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# IEEE Communications Society Technical Committee on Transmission, Access and Optical Systems (TAOS)

## *Policies and Procedures*

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## 1 Charter and Scope

The IEEE Communications Society (ComSoc) Transmission, Access, and Optical Systems (TAOS) technical committee (TC) plays leading role in promoting, sponsoring, organizing, and advancing numerous technical activities in areas of interest to TAOS' community. TAOS facilitates discussions and exchange of ideas among members of its global community. The committee is active in transmission and access systems, utilizing guided media (optical and copper) and unguided (wireless) systems, to transport voice, data, image, video, and multimedia. The committee has developed special interests in Green and sustainable communication systems and networks, and had taken the lead in establishing a new ICC/Globecom Symposium in this field. The following technical areas are of interest to this community:

- Digital and analog transmission systems and equipment
- Technologies, architectures and protocols for optical transmission systems
- Subscriber access systems and equipment (twisted pair, coaxial, optical, wireless, and combinations thereof)
- Medium access control protocols for optical, metallic, and wireless media
- Architectures, performance, and testing of wired and wireless access systems and networks
- Network synchronization
- Transmission characteristics of guided and unguided media
- Green Communication Systems and Networks
- SDH/SONET systems and their future evolution

TAOS activities include, but are not limited to, the following:

- ComSoc conferences and symposia (including our flagship ICC and GLOBECOM conference)
- ComSoc Workshops and Tutorials
- ComSoc-sponsored conferences and meetings (TCS)

- Journal/magazine special issues
- Promotion of industrial contribution to ComSoc technical activities
- Discussion of, and contribution, to Standards activities
- Exchange of technical ideas, innovations, and news among our global community
- Nominations of qualified members to the IEEE Fellow grade
- Nominations of qualified members to the Distinguished Lecturer program
- Nominations of qualified members to IEEE/ComSoc Awards
- Presenting Awards to qualified members of the TAOS community
- Collaboration with other TCs and other organizations/societies of the global Telecom community

## **2 Policies and Procedures**

TAOS observes and complies with ComSoc Policies and Procedures (P&P) as they apply to Technical Committees (TCs), i.e. IEEE Communications Society Policies and Procedures, Sec. B.6.4.4. Technical Committees. TAOS Chair reports to ComSoc's VP-Technical and Educational Activities. Further policies and procedures of TAOS are described here below.

### **2.1 Membership**

Membership is open without restriction to all ComSoc members. Researchers, engineers, managers, professors, and students active in TAOS' areas of interest are welcome to join TAOS and pursue its mission. Those interested in the TC are encouraged to contact TAOS officers. Contact information are provided on the website. Interested professionals may also join the TAOS' mailing list (instructions to join and list policy are both published on TAOS website), where they get updates about activities and meeting; and may also interact with TAOS membership.

TAOS meetings are usually announced to the mailing list, about two weeks in advance. Meeting announcements and minutes are posted on the website. The TAOS Chair or a designated substitute, typically another TC officer, chairs the TC meetings. Members may suggest agenda items for the meetings

### **2.2 Elected and appointed officers**

Three officers (chair, vice-chair, and secretary) are elected for two-year terms. Elections take place in TAOS meetings, which are usually held at ICC and GLOBECOM conferences. Candidates are nominated by the TAOS Steering Committee and elected by TAOS voting members. Typically, upon expiration of two-year term, the sitting Chair retires, vice-chair steps up to the chair position, the secretary steps up to vice-chair and a new secretary is elected. If an officer retires in the midst of a term, the steering committee may nominate a replacement and suggest elevations of officers as necessary.

Other officers may be appointed by TAOS' Chair, in consultation with other elected officers, to help perform the TC activities; e.g. standardization activities, industry liaison, newsletter, and maintaining TAOS website.

## 2.3 The Steering Committee and the election process

The TAOS Steering Committee includes the current Chair and past chairs who are available and/or still active TAOS members. Other ComSoc members with outstanding record in supporting TAOS' activities may be also included in this committee if the majority of the committee agrees to do so. The Steering Committee supports TAOS activity, advice membership and promotes the TC, and may intervene to resolve conflicts among officers, if any. The TAOS Steering Committee is also the TC's Nomination and Elections (N&E) Subcommittee. The Steering Committee nominates and recommends officers for elections. Nominations are proposed ahead of election times, and presented for voting/approval at the next TAOS meeting. At the meeting, the floor maybe open for other nomination(s) among active TAOS members provided that such nomination is supported by at least three other active TAOS members who are attending the meeting.

Voting in officers elections is restricted to TAOS members in attendance (physically and/or by audio conferencing). Proxy or email voting is allowed, but only by previous arrangement with TC officers. Voting is also restricted to Active TAOS members (an Active Member herein = Voting Member), who are defined as follows: *A TC voting member shall be any individual who has "attended" (physically present, by teleconference, or via electronic means for virtual TC meetings) two or more of the prior five regularly scheduled TC meetings. The TC Secretary shall maintain an attendance list for each such meeting. That attendance list shall be part of the Meeting Minutes which should be prepared by the Secretary and approved by in TAOS meetings. A list of Active TAOS members shall also be maintained by all three elected officers and appended for election purposes. In addition, TAOS voting members must be an IEEE Communications Society Member, IEEE Communications Society Affiliate member, Sister Society member, or IEEE Communications Society Student Member.*

Elected Officers shall not serve for more than six consecutive years in any position within the same TC.

After each election of officers, the Nominations and Elections Subcommittee Chair shall provide an Election Report that shall contain:

- A verbatim excerpt of the election process specified in the P&Ps, including how the Nomination and Appointment Subcommittee members are selected.
- When and where the election took place.
- The roster of the Nominations and Elections Subcommittee.
- The candidates for each office and how the candidates were selected for the ballot.
- The IEEE member number for each candidate, with a confirmation that they satisfy the criteria for being a Technical Committee member.
- The method chosen for voting (in person, electronically, by teleconference, etc.).
- The list of members who voted in the election with a confirmation that they all satisfy the criteria for being a Technical Committee voting member.
- Name of the person preparing the ballot.
- The actual vote tally by candidate.

The Nominations and Elections Subcommittee shall always meet in Executive Session and its deliberations, as well as all documents submitted to or created by the Subcommittee, shall be

strictly confidential. Only the final list of candidates on the ballot shall be openly announced.

The Technical Committee Chair shall send the election report to the Director-Technical Committees and the VP-TEA within two weeks from when the election was held. Election results shall be ratified when approved by the VP TEA, with notification to the Technical Committee Chair within four weeks after receipt of the Election Report. If the VP TEA does not approve the election results, the Director-Technical Committees shall organize a new election for the Technical Committee.

## **2.4 Responsibilities**

TAOS Chair (or the Vice-Chair) shall:

- represent the TAOS TC within all ComSoc related activities;
- coordinate and manage all TAOS activities;
- prepare for and chair the semi- annual meetings at Globecom and ICC.

The Secretary shall support the chair and vice-chair in all their activities and shall take minutes of meetings.

Steering Committee members may be assigned special tasks, coordinated by the Chair, Vice-Chair or Secretary. This may include help with TAOS' web site, mailing list, technical activities, liaison, and membership development.

## **2.5 Support of ComSoc activities**

As appropriate, TAOS shall support ComSoc activities. This includes ComSoc conferences (in particular, ICC, GLOBECOM) and ComSoc Technically Co-Sponsored (TCS) conferences. TAOS provides paper reviewers, Technical Program Committee (TPC) members, and TPC Chairs. The TC help organize conferences, symposia, workshops, panels, short courses, tutorials, etc., as deemed appropriate. TAOS also take initiatives and propose conference and other activities. The TAOS TC supports ComSoc journals, magazines, and standards activities by soliciting volunteers to serve as contributors, authors, editors, and distinguished lecturers. The TC proposes feature topics and special issues of IEEE Publications.

TAOS TC shall maintain an official web page and a mailing list hosted by the ComSoc IT Department. The web page shall contain information about officers and their contact information, the scope of the TC, TC P&Ps, subscription to membership, and minutes of meetings held.

## **2.6 Budget and expenses**

The annual budget awarded by the Communication Society may be spent on:

- dissemination activities (e.g., web page, newsletter);
- awards;
- other tasks deemed useful to TAOS activities, and approved by VP, Technical Activities.

## **2.7 Awards**

TAOS TC will grant the following awards:

- Best symposium paper award, related to ICC/Globecom symposia technically sponsored by TAOS TC
- Best journal or conference paper award, related to the scope of TAOS TC
- Outstanding service award, for services to TAOS TC
- Young researcher award

The voting members of the Awards Subcommittee shall be composed of a Chair and four-to-six members, chosen among the TC members. At most one Subcommittee member can be chosen among the elected Technical Committee Officers, except the TC Chair. All Subcommittee members shall be elected by the Technical Committee and are subject to approval by the TEA Council. The TEA Council has the authority to change one or more of the Subcommittee members when needed, for example to satisfy diversity criteria. Members shall not serve simultaneously on the Awards Subcommittee of more than two TCs.

The term limit of the Awards Subcommittee members shall be two years concurrent with the nominal term of the TC Chair, with reappointment to at most one additional two-year term. The roster of the Awards Subcommittee, including members' affiliations, shall be posted on the Technical Committee web page as soon as approved by the TEA Council.

- The Awards Subcommittee shall always meet in Executive Session and its deliberations, as well as all documents submitted to or created by the Subcommittee, shall be strictly confidential. Only the final award recipients shall be openly announced.

Once the selection of the awardees is completed, the Awards Subcommittee Chair shall prepare an Awards Selection Report containing the following information:

- A verbatim excerpt of the award selection process specified in the P&Ps, including how the Awards Subcommittee members are selected.
- The Awards Subcommittee roster.
- The names of all candidates for each award.
- The name of the recipient of each award and associated justification.

The Technical Committee Chair shall send the Awards Selection Report to the Technical Committees Director within two weeks from when the awardee's selection is over. The Technical Committees Director will then submit it to the VP TEA. The VP TEA shall approve the Awards Selection Report within four weeks of receipt.

Once the Awards Selection Report has been approved by the VP TEA, and only then, the final award recipients may be notified and the selection outcome publicly announced.

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1.0 August/2006 First release, Author: Stefano Bregni (reviewed without change Jan 2013)

2.0 June/2014 2<sup>nd</sup> Version (first draft), Author: Tarek El-Bawab

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