

Power Line Communications (PLC)
IEEE Communication Society Technical Committee
Policies and Procedures (P&P)
(March 19, 2015)

1) Membership Requirements

Anybody can be a Member of the Technical Committee (TC). To become a Member it is necessary to subscribe to the TC mailing list as specified on the TC Web page.

A Member becomes a *Voting Member* if he/she has attended (physically present or by teleconference) two or more of the *prior* five regularly scheduled TC meetings.

The TC Secretary shall maintain an attendance list for each such meetings. All meetings of the TC are open.

2) Elected and Appointed Officers

The TC Chair reports directly to the Vice President of Technical Activities (VP-TA), in accordance with the IEEE Communications Society (ComSoc) Bylaws. If a TC officer position becomes vacant before normal conclusion of his/her term, the remaining term shall be filled by special election of the TC. If such a special election is not held before or during the next regularly scheduled meeting, the VP-TA, in consultation with the President, shall appoint someone to serve the remaining term. Positions filled shall be for completion of the interrupted term.

The TC shall have at least three and not more than eight elected officers: Chair, Vice-chair, and Secretary, each of whom must be a member of the IEEE Communications Society, an IEEE Communications Society Affiliate, or member of a Sister Society. Student Members are not permitted to serve as elected TC officers. The exact number of elected officers shall be at the discretion of the Nominations & Elections (N&E) Committee (see below for N&E Committee). At the discretion of the TC Chair, there may be additional appointed positions.

The nominal term for Chair, Vice-chair and Secretary shall be two years. Any officer can be elected to the same position for one additional, contiguous term (i.e., continuously serve in any particular officer position for a maximum of four years). TC officers can be elected to a different officer position, but in no case shall one person continuously serve as a TC officer within the same TC for more than eight years.

3) Nomination and Election Procedures

Elections will occur every two years and will be ratified at the *IEEE International Symposium on Power Line Communications and Its Applications* (ISPLC). An *ad hoc* Nominations & Elections (N&E) Committee that consists of the current elected and

appointed TC officers and three Voting Members selected by the current TC officers shall facilitate the election of officers. The TC Chair shall also chair the N&E Committee. If any of the TC officers expresses willingness to be considered as a possible candidate for serving another term in any capacity as a TC officer, he/she shall recuse him/herself from the N&E Committee. The N&E Committee shall come into existence at the TC meeting held at the *IEEE Global Telecommunications Conference (Globecom)* preceding the actual election and shall be dissolved at the ISPLC where the election is ratified.

The purpose of the N&E Committee is to decide the necessary number of elected officers, to offer candidate names for all elected officer positions, and to conduct the election. It is desirable that the N&E Committee identifies at least two candidates for each officer position. The N&E Committee may also make biographies and position statements of candidates available to members. The N&E Committee shall announce its slate of candidates at least four weeks before an election is to be held. Such announcement shall be via email. Members shall be able to submit nominations via email to the N&E Committee up to December 31st of the year preceding the election year. Such "write-in" candidates must receive at least five supporting "signatures" (via email) of Voting Members. All candidates must be Voting Members, must consent to being nominated, and must show willingness to serve.

TC elections are conducted by the N&E Committee and held by email. Elections have to be completed at least one week prior to the IEEE ISPLC meeting. It is necessary to register to vote with the TC Secretary, and only Voting Members can register for voting. The quorum for a valid election is equal to two-thirds of registered voters. Voters shall email their votes to the N&E Committee.

In the case of two candidates for a position, election is by simple majority. For the case of more than two candidates, selection proceeds in two stages. In the first stage votes can be cast for all candidates. In the second stage, votes can be cast only for the two candidates who have garnered the most votes in the first stage; simple majority rule shall apply. In the event of a tie, votes shall be cast one more time. If the tie is not broken, the VP-TA shall cast a tie-breaking vote.

An officer of the TC shall take responsibility for reporting election results to the TC membership, VP-TA, Secretary of Technical Activities Council (TAC), and ComSoc headquarters in New York City. All candidates shall be informed of election results and be permitted to appeal the outcome. The TC Secretary shall keep record of votes cast for post-election audit purposes.

Newly elected TC officers assume their positions at the conclusion of the IEEE ISPLC meeting where the N&E Committee ratifies the election.

4) Meetings of the TC-PLC

The TC shall meet at least twice a year, in spring at IEEE ISPLC and in fall at IEEE Globecom. If necessary, an additional meeting can be organized at the *IEEE International Conference on Communications (ICC)* or at the IEEE International Conference on Smart Grid Communications (SmartGridComm). Meetings will be announced at least two weeks in advance on the TC mailing list.

Meetings are open to any conference attendee. The TC Chair or a designated substitute, typically another TC officer, will chair meetings. Any TC member can suggest items for the agenda. The TC Secretary or a designated substitute will take minutes. These minutes should be made available within one month of the meeting. Their availability is announced on the TC mailing list. Minutes are posted on the TC Web page and are public. Should voting occur at the TC meetings, only Voting Members physically present or attending by teleconference have voting rights. Simple majority rule applies. If voting involves changes to the Policies and Procedures (P&P), then a two thirds majority of Voting Members physically present or attending by teleconference is required.

5) Budget & Expenses

The VP-TA will inform the TC of its budget.

When the TC feels that funds are needed to fulfill its mission, a proposal will be prepared by one or more TC Officers for discussion and approval at a TC meeting. (Such discussion can also be carried out via the TC's email list). The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested.

If the TC agrees to the proposal, it will be submitted to the VP-TA for his/her approval. If approved, funds will be used in accord with ComSoc procedures. The Secretary of the TC will maintain a record of expenses. Invoices are sent to the VP-TA for approval, and then to ComSoc headquarters for payment or reimbursement.

Expenses will normally be incurred for maintaining the TC's information infrastructure (e.g., volunteer maintenance of its website) or showing appreciation for volunteer support. Recognition will not include awarding money, nor are TC funds to be used for travel purposes.

6) Supporting Activities

As appropriate, the TC will be active in all of ComSoc's activities. This will include ComSoc conferences (such as ISPLC, SmartGridComm, ICC, GLOBECOM, INFOCOM, MILCOM and OFC) by providing representatives to their respective Technical Program Committees, by providing for professional review of submitted papers (by soliciting such assistance from among its membership) and by organizing mini-conferences, symposia, panels, short courses, tutorials, etc., as deemed appropriate by the Society and the TC. Further, the TC can individually organize workshops and conferences. Also, because of the broad nature of committee activities, collaborative sessions with other committees will be endorsed and heartily encouraged. As new technologies and application areas emerge, a TC will seek to address aspects of these topics relative to its charter, and work with both the Strategic Planning Committee and Emerging Technologies Committee.

The TC will further support ComSoc journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership. The TC will seek ways to increase active

participation of its members in information exchange related to the charter of this Committee, such as: stimulating Feature Topics and Special Issues of ComSoc journals and magazines; and by endorsing workshops, tutorials, short courses, panel sessions, etc. on special topics.

7) TC Information Dissemination

The TC will maintain an Internet Web page. This Web page will be accessible from the main ComSoc Web page. Announcements distributed to the TC's membership, notably meeting agendas and meeting minutes, opportunities for membership participation in TC-endorsed activities, as well as election-related issues, will be made available on their Web page. The TC will also provide at least one email exploder as an alternative for timely dissemination of information, and to welcome useful information from others.

8) ISPLC Organization

The TC's flagship conference is ISPLC. In successive years, ISPLC will be held in different continents unless special situations should occur such as the inability to identify volunteer organizers.