PART IV TECHNICAL ACTIVITIES

ARTICLE I – TECHNICAL ACTIVITIES COMMITTEE

Approved July 18, 2020

Section 1. Responsibility – The Technical Activities Committee is responsible for organizing, coordinating, promoting, and monitoring the technical activities of the Society. Technical Committees are created under the Technical Activities Committee to conduct technical activities in their respective specific areas of interest. Technical Activities Sub-committees are created under the Technical Activities committee to perform a specific function of importance to all technical committees as defined in Section 28 of the CIS By-laws.

Section 2. Chair and Members – The Chair of the Technical Activities Committee is the Vice President for Technical Activities. The members of the Technical Activities Committee are the Chairs of the Technical Committees, Sub-Committees, and the Standards Committee.

Section 3. Meeting – The Technical Activities Committee shall hold a meeting at least once a year. The Vice President for Technical Activities shall organize and chair the Technical Activities Committee meeting.

ARTICLE II – TECHNICAL COMMITTEES

Section 1. Responsibility – Under the supervision of the Technical Activities Committee, the Technical Committees are responsible for organizing, promoting, coordinating, and monitoring the technical activities in their respective specific areas of interest. In particular, the Technical Committees shall propose CIS-sponsored technical meetings, and special sessions, tutorials and competitions for the technical meetings, as well as special issues of the CIS-sponsored journals and magazines. The Technical Committees shall support and promote the CIS-sponsored technical meetings, journals and magazines through paper submissions, solicitation of paper submissions, and paper review. The Technical Committees shall also support various activities of the other committees of the Society. Each Technical Committee or Sub-committee may have Task Forces to conduct focused technical activities.

Section 2. TC Chair, TC Vice-Chairs and TC Members – Each Technical Committee (TC) shall have a Chair, two Vice-Chairs and a number of Members. TC Chairs shall be appointed by the President of the Society in January. Then

the TC Chair appoints two TC Vice-Chairs and TC Members. The appointment of the TC Vice-Chairs and the TC Members needs to be approved by the Vice President for Technical Activities. TC Chairs and Vice-Chairs must be IEEE CIS members. The number of TC Members should ideally be between 20 and 35, and not to exceed 40 in any given year. TC chairs will, as much as it is feasible, recruit a diverse and inclusive TC membership with respect to such factors as gender, geographical region, and professional affiliation (government, public sector, industry and academia), with a particular emphasis on the engagement of Under Represented Groups and young professionals. TC members are expected to be active in IEEE CIS with a reasonable track record of research, especially in IEEE CIS publications and conferences, relative to opportunity. The TC chair may nominate active and competent researchers, government, public sector or industry representatives from areas outside of IEEE CIS in TCs where multi-disciplinary input is valuable. In all cases, the TC Chairs will use their professional judgment to make a decision on the nomination of TC members, considering the key membership factors listed above. TC Chairs may consider publicly available sources of relevant information such as academia-focused search engines, to support their decision. The TC Chair shall submit a list of the TC Vice-Chairs and the TC Members to the Vice President for Technical Activities for approval. The Vice President for Technical Activities will use his/her professional judgment to make a decision on the appointment of TC members, considering the key membership factors listed above. The Vice President for Technical Activities may consider publicly available sources of relevant information such as academia-focused search engines to support his/her decision.

Section 3. Upon approval of committee members, TC webpages shall be updated. Each TC Chair shall obtain all relevant biographical information from the members, and then provide that information to the web-design liaison identified by the VP for Technical Activities.

Section 4. Terms of TC Chair, TC Vice-Chairs and TC Members – The terms of the TC Chair, the TC Vice-Chairs and the TC Members are one year beginning January 1, through December 31. No more than two consecutive full terms as the TC Chair of the same Technical Committee are permitted. No more than four consecutive full terms as the TC Vice-Chair of the same Technical Committee are permitted. There is no restriction on the reappointment of the TC Members.

Section 5. Inclusion of New TC Members – The TC Chair may appoint new TC Members anytime during his/her term. The eligibility of new TC members will be established as per Section 2 of this document. The appointment of the new TC Members needs the approval of the Vice President for Technical Activities. Upon

approval, the TC webpage shall be updated.

Section 6. Creation, Termination and Name Change of Technical Committees – The creation, termination and name change of Technical Committees needs the recommendation of the Technical Activities Committee and the approval by the CIS AdCom. The proposal of a new Technical Committee shall be submitted to the Vice President for Technical Activities by the founding Chair of the proposed new Technical Committee. The proposal shall include (i) the proposed name of the new Technical Committee, (ii) the list of founding TC Chair, two TC Vice-Chairs, and TC Members, (iii) a short biography of the proposed TC Chair and the two TC Vice- Chairs, (iv) justifications for the creation (e.g., background and motivation, future impact and benefits to CIS), (v) specific technical areas in which the new TC will be active, (vi) clear explanations about the differences from the existing Technical Committees, and (vii) a list of planned technical activities. The proposal for a name change of an existing Technical Committee shall be submitted to the Vice President for Technical Activities by the TC Chair together with clear justifications for the name change. The termination of an existing Technical Committee shall be proposed by the Vice President for Technical Activities. All proposals must be approved by the IEEE CIS AdCom.

Section 7. TC or Sub-committee Meeting – Each Technical Committee or Sub-committee shall hold a meeting at least once a year, ideally at a CIS sponsored major conference expected to be attended by most of its members. Limited amount of financial support may be available from the Society to support expenses associated with this main meeting. If financial support is required the TC or Sub- committee Chair should contact the Vice President for Technical Activities for previous approval. Meetings could also be conducted via teleconference or virtual meetings. The Society will make virtual conferencing facilities available to TCs or Sub-committees for their meetings. The TC or Sub-committee Chair shall organize and chair the meetings.

Section 8. TC Reports – The TC Chair shall submit a semi-annual TC report in May and an annual TC report in November to the Vice-President for Technical Activities. The semi-annual TC report shall include (i) a list of the TC Chair, the two TC Vice-Chairs, and the TC Members; (ii) statistics on the TC Members such as the number of the TC Members from each geographical region, the TC Members from academia, industry, public sector and government, male and female TC Members, young professionals and new TC Members; (iii) a list of Task Forces; (iv) statistics on the TC's main conference/symposium (if applicable), such as the number of submissions, accepted papers, attendees, special sessions, workshops, competitions, and tutorials; (v) a list of technical activities in the reporting year, such as special sessions, tutorials and

competitions organized at the IEEE CIS major conferences; (vi) a list of activities at non-IEEE events; (vii) a list of planned technical activities for the following year; (viii) agenda of the TC meeting of the reporting year; (ix) TC Chair's future plans; and (x) a set of semi-annual Task Force reports. These items in the semi-annual TC report shall be updated in the annual TC report where the last three items in (viii)-(x) shall be replaced with the (viii) minutes of the TC meeting(s) of the reporting year; (ix) on-going and new initiatives to be continued/started the following year, and (x) a set of annual TF reports, respectively.

Section 9. TC Complaint Handling – If a member has a complaint or dispute about how TC procedures are applied or appointments are made, they shall submit a complaint in writing to the Vice-President for Technical Activities. The Vice-President for Technical Activities will confirm receipt of the complaint within 5 business days. The Vice-President for Technical Activities will evaluate the complaint on its merits and make a decision. The Vice-President for Technical Activities will notify the complainant with a decision on the outcome within 30 days of original receipt of the complaint. If the complainant is unsatisfied with the decision of the Vice-President for Technical Activities, they may appeal the matter in writing to the President of IEEE CIS within 30 days of notification of the VP Technical Activities decision. The President of IEEE CIS will confirm receipt of the appeal within 5 business days. The President of IEEE CIS, will review the original complaint, the decision by the Vice-President for Technical Activities and consult with IEEE CIS ExCom on the matter. The President of IEEE CIS will resolve the complaint and communicate the resolution to the complainanant. If the complainant remains unsatisfied, the complainant may escalate the matter in writing to IEEE CIS AdCom within 30 day of the President's decision, who will then discuss the matter and reach a resolution that will be communicated in writing to the complainant. If the complainant is still unsatisfied with the outcome, the complainant may escalate the matter to IEEE Ethics and Members Conduct Committee (EMCC) and follow IEEE complaint handling procedures list at https://www.ieee.org/about/ethics/complaint-procedures.html

It shall be the goal of IEEE CIS to complete the complaint resolution process for a particular complaint/dispute within three months of receipt.

ARTICLE III – TASK FORCES

Section 1. Responsibilities - Under the supervision of the Technical Committee (TC), the Task Forces (TFs) are responsible for activities that promote the

development and application of Computational Intelligence techniques to a focused area. Typical examples of focused activities include organizing symposia, workshops, special sessions, and competitions for the IEEE CIS-sponsored technical meetings, and special issues for the IEEE CIS-sponsored journals and magazines. Task Forces are typically established on emerging areas, hot-topics, or areas of significant interest to a sub-community within the respective TC. Sub-committees can also include TFs to focus on specific questions or topics of special interest for the Sub-committee.

Section 2. Chair, Vice Chairs and Members of Task Forces – Each Task Force shall have a Chair, one or two Vice Chairs, and a number of TF Members. The Task Force Chair shall be nominated by the Technical Committee or the Sub-committee Chair in January and proposed to the Vice President for Technical Activities. The Task Force Chair must be a current member of the IEEE CIS and the appointment of the Task Force Chair must be approved by the Vice President for Technical Activities and the President of the IEEE CIS. Vice Chair(s) and Members are appointed by the Task Force Chair. Appointment of Vice Chairs and Members shall be approved by the Technical Committee Chair. There is no restriction on the number of the TF Members and should ideally be between 10 and 20.

Section 3. Terms of Chairs, Vice Chairs and Members – The terms of the Task Force Chairs, Vice Chairs, and Members are one year beginning January 1, through December 31. No more than four consecutive full terms as the TF Chair of the same Task Force is permitted.

Section 4. Creation, Termination and Name Change of Task Forces – The creation, termination and name change of Task Forces needs the approval of the Vice President for Technical Activities and the President of the IEEE CIS. The proposal for a new Task Force under a Technical Committee or a Technical Activity Sub-committee shall be submitted to the Vice President for Technical Activities by the TC, or Sub-committee, Chair. The proposal shall include (i) the proposed name of the Task Force; (ii) the proposed Task Force Chair, one or two Vice Chairs, and a number of Members; (iii) a short biography of the TF Chair and the TF Vice-Chair(s); (iv) justification for the creation (e.g., scope and mission); (v) focused technical areas and/or focused technical activities, and (vi) a list of planned technical activities. The proposal for a name change of an existing Task Force shall be submitted to the Vice President for Technical Activities by the Technical Committee or Sub-committee Chair together with clear justification for the name change. The proposal of the termination of an existing Task Force shall be submitted to the Vice President for Technical Activities by the TC or Sub-committee Chair together with clear justifications for

the termination.

Section 5. Minimum Requirements for Active Task Forces – Each Task Force shall maintain a website for the Task Force, including the name of the Task Force and the Name of the Technical Committee it belongs to, the scope and mission, the name and contact details of the Chair and Vice Chairs and a list of Members. Events that have been organized or planned by the Task Force shall also be included.

The Task Force shall be active in promoting research and application activities of its focused area. At least one event, such as a special session at an IEEE CIS sponsored conference must be organized. Evidence should be shown if a proposed event is not accepted by the conference organizers.

The Task Force Chair shall submit a semi-annual Task Force report in May and an annual Task Force report in November to the Technical Committee Chair. Both reports shall include (i) a list of the Task Force Chair, Vice Chair(s), Members, the history of the task force (year established and year chair appointed); (ii) statistics on the events organized by the Task Force, such as the number of submissions, accepted papers and attendees, and (iii) a list of planned technical activities for the following year. Only activities directly related to the topic or area of interest of the TF shall be included in the reports.

An annual meeting of the Task Force can be held, e.g., during a major CIS-sponsored conference. However, no financial support for the meeting is available from the Society. Meetings could also be conducted via teleconference or virtual meetings. The TF Chair shall organize and chair the meetings.

Inactive Task Forces will be terminated. The termination of an inactive Task Force is proposed by the Technical Committee or Subcommittee Chair.

Section 6. TF Complaint Handling – Complaints and disputes about TF procedures and appointments shall first be submitted in writing to the TC Chair for a possible quick resolution. The TC Chair will confirm receipt of the complaint within 5 business days. If a resolution cannot be reached, the complainant may appeal the matter on writing to the Vice-President for Technical Activities, who will then notify the complainant with a decision on the outcome. If the complainant is unsatisfied of the resolution, the complainant may escalate the matter in writing to the President of IEEE CIS within 30 days of notification of the VP Technical Activities decision, who will then consult with ExCom to resolve the complaint and communicate the resolution to the complainant. If the complainant remains unsatisfied, the complainant may

escalate the matter in writing to IEEE CIS Administrative Committee, who will then discuss the matter and reach a resolution that will be communicated in writing to the complainant. If the complainant is still unsatisfied with the outcome, the complainant may escalate the matter to IEEE Ethics and Members Conduct Committee (EMCC) and follow IEEE complaint handling procedures.

It shall be the goal of IEEE CIS to complete the complaint resolution process for a particular complaint/dispute within three months of receipt.