IEEE Communications Society Technical Committee on
Transmission, Access and Optical Systems (TAOS)
Policies and Procedures

Author:	Tarek El-Bawab, Chair, TAOS
Document Title:	TAOS Policies and Procedures (P&P), version 2.1
Date of release:	December 2014
Reason for Update:	Update per TAC/Recertification recommendations and after soliciting membership feedback to version 2.0 (June 2014)

1   Charter and Scope

The IEEE Communications Society (ComSoc) Transmission, Access, and Optical Systems (TAOS) technical committee (TC) plays leading role in promoting, sponsoring, organizing, and advancing numerous technical activities in areas of interest to TAOS' community. TAOS facilitates discussions and exchange of ideas among members of its global community. The committee is active in transmission and access systems, utilizing guided media (optical and copper) and unguided (wireless) systems, to transport voice, data, image, video, and multimedia. The committee has developed special interests in Green and sustainable communication systems and networks, and had taken the lead in establishing a new ICC/Globecom Symposium in this field. The following technical areas are of interest to this community:

- Digital and analog transmission systems and equipment
- Technologies, architectures and protocols for optical transmission systems
- Subscriber access systems and equipment (twisted pair, coaxial, optical, wireless, and combinations thereof)
- Medium access control protocols for optical, metallic, and wireless media
- Architectures, performance, and testing of wired and wireless access systems and networks
- Network synchronization
- Transmission characteristics of guided and unguided media
- Green Communication Systems and Networks
- SDH/SONET systems and their future evolution

TAOS activities include, but are not limited to, the following:

- ComSoc conferences and symposia (including our flagship ICC and GLOBECOM conference)
- ComSoc Workshops and Tutorials
- ComSoc-sponsored conferences and meetings (TCS)
- Journal/magazine special issues
- Promotion of industrial contribution to ComSoc technical activities
- Discussion of, and contribution, to Standards activities
- Exchange of technical ideas, innovations, and news among our global community
- Nominations of qualified members to the IEEE Fellow grade
- Nominations of qualified members to the Distinguished Lecturer program

- Nominations of qualified members to IEEE/ComSoc Awards
- Presenting Awards to qualified members of the TAOS community
- Collaboration with other TCs and other organizations/societies of the global Telecom community

2   Policies and Procedures

TAOS observes and complies with ComSoc Policies and Procedures (P&P) as they apply to Technical Committees (TCs), i.e. IEEE Communications Society Policies and Procedures, Sec. 7.0 - Operating Procedures Template. TAOS Chair reports to ComSoc's VP-Technical Activities. Further policies and procedures of TAOS are described here below.

2.1   Membership

Membership is open without restriction to all ComSoc members. Researchers, engineers, managers, professors, and students active in TAOS' areas of interest are welcome to join TAOS and pursue its mission. Those interested in the TC are encouraged to contact TAOS officers. Contact information are provided on the website. Interested professionals may also join the TAOS' mailing list (instructions to join and list policy are both published on TAOS website), where they get updates about activities and meeting; and may also interact with TAOS membership.

TAOS meetings are usually announced to the mailing list, about two weeks in advance. Meeting announcements and minutes are posted on the website. The TAOS Chair or a designated substitute, typically another TC officer, chairs the TC meetings. Members may suggest agenda items for the meetings

2.2   Elected and appointed officers

Three officers (chair, vice-chair, and secretary) are elected for two-year terms. Elections take place in TAOS meetings, which are usually held at ICC and GLOBECOM conferences. Candidates are nominated by the TAOS Steering Committee and approved/elected by TAOS voting members. Typically, upon expiration of two-year term, the sitting Chair retires, vice-chair steps up to the chair position, the secretary steps up to vice-chair and a new secretary is elected. If an officer retires in the midst of a term, the steering committee may nominate a replacement and suggest elevations of officers as necessary.

Other officers may be appointed by TAOS' Chair, in consultation with other elected officers, to help perform the TC activities; e.g. standardization activities, industry liaison, newsletter, and maintaining TAOS website

2.3   The Steering Committee and the election process

The TAOS Steering Committee includes the current Chair and past chairs who are available and/or still active TAOS members. Other ComSoc members with outstanding record in supporting TAOS' activities may be also included in this committee if the majority of the committee agrees to do so. The Steering Committee supports TAOS activity, advice membership and promotes the TC, and may intervene to resolve conflicts among officers, if any. The TAOS Steering Committee is also the TC's Nomination and Elections (N&E) Committee. The Steering Committee nominate and recommend officers for elections. Nominations are proposed ahead of election times, and presented for voting/approval at the next TAOS meeting. At the meeting, the floor maybe open for other nomination(s) among active TAOS members provided that such nomination is supported by at least three other active TAOS members who are attending the meeting.

Voting in officers elections is restricted to those in attendance (physically and/or by audio conferencing). Proxy or email voting is allowed, but only by previous arrangement with TC officers. Voting is also restricted to Active TAOS members (an Active Member herein = Voting Member), who are defined as follows: *A TC voting member shall be any individual who has "attended" (physically present, by teleconference, or via electronic means for virtual TC meetings) two or more of the prior five regularly scheduled TC meetings. The TC Secretary shall maintain an attendance list for each such meeting. That attendance list shall be part of the Meeting Minutes which should be prepared by the Secretary and approved by in TAOS meetings. A list of Active TAOS members shall also be maintained by all three elected officers and appended for election purposes. In addition, TAOS voting members must be an IEEE Communications Society Member, IEEE Communications Society Affiliate member, Sister Society member, or IEEE Communications Society Student Member.*

2.4 Responsibilities

TAOS Chair (or the Vice-Chair) shall:
- represent the TAOS TC within all ComSoc related activities;
- coordinate and manage all TAOS activities;
- prepare for and chair the semi- annual meetings at Globecom and ICC.

The Secretary shall support the chair and vice-chair in all their activities and shall take minutes of meetings.

Steering Committee members may be assigned special tasks, coordinated by the Chair, Vice- Chair or Secretary. This may include help with TAOS' web site, mailing list, technical activities, liaison, and membership development.

2.5 Support of ComSoc activities

As appropriate, TAOS support ComSoc activities. This includes ComSoc conferences (in particular, ICC, GLOBECOM) and ComSoc Technically Co-Sponsored (TCS) conferences. TAOS provides paper reviewers, Technical Program Committee (TPC) members, and TPC Chairs. The TC help organize conferences, symposia, workshops, panels, short courses, tutorials, etc., as deemed appropriate. TAOS also take initiatives and propose conference and other activities. The TAOS TC supports ComSoc journals, magazines, and standards activities by soliciting volunteers to serve as contributors, authors, editors, and distinguished lecturers. The TC proposes feature topics and special issues of IEEE Publications.

2.6 Budget and expenses

The annual budget awarded by the Communication Society may be spent on:
- dissemination activities (e.g., web page, newsletter);
- awards;
- other tasks deemed useful to TAOS activities, and approved by VP, Technical Activities.

Version history of this document:

1.0 August/2006   First release, Author: Stefano Bregni (reviewed without change Jan 2013)

2.0 June/2014   2nd Version (first draft), Author: Tarek El-Bawab

2.1 December/2014   2nd Version (final), Author: Tarek El-Bawab