

## Call for Nominations: 11073-SC Election of Officers

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on behalf of

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Thu 2/6/2020 9:44 AM

To: EMB-11073-SC@LISTSERV.IEEE.ORG <EMB-11073-SC@LISTSERV.IEEE.ORG>

Cc: Ken Fuchs <ken.fuchs@IEEE.ORG>; Tom Thompson <thomas.thompson@IEEE.ORG>

Dear 11073-SC members,

In accordance with the recently approved 11073 Standards Committee Policies & Procedures (11073 SC P&Ps) (<https://ieee.box.com/v/PandP-EMB11073>):

- *"The Chair, Vice-Chair, Secretary, Treasurer (if necessary), and Standards Coordinator shall be elected by the voting members of the Standards Committee for a term of up to two (2) years. They may serve consecutive terms. A person may simultaneously hold the position of Secretary and Treasurer. All persons nominated for officer and elected officers shall be eligible to hold the office for which they are elected."* (Section 3.1)
- *"The officers shall be members of any grade of the IEEE, or IEEE Society affiliates, and also members of the IEEE-SA."* (Section 3.0)

Appointed by our chair Ken Fuchs, I am serving as our Elections Administrator to facilitate the election of the following positions:

Chair

Vice-Chair

Secretary (/Treasurer) // NOTE: Since we do not collect any money or deal with any financial issues, there is no need to elect a separate Treasurer. Instead, we will let the Secretary simultaneously hold the position of Treasurer.

Standards Coordinator

Nominations (including self nominations) can be sent to me by email until 10am EST Feb 20, 2020. Please read the following responsibilities of the officers (quoted from Section 3.4 in the P&P) before submitting your nominations. Thanks a lot.

### **3.4 Responsibilities of Officers**

*When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the Standards Committee:*

*a) shall not act:*

- 1) in bad faith;*
- 2) to the detriment of IEEE-SA;*
- 3) to further the interest of any party outside IEEE over the interest of IEEE; or*
- 4) in a manner that is inconsistent with the purposes or objectives of IEEE; and*

*b) shall use reasonable efforts to ensure that participants of the Standards Committee conduct themselves in accordance with applicable policies and procedures including, but not limited to, the IEEE-SA Standards Board Bylaws Clause 5.2.1 on "Participation in IEEE standards development." (See Clause 1.2.)*

*The officers of the Standards Committee shall manage the day-to-day work of the Standards Committee. The officers are responsible for implementing the decisions of the Standards Committee and managing the activities that result from those decisions.*

#### **3.4.1 Chair**

*The responsibilities of the Chair shall include:*

- a) Leading the activity according to all of the relevant policies and procedures.*
- b) Forming study groups, as necessary.*

- c) *Being objective.*
- d) *Entertaining motions, but not making motions.*
- e) *Not biasing discussions.*
- f) *Delegating necessary functions.*
- g) *Ensuring that all parties have the opportunity to express their views.*
- h) *Setting goals and deadlines and adhering to them.*
- i) *Being knowledgeable in IEEE standards processes and parliamentary procedures and ensuring that the processes and procedures are followed.*
- j) *Seeking consensus of the Standards Committee as a means of resolving issues.*
- k) *Prioritizing work to best serve the Standards Committee and its goals.*
- l) *Complying with the Chair's responsibility with respect to the IEEE-SA Intellectual Property Policies, including but not limited to the IEEE-SA Patent Policy (see "Patents" Clause 6 of IEEE-SA Standards Board Bylaws and "Call for patents" Clause 6.3.2 of IEEE-SA Standards Board Operations Manual) and Copyright (see "Copyright" Clause 7 of IEEE-SA Standards Board Bylaws and Clause 6.1 of the IEEE-SA Standards Board Operations Manual).*
- m) *Submitting approved Standards Committee P&P to the IEEE-SA Standards Board Audit Committee (AudCom – see <http://standards.ieee.org/board/aud/index.html>).*
- n) *Ensuring that each Working Group has a set of P&P approved by the Standards Committee. The Chair will provide the Working Group P&Ps to AudCom upon request.*
- o) *Ensuring the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development committees (e.g., Working Groups, task groups).*
- p) *Being familiar with training materials available through IEEE Standards Development Online.*
- q) *Notifying IEEE SASB of any officer election/appointment, removal, and changes in status.*

### **3.4.2 Vice-Chair**

*The responsibilities of the Vice-Chair(s) shall include:*

- a) *Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (e.g., to give a technical opinion) or carrying out those duties specifically delegated by the Chair to the Vice-Chair.*
- b) *Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in ensuring that the processes and procedures are followed.*
- c) *Being familiar with training materials available through IEEE Standards Development Online.*

### **3.4.3 Secretary**

*The responsibilities of the Secretary include:*

- a) *Scheduling meetings in coordination with the Chair and distributing a meeting notice in conformance with Clause 6.0.*
- b) *Distributing the agenda at least 14 calendar days before the meeting—notification of the potential for action shall be included on any distributed agendas for meetings.*
- c) *Recording minutes of each meeting according to Clause 6.4 and IEEE guidelines (see <http://standards.ieee.org/develop/policies/stdslaw.pdf>), and publishing them within 60 calendar days of the end of the meeting.*
- d) *Creating and maintaining the membership roster, referred to in 4.7, and submitting it to the IEEE Standards Association annually.*
- e) *Being responsible for the management and distribution of Standards Committee documentation.*
- f) *Maintaining lists of unresolved issues, action items, and assignments.*
- g) *Recording attendance of all attendees.*
- h) *Maintaining a current list of the names of the voting members and distributing it to the members upon request.*
- i) *Forwarding all changes to the roster of voting members to the Chair.*
- j) *Being familiar with training materials available through IEEE Standards Development Online.*

### **3.4.6 Standards Coordinator**

*The responsibilities of the Standards Coordinator include:*

- a) *Tracking the current status and scope for all standards sponsored by the Standards Committee, avoiding scope overlap, and reporting status for projects sponsored by the Standards Committee.*
- b) *Coordinating activities with the IEEE-SA Standards Board, as appropriate.*
- c) *Checking that documentation for opening a standards project authorization request (PAR) and for submitting a draft standard for ballot is complete and correct by performing a review prior to submission.*
- d) *Assisting in the creation of Working Groups and authorizing the Working Group Chair through the IEEE-SA myProject process.*

*e) Attending meetings of the Standards Committee and reporting any standards requiring immediate or urgent action.*

Best regards,

Yu Yuan, 11073-SC Elections Administrator

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