

SECTION 4 – AB COMMITTEES

4.1. **AB OPERATING COMMITTEE (AB OpCOM)**. The AB OpCom shall deal with operational and administrative issues that are delegated to it by the AB or which arise between meetings and must be treated before the next meeting of the AB.

a) **Composition**. The AB OpCom consists of the AB Chair, the AB Vice Chair, AB Immediate Past Chair, AB Finance Committee Chair, AB Council Chairs, AB Presentation and Publicity Chair, and AB Secretary, who serves without vote.

4.2. **TASK FORCE COMMITTEES AND AD HOC COMMITTEES**. The Awards Board Chair, with the advice and consent of the AB, may appoint task force and ad hoc committees to facilitate the duties assigned to the AB. The tenure of all such committee appointments shall be for no more than the calendar year of appointment, unless re-appointed by the Awards Board Chair as appropriate.

4.3. **AB STANDING COMMITTEES**. To facilitate the performance of its duties, the AB may establish standing committees. The Chairs of the AB standing committees shall be appointed by the AB except as otherwise stated in the IEEE Bylaws, and with the approval of the AB.

The functions, charters and composition of the standing committees shall be included in this Operations Manual of the AB.

Note: Only Awards Board members can be Awards Board Standing Committee Chairs, with the exception of the Finance and Presentation and Publicity Committees.

The standing committees are:
Finance
Nominations and Appointments
Awards Planning and Policy
Presentations and Publicity

4.4. **AB FINANCE COMMITTEE (AB FinCom)**
The AB Finance Committee shall provide guidance to the AB on both current fiscal status and forecasts of future needs. The AB Finance Committee Chair or designee appointed by the AB shall annually recommend to the AB a budget to be recommended to the IEEE Finance Committee. The AB shall formally endorse the proposed budget. The administration of AB finances shall be specified in this Operations Manual.

a) **Composition**. The AB FinCom, shall be composed of a Chair, plus three to five members, who shall be appointed by the Chair of AB FinCom.

b) **Terms of Service**. The term of office for chair shall be one year with a maximum of three consecutive terms, to commence on 1 January. The term of office for committee members shall be one year with a maximum of three consecutive terms and to commence on 1 January. Limitation of tenure may be waived, for one additional year, in individual cases for reasons deemed by the Awards Board to be in the best interest of the IEEE.

c) **Responsibilities of AB Finance Committee Chair**

- (1) Serve as Chair of the AB Finance Committee and provide guidance to the AB on both current fiscal status and forecasts of future needs.
- (2) Serve as member of the AB OpCom.
- (3) Prepare five-year strategic plan in conjunction with the AB Awards Planning and Policy Committee.
- (4) Serve as member of the IEEE Finance Committee.

4.5. **AB NOMINATIONS AND APPOINTMENTS COMMITTEE (AB N&A)**. The AB Immediate Past Chair shall serve as chair of the AB Nominations and Appointments Committee. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair available shall be the Chair of that respective N&A Committee.

The AB N&A Committee shall be responsible to seek out and recommend to the AB candidates for AB positions, chairs of AB Councils and Standing Committees. This Committee shall also propose for concurrence by the AB Chair, candidates for AB appointive offices to be recommended for consideration by the IEEE Nominations and Appointments Committee.

a) **Composition**. The AB N&A, shall be composed of a Chair (past chair of the AB), plus three to five members, who shall be appointed by the Awards Board.

b) **Terms of Service**. The term of office for committee members shall be one year with a maximum of three consecutive terms and to commence on 1 January. Limitation of tenure may be waived, for one additional year, in individual cases for

reasons deemed by the Awards Board to be in the best interest of the IEEE.

- (1) The Awards Board Chair shall not be eligible to be elected to the Board of Directors during their term of service.
- c) Eligibility. A member of AB N&A Committee shall not be eligible for positions for which the AB N&A Committee is responsible for making nominations.
- d) Responsibilities.
 - (1) Issue a call for nominations for AB positions.
 - (2) Receive nominations from AB and other sources. Verify that the nominees are willing to serve if elected.
 - (3) At least two nominees shall be provided for offices that are being filled by new candidates. When a current office holder is being proposed for another term, two or more nominees are not required.
 - (4) Recommend to IEEE Awards Board Chair appointments for Chair, Vice-Chair, Members-at-large and alternates for these positions.
 - (5) Recommend to the IEEE AB appointments for Chairs and Vice Chairs of the councils, and Vice Chair of APPC.
 - (6) Propose to the AB a list of remaining candidates for the following year's AB positions.
 - (7) Create an annual schedule of the AB N&A activities.
 - (8) Monitor extension of terms of service beyond three years on AB committees.
 - (9) AB N&A Chair should deliberate with the council chairs and staff prior to each meeting where deliberations will take place.
 - (10) AB N&A Chair will serve as a member of the IEEE Nominations and Appointments Committee.
- e) AB N&A Meetings.
AB N&A to meet a minimum of twice a year via telephone.

4.6. AWARDS PLANNING AND POLICY COMMITTEE.

- a) Composition. The Awards Planning and Policy Committee (APPC), a Committee of the AB, shall be composed of a Chair (current AB Vice-Chair) and the following: the Chair of the AB and the Vice Chairs of the Councils, who shall be ex officio with voting privileges; four members at large,

one of whom shall be the Vice Chair of the Committee; the Awards and Recognitions Chairs of the five Major Boards: EAB, MGAB, SA, TAB, IEEE-USA.

The APPC Chair and Vice Chair are eligible for reappointment for one additional year (but may not serve in that office for more than two consecutive years); members-at-large are eligible for appointment for three consecutive one-year terms; the Chair may be appointed a member-at-large following the term as Chair. Any term of service limitations for the Awards and Recognitions Chairs are specified by the appointing Organizational Unit.

b) Responsibilities of APPC.

- (1) Policy supervision of all awards administered by the IEEE Awards Board and other awards, including those of Boards, Technical Societies, Sections, Councils, Regions, Conferences and Committees, but excluding those administered by the Fellow grade elections.
- (2) Assisting these IEEE entities in establishment of new awards and modification of existing awards.
- (3) Coordinating awards activities of these IEEE entities, if necessary.
- (4) Submitting recommendations and information to the AB concerning policy for such awards.
- (5) Assisting the Chair in developing a recommended slate of candidates to serve on the Committee in the ensuing year.

c) Responsibilities of APPC Chair

- (1) Schedule APPC meetings (normally bi-monthly teleconference meetings).
- (2) Submit to the AB Chair for review a Report of the Committee to be included on the agenda for the AB meeting, the Report containing:
 - (2.a) Slate of candidates recommended for appointment to the Committee as members-at-large for the ensuing year.
 - (2.b) Any other recommendations from the committee for consideration by the AB.
 - (2.c) Send letters of appreciation to outgoing members of the committee.

- (2.d) Advise IEEE societies and others of AB action on their proposals for establishment of new awards.
- (2.e) Slate of candidates recommended for appointment to the Committee as members-at-large for the ensuing year.
- (2.f) Any other recommendations from the Committee for consideration by the AB.
- (2.g) Send letters of appreciation to outgoing members of the committee.
- (2.h) Advise IEEE societies and others of AB action on their proposals for establishment of new awards.
- (2.i) Appoint a Chair and a Member at Large to the five AB member APPC Awards Review committee. This committee shall also include the Chairs of the Medal, Technical Field and Recognition Councils.

d) Responsibilities of APPC Vice Chair.

The Vice Chair shall perform such duties as may be assigned by the Chair. In the absence or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair.

4.7. **AB PRESENTATIONS AND PUBLICITY COMMITTEE.**

The Awards Presentations and Publicity Committee (AB P&P) shall be responsible to the AB for proposing and reviewing policies and procedures related to the presentation and publicity of IEEE awards, scholarships, and formal recognitions under the aegis of the AB and including Board, Society/Technical Council, Region, Chapter, Affinity Group, Section, Council, Conference, and Committee awards.

- a) Composition. The Awards Presentation and Publicity Committee shall be composed of a Chair, plus three to five members, who shall be appointed by the Chair of the AB Presentation and Publicity Committee.
- b) Terms of Service. The term of office for chair shall be one year with a maximum of three consecutive terms, to commence on 1 January. The term of office for committee members shall be one year with a maximum of three consecutive terms and to commence on 1 January. Limitation of tenure may be waived, for one additional year, in individual cases for reasons deemed by the Awards Board to be in the best interest of the IEEE.
- c) Responsibilities of AB Presentations and Publicity Committee.

Responsibilities of the Awards Presentation and Publicity Committee shall include but not be limited to:

- (1) Review and recommend policies and procedures related to the presentation and publicity of all awards, scholarships, and formal recognitions under the aegis of the AB and including Board, Society/Technical Council, Region, Chapter, Affinity Group, Section, Council, Conference, and Committee awards.
- (2) Oversee Honors Ceremony.
- (3) Oversee venues of award presentations.
- (4) Review and recommend content changes to the Awards Booklet and Awards Web Site.
- (5) Provide guidance to all IEEE Organizational Units on how to recognize recipients including Institute-level recipients.
- (6) Publicize and provide guidance on publicizing IEEE members who are recipients of external awards.

4.8. **TIMETABLE OF AB ACTIVITIES.**

A timetable of activities for the AB, its Councils, and Committees is prepared by the AB Chair in conjunction with the IEEE staff for the upcoming year. The timetable is presented to the AB for final approval.