Communications Switching and Routing Technical Committee

Operating Procedures and Policies

(Draft approved in June 2013 during ICC'13)

1. Membership

Any IEEE Communication Society (ComSoc) member can be a Member of the Communications Switching and Routing Technical Committee (TCCSR). Two levels of memberships are defined:

Ordinary Member − to become the Ordinary Member it is necessary to subscribe to the TCCSR mailing list as it is specified on the TCCSR web page.

Active Member − to become the Active Member it is necessary to be the Ordinary Member and also to satisfy at least one of the following conditions:

- has attended (physically present or by teleconference) at least one of the regularly scheduled TCCSR meetings in the last two years before election,
- has served in last two years as a TPC Member or TPC Chair or Co-Chair, Advisory Board (or equivalent) for conferences and workshops sponsored by TCCSR, namely IEEE Globecom Symposia, IEEE ICC Symposia, HPSR, and attended at least one of the regularly scheduled TCCSR meetings in the past.

The TCCSR Secretary is responsible for maintaining an attendance list for each meeting. The list of Active Members should be maintain based on attendance lists and information about activities provided by Members.

All meetings of the TCCSR are open.

2. Elected and Appointed Officers

The TCCSR Chair reports directly to the VP of Technical Activities (VP-TA), in accordance with the IEEE ComSoc Bylaws.

If a TCCSR officer position becomes vacant before normal conclusion of his/her term, the remaining term shall be filled by special election of the TC. If such a special election is not held before or during the next regularly scheduled meeting, the VP-TA, in consultation with the President, shall appoint someone to serve the remaining term. Positions filled shall be for completion of the interrupted term. The special election should be held by one of other elected and not vacant TCCSR officers (Chair, Vice-Chair, or Secretary).

TCCSR has four elected officers: Chair, Vice-Chair, Secretary, and High Performance Switching and Routing Advisory Board (HPSR AB) Chair. Chair, Vice-chair, and Secretary, each of whom must be the Active Member of the TC. Student Members are not permitted to serve as elected TC officers.

At the discretion of the TC, there may be additional elected or appointed (non-officer) positions. In no case shall there be more than 8 elected officers; there may be as many appointed positions as is necessary for proper operation of the TC.

The nominal term for Chair, Vice-chair and Secretary and HPSR AB Chair shall be two years. Any officer can be elected to the same position for one additional, contiguous term (i.e., continuously serve in any particular officer position for a maximum of four years). TC officers can be elected to a different officer position, but in no case shall one person continuously serve as a TC officer within the same TC for more than eight years.

3.   Nomination and Election Procedures

Elections will occur every two years and will be ratified at the TCCSR meeting held during IEEE International Conference on Communications (IEEE ICC) or IEEE Global Communications Conference (GLOBECOM). Only Active Members may vote. A Nominations & Elections (N&E) Committee that consists of three volunteers who are Active Members (one of whom preferably should be the TC Past Chair) shall facilitate the election of officers. The TC Past Chair shall also chair the N&E Committee. The N&E Committee shall come into existence at the TC meeting held at IEEE International Conference on Communications (IEEE ICC) or IEEE Global Communications Conference (GLOBECOM) preceding the actual election and shall be dissolved thirty days after the elections have been fully completed.

The purpose of the N&E Committee is:

1) to determine deadline for submitting nominations,

2) to offer candidate names for all elected officer positions,

3) to define the tool/way of election,

4) to conduct the election.

The N&E Committee shall also make biographies and position statements of candidates available to those eligible to vote. The N&E Committee shall announce its slate of candidates at least two weeks before an election is to be held. Such announcement shall be via email. Members shall be able to submit nominations via email to the N&E Committee up to the deadline specified by N&E Committee. The deadline should be no latter than two months before the election meeting. Such "write-in" candidates must receive at least five supporting "signatures" (via email) of Active Members. All candidates, however they are identified, must be Active Members, must consent to being nominated, and must show willingness to serve.

TC elections are conducted by the N&E Committee and held by the means decide by the N&E Committee (email, via web-based system, or show of hands at the TCCSR meeting). Only Active Members can vote.

For show of hands voting at TCCSR meeting, actual nominations from the floor are also acceptable. All candidates, however they are identified, will have consented to being nominated and will have shown a willingness to serve, if elected. Again, it is desirable that extemporaneous, from-the-floor nominations, receive support from five members at the meeting.

For electronic voting (e.g., email or web-based) it is necessary to register to vote. The quorum for a valid election is equal to two-thirds of the voters.

In the case of two candidates for a position, election is by simple majority. For the case of more than two but fewer than five candidates, the candidate with the highest number of votes wins. For five or more candidates, selection proceeds in two stages. In the first stage, votes can be cast for all candidates. In the second stage, votes can be cast only for the up to four candidates who have garnered the most votes in the first stage. In the event of a tie, votes shall be cast one more time. If the tie is not broken, the VP-TA shall cast a tie-breaking vote.

An officer of the TC shall take responsibility for reporting election results to the TC membership, VP-TA, Secretary of Technical Activities Council (TAC), and ComSoc headquarters in New York City. All candidates shall be informed of election results and be permitted to appeal the outcome. The TC Secretary shall keep record of votes cast for post-election audit purposes.

Newly elected TCCSR officers assume their positions at the conclusion of TCCSR meeting on which the election was held or the N&E Committee reports the election outcome.

4. Conduction of Meetings

TCCSR meetings are held twice a year at IEEE ICC and IEEE GLOBECOM. Meetings will be announced at least two weeks in advance on the TC mailing list. Meetings are open to any conference attendee.

Meetings are chaired by the TCCSR Chair or a designated substitute, typically another TCCSR officer. Any TCCSR member can suggest items for the agenda.

The TC Secretary will take minutes. These minutes should be made available within two month of the meeting. Their availability is announced on the TC mailing list. Minutes are posted on the TCCSR web site and are public.

Should voting (other than for officers which has been specified above) occur at the TC meetings, only Active Members physically present or attending by teleconference have voting rights. Simple majority rule applies. If voting involves changes to the Policies and Procedures (P&P), then a two thirds majority of Active Members physically present or attending by teleconference is required.

5. Supporting Activities

As appropriate, TCCSR will be active in all of ComSoc's activities. This will include ComSoc conferences (such as ICC, GLOBECOM, INFOCOM, MILCOM, and OFC) by providing representatives to their respective Technical Program Committees, by providing for professional review of submitted papers (by soliciting such assistance from among its membership) and by organizing mini-conferences, symposia, panels, short courses, tutorials, etc., as deemed appropriate by the Society and the Committee. Further, the TCCSR can individually organize workshops and conferences. Also, because of the broad nature of committee activities, collaborative sessions with other committees will be sponsored and heartily encouraged. As new technologies and application areas emerge, a TC will seek to address aspects of these topics relative to its charter, and work with both the Strategic Planning Committee and Emerging Technologies Committee.

The TCCSR will further support ComSoc journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership. The TCCSR will seek ways to increase active participation of its members in information exchange related to the charter of this Committee, such as: stimulating Feature Topics and Special Issues of ComSoc journals and magazines; and by sponsoring workshops, tutorials, short courses, panel sessions, etc. on special topics.

6. Budget

The TC Chair shall request the VP-TA to inform the TC of its budget, and shall provide budget requests to the VP-TA in time for consideration by the ComSoc Board of Governors during its budget approval process.

When the TCCSR feels that funds are needed to fulfill its mission, a proposal will be prepared by one or more TCCSR Officers for discussion and approval at a TCCSR meeting. (Such discussion can also be carried out via the TCCSR's email list.) The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested.

If the TCCSR agrees to the proposal, it will be submitted to the VP-TA for his/her approval. If approved, funds will be used in accord with ComSoc procedures. The Secretary of the TCCSR will maintain a record of expenses. Invoices are sent to the VP-TA for approval, and then to ComSoc headquarters for payment or reimbursement.

Expenses will normally be incurred for maintaining the TCs information infrastructure (e.g., volunteer maintenance of its website) or showing appreciation for volunteer support. Recognition will not include awarding money, nor are TC funds to be used for travel purposes.

7. Information Dissemination

The TCCSR will maintain an Internet Web page. This Web page will be accessible from the main ComSoc Web page. Announcements distributed to the Technical Committee's membership, notably meeting agendas and meeting minutes, opportunities for membership participation in Committee-sponsored activities, as well as election-related issues, will be made available on their Web page. Technical Committees will also provide at least one email exploder as an alternative for timely dissemination of information, and to welcome useful information from others.