

# Policies and Procedures

## Computational Imaging (CI) Technical Committee

### 1. Membership

#### 1.1 Members

- a. All members of the CI TC must be current IEEE and SPS members of good standing; IEEE/SPS membership may be waived by the CI TC Chair for exceptional member candidates in order to represent the cross-community aspect of the computational-imaging research community. Members must be willing to review papers within the area of the CI TC submitted to SPS conferences, review papers for workshops owned or co-owned by the CI TC, serve in the subcommittees established by the CI TC, and perform other duties of membership.
- b. Members will serve a term of three-years, starting 1 January. All terms run on a calendar year.
- c. Membership on the CI TC may be terminated by the CI TC Chair, with the consent of the SPS Vice President–Technical Directions, provided that the Chair and Vice Chair or Past Chair concur that the member has been inactive in the sense of little or no participation in CI TC responsibilities.
- d. The CI TC shall have 40 elected members in addition to the Chair and Vice/Past Chair positions.
- e. The SPS Vice President–Technical Directions shall be an ex-officio member without vote.

#### 1.2 Associate Members

- a. The CI TC Chair appoints a number of Associate Members who are non-voting members of the Technical Committee. Usually, these will include, but are not limited to:
  1. Past Chairs of the CI TC
  2. Editors-in-Chief of *IEEE Transactions on Computational Imaging*, and *IEEE Transactions on Image Processing*
  3. The current Chairs of the IVMSP, BISP, SAM, and MLSP TCs
  4. Past members of the CI TC who have been particularly active (e.g., past chairs of subcommittees)
- b. Relevant Transactions Editors-in-Chief shall be invited as Associate Members. Special effort should be made to coordinate with them for nomination of new members, nomination of best-paper awards, and EDICS alignment between SPS periodicals and conferences.
- c. The CI TC Chair may appoint Associate Members as reviewers for SPS conferences and may also appoint them to subcommittees.
- d. Associate Members shall receive calls for member and Vice Chair nominations.
- e. The term of an Associate Member is from the time of appointment to the end of the term of the CI TC Chair who appointed the Associate Member. Associate Members can be reappointed for additional terms without limit.

### **1.3 Affiliate Members**

- a. IEEE student members and all grades of IEEE SPS members interested in the CI TC may freely join the CI TC as Affiliate Members by signing up in the SPS website.
- b. Affiliate Members are non-elected, unlimited in number, and non-voting members of the CI TC.
- c. The Chair may appoint Affiliate Members as reviewers for SPS conferences and may also appoint them to subcommittees.
- d. Relevant Transactions Associate Editors shall be invited as Affiliate Members.
- e. Affiliate Members shall receive calls for member and Vice Chair nominations.

## **2. Technical Committee Management**

### **2.1 Vice Chair**

- a. The Vice Chair position automatically succeeds to the position of Chair then Past Chair. The term for Vice Chair shall be one calendar year.
- b. The Vice Chair is a voting member of the CI TC.
- c. The Vice Chair is responsible for recording of minutes of all committee meetings; assisting the Chair in the paper-review and session-assignment process for ICASSP; and maintenance of a roster of the membership, EDICS, and a list of reviewers for SPS conferences.
- d. The Vice Chair will assist the Chair in preparing the CI TC Review Report and attending the TC Review meeting, if requested.

### **2.2 Chair**

- a. The term of office of the Chair shall be two calendar years. A second term as Chair is permitted but may not be consecutive. The Chair automatically succeeds to the position of Past Chair.
- b. The Chair is a voting member of the CI TC.
- c. The Chair is a voting member of the Technical Directions Board and must attend meetings and participate in the board's processes.
- d. The Chair is responsible for organizing the activities of the CI TC and maintaining communication with the SPS Vice President–Technical Directions, the Officers of the Society, and other similar organizations.
- e. The Chair is responsible for appointing members to the CI TC's subcommittees.
- f. The Chair is responsible for maintaining a roster of the membership.
- g. The Chair shall maintain the EDICS and a list of reviewers for SPS conferences. The Chair also oversees the paper-review and session-assignment process for ICASSP.
- h. The Chair is responsible for preparing the CI TC Review Report and attending the TC Review meeting.
- i. The Chair is responsible for preparing bi-yearly activity reports.

### **2.3 Past Chair.**

- a. The term for Past Chair shall be one calendar year.
- b. The Past Chair is a voting member of the CI TC.

- c. The Past Chair is responsible for providing guidance and continuity to the CI TC Officers and members of the CI TC.
- d. The Past Chair will assist the Chair in preparing the CI TC Review Report and attending the TC Review meeting, if requested.

### 3. Technical Committee Organization

#### 3.1 Subcommittees

- a. The CI TC shall have subcommittees to accomplish the duties of the CI TC.
- b. The CI TC Chair shall appoint CI TC members to the subcommittees.
- c. The CI TC Chair may also appoint Associate and Affiliate Members to subcommittees, unless specified otherwise. Such Associate and Affiliate members must confirm in writing their willingness to serve and perform the duties of the subcommittee, and can be removed from the subcommittee if the CI TC Chair and Vice Chair concur they have been inactive.
- d. The Chairs of each subcommittee must be elected members of the CI TC, unless specified otherwise
- e. The CI TC Chair and the Chairs of each subcommittee evaluate the subcommittee activities at the beginning of each calendar year, with the CI TC Chair encouraging all TC members—particularly the newly elected members—to serve on the subcommittees.

The subcommittees may address the following activities:

- a. **Awards Subcommittee:** Members of this subcommittee preferably should include IEEE Fellows or individuals that have received an award so as to bring experience to the Awards nominations process. This committee collects nominations from CI TC members and the community as a whole (the nomination process is open) and narrows down the list, with the final names being voted on by the CI TC, which then passes its recommendations to the Awards Board. This procedure applies for all SPS awards and Distinguished Lecturers. This subcommittee will also identify Senior Members that are considered qualified for elevation to Fellow and help find an individual that can nominate the candidate (neither the subcommittee nor the CI TC will nominate or endorse Fellow candidates). The Chair of this subcommittee acts as a liaison to the SPS Awards Board.
- b. **Nominations and Elections Subcommittee:** Membership in the Nominations and Elections Subcommittee is restricted to elected CI TC members. The role of this subcommittee is to collect nominations for CI TC members and Vice Chair positions, and conduct the election process. The Nominations Subcommittee shall ensure that the candidate pool for new CI TC members represents the diversity of SPS members in the CI TC area, which includes: gender, geographic, academic/industry, junior/senior, etc. This subcommittee also helps nominate Associate Editor candidates to relevant Editors-in-Chief in the SPS.
- c. **Special-Sessions and Issues Subcommittee:** This subcommittee coordinates the proposing of special sessions at relevant conferences and special issues to relevant

journals, particularly *IEEE Transactions on Computational Imaging*. These activities include the recruitment of session chairs and guest editors as well as the promoting of the sessions and issues to relevant communities.

- d. **Affiliate-Activities Subcommittee:** This subcommittee is responsible for recruiting affiliate members to the TC and encouraging affiliate members to participate in TC activities.
- e. **Media and Communications Subcommittee:** This subcommittee maintains the TC website in conjunction with the SPS staff; promotes awareness of the TC activities via the SPS e-Newsletter, the SPS website, various online social-media outlets, and other applicable venues; and maintains lists of Associate and Affiliate Members and ensures efficient communication of TC activities. The subcommittee is responsible for managing the web and social-media presence of the TC by generating and maintaining environments in which TC activities, as well as computational-imaging research, can be promoted, and the computational-imaging community can interact.

### **3.2 Conduct of Business**

- a. The CI TC will hold at least two meetings per year, one at ICASSP and one at ICIP.
- b. A quorum of the CI TC shall be a majority of those members having voting rights. For face-to-face voting, an affirmative vote of a majority of the voting members of the CI TC who are present shall be required to approve the action, provided a quorum is present.
- c. The CI TC may meet and act upon the vote of its members by any means of telecommunication. The normal face-to-face voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.
- d. The CI TC may conduct business via e-mail, in which case an affirmative vote of a majority of all voting members of the CI TC is required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmission shall be filed with the minutes of the proceedings of the committee.
- e. The order of business for CI TC meetings shall be organized by the Chair and made available to the members prior to the meeting.
- f. Only elected-Members of the CI TC, including the Chair, Vice Chair and Past Chair, are allowed to vote in matters that come before the CI TC. Associate and Affiliate Members of the CI TC do not have a vote. Individuals holding more than one position on the CI TC shall be limited to one vote on each matter being considered by the CI TC. Proxy voting is not allowed.

## **4. Technical Committee Election Procedures**

### **4.1 Vice Chair**

- a. The Vice Chair election shall be organized by the Nominations and Elections Subcommittee. The Nominations and Elections Subcommittee shall bring forward one or more candidates for the position of Vice Chair. The Nominations and Elections Subcommittee is responsible for making an open call for nominations and conducting the balloting.
- b. Nominations for Vice Chair shall be restricted to individuals who are currently serving or have previously served as elected members of the CI TC. Vice Chair candidates that are part of the Nominations and Elections Subcommittee shall withdraw from the subcommittee. Vice Chair nominees are not eligible to vote in Vice Chair elections.
- c. Vice Chair elections will take place every two years and results shall be finalized by 15 November so that election results will be known before the end of the year, and the results can be reported to the SPS Executive Office. All terms are on a calendar year basis (1 January to 31 December).
- d. Each nominee must confirm in writing their willingness, if elected, to serve and perform the duties prescribed by the SPS Bylaws and Policies and Procedures as well as the CI TC Bylaws and Policies and Procedures. Each nominee must also submit a one-page position statement and/or vitae to be distributed before the election.
- e. The Vice Chair candidate shall be both approved by a majority of the elected members of the CI TC, and most preferred by the CI TC members responding to the ballot, provided a quorum of the CI TC members responded to the ballot. In the event of a tie, the CI TC Chair will break the tie.
- f. The election shall be conducted by an e-mail ballot, unless another means is proposed and approved by the CI TC.

#### **4.2 Members**

- a. The new-member election shall be organized by the Nominations and Elections Subcommittee. New-member elections shall be held once each year, so roughly one-third of the CI TC's membership turns over each year.
- b. The Nominations and Elections Subcommittee is responsible for making an open call for nominations in the SPS e-Newsletters and the website. The Nominations and Elections Subcommittee shall draw up a slate of candidates representative of the diversity of SPS members in the CI TC area, which includes: gender, geographic, academic/industry, junior/senior, etc. The slate shall preferably include at least as many candidates that have never served in the CI TC as open slots. The Nominations and Elections Subcommittee will also conduct the balloting.
- c. Candidates can be self-nominated or nominated by CI TC members. Each nominee must confirm in writing their willingness, if elected, to serve and perform the duties prescribed by the SPS Bylaws and Policies and Procedures as well as the CI TC Bylaws and Policies and Procedures. Each nominee must also submit a one-page position statement and/or vitae, as determined by the CI TC, to be distributed before the election.

- d. Past CI TC members are eligible to be nominated for a second term. Current CI TC members may also be nominated for a second consecutive term, but are not eligible to vote in that new-member election and shall not be part of Nominations and Elections Subcommittee for that election. Additional terms are allowed, but at least a 3-year gap in service is required. Past or current CI TC members who have served on the CI TC for more than 3 years must have a 3-year gap in service before being reelected to the CI TC.
- e. CI TC members shall be elected by the members of the Technical Committee itself based on the needs of the CI TC. Each year the new-member election results shall be finalized by 15 November so that election results will be known before the end of the year, and the results can be reported to the SPS Executive Office. All terms are on a calendar year basis (1 January to 31 December).
- f. The new members shall be both approved by a majority of the elected members of the CI TC, and most preferred by the CI TC members responding to the ballot, provided a quorum of the CI TC members responded to the ballot. In the event of a tie, the CI TC Chair will break the tie.
- g. The election will be conducted by e-mail, unless another means is proposed and approved by the CI TC.