Communications Software TC

Policies and Procedures (P&Ps)

Approved by ComSoc TCB on March 12, 2024

Governing and Superseding Bylaws
These Policies and Procedures (P&Ps) are governed and superseded by the currently-in-force IEEE Communications Society P&Ps (ComSoc P&Ps), as noted in the following link.

https://www.comsoc.org/about/board-governors/governance/policies-procedures

CommSoft TC Charter
To advance the state of the art in communications software and its various aspects and applications. It also serves as the major forum for discussion among communications software professionals in both the communications and computer industries.

Membership
Per article B.5.6.4.4.b of ComSoc's P&Ps, minimum requirements for a member include
- Be a ComSoc member in good standing.
- Have been active in the Technical Committee for the past three years.
- Participate in Technical Committee meetings.
- Assist in the conduct of Technical Committee business.
- Be included in the TC mailing list.

The TC qualifies "active" through attending at least three of the TC's prior six meetings, in addition to satisfying at least one of the following.
- Engagement in TC meeting discussions
- Relevant reported activity through the e-Letter
- Involvement in TC officer roles, SIGs, or subcommittees
- Representing the TC in ComSoC or other IEEE activities

Once qualified as active, members become eligible for voting, being nominated for becoming an Officer in the TC, nominated for the TC awards, or nominated for roles beyond the TC, e.g., becoming a GC/ICC Symposia Chair.

Special Interest Groups
- Follows article B.5.6.4.4.b.
- Formation of a SIG requires the TC's approval.
- Deliberation on the continuation of a SIG shall be made by the TC at every Globecom-coinciding meeting, and shall consider SIG's activity, relevance, and engagement of TC members.
- A discontinued SIG shall be designated as Retired.
- Details and activity of all SIGs shall be reflected on the TC website.

Elected and Appointed Officers
- Follows article B.5.6.4.4.c. of ComSoc's P&Ps.
- Recognizes the following appointed posts and their duties, to be appointed by agreement among the elected officers.
    - E-Letter Editor
    - SIG Coordinator
    - Web admins
    - Standards Liaison
    - Industrial Liaison
    - ComSoC Student Competition Representative

Election of TC Officers
- Follows article B.5.6.4.4.d. of ComSoc's P&Ps for policy and procedures on the nomination and election subcommittee.
- Elections are to take place every two years.

Awards Subcommittee
- Follows article B.5.6.4.4.e of ComSoc's P&Ps.
- The TC's Vice-Chair shall act as a member of the TC's Awards Subcommittee, ex-officio.
- The other Awards Subcommittees members shall be TC members nominated and approved by the TC.

TC Awards

The aim of the TC awards is to recognize distinguished efforts in research and/or service made in the TC's scope of interest, as outlined by the TC's Charter.

The TC awards shall be given on annual basis to candidates satisfying the award criteria.

The call for the nominations will be made every year during May/June, with deliberations concluded before the TC meeting coinciding with Globecom.

Where for a certain category the nominees received do not satisfy the award criteria, the award category shall be barred for the year.

The CommSoft TC has the following awards.
- Technical Achievement Award: Recognizes outstanding technical contributions in Communications Software. Presented annually for remarkable advancements, innovations, or breakthroughs in software systems and technologies for communication networks.
- Student Achievement Award: This award recognizes exceptional contributions by students to the field of Communications Software. Eligible contributions must have been made during the nominee's time as a student. Support evidence includes, but is not limited to, a thesis, publications, patents, or other forms of rigorous output that demonstrate the nominee's achievements in the previous year.
- CommSoft TC Service Award: Honors exemplary service to the Communications Software Technical Committee. Presented annually to members who have demonstrated exceptional dedication, leadership, and contributions to the growth and success of the CommSoft TC.
- Test-of-Time Paper Award: Recognizes influential research in Communications Software. Presented annually to authors of a selected paper published at least five years before the nomination, and in venues endorsed or overseen by the CommSoft TC, which has demonstrated enduring significance and impact on the theory or practice of software technologies in communication networks.

TC Website and Mailing List
- Follows article B.5.6.4.4.f
- Website: https://commsoft.committees.comsoc.org/
- Mailing List: COMMSOFT@LISTSERV.IEEE.ORG

Transactions of Business
- Follows article B.5.6.4.4.g of ComSoc's P&Ps for all meetings.
- Regular meetings to be scheduled to coincide with ICC and Globecom conferences.
- Additional meetings may be held to deliberate on emerging business.