

IEEE Conference Publications Committee (CPC) Charter

CONFERENCE PUBLICATIONS COMMITTEE CHARTER

A. GENERAL

The Conference Publications Committee reports to, and is a Committee of, the TAB/PSPB Products & Services Committee.

B. SCOPE

The Conference Publications Committee recommends to the TAB/PSPB Products and Services Committee new requirements or changes to conference publication policies and processes; provides oversight review and guidance for all operational aspects of conference publications; and is responsible for distribution of post-conference content.

C. FUNCTIONS

The Conference Publications Committee:

1. Recommends to the TAB/PSPB Products and Services Committee the financial parameters needed to ensure that the objectives of the Program are met.
2. Takes responsibility for the operational performance of the Program.
3. Annually, reviews Program results for the previous year to evaluate Program effectiveness in meeting its goals and initiates changes as needed.
4. Quarterly reviews the operational costs of the Program against budget.
5. Monitors the administrative aspects of the Program to ensure effective and efficient acquisition, processing and sales fulfillment.
6. Annually reviews and revises accordingly, the conference publication acquisition arrangements to ensure a favorable return.
7. Annually reviews the conference publications package pricing structures and the member and non-member post-conference selling prices to reflect true market value.
8. Annually revises the Program plan that will meet marketing operational and administrative objectives.
9. Annually reviews the budget for the Program covering all income and expenses.
10. Disseminates information on the Program to all appropriate IEEE entities through the TAB/PSPB Products and Services Committee to ensure that the objectives and operations of the Program are clearly understood.
11. Works with, and conveys to, the IEEE Conferences Committee the Program's activities so as to maintain the quality of conference publications.
12. Reviews the Program surplus distribution methodology and recommend modifications as appropriate.

D. COMPOSITION

The Conference Publications Committee shall consist of the following members:

Voting Members:

- Committee Chair
- One (1) voting member of the IEEE Conferences Committee
- Two (2) to five (5) Additional Members

Non-Voting Members:

- Secretary, Technical Activities Board
- Conference Publications Staff
- S/C Corresponding Members (Each S/C President may appoint a corresponding member. They will receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.)

E. MEMBERSHIP REQUIREMENTS

1. Voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Diversity of Committee members with respect to such factors as gender, geographical region, and professional sector (academia/industry/other) is strongly encouraged. The Committee membership should strive to reflect the diversity of the IEEE membership eligible to serve on this Committee. This should be considered in the selection of Voting Members.

F. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be appointed by the Chair of the TAB/PSPB Products & Services Committee.
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.
3. The IEEE Conferences Committee member shall be appointed by the IEEE Conferences Committee Chair.
4. The additional members shall be appointed by the Committee Chair with the concurrence of the TAB/PSPB Products & Services Committee Chair.
5. All voting members shall serve a one-year term, with reappointment permissible.

G. VACANCIES

1. In the event of the absence of the Chair, at a meeting, the voting members of the Committee who are present shall select someone to so serve from amongst those present.
2. If other vacancies occur, they shall be filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE CONFERENCE PUBLICATIONS COMMITTEE

1. Committees There are no Committees reporting to the Conference Publications Committee.
2. Ad Hoc Committees An Ad Hoc Committee may be appointed to address a specific issue. The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment. The activities of an Ad Hoc Committee are

expected to be completed by the end of the calendar year of the Committee's formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

I. MEETINGS

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

The Committee Chair shall provide a brief report, outlining the committee activities transacted in between meetings, to the TAB/PSPB Products & Services Committee Chair prior to each TAB/PSPB Products & Services Committee meeting.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

FINANCIAL

Funds are allocated annually in the TAB Budget for meetings of the Committee. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department and includes agenda preparation, minute taking, distribution and follow-up of action items, data gathering and analysis, meeting coordination (including setting up teleconferences), subject matter expert and strategic analysis.

L. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.

REFERENCES

The IEEE Conference Publications Committee (CPC) Charter can be found in Section 3.32 of the [IEEE Technical Activities Board Operations Manual](#).