Multimedia Communications Technical Committee Policies and Procedures

CHARTER

The Technical Committee on Multimedia Communications (MMC) examines systems, applications, services and techniques in which two or more media are used in the same session. These media include, but are not restricted to, voice, video, image, music, data, and executable code. The scope of the Committee includes conversational, presentational, and transactional applications and the underlying networking systems to support them. The issues addressed by the Committee include storage, retrieval, and synchronization of multimedia materials; quality of service issues in multimedia networking; display and other I/O devices; "middleware" between networks and applications; and the usefulness and usability of multimedia applications. The goal of the technical committee is to promote knowledge and dissemination of knowledge and foster the development of new emerging topical areas related to the scope of the technical committee

MEMBERSHIP

A member of the technical committee is anyone who has been actively participating in the committee activities.

TC Members shall:

- be ComSoc members in good standing
- be those members who have been active in the TC activities for the past three years.
  - has served as a TPC or OC member for MMTC sponsored conferences, such as IEEE ICME
  - has served as an editorial board member or editorial advisory board member for MMTC supported journals, such as TMM
- participate in TC meetings
- cast informed votes on TC business
- be encouraged to assist in the conduct of TC business

Collaborators: individuals who are not ComSoc members may participate in TC activities as collaborators.

OFFICERS

The committee has the following six officers:

1. Chair
2. Vice Chairs for North America,
3. Vice Chairs for Europe/Africa,
4. Vice Chairs for Asia/Pacific, and
5. Vice Chairs for Letters & Member Communications
6. Secretary

Each position is for a term of two years.

The **Chair** of the committee reports directly to the Vice President Technical Activities within the guidelines of ComSoc and represents the committee to TAC and to any other ComSoc committee or board meeting which requires representation.

The overall responsibilities of the chair will include the following:
- Support for ComSoc activities such as publications, conferences, educational services, standards activities, membership development, awards etc.
- The chair will recommend directions to the committee for activities that will influence and promote the multimedia communications theme, spanning technology and applications.
- The chair 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.
- Defining and communicating roles and responsibilities of the officers that will be voted upon by the general committee membership by a majority.
- Appoint members to non-elected positions. Any appointment should be approved by the Committee membership in a Committee meeting.
- Appoints Chairs of Subcommittees and Special Interest Groups as necessary
- Defining and communicating nomination procedures for election of officers.
- Timely dissemination of activity information to the membership through web site or email or both
- Planning, announcement and conduction of the committee meetings.
- Defining budget and expense policies and procedures
- The chair will work with the Secretary and the Vice chairs to generate a meeting agenda and conduct the meeting per parliamentary procedure. The chair will ensure that the meeting agenda, time, and place are posted on the web at least 1 weeks prior to the meeting.
- Attend TAC meetings as the committee representative;

Vice Chairs support the Chair in conducting the committee's business and assumes the Chair's responsibilities in case of his/her absence. The Vice Chairs are responsible for:

- The Vice Chairs will participate in all the committee meetings;
- Assume Chair's responsibilities in absence of chair;
- Assists the TC Chair and Secretary in his/her activitiesAdvise Chair on issues related to the committee's activities.
- Promote activities and identify opportunities in their regions

The **Secretary's** responsibility includes:
- Work with Chair to prepare meeting agenda;
- The Secretary will participate in all the committee meetings and will support the Chair as required;
- Take minutes and attendance at the committee meetings;
- Keep a record of meetings minutes. The Secretary will post the meeting minutes on the web no later than 1 month after the meeting is held. Action items requiring immediate attention will be posted on the web as soon as time permits. As part of the each conference agenda, the Secretary will request for a formal approval of the notes from the committee. Before posting the notes on the web, the Secretary will request for verification of the notes with the Chair and the Vice Chairs. The minutes should include a list of attendees.
- Maintain a list of the committee membership. This list will not be available to any one in deference to the privacy of the individuals;
- Maintain information on the committee's website;
- Maintain the committee's electronic resource repository, where members of the community can contribute source code, algorithms and relevant material for the membership.
- Provides an annual written report, which shall be distributed to the VP-TEA-C, the Director-Technical Committees, and TC members prior to each meeting held at ICC.

If position of an officer becomes vacant prior to the normal conclusion of his/her term, the position will be filled for the remaining term through a special election by the committee membership.

The committee, at its discretion, may add additional elected and/or appointed (non-officer) positions for efficient operation of the committee.

NOMINATION AND ELECTION POLICIES

The term for the committee officers will be two years. Elections will be held every two years to elect officers for another term of two years. The term can be extended for at most one year upon consultation to the committee membership. After each election of officers, the TC Chair shall provide an Election Report to the Director-Technical Committees and the VP-TEA within two weeks. Election results shall be authorized by the Director - Technical Committees upon consultation with the VP-TEA.

Nomination Process

An ad hoc nomination committee will be appointed by the committee officers to seek nominations for the vacant committee position(s). The nomination committee will be established at the committee meeting prior to the one at which elections are to be conducted. The committee will consist of at least 3 members. The nomination committee must include as many past committee chairs as available to serve. Additional members to the nomination committee may be added from the committee membership. The nomination committee will be given a task of identifying candidates for the vacant officer position(s). The names of potential candidates must be circulated among the committee's membership at least 15 days prior to the committee's meeting at which elections are to be conducted. All candidates must consent to their nominations and must show willingness to serve the committee, if elected. Eligible candidates for nominations for the committee officer position(s) are those who have been committee members at least for the past six months. Members of the nomination committee are not eligible to become a candidate. The nomination committee will be automatically dissolved after the election and installation of new committee officers.

Election Process

Elections for the committee officer positions will be administered by the committee's Chair. In the case of Chair's absence, Chair's designee will conduct the elections. In the case of two candidates for the same position, election will be by a simple majority. In case there are more than two candidates, election will consist of a series of elections. At each stage of voting, the candidate gathering the fewest votes will be eliminated. This process will continue until only two candidates remain.

The voting process will normally by a secret ballot. Votes will be counted by at least two members of the nomination committee. The committee's secretary will maintain a record of the election results.

Voting

The TC member has the right of voting for officers. Normally, voting members in attendance at a meeting will be allowed to vote in elections as well as on other issues that need to be decided by a voting process. Electronic voting process will be implemented as soon as its details are worked out.

TECHNICAL COMMITTEE MEETINGS

Committee meetings will be scheduled at least twice a year at ICC, GLOBECOM or ICME conferences. Meeting announcements and agenda for the meeting will be distributed to the committee membership via email and posted on the web site at least one week prior to the meeting. The meeting times will also be posted on the committee's website. Minutes of the meetings should be posted on the web site as well as distributed via the committee mailing list at most one month after the meeting. The committee always encourages conference participants to attend the committee meetings and join the committee membership.

FINANCES

When a Committee feels that funds are needed to fulfill its mission, a proposal will be prepared by the Chair and submitted to the Vice President of Technical Activities. The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested.

The Chair is responsible for elaborating the budget and soliciting financial support for the committee activities. If approved by the Vice President Technical Activities, the funds will be used in accordance with the COMSOC procedures.

SUB-COMMITTEES

Sub-committees are permanent working groups to develop main activities with which the Committee is involved. Each sub-committee has a chair appointed by the Committee Chair. Sub-committee members are also appointed by the Chair. The Committee has four sub-committees:

- Membership Development
- Publications
- Conference
- Awards
- Standards

Goals of each sub-committee

Membership Development

- Identify candidates and help in the application process to member elevation to the Fellow and to the Senior grades
- Develop activities to promote membership

Publications

- Promote special issue in ComSoc publications
- Advise the Chair in the appointment of Committee liaisons to publications sponsored by the Committee
- Promote the Committee Electronic Newsletter

Conferences

- Promote workshops in emerging topics
- Advise the Chair in the appointment of Committee members to conference positions
- Promote the Committee sponsorship to conferences/symposia/workshops

Awards
- Issue Committee awards according to the established criteria
- Nominate Committee members to ComSoc awards and distinguished positions such as Distinguished Lecturer

STANDARDS
- Promote participation of the Committee in ComSoc and IEEE Standard bodies

SPECIAL INTEREST GROUPS

Special Groups of Interest (SGI) are organized group of members who aim to foster and develop activities in specific topics of interest to the Committee. Special Groups of Interest should maintain mailing list to discuss with members subjects related to the goal of the Special Group of Interest. SGI should have a leader who reports to the Chair about the activities conducted. The leader is appointed by the Chair and nomination. Leaders are appointed to a two year term. SGI can be created by the chair and must be approved by members in a Committee meeting. The Chair can terminate a SGI in case it does not fulfill its goal. The termination of a SGI should be approved by members in a committee meeting. Currents SGIs are:

- (QoEIG) QoE for Multimedia Communications
- (VAIG) Visual Analysis and Content Management for Communications
- (MPCIG) Media Processing for Communications
- (MSIG) Media Streaming
- (SMPCIG) Security in Media Processing and Communications
- (3DIG) 3D Rendering, Processing and Communications
- (MNIG) Multimedia Networking
- (GMCIG) Green Multimedia Communications
- (DSNIG) Distributed and Sensor Networks for Mobile Media Computing and Applications
- (MENIG) Multimedia Services and Applications over Emerging Networks
- (MCDIG) Multimedia Content Distribution: Infrastructure and Algorithms
- (MBDIG) Multimedia Big Data
- (MCCIG) Multimedia Cloud Computing
- (MCSIG) Multimedia Communication Systems

- (DRMIG) AI in Multimedia Communications and Applications
- (IVCTIG) Intelligent Video Coding and Transmission
- (DRMIG) Digital Rights Management for Multimedia

AD-HOC COMMITTEES

The Committee Chair can create and appoint members for ad-hoc committees which major responsibility is to advice the chair in specific matters.

THE TECHNICAL COMMITTEE CONFERENCES

The Committee shall promote conferences for disseminating the advances in the areas covered by the Committee charter. The conference should have a steering committee which will guide the conduction of the workshop by its organizers. The Consumer Communications and Networking Conference (CCNC) shall be the official Committee flagship conference. Moreover, the Committee must actively participate in IEEE International Conference on Communications (ICC) and in the IEEE Global Communications Conference promoting symposia and workshops. The Committee shall sponsor and co-organize the International Conference on Multimedia and Exposition (ICME).

The Chair is responsible to appoint committee representative to these conferences.

The committee shall promote workshops in emerging topics.

ELECTRONIC NEWSLETTER

The committee shall have an electronic newsletter aimed at disseminating information of interest to the Committee membership. It shall be distributed on the mailing list as well as posted on the web page. The newsletter shall be published at least twice a year. The electronic newsletter is edited by an appointed Editor. The Editor of the newsletter is appointed by the Chair. The Editor is appointed for a two year term. The electronic newsletter must have an editorial board appointed by the Chair following recommendation of the Editor.

AWARDS

There are 6 categories of awards:
- Best Conference paper Award
- Best Journal Paper Award
- Distinguished Service Award
- Outstanding Leadership Award
- Outstanding Young Researcher Award
- Outstanding Researcher Award.

The award includes a plaque. The Best Paper Award and the Distinguished Service Award should be given at a MMC TC meeting. The Best Conference paper Award should be given at the conference the paper is presented. The periodicity of the issuing of award as well the MMC TC meeting at which the award will be given shall be determined by the MMC TC chair by consulting the MMC Award subcommittee. The award winners should be listed in the MMC Web page.

MMC Award subcommittee
Technical committees that administer an award program shall have an Awards Subcommittee which is responsible for the selection of award recipients. The Awards Subcommittee Chair shall be appointed by the TC Chair and the TC Chair shall appoint four members to the subcommittee including at least one TC officer (unless conflicts of interest exist for all officers). The members of the Awards Subcommittee, including the Chair, shall be approved in a TC meeting and information on the Awards Subcommittee members (name, affiliation, and email address) and their terms shall be posted on the TC web page.

- The award subcommittee is the body responsible for indicating to the MMC TC chair those individuals to receive awards.
- The award subcommittee should be composed by at least 4 MMC members.
- Real or perceived conflicts of interest between Awards Subcommittee members and those TC members receiving the awards shall be disclosed. In case of a real or perceived conflict of interest, the Awards Subcommittee member shall not participate in the selection of award recipients.
- The Chair of the TC Awards Subcommittee shall prepare an Awards Selection Report
- The TC Chair shall send the Awards Selection Report to the Technical Committees Director for approval.

Eligibility

The MMC TC chair is not eligible for any award.

Any member of the award subcommittee nominated for an award shall not participate in the selection process.

The MMC TC chair shall replace any member of the MMC subcommittee award if the number of active members in this committee is less than 4.

Selection Process

The MMC Award subcommittee is responsible for indicating the individuals selected to receive the awards to the MMC TC chair. The TC Chair shall send the Awards Selection Report to the Technical Committees Director for approval. The Technical Committees Director shall approve the Awards Selection Report within two weeks of receipt. If the Director does not approve the report, the TC Chair shall be contacted to discuss the issues raised. A revised report may be submitted to the Director for approval. If the outstanding issues are not resolved between Director and the TC Chair, the VP-TEA shall bring the matter to the TEA-C for a final decision. Decision shall be made in a period which will make feasible the handling of the award at the designated MMC TC meeting or

conference. Selection criteria shall be established by the MMC Award subcommittee chair. The MMC Award subcommittee chair shall discuss with the subcommittee members the criteria to be employed.

The reviews, voting and any deliberations of the award subcommittee shall stay strictly confidential. No correspondence will be sent to authors of the nominated papers, and no complaint will be considered during the election process.

If the award subcommittee considers that no candidate fulfills the established criteria, no award should be issued regardless of the call for nomination.

Each award has its own nomination and selection procedure.

Nomination and Selection of each Award

Conference Best Paper Award

Basis for Judging:
- The topic must be consistent with the focus of the CSIM TC
- The quality of the paper must be outstanding

Eligibility:
- Any paper accepted to congress/conference/workshop/symposium sponsored by the Committee.
- The paper should be presented.

Nomination

The technical chair of the conference shall indicate not less than 3

papers consistent within the scope of the Committee. The technical

chair of the conference shall select the papers among the ones best

ranked. The technical chair of the conference shall not rank the selected papers when indicating them to the award subcommittee

Best Paper Award

Basis for Judging:
- The topic must be within the MMC committee scope
- The quality of the paper must be outstanding

Eligibility:
Any paper published in an IEEE ComSoc journal/magazine or in the proceedings of an IEEE ComSoc-sponsored conference/workshop/symposium that defined by MMC Award subcommittee, in the previous three years of the nomination.
At least three papers should be considered for selection.

Nomination
Nominations shall be solicited by the chair of the MMC TC award subcommittee at MMC meetings or via e-mail posted on the committee mailing list. The solicitation of nominations for the awards via the MMC mailing list and via the MMC web page is mandatory and should detail the nomination process.
It is recommended that nominations should include: Award name, Nominator name, affiliation, and contact info, Nominee name & affiliation, supporting statement.

Distinguished Service Award

Basis for Judging:
Exemplary service to the Committee over a sustained period of time.

Eligibility:
The nominee must be someone who has significantly contributed to the Committee for a sustained period of time.

Nomination

Nominations shall be solicited by the chair of the MMC TC award subcommittee at MMC meetings or via e-mail posted on the committee mailing list. The solicitation of nominations for the awards via the MMC mailing list and via the MMC web page is mandatory and should detail the nomination process.

It is recommended that nominations should include: Award name, Nominator name, affiliation, and contact info, Nominee name & affiliation, supporting statement.

Outstanding Leadership Award

Basis for Judging:
Exemplary service to the Committee over a sustained period of time.

Eligibility:
The nominee has been serving as a IG Chair/Vice-Chair and Board Director/Co-Director before or at the time of nomination.

Nomination

Nominations shall be solicited by the chair of the MMC TC award subcommittee at MMC meetings or via e-mail posted on the committee mailing list. The solicitation of nominations for the awards via the MMC mailing list and via the MMC web page is mandatory and should detail the nomination process.

It is recommended that nominations should include: Award name, Nominator name, affiliation, and contact info, Nominee name & affiliation, supporting statement.

Outstanding Researcher Award

Basis for Judging:
Outstanding Research Achievement in the areas of Multimedia& Communications.

Eligibility:
The nominee must be someone who has made significant technical contribution to research community; be an IEEE ComSoc Member and an active MMTC member at the time of nomination.

Nomination

Nominations shall be solicited by the chair of the MMC TC award subcommittee at MMC meetings or via e-mail posted on the committee mailing list. The solicitation of nominations for the awards via the MMC mailing list and via the MMC web page is mandatory and should detail the nomination process.

It is recommended that nominations should include: Award name, Nominator name, affiliation, and contact info, Nominee name & affiliation, supporting statement.

Outstanding Young Researcher Award

Basis for Judging:

Outstanding Research Achievement in the areas of Multimedia& Communications

Eligibility:

The nominee must be someone who has made significant technical contribution to research community; be an IEEE ComSoc Member and an active MMTC member at the time of nomination; be within 10 years since completion of Ph.D. at the time of nomination.

Nomination

Nominations shall be solicited by the chair of the MMC TC award subcommittee at MMC meetings or via e-mail posted on the committee mailing list. The solicitation of nominations for the awards via the MMC mailing list and via the MMC web page is mandatory and should detail the nomination process.

It is recommended that nominations should include: Award name, Nominator name, affiliation, and contact info, Nominee name & affiliation, supporting statement.

Certificates

The chair of the MMC TC can issue certificates of appreciation to members who have contributed to committee activities.