



**International Communications Energy Systems**

**INTELEC Executive Committee (IEC)**  
**Constitution and Bylaws**

**Issue XII, Dec 23, 2016**

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## Foreword

Since 1978, the major leadership body of INTELEC has been the Advisory Committee (ADCOM). Within the IEEE community, there are several Advisory/Administrative Committees and “ADCOM” is spelled in various ways; for example IEEE PELS Administrative Committee is spelled “AdCom”. After considerable discussion, it was decided that the former INTELEC ADCOM would be named the “INTELEC Executive Committee” or ‘IEC’. The abbreviation “IEC” already exists as the International Electrotechnical Commission; however the Constitution and Bylaws Committee decided to proceed with the abbreviation “IEC” to describe the “INTELEC Executive Committee”, which is the group that conducts all of the conferences, meetings, and other activities necessary to achieve the Scope and Mission Statement of INTELEC.

Even though the name “INTELEC” has identified the International Telecommunications Energy Conference since its inception, the word “communications” will be used throughout this document as INTELEC has expanded its field of influence to include all communications including Wireline and Wireless Systems, Data/Internet Systems, Video Systems, Satellite communications, Community Antennae Television (CATV), Voice Over Internet Protocol (VOIP) systems, Unified Communications, Wireless Internet Networks (Wi-Fi) Data Centers, Energy Storage, Smart Grid, *etc.*

### **Abbreviations used throughout this document**

PELS AdCom	IEEE PELS Administrative Committee
CMC	INTELEC Conference Management Committee
CSC	Conference Steering Committee (formerly the CEC)
IEEE	Institute of Electrical and Electronic Engineers
IEC	INTELEC Executive Committee (formerly INTELEC ADCOM)
INTELEC	See the Foreword above in this document
PELS	Power Electronics Society of IEEE
TC	Technical Committee of IEEE PELS
TT	Technical Thrust—a sub-committee or sub-group of a PELS TC

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## CONSTITUTION

### INTELEC® EXECUTIVE COMMITTEE

#### ARTICLE I

##### NAME, OBJECT, AND SCOPE

###### SECTION 1.1

1.1.1 This organization shall be known as International Communications Energy Systems, INTELEC Executive Committee (IEC). It is a Technical Committee (TC) of the Power Electronics Society (PELS) of the Institute of Electrical and Electronic Engineers (IEEE).

###### SECTION 1.2.

- 1.2.1 Its Object and Scope shall be scientific, literary and educational in character, including development of standards, best practices, or guides in the field of communications energy and related systems. The official language of INTELEC and INTELEC Conferences is English. The IEC shall strive to advance the theory and practice of communications energy and related systems, and to maintain a high professional standing among those practicing in this field.
- 1.2.2 The IEC shall also appoint such committees, liaison personnel, and Technical Thrusts (TT) as required to achieve this end. All of these efforts shall be in consonance with the Constitution and Bylaws of the PELS and the IEEE.

#### ARTICLE II

##### MISSION STATEMENT

###### SECTION 2.1

- 2.1.1. The primary field of interest of the IEC shall be: "Development and implementation of international conferences and other activities as required to treat all matters in which the dominant factors are the research, sustainability, fundamental development, design, application and management of communications energy and related systems. This includes consideration of materials and components used therein, standardization of definitions, nomenclature, symbols and operating characteristics and exchange of information by technical papers, conferences, workshops and demonstrations."
- 2.1.2 The field of interest may be enlarged, reduced or shifted as the need indicates provided that such revision shall be processed as an amendment to this Constitution - see Article VII.

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## ARTICLE III

### ADMINISTRATION

#### SECTION 3.1 INTELEC EXECUTIVE COMMITTEE (IEC)

- 3.1.1. The IEC shall consist of up to 20 elected, voting members plus ex-officio members with or without vote as specified in 2.1 of the Bylaws. All elected members are voting members and assume office the first of January of each year. In addition, the composition of the elected voting members of the IEC shall be up to 50% American and Canadian (U.S.A. or Canadian citizens or permanent residents of the U.S.A. or Canada), and the remainder from the rest of the world (ROW).
- 3.1.2. Members elected to the IEC must be members of the IEEE or a comparable professional society or institution, or must be working in the Communications Energy field, or must be of value to INTELEC as determined by the Officers. Elected members of the IEC are elected to a four-year term and can serve a maximum of two consecutive four-year terms.
- 3.1.3. The IEC shall elect one of its elected members as President, another as Vice President, a third as Secretary, and a fourth as Chair of the CSC. Each shall be elected for a two-year term by a simple majority vote, and may not serve in the same office position for more than two consecutive terms(see Appendix A).All terms commence on January 1 and expire on December 31 in the first and last year of the term respectively.
- 3.1.4. After the President has completed his or her final term, he or she will be an ex-officio member of the IEC for two years with vote.
- 3.1.5. The Officers may meet as needed either in person, or via electronic conference. Correspondence via electronic mail to plan the affairs and operation of the IEC is acceptable. Notes of these meetings shall be maintained by the Secretary or his or her designated representative and be available for review by any elected member of the IEC.

#### SECTION 3.2 DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE IEC

- 3.2.1. The President shall preside at meetings of the IEC and the Officers and have such other powers and perform such other duties as provided in the Bylaws, or as may be delegated to him or her by simple majority vote of the IEC. The President shall speak for the IEC on all matters not specifically delegated to others.

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- 3.2.2. In addition to supervising and leading the IEC, other duties of the Officers are: strategic planning, membership status, recommending location of future INTELEC Conferences (by country or region—not by specific city), approving future INTELEC Conference cities, long term financial health of the IEC, membership mixture (up to 50% North American plus the rest of the world - see 3.1.1) and making recommendations to the IEC for establishment or dissolution of Standing or Ad Hoc Committees, or Technical Thrusts. Except for the President, each Officer, based upon their background and talents, will be appointed Chair of a Standing Committee (if there are sufficient Standing Committees) by the President. Standing Committees are defined in 6.1 of the Bylaws.
  - 3.2.3. The Officers shall develop and maintain operating policies for conducting IEC business.
  - 3.2.4. An important duty of the Officers is “Strategic Planning”. This is to define INTELEC’s short and long term goals and to make decisions on allocating its resources (capital and people) to pursue these goals. The Officers shall develop a Strategic Plan that should be evaluated on a regular basis.
  - 3.2.5. The Vice President and if needed, the Chair of the CSC in succession shall perform the duties of the President in the absence or incapacity of the President.
  - 3.2.6. The Secretary or his or her designated representative will publish the meeting notes of every IEC meeting and will have available the meeting notes of every Officers meeting.
  - 3.2.7. Neither the IEC nor any Officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE or PELS. All members (voting and non-voting) of the IEC serve on a voluntary basis and do not receive compensation from INTELEC for their activities other than reimbursement for expenses that have been included in the approved INTELEC Budget.
  - 3.2.8. The President of the IEC, as the chair of the PELS Technical Committee on Communications Energy Systems, has a voting position on the PELS AdCom and is expected to attend the PELS AdCom Annual Meeting. The PELS Constitution requires that all voting members of PELS AdCom be members of IEEE/PELS.

### SECTION 3.3 COMMITTEES OF THE IEC

- 3.3.1. The Officers shall collectively make recommendations to the IEC to establish Standing Committees as prescribed in the Bylaws, such as the Nominating Committee, the Constitution and Bylaws Committee, Finance Committee, etc. The IEC approves the recommendations by a simple majority vote. The IEC may also establish Ad Hoc subcommittees and/or TTs to develop specific areas of interest. The control of adding or dissolving any sub-committee (including TTs) is with the IEC. All appointments to committees and similar posts shall be for a term of two years unless the committee is dissolved earlier, or unless successors are appointed, or unless other specifically designated terms of office are established by the IEC. The maximum number of consecutive terms is limited to 2 (see Appendix A).
- 3.3.2. The President of the IEC shall be an ex-officio member with vote of all committees and subcommittees of the IEC, including the Technical Thrusts.
- 3.3.3. The President with the advice and consent of a simple majority of the elected members of the IEC shall appoint chairs of and give the charge to each committee, and subcommittees of the IEC including Technical Thrusts, with its responsibilities.
- 3.3.4. Except for the CSC, the chair of each committee appoints the members of the committee. They may be elected or appointed members of the IEC or from the outside industry or academia. All committee members must be approved collectively by the Officers. If possible, each elected voting member of the IEC should be appointed to a Standing Committee.

## ARTICLE IV

### NOMINATION AND ELECTION OF IEC MEMBERS AND OFFICERS

#### SECTION 4.1 NOMINATIONS

- 4.1.1. The Nominating Committee shall prepare a ballot for the election of IEC members and a separate ballot for the Officers.
- 4.1.2. The makeup and procedures of the Nominating Committee shall be prescribed in 4.1, 4.2, 4.3, and 6.3 of the Bylaws.

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## SECTION 4.2 ELECTIONS

- 4.2.1. Election of the IEC members shall be made by the voting IEC members. The number of returned votes must be quorate and the vote outcome shall be decided by simple majority of valid returned votes. The vote shall be cast by an electronically mailed ballot. The voting process shall be electronic, blind, and administered by an independent 3rd party. Each voting member shall cast up to their allocated votes and the count be carried out by the 3rd party. In the event of a tie, the President shall break the tie. This eventual breaking of a tie is in addition to the vote the President has in the election.
- 4.2.2. Election of the Officers of the IEC shall be made by a simple majority vote by the voting IEC members whose terms do not expire in the first year of the Officers' term. The vote shall be cast by an electronically mailed ballot. The voting process shall be electronic and administered by an independent 3rd party.
- 4.2.3. Write-ins are not allowed for IEC ballots.
- 4.2.4. Errors made in the election process of IEC members or Officers shall be corrected in a special meeting as determined in section 5.3 of the Constitution and if a revote or affirmation is required, all voting members shall be offered the opportunity to vote or affirm.

## SECTION 4.3 VACANCIES

- 4.3.1. In-term vacancies on the IEC shall be filled by appointments, for the unexpired terms, by the President unless the unexpired term is less than a year. The appointment shall be ratified by a simple majority vote of the IEC. If the unexpired term is less than a year, the vacancy will be filled at the next election.



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## ARTICLE V

### MEETINGS, CONFERENCES, SYMPOSIA, AND CONVENTIONS

#### SECTION 5.1

5.1.1. The IEC may authorize meetings, conferences, symposia or conventions (*i.e.* technical meetings), provided any such technical meeting fulfils the financial sponsorship requirements as details in Section 6.2 of this Constitution. All efforts in relation to conducting a technical meeting shall be in consonance with the Constitution and Bylaws of the PELS and the IEEE. The IEC shall usually authorize one technical conference of international scope each year. Only this conference, the International Communications Energy Conference, may use the registered trademark "INTELEC®" in the title of the conference. It is intended that all INTELEC conferences shall be conducted under the guidelines and procedures contained in these Constitution and Bylaws. In addition, a Telescon® Conference may be authorized by the IEC if approved by a simple majority of voting IEC members.

#### SECTION 5.2

5.2.1. Conferences or conventions of the IEC shall be open to all members of IEEE, affiliated societies, or other interested parties.

#### SECTION 5.3

5.3.1. The IEC shall hold at least one business meeting per year, usually at the time of the INTELEC Conference. Other special meetings of the IEC shall be held at the discretion of the President or at the request of at least three members of the IEC, with at least 15 days written or electronically mailed notice. These special meetings can be held to correct any errors that occur in conducting INTELEC business. No guests are allowed at official meetings without the approval of the Chair of the meeting.

#### SECTION 5.4 QUORUM

5.4.1. Fifty (50) percent of the elected members of the IEC shall constitute a quorum. If a meeting must be held without a quorum, subsequent ratification via a simple majority vote of the IEC shall be required on all actions, as specified in 5.1 of the Bylaws.

#### SECTION 5.5 VOTING

5.5.1. All voting members shall have an equal vote. A simple majority vote of those voting members of the IEC attending a meeting, in person or via telecommunications or similar, shall be necessary for the approval of actions except as otherwise provided in this constitution. If a participant in a meeting decides to abstain from voting this is counted as a non-vote. A non-vote is neither a Yes vote nor a No vote. The return of a non-vote is counted as part of the quorum.

5.5.2. As the discussion leading up to a decision is an important part of the decision process, proxies are not allowed for IEC voting. For elections and other votes where a time window of days or more is allowed for voting there is no need as everybody will have time to respond. For voting at meetings people unable to attend in person can vote via telecommunications or similar, provided they also take part in the discussion leading up to the voting.

#### SECTION 5.6

5.6.1. Business of the IEC may be handled in person, by correspondence, telephone, facsimile, electronic conference or electronic mail where, in the opinion of the President, matters requiring action can be adequately handled in that manner.

#### SECTION 5.7

5.7.1. The Officers shall meet at least two times per year. Meetings can be in person, by correspondence, telephone, facsimile, electronic conference or electronic mail.

### ARTICLE VI

#### FINANCIAL

#### SECTION 6.1

Operational funding for IEC activities in conducting INTELEC business is by way of appropriation from PELS.

6.1.1. The Officers of the IEC shall prepare the annual operating budgets for approval by PELS. The budget will include conference advances and support for conferences approved by the IEC, and operating expenses for IEC activities.

#### SECTION 6.2 FINANCIAL SPONSORSHIP (Conference underwriting)

The primary source of income to fund the operation and objectives of INTELEC is the surplus generated from conferences authorized by the IEC.

6.2.1. All INTELEC conferences shall be underwritten (financially sponsored) in part or fully by PELS. The IEC may allow and authorize other non-profit technical organizations or societies to co-underwrite (financially co-sponsor) with PELS, subject to the other organisations satisfying PELS co-sponsorship eligibility requirements, or any other requirements imposed by the IEC at the time.

6.2.2. All conferences authorized by the IEC shall be budgeted for a surplus (e.g. 20% surplus)

- 6.2.3. Any surplus will be distributed between financial co-sponsors in the same proportion as the level of underwriting. 50% of any surplus due to PELS from any conference authorized by the IEC shall accrue to the 'INTELEC account' held by PELS.
- 6.2.4. The Officers of the IEC shall annually reconcile INTELEC expenses versus the INTELEC budget (approved by PELS) as well as the amount owed INTELEC from the PELS reserves, if any, in a timely manner to meet the requirements of the INTELEC and IEEE PELS.

## ARTICLE VII

### AMENDMENTS TO THE CONSTITUTION OR BYLAWS

#### SECTION 7.1 AMENDMENTS

- 7.1.1. Amendments to the Constitution or Bylaws must be approved by a 2/3 majority of the voting IEC members. Notice of the proposed amendment shall be sent to each voting member of the IEC at least 30 days prior to conducting a vote. The vote may be conducted at a meeting of the IEC or out-of-session. The vote may be cast by a paper ballot or an electronic ballot, provided the method of casting a ballot and the ballot period is declared with the issue of the notice of the proposed amendment.
- 7.1.2. A copy of the amended IEC Constitution and Bylaws shall be submitted to the PELS VP of Technical Operations.

## BYLAWS

### INTELEC<sup>®</sup> EXECUTIVE COMMITTEE

#### 1.1 NATURE OF THE BYLAWS

These Bylaws are intended to provide general, and in some cases explicit, instructions on the conduct of the affairs of the IEC. Amendments to these Bylaws may be made by the means and procedures described in Article VII of the IEC Constitution. Decisions on procedures made and voted by the IEC as reported in its minutes or meeting notes are binding as written and approved. Only the most important and time independent procedures shall be incorporated in the Bylaws.

#### 2.1 EX-OFFICIO MEMBERS

The immediate Past President of the IEC shall be an ex-officio member with vote for two years after his or her term of office, if not already an elected member of the IEC (his or her elected term on the IEC has not expired). The immediate past Chairs of the Nominating Committee and the Conference Steering Committee shall be ex-officio members without vote for two years if they are not already elected members of the IEC (his or her elected term on the IEC has not expired). The President of PELS or the Vice President of the PELS Meetings Committee will be ex-officio members with vote.

The President of the IEC may appoint other ex-officio members without vote, on an as needed basis. A simple majority vote by the voting members of the IEC is required to approve these appointees. The term for those appointed under this provision shall be a maximum of two years, and a maximum of 2 terms shall apply. Any ex-officio member appointed under this provision shall have knowledge and influence that will benefit the growth of INTELEC. For example, those who qualify to be ex-officio members without vote could be potential new IEC members who will run for election at a later date and/or persons with useful past experience in the affairs of the IEC.

As a protected remedy, the President of the IEC may in the case of two failed calls for nomination or two failed ballots during the IEC election process, appoint ex-officio members with vote, for a two year term. A simple majority vote by the voting members of the IEC is required to approve these appointments.

### 3 REMOVAL OF MEMBERS

#### 3.1. ABSENCES

Elected and ex-officio members of the IEC who miss two consecutive meetings, teleconferences, or votes or who otherwise become inactive shall be dropped from membership in the absence of an acceptable written explanation to the President. Vacancies thus created may be filled at the discretion of the President with a simple majority vote of the IEC or through the normal election process.

#### 3.2. REMOVAL FOR CAUSE

Any IEC member may be removed for cause by a 2/3 vote of the IEC. The IEC member being considered for removal shall retain his or her position as a member of IEC with full voting privileges until such time as he or she has been formally notified of his or her removal. A member being considered for removal shall be advised of the action and given an opportunity to state his or her position to the IEC and the President of PELS. After vote of the IEC and approval of the President of PELS, formal notification to the IEC member of his or her removal shall be by letter signed by the PELS President and mailed by registered mail. Copies shall be sent to the members of IEC and the President of the IEC.

#### 4.1 NOMINATION OF MEMBERS OF THE IEC

Basic provisions for election are included in Article IV of the IEC Constitution. Nominees can nominate themselves or be nominated by voting IEC members or the Nominating Committee. In order to be put on the ballot a nominee has to accept the nomination. The ballot shall contain a one page C.V., a candidate statement, and where possible a photo for each person on the ballot. Furthermore, members of the IEC shall be elected from a slate of nominees prepared by the Nominating Committee with considerations given to the qualifications and country of residence of the nominees. The Nominating Committee, whose operations are covered in 6.3 of the Bylaws, shall be formed on or before January 15 of each year.. Election of IEC members for terms beginning the following year shall be completed by May 1. All terms commence on January 1 and expire on December 31 in the first and last year of the term respectively.

#### 4.2 ELECTION OF THE MEMBERS OF THE IEC

Members of the IEC currently in office, except for those whose terms expire in the current year, shall elect nominees to fill vacancies to occur on the succeeding January 1. The voting process is described in section 4.2.1 of the Constitution.

#### 4.3 NOMINATION AND ELECTION OF OFFICERS OF THE IEC

Following the election of the incoming IEC members, the Nominating Committee shall submit nominations for any vacancies for President, Vice President, Secretary, and Chair of the CSC to all who will be voting IEC members in the succeeding year.

Nominees shall be elected members of the IEC. Nominees for these positions can nominate themselves or be nominated by voting IEC members or the Nominating Committee. In order to be put on the ballot a nominee has to accept the nomination. The number of candidates on the ballot shall be no less than one and a half times the number of vacant positions. The election of Officers shall be completed before December 1.

The vote shall be cast by an electronically mailed ballot. The voting process shall be electronic, blind, and administered by an independent third party. In the event of a tie, the Nominating Committee Chair shall break the tie, unless the tie is for a position the Chair of the Nominating Committee is applying for. This eventual breaking of a tie is in addition to the vote the Chair of the Nominating Committee has in the election. In case of a tie for a position the Nominating Committee Chair is applying for a temporary Chair is to be appointed (see section 6.3 of these Bylaws). The number of returned votes must be quorate and the vote outcome shall be decided by simple majority of valid returned votes. Candidates for a given office cannot vote for anyone running for that office, but can vote for candidates for other offices. All terms commence on January 1 and expire on December 31 in the first and last year of the term respectively.

#### 4.4 IN-TERM VACANCIES

Filling of vacancies among members of the IEC is by appointment as specified in the Constitution, Article IV, Section 4.3. If an Officer leaves a vacancy, the Nominating Committee shall within two months conduct an election as per the procedures of 4.3.

#### 5.1 IEC OPERATIONS

The President and Officers shall conduct the business of the IEC. As provided by the Constitution, Article V, Section 5.4, the quorum shall be fifty (50) percent of the elected members. Each elected member and ex-officio member with vote shall have one vote. The President (or whoever is presiding at the meeting) shall vote only in the event of a tie. Except where otherwise provided in the Constitution or Bylaws, business shall be transacted on the basis of a simple majority of those voting members of the IEC attending the meeting or by attendance via teleconference or by other electronic means.

## 5.2 MEETING AGENDA

No IEC meetings shall be held for the purpose of transacting business unless each member shall have been sent notice of the time and place of such meeting 15 days prior to the scheduled date of the meeting. To assist the IEC in performing its duties, each member should provide the Secretary with a current email address. If less than a quorum attend a duly called meeting, tentative actions may be taken that shall become effective upon subsequent ratification, either at a meeting, electronic mail, or by mail by a sufficient number of members as to constitute a quorum. Meeting notes of such meetings shall be mailed by the Secretary to each Committee member who shall register his or her disagreement of the meeting notes within 10 days.

## 5.3 ROBERT'S RULES OF ORDER

Robert's rules of order (latest revision) shall govern conduct of IEC meetings on all matters not otherwise specified in these Bylaws or the Constitution. A condensed version of Robert's Rules of Order can be found on the INTELEC Documents portion of the INTELEC website ([www.intelec.org](http://www.intelec.org)).

## 5.4 DUTIES OF THE IEC

It is intended to retain as much flexibility in the operations of the IEC as possible. Therefore, with the exception of a few minimum requirements, the provisions of this section are intended to serve as general guidelines without being binding in detail. It is the responsibility of all members to continue in service until their successors have the opportunity to be briefed, receive the official files appropriate to their offices, and in other respects take office.

Transfer of IEC records and files should always be confirmed in writing, and with copies to the other members of the IEC. Files and records of the IEC should only be transmitted by password protected electronic mail, in person or by traceable mail. Each member shall work for a smooth transition to their successor. Records and files should be maintained in a backed up, secure electronic medium with remote electronic access to the extent possible and practical.

## 6.1 STANDING COMMITTEES

There are certain administrative tasks in connection with IEC activities that are of a perpetual nature. They are normally delegated to members of the IEC, constituted into Standing Committees. Since these tasks involve information gathering and coordinating certain IEC operations, the input from these committees is widely useful. In order to identify these sources of information, they are listed below as Standing Committees with short descriptions of their responsibilities. Except for the President, each IEC Officer shall be appointed the Chair of at least one Standing Committee (if there are sufficient Standing Committees) by the President. The other Standing Committee Chairs are appointed by the President. Members of each Standing Committee are appointed by the Standing Committee Chairs. Chairs and members of all Standing Committees are approved by a simple majority vote of the IEC. The term of office for all Standing Committees is two years, and the maximum number of consecutive terms is limited to 2 (see Appendix A).

## 6.2 ROSTER OF STANDING COMMITTEES

Standing Committees may be added or deleted by a simple majority vote of the IEC as the need arises. The following description of tasks is in outline form.

## 6.3 NOMINATING COMMITTEE

The Nominating Committee is required to assemble a slate of nominees to fill vacancies on the IEC and present a slate of members and Officers for election by the voting IEC members. It may be called upon by the IEC to provide other slates of nominees if they are required and not otherwise provided for in the Bylaws. The Nominating Committee shall be formed each year before January 15. There shall be at least two members other than the Chair. In case of a tie for an Officer position the Nominating Committee Chair is applying for he/she has to step down and a temporary chair be appointed. The temporary Chair can be appointed by the Chair if the appointee is already a member of the Nominating Committee and all committee members are in agreement. If this is not the case the temporary Chair is appointed by the IEC President.

## 6.4 CONSTITUTION AND BYLAWS COMMITTEE

The Constitution and Bylaws Committee shall act as consultant to the IEC on provisions and limitations of the IEC Constitution and Bylaws. It shall examine IEC decisions for those of sufficient general import to be included in the Bylaws. It shall make recommendations to the IEC for changes in the Constitution and Bylaws, and execute them when called upon.

If there should be a conflict between the provisions of the IEC Constitution and Bylaws and those of the PELS or the IEEE, the Constitution and Bylaws of the PELS or the IEEE shall take precedence.



## 6.5 COMMUNICATIONS AND PUBLICITY COMMITTEE

This committee is responsible for communications and publicity, including the website, [www.intelec.org](http://www.intelec.org). Each conference has its own publicity chair, which is part of the Conference Management Committee (CMC) and is responsible for communications and publicity for the conference.

## 7.1 CONFERENCE STEERING COMMITTEE (CSC)

All INTELEC conferences are supervised by the CSC. The CSC reports to the IEC. The purpose of the CSC is to perform, on the behalf of the IEC, the functions of coordination, evaluation, long-range planning and supervision appropriate to each of the conferences authorized by the IEC. In addition, the CSC provides financial oversight of all INTELEC conferences. In view of the fact that the IEC may participate in several conferences, each in a different role, the functions of the CSC depend upon the specific conference. For any conference, however, the CSC represents the IEC and shall take certain minimum precautions with regard to technical content of the conference, the integrity and legal status of the conference and its financial sponsors, IEC representation on CMC conference committees, receipt of conference reports, and dissemination of information. In addition, the CSC shall provide an evaluation of each INTELEC Conference to the IEC and the Meetings Committee of PELS. This evaluation shall include attendance, financial, technical performance and other items to evaluate and improve conferences.

## 7.2 CSC MEMBERSHIP

The CSC membership shall consist of:

- A. A Chair, elected by a simple majority vote of the IEC. The Chair is also an Officer. The term of the Chair is 2 years, and maximum of 2 consecutive terms apply.
- B. The most recent INTELEC CMC Chair. This person will serve as the secretary of the CSC. The term is for one year only.
- C. The most recent past chair of the CSC.
- D. One member at large appointed by the Chair of the Meetings Committee of the IEEE PELS. If the PELS Meetings Committee Chair has not filled this position, the CSC Chair shall make the appointment from elected members of the IEC. The appointment must be approved by a simple majority vote of the IEC.

- 7.2.1. Terms of Office: Except where the terms are limited by their position (e.g. past chair of a conference), all members shall serve two calendar years with a maximum of one term. (see Appendix A).

7.2.2. Vacancies: The Chair of the CSC shall fill all vacancies by appointment with IEC approval by a simple majority vote except as noted below:

- A. If the Chair of CSC is unable to serve his or her term, the President of the IEC shall appoint a new Chair to fill the unexpired term. This person shall be confirmed by a simple majority vote of the IEC
- B. If the recent INTELEC CMC Chair cannot serve, another past INTELEC CMC Chair will be selected by the CSC Chair.

### 7.3 CSC RESPONSIBILITIES

#### 7.3.1. IEC Representative:

The CSC shall represent the IEC in financial negotiations and commitments with co-sponsors of INTELEC conferences, and oversee compliance with IEEE/PELS requirements in relation to financial sponsorship and the distribution of any surplus.

#### 7.3.2 Conference Guidelines:

The CSC shall provide, review and maintain guidelines and practices in relation to the duties and responsibilities of positions within the Conference Management Committee (CMC). The guidelines shall reflect IEC policy, which may change from time to time. The guidelines shall be consistent with the IEEE Conference Organization Manual and shall be posted on the password protected portion of the INTELEC website.

#### 7.3.3 Oversight role:

The CSC shall oversee and ensure that the planning for a given conference is generally consistent with current IEC policy, directions and any requirements placed on the conference by the IEC at time of approval. The CSC will provide general consultation and guidance to the General Chairs, officers and committees of each conference.

### 7.4 CSC OPERATIONS

The CSC shall meet at least once a year to make or confirm major conference appointments, formulate advance plans and to receive reports and budgets from CMC Chairs. The CSC may conduct business meetings, in person, or by electronic media at the option of the CSC Chair. Action at a face-to-face meeting shall be by a majority vote of the voting members attending provided that a quorum of 50% of the voting members is present. In a mail meeting, all voting members shall be contacted and a simple majority of the entire CSC is required for action. Meeting notes of all CSC meetings shall be kept by the CSC Secretary or his or her designated representative. They shall be sent to all voting members of CSC, to the President, Vice President, and Secretary of the IEC, and to the Chair of the Meetings Committee of PELS. The Chair of the CSC may authorize other distribution as needed.

### Appendix A – Terms of Service Matrix

<b>POSITION</b>	<b>ELECTED OR APPOINTED</b>	<b>SECTION (C=Const., BL=Bylaws)</b>	<b>Years of Term</b>	<b>Max. no. of successive Terms</b>
PRESIDENT	ELECTED	3.1.3C	2	2
VP	ELECTED	3.1.3C	2	2
SECRETARY	ELECTED	3.1.3C	2	2
CHAIR OF CSC	ELECTED	3.1.3C	2	2
IEC MEMBERS	ELECTED	3.1.2C	4	2
Ex-Officio	APPOINTED	2.1BL	2	2
Stand. Comm. Chair	APPOINTED	6.1BL	2	2
Stand. Comm. Mem.	APPOINTED & APPROVED COLLECTIVELY BY THE OFFICERS.	3.3.1C/3.3.4C/6.1BL	2	2
CSC Members	APPOINTED/APPROVED	7.2BL	2 (1 for past CMC chair)	1
TT Chair	APPOINTED/APPROVED	3.3.1C	2	2
TT Member	APPOINTED/APPROVED	3.3.1C	2	2