

Frequently Asked Questions

TECHNICAL COMMITTEE ACTIVITIES

How often should Technical Committees hold meetings?

Technical Committees will hold at least one meeting per year, normally at one of the Society's sponsored conferences. Technical Committees are encouraged to hold meetings at their workshops too and publicly announce they are open to Associate and Affiliate Members.

Who can attend a Technical Committee meeting?

In general, all IEEE meetings are open, except if the bylaws state otherwise, so Technical Committee meetings are considered open meetings. When confidential matters arise before the body and guests are present, the Technical Committee should convene itself in executive session. Only committee members are permitted during executive session and the discussion remains private, unless the committee decides to report an action out after the executive session has ended. Guests are permitted to return to the meeting after the executive session has ended.

While IEEE meetings are open to IEEE members of any grade (except for Executive Sessions), attendees cannot speak unless the Chair of the meeting recognizes them to do so. They are observers and not full participants.

What is the membership size of a Technical Committee?

Technical Committees must have at least 20 elected members so that there is critical mass, but may have up to 40 elected members. A Technical Committee Chair can request a larger number of elected members to the Vice President-Technical Directions who, in consultation with the TC Review Committee, may approve an increase in the number of members for Technical Committees with a large paper reviewing load.

What is a quorum and how it applies to voting?

A quorum of a Technical Committee shall be a majority of those members having voting rights. An affirmative vote of a majority of all the voting members of the Technical Committee shall be required to approve the action.

What are the voting rules?

Face-to-Face Voting: The vote of a majority of the votes of the members present and entitled to vote, at the time of vote, provided a quorum is present, shall be the act of the Technical Committee.

Telecommunication Voting: The Technical Committee may meet and act upon the vote of its members by any means of telecommunication. The normal 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.

E-Mail Voting: The Technical Committee may take action without a meeting if applicable (e.g., e-mail voting). An affirmative vote of a majority of ALL the voting members of the Technical Committee shall be 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 Technical Committee. "Electronic transmission" means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

Voting Example: If a committee has 40 members and 30 of them are present at the meeting, then you have quorum. For voting, the committee would need a minimum of 16 favorable votes for face-to-face or telecommunication meetings and a minimum of 21 favorable votes for electronic voting.

A plurality of the votes is not enough to pass a motion. For example, if there are 30 total votes split into 14 yes, 13 no and 3 abstain, the motion fails.

Number of Votes. Individuals holding more than one position on the Technical Committee shall be limited to one vote on each matter being considered by the committee. Proxy voting is not allowed.

Who is allowed to vote on Technical Committee matters?

Only elected-Members of the Technical Committees, including the Chair, Vice Chair and Past Chair, are allowed to vote in matters that come before the Technical Committee. Associate and Affiliate Members of the Technical Committee do not have a vote. Individuals holding more than one position on the Technical Committees will be limited to one vote on each matter being considered by the Technical Committees.

The Vice President-Technical Directions shall be an ex-officio member, without vote, of all Technical Committees.

What is the term and role of a Technical Committee Chair?

The term of office of the Technical Committee Chair is 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.

The Chair is a voting member of the Technical Committee, as well as the Technical Directions Board and must attend meetings and participate in the board's processes.

The Chair is responsible for:

- organizing the activities of the Technical Committee;
- maintaining communication with the Vice President-Technical Directions, the Officers of the Society and other similar organizations;
- appointing members to the TC's subcommittees;
- maintaining a roster of the membership;
- maintaining the EDICS and a list of reviewers for the Society's conferences and overseeing the paper review and session assignment process for ICASSP;
- preparing the TC Review Report and attending the TC Review meeting; and
- preparing bi-yearly activity reports.

What is the term and role of a Technical Committee Member?

All Technical Committee members must be current IEEE and SPS members of good standing and will serve a term of three-years, starting 1 January. All terms run on a calendar year. They must be willing to review papers within the area of the TC submitted to the Society's conferences, review papers for workshops owned or co-owned by the Technical Committee, serve in the subcommittees established by the TC, and perform other duties of membership.

Membership on the Technical Committee may be terminated by the Technical Committee Chair, with the consent of the Vice President-Technical Directions, provided that the Chair and Vice Chair concur that the member has been inactive in the sense of little or no participation in Technical Committee responsibilities.

What is an Associate Member?

The TC Chair can appoint a small number of Associate Members, who are non-voting members of the Technical Committee. Possible associate members can be past TC Chairs and relevant Transactions Editors-in-Chief.

Special effort should be made to coordinate with them for nomination of new members, nomination of best paper awards, EDICS alignment between the periodicals and the Society's conferences.

The TC Chair may appoint Associate Members as reviewers for one of the Society's conferences, and may also appoint them to subcommittees. They may also receive calls for member and Vice Chair nominations, as well as any Newsletters the TC may have.

What is an Affiliate Member?

Affiliate Members are non-elected, unlimited in number, and non-voting members of the Technical Committee. Affiliate membership is open to IEEE student members and all grades of IEEE SPS members interested in the scope of a given Technical Committee, as well as members of some professional organizations in interdisciplinary fields within the Society's TCs scope, such as language processing or biological sciences and are not IEEE members.

The Chair may appoint Affiliate Members as reviewers for one of the Society's conferences, and may also appoint them to subcommittees. Relevant Transactions Associate Editors should be invited as Affiliate Members.

Affiliate Members shall receive calls for member and Vice Chair nominations, as well as any Newsletters the TC may have.

What subcommittees do Technical Committee's have?

Technical Committees will normally have subcommittees to help them accomplish their duties. The Technical Committee Chair will appoint the Technical Committee members to the subcommittees. The Technical Committee 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 TC Chair and Vice Chair concur they have been inactive. The Chairs of each subcommittee must be elected members of the Technical Committee, unless specified otherwise.

The subcommittees may address the following activities:

- Awards Subcommittee
- Nominations and Elections Subcommittee
- Workshops Subcommittee
- Industry/Government Subcommittee
- Webmaster Subcommittee
- Newsletter Subcommittee
- Area Chairs
- Student Subcommittee
- Education Subcommittee
- Four Regional Representatives
- Other.

What is the election process for Vice Chairs position?

The Vice Chair election will be organized by the Nominations and Elections Subcommittee. The Nominations and Elections Subcommittee will bring forward one or more candidates for the position of Vice Chair. The Subcommittee is responsible for making an open call for nominations, and conducting the balloting.

Vice Chair elections will take place every two years and results shall be finalized by 15 November, so election results will be known before the end of the year and the results can be reported to the Society's Executive Office. All terms are on a calendar year basis (1 January-31 December).

Nominations for Vice Chair shall be restricted to individuals who are currently serving or have previously served as elected members of the Technical Committee. Vice Chair nominees are not eligible to vote in Vice Chair elections. Vice Chair candidates that are part of the Nominations and Elections Subcommittee are required to withdraw from the subcommittee.

Each nominee must confirm in writing their willingness to serve and perform the duties described in the Society's Bylaws and Policies and Procedures if elected. Each nominee must also submit a one-page position statement and/or vitae to be distributed before the election.

The Vice Chair candidate shall be both approved by a majority of the Technical Committee elected-members, and most preferred by the Technical Committee members responding to the ballot, provided a quorum of the Technical Committee members responded to the ballot. In the event of a tie, the Technical

Committee Chair will break the tie. The election shall be conducted by an e-mail ballot, unless another means is proposed and approved by the Technical Committee.

What is the election process for Technical Committee Members?

The new member election shall be organized by the Nominations and Elections Subcommittee. New member elections shall be held once each year, so one-third of the TC's membership turns over each year.

The Nominations and Elections Subcommittee is responsible for making an open call for nominations in the Society's e-Newsletters and the website. The Nominations and Elections Subcommittee shall come up with a slate of candidates representative of the diversity of SPS members in the Technical Committee area, which includes: gender, geographic, academic/industry, junior/senior, etc. The slate shall include at least as many candidates that have never served in the TC as open slots. The Nominations and Elections Subcommittee will also conduct the balloting.

Candidates can be self-nominated or nominated by Technical Committee members. Each nominee must confirm in writing their willingness to serve and perform the duties described in the Society Bylaws and Policies and Procedures. Each nominee must also submit a one-page position statement and/or vitae, as determined by the TC, to be distributed before the election.

Past TC members are eligible to be nominated for a second term. Current 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.

Technical Committee members shall be elected by the members of the Technical Committee itself based on the needs of the Technical Committee. Each year the new member election results shall be finalized by 15 November, so election results will be known before the end of the year and the results can be reported to the Society's Executive Office. All terms are on a calendar year basis (1 January-31 December).

The new members shall be both approved by a majority of the Technical Committee elected-members, and most preferred by the Technical Committee members responding to the ballot, provided a quorum of the Technical Committee members responded to the ballot. In the event of a tie, the Technical Committee Chair will break the tie. The election will be conducted by e-mail, unless another means is proposed and approved by the TC.

Where can I find orientation information for new Technical Committee Chairs? Orientation information on the Society's activities can be found on the Society's website at <http://www.signalprocessingsociety.org/about/boards-committees/technical-directions-board/tdb-orientation/>. Please remember that you need to login with your IEEE Member username and password to access the information.

How does a Technical Committee change its name/scope?

In response to changes within the technical community, it may be advisable to change the name of a technical committee. Name changes may be recommended in order to keep current with the changing vocabulary of technology or to reflect a change in scope of an existing TC.

As technology advances, activities surrounding certain disciplines may evolve, making both a change of name and of scope of a Technical Committee appropriate. In the event that such change is believed by a particular TC to be warranted, the Chair of that TC should bring the suggested name change and change of scope to the Technical Directions Board for deliberation, discussion, and recommendation to the Board of Governors. The Board of Governors will take final action on the recommendation of the Technical Directions Board.

Where can I find the list of Technical Committee Best Practices?

During the Technical Committee review processing, several Technical Committee best practices have been identified and are listed on the Society's website at <http://www.signalprocessingsociety.org/technical-committees/tc-best-practices/>. Please remember that you need to login with your IEEE Member username and password to access the information.

Where can I find copies of the TC Review reports?

Copies of the finalized TC Review reports can be found on the Society's website at <http://www.signalprocessingsociety.org/technical-committees/tc-review-reports/>. Please remember that you need to login with your IEEE Member username and password to access the information.

Where can I find the TC Review schedule?

The TC Review schedule can be found on the Society's website at <http://www.signalprocessingsociety.org/technical-committees/tc-review-schedule/>. Please remember that you need to login with your IEEE Member username and password to access the information.

What can I find information on Technical Committee Affiliate members?

Information on Technical Committee Affiliate members, as well as the sign up page, can be found on the Society's website at <http://www.signalprocessingsociety.org/technical-committees/tcaffiliate/>. Each Technical Committee's list of affiliate members can be found on their respective TC website.

What are TIP codes and what are they used for?

TIP stands for Technical Interest Profile. Each individual should identify with their IEEE Membership a set of TIP codes. TIP codes allow members to identify what technical areas they are working in or are interested in. TIP codes are used within IEEE to target specific technical audiences. The Signal Processing Society has a set of TIPs assigned to the Society, which can be found on the web at http://www.ieee.org/about/volunteers/tab/tab_tip_codes.html.

AWARD ACTIVITIES

What is the nomination procedure for the Society's awards?

Society Award: Nominations may arise from any individual or committee/board. A board or committee cannot nominate one of its members for the award. However, a member of a board or committee can be nominated by another board or committee. Self-nominations are not accepted or considered. Members of the Awards Board and Board of Governors are not permitted to submit nominations. The following list is ineligible to receive the award: current officers and members of the Signal Processing Society Board of Governors and Awards Board, as well as the previous recipients of the SPS Society Award. Nominations shall be submitted directly to the Society's Awards Board, who is responsible for vetting all the nominations and ensuring that there are no more than three nominations per award. The Awards Board will manage the balloting by the Board of Governors. Nominations must be received by the SPS Awards Board by 1 October.

Meritorious Service Award: Nominations may arise from any individual or committee/board. A board or committee cannot nominate one of its members for the award. However, a member of a board or committee can be nominated by another board or committee. Self-nominations are not accepted or considered and members of the Awards Board and Board of Governors are not permitted to submit nominations. The following individuals are ineligible to receive the award: current President of the Signal Processing Society, current members of the SPS Board of Governors and Awards Board, as well as the previous recipients of the SPS Meritorious Service Award. Nominations shall be submitted directly to the Society's Awards Board, who is responsible for vetting all the nominations and ensuring that there are no more than three nominations per award. The Awards Board will manage the balloting by the Board of Governors. Nominations must be received by the SPS Awards Board by 1 October.

Best Paper and Young Author Best Paper Awards: Nominations may arise from any individual or committee/board. A board or committee cannot nominate one of its members for the award. However, a member of a board or committee can be nominated by another board or committee. Self-nominations are not accepted or considered. The current members of the SPS Awards Board are ineligible to receive the award. Nominations shall be submitted directly to the Society's Awards Board, who is responsible for vetting all the nominations and ensuring that there are no more than three nominations per award. The Awards Board will manage the balloting by the Board of Governors. Nominations must be received by the SPS Awards Board by 1 October.

Signal Processing Magazine Best Paper Award: Nominations may arise from any individual or committee/board. A board or committee cannot nominate one of its members for the award. However, a member of a board or committee can be nominated by another board or committee. Self-nominations are not accepted or considered. The current members of the SPS Awards Board are ineligible to receive the award. Nominations shall be submitted directly to the Society's Awards Board, who is responsible for vetting all the nominations and ensuring that there are no more than three nominations per award. The Awards Board will manage the balloting by the Board of Governors. Nominations must be received by the SPS Awards Board by 1 October.

Signal Processing Magazine Best Column Award: Nominations may arise from any individual or committee/board. A board or committee cannot nominate one of its members for the award. However, a member of a board or committee can be nominated by another board or committee. Self-nominations are not accepted or considered. The current members of the SPS Awards Board are ineligible to receive the award. Nominations shall be submitted directly to the Society's Awards Board, who is responsible for vetting all the nominations and ensuring that there are no more than three nominations per award. The Awards Board will manage the balloting by the Board of Governors. Nominations must be received by the SPS Awards Board by 1 October.

Signal Processing Society Education Award: Nominations may arise from any individual or committee/board. A board or committee cannot nominate one of its members for the award. However, a member of a board or committee can be nominated by another board or committee. Self-nominations are not accepted or considered and members of the Awards Board and Board of Governors are not permitted to submit nominations. The following individuals are ineligible to receive the award: current officers and members of the SPS Board of Governors and Awards Board. Nominations shall be submitted directly to the Society's Awards Board, who is responsible for vetting all the nominations and ensuring that there are no more than three nominations per award. The Awards Board will manage the balloting by the Board of Governors. Nominations must be received by the SPS Awards Board by 1 October.

Technical Achievement Award: Nominations may arise from any individual or committee/board. A board or committee cannot nominate one of its members for the award. However, a member of a board or committee can be nominated by another board or committee. Self-nominations are not accepted or considered and members of the Awards Board and Board of Governors are not permitted to submit nominations. The following individuals are ineligible to receive the award: current officers and members of the SPS Board of Governors and Awards Board, as well as previous recipients of the SP Technical Achievement Award. Nominations shall be submitted directly to the Society's Awards Board, who is responsible for vetting all the nominations and ensuring that there are no more than three nominations per award. The Awards Board will manage the balloting by the Board of Governors. Nominations must be received by the SPS Awards Board by 1 October.

What is the nomination procedure for IEEE awards?

Technical Committee level endorsement is not needed for IEEE awards, but individual TC members may wish to nominate an individual for an IEEE level award. The award procedures and selection process are handled by an IEEE level committee.

IEEE Jack S. Kilby Signal Processing Medal

The nomination form and award information for the IEEE Jack S. Kilby Signal Processing Medal can be found at <http://www.ieee.org/about/awards/medals/kilby.html>. Nominations must be received at IEEE by 1 July.

IEEE Fourier Award for Signal Processing

Nomination forms for the IEEE Fourier Award for Signal Processing are now available and can be found at <http://www.ieee.org/about/awards/tfas/fourier.html>. Nominations must be received at IEEE by 31 January. The first presentation is scheduled for 2015.

IEEE James L. Flanagan Speech and Audio Processing Technical Field Award

The nomination form and award information for the IEEE James L. Flanagan Speech and Audio Processing Technical Field Award can be found at <http://www.ieee.org/about/awards/tfas/flanagan.html>. Nominations must be received at IEEE by 31 January.

IEEE W.R.G. Baker Prize Paper Award

The nomination form and award information for the IEEE W.R.G. Baker Prize Paper Award can be found at <http://www.ieee.org/about/awards/recognitions/baker.html>. Nominations must be received at IEEE by 1 July.

IEEE Donald G. Fink Prize Paper Award

The nomination form and award information for the IEEE Donald G. Fink Prize Paper Award can be found at <http://www.ieee.org/about/awards/recognitions/fink.html>. Nominations must be received at IEEE by 1 July.

CONFERENCE ACTIVITIES

For information on IEEE SPS conference, review the [SPS Conferences Frequently Asked Questions](#), or visit the [Conference Resources page](#).

DISTINGUISHED LECTURERS

What is the nomination procedure for the Society's Distinguished Lecturers?

The Awards Board shall make an open solicitation for all distinguished lecturer nominations no later than 1 June of each year. All nominations will be considered by the Awards Board and a list of nominees and alternates, along with a list of their lecture topics, will be provided to the Board of Governors at least three weeks prior to its Fall meeting. The Board will consider this list at its Fall meeting and provide its advice and consent for the final selections, which shall be announced by the Vice President-Awards and Membership.

FINANCE

What happens to the surplus/loss made by the Society's conferences and workshops?

All the Society's conference and workshop budgets in a given year are incorporated in the Society's annual budget. The conference business is a portion of the overall Society budget. When a conference or workshop does better/worse than their approved budget, it has an impact on the total net of the Society's budget.

Where can I see the Conference/Workshop account information?

If you are a conference/workshop organizer and need specific financial information concerning your conference/workshop account, please first contact the conference/workshop Treasurer. If the Treasurer can't provide you with the necessary information, please contact Karik Patel at +1 732-562-5488 or kartik.patel@ieee.org.

Is there any funding available from SPS for new initiatives?

Yes, the Society does have funds available to support new initiatives. However, the initiative must have been reviewed and approved by the Board of Governors or Executive Committee. If a Technical Committee is interested in bringing forward an idea for a new initiative, they should first talk with the Vice President-Technical Directions and then the Vice President would bring the issue forward for discussion and approval to the Board of Governors or Executive Committee.

Is there any financial support for Technical Committees?

Yes, Technical Committees are eligible for up to \$1K annual support to help defray only out-of-pocket expenses related to miscellaneous office activities (copying, postage, etc.). Up to a quarter of the allocation (\$250) per year could be used by the Technical Committee to hire a student for activities such

as web page development and maintenance. It is desirable that the student be paid by the University with the University sending an invoice to the Society, rather than hired as a contractor. As a reminder, the Society now has a dedicated staff to support the Society's website. If you have any questions concerning the site, please contact Rupal Bhatt at +1 732-562-6040 or r.bhatt@ieee.org.

GOVERNANCE

Where can I find the Society's Constitution, Bylaws and Policy and Procedures? The Society's controlling documents can be found on the Society's website at <http://www.signalprocessingsociety.org/about/governance/>. Links to IEEE's controlling documents can also be found on the same page.

MEMBERSHIP

Where can I find the list of IEEE and SPS Fellows?

The list of IEEE and SPS Fellows can be found on the web at:

IEEE: http://www.ieee.org/membership_services/membership/fellows/index.html and

SPS: http://www.ieee.org/membership_services/membership/fellows/societies/fellows_sp.html

Where can I find the list of the current year's SPS Fellows?

The list of the current year's SPS Fellows along with citations can be found on the Society's website at <http://www.signalprocessingsociety.org/awards-fellows/fellows-programs/>.

Where can I find the list of SPS Senior Members?

The list of current SPS Senior Members can be found on the Society's website at

http://www.ieee.org/membership_services/membership/fellows/societies/fellows_sp.htm

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PUBLICATIONS ACTIVITIES

Why are EDICS important to a Technical Committee?

EDICS are important to a technical committee because they define what areas the Technical Committee covers in the Society's publications, as well as its conferences. The EDICS can be found on the respective site for each of the publications. To obtain a copy of the Conference EDICS list, please see the above EDICS question for the web links.

How do I nominate an individual for an Associate Editor position on a journal?

If you are interested in nominating an individual for an Associate Editor position on a journal associated with your Technical Committee, please contact the journal's Editor-in-Chief. Information on the Society's journals can be found on the Society's website at

<http://www.signalprocessingsociety.org/publications/periodicals/>.

SOCIETY EXECUTIVE OFFICE

Where can I find a list of the Executive Office staff?

The list and contact information for all the Society's Executive Office staff, including what areas they cover, can be found on the Society's website at <http://www.signalprocessingsociety.org/about/contact/>.

Who manages the Society's alias lists?

The alias lists are managed by Debbie Blazek. Debbie's contact information is +1 732-562-3888 or d.blazek@ieee.org.

How do I find out what alias lists are associated with my Technical Committee?

If you are unsure what group aliases lists are assigned to your Technical Committee, please contact Debbie Blazek at +1 732-562-3888 or d.blazek@ieee.org.

WEBSITE

Who do I contact to get access/assistance with the Technical Committee's website?

The Society's website is managed by Rupal Bhatt. Rupal's contact information is +1 732-562-6040 or r.bhatt@ieee.org. She can also help provide the Technical Committee webmasters, access to the TC's web pages so that they can update them.

How does a Technical Committee submit an article to the Inside Signal Processing eNewsletter?

The Inside Signal Processing eNewsletter is a monthly electronic newsletter, which can be found at <http://signalprocessingsociety.org/newsletter/>. The eNewsletter serves as a timely platform to help Technical Committees publicize various things such as call for proposals of TC sponsored workshops, publicity for workshops and registration, nomination deadlines, etc. Each Technical Committee should have a liaison to the eNewsletter. Technical Committee liaisons should submit articles to the appropriate eNewsletter Associate Editor, which can be found at <http://signalprocessingsociety.org/newsletter/about-us/> or you can submit article directly via <http://signalprocessingsociety.org/newsletter/contribute/>. Possible article topics include: activity reports to keep society members informed of what TC is doing; articles on emerging topics, trends, and resources; articles on workshop activities, etc.