, DL travel arrangements shall be for the purpose of conducting a DL presentation, but this may be combined with business on behalf of the DL's company affiliation. In the case of the former, the IEEE EMC Society shall sponsor the DL activity and reimburse the DL in accordance with the official reimbursement policy, which may include cost sharing by the hosting Chapter. If the DL assignment was coordinated in conjunction with a scheduled business trip, then the cost of the trip will be covered by the DL's company. However, if, during a DL assignment, a business meeting occurs or the DL's employer requests that the DL take the opportunity to attend a company-related business meeting at/near the location of the DL engagement, then the DL Program will cover the expenses. In cases where travel is intended and requested in advance both for the distinct purposes of a DL speaking engagement and for business purposes, the DLs travel costs shall be prorated or shared proportionally by the EMC Society and Lecturer's affiliation when travel is within the US or abroad (see item 2 below). The EMC Society shall make only partial reimbursement for prorated expenses when any outside business or other activity is involved as part of the travel. Furthermore, non-traditional travel costs or expenses incurred and claimed during the conduct of the DL speaking engagement (e.g., use of someone else's personal mode of transportation to support the conduct of DL business) are prohibited and will not be reimbursed. DL speaking engagements that involve travel for personal reasons is discouraged and may result in the DL

engagement being delayed or disapproved. Reasonable exceptions to this may be granted on a case-by-case basis.

The apportionment of airfare and other transportation or lodging costs for intentional "mixed" travel itineraries shall be in accordance with the IEEE general reimbursement guidance as follows:

1. If travel is for the purpose of a DL engagement and a DL adds a few personal days at the lecture site, the EMC-S will reimburse per IEEE general guidance for two (2) nights without apportioning (prorating) airfare and other related travel costs.
2. If a DL accomplishes the planned lecture during or in conjunction with a planned business trip, the EMC-S will reimburse for two (2) nights, but only pay transportation expenses associated with travel between the business and DL sites.
3. For cases not covered by (1) and (2), the DL shall obtain the approval of the VP for Member Services and DL Program Chair prior to finalizing lecture arrangements.

Any exceptions to the above policy shall be coordinated in advance with the VP of Member Services and the DL Program Chair. For example, in certain instances or for logistical and schedule reasons, next-day travel costs immediately following the DL speaking engagement or in-between "back-to-back" engagements may be considered on a case-by-case basis. This may include travel arrangements made with advance approval that result in significant cost savings to the EMC-S and which are reasonable.

Marketing of DLs and commercialism

Normally, the DL Committee advertises the speakers to the Chapters. Hence, it is not advised that DLs actively solicit lecture opportunities; rather, the request for a DL presentation should be initiated by a Chapter. The DL Program is first and foremost a service and resource to a Chapter, and the DLs are advised to avoid opportunities to directly and actively market their expertise in order to preclude any perceived conflict of interest. After the contact is initiated by a Chapter and when preliminary arrangements have been made, the DL may feel free to disclose more information about his/her expertise and topic areas to be addressed.

Commercial marketing or promotional presentations including handout materials containing commercial content shall be strictly prohibited in order to preclude any potential or perceived "conflicts of interest." The DL Program Chair reserves the right to request electronic copies of presentation materials in advance in order to independently review content.

Distinguished Lecturer (DL) Program Chair's Description "How to be a DL"

This refers to a Guidance Package prepared by Lee Hill which is yet another source of DL Program information, including general policies and procedures that will be affected to remove inconsistencies and conflict areas.

The additional *terms and conditions* for DL travel listed below will be proposed in this Guidance Package:

TERMS & CONDITIONS (DL PROGRAM)

Target audience(s) (EMC Chapters, other IEEE society/entity chapters, non-IEEE organizations, other)

The DL Program is a benefit primarily intended to serve existing EMC Chapters. However, non-EMC Chapters may request an EMC-S DL presentation. For instance, DL engagements may be arranged from time to time for the benefit of EMC Chapters that are in the process of formation or affinity groups that clearly demonstrate an expressed interest in forming an EMC chapter, other IEEE Society Chapters, or when significant interest in EMC is expressed by a non-IEEE entity (e.g., an outside professional organization or some other materially-interested group). The decision to support such interests or engagements outside of existing EMC Chapters shall be made at the discretion of the VP of Member Services and the DL Program Chair on a case-by-case basis, and shall be contingent upon the availability of funds to support such activities.

Mixed travel consisting of a combination of DL and non-DL (affiliation business, personal activities)

Preferably, DL travel arrangements shall be for the purpose of conducting a DL presentation, but this may be combined with business on behalf of the DL's company affiliation. In the case of the former, the IEEE EMC Society shall sponsor the DL activity and reimburse the DL in accordance with the official reimbursement policy, which may include cost sharing by the hosting Chapter. If the DL assignment was coordinated in conjunction with a scheduled business trip, then the cost of the trip will be covered by the DL's company. However, if, during a DL assignment, a business meeting occurs or the DL's employer requests that the DL take the opportunity to attend a company-related business meeting at/near the location of the DL engagement, then the DL Program will cover the expenses. In cases where travel is intended and requested in advance both for the distinct purposes of a DL speaking engagement and for business purposes, the DLs travel costs shall be prorated or shared proportionally by the EMC Society and Lecturer's affiliation when travel is within the US or abroad (see item 2 below). The EMC Society shall make only partial reimbursement for prorated expenses when any outside business or other activity is involved as part of the travel. Furthermore, non-traditional travel costs or expenses incurred and claimed during the conduct of the DL speaking engagement (e.g., use of someone else's personal mode of transportation to support the conduct of DL business) are prohibited and will not be reimbursed. DL speaking engagements that involve travel for personal reasons is discouraged and may result in the DL engagement being delayed or disapproved. Reasonable exceptions to this may be granted on a case-by-case basis.

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1. If travel is for the purpose of a DL engagement and a DL adds a few personal days at the lecture site, the EMC-S will reimburse per IEEE general guidance for two (2) nights without apportioning (prorating) airfare and other related travel costs.

2. If a DL accomplishes the planned lecture during or in conjunction with a planned business trip, the EMC-S will reimburse for two (2) nights, but only pay transportation expenses associated with travel between the business and DL sites.

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Any exceptions to the above policy shall be coordinated in advance with the VP of Member Services and the DL Program Chair. For example, in certain instances or for logistical and schedule reasons, next-day travel costs immediately following the DL speaking engagement or in-between “back-to-back” engagements may be considered on a case-by-case basis. This may include travel arrangements made with advance approval that result in significant cost savings to the EMC-S and which are reasonable.

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Commercial marketing or promotional presentations including handout materials containing commercial content shall be strictly prohibited in order to preclude any potential or perceived “conflicts of interest.” The DL Program Chair reserves the right to request electronic copies of presentation materials in advance in order to independently review content.

Appendix D

Electronic Voting Procedures

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

Section 1. 'Electronic transmission' means any form of electronic communication, such as email or teleconference. Electronic transmission does not involving the physical transmission of paper. Although physical paper allows for a written record that can be retrieved and reviewed by anyone, the Secretary of the Council must document all forms of discussion, either electronically or teleconference and transmit minutes of the discussion to all members of the AdCom as well as placed in the records of the Council.

Section 2. Motions may be presented to the AdCom electronically by any member of the AdCom. Motions must follow the same procedures as motions made during regular AdCom meetings. The proposed motion, with a second, must be directed to the President for consideration. The motion and second can be performed electronically with both the motion and second made public to all members of AdCom.

The motion must contain the rationale, pros and cons, cost analysis, and reason for expediting the vote by electronic means. The Council President may choose to defer the proposed motion to the next scheduled meeting of the Council AdCom, should he/she deem the proposed motion not critical or urgent. The time allowed for discussion shall be at the discretion of the President. Responses during discussion will be sent to all voting members of the BoD using the 'Reply All' (or equivalent) option in the e-mail. Upon completion of the discussion period, the President shall call for a vote. The time period to vote shall be no greater than two weeks or at the discretion of the President. The votes must be sent electronically to both the Secretary and President and to them only. The Secretary will report the results of the vote when a majority decision has been reached.

Electronic voting shall have four choices YES, NO, ABSTAIN, and TABLE (to force an in-person discussion and/or vote on the motion). The motion will be considered as decided when all AdCom members eligible to vote have voted, when the allotted time for discussion has expired, or when one of these three conditions has been met:

1. If more than 50% of the eligible voters vote YES, the motion carries.
2. If more than 50% of the eligible voters vote NO, the motion is defeated.
3. If 50% or more of the eligible voters vote TABLE, the motion is tabled until the next AdCom meeting in person.
4. ABSTAIN or lack of response by an eligible voter will be considered and reported as ABSTAIN and counts towards the NO category for the purpose of deciding the outcome of the vote.

During the electronic voting process, the Secretary shall maintain a record of the following:

- Identity of BoD member who made the motion, and date Motion was made
- Identity of BoD member who seconded the motion, and date Motion was seconded
- Identity of BoD member who amended the motion, and date Motion was seconded
- Date discussion began and ended
- Date the call for vote was made
- Date the vote was closed

- Results of vote, Number of "Yes", "No", "Abstain" (and record names of abstainers if requested), or "Table" (if voted to "table")
- Date results of vote were announced
- Any irregular actions occurring during the voting

Regardless of the outcome of the vote ("Passed", "Failed" or "Tabled") the protocol of the electronic vote thus recorded shall be presented by the Secretary in the immediate following quarterly BoD meeting, as part of the Secretary's Report.

Note: No vote or additional BoD approval shall be carried out following the presentation, as the Motion has been officially voted on. This process shall be strictly for the formal notification of the BoD.

The protocol of the electronic vote shall thereafter be appended to the minutes of the said BoD meeting and referred to within the Secretary's Report Section in the Minutes, and shall thus constitute an inseparable part of the minutes of the said BoD meeting.”

For AdCom Committees, the same procedure is to be followed with the exceptions that the Chair of the Committee acts for the Committee, as does the Council President for the Council. Responses must be made to the Committee Chair, who will tabulate and present the results to all Committee members. The Committee Chair will be responsible for submitting the results of electronic voting to the appropriate Vice President, as well as including the results in the official minutes of the Committee.



Appendix E
Memorandum of Understanding Marketing and Promotion

IEEE Electromagnetic Compatibility Society and _____

Purpose

To delineate marketing and promotion of IEEE EMC Society events, activities and publications; to provide enhanced marketing and promotional opportunities to publishers, corporations, professional organizations and Societies (both IEEE and non-IEEE).

Benefit to the IEEE EMC Society

Marketing and advertising of Society activities, conferences, publications, meetings, chapter events, membership recruitment, and other benefits provided by the Society to both IEEE and non-IEEE members.

Benefit to the Cooperating Entity

The cooperating party may sell advertising or other products and services when promoting any EMC Society event on a royalty-free basis worldwide. Any and all revenue received by is retained by the entity.

Promotion provided to the EMC Society to non-Society members may be distributed at IEEE EMC Conferences and events on a no-fee basis.

In exchange for marketing and promoting IEEE EMC Society information, the EMC Society will provide, on the Society website, a link to the cooperating entity in a location that is appropriate for Institutional Listings.

Logo Branding

Use of the IEEE Institute and EMC Society logos is not permitted unless the cooperating entity is also an IEEE Society or Council. Use of any IEEE logo must be in accordance with IEEE branding requirements.

Use of the logo or identification of a publisher may be restricted by copyright or branding limitations, and must adhere to IEEE rules and regulations related to Institutional advertising on IEEE websites.

Specifics of this Memorandum of Understanding

Information provided by the IEEE EMC Society is published on a space available basis at no charge to the EMC Society.

In exchange for material provided by the IEEE EMC Society, a notation (disclaimer) *must be printed* in a conspicuous location, preferably on each page or within each article, ad, or promotional information. A sample notation is provided below. The Vice President of Communications of the IEEE EMC Society, prior to first use or publication, will specify the exact wording:

“The information provided is by courtesy of the IEEE EMC Society, and is accurate at time of printing. Please refer to the IEEE EMC Society [website, Conference Final Program, Chapter web page, etc.] for updated and accurate details.”

President, IEEE EMC Society

Date

Title

Date

Appendix F

How to obtain IEEE EMC-S Co-Sponsorship

Dear Colleague,

We are glad that you are interested in organizing an EMC-related Symposium, and are interested in IEEE EMC-S Co-sponsorship of your Conference. We encourage you to take advantage of the benefits of IEEE and EMC-S Co-sponsorship.

This document provides information for applying, obtaining and working with the EMC Society of the IEEE in order to ensure successful and effective cooperation.

The EMC Society of the IEEE wishes you success in your activity.

Why ask for EMC-S Co-Sponsorship for your Conference?

The IEEE Electromagnetic Compatibility Society (EMC-S) is a recognized professional organization dealing with the discipline of EMC and Electromagnetic Environmental Effects. It strives for the enhancement of Electromagnetic Compatibility through the generation of engineering standards, measurement techniques, test procedures, measurement instrumentation, equipment and systems characteristics, improved system and component design, education in EMC and studies of the origins of interference.

If you intend to, or are in the process of organizing a Conference, which is either focused on EMC or is significantly related to EMC, you will find that having the IEEE associated with your event is a significant benefit. The IEEE in general, as the largest Engineering Society in the world and the EMC Society of the IEEE, by their support of the event will add considerable prestige and recognition to your Conference.

The EMC Society can also provide significant technical contribution to the Conference, such as:

Assistance in the organization of the Technical Program

Assistance in the review process of the Symposium Papers

Organization of invited IEEE EMC-S Sponsored Workshops and Sessions on specialized topics on EMC

Publishing your Conference in the IEEE Technical Activities Guide (TAG) (if you submit a Meeting Information Schedule)

Publishing announcements of the event in the EMC-S Newsletter/Magazine list of Conference

Assistance in obtaining IEEE EMC-S Mailing lists

IEEE can help you to get a better, high quality highly recognized event supported by high quality technical contribution.

Please note that use of the IEEE and/or EMC-S name or logo without the written permission from the EMC-S BOD representative is strictly forbidden

Why would the EMC-S want to Co-Sponsor your event?

The EMC-S's largest benefit in sponsoring events is through its involvement. It helps to enhance the dissemination of the discipline of EMC and through that, improve the quality of life for the benefit of all mankind.

The objectives of the EMC Society are scientific, literary, educational and professional in character. The EMC-S strives for advancement in theory, and control of electromagnetic interference through constructive application of technology.

The Society promotes close cooperation and exchange of technical information among its members and other professional societies and organizations. To facilitate this exchange, the EMC-S organizes and participates in national and international symposia, conferences and workshops. The EMC-S views these events as forums for engineers, technicians and scientists to discuss personal views, theories and solutions to our volatile and exciting electromagnetic environment.

Sponsorship of conferences also enhances the awareness of the attendees and the engineering communities to the benefit of both IEEE and EMC-S membership.

Types of Conference Involvement

As authorized in the bylaws, the EMC Society by itself or jointly with other IEEE entities, and/or jointly with non-IEEE entities, may be involved in the organization of a conference for which registration fees will be charged.

IEEE provides for several types of involvement with conferences, as diagrammed below.

Attention: The IEEE EMC Society WILL NOT participate in the organization of conferences organized by “for profit” organizations

Sponsorship

Sponsorship indicates complete responsibility in the technical, financial, publicity and administrative areas of the conference.

In the technical/professional area, IEEE members will plan the scope of the program, organize panel discussions, invite special speakers and review select contributed papers.

In the financial area, IEEE members will be involved in preparing the conference budget, monitoring the financial affairs and preparing the final financial report.

At least one IEEE entity (administrative unit) will assist in local arrangements, exhibits, publicity, public relations and publications.

IEEE sponsored conferences are financially accountable to the sponsoring entities and to IEEE Headquarters.

The Proceedings of IEEE sponsored conferences qualify for distribution through the IEEE Book Broker Program.

IEEE sponsored conferences are entitled to IEEE services at the non-profit rate.

IEEE sponsored conferences must have the IEEE and EMC Society logos and name included in the conference title and all conference publications and announcements.

With the exception of the annual 20XX IEEE International Symposium on Electromagnetic Compatibility Symposium, the IEEE EMC-S will not sponsor events that compete against this conference.

Co-Sponsorship

Co-sponsorship indicates a shared significant involvement in the technical, financial, publicity and administrative areas of the conference, as defined under sponsorship.

IEEE co-sponsored conferences are entitled to IEEE services at the non-profit rate.

For IEEE co-sponsored conferences, it is recommended that the IEEE and EMC Society logos be used in all conference publications and announcements.

Technical Co-Sponsorship

Technical co-sponsorship indicates direct and substantial involvement in the technical program without sponsor credit or financial involvement. It also encourages members to submit papers and attend the conference through availability of appropriate IEEE Society mailing lists.

The involved IEEE entity may wish to negotiate a variety of issues with the sponsoring organization, including registration fees for IEEE members, possible post-conference sales of proceedings through the Book Broker program, or other issues that benefit the conference and future interaction with the sponsoring organization.

For IEEE Technically co-sponsored conferences, it is recommended that the IEEE and EMC Society logos be used in all conference publications and announcements.

Cooperation

The cooperating IEEE entity may wish to negotiate a variety of issues with the sponsoring organization. This includes registration fees for IEEE members, possible post-conference sales of proceedings through the Book Broker program, and assistance with publicity. In addition, the cooperating IEEE entity may encourage individual members to submit papers and attend the conference through availability of appropriate IEEE Society mailing lists.

IEEE or EMC-S has no financial involvement.

TYPES OF IEEE INVOLVEMENT, RESPONSIBILITY & SERVICES AVAILABLE

<i>RESPONSIBILITY</i>	SPONSOR	CO-SPONSOR	TECHNICAL CO-SPONSOR	COOPERATE
FINANCIAL	Full	Must Specify Limits of Sharing	None	None
ADMINISTRATION	Full	Must Specify Limits of Sharing	None	None
TECHNICAL/ PROFESSIONAL	Full	Full	Direct, Without Sponsor Credit	None
PUBLICITY	Full	Full	Assist	Assist
USE OF IEEE LOGO	Yes	Yes	None	None
<i>SERVICES AVAILABLE</i>	SPONSOR	CO-SPONSOR	TECHNICAL CO-SPONSOR	COOPERATE
PUBLICITY	Listing in TAG	Listing in TAG	Topical Listing in TAG	Topical Listing in TAG
POST-CONFERENCE PROCEEDINGS SALES	Book Broker Program <i>(if eligible)</i>	Book Broker Program <i>(if eligible)</i>	Book Broker Program <i>(if eligible)</i>	Book Broker Program <i>(if eligible)</i>
AT THE NON-PROFIT RATE	Author Kits Mailing List Non-profit Postal Permit Printing Services	Author Kits Mailing List Non-profit Postal Permit Printing Services	Mailing Lists	Mailing Lists
AT MARKET RATE	General Management Services Exhibit Management Financial Management	Site Selection Publicity Hotel Reservations	Registration Paper Entry Travel Services	

In most cases, the IEEE EMC-S will provide “**Technical Co-Sponsorship**” or “**Cooperation**” in the organization of a Conference.

When should you apply for EMC-S Sponsorship?

Application for sponsorship (either “technical co-sponsorship” or “cooperation”) should be submitted as early as possible.

For technical co-sponsorship, application to the EMC-S should be submitted at no later than the time you generate your “call for papers” in order to guarantee that:

- Incorporation in the call for papers/announcement the logo and name of the IEEE, if approved by the EMC-S Board of Directors, in a timely manner.
- The EMC Society may be effectively able to contribute to the technical program of the conference (e.g., by organizing an invited workshop and tutorials).

Note that the approval process by the EMC-S Board of Directors may take as much as 4 months from the time the application is received by the EMC-S Global Symposia Coordinator.

Who should you contact?

Initial contact should be made with the EMC Society Global Symposia Coordinator.

The Global Symposia Coordinator will assist in initiating the process, and can be contacted for any inquiries or questions.

Process of Application and Approval

Initiating the Formal Application Process

Submit an application to the Global Symposia Coordinator who will initiate the formal process of application.

This letter needs to include the following information:

- Identification of the Conference: title, time and place.
- History of the Conference (if run on a regular basis, e.g., biannually).
- Expected attendance.
- Specify type of EMC-S involvement requesting (“technical co-sponsorship”, “cooperation”).
- Relevance to the discipline of EMC (partial relevance may also be considered).
- List of topics associated with EMC (optional).
- Requested EMC-S involvement (e.g., organization of workshop/session, assist in paper review, etc.).
- Point of contact (Symposium Chair, Vice Chair) for further communications and inquiries.

Consult with the Global Symposia Coordinator for preparation of the application if necessary.

A sample letter of application is provided here.

It is recommended that copies of your final letter of application be sent to:

- EMC-S President
- EMC-S V.P. of Conferences and Symposia

What Happens Now with the Application?

Upon receipt of the letter of invitation, the Global Symposium Coordinator will present the application to the Board of Directors (BoD) at its next meeting, with recommendation to approve/disapprove the application.

Decision of the BoD will be taken based on criteria such as:

- The conference being organized by a **non-profit organization** (mandatory criterion).
- Extent of relevance of the conference contents to the discipline of EMC.
- Time of application (sufficiently early to ensure EMC-S timely and effective contribution to the conference).
- Potential competition with other EMC-S co-sponsored events within 3 months of the proposed conference.

Whether the BoD approves, disapproves or tables the issue to the following meeting, the Global Symposia Coordinator will communicate the outcome of the BoD discussion shortly after the BoD meeting.

If approved, the Global Symposia Coordinator will advise that an MOU (Memorandum of Understanding) will be prepared and signed between the Conference Organizing Committee and the EMC-S BoD. The MOU provides terms and conditions of the "Society's" participation in the Conference.

To review the draft MOU, click [here](#).

The Global Symposium Coordinator will assist in finalization of the MOU.

Upon completion of the MOU, submit 2 [two] signed copies of the MOU to the Global Symposium Coordinator, to be counter-signed by the EMC-S President. That generally takes place only at BoD meetings.

Having countersigned the MOUs, 1 (one) copy will be returned to retention purposes.

From this point on, you will work with the Global Symposium Coordinator to ensure that all provisions outlined in the MOU are accomplished prior and during the Conference.

What after the Approval?

Registering your Conference with the IEEE Conference Center

If and after the application is approved, the EMC-S will help in the organization of the Conference.

The most important item of concern is to fill out the Conference Information Schedule Form. This form is required in order to register the Conference with the IEEE Conference Center.

This form is **mandatory** for all Technically Co-Sponsored Conferences, and it is a prerequisite for obtaining any mailing labels or services from the IEEE.

Mail the form directly to:

IEEE CONFERENCE SERVICES
445 HOES LANE, P.O. BOX 1331
PISCATAWAY, N.J. 08855-1331
U.S.A.
FAX: (732) 981-1769

Please keep a copy for your records.

Also, send a copy to the EMC-S Global Symposia Coordinator.

Obtaining Mailing Labels and other IEEE/EMC-S Services

For receiving EMC Society Mailing Labels and other services, contact the EMC-S Global Symposia Coordinator.

Remember – in order to benefit from IEEE for services, you **MUST** complete and submit the **Conference Information Schedule Form** (see above).

How else can We Support You?

The EMC-S can further support the conference by assisting in preparation of Workshop, Tutorials or Invited Sessions in the field of EMC, befitting the scope of your Conference. To take advantage of this opportunity, please indicate this in your application and MOU.

Please note that the earlier you apply – the better the chance that the EMC-S BoD will be able to organize a high quality Workshop/Tutorial/Invited Session.

Recognized IEEE and EMC-S Logos and Restrictions of Use

If use of the IEEE and/or EMC-S logos is approved, the following logos are the only ones permitted.



IEEE Logo



EMC-S Logo

Please note that use of the IEEE and/or EMC-S name or logo without the written permission from the EMC-S BOD representative is strictly forbidden

Appendix G

Financial Assistance Program to Economically Disadvantaged Engineers for Attendance at EMC Society Symposiums

Financial Assistance Program (FAP) to
Economically Disadvantaged Engineers (EDE)
for Attendance at EMC Society Symposiums

1. The Financial Assistance Program for economically disadvantaged engineers (FAP/EDE) is contingent upon the availability of funds available under the VP of Member Services, as approved by the EMC-S Board of Directors
2. The FAP/EDE Committee is to consist of members appointed by the VP of Member Services, VP for Conferences, and other interested board members. The FAP/EDE committee is thus a subcommittee containing a team of equal representatives from the EMC Society and the Symposium Organizing Committee. The minimum committee size is 2 people.
3. The FAP/EDE Committee Chair is responsible for requesting financial support, generating guidelines, and distributing the funds. The subcommittee is also responsible for creating flyers, applications and information for the program, place an add on the EMC-S web site, receipt of applications, correlation with accepted papers, evaluating the candidates from the list of applicants, notifying the award recipient, and tracking of funds.
4. Symposium committee members are responsible for distribution of the “Call for Candidates” on the Symposium web site in addition to providing the application and supporting information to potential candidates. The symposium committee must also ensure that candidates are scheduled presenters at the conference and have pre-registered in advance.
5. The Symposium Treasurer will be authorized to disbursement funds to those selected for financial assistance. The Treasurer must include a line item in the chart of accounts associated to the conference to reflect this transaction.
6. The announcement of the Financial Assistance Program should occur in Symposium Advance Program, or sooner if practicable. The preferred time period should coincide with the “Call for Papers” released at the previous year’s conference.
7. The selection process for candidates to receive financial assistance should be completed no later than thirty (30) days prior to commencement of the Symposium. The preferred time period should be one month before early-bird registration ends.
8. The selection and disbursed amounts are based on the following criteria:
 - a. The timeliness of the application.
 - b. The financial assistance requested by the applicant (registration, travel and/or lodging).
 - c. Acknowledgment by the General or Technical Program Chair that the presentation to be made provides technical knowledge or advances the state of the art within any aspect of the conference. The presenter must be an active participant in the program.
 - d. Endorsement by both a co-worker/supervisor/professor and a Regional/local/Section IEEE Officer (i.e., Chapter Chair, Treasure, Vice Chair, etc.). The reference must identify that the applicant is in need of financial.
 - e. Priority will be given to applicants whom are IEEE EMC Society Members.

9. All applicants for financial assistance must be informed of the selection committee in a timely manner whether they have been chosen to receive funding or not. The VP for Member Services must notify the Board of Directors of EMCS whom is the winner and amount of funding.
10. The Chair of the FAE committee will notify the VP of Member Services to authorize transfer of funds via the Society Treasurer to the Conference Treasurer in accordance with IEEE Policies and Procedures for disbursement. The recipient shall provide an IRS Form W9 if a citizen of the United States, and who files taxes with the Internal Revenue Services, or the appropriate tax forms if an international citizen.
11. The funds are to be accounted for by the Symposium Treasurer as both an income and expense item.
12. The recipient(s) of funding will receive the money via:
 - a. A check or cash issued by the Conference Treasurer, only in the physical presence of the Symposium Secretariat or Conference Management Representative.
 - b. The recipient(s) must have pre-registered and attend the Symposium.
 - c. No funds are to be provided in advance to the recipient(s).
 - d. The minimum reimbursement amount is the cost of the registration fee, but not to exceed the sum requested by the applicant, if less than the registration fee.
 - e. When authorized by the FAP/EDE subcommittee, the recipient can pay for travel and/or lodging costs when receipts are provided. If financial assistance is provided for this option, the recipient(s) must submit an IEEE Travel Expense Report for reimbursement.
 - f. At no time shall funds be paid in advance. Hardship situations shall be considered on a case by case basis, as necessary.
 - g. After the Symposium, a status update must be issued by the FAP/EDE Committee to the EMCS Board of Directors detailing the allocation and how this was used.
 - h. Any funds not disbursed must be returned to the IEEE EMC Society in coordination with the Symposium Treasurer and the Secretariat or Conference Manager.
13. The Symposium Committee Treasurer must ensure traceability and accountability (i.e., funds to be recovered in the event that recipient(s) cancels their attendance).



Electromagnetic Compatibility Society Announcement

Financial Assistance Program for Economically Disadvantaged Engineers

The IEEE EMC Society provides funding to select economically disadvantaged engineers from both developing and developed countries to attend the IEEE International Symposium EMC.

Financial support is limited to symposium registration, excluding optional activities and services. The applicant may also request financial assistance to cover travel, and/or lodging. The FAP/EDE committee shall determine the level of support to be provided.

The applicant must present a technical paper (in which he or she is the principal author) or participate in a workshop, tutorial or demonstration that provides a substantial contribution to the conference. If there are multiple authors or presenters, only one can apply for financial assistance.

The applicant must provide two endorsements: (1) A co-worker/supervisor/professor and (2) a Regional/local IEEE office (Chairman, Vice Chair, Chapter Chair, etc.). The endorsement must identify the applicant is in need of financial assistance.

The applicant must provide proof of commitment to participate at the ISEMC in addition to proof that they will support their IEEE Section by presenting their paper or other element of their participation at ISEMC to fellow engineers at the local level.

Financial support will be limited toward symposium registration (excluding optional activities and services). The applicant may also request financial assistance to cover travel and/or lodging. The FAP/EDE committee shall determine the magnitude of financial assistance to be provided.

For questions, please contact the FAP/EDE Committee Chair by email at: heatherf@ieee.org.

To download the application, [click here](#) (PDF version).



Electromagnetic Compatibility Society

Application to the Financial Assistance Program for Economically Disadvantaged Engineers

The IEEE EMC Society provides funding to select economically disadvantaged engineers from both developing and developed countries to attend the IEEE International Symposium EMC (ISEMC).

To apply for financial assistance:

1. The applicant is to be a presenter at ISEMC with either a technical paper or participation in a workshop, tutorial or demonstration that provides significant value to the conference. If there are multiple authors or presenters, only one can apply for financial assistance.
2. Provide an endorsement or letter of support from both a co-worker/supervisor/professor and their Regional/local IEEE office (Chairman, Vice Chair, Chapter Chair, etc.)
3. The applicant must provide proof of commitment to participate at the ISEMC.
4. The applicant must also provide proof that they will support their IEEE Section by presenting their paper or other element of their participation at ISEMC to fellow engineers at the local level.

Applications will be assessed by the Financial Assistance Program for Economic Disadvantage Engineers (FAP/EDE) committee. The committee takes into account the technical merit of the presentation(s) and if participation provides a substantial contribution to the conference, plus timely submittal of this request. The decision of the committee will be sent to all applicants.

Financial support will be limited toward symposium registration (excluding optional activities and services). The applicant may also request financial assistance to cover travel and/or lodging. The FAP/EDE committee shall determine the extent of financial assistance to be provided.

Apply before 1 May of the calendar year to the IEEE EMC Board of Directors (address below). Please provide additional support documentation: (1) Completed application form; (2) a copy of the submitted paper, proposal or technical presentation.

IEEE/EMCS FAP/EDE, 45870 Bob's Court, Lexington Park Maryland, 20653 USA

For more information about please visit: www.emcs.org.

Application to the Financial Assistance Program for Economic Disadvantaged Engineers

I am applying for financial assistance to attend the IEEE International Symposium on EMC.

Year:	Conference Location:
Name: (Prof./Dr./Mr./Mrs./Ms.):	
University or Place of Employment:	
Institution/Department:	
Address (Street:	
City:	Province/State:
Country:	Postal Code:
E-mail:	Phone Number:

Please send all correspondence to my business above home address, below

Address (Street):		
City:	Province/State:	
Country:	Postal Code:	
E-mail:	Phone Number:	
Academic/professional qualifications, with date(s) obtained:		
Title of Paper, Tutorial, Workshop or Proposal:		
Authors/Co-Authors and Affiliation:		
Describe economic disadvantage:		
Registration Fee: USD \$	Projected Transportation: USD \$	Projected Hotel: USD \$

Date:	Signature:
-------	------------

Please send application to:

IEEE EMCS FAP/EDE PROGRAM
 45870 Bob's Court
 Lexington Park, Maryland 20653 USA
 heatherf@ieee.org

Endorsement to the IEEE EMCS Financial Assistance Program for Economic Disadvantaged Engineer

Year:	Conference Location:
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Applicant's Name: (Prof./Dr./Mr./Mrs./Ms.):
Title of Paper, Tutorial, Workshop or Proposal:
Authors/Co-Authors and Affiliation:

I support the application for economic disadvantaged engineers grant to enable the person (named above) to attend the IEEE International Symposium on EMC for the following reasons:

Name: (Prof./Dr./Mr./Mrs./Ms.):	
University or Place of Employment:	
Position/Title:	
Institution/Department:	
City:	Province/State:
Country:	Postal Code:
E-mail:	Phone Number:

<u>Type of Endorsement</u>
Professor/Co-worker/Supervisor: (Yes/No):
IEEE EMCS Director (Yes/No):

Date:	Signature:
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Please send endorsement to:
 IEEE EMCS FAP/EDE PROGRAM
 45870 Bob's Court
 Lexington Park, Maryland 20653 USA
 heatherf@ieee.org

Appendix H

Applicability of IEEE Copyright Process to Symposia Workshop Notes

Motion was approved February 20, 2004.

Motion: Move that IEEE Intellectual Property (Copyright) Procedures shall be applied to Symposium Workshop Notes.

This motion would be applied with the following guidance:

- 1). The Workshop author will be given the choice of publishing the work in the Workshop Notes (to also be included on the Symposium CD). This will require the acceptance of the IEEE Copyright Process.
- 2). Authors who do not wish to sign an IEEE Copyright agreement will not have their work published.
- 3). Authors who are presenting proprietary information should not accept the IEEE Copyright agreement as this conveys Intellectual Property Rights to the IEEE for the presented material.
- 4). This guidance will be published in the Workshop author's kit.

GENERAL

- Videotaping of symposium by attendees is not allowed. The following statement should be put into the conference record: "Videotaping of talks or presentations by attendees is contrary to IEEE EMC Society policy and is not allowed." [11/11/94]
- The **symposium attendees list** shall be provided free to all exhibitors and shall be made available to other fully registered attendees requesting it. The list *shall not* be made available or sold to non-attendees or partial registrants. [11/11/94]
- Because of the importance of a successful symposium for the financial health of the society, the BOD agreed on the preference for central professional management. [5/11/92] The BOD expressed a desire to review a study of "institutionalization" of various symposia functions. [2/10/92] The BOD will form an Ad Hoc Committee to plan the direct management of the annual IEEE EMC Symposium in the USA by the Board of Directors." [8/17/91]
- The BOD noted the success of the five-day format used at the 1991 Cherry Hill Symposia. It was suggested that future symposia consider the five-day format. [11/14/91] It is suggested that perhaps a five-day symposium may be appropriate in the future. [8/24/87]
- Only the annual IEEE EMC/S sponsored symposium shall be called the *19XX IEEE International Symposium on Electromagnetic Compatibility*. [2/8/91]
- Require Chairmen of National and International EMC Symposia sponsored by the IEEE EMC/S to be IEEE and EMC/S members. [5/22/89]
- International Symposium Policy Proposal adopted, see Attachment A. [8/17/81]
- It was noted that IEEE has no guideline relative to retention of symposia records. A three-year cycle was adopted for retention, after that destroy. [2/24/81]
- All symposia matters are to be handled by the Symposia Committee. International Committee not to be dissolved. [11/28/79]
- Refer all matters concerning Society relations with overseas EMC Symposia to the Society Executive Committee. [10/8/79]
- BOD adopts policy with respect to Symposium Web Page advertising. See attachment E. [11/20/99]

SCHEDULE

- Consensus that "the Annual EMC Symposium be held during the period August through November. [10/8/79] This supersedes the desire to hold the Annual EMC Symposia in October. [3/22/78]
- IEEE EMC/S Symposia held in Regions 1-6 will be scheduled in the August through November period. IEEE EMC/S Symposia held outside the United States will be scheduled during the April through June period. [8/1/88]
- EMC meetings must be spaced at least one month apart in consideration of exhibitors. EMC meetings in any one geographical area should be spaced six months. [9/15/86]

COOPERATION

- EMC/S will continue Cooperation with the Wroclaw and Zurich EMC symposia on a yearly basis. [11/14/91]

FINANCIAL

- The BOD will not approve symposia advances unless a budget has been reviewed and approved in advance by the BOD. [5/13/95]
- Each EMC/S sponsored symposia budget target a 20% surplus of total receipts. [3/24/00] This supersedes BOD directive to budget for a surplus of not less than 15% of gross income. [8/17/92]
- Carlson's Memo on Budget approval & liability for conference not approved by IEEE. "No insurance coverage unless budget signed by IEEE GM or his designee." [8/19/85]
- IEEE has no "Surplus funds policy." Generally 50-100% of yearly operating expense o.k. [6/11/80]

INCENTIVE PROGRAMS

- Offer a first-year free membership in the IEEE EMC/S to all persons attending an EMC Symposia formally recognized by the EMC/S BOD, provided they are IEEE members or join the IEEE at that symposia. [8/17/92] Moved and Passed - "EMC Society membership be offered free during every Symposia" - (to anyone joining the IEEE during that symposia). [8/20/90]
- Financial assistance for members/nonmembers to attend the annual IEEE International EMC Symposia is not appropriate. Note: This does not preclude covering the expense of special participants, such as the keynote speaker. [5/11/92]
- In order to improve International communications, the BOD authorizes partial reimbursement of travel expenses for its officers and elected members to attend symposia and conferences held outside the country in which they reside and in which the IEEE EMCS is a sponsor, cosponsor, participant or cooperating organization. Up to \$1,000.00 per member per symposia/conference can be reimbursed for travel that has prior verbal or written approval from the President or Treasurer. An IEEE expense account shall be submitted to the President for review. [2/10/92]

REGISTRATION

- Approved 50% reduction of advanced registration fees for retired and unemployed engineers who are members of the EMC/S and pre-register for the symposium. The registrant must provide the name of the company that they left and the date of retirement/unemployment. [8/17/97]
- BOD suggests that legitimate press reporters (one per magazine) should receive access to Technical Sessions, Workshops and Exhibits, as well as a copy of the Symposium Record free of charge. Tickets for Social functions would not be included, but could be purchased separately. [8/18/96]
- Approved complimentary registration at IEEE EMC Symposia for EMC Honorary Life members. [8/24/87]
- Prizes for advanced registration not to be allowed. [5/27/86]

PROGRAM

- BOD adopts policy banning commercialism in workshops. See attachment D. [5/5/97]
- A workshop on EMC fundamentals should be considered for each EMC/S sponsored symposia starting in 1993 until attendance demonstrates that it is no longer necessary. [11/14/91]
- The BOD authorizes the local EMC symposium committee to delete papers from the symposium if a presenter has not preregistered by the date the final program {and the Record} goes to the printer. [2/21/90]

SYMPOSIA RECORD

- Each EMC/S sponsored symposia budget to cover the cost and effort to provide the symposia record to full EMC/S members as directed by the BOD. [5/11/92] Note: BOD specified this as all members excluding student and associate members. [8/17/91] Each symposium financially sponsored by the EMC-S budget to include supplying symposium records to all EMC-S members (less student members). [11/13/89] The BOD authorized the distribution of copies of the 1986 symposium record to all members, and the expense to be paid from the EMC/S general fund. [2/4/86]
- If hard-bound copies of the Symposia Record are made, distribution should include all presidents, speakers, authors of papers, and others as specified by the Symposia Committee. [11/16/88]

EXHIBITS

- BOD approves policy to solicit donations from exhibitors. See attachment C. [3/31/95]
- It is the policy of the EMC/S to allow one (1) full registration per booth, and a maximum of three additional free exhibitor badges per booth. These will provide admission to the exhibit area only. They do not include the symposium record or access to the technical sessions or social functions. Additional exhibit only badges may be purchased at a nominal cost. (Example: \$15.00). [11/11/94]
- Approved a formal policy on allocation of booth space assignment. See Appendix J. [11/14/98]
- The local symposium committee shall reserve a furnished booth for the IEEE EMC/S and for other international EMC symposia at no cost to the EMC Society. [8/17/91] This supersedes the previous directive to reserve a booth for both. [2/21/90]
- Organized Exhibitor Subcommittee. [10/15/84] {Glen Watkins is current chairman}
- BOD approves policy on items that can be contained in Tote Bags. See Appendix N.[3/24/00]

Appendix I

International Symposium Policy Proposal

The IEEE EMC Society is often requested to become involved in various international EMC related symposia or meetings. The purpose of this document is to provide international symposia/meeting policy guidelines which can be used to define the extent of our involvement in such symposia or meetings.

In general, in order for the EMC Society to become involved in international symposia or meetings, the society must derive some benefit from this involvement. The IEEE bylaws, policies, and procedures are very specific about two categories of involvement (i.e., participation and cosponsoring). However, in many cases with international symposia or meetings, it may be desirable to become involved in a manner other than either a participating or cosponsor basis. For these situations, the EMC Society is proposing another category of involvement which is "Cooperating." It is intended that this proposed policy on cooperating can be applied uniformly to all international groups which we are interested in supporting. Cooperating with an international organization for an EMC related symposium or meeting will involve the following:

- The EMC Society will give the organization permission to use our mailing list in exchange for a copy of theirs. The advantage of this arrangement is that the organization may possibly be able to obtain the list at a reduced cost. The distribution and use of the list must be in accordance with IEEE policy.
- The EMC Society will maintain an international mailing list. This mailing list will be an official document of the society and will be updated at least yearly.
- The EMC Society will put notices of meetings in our society newsletter.
- The EMC Society will publish information on how our members can order copies of proceedings. We will not normally purchase copies for sale through our society (i.e., as handled through IEEE).
- The EMC Society will maintain and distribute a master meeting schedule so that we can aid in coordination of meeting dates. This will benefit all organizations involved in planning international symposia/meetings on EMC.

In order for the EMC Society to be involved on a "Cooperating" basis as defined above, the organizations sponsoring symposia/meetings must agree to provide a reciprocal service. In particular the organizations will be expected to provide mailing lists, publish meeting notices, and publish information on how members can obtain proceedings. We will not enter into a "Cooperating" arrangement with organizations that are not willing to provide this type of reciprocal service.

[8/17/81]

Appendix J

Exhibit Booth Allocation Policy

1. Every effort will be made to accommodate the exhibitor's preference for location.
2. Booth assignment will be made on the basis of prior participation in IEEE EMC Symposia as follows:
 - A. For those exhibitors whose contract and deposit/payments have been received on or before the first booth assignment date (usually six months prior to the symposium), booths will be assigned on a point system priority basis.
 - B. One point will be assigned for each booth for each year exhibited. (e.g., an exhibitor who takes three booth one year and five booths the next year will have a total of eight points).
 - C. Points will accumulate only over a ten year period. In the eleventh year the points from the first year exhibited will be dropped.
 - D. Points will only be credited for booths paid for prior to the symposium. If payment is made after the symposium no point credit will be given for that year.
 - E. In the case of mergers and acquisitions, the points of the new company will be equal to those of the one company that had the highest points. The points from the individual companies will not be added together to obtain the total.
 - F. Booth applications received after the booth assignment date (specified in (A) above) will be assigned space in the order received.
 - G. No booth assignments will be made without a deposit or payment.
3. The local Symposium Committee reserves the right to alter this procedure to maximize exhibit area harmony or to accommodate special circumstances. While this allows the local committee to alter booth assignments, it does not allow altering the point system itself.
4. The IEEE EMC Society Exhibits Committee Chairman (currently Glen Watkins of EMCO, 512-835-4684) shall be the keeper of the cumulative point records.

[11/14/98]

Appendix K

Exhibitor Donation Solicitation Policy

1. Solicitation of donations from exhibitors to offset symposium expenses is allowed and encouraged.
2. All exhibitors must be given an equal opportunity to participate. Requests for solicitation of donations must be mailed or communicated to all exhibitors.
3. All signage recognizing such support shall be produced by the symposium committee, and not be banners or signage provided by the exhibitor.
4. The following or similarly worded text be placed in the Symposium Program:

“Financial support provided by organizations to offset symposium expenses does not constitute sponsorship of the symposium and/or endorsement of the organization by the IEEE EMC Society.”

[3/31/95]

Appendix L

Commercialism in Workshops

It is the policy of the EMC Society that commercialism shall be prohibited in all workshops and technical sessions. This applies to the written paper or notes as well as the oral presentation. Workshop and technical session chairman and speakers shall be informed of this policy in writing. Before publication, workshop notes and technical session papers, shall be reviewed by the Symposium Committee for commercialism, and rejected or revised if necessary.

Guidelines: The following is a series of guidelines that may be used by the local Symposia Committees in reviewing workshop notes and technical session papers:

- Authors name, company name, address, phone number, fax number, and e-mail address may be on the first viewgraph only.
- All subsequent viewgraphs may have only **ONE** small (discreet) company logotype in the margin of each slide or overhead transparency. No name, address and phone number.
- Small is defined as less than 3% of the total image area.
- The company logotype shall not be used in a watermark fashion.
- All material printed in the workshop notes must adhere to the above requirements.
- Material printed in the Symposium Record may contain, name, company, address, and phone number on the first page only. No logotypes may be used, and no additional mention may be made of the company except as necessary for the technical content of the paper.
- Authors and presenters shall refrain from making statements implying that their company's product or service is better than others, or that such products and services are necessary.
- Frequent references to trade names shall be considered commercial and shall not be permitted during a presentation at a workshop, technical session, or tutorial.

[5/5/97]

Appendix M

EMC Society Symposia Web Page Advertising Policy

1. On the first page of the EMC Society Symposia web page there shall be a hot button with the title “**Directory of EMC/EMI Related Products and Services**”.
2. When the user clicks on the above hot button, the following will appear on the screen:
3. **Heading:** The 20XX IEEE International Symposium on Electromagnetic Compatibility is grateful to the following companies who have paid a promotional fee to post their logos and product/service descriptions below. These promotional fees support the activities of the symposium steering committee. Posting is provided only as a service to EMC Society members. It does not constitute an endorsement of the products and/or services shown. For inquires related to this EMC Symposium web page postings, please contact the symposium steering committee publicity chairman, (list name, phone and e-mail here.) Postings on this web site will be shown until the conclusion of the symposium
4. When the user clicks on the company logo, the user will be linked to that company’s web page.
5. Footnote at bottom of the page: The 20XX International Symposium on Electromagnetic Compatibility reserves the right to refuse posting of logos for companies whose advertising and/or promotions are not in accordance with the American standards for fair and truthful advertising (copy here from IEEE advertising statement).

Additional Notes:

- When Posting company logos, a short product description is allowed (e.g., Chomerics, "EMI Gaskets & Seals").
- Advertising shall be limited to EMC related products and/or services (i.e., no banks, real estate agents, etc.).
- The blank in Item 4 needs to be filled in with the IEEE advertising statement (which the symposium committee should already have, as this is printed in the exhibitor's material).
- We need to set up a committee to develop and enforce written guidelines for who can advertise, including the how's, do's & don'ts (i.e., a comprehensive policy that Andy Drozd will help to initiate)

[11/20/99]

Appendix N

EMC Society Tote Bag Policy

Only promotional items such as a pen, key chain, compass, note pad, flashlight, calculator, etc., may be placed in tote bags. Advertising material such as brochures, catalogs, product reports or product flyers, etc. **shall not** be allowed.

In order to be permitted to place a promotional item in the tote bag an exhibitor must supply at least one person to help stuff the tote bags. The symposium committee **shall not** be permitted to charge an exhibitor for placing an item in the tote bag.

Appendix O

Web Page Advertising Program Policy

The following policy deals with promotion and advertising of vendors on the IEEE EMC Society website:

The EMC Society is grateful to the companies who have paid a fee to post their logos below. The fees support the activities of the IEEE EMC Society. Other categories will be added as necessary. Posting does not constitute an endorsement of the products and/or services of the companies whose logos are displayed. Logo postings, with links to the respective company web pages, will remain on this web page for 12 calendar months. Minimum rates are \$US 1,500 for the 12-month period. For inquires related to EMC Society web page postings, please contact the Society Webmaster.

Appendix P

Memorandum of Understanding (MOU) For Chapter Events and Use of the EMCS Logo

This agreement is between the **IEEE Electromagnetic Compatibility Society (EMCS)** and the **IEEE EMC Chapter** named at the end of this MOU. These parties are identified herein as "Society" and "Chapter" respectively. This agreement is for the purpose of providing terms and conditions for a Society Chapter to use the Society Logo for Chapter events. The consent of the Society shall be expressed in and enforced through this MOU to be signed between Society and Chapter officers.

IT IS AGREED as follows:

1. Events

The Society agrees that Chapters may sponsor and/or co-sponsor events for Chapter members, IEEE Section members, and the general public who are not IEEE members.

2. RESPONSIBILITIES OF THE SOCIETY

The Society will encourage its membership to submit papers and to participate in Chapter events. In addition the Society will assist in publicity through the Society's mailing list, Society Newsletter, or other means of communication acceptable for the event planned.

3. RESPONSIBILITIES OF THE CHAPTER

The Chapter shall be responsible for organization, administration, and management of the event (e.g., chapter meetings, chapter-organized colloquia and mini-conferences, and similar activities). The Chapter shall conduct all events in accordance with IEEE Policies and Procedures pertaining to Technical Co-Sponsored Conferences (IEEE Policies, Section 10.1.2)

<http://www.ieee.org/web/aboutus/whatis/policies/p10-1.2.xml#10.1.2>.

4. FINANCIAL

Unless agreed and stated otherwise, the Society will have no financial involvement in any Chapter event. The Chapter and its local Section shall have financial responsibility for activities as defined by a separate MOU between the Chapter and Section.

5. TECHNICAL PROGRAM

The Chapter shall provide direct and substantial involvement in the preparation of the technical program on behalf of the Society.

6. COPYRIGHT OWNERSHIP

The Chapter event proceedings, if copyrighted, are the intellectual property of the Chapter, not the Society.

7. SOCIETY TRADEMARKS

The parties hereto represent and acknowledge that the Society trademarks, trade names, and logos are the exclusive property of Society. The Society hereby grants to Chapter a royalty free, non-exclusive license to use the Trademarks solely in connection with Chapter events, under the terms and conditions set forth in this agreement. The IEEE logo may be used on Chapter publications and promotional material. When Society Logo is used, the Chapter will be listed as the sponsor or co-sponsor as appropriate in publications and promotional materials. Such use of the Society Trademarks shall ensure exclusive benefit to IEEE.

In accordance with IEEE Bylaws, the IEEE logo must be more prominent than any of its entities when they appear together on a hard copy or electronic page, as illustrated in the header of this MOU.

In order to ensure that the Society Trademarks continue to be associated with product and services of high quality, the Society shall have the right to review and approve specimens of any advertising and promotional materials, circulars, publications, and any other material distributed in connection with the Chapter event which bear any of the Society Trademarks. The Society will notify the Chapter if and when such right is to be exercised by the Society. The Society Trademarks shall not be used in connection with any other non-chapter event without the prior written consent of the Society.

8. INDEMNITIES

The Chapter shall indemnify and hold harmless the Society and its successors, licensees, and assignees against any claim, losses, costs, expenses, damages and recoveries (including reasonable attorneys' fees) arising as a result of the Chapter's use of the Society Logo for Chapter events.

9. MODIFICATIONS TO AGREEMENT

This agreement represents the entire agreement between the Society and the Chapter and it shall not be modified or amended except as agreed to in writing and signed by both parties. Either party may dissolve or cancel this agreement for any reason by giving written notice to the other party of such cancellation.

10. DURATION OF MOU

This MOU (and any amendments thereto) shall be in force for whichever is longer: 1 year from the date of signing, or for 1 year after the Chapter Officer signed below leaves office.

SIGNATURES

For IEEE EMC Society

For IEEE EMC Chapter

Signature: _____

Signature: _____

EMC Society Position

Chapter Name & Position

Date: _____

Date: _____

Appendix Q

BoD Elections and Electioneering

Objectives

- A. The objectives of the EMC Society's Board of Directors nomination and election procedures are to choose the best qualified persons for the Board of Directors throughout the EMC Society, on the one hand, and to involve as many members in the selection process as possible, on the other. It is necessary that all candidates nominated be highly qualified, and it is therefore essential that the Nominations and Appointments Committee show great diligence and exercise judgment in making nominations. To the maximum extent appropriate, the candidate slates and appointments shall reflect the global nature of the EMC Society membership.
- B. It is essential that the nominating process be visible to and understood by the members. Electioneering activities to provide information to the EMC Society members on candidates and issues are thus encouraged. It is the policy of the EMC Society to inform all members of the views of all candidates in the elections to the Board of Directors (BoD) of the EMC Society, including candidates nominated by petition. It is the policy of EMC Society to facilitate open discussion, including opposing views, of issues and initiatives to appear on the ballot.
- C. EMC Society members shall be informed of the candidates' views and of issues pertaining to initiatives through the candidate information accompanying the ballot material.

Submission of Nominations

- A. Candidate nominations for Director-at-large on the EMCS BoD shall be submitted, by the date specified, to the Chairman of the EMCS Nominations and Appointments (N&A) Committee, including the information detailed herein.

Nominations Package

- A. The candidate's biography and position statement must accompany the nomination in standard Candidate Nomination Form prepared by the N&A Committee.
- B. All information and statements from candidates shall be written in Standard English and must not exceed the maximum word length requirement.
 - **A candidate photograph** which shall have been made within two years of the mailing deadline of the election materials in which the photograph will appear.
 - The "**Candidate Nomination Form**" including:
 - A factual summary of past service to the EMC Society.
 - A Personal Biography, not to exceed 125 words, that rounds out the profile of the candidate's experience outside the EMC Society activities
 - A factual summary of IEEE and EMC Society accomplishments, not to exceed 150 words, that summarizes the candidate's IEEE volunteer work.
 - IEEE/EMCS Accomplishments and Recognitions/Awards, not to exceed 200 words
 - Nominee Statement, not to exceed 150 words in length
 - The "**Candidate Nomination Form**" shall be accompanied by a **BoD Candidate Nomination Petition Form**, which carries a minimum of 15 names of Society higher-grade members (i.e., excluding those of students and affiliates) in good standing (i.e., dues paid).

The "Candidate Nomination Form" and "Candidate Nomination Petition Form" shall be available from the EMCS Web Site <www.emcs.org> or shall be provided upon request from the N&A Committee Chair. Sample forms are attached to this Policy.

Preceding Year Non-Successful Candidates

- A. Non-successful candidates from the preceding year who had submitted (in the preceding year) a "Candidate Nomination Petition Form" shall not be required to re-submit the same in the immediate following year; an updated "Candidate Nomination Form", however, shall still be required to be submitted in this case.
- B. When running for a third consecutive year, the Candidate shall be required to resubmit the entire nomination package, including both the "Candidate Nomination Form" and the "Candidate Nomination Petition Form".



**BOD CANDIDATE
NOMINATION FORM**



Name of Candidate:		e-mail:		Place Photo Here
IEEE Grade:		IEEE Number:		
Address:				
Current IEEE Position/s (if any):				
Current Employment:				
Education:				
Personal Biography–Technical and Professional Experience (not to exceed 125 words in length)				
Factual summary of IEEE/EMCS Activities (not to exceed 150 words in length)				
COMMITTEE/BOARD:				
▪				
REGION:				
▪				
CHAPTER:				
▪				
CONFERENCES:				
▪				
AWARDS:				
▪				
IEEE/EMCS Accomplishments and Recognitions/Awards (not to exceed 200 words in length):				
Nominee Statement (not to exceed 150 words in length):				
Has the Candidate expressed willingness to serve in an EMCS leadership and service role:			Yes	No
Nominator ^(a) :		e-mail:		

(*) Self nominations are acceptable
 When available, please furnish all information directly to Elya Joffe (eb.joffe@ieee.org), for inclusion in the candidates' election booklet. The information is due on or before **1 May 2010**.



**BOD CANDIDATE NOMINATION
PETITION FORM**



(Nomination Guidelines Given On Preceding Page)

Name of Candidate:

Signatures
(minimum of 15 names)

We, the undersigned, all of whom are current IEEE Electromagnetic Compatibility Society higher-grade Members in good standing, nominate the abovementioned person to serve on the EMC Society Board of Directors for a three year term beginning January 1, 2011. If elected, the candidate has expressed willingness to serve in an EMCS leadership and service role.

No.	Member's Name (Print)	Signature	IEEE Membership Number	IEEE Membership Grade
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Appendix R

Officer Elections and Electioneering

Objectives

- A. The objectives of the EMC Society's Board of Directors officers' nomination and election procedures are to choose the best qualified persons for office. It is necessary that all candidates nominated for office be highly qualified, and it is therefore essential that the Nominations and Appointments Committee show great diligence and exercise judgment in making nominations.
- B. EMC Society Board of Director members, forming the officers' voting body, shall be informed of the candidates' views and of issues pertaining to initiatives prior to elections.

Submission of Nominations

- C. During the first year of the sitting President's term of office, the N&A Committee shall solicit and prepare a slate of candidates for President-Elect and Officers (Vice Presidents). Candidates shall be present members of the EMC Society BoD or (with the Exception of President-Elect) members of the EMC Society higher-grade members (i.e., excluding those of students and affiliates) in good standing (i.e., dues paid), who have expressed a willingness to serve if elected.
- D. Self-nominations are also accepted.
- E. To be eligible for consideration by the EMCS BoD, candidate nominations shall be submitted to the Chairman of the EMCS Nominations and Appointments (N&A) Committee, no later than the day preceding the elections in the annual meeting of the BOD at which Officer Election is to take place.
- F. The nomination form shall be supported by a Candidate Nomination Petition Form, carrying valid signatures of a minimum of four (4) sitting BoD members excluding the candidate (for candidates who are at the time of nomination sitting-elected BoD members) or of a minimum of fifteen (15) Society higher-grade members (i.e., excluding those of students and affiliates) in good standing (i.e., dues paid), excluding the candidate (for candidates who are not at the time of nomination sitting elected BoD members).
- G. The slate of candidates received shall be distributed by the N&A Committee Chair to the members of the BoD having full voting privileges prior to the annual meeting of the BOD at which Officer Election is to take place.
- H. Additional nominations from the floor on Day #1 of the BoD meeting, during the candidate presentations and deliberations only, may also be considered if the nominee agrees to serve as Officer if elected and if the nomination is seconded and approved by the BoD.
- I. To qualify for the elections, candidates nominated from the floor shall also be required to submit the nomination material detailed herein. The nomination material shall be received by the N&A Committee Chair no later than three (3) hours prior to the time of commencement of the elections on the second day ("Day #2" herein) of the BoD meeting.
- J. Candidates may be nominated for more than one office and may prioritize their preference for office.

Nominations Package

- K. The candidate's biography and position statement must accompany the nomination in standard Officer Candidate Nomination Form prepared by the N&A Committee.
- L. All information and statements from candidates shall be written in Standard English and must not exceed the maximum word length requirement.

- **A candidate photograph** which shall have been made within two years of the mailing deadline of the election materials in which the photograph will appear. **Current members of the BoD are exempt from submitting a photograph.**
- The "**Officer Candidate Nomination Form**" including:
 - A factual summary of past service to the EMC Society.
 - A Personal Biography, not to exceed 125 words, that rounds out the profile of the candidate's experience outside the EMC Society activities
 - A factual summary of IEEE and EMC Society accomplishments, not to exceed 150 words, that summarizes the candidate's IEEE volunteer work.
 - IEEE/EMCS Accomplishments and Recognitions/Awards, not to exceed 200 words
 - Nominee Statement, not to exceed 150 words in length
- The "**Candidate Nomination Form**" shall be accompanied by an "**Officer Candidate Nomination Petition Form**", which carries valid signatures as detailed in Clause F above.
- M. When nominated for more than one position, only one "Officer Candidate Nomination Form" needs to be submitted, however, a separate "Officer Candidate Nomination Petition Form" shall be submitted for each.
- N. The "Officer Candidate Nomination Form" and "Officer Candidate Nomination Petition Form" shall be available from the EMCS Web Site <www.emcs.org> or shall be provided upon request from the N&A Committee Chair.
- O. Sample forms are attached to this Policy.

Elections/Voting Process

- P. The elections take place along the two days of the BoD meeting.
- Q. **On Day #1, the candidate presentations and deliberations** shall take place at the time frame as set per the meeting agenda, as follows:
 - Nominations from the floor are allowed at this time only. Candidates nominated from the floor must have completed Officer Candidate Nomination Form and Officer Candidate Nomination Petition Form, and must be ready to make the presentation to the BoD.
 - A motion to close the slate of candidates shall be made, and once seconded, and approved by the BoD; no candidates may be added or withdrawn from the slate.
 - Each candidate will be allowed five (5) minutes for presentation, followed by a five (5) minutes period for Q&A from the BoD.
 - Other candidates for the same office shall not be present in the BoD meeting room during this time.
 - If a candidate is not present or available by phone, an advocate will speak for five minutes in support of the nomination.
 - Once all presentations and Q&A periods have taken place, all candidates shall be asked to exit the BoD meeting room and deliberations shall be carried out by the BoD.
 - After given time to reflect on candidates, the BoD will vote on Day #2.
- R. **On Day #2, voting** shall take place at the time frame as set per the meeting agenda, as follows:
 - Election shall be by secret ballot and when a quorum is not present, by email balloting.

- When the slate contains a single nominee, a motion may be made to approve the candidate by acclamation. The motion must be seconded and approved by the BoD.
- S. A candidate nominee may not withdraw his/her name from the slate of candidates for office once the slate has been approved by the BoD. Counting of votes shall be carried out by guests or by members of the BoD not running for office.
- T. For each office, the candidate with the majority votes shall be declared the winner. In the case of multiple candidates, if no candidate receives a majority, the candidate with the lowest vote count will be dropped from further consideration, until such a majority is reached.
- U. When a candidate, running for more than one office, is elected to an office, his/her name shall be automatically withdrawn from all following ballots.
- V. The President shall inform IEEE HQ and the successful candidate of their election and shall arrange for the transfer of responsibility. If an elected officer fails to accept office or a disapproval is received from IEEE because there has been some irregularity in the nomination and election procedures or the elected individual has failed to maintain IEEE membership or Society membership, the President may declare, with BOD approval, the candidate with the next highest vote count to be elected. If the BOD should disapprove or if the disqualified candidate is the only candidate for that office, the President may appoint an interim officer until an election takes place at the earliest opportunity.



OFFICER CANDIDATE
NOMINATION FORM



Name of Candidate:		e-mail:		Place Photo Here (If not currently on the BoD)	
IEEE Grade:					
Current IEEE Position/s (if any):					
Personal Biography/IEEE/EMCS Activities (not to exceed 150 words in length)					
<p>COMMITTEE/BOARD:</p> <ul style="list-style-type: none"> ▪ <p>BOARD COMMITTEES:</p> <ul style="list-style-type: none"> ▪ <p>REGION:</p> <ul style="list-style-type: none"> ▪ <p>CHAPTER:</p> <ul style="list-style-type: none"> ▪ <p>CONFERENCES:</p> <ul style="list-style-type: none"> ▪ <p>AWARDS:</p> <ul style="list-style-type: none"> ▪ <p>IEEE/EMCS Accomplishments and Recognitions/Awards (not to exceed 200 words in length):</p> <p>Statement (not to exceed 175 words in length):</p>					
Has the candidate expressed willingness to serve in an EMCS leadership and service role as _____, _____:				Yes	No
Nominator:		e-mail:			

Please furnish all information directly to Elya Joffe (eb.joffe@ieee.org) no later than 14 days prior to the annual BoD meeting at which Officer Election is to take place.

March 5, 2010



**CANDIDATE OFFICER
NOMINATION FORM**



Name of Candidate:

Signatures

(minimum of 4 names of Current BoD Members or 15 names of Society Members at large)

We, the undersigned, all of whom are current IEEE Electromagnetic Compatibility Society higher-grade Members in good standing, nominate the abovementioned person to serve as _____ on the EMC Society Board of Directors for a two year term **beginning January 1, 2011**. If elected, the candidate has expressed willingness to serve in an EMCS leadership and service role.

No.	Member's Name (Print)	Signature	IEEE Membership Number	IEEE Membership Grade	BoD Member/ Non-Member
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March 5, 2010