

**IEEE COMMUNICATIONS SOCIETY**  
**Steering Committee Charter of the**  
***IEEE International Workshop on Computer-Aided Modeling,***  
***Analysis and Design of Communication Links and Networks***  
**(CAMAD)**

A conference fully sponsored by the IEEE Communications Society

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**General**

The steering committee reports to the IEEE Communications Vice President of Conferences or his/her designate.

**Purpose of the steering committee**

The steering committee oversees the long-term planning and success of the current year conference; plans for future conferences in the series; evaluates how well each conference has achieved the objectives; and proposes and implements improvements to continuously meet these objectives.

The steering committee shall be responsible for the general oversight and long-term goals for the conference. The steering committee shall normally be responsible for making strategic decisions, including but not limited to, the appointment of the General Chair and Technical Program Chair, selection of dates and locations, major theme, coordination among partner IEEE or Non-IEEE societies, creation or approval of any conference specific policies and reviewing the budget.

**Name of the conference series**

The conference series shall be named the *IEEE CAMAD (International Workshop on Computer-Aided Modeling, Analysis and Design of Communication Links and Networks)* and will provide a forum for discussion of recent developments on analytical and simulation tools and techniques for the performance evaluation of communications systems.

The conference series is based on the “International Workshop on Computer-Aided Modeling, Analysis and Design of Communication Links and Networks” series, founded by the IEEE ComSoc Technical Committee on Communications Systems Integration and Modeling in 1986.

**Composition**

The steering committee shall consist of the following members who are voting members

- Steering committee Chair
- Past committee Chair
- Up to 6 Members at Large.

Other non-voting Members can be appointed by the steering committee Chair as needed.

## **Membership Requirements**

All voting members of the committee shall be IEEE Communications Society and Communications Systems Integration and Modeling Technical Committee members holding a grade of Member, Senior Member, Life Member, or Fellow.

## **Appointments and Terms of Office**

The steering committee Chair is appointed by the IEEE Communications Society Vice President of Conferences upon indication by the IEEE ComSoc Technical Committee on Communications Systems Integration and Modeling and shall serve a three-year term, with reappointment permissible for a maximum tenure of two (2) terms.

The steering committee Chair may appoint a Vice-Chair from among the voting members of the committee.

The Past Committee Chair, shall serve a three-year term to coincide with the sitting Chair's tenure.

The Members at Large are appointed by the steering committee Chair and shall serve three-year staggered terms, with re-appointment permissible for a maximum of two (2) terms. **Members at Large are selected among key members of the Organizing Committee of IEEE CAMAD in the previous three years.**

New members are expected to be appointed at least 6 months before the expiry of the existing members' terms of office.

## **Vacancies**

In event of the incapacity of the Chair or absence of the Chair, the sitting Vice Chair, if appointed, or if this position has not been filled, the most recent Vice Chair, shall serve as Acting Chair until a successor is appointed. The Acting Chair shall notify the IEEE Communications Society Vice President of Conferences in a timely manner and continue to serve until further directed.

If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Appointments and Terms of Office Section.

## **Meetings**

1. The steering committee shall meet a minimum of two (2) times per year in person or via remote conferencing. Minutes shall be recorded.
2. Electronic mail, teleconference and other non face-to-face means may be utilized for the transaction of business and for the conduct of meetings and/or interim meetings as called by the Steering Committee Chair.
3. A majority of the voting members of the Steering Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Steering Committee Chair shall have no vote except when the vote is by secret ballot or when the Chair's vote can change the outcome of the vote.

## **Amendments**

Amendments and changes may be made to this Charter by action of the Conferences Council and submitted to the Vice President - Conferences for approval. Proposed amendments must be submitted in writing to all members of the Steering Committee and the Conferences Council at least 30 days prior to the scheduled date of the meeting where action is expected. Amendments and changes shall require a two-thirds majority of the Conferences Council. Amendments shall become effective immediately after approval by all required parties.

### **Grandfathering Clause**

1. The terms of office defined in this document will go into effect when it is formally approved by the IEEE Communications Society responsible bodies (Conferences Council).
2. Periods served by volunteers in steering committees prior to this approval will not be counted towards the here established term limits.
3. Existing serving steering committee members (including the chair) prior to this approval may continue to serve for at most one additional year. The existing members may be re-appointed by the IEEE Communications Society Vice President of Conferences to serve according to the new terms of office rules.
4. It is expected that all steering committee terms of office will start on January 1.