



**Institute of Electrical and Electronics
Engineers, Inc.**

Antennas and Propagation Society

Operating Manual

November 20, 2016





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Section 1 – Purpose

1.1 Purpose of Operating Manual

This Operating Manual provides practical organizational and operational procedures for the routine business of the Institute of Electrical and Electronics Engineers, Inc. (IEEE) Antennas and Propagation Society hereinafter called the Society.

Section 2 – Administrative Committee Meetings

2.1 Dates and Location of In-Person Meetings

The dates and location of the next AdCom meeting should be determined by the end of the prior AdCom meeting when possible.

While the Summer AdCom meeting usually takes place in conjunction with the Society's Annual Symposium, AdCom is responsible for selecting the site, scheduling and planning its winter meeting and any other in-person meeting.

If an AdCom meeting is to be held significantly in executive session that should be approved by a vote of the AdCom no less than 60 days in advance of the meeting.

2.2 Minutes

Minutes of any meeting or vote held by electronic means should be attached to the minutes of the previous in-person meeting. A list of all approved motions should be provided at the end of an in-person meeting. The draft of the minutes of an in-person meeting should be sent to the AdCom members within 30 days of the end of the meeting.

Section 3 – Standing Committees

3.1 Awards Committee

3.1.1 Committee Functions

The functions of the Awards Committee are to:

3.1.1.1 Recommend candidates for all awards and prizes in accordance with requirements, requests, and rules and regulations of IEEE, both for general and IEEE awards and Society awards.

3.1.1.1.1 Distinguished Achievement Award

The Distinguished Achievement Award is given annually (if a qualified candidate is nominated) to recognize outstanding career achievement by an individual in the field of antennas and propagation. Preference shall be given to a member of the Society, and nominations will be solicited through the Society *Magazine*. The award shall consist of a



certificate and honorarium to be set by the AdCom. The Awards Committee or a subcommittee of the Awards Committee will make the recommendation, subject to approval

by the AdCom. The President will notify the candidate selected. The award will be presented at the annual symposium.

3.1.1.1.2 Chen-To Tai Distinguished Educator Award

The Chen-To Tai Distinguished Educator Award is given annually (if a qualified candidate is nominated) to recognize outstanding career achievement by a distinguished educator in the field of antennas and propagation. Preference shall be given to a member of the Society, and nominations will be solicited through the *Magazine*. The award shall consist of a certificate and honorarium to be set by the AdCom. The Awards Committee or a subcommittee of the Awards Committee will make the recommendation, subject to approval by the AdCom. The President will notify the candidate selected. The award will be presented at the annual symposium. Funds for this award have been provided by the family of Prof. Chen-To Tai through the IEEE Foundation.

3.1.1.1.3 John Kraus Antenna Award

This award, established by John D. Kraus, honors an individual or team that has made a significant advance in antenna technology. Preference is given to Society members. The prize is \$1000, and a plaque. If there is more than one awardee, the award will be shared equally. The Awards Committee or a subcommittee of the Awards Committee will make the recommendation, subject to approval by the AdCom. The President will notify the candidate selected. Funds for this award have been provided by John Kraus through the IEEE Foundation. The award will be presented at the annual symposium. An award need not be given every year.

3.1.1.1.4 Donald G. Dudley Jr. Undergraduate Teaching Award

This award recognizes outstanding and original contributions to undergraduate education by an individual assistant professor or equivalent at an accredited institution of engineering education. The educator should be in the general area of electromagnetic education, including theory, analytical solutions, numerical methods, antennas and propagation, phenomena visualization and measurements. The award consists of a plaque, a monetary prize of \$1000 and a voucher for \$500 for professional books or educational aids. Mrs. Marge Dudley provided the initial funds for the award and the Antennas and Propagation Society will continue funding for the future. The Awards Committee or a subcommittee of the Awards Committee will make the recommendation, subject to approval by the AdCom. The President will notify the candidate selected. The award will be presented at the annual symposium.

3.1.1.1.5 Lot Shafai Mid-Career Distinguished Achievement Award



This award recognizes the past technical accomplishments and future potential of an outstanding woman of mid-career status in the field of antennas and propagation. Eligible nominees consist of women members of the IEEE, less than 41 years of age on December 31 preceding the year of nomination, whose prior technical accomplishments and future

potential earmark them as current and future leaders in the field of antennas and propagation, as well as role models for future generations of women in the field. The award consists of a plaque and a monetary prize/honorarium of \$1000. This award was proposed by the family of Lot Shafai, represented by his wife Joanne Therrien and his daughter Leili Shafai, with donated funds in the amount of \$20,000, in honor and recognition of Prof. Lotfollah Shafai's receipt of the 2011 Killam Prize in Engineering, and in support of outstanding mid-career women engineers in the field of antennas and propagation. The Awards Committee or a subcommittee of the Awards Committee will make the recommendation, subject to approval by the AdCom. The President will notify the candidate selected. The award will be presented at the annual symposium.

3.1.1.1.6 Harrington-Mitra Award on Computational Electromagnetics

The purpose of this award is to recognize the past technical accomplishments and future potential of an outstanding contributor to the area of Computational Electromagnetics. In order to be eligible, the recipient must be a member of the IEEE in good standing. The prize consists of a plaque and an honorarium of \$1000. This award was proposed by former students, colleagues and friends of Roger F. Harrington and Raj Mittra, with donated funds in the amount of \$25,000 to the IEEE Foundation, to establish the award in honor and recognition of Roger F. Harrington and Raj Mittra for their extensive contributions to the field of Computational Electromagnetics. The Awards Committee or a subcommittee of the Awards Committee will make the recommendation, subject to approval by the AdCom. The President will notify the candidate selected. The award will be presented at the annual symposium.

3.1.1.1.7 Outstanding Service Award

The Outstanding Service Award recognizes an individual or team who has performed exceptional service for the Society. The prize is a suitably inscribed plaque. Recommendation of the recipient(s) of this award will be conducted by a committee of three of the most recent past Presidents of the Society, subject to approval by the AdCom. The President will notify the candidate selected. The award will be presented at the annual symposium. An award need not be given every year.

3.1.1.2 Recommend the papers for the five Society Paper Awards.

These awards include the Sergei A. Schelkunoff Transactions Prize Paper Award, the Harold A. Wheeler Applications Prize Paper Award, and the R. W. P. King Prize Paper Award for papers in the *Transactions*. Each of these awards has a \$1000 honorarium. The Piergiorgio L. E. Uslenghi Prize Paper Award is presented for the best paper in the *AWPL* and the Edward E. Altschuler Prize Paper Award is awarded for the best contribution to the *Magazine*. Both of these awards also have a \$1000 honorarium. The criteria for recommendation of recipients for these awards are provided in the Bylaws.



3.1.1.2.1 Procedure for Recommendation of the Society Paper Awards

The purpose of the awards is to stimulate the submission of high-quality papers, both basic and applied, for publication in the *Transactions*, the *AWPL* and the *Magazine* of the Society. Upon publication of the final issue of each of these publications in each calendar year, an Awards Subcommittee, established by the Awards Committee Chair, may recommend papers for recognition and the corresponding awards. Society members may submit nominations for the paper awards; a period of 60 days from the publication date of the last *Transactions*, *AWPL* and *Magazine* of the year will be allowed for the nominations to be received. All papers published in the *Transactions* and *AWPL* of the Society during a calendar year are eligible for the award in the following year, except those authored by members of the Awards Committee at the time the papers are reviewed. Contributions to the *Magazine* made by authors of feature articles, column contributors or other authors are eligible for the Altschuler Prize Paper Award. The *Magazine* Editor-in-Chief and contributions to the *Magazine* made by the chair or members of the committee or subcommittee making the recommendation are not eligible for the Altschuler Prize Paper Award. The recommendation will be made on the basis of the technical contributions contained in the paper and any other criteria associated with the specific award (see the Bylaws for these criteria). The Committee decisions on the recommendations will be forwarded to the AdCom for approval. The President will notify the recipients of the awards. The presentation of the awards will be made at the annual symposium.

3.1.2 Committee Composition

The Awards Committee chair will be appointed by the President for a one-year term that may be renewed no more than twice for a total of three years. The committee may be subdivided into two subcommittees: the Field Awards Subcommittee and the Paper Awards Subcommittee. The chair of those subcommittees will be appointed by the Awards Committee Chair in consultation with the President. The Awards Committee Chair shall select the membership of the Subcommittees and forward the selected members to the President to be approved by the AdCom at the Summer AdCom meeting. The membership of the Awards Subcommittees shall be publicized continuously on the *AP-S Website* and on all Call for Nominations. The Awards Subcommittees terms shall run from Summer AdCom meeting to Summer AdCom meeting. Members of the Awards Subcommittees may serve no more than three consecutive years with the exception of the Awards Committee Chair, who may serve for up to three years as a subcommittee member followed by up to three years as Awards Committee Chair. For the Outstanding Service Award a separate subcommittee composed as indicated by the Bylaws is charged with the recommendation of a candidate.

3.1.3 Eligibility and Other Regulations

The eligibility and selection of the candidates for all the Society Awards will be governed by IEEE and AP-S procedures and regulations, particularly IEEE Policy 4.4 on Awards Limitations. Members of the Awards Committee and the AdCom may not be considered for awards while they are on those committees, nor may they be considered in the 12 months



immediately following the end of their term of service. The only exception is for time-limited awards such as the Paper Awards and the Lot Shafai Mid Career Distinguished Achievement Award. In these cases, the affected individuals must recuse themselves from all considerations dealing with the award, and these recusals must be noted in the minutes. Members of the Awards Committee and of the AdCom may not nominate or serve as references for award nominees.

The Call for Awards Nominations shall be approved by the AdCom at the summer meeting and shall be published immediately thereafter on the *AP-S Website*, in the *Magazine*, and at other appropriate venues. The Awards Committee(s) shall develop their own evaluation procedures which they may choose to codify in their own operating manuals.

The Awards Committee Chair shall forward a list of recommended recipients of awards to the President, and this list shall be ratified by a vote of AdCom in executive session at the Winter AdCom meeting if possible, or by electronic vote as soon as possible after the Winter AdCom meeting. In the event that a recommendation is not ratified, the concerns of the AdCom shall be communicated to the Awards Committee, who will reconsider their recommendations and send an updated recommendation to the AdCom for approval by electronic vote.

In extenuating circumstances, the Chair of the Awards Committee in consultation with the President may provide to the recipients of the awards a travel supplement to attend the Awards Ceremony. All awardees will receive a ticket to the banquet at which they receive the award.

3.2 Chapter Activities Committee

3.2.1 Committee Functions

The functions of the Chapter Activities Committee are to:

- Create and promote interest in the Sections for the formation of Chapters of the Society.
- Work with Chapters and Sections to provide plans and methods for promoting successful Chapter meetings.
- Assist in providing topics, media, or speakers for Chapter meetings.
- Insure the *Chapters Handbook* and *Chapter Chair Reference Guide* are periodically updated.

3.3 Constitution and Bylaws Committee

3.3.1 Committee Functions

The functions of the Constitution and Bylaws Committee are to:

- Advise the Officers and the AdCom on matters requiring consulting or interpretation of the Society's Constitution and Bylaws.
- Draft, present, and implement proposed changes to the Constitution and Bylaws.
- Periodically publish the Constitution and Bylaws in a suitable publication of the Society.



- Periodically review and organize the Operating Manual.
- Coordinate all Constitutional matters of mutual concern with the IEEE Board of Directors.

3.3.2 Committee Composition

The Constitution and Bylaws Committee Chair must be a voting member of the AdCom. The Secretary of the AdCom shall also be a member of the Constitution and Bylaws Committee.

3.4 Distinguished Lecturer Committee

3.4.1 Committee Functions

The functions of the Distinguished Lecturer Committee are to:

- Select a number of people, eminent in the Society's field of interest, who agree to be available for a period of two or three years as Distinguished Lecturers to the Chapters.
- Determine the topic for each lecture in consultation with the selected speaker.
- Insure that each active Chapter of the Society is entitled to request two Distinguished Lecturers per year according to policies established by the AdCom, with associated costs (travel, food, and accommodations but not salary) to be borne by the Society in accordance with budgetary guidelines established by the AdCom.
- Act as a focal point and a coordinator for all requests by a Chapter for a specific Distinguished Lecturer.
- Insure the adequate announcement of the Distinguished Lecturer Program in the AP-S Magazine and on the Society Website.
- Make periodic reports to the AdCom and in the AP-S Magazine, providing updates on the status of the program.
- Maintain the *Distinguished Lecturer Program Handbook*, which contains a summary of the policies and guidelines for the operation of the Distinguished Lecturer Program.

3.5 Education Committee

3.5.1 Committee Functions

The functions of the Education Committee are to:

- Compile significant technical and educational data of our profession as requested by the IEEE.
- Consider the republication of outstanding articles either research or education-oriented, in the form of special publications with the co-operation of the IEEE Press.
- Consider the recording of important lectures presented at symposia and other meetings.
- Compile handbook material, other than Standards in Antennas and Propagation, with the ultimate aim of revision, for the convenience of the members.
- Administer the Society's student grants.
- Organize the Annual Symposium Student Design Contest and Student Paper Award.
- Organize a Student Reception during the AP-S Annual Symposium.



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- Administer the e-Learning Library
 - Act as editor of a column for the *Magazine*.

3.6 Fellows Committee

3.6.1 Committee Functions

The functions of the Fellows Committee are to:

- Review AP-S Fellow nominations and recommend candidates for Fellow grade to the IEEE Fellows Committee.
- The Committee shall, itself or through appropriate *ad hoc* arrangements, fulfill any other review and evaluation duties referred to it by the IEEE Awards Board and IEEE Fellows Committee.

3.6.2 Committee Composition

Members of the Fellows Committee must be IEEE Fellows or Life Fellows.

3.7 Finance Committee

3.7.1 Committee Functions

The functions of the Finance Committee are to:

- Compile financial data, prepare the Society budget, provide inputs to the IEEE for budget purposes, analyze, and make appropriate recommendations to other committees and groups on such items as publication costs, meeting expenses, etc.
- Act as consultant and functional supervisor to treasurers of various meetings held by the Society.
- Make periodic reports to the AdCom on the financial status of the Society.
- Observe financial operations of the Society and take appropriate actions to see that money is spent or invested wisely and in the best interests of the Society.
- Develop budget priorities.
- Oversee expenditures.
- Evaluate spending initiative proposals.

3.7.2 Committee Composition

The composition of the Finance Committee shall consist of the Treasurer (Chair), the President, the President-Elect, the immediate Past President, and the immediate Past Treasurer.

3.8 History Committee

3.8.1 Committee Functions

The functions of the History Committee are:



- Promote the collection, writing, and dissemination of historical information in the AP-S fields of interest.
- Promote the collection, writing, and dissemination of historical information about AP-S and its predecessor organizations.
- Preserve, research and promote the history of technologies related to AP-S fields of interest.
- Propose AP-S related milestones to the IEEE History Committee.
- Organize special sessions on history during the Annual Symposium.
- Prepare papers on history for publication in the *Magazine* and other journals.

3.8.2 Committee Composition

The AP-S Historian shall be member of the Committee.

3.9 Industrial Initiatives Committee

3.9.1 Committee Functions

The functions of the Industry Initiatives Committee are:

- Represent industrial community and promote its interests and active participation in AP-S activities.
- Support local AP-S chapter activities through organizing annual symposia, talks from industry experts, and promoting local work force participation.
- Organize special sessions and provide support to technical booths of interest to industry during the IEEE AP-S annual symposium and other similar conferences.
- Support student paper contests and design competition in the AP-S annual symposium and other meetings by providing industry experts as judges.
- Increase the visibility of industry members in AdCom and various committees of the Society.
- Identify and nominate industry members for Fellow, IEEE technical field awards and AP-S awards.

3.10 Institutional Listings Committee

3.10.1 Committee Functions

The functions of the Institutional Listings Committee are:

- Solicit and promote listings by firms and organizations associated with the field of interest of the Society.
- Provide guidance as to the content and format of such listings to ensure their acceptability for inclusion in appropriate Society publications.

3.11 Meetings Committee

3.11.1 Committee Function



The function of the Meetings Committee is to oversee and to act as a liaison between the AdCom and the local organizing committees for the annual symposium and any other financially sponsored or financially co-sponsored conferences of AP-S. Individuals and groups interested in organizing a meeting are referred to the Society's *Meetings Handbook* available from the Society.

3.11.2 Committee Composition

The Meetings Committee shall consist of three Society members, one of whom will be designated as the Chair, and the Society Meetings Coordinator, all of whom are appointed by the President.

3.11.3 Joint Meetings Committee

The Meetings Committee will serve as the Society representatives to any Joint Meetings Committee, with the Society Meetings Coordinator serving as a voting member of any Joint Meetings Committee. Each Joint Meetings Committee will be set up and operate under the terms of a Memorandum of Understanding (MOU) between AP-S and the other organization(s).

3.11.4 Procedure for Selection of Annual Symposium Sites

An Organizing Committee wishing to sponsor a symposium should contact the Meetings Committee (or the Joint Meetings Committee, if the symposium is to be co-sponsored by another organization) prior to proposal submission. The Organizing Committee should follow the procedure outlined in the Society's *Meetings Handbook* in preparation of a sponsorship proposal. The *Meetings Handbook* also contains details on the operation and policies for the organization and execution of symposia, conferences, and topical meetings. The (Joint) Meetings Committee, after receiving formal proposals from prospective hosting organizing committees, will review all symposia proposals in terms of their logistical and financial merits irrespective of the proposed location and make a recommendation to the AdCom. In the instance where the proposed symposium is exclusively AP-S, the AP-S Meetings Committee shall make the recommendation to the AdCom. Typically sites for the annual symposia are determined between 4-7 years in advance.

The Joint Meetings Committee between AP-S and USNC-URSI (JMC) evaluates proposals for venues located in IEEE Regions 1-7. The AP-S Meetings Committee evaluates proposals for venues located in IEEE Regions 8-10. If competing proposals for Regions 1-7 and Regions 8-10 are submitted for the same year, the selection and recommendation to the AdCom by the AP-S Meetings Committee shall prevail. Should a proposed venue in Regions 8-10 be approved by the AdCom, then USNC-URSI will be invited to join; if USNC-URSI accepts the invitation, then the organization of that symposium will be the responsibility of the JMC; if USNC-URSI declines the invitation, then article 3 (suspension of MOU) of the MOU between AP-S and USNC-URSI will be invoked and the symposium will be the responsibility of the AP-S Meetings Committee. It is expected that a symposium will be held in Regions 8-10 not more frequently than every third year. Proposals from all IEEE regions will be evaluated using uniform criteria, and the final decision will be based on the perceived benefits to the Society as a whole and on the overall quality of the proposal.



3.11.5 Conference Management

Conferences will employ a conference management company to assist in negotiations with venues, assist in budgeting, track all income and expenses, and provide final financial report to the IEEE.

3.12 Member and Geographic Activities Committee

3.12.1 Committee functions

The functions of the Member and Geographic Activities Committee are to:

- Analyze AP-S member needs in all Regions taking into account their cultural, technical, and economic diversity.
- Support and meet the AP-S member needs in all Regions.
- Plan and implement strategies to recruit and retain AP-S members in all Regions.
- Propose and implement outreach initiatives and projects in all Regions.
- Promote the international character of the Society.
- Promote and facilitate the Society on an international level.
- Address issues and concerns from members around the world.
- Solicit perceptions and suggestions from the wider membership throughout all Regions, and interact with the AdCom to address suggestions and concerns of the membership.

3.12.2 Committee Composition

The Regional Representatives may be part of the Committee. In any case, the Committee will work in close relation with the Chapter Activities Committee, the Membership Committee, the Membership Benefits Committee, the New Technology Directions Committee, the Young Professionals Committee, the Regional Representatives, and the Women in Engineering Representative.

3.13 Membership Committee

3.13.1 Committee Functions

The functions of the Membership Committee are to:

- Supply information to the members and Sections on the Antennas and Propagation Society and advantages of membership in it.
- Provide promotional material to the members and Sections and plan membership drives.
- Act as liaison with the Section Chapter officers and members for the other staff committees.
- Make recommendations to the AdCom whether to accept a new society for affiliate membership.

3.14 Member Benefits Committee



3.14.1 Committee Functions

The functions of the Membership Benefits Committee are to identify possible benefits that the AP-S can offer to its members in addition to that offered by the IEEE.

3.15 New Technology Directions Committee

3.15.1 Committee Functions

The functions of the New Technology Directions Committee are to:

- Identify new technology of relevance to the Society.
- Coordinate activities for presenting new technology of relevance to the Society membership, including special sessions at symposia, workshops, special *Transactions* issues, reprints, feature articles in the *Magazine*, and other means approved by the AdCom.
- Select topics for special sessions at the upcoming ~~summer~~ annual symposium in cooperation with the symposium local Technical Program Committee.
- Follow the activities of the IEEE Future Directions Committee (see <http://www.ieee.org/about/technologies/index.html>) and its initiatives and prepare proposals to engage AP-S if deemed adequate.

3.16 Nominations Committee

3.16.1 Committee Duties

The duties of the Nomination Committee relative to the AdCom and the officers of the Society are mentioned in the Bylaws and further detailed hereinafter.

- By April 15 of each year the Committee shall issue, by e-mail to all AP-S memberships and make available on the *AP-S Website*, a call for “Nominations for Consideration for the Ballot”. The instructions for the nomination must include the Regions from which nominations are accepted on the elections of a given year, i.e., for the office of President-Elect, on even years from Regions 1 to 6, and on odd years from Regions 7 to 10; for AdCom members, on three consecutive years, from Regions 1 to 8 and Region 10 on the first year (2015, 2018, and so on), from Regions 1 to 10 on the second year (2016, 2019, and so on), and from Regions 1 to 8 and Region 10 on the third year (2017, 2020, and so on). The call shall also include the deadline for nominations, namely, May 31.
- As indicated in the Bylaws, the Committee is responsible for preparing the initial lists of 16 candidates for the AdCom and no more than four candidates for President-Elect and for validating that each potential candidate is an AP-S member. Nominees that are not AP-S members shall be deleted from the list. Depending on the year these initial lists will be composed of:
 - For AdCom:
 - First year (2015, 2018, and so on): 12 nominees from Regions 1 to 8, and 4 nominees from Region 10.
 - Second year (2016, 2019, and so on): 8 nominees from Regions 1 to 8, 4 nominees from Region 9, and 4 nominees from Region 10.



- Third year (2017, 2020, and so on): 12 nominees from Regions 1 to 8, and 4 nominees from Region 10.
- For President-Elect:
 - Odd years: Up to four nominees from Regions 7 to 10.
 - Even years: Up to four nominees from Regions 1 to 6.
- To select the nominees for the initial lists from all the nominations received, the Committee must use the criteria mentioned in the Bylaws. The Committee will present to AdCom the selected lists of 16 nominees for AdCom and up to four nominees for President-Elect as indicated in the Bylaws.
- The voting members of AdCom in an executive session of the Summer AdCom meeting will vote to determine the slates of 8 candidates for AdCom and two candidates for President-Elect as follows:
 - For AdCom:
 - First year (2015, 2018, and so on): vote for up to 6 candidates from Regions 1 to 8, and up to two candidates from Region 10.
 - Second year (2016, 2019, and so on): vote for up to 4 candidates from Regions 1 to 8, up to two candidates from Region 9, and up to two candidates from Region 10.
 - Third year (2017, 2020, and so on): vote for up to 6 candidates from Regions 1 to 8, and up to two candidates from Region 10.
 - For President-Elect: vote for up to two candidates.
- As indicated in the Bylaws the Committee will count the AdCom votes and determine the slate of candidates for the ballot as follows:
 - For AdCom:
 - First year (2015, 2018, and so on): The six individuals with more votes from Regions 1 to 8, and the two individuals with more votes from Region 10.
 - Second year (2016, 2019, and so on): The four individuals with more votes from Regions 1 to 8, the two individuals with more votes from Region 9, and the two individuals with more votes from Region 10.
 - Third year (2017, 2020, and so on): The six individuals with more votes from Regions 1 to 8, and the two individuals with more votes from Region 10.
 - For President-Elect: The two individuals with more votes.
- The Committee will inform the AdCom members of the composition of the ballot as soon as possible and will organize the Annual Elections through the IEEE elections staff as indicated on the Bylaws. The voting procedure should enforce that:
 - For AdCom:
 - First year (2015, 2018, and so on): No more than three candidates from Regions 1 to 8, and no more than one candidate from Region 10 will get voted by each AP-S voting member.
 - Second year (2016, 2019, and so on): No more than two candidates from Regions 1 to 8, no more than one candidate from Region 9, and no more than one candidate from Region 10 will get voted by each AP-S voting member.
 - Third year (2017, 2020, and so on): No more than three candidates from Regions 1 to 8, and no more than one candidate from Region 10 will get voted by each AP-S voting member.
 - For President-Elect: No more than one candidate will get voted by each AP-S voting member.



- As soon as the IEEE Elections staff informs of the results, the Committee will inform the candidates without disclosing the breakout numbers.
- The duties of the Nominations Committee shall also include the submission of nominations for the office of Division Director to the Division Nomination Committee, and the annual solicitation of names of potential candidates to be considered by the IEEE Nominations and Appointments Committees of the various IEEE Boards and Committees (Technical Activities Board, Educational Activities Board, Member and Geographic Activities Board, Awards Board, Publications Services and Products Board, Fellow Committee, and so on) for service on Institute Committees and Boards.

3.16.2 Committee Composition

The Nominations Committee composition is indicated in the Bylaws.

3.17 Past Presidents Council

3.17.1 Committee Functions

The functions of the Past Presidents Council are:

- To act as an advisory body to the officers of AdCom.
- To provide suggestions to AdCom through the Council chair.

3.17.2 Council Composition

The council shall be chaired by the immediate past President. Members shall consist of all the past Presidents, the current President and the current President-Elect. The chairs of the Strategic Planning Committee and the New Technology Directions Committee shall be liaison members.

3.18 Publications Committee

3.18.1 Committee Function

The function of the Publications Committee is to supervise and otherwise arrange for the publication of the Society's publications, endeavoring to produce high-quality publications of relevance to the Society and IEEE membership.

3.18.2 Committee Composition

The Publications Committee shall consist of a chair who has been a former Editor-in-Chief of a Society publication and the Editors-in-Chief of the Society's publications (including the *Transactions*, the *Letters*, and the *Magazine*) and optionally the Editor for electronic publications who is appointed to the position by the President with the advice and consent of AdCom.

3.19 Standards Committees



3.19.1 Committee Responsibilities

The Standards Committee shall be responsible for the preparation of IEEE standards publications such as definitions of terms and test procedures in the area of antennas and wave propagation in accordance with the Committee's Operating Procedures and Policies Manual

for Antenna and Wave Propagation Standards Development. The formation of *ad hoc* subcommittees, commissioned to write certain standards or define terms in specified areas under the auspices of the Standards Committee, is encouraged and recommended. The chairs of such *ad hoc* subcommittees shall be members of the Standards Committee.

3.19.2 Additional Responsibilities of the Committee Chair

The Chair of the Standards Committee shall report directly to AdCom. The Chair shall represent the Society at meetings of the IEEE Standards Committee. The chair is also responsible for insuring Society compliance with all relevant requirements as listed in the IEEE Standards Association Operation Manual.

3.20 Strategic Planning Committee

3.20.1 Committee Functions

The functions of the Strategic Planning Committee are to:

- Elaborate the Society's Strategic Plan detailing its goals and their priorities and the corresponding Operation Plan which will detail the corresponding metrics and the implementation of the Society's strategy.
- Review the Strategic Plan and the Operation Plan at least every five years, prior to the publications and society reviews by the TAB Periodicals Review and Advisory Committee and the TAB Society Review Committee, respectively.
- Update and publish the Five Year Goals and Operation Plans.
- Update and publish the One Year Goals and Operation Plans.
- Identify any overlapping and complementary interest with other organizations.
- Consider possible organizational changes such as Society status, merger, etc.
- Identify and promote new or developing technical areas that should fall within the Society's field of interest.
- Work with the Chair of the Past Presidents Council to identify issues for consideration at their meeting.

3.20.2 Committee Chair and Composition

The Chair of the committee will be a former Secretary, Treasurer or former President familiar with Society finances. The Chair will normally be appointed every three years by the then-current President. The committee will include the President-Elect and the junior past President as members.



3.21 Technical Committee on Antenna Measurements

3.21.1 Committee Functions

The functions of the Technical Committee on Antenna Measurements are to:

- Investigate, evaluate and, where appropriate, disseminate information concerning antenna-measurement technology of interest to the Society.
- Serve as a resource on topics related to antenna measurements for the AdCom, for symposia steering committees, and for Editors-in-Chief of the *Transactions*, the *Letters*, the *Magazine* and the *AP-S Website*.
- Coordinate antenna-measurement activities with other committees of the Society.
- Promote cooperation with other groups, including joint activities approved by the AdCom.

3.22 Young Professionals Committee

3.22.1 Committee Functions

The functions of this committee are to address the unique needs of recent graduates as they transition into professional activities. Young Professionals (YP) are defined by IEEE as post-student members who are within 15 years of receiving their first professional degree with an option to participate beyond the 15-year time span (see http://www.ieee.org/membership_services/membership/qualifications.html). The committee holds a reception at each symposium to introduce YP members to the AP-S community. The committee also serves as an avenue to foster opportunities for career advice and mentoring.

3.23 Special Interest Group on Humanitarian Technology (SIGHT)

3.23.1 Committee Functions

Under the IEEE-wide Special Interest Group on Humanitarian Technology (SIGHT), the Society formed a SIGHT Committee to partner with underserved communities and local organizations to leverage technology for sustainable development.

Section 4 –Special or *ad hoc* Committees

4.1 *Ad hoc* Committee for Society Review (Recurring)

The IEEE Technical Activities Board reviews each Society's activities and periodicals every five (5) years. The President and AdCom should organize an *ad hoc* committee at least one year prior to the announced date of the review to support the President (for the Society review) and the Editors-in-Chief of the publications (for the periodicals reviews) in collecting, organizing, and presenting the required materials for the reviews.

Section 5 – Society Representatives



5.1 List of Representatives

- Antennas Measurement Techniques Association (AMTA)
- Applied Computational Electromagnetics Society (ACES)
- AP-S Historian
- European Association of Antennas and Propagation (EurAAP)
- EurAPP Representative to AP-S
- IEEE EMBS Committee on Man and Radiation (COMAR)
- IEEE Council on Electronic Design Automation (CEDA)
- IEEE Council on Radiofrequency Identification (RFID)
- IEEE History Committee
- IEEE Joint Committee on High-Power Electromagnetics
- IEEE Nano Technology Council
- IEEE Press Liaison
- IEEE Region 8 Representatives
- IEEE Region 9 Representatives
- IEEE Region 10 Representatives
- IEEE Sensors Council
- IEEE Society on Social Implications of Technology
- IEEE TAB Awards and Recognition Committee
- IEE TAB Conference Publications Committee
- IEEE TAB Finance Committee
- IEEE TAB Future Directions Committee
- IEEE TAB Magazine Committee
- IEEE TAB Nominations and Appointments
- IEEE TAB Periodical Committee
- IEEE TAB PSPB Products and Services Committee
- IEEE TAB Public Relations Committee
- IEEE TAB Strategic Planning Committee
- IEEE TAB Transactions Committee
- IEEE-USA Professional Activities Committee for Engineers (PACE)
- IEEE Women-in-Engineering
- IEEE Young Professionals
- ITU Radiocommunication Sector (ITU-R)
- USNC/URSI

Section 6 –Travel Policy

6.1 Policy General Guidelines



Travel reimbursement for Society travel will conform to the IEEE policies. In addition, the Society will reimburse all reasonable travel expenses associated with travel approved by the Society. Travelers shall submit a current-year IEEE Expense Report (which can be obtained from the AP-S Treasurer) to the Treasurer within a reasonable time with all required receipts and supporting documentation.

The daily meal reimbursement limits will be \$15 for breakfast, \$25 for lunch and \$25 for dinner and won't require receipts when within these limits. Travelers wishing to claim actual meal expenses above these limits are required to submit receipts with the Expense Report according to IEEE Travel Policy.

Travelers combining Society business with other travel (business or personal) shall coordinate such travel with the AP-S Treasurer in advance to determine the appropriate division of expenses.

6.2 Expense Limits for AP-S Travel

Travel to AdCom meetings for AdCom members and Committee Chairs to attend all AdCom meetings will be reimbursed at actual cost following IEEE guidelines.

Travel by AP-S appointed representatives to various IEEE Councils or Committees shall be reimbursed up to the following limits: travel from IEEE Regions 1-7 to other Regions or *vice versa*, from Region 8 to Regions 9-10 or *vice versa*, from Region 9 to Region 8 or 10, or *vice versa*, shall be limited to \$2000 per trip, while travel within Regions 1-7, within Region 8, within Region 9 or within Region 10 shall be limited to \$1000 per trip. Amounts above these limits shall be approved by the AP-S President.

6.3 Expense Limits for Distinguished Lecturer Travel

Travel reimbursement policies for Distinguished Lecturers shall be subject to limits as set in the current *Distinguished Lecturer Program Handbook*.