

# IEEE Communications Society Technical Committee on Molecular, Biological, and Multi-Scale Communications (MBMC-TC) Policies and Procedures

Revision 2024-05-14 (DRAFT)

## 1 Generalities

### a. Charter of the IEEE Communications Society Technical Committee on Molecular, Biological, and Multi-Scale Communications (MBMC-TC)

This committee focuses on nanoscale communication in the range from nanometers to micrometers. Nanoscale communication may be based on biological materials and mechanisms (molecular communication), electromagnetic waves and principles (electromagnetic communication), or quantum states and quantum physics (quantum communication). Nanoscale communication is a paradigm-shifting communication and networking technology that enables nano-to-micro meter scale devices to coordinate and perform a wide range of applications from targeted drug delivery, in-body nanosensor wireless networks and computing in a new paradigm.

The MBMC-TC provides its members with:

- a forum that facilitates and promotes technical discussions, interactions, and collaborations; and
- a forum that facilitates and broadens its members' professional opportunities.

The MBMC-TC serves engineers, researchers, scientists and educators who work in the interdisciplinary and dynamic area of molecular, biological and multi-scale communications.

### b. Objectives of MBMC-TC

The objectives of the MBMC-TC are to:

- i. Help position ComSoc as the leading technical organization for communication professionals, as per the Bylaws;
- ii. Promote knowledge and dissemination of knowledge related to the scope of the technical committee;
- iii. Foster the development of new emerging topical areas related to the scope of the technical committee;
- iv. Provide technical support to the development of ComSoc conferences, publications, standards, and educational activities;
- v. Organize journal special issues as well as special sessions, symposia, tutorials and workshops in leading conferences, particularly ICC and Globecom;
- vi. Coordinate with and support the IEEE Transactions on Molecular, Biological, and Multi-Scale Communications to ensure the continued quality and success of the journal; and
- vii. Coordinate with relevant IEEE Standards Association Working Groups.

### c. **Statement of Equity, Diversity, and Inclusion**

The IEEE Communications Society’s (ComSoc’s) vision is to bring harmony through communications, ultimately creating a connected world enabled to create bonds among people with various backgrounds and from all corners of the world. To this end, the MBMC-TC advocates equity, diversity, inclusion, non-discrimination, global cooperation, and compassion; condemns discrimination, harassment, and violence; and affirms an unequivocal commitment to treat everyone fairly. Our officers and members will uphold these principles in all their actions.

(Adapted from “A Statement from the IEEE ComSoc Board of Governors”,  
<https://www.comsoc.org/about/boardgovernors/statement-ieee-comsoc-board-governors>)

## 2 **Organizational Structure and Membership**

### a. **Organizational Structure**

- i. The MBMC-TC reports to the Technical Committees Board.
- ii. The MBMC-TC shall have at least a Chair, Vice-Chair, and a Secretary and all shall be elected by the TC membership. Elections for these positions shall be held every two years. A Chair cannot serve more than two consecutive terms of office, and a term has a two-year duration.
  - An officer may serve for a maximum of three consecutive terms. After three consecutive terms, an officer must wait for at least one term before they become eligible again to serve as an elected officer.
  - If an elected officer resigns, or is otherwise unable to serve, and more than nine months remain in their term, then a special election will be organized to choose a successor to fill the remainder of the term.
- iii. The MBMC-TC may form Subcommittees and Special Interest Groups (SIGs). Chairs of Subcommittees and SIGs shall be appointed by the Technical Committee Chair.
  - Subcommittees deal with specific tasks related to TC operations, e.g., nomination and selection of awards, officer elections, etc.
  - Special Interest Groups (SIGs) help the TC foster the scientific and technological development in topical emerging technologies within the scope of the TC. SIGs may also be created to promote activities in well-established technologies.

### b. **Membership**

Membership in the TC includes members, voting members, and collaborators.

#### i. **Member**

The requirements for membership in the MBMC-TC are:

- Be a ComSoc member in good standing;
- Have been active in the MBMC-TC for the past three years;
- Participate in the MBMC-TC meetings;
- Assist in the conduct of Technical Committee business; and
- Be included in the TC mailing list.

Clarifications of the MBMC-TC membership requirements are as follows:

- Being “active” in the MBMC-TC can include any of the following:
  - Authoring and/or presenting a paper at a conference, track, or session that is organized or endorsed by the MBMC-TC;
  - Chairing, serving on the organizing committee, or serving on the technical programe committee of a conference, workshop, track, or session that is organized or endorsed by the MBMC-TC; or

- Serving as a member of the editorial board of the IEEE Transactions on Molecular, Biological, and Multi-Scale Communications.
  - “For the past three years” is understood to mean either within the current calendar year or within the previous two calendar years.
  - Participation in the MBMC-TC meetings is to attend, either in person or virtually, the mid-year meeting (normally held at IEEE ICC) or the end-of-year meeting (normally held at IEEE Globecom) and be recorded in the meeting attendee list. A minimum of one meeting must have been attended either within the current calendar year or within the previous two calendar years.
- ii. **Voting Member**
- Voting Members may cast votes in officer elections and on motions at MBMC-TC meetings. The requirements for being a Voting Member in the MBMC-TC are as follows:
- Being an MBMC-TC Member or an MBMC-TC Officer.
- Effectively, all MBMC-TC Members are Voting Members. All MBMC-TC Officers are Voting Members during their term, even if an Officer does not otherwise meet all requirements for membership at the time of voting.
- iii. **Collaborator**
- Collaborators are individuals who are not ComSoc members. Collaborators may participate in TC activities but shall not be entitled to vote and run for election. On a case by cases basis, Collaborators may be appointed as non-voting members to TC subcommittees.

### 3 Elected and Appointed Officers

- The MBMC-TC shall have elected Officers and may have appointed officers. All elected Officers shall be elected by the MBMC-TC voting members. Appointed Officers shall be appointed by the MBMC-TC Chair or other Officer, as specified in the MBMC-TC P&Ps.
- All Officers shall be Technical Committees members and shall serve two-year terms concurrent with the nominal term of the Technical Committee Chair.
- The minimum duties and responsibilities for each Officer are listed below (TC Officers may also decide how to best partition the work among themselves).

a. **Chair**

The Chair is an **elected** Officer and has the following responsibilities:

- i. Sets the overall direction and policy of the MBMC-TC, in consultation with the MBMC-TC Members and other elected and appointed officers;
- ii. Represents the MBMC-TC on the Technical Committees Board;
- iii. Provides guidance and direction to MBMC-TC Members in the conduct of their responsibilities;
- iv. Appoints Chairs of Subcommittees and Special Interest Groups, as necessary;
- v. Coordinates with ComSoc Staff in the conduct of their responsibilities; and
- vi. May assume leadership for specific projects, as delegated by the MBMC-TC.

b. **Vice Chair**

The Vice Chair is an **elected** Officer and has the following responsibilities:

- i. Assists the Chair and shall act on behalf of the Chair in the event of his/her incapacity.

c. **Secretary**

The Secretary is an **elected** Officer and has the following responsibilities:

- i. Coordinates the MBMC-TC meetings, arranging the meeting time schedule, reserving the meeting room and food (if needed), and informing the members via the e-mail list;
- ii. Arranges for remote participation in MBMC-TC meetings;
- iii. Prepares reports for the MBMC-TC and Technical Committees Board meetings.
- iv. Provides an annual written report, which shall be distributed to the VP-TEA-C, the Director-Technical Committees, and MBMC-TC members prior to each meeting held at ICC.
- v. Records the minutes of the MBMC-TC meetings and posts them on the MBMC-TC website;
- vi. Maintains contact with the MBMC-TC members and Chair;
- vii. Sends announcements to the MBMC-TC e-mail list;
- viii. Maintains and updates the MBMC-TC website; and
- ix. Maintains the list of Technical Committee members that have voting rights.

d. **Educational Services Chair**

The Educational Services Chair is an **appointed** Officer and has the following responsibilities:

- i. Organize educational activities for the benefit of MBMC-TC Members and those who may be interested in joining the interdisciplinary area of molecular, biological, and multi-scale communications;
- ii. Report on previous and future events at MBMC-TC meetings.

e. **Social Media Chair**

The Social Media Chair is an **appointed** Officer and has the following responsibilities:

- i. Administer, manage, and moderate the MBMC-TC social media accounts on all platforms agreed to by the MBMC-TC Officers, which may include (but not be limited to) LinkedIn, Facebook, X/Twitter, and YouTube;
- ii. Promote MBMC-TC and MBMC-TC-endorsed events on all active MBMC-TC social media channels, as appropriate for each platform; and
- iii. Promote engagement by the general public and MBMC-TC membership with the MBMC-TC social media channels; and
- iv. Report on social media activity at MBMC-TC meetings.

## 4 Nomination and Election Subcommittee

a. **Preamble**

A Nomination and Election Subcommittee (NES) shall be formed to identify suitable candidates and oversee the election procedure. **All** members of the Nomination and Election Subcommittee must be MBMC-TC members.

The NES shall always meet in Executive Session and its deliberations, as well as all documents submitted to or created by the Subcommittee, shall be strictly confidential. Only the final list of candidates on the ballot shall be openly announced.

b. **Nomination and Election Subcommittee (NES)**

The formation and composition of the NES shall be as follows:

- i. An NES shall be appointed for regular elections at the end of each term, and for special elections to fill a vacant elected officer position. In either case, the NES shall be appointed at least four weeks before voting opens, and shall be disbanded once the MBMC-TC Chair confirms that the Election Report has been ratified by the ComSoc Technical and Educational Activities Council.

- ii. The NES shall have at least three members, one of whom will serve as NES Chair. The MBMC-TC Chair shall appoint the members of the NES and designate one of the members to be the NES Chair. Sitting officers of the MBMC-TC may not be members of the NES, however, it is desirable for some of the members of the NES to be past officers of the MBMC-TC.
- iii. Members of the NES may not be candidates in the election. If a member of the NES has a perceived or actual conflict of interest with any candidate for election, then this conflict will be brought to the attention of the MBMC-TC Chair. If the MBMC-TC Chair decides that a conflict exists, then the member will withdraw and the MBMC-TC Chair will appoint a new member to the NES. A non-exhaustive list of conflicts-of-interest are included in Appendix B of these P&Ps.

**c. Nominations**

The process to solicit and confirm nominations shall be as follows:

- i. The NES manages the nomination process. Nominations shall be solicited for a period of at least two weeks. The nomination period shall be announced on the MBMC-TC mailing list.
- ii. Any MBMC-TC Voting Member may nominate any MBMC-TC Voting Member or Voting Members as a candidate to an elected office. Self-nominations are acceptable. The NES may also directly nominate candidates.
- iii. All nominations shall be submitted to the NES Chair.
- iv. In addition to any nominations from the membership, the MBMC-TC Vice-Chair shall be automatically nominated as a candidate for the position of MBMC-TC Chair, and the MBMC-TC Secretary shall be automatically nominated as a candidate for the position of MBMC-TC Vice-Chair. An automatic nomination may be declined by the candidate. An automatic nomination is not valid if the candidate would be ineligible.

**d. Confirmation and Announcement of Candidates**

The process to confirm and announce candidates shall be as follows:

- i. The NES confirms the eligibility of all nominees.
- ii. Elected Officers shall not serve for more than six consecutive years in any position within the MBMC-TC.
- iii. A TC Chair is ineligible to serve concurrently as Chair for more than one TC.
- iv. The NES contacts the eligible nominees to confirm their willingness to serve in the role or roles for which they have been nominated.
- v. The NES validates as candidates all eligible nominees who are willing to serve.
- vi. For each elected office, there must be at least two candidates on the ballot. If there are not enough nominations, then the NES shall identify additional candidates. Only MBMC-TC Voting Members are eligible to run as elected TC Officer.
- vii. While it is strongly recommended that an election is held for all elected positions, there may be an alternative election process if the NES has difficulty identifying enough candidates. In this alternate process, only the Secretary is elected by the MBMC-TC membership and the Secretary, at the end of their two-year term, shall serve two years as Vice Chair and then two years as Chair.
- viii. All candidates are announced on the MBMC-TC mailing list.

**e. Election Procedure**

Elections shall take place as follows:

- i. Elections shall take place at a general meeting of the MBMC-TC. For end-of-term elections, the election will take place at the last end-of-year meeting before the end of the term, normally at Globecom. For special elections, the election will take place at the next available meeting.
- ii. Prior to the election, the NES and MBMC-TC Secretary will ensure that the list of Voting Members is up to date.

- iii. At the election, the NES issues ballots to Voting Members, collects completed ballots, and counts the votes.
- iv. Each MBMC-TC Voting Member has one vote. The candidate who receives the most number of votes is elected. Ties will be resolved by the NES by selecting a candidate randomly using a randomization algorithm.

f. **Approval of Results**

After each election, the NES Chair shall prepare an Election Report that shall include all of the following:

- i. A **verbatim** excerpt of the election process specified in the P&Ps, including how the Nomination and Appointment Subcommittee members are selected.
- ii. When and where the election took place.
- iii. The roster of the Nominations and Elections Committee.
- iv. The candidates for each office and how the candidates were selected for the ballot.
- v. The IEEE member number for each candidate, with a confirmation that they satisfy the criteria for being an MBMC-TC Member.
- vi. The method chosen for voting (in person, electronically, by teleconference, etc.).
- vii. The list of members who voted in the election with a confirmation that they all satisfy the criteria for being an MBMC-TC Voting Member.
- viii. Name of the person preparing the ballot.
- ix. The actual vote tally by candidate.

The Election Report shall be submitted to the MBMC-TC Chair. The MBMC-TC Chair shall send the Election Report to the Director-Technical Committees and the VP-TEA within two weeks from when the election was held. Election results shall be ratified when approved by the TEA Council, with notification to the MBMC-TC Chair within four weeks after receipt of the Election Report. If the TEA Council does not approve the election results, then the Director-Technical Committees shall organize a new election for the Technical Committee.

## 5 Awards Subcommittee

An Awards Subcommittee (AS) shall be formed to select award recipients on behalf of the MBMC-TC.

The Awards Subcommittee shall always meet in Executive Session and its deliberations, as well as all documents submitted to or created by the Subcommittee, shall be strictly confidential. Only the final award recipients shall be openly announced.

a. **Awards Subcommittee (AS) Formation**

The formation of the AS shall be as follows:

- i. The voting members of the AS shall be composed of a Chair and four-to-six members, chosen among the MBMC-TC members.
- ii. At most one Subcommittee member can be chosen among the elected MBMC-TC Officers, except the MBMC-TC Chair.
- iii. All Subcommittee members shall be elected by the MBMC-TC and are subject to approval by the TEA Council. The TEA Council has the authority to change one or more of the Subcommittee members when needed, for example to satisfy diversity criteria.
- iv. Members shall not serve simultaneously on the Awards Subcommittee of more than two TCs.
- v. The term limit of the Awards Subcommittee members shall be two years concurrent with the nominal term of the TC Chair, with reappointment to at most one additional two-year term.

- vi. The roster of the Awards Subcommittee, including members' affiliations, shall be posted on the Technical Committee web page as soon as approved by the TEA Council.

**b. Awards Administered**

The AS shall administer two annual awards:

- i. The IEEE Transactions on Molecular, Biological, and Multi-Scale Communications Best Paper Award.
- ii. The Molecular, Biological, and Multi-Scale Communications Best Conference Paper Award.

The full procedures for these awards are contained in Appendix A of these P&Ps.

The AS shall also consider MBMC-TC endorsements for Distinguished Lecturers and IEEE Fellows, as discussed in Section 6 of these P&Ps.

## **6 Activities**

**a. Selected Areas in Communications (SAC) Track Chair for MBMC at ICC and Globecom**

The MBMC-TC shall support the SAC track focusing on molecular, biological and multiscale communications at each ICC and Globecom. For each ICC and Globecom, the elected Officers of the MBMC-TC identify one or more SAC Track Chair candidates at their discretion. Nominations may be solicited from the MBMC-TC membership via the MBMC-TC mailing list. Once the elected MBMC-TC Officers have agreed on their nominees, they are shared with the corresponding ICC/Globecom Organizing Committee.

The general eligibility requirements for nomination by the MBMC-TC shall be as follows:

- i. A candidate must be an MBMC-TC Member at the time of nomination.
- ii. A candidate who served or has been selected to serve as a symposium chair or a SAC track chair in 3 of the 6 ICC/Globecom conferences prior to the conference in question is not eligible to serve as the MBMC SAC Track Chair for that conference.
- iii. Additional requirements may be imposed by the ICC/Globecom Organizing Committee.

The ICC/Globecom Organizing Committee considers the nominees and makes the final decision.

The responsibilities of the SAC Track Chair shall be as follows:

- i. Attend all technical program committee (TPC) meetings of the ICC or Globecom for which the SAC Track Chair is appointed and coordinate with the TPC for the organization of the SAC track;
- ii. Appoint TPC members for the SAC track in consultation with the elected MBMC-TC Officers;
- iii. Organize the SAC track at the ICC or Globecom for which the SAC Track Chair is appointed; and
- iv. Report the SAC track activities to the MBMC-TC.

**b. IEEE Transactions on Molecular, Biological and Multi-Scale Communications**

- The MBMC-TC shall coordinate with the Editor-in-Chief of the IEEE Transactions on Molecular, Biological, and Multi-Scale Communications to ensure the quality and success of the Transactions.
- The MBMC-TC will support the Transactions through advertising and by encouraging its members to submit to the journal.
- Recognizing that the Transactions are vital to the MBMC-TC community, and that the Transactions are overseen by the ComSoc Publications Board, the MBMC-TC officers will support the Editor-in-Chief of the Transactions by advocating for the journal within ComSoc as needed.

**c. Distinguished Lecturer and IEEE Fellow endorsements**

The MBMC-TC may endorse its members for distinguished lecturer positions, and may endorse nominations of its members to the grade of IEEE Fellow.

The guidelines for such endorsements shall be as follows:

- i. Proposals and requests for endorsement may be made at any time by MBMC-TC Members.
- ii. Proposals and endorsements will be evaluated by the Awards Subcommittee, considering: the charter and objectives of MBMC-TC; the MBMC-TC statement of equity, diversity, and inclusion; and the excellence of the lecturer/nominee.
- iii. Once the evaluation is complete, the Awards Subcommittee will either recommend to the MBMC-TC Chair that the proposal/nomination be supported, or that it be declined.
- iv. For distinguished lecturer proposals, if the Awards Subcommittee supports the proposal, then the Awards Subcommittee is responsible to ensure that the proposal is complete and shared with the MBMC-TC Chair; the MBMC-TC Chair will then submit the proposal on behalf of the MBMC-TC.

**d. Other activities**

The MBMC-TC may conduct other activities to further the objectives of the TC.

## **7 Website and Mailing List**

- The MBMC-TC shall maintain an official web page and a mailing list hosted by the ComSoc IT Department.
- The web page shall contain information about officers and their contact information, the scope of the TC, TC P&Ps, subscription to membership, and minutes of meetings held.

## **8 Transaction of Business**

1. All MBMC-TC business, including meetings and email voting, shall be conducted in compliance with Clause A.2 of ComSoc's P&Ps.
2. The MBMC-TC shall hold at least two in-person meetings per year, one at ICC or Globecom (with the possibility of remote participation by dial-in). The MBMC-TC may conduct additional meetings concurrent with flagship conferences for the TC. Conference calls, discussions via email, and voting via email shall be conducted on an as-needed basis.

## **9 Changes and Approval of Policies and Procedures**

The MBMC-TC P&Ps require the approval of the Technical Committee Board before taking effect. The process for submitting TC P&Ps amendments for approval shall be as follows:

1. The MBMC-TC shall first approve the amendment.
2. The MBMC-TC Chair shall forward the approved P&Ps to the Governance Committee for feedback, copying the Chair of the Technical Committee Board.
3. The MBMC-TC P&Ps shall be revised as needed based on the feedback of the Governance Committee.
4. The finalized P&Ps shall be sent to the Technical Committee Board Chair who shall schedule them for approval at the next Technical Committee Board meeting.



## 10 Version History

1. Current version is May 14 2024 (DRAFT)
2. May 14, 2024: Restored that award criteria evaluated according to equal weighting; Removed Vice-Chair from automatic place on Awards Subcommittee as all members must be elected according to ComSoc.
3. May 10, 2024: Overhauled to align with current ComSoc P&Ps; Major changes to membership definitions, election candidacy process, and awards administration; New Officer roles defined for Educational Services Chair and Social Media Chair.

## A MBMC Award Procedures

### 1. Scope

This Appendix lists the procedures for the following awards to be presented by the IEEE Communications Society (ComSoc) Technical Committee on Molecular, Biological, and Multi-Scale Communications (the MBMC-TC):

- i. The IEEE Transactions on Molecular, Biological, and Multi-Scale Communications Best Paper Award (i.e., the “journal award”), awarded annually to the best paper published in the IEEE Transactions on Molecular, Biological, and Multi-Scale Communications (T-MBMC) in the previous **four** calendar years; and
- ii. The Molecular, Biological, and Multi-Scale Communications Best Conference Paper Award (i.e., the “conference award”), awarded annually to the best paper published in a conference or track organized or sponsored by the MBMC-TC in the previous calendar year, normally to include the SAC Tracks at the IEEE International Conference on Communications (“ICC”) and at the IEEE Global Communications Conference (“Globecom”).

### 2. Conflicts-of-Interest

Real or perceived conflicts-of-interest between Awards Subcommittee members and awards candidates shall be disclosed to the other subcommittee members. Should any real or perceived conflict-of-interest between an Awards Subcommittee member and one or more award nominees be identified, the conflicted member shall declare to the Subcommittee such conflict and recuse him/her-self from any and all discussions related to the award to which such nominees were nominated. A non-exhaustive list of conflicts-of-interest is included in Appendix B of these P&Ps.

### 3. Award Criteria

The award criteria shall be as follows:

#### a. Eligibility

The following criteria shall be considered to determine eligibility for the awards:

- i. Awards are an expression of the values of the IEEE, ComSoc, and the MBMC-TC. Eligibility for the award shall reflect the MBMC-TC’s Charter, Objectives, and Statement of Equity, Diversity, and Inclusion.
- ii. Papers must be clearly within the scope of the MBMC-TC, broadly defined.
- iii. Journal award: Subject to the conditions below, all original research papers, both regular length and letters, published in T-MBMC within the previous four calendar years, are eligible for the award. Date of publication is determined by the date of the journal issue in which the paper is published; for example, for the award given in year  $N$ , papers published in the issues in years  $N - 1$ ,  $N - 2$ ,  $N - 3$ , and  $N - 4$  would be eligible. Invited papers, editorials, corrections, comments, and surveys are not eligible for the journal award.

- iv. Conference Award: Subject to the conditions below, all original conference research papers, published within the previous calendar year, are eligible for the award. Date of publication is determined by the date of the conference, for example, for the award given in year  $N$ , papers published in ICC  $N - 1$  and Globecom  $N - 1$  would be eligible. The form of presentation at the conference, e.g., whether oral or poster, has no bearing on eligibility. Invited papers are not eligible for the conference award.
  - v. If a paper receives the conference award, and that paper is subsequently extended and published in T-MBMC, then the T-MBMC paper is eligible for the journal award, but will be evaluated primarily on the new material in the journal paper that was not present in the conference paper.
  - vi. Papers with authors or co-authors who are: members of the Awards Subcommittee during the year of the award, MBMC-TC Officers during the year of the award, Track/TPC chairs or General Chairs of a conference or track in which eligible papers are published, or the Editor-in-Chief of T-MBMC for journal issues in which eligible papers are published, are not eligible for the award.
- b. **Evaluation Criteria** Eligible papers shall be evaluated by the Awards Subcommittee according to the following criteria and with equal weighting:
- i. **Readability:** The paper is well organized, the writing is clear, and any mathematical reasoning is well constructed.
  - ii. **Novelty:** The problem, methodology, results, and/or solution are significantly novel and/or open up new avenues of research.
  - iii. **Impact:** The paper addresses a problem of notable importance, and/or is likely to have (or has already had) a major impact on the field.
- c. **Awards Procedure** The procedure to administer the awards shall be as follows:
- i. In June of the year of the award, the Editor-in-Chief of T-MBMC and the Chairs of any tracks/conferences with eligible papers shall compile a list of all eligible papers for the award (in accordance with section 3a of these procedures).
  - ii. The Awards Subcommittee shall assemble a short list of up to 5 papers for each award. At minimum, every paper on the short list shall meet each of the evaluation criteria in section 3b of these procedures.
  - iii. No single author shall have more than 2 papers on the short list for any single award.
  - iv. In consideration of conflicts-of-interest, no Awards Subcommittee member shall be removed prior to the creation of the short list. Once the short list is created, Awards Subcommittee members may be recused in accordance with section 2 of these Procedures.
  - v. The Awards Subcommittee shall review all short-listed papers in detail, and may solicit additional information as necessary regarding any short-listed paper.
  - vi. In September of the year of the award, the awards subcommittee will decide on a recipient of each award. At most one paper may win each award; ties are not permitted. If no suitable candidates are found for either or both awards, then the Awards Subcommittee may decide that no award be made.
  - vii. Once the selection of the awardees is completed, the Awards Subcommittee Chair shall prepare an Awards Selection Report containing the following information:
    - A. A verbatim excerpt of the award selection process specified in the P&Ps, including how the Awards Subcommittee members are selected.
    - B. The Awards Subcommittee roster.
    - C. The names of all short-listed candidates for each award.
    - D. The name of the recipient of each award and associated justification.
    - E. All actions taken concerning real or perceived conflicts-of-interest.
  - viii. The Awards Subcommittee Chair shall send the Awards Selection Report to the MBMC-TC Chair. The MBMC-TC Chair shall send the Awards Selection Report to the Technical Committees Director within two weeks from when the awardee's selection is over. The Technical

Committees Director will then submit it to the TEA Council for approval. The TEA Council shall approve the Awards Selection Report within four weeks of receipt.

- ix. Once the Awards Selection Report has been approved by the TEA Council, and only then, the final award recipients may be notified and the selection outcome publicly announced.

## B Conflicts of Interest

Here follows a non-exhaustive list of Conflicts of Interest:

1. **AFFILIATION WITH A NOMINEE’S ORGANIZATION** – You have a conflict if you have/hold/are:

- Current primary employment at the same company/university/institution/etc. of the nominee.
- Other current employment with the same company/university/institution/etc. of the nominee, e.g., consulting or an advisory arrangement.
- Previous employment with the same company/university/institution/etc. of the nominee within the last 24 months.
- Being considered for employment at the same company/university/institution/etc. of the nominee.
- Received an honorarium or award from the same company/ university/institution/etc. of the nominee within the last 24 months.

2. **RELATIONSHIP WITH A NOMINEE** – You have a conflict if you have/hold/are:

- A family relationship with a nominee, e.g., spouse, partner, child, sibling, or parent.
- A romantic relationship with a nominee.
- A business or professional partnership with a nominee.
- Association with a nominee as thesis advisor or thesis student in the past 10 years.
- Collaboration with a nominee on a project or on a book, article, report, or paper within the last 24 months.
- Co-editor of a journal, compendium, or conference proceedings with a nominee within the last 24 months.
- Nominator for an award of the nominee within the last 24 months.
- Having been nominated for an award by the nominee in the past 24 months.
- Any other potential situation where you or a family member may have a connection or an obligation to the nominee that might influence your decision.