



Technical & Conference Activities Board Handbook

Updated July 2020

This handbook is posted online at:

<https://www.computer.org/volunteering/boards-and-committees/technical-activities/chair-resources/handbook>

Table of Contents

1	Technical & Conference Activities Board Charter.....	3
1.1	T&C Board Membership.....	3
1.1.1	Responsibilities	4
1.1.2	Additional Board Responsibilities	5
1.2	Technical Activities Committee.....	6
1.2.1	Membership and Duties.....	6
1.2.2	Additional TAC responsibilities include, but are not limited to:.....	7
1.2.3	1.2.3 Technical Activities Committee (TAC) Chair Election:.....	7
1.3	Conference Activities Committee	7
1.3.1	Membership and Duties.....	7
1.3.2	Additional Responsibilities.....	8
1.4	Technical Meeting Request Committee.....	8
1.4.1	Membership and Duties.....	8
1.4.2	Additional responsibilities.....	9
1.5	Treasurer.....	9
1.6	Secretary	9
1.7	Computer Society Staff Members.....	9
2	About the IEEE Computer Society.....	9
2.1	Board of Governors.....	10
2.2	Program Boards	10
2.2.1	T&C Staff & Operations.....	10
3	Technical Councils, Technical Committees, and Task Forces	11
3.1	Establishing a Technical Council, Technical Committee, or Task Force	11
3.1.1	Formation of a Task Force.....	11
3.1.2	Formation of a Technical Committee	12
3.1.3	Formation of a Technical Council.....	13
3.2	TC Organization and Officers	13
3.2.1	Summary of TC/TF Chair Responsibilities	13
3.2.2	Summary of Past Chair Responsibilities.....	15
3.2.3	Summary of Vice Chair Responsibilities.....	15
3.2.4	Summary of Newsletter Editor or Web Master Responsibilities	15
3.2.5	Summary of Treasurer Responsibilities	15
3.2.6	Summary of Secretary Responsibilities.....	15
3.2.7	Members at Large, Subcommittee members	16
3.3	Meetings	16
3.4	Record Keeping	16
3.5	TC Chair Election Policy and Procedures.....	17
3.5.1	Mandatory TC Election Policies.....	17
3.5.2	Suggested Procedures.....	18
3.5.3	Appeal Process	19
3.6	Sponsorship of Technical Meetings	20
3.7	TC Finance and Accounting.....	20
3.7.1	Budget	20
3.7.2	What Affects the Allocation Figure in the TC Budget?	22
3.7.3	Conference Closing and Proportional Release of Allocation for TC Budgeting	23
3.7.4	TC Allocation Reinvestment	23

3.7.5	Spending Requests Approval	23
3.8	Budget Training for Technical Committee and Task Force Chairs	24
3.8.1	Computer Society Budget Model.....	24
3.8.2	Accessing Budget Funds.....	24
3.8.3	TC Budget Requests	24
3.8.4	T&C Board Budget Amendments	24
3.8.5	CS Conference Administrative Services Fee.....	24
3.9	Financial Monitoring Responsibilities	24
3.10	Technical Committee, Council, Consortia, and Task Force (TC) Vitality Reviews	25
3.11	Annual Operating Plan and Report	26
3.12	Working With Other CS Boards and Committees	26
3.12.1	Cooperating with Publications Activities	26
3.12.2	Cooperating With Standards Activities	26
3.12.3	Cooperating with History Activities	26
3.12.4	Cooperating with Awards	26
3.13	Membership and Vitality	27
3.13.1	Membership Database, CS-Hosting of Website, and CS Listserv	27
3.13.2	Cooperating With Chapters and Membership Activities	27
3.14	Conference Steering Committee (CSC)	27
3.15	Conference Chair	27
3.16	Conference Publications	27

1 Technical & Conference Activities Board Charter

The T&C Activities Board (T&C) assists the Vice President for Technical and Conference Activities and the Technical Committee, Council, and Consortium (TCs) and Task Force (TF) chairs in providing technical leadership and in organizing technical activities and conferences. The T&C Board intends to ensure active and healthy technical activities programs that operate in the best interest of the members and contribute to the overall technical growth and vitality of the Computer Society. The Board shall oversee and set policy for the Society’s TCs, conferences, symposia, workshops, and tutorials, which shall be in accordance with the IEEE conference policies and procedures.

The T&C Board has three standing committees, the Technical Activities Committee (TAC), Conference Activities Committee (CAC), and the Technical Meeting Request Committee (TMRC).

Collectively, the three T&C Activities Board:

- Participates in setting T&C Activities Board goals and planning.
- Contributes to ongoing T&C activities such as the budget and TC newsletters, as well as submitting T&C news for *Computer* magazine and other newsletters.
Performs special functions, such as organizing new TC and Conference Chair orientation sessions, technical sessions in the T&C Activities Board meetings, or surveys of TC and conference activities.
- Monitors vitality of TCs and conferences and encourage activities that improve their vitality.

1.1 T&C Board Membership

(from the Policies and Procedures Manual of the IEEE Computer Society)

6.1. MEMBERSHIP

The Technical & Conference Activities (T&C) Board shall be chaired by the vice president for technical and conference activities as provided in the bylaws, and shall consist of the following members: chairs of the Conference Activities Committee and Technical Meeting Review Committee, the secretary, the treasurer and a maximum of four at-large members representing a balance of both Technical Committee (TC) and conference volunteer leadership experience, appointed by the vice president for technical and conference activities, and the Technical Activities Committee Chair, elected by the TC chairs. The most recent past vice president for technical and conference activities and a member of the Society's professional staff appointed by the Society Executive Director are non-voting members.

Board Composition: The T&C Board includes the VP for T&C Activities, the TAC, CAC, and TMRC chairs, secretary, treasurer, up to four at-large members (appointed by the VP), and a Computer Society staff member. The T&C Board is a valuable resource for the Vice President and for TC chairs and conference organizers with questions about any facet of operations.

Meetings: The T&C Board will meet face-to-face at least once per year, with teleconferences at other times as appropriate.

1.1.1 Responsibilities

(from the Policies and Procedures Manual of the IEEE Computer Society)

6.2. RESPONSIBILITIES

The T&C Board shall be responsible for setting policy for and the general oversight of the activities of the IEEE Computer Society's TCs, whether defined as Technical Councils, Committees, Consortia, and Task Forces, as well as for defining the Society's role and policy for sponsored technical meetings in which the Society participates, whether defined as conferences, symposia, workshops or tutorials (excluding chapter technical meetings). Technical meetings are managed by the sponsoring TCs, conference steering committees, and conference organizers.

1. The T&C Board shall review and approve annual TC operating plans and operating budgets as proposed by the TCs and recommended by the Technical Activities Committee (TAC) according to procedures established in the Technical & Conference Activities Board Handbook.
2. The T&C Board shall approve technical meetings with expense budgets between 1% and 2% of the Society's annual budgeted expenses. The Technical Meeting Request Committee (TMRC) shall approve technical meetings with expense budgets under 1% of the Society's annual budgeted expense according to procedures established in the Technical Meeting Handbook.
3. The T&C Board shall review and recommend to the Board of Governors approval of any technical meetings with expense budgets over 2% of the Society's annual budgeted expenses.
4. The T&C Board shall review, and vote on approval or rejection of, all requests for a change in CS conference sponsorship from the prior conference instance. Financial co-sponsorship requests must demonstrate a sustained value to the conference community beyond what would be offered with technical co-sponsorship. All new conference co-sponsorship requests must also meet the following criteria to be considered.

Conference Co-sponsorship Criteria:

1. Co-sponsor must be a nonprofit organization with an active and diverse board.
2. Co-sponsor must be an established organization that has been in business for more than five years.
3. Co-sponsor must have existing reserves (at time co-sponsor agreement is approved), that are equal to or more than the co-sponsor's percentage of gross conference expenses plus the full gross expenses of any other programs or products sponsored/owned by the organization, annually. Reserves are funds held aside at all times; and are not included in the organizations annual operating budget.
4. The co-sponsored conference will adhere to all IEEE and IEEE Computer Society Policies and Procedures, including, but not limited to IEEE CS's administrative fee policy and financial closing and contracting

requirements.

5. Co-sponsor must uphold the IEEE Computer Society Commitment to Equity, Diversity, and Inclusion.
6. Co-sponsor must perform all administrative conference responsibilities, including contracting, on a rotating basis, proportionate to co-sponsorship percentage.
7. Co-sponsor must have conference liability insurance of at least \$1,000,000 USD to be eligible to co-sponsor conferences with annual operating expenses of \$250,000 or less; and at least \$3,000,000 of conference liability insurance for conferences with annual operating expenses of more than \$251,000.
8. Co-sponsor must also agree to share event cancellation insurance expenses with IEEE to cover losses of shared conference(s) with IEEE. Event cancellation insurance would be built into the conference budgets in all cases.

Special consideration will be given for one-time only conference co-sponsorship agreements with local organizations for conferences outside the US for the purpose of filing VAT.

5. The T&C Board shall establish an effective interface with other program boards and other activities of the IEEE Computer Society.
6. The T&C Board shall work with the TAC and TCs to identify and participate in promising technical meetings on emerging technologies.
7. The T&C Board shall encourage discussion of issues related to technical meetings among TC chairs, technical meeting organizers and conference steering committees.
8. At least once every four years, the T&C Board shall evaluate each TC's scope of activity, technical vitality, and financial health, and recommend appropriate action (i.e., creating new TCs and/or terminating or merging existing TCs). Minimum activity criteria shall be set forth in the Technical & Conference Activities Board Handbook.

1.1.2 Additional Board Responsibilities

Interaction (Responsibility 5 above) - Establishing effective interface with other program boards and society committees

The Board will provide an effective interface with other programs within the Computer Society – publications, chapters, membership, education, distinguished visitors program, etc. to:

- Foster communication and cooperation
- Report concerns and suggestions from the T&C Board to other boards.
- Provide the T&C Activities Board with information on other board policies that affect TC activities.

The Board will promote cooperation and joint technical activities between TCs, conferences, and computer and technical professional communities inside and outside the IEEE, such as ACM SIGs.

Conference organizers are requested to alert MGA Chapter Chairs of future meeting site plans so Chapters leaders can recruit members to volunteer as organizers e.g. Local arrangements, publicity, and membership and invite key conference speakers to present at nearby chapter meeting.

Policies & Procedures (Responsibility 5 above) - Encourage discussion of issues related to technical meetings among TC and TF chairs and meeting organizers.

- The T&C Board will also explore other administrative matters or procedures that could be of help to TC Chairs, such as membership list and website updates and the TC election process.

Technical Committee Domain & Coverage (Responsibility 6 above) - Periodically evaluate the scope of activities of each TC and TF and recommend appropriate action.

- Because of the rapidly evolving nature of the computer industry, the T&C Board will periodically examine each TC's scope of activity and the quality of the technical services provided to TC and Computer Society members. If the vitality criteria for a TC are not met, the T&C Board will recommend terminating or merging that TC. If a technical field is not covered by the current TCs, the Board will consider taking steps to create a new TF.
- The Board will encourage TCs with common technical interests and overlapping scopes to sponsor joint technical activities, such as workshops, symposia, and newsletters.
- Likewise, the T&C Board will periodically examine the scope of activities and how they serve the Computer Society for each TF. Generally, TFs are expected to increase activity to the level appropriate for proposal for TC status within one year of their initial approval.

Self Governance and Board Development - The Board will annually review the T&C Activities Board Handbook. The T&C Board will conduct an orientation and leadership session as needed.

Awards - The Board will assist TC Chairs in recognizing and nominating outstanding technical leaders for awards by submitting the necessary documentation to IEEE and Computer Society Awards Committees.

1.2 Technical Activities Committee

The TAC provides a forum for discussion among TC chairs.

1.2.1 Membership and Duties

(from the Policies and Procedures Manual of the IEEE Computer Society)

6.3.1 Technical Activities Committee

6.3.1.1 Membership

The Technical Activities Committee (TAC) shall consist of an elected chair, all the chairs of the TCs, and a maximum of four at-large members appointed by the chair with the concurrence of the vice president. The TAC chair shall be elected annually by the current TC chairs in accordance with the procedures defined in the T&C Handbook. The chairs of the Conference Activities Committee (CAC) and Technical Meeting Request Committee (TMRC) shall be ex-officio members of the TAC. Subcommittees may be formed at the discretion of the TAC chair.

6.3.1.2 Duties

The Technical Activities Committee (TAC) shall provide guidance for the technical activities of the Technical Committees (TC) and shall report such activities to the T&C Board.

1. The TAC shall specify technical committee vitality criteria, assessment techniques, measurements, and related matters for inclusion in the Technical & Conference Activities Board Handbook.
2. The TAC shall encourage TCs with common technical interests and overlapping scopes to sponsor joint technical activities (e.g., workshops, symposia, conferences, newsletters, etc.) and to explore and collaborate in areas of common interest. The TAC shall encourage TCs to merge conferences in overlapping areas and develop new programs and activities in important disciplines where the Society does not already have such activities.
3. The TAC shall promote cooperation and joint technical activities between TCs and other IEEE Organizational Units, non-IEEE computer and technical professional bodies, and relevant professional societies.
4. The TAC shall assist TC chairs in recognizing outstanding technical leaders and achievers, and with submission of the necessary documentation for nominating candidates for the various IEEE, IEEE Computer Society, and Technical & Conference Activities (T&C) Board awards.
5. The TAC shall make recommendations for updating the Technical & Conference Activities Board Handbook, to be approved by the vice president for technical and conference activities.
6. The TAC shall provide an interface between the T&C Board and Society staff to explore administrative matters or procedures that could impact TC chairs (e.g., TC budgets, TC membership, TC communication etc.).

Conference representation is through aligned TC representation. When that is not adequate, the TAC Chair may invite additional participation.

1.2.2 Additional TAC responsibilities include, but are not limited to:

- Review and recommend to the T&C Board the establishment of new TCs. Assess the vitality of the on-going TCs. Such assessment is reviewed by the T&C Board and the Board of Governors and can lead to either termination of a technical activity or recommendations for changes.
- Recommend updates to the *Technical & Conference Activities Board Handbook* and the *Technical Meeting Handbook*.

1.2.3 Technical Activities Committee (TAC) Chair Election:

The Technical Activities Committee (TAC) chair shall be elected annually by the Technical Committee (TC) chairs for a one-year term. The Computer Society T&C Activities Board Executive Committee establish the following policies for TAC chair elections:

- a) The TAC chair shall be a member of the Computer Society and either be a current TC chair or have held the position of TC chair in the past seven years.
- b) Prior to the election, the TAC chair position description and a call for nominations will be sent electronically.
- c) Only current TC chairs are permitted to vote in TAC chair elections.
- d) Ballots will be electronic and shall be made available in the fourth quarter of each calendar year to all TC chairs that are entitled to vote. Voting may not be restricted to those attending a particular meeting.
- e) Each TAC chair term will be for one calendar year, starting 1 January of the year following the election. A TAC chair may serve multiple terms, if re-elected.
- f) Ballots shall be cast via an online voting tool. Data regarding electronic votes shall be captured, saved with privacy considerations, and made available to the Vice President of Technical & Conference Activities upon request.
- g) The incumbent TAC chair is responsible for providing an orientation to the new TAC chair and for closing out pending activities.

1.3 Conference Activities Committee

Provides guidance for technical co-sponsorship conference activities of the society.

1.3.1 Membership and Duties

(from the Policies and Procedures Manual of the IEEE Computer Society)

6.3.2 Conference Activities Committee

6.3.2.1 Membership

The Conference Activities Committee (CAC) shall be chaired by an appointee of the vice president for technical and conference activities and shall consist of a maximum of six at-large members appointed by the chair with the concurrence of the vice president. The committee shall be composed of individuals representing a balance of both TC and conference volunteer leadership experience.- The chairs of the Technical Activities Committee (TAC) and Technical Meeting Request Committee (TMRC) shall be ex-officio members of the CAC. Subcommittees may be formed at the discretion of the CAC chair.

6.3.2.2 Duties

The Conference Activities Committee (CAC) shall provide guidance for technical meeting activities of the Society and shall report such activities to the T&C Board.

1. The CAC shall make recommendations for technical meeting vitality criteria, assessment techniques, measurements, and related matters for inclusion in the Technical Meeting Handbook.
2. The CAC shall assess the technical viability of the technical meeting portfolio and provide guidance to TC chairs.
3. The CAC shall make recommendations for updating the Technical Meeting Handbook, to be approved by the Technical Meeting Request Committee (TMRC) and vice president for technical and conference activities.
4. The CAC chair shall review and approve Technical Co-Sponsorship requests to the IEEE Computer Society, in consultation with the appropriate TC chair(s), provided there are significant benefits to the Society and its members.
5. The CAC chair shall review Co-Sponsorship requests that are made the first time to the Computer Society. In consultation with the appropriate TC chair(s) he/she will recommend approval or rejection, based on whether there are significant scientific benefits to the Society and its members.

1.3.2 Additional Responsibilities

- Provide advice regarding specific issues brought forward by conference organizers.
- Identify CS conferences for sponsorship by specific TCs.
- Recommend updates to *Technical Meeting Handbook* and the *Technical & Conference Activities Board Handbook*.

1.4 Technical Meeting Request Committee

Reviews and approves certain conference budgets and provides conference budget guidance.

1.4.1 Membership and Duties

(from the Policies and Procedures Manual of the IEEE Computer Society)

6.3.3 Technical Meeting Request Committee

6.3.3.1 Membership

The Technical Meeting Request Committee (TMRC) shall be chaired by an appointee of the vice president for technical and conference activities and shall consist of a maximum of six at-large members appointed by the chair with the concurrence of the vice president. The committee shall be composed of individuals representing a balance of both TC and conference volunteer leadership experience. The chairs of the Technical Activities Committee (TAC) and Conference Activities Committee (CAC) shall be ex-officio members of the TMRC. Subcommittees may be formed at the discretion of the TMRC chair.

6.3.3.2 Duties

The Technical Meeting Request Committee (TMRC) shall provide oversight of administrative tasks, guidance for technical meeting committees, and any necessary new methods, tools, and training programs (e.g. webinars) to assist meeting organizers.

1. The TMRC shall review and either approves or rejects certain technical meeting budgets according to procedures established in the Technical Meeting Handbook.
2. The TMRC shall maintain the IEEE Computer Society's Technical Meeting Handbook, with the assistance of the appropriate Society staff. The handbook shall include detailed procedures for the conduct of the technical meetings program.
3. The TMRC shall provide an interface between the T&C Board and Society staff to explore administrative matters or procedures that could impact technical meetings and their chairs (e.g., meeting budgets, timely processing conference sponsorship applications, planning support, etc.).
4. The TMRC shall facilitate post-meeting analysis with technical meeting chairs when a conference produced a deficit.

1.4.2 Additional responsibilities

Review, update, and maintain the *Technical Meeting Handbook*, in particular reviewing for consistency with the governance established in the *Technical & Conference Board Activities Handbook*. Recommend updates to *Technical and Conference Board Activities Handbook*

1.5 Treasurer

The **T&C Activities Board Treasurer** is the financial officer of the T&C Activities Board. Specifically, the Treasurer:

- Prepares the annual T&C Activities Board budget.
- Assists the TC and TF Chairs in preparing their budget requests.
- Monitors TC and TF income and expense trends and reports significant variances from the budget.
- Recommends TC budget approval.

1.6 Secretary

The T&C Activities Board Secretary supports the T&C Activities Board in achieving its general objectives and performs special projects as necessary. Specifically, the Secretary:

- Attends all meetings of T&C Activities Board, takes minutes, and distributes them in a timely manner.
- Files member's contributions into file library.

1.7 Computer Society Staff Members

The Computer Society Staff Member is an ex-officio (non-voting) member of the T&C Activities Board. The Staff:

- Keeps track of TC activities (conferences, newsletters, etc.)
- Leads or facilitates T&C Board projects in conjunction with volunteers or other staff.
- Assists TC Chairs in getting information about expenditures and membership statistics.
- Is a reference point for all T&C Activities Board members for information about administrative services, forms, and procedures.
- Is the source for mailing lists of TC and T&C Activities Board members.
- Updates and maintains the *Technical Meeting Handbook* and the *Technical & Conference Activities Board Handbook*.
- Assists TC Chairs with access to other CS services (for example, website technical support)
- Provides and updates documentation.
- Facilitates the deployment of Computer.org websites and listservs
- Monitors the chairs terms and sets up and runs online elections

2 About the IEEE Computer Society

The IEEE Computer Society is the world's leading organization of computing professionals. Founded in 1946, and the largest of the 39 societies of the [Institute of Electrical and Electronics Engineers](#) (IEEE), the CS is dedicated to advancing the theory and application of computer and information-processing technology.

The CS serves the information and career-development needs of today's computing researchers and practitioners with technical journals, magazines, conferences, books, conference publications, and

online courses. Known worldwide for its computer-standards activities, the CS promotes an active exchange of ideas and technological innovation among its members.

2.1 Board of Governors

The Society is governed by the Board of Governors. The Board of Governors shall be responsible for providing guidance, at the policy level, to all of the organizational entities within the Society. The Board shall set direction and strategy for the Society, and shall review the performance of the program boards and other committees and entities to assure compliance with its policy directions. The Executive Committee may make recommendations to the Board on matters which require Board approval and acts for the Board on subjects for which it has been authorized by the Board. This committee is the volunteer oversight body for staffing, facilities, capital expenditures, and other matters relating to the operation of the Society's offices. The T&C VP is a member of the Society's Executive Committee.

2.2 Program Boards

In addition to the Technical & Conference Activities Board (T&C Board), the following boards are part of the Computer Society governance structure.

- Professional and Educational Activities Board:
<http://www.computer.org/web/volunteercenter/ppm7>
The PEAB manages a collection of training materials and professional certification schemes based on technology domain body of knowledge, whose authors are members of the T&C
- Member & Geographic Activities Board: <http://www.computer.org/web/volunteercenter/ppm8>
MGA members operate regional, section, and CS Chapter organizations, whose meetings include technical presentations, live and packaged, by authors of T&C
- Publications Board: <http://www.computer.org/web/volunteercenter/ppm9>
Pubs manages a collection of periodicals whose authors are members of T&C
- Standards Activities Board: <http://www.computer.org/web/volunteercenter/ppm10>
The SAB manage groups who create draft standards for approval by IEEE Standards Association. T&C experts serve on both standards study groups to define new standards proposals and standards working groups to create the draft standard.

2.2.1 T&C Staff & Operations

TC Activities & Operations: The Communities & Technical Activities Senior Manager, Brookes Little (eblittle@computer.org), is the main Computer Society staff contact for services and information related to technical activities.

Conferences: The Computer Society Conference Services department (conferences@computer.org) offers management and staff support for technical meetings and conferences sponsored or co-sponsored by CS Technical Committees (TCs). TCs serve an important role in reviewing conferences for portfolio approval.

Membership Database: The Computer Society utilizes the IEEE Membership Database to track and manage TC memberships. View the list of TCs (and click to join) here:

<http://www.computer.org/web/tandc/technical-committees>

3 Technical Councils, Technical Committees, and Task Forces

3.1 Establishing a Technical Council, Technical Committee, or Task Force

The authority to create, merge, or dissolve Technical Councils/Committees (TCs) lies with the Board of Governors of the Computer Society, which acts upon the recommendation of the T&C Activities Board transmitted through the Vice President for Technical and Conference Activities. The T&C Activities Board's recommendation should be based on the technical needs of the Computer Society membership and on the existing or expected levels of activity of the TC in question.

To form a new TC, a formal proposal shall be presented at a T&C Activities Board meeting. If the proposal is approved by the T&C Activities Board, the Vice President for Technical and Conference Activities will bring the T&C Activities Board's recommendation forward to the Board of Governors for final approval. The proposal shall include the name, scope, and goals of the TC, an overview of planned activities, a list of interim officers, and a mailing list of prospective members who have indicated an interest in actively participating in the TC. Although there are no specific requirements for the size of this mailing list, it should contain a large enough number to form a "critical mass" for the success of the TC.

3.1.1 Formation of a Task Force

A Task Force (TF) is an ad hoc subcommittee of the T&C Activities Board. The purpose of a TF is to foster new activities in a particular technical discipline and determine whether additional effort and a larger organizational structure (such as a Technical Committee) are appropriate.

Task Forces exist at the discretion of the Vice-President for Technical and Conference Activities, although in practice the VP generally asks for a consensus from members of the Technical Activities Committee. The budget for a TF is derived from the general T&C Activities Board fund and the CS "conference surplus allocation formula" does not apply to their activities. Hence, funds for TF activities are limited and at the discretion of the T&C Activities Board.

The prerequisites for establishment of a TF are:

- identification of a technical area not currently pursued by other CS activities,
- proactive collaboration with other CS entities (e.g. TCs), for which there is a technical overlap,
- identification of activities, with both research and practical applications, that will be pursued,
- identification of a core group of volunteers, from both industry and academia, who will lead this effort.

Proposals for the formation of a TF should be made to the VP for T&C Activities. At his/her discretion the Technical Activities Committee will review them. If approved, the T&C Activities VP will appoint a Chair and establish a budget. The TF Chair is a voting member of the Technical Activities Committee. TF Chairs are expected to attend the annual face-to-face TAC meeting. Funding for travel to this meeting is the same as for TC chairs (see Section 3.7.4, final paragraph, below).

Task Forces shall complete an annual report and budget request, as do Technical Committees. It is expected that a TF will either increase the scope of activities such as conference sponsorship, such that establishment of a TC is warranted, or the TF will be disbanded. A TF is expected to have a finite term of existence, normally a period of 2-3 years. Continued existence beyond that point is generally not appropriate.

In general, procedures in this handbook for TCs apply to Task Forces.

3.1.2 Formation of a Technical Committee

A Technical Committee (TC) is a formal subcommittee of the T&C Activities Board, and as such follows the policies and procedures required by the IEEE, the Computer Society, and the T&C Activities Board. A TC shall work within the context of the CS and serve the members of the Society.

Perhaps most succinctly, a TC should be the focal point of industry and academia for activities and discussion within their area. In addition, a TC should always be striving to conduct additional activities - a TC that does not have a steady state of activities will be serving fewer and fewer members over time. Conducting a wide and varied set of activities within the context of the IEEE Computer Society will help to serve members and will ensure a vital and vibrant TC. Key parts of TC vitality include:

- conducting workshops, symposia, conferences and tutorials,
- maintaining a website,
- running a contest,
- publishing a newsletter,
- nominating awards for technical excellence, student awards, etc., within the technical discipline,
- providing a forum for discussion of technical topics.

Typically, a Technical Committee will be created from an existing Task Force (TF) or Special Technical Community (STC). Because the requirements for TC activities are large, a TF or STC provides a less formal and less stringent environment for those activities to reach a level appropriate for TC status. Hence, a group seeking to establish a TC should first establish a TF or STC. Generally, the group shall conduct activities for a period of at least one year before a proposal for TC status will be entertained. At that time the extent of activities and how those activities served the Computer Society will be examined. In some cases, the T&C Executive Committee may review a TC proposal from an existing STC and decide that formation of a Task Force is more appropriate to allow the community an opportunity to further develop.

Establishment of a TC begins with a discussion with the VP of Technical and Conference Activities to determine if TC status is appropriate. If so, a formal proposal is written and submitted to the VP for T&C Activities. After VP review, the proposal is sent to the Vice Chairs for review. If accepted, the proposal is brought to a meeting (teleconference or face-to-face) of the Technical Activities Committee for their endorsement. If approved, the VP for T&C Activities brings the proposal to the Computer Society's Executive Committee for endorsement, the Finance Committee for establishing a TC budget and the Board of Governors for their approval.

The initial proposal should be sent to the VP for T&C Activities at least eight weeks prior to the Technical Activities Committee, and if approved should be provided to the TAC four weeks prior to their meeting.

Acceptance is required at each step of this sequence or the proposal shall be reworked and resubmitted. The general reason for disapproval is the lack of sufficient volunteers, activities, and scope to warrant TC status.

3.1.3 Formation of a Technical Council

A technical council is supported when member interest in a specialty area and a wide assortment of its individual sub-specialties justifies a larger organization with greater structure than a single technical committee. Though councils operate under the same policies and procedures as technical committees (see above for further guidance for formation of technical committees), their role is broader as they serve the following functions:

- Unified Committee. The council shall serve as a single interface (point of contact) for technical activities in its specialty area. The council shall participate in T&C Board as a single entity.
- Organizational Parent. The council shall sponsor and manage topical committees for sub-specialties within its specialty area in the same manner that the T&C Board manages TCs.
- Coordinating Entity. The council shall serve as a coordinating entity to promote sharing, integration, and cooperative planning among IEEE Computer Society activities, programs, and services within its specialty area, including standards, conferences, and publications. The council shall invite the chairs of the applicable society activities, or their designees, to be members of the executive committee of the council. The council shall be for coordination, not control, of non-T&C Board entities.

3.2 TC Organization and Officers

Computer Society or T&C Activities Board policy and procedures determine the duties of the TC Chair. The other duties and responsibilities are recommendations, but recommendations derived after many years of experience with TCs that have done well, and those that have failed. Where possible, the rationale is provided for these recommendations. The structure and officers of a Task Force (TF) are similar. Proposed structures and officer requirements for the TF should be worked out with the T&C Activities Board when the TF is formed.

Perhaps the most important aspect to consider when (re)organizing a TC is that the TC Chair cannot do the job alone. A TC consisting of a single individual, or even a small group, will fail. For a TC to succeed it must have a "reasonable" group of volunteers that are active at conducting the business of the TC. Each shall have a role to play and be responsible for making a particular activity happen. Each critical job should have a "backup" for the case when a person, for whatever reason, cannot do the job. This happens regularly in a volunteer organization – sometimes paying jobs get in the way! In particular, the chair of the TC must have at least one backup.

The positions described below are defined as being the officers of a Technical Committee (or Task Force, as appropriate). Often, these individuals are also known as being members of the TC Executive Committee. The TC Chair decides the membership of and appoints the Executive Committee, with the exception of the TC Chair and Past Chair. Members of the Executive Committee may serve in more than one capacity within one or more TCs. The TC Chair may decide not to fill a position on the Executive Committee should the TC not engage in activities appropriate for that position.

Members of the Executive Committee shall be members of the Computer Society. The TC Chair may exempt one member of the executive committee from this requirement under exceptional circumstances.

3.2.1 Summary of TC/TF Chair Responsibilities

The TC Chair may obtain the position in one of two ways:

- 1) Be elected by the membership of the TC (the norm); or
- 2) Be appointed by the Vice President for T&C Activities (in special circumstances).

The Chair is the leader for TC vitality, and is responsible for building a strong organization and officer structure in support of the TC's mission. The chair is responsible for making sure T&C Activities Board policy is carried out in relation to TC activities, and is the vital communication link between the TC and the T&C Activities Board. It is the responsibility of the Chair to see that the TC operates within T&C Activities Board guidelines, and that any deviations from T&C Activities Board policy are brought to the attention of the T&C Activities Board. Roles specific to the technical committee of interest should be discussed with the current or previous chair, as each TC is different. The Chair is accountable to both TC members and the T&C Activities Board.

The TC Chair has ultimate authority and responsibility for the conduct of a TC. While duties may be delegated to other parties, typically a Vice-Chair or Executive Committee members, it is the Chair that bears responsibility for the successful operation of the TC. Only the Vice-President for Technical and Conference Activities or the CS President may overturn the decision of a Chair.

All TCs shall use the CS online election procedure for member-based elections, unless a special exemption has been granted. In addition, TC Chairs may be appointed by the T&C Board VP for reasons that include, but are not limited to:

- Chair appointments for new TCs or TFs
- TCs with a lack of nominees for their chair election
- Situations where the current TC chair has stepped down

Current TC Chairs may also be removed and replaced by an appointment by T&C ExCom vote for reasons that include, but are not limited to:

- Chair unresponsiveness to CS staff and volunteer leadership communications and requests including, but not limited to, budget requests
- Lack of participation in the TC Vitality process
- Unethical behavior (see <https://www.ieee.org/about/corporate/governance/p7-8.html> for general guidelines)

Consistent with Computer Society policies and procedures, the CS President will serve as a point of conflict resolution if the above rules prove insufficient or if there are disputes and escalation is required.

TC Chairs elected by the membership will normally serve a two year term. A Chair that is appointed by the VP for the T&C Board will serve for, at most, a one year term. In both cases, the Chair may only serve for two continuous terms. Complete policy and procedures for electing a TC Chair are described in section 3.5 of this handbook.

The TC Chair is responsible for the overall administration of the group. This includes providing technical direction and leadership. The Chair is responsible for maintaining and improving the vitality of the group by coordinating activities such as conferences, workshops, tutorials, standards, newsletters, publications, chapters, educational/professional activities, etc.

At least every three years, the TC shall provide a report on its vitality to the T&C Chair and the VP for the T&C Activities Board on the current and planned activities of the TC, including a discussion of vitality. The Chair is responsible for administering the finances of the TC and submitting an annual budget request, as outlined in section 3.7 of this handbook, that supports the growth and maintenance of the community. Budgets for each year must be submitted by the deadline set and communicated by the Treasurer. No expenses will be reimbursed until a budget has been approved.

3.2.2 Summary of Past Chair Responsibilities

The immediate Past Chair of the TC is a de facto member of the Executive Committee. The Past Chair is responsible for providing advice and counsel to the TC Chair in particular, and the Executive Committee in general. The only defined duty of the Past Chair is to chair the nominations committee for election of the future chair. Other duties are determined by each TC on a case by case basis. TCs should be encouraged to provide a mechanism by which past chairs continue involvement; their past experience should be recognized for the value it is. In addition, past TC chairs are often asked to serve on the T&C Activities Board Executive Committee. In this way, their experience is available to all TCs, as well as for the T&C Activities Board in general.

3.2.3 Summary of Vice-Chair Responsibilities

The Vice-Chair shall act for the Chair in his/her absence or incapacity and shall perform such duties as specified in the TC Policy and Procedures Manual or assigned by the TC Chair. The Chair may appoint more than one Vice-Chair, as appropriate to the organization and activity level of the group. T&C Activities Board policy provides that the Vice-Chair will receive all communications that are addressed to the Chair; both electronic mail and postal mail.

3.2.4 Summary of Newsletter Editor or Web Master Responsibilities

The Web Master or Newsletter Editor is responsible for the publication of the news and/or the newsletter. This includes regularly updating the Web site and developing content for either a newsletter or a web site.

The Newsletter Editor and/or Web master should recruit a group of volunteers to assist in the development of new content, reviewing older content, and staying abreast of the TC's activities and key issues.

3.2.5 Summary of Treasurer Responsibilities

The Treasurer is responsible for monitoring the financial accounts of the TC. The Treasurer reports to the Executive Committee on the financial status of the TC and performs such other duties as assigned by the Chair. This position is generally filled only if the TC charges for membership or has extensive conference and newsletter activity.

3.2.6 Summary of Secretary Responsibilities

The Secretary provides administrative support to the TC by keeping the required records of the TC and performing such other duties as required by the policies and procedures manual or assigned by the Chair. Typical responsibilities of the Secretary include keeping records of Executive Committee meetings, and responding to letters addressed to the TC concerning general information on the TC.

3.2.7 Members at Large, Subcommittee members

A member at large is an individual appointed by the TC Chair to the Executive Committee to assist in the general administration of the TC. These individuals perform duties assigned by the Chair. There should be no more than five members-at-large on the Executive Committee.

- The Chair for the Subcommittee on *Conferences* is responsible for coordinating all TC-sponsored, co-sponsored, and technically co-sponsored conferences, symposia, workshops and tutorials. This Chair should actively encourage the creation and organization of new conferences as well as ensuring the success of existing conferences. The Chair is also responsible for assuring that all TC supported standards activities conform to IEEE standards policy (see Computer Society Policy and Procedures Manual and Technical Meetings Handbook).
- The Chair of the Subcommittee on *Standards* is responsible for coordinating standards activities with the Standards Activities Board (SAB) of the Computer Society. This Chair is also responsible for assuring that all TC supported standards activities conform to IEEE standards policy (see Computer Society Policy and Procedures Manual).
- The Chair of the Subcommittee on *Publications* is responsible for coordinating periodicals activities with the Publications Board (Pubs) of the Computer Society. This Chair is also responsible for assuring that all TC supported periodicals activities conform to IEEE standards policy (see Computer Society Policy and Procedures Manual).
- The Chair of the Subcommittee on *Professional Activities* is responsible for coordinating professional activities with the Professional and Educational Activities Board (PEAB) of the Computer Society. This Chair is also responsible for assuring that all TC supported professional activities conform to IEEE standards policy (see Computer Society Policy and Procedures Manual).
- The Chair of the Subcommittee on *Regions* is responsible for coordinating regional activities with the Member & Geographic Activities Board (MGA) of the Computer Society. This Chair is also responsible for assuring that all TC supported local meetings activities conform to IEEE standards policy (see Computer Society Policy and Procedures Manual).

3.3 Meetings

The TC Chair, or a designated representative, should physically (if possible) or virtually (where physical attendance is not possible) attend all Technical Activities Committee (TAC) meetings. T&C Activities Board currently conducts one face-to-face TAC meeting per year along with other virtual meetings conducted by webconference. A designated representative should have the proxy, preferably written, of the TC Chair and should have been briefed on any matters to be covered at the meeting and be ready to report on TC activities. The Chair is expected to attend all technical and business meetings of the TC. TC face-to-face meetings normally occur with their major sponsored conference. Where committee activities are extensive, it may be reasonable to have some functions covered by other members of the Executive Committee.

3.4 Record Keeping

The Chair maintains records covering the activities of the TC. These provide evidence to membership that TC vitality is good and improving. This information can be persuasive for Chair re-election. In particular, history is to be maintained by the Chair or a designated individual. This history should include information on TC planning, administrative functions, finances and activities. As an example, the following should all be included within the history: Executive Committee meeting minutes; appointment of Executive Committee members; conference planning; standards planning; newsletter or Website publication; special membership activities; correspondence; award nominations, etc. This information is

crucial for future Chairs and T&C Activities Board assessment. The history should be archived on the TC website with visibility to the T&C Activities Board staff.

3.5 TC Chair Election Policy and Procedures

As stated in section 3.2.1, the IEEE Computer Society's Technical & Conference Activities Board (T&C) requires that, under normal circumstances, the Technical Committee (or Task Force) Chair be elected by the TC membership. TC Chairs may be appointed by the Vice President of the T&C Activities Board if the TC does not conduct an election, does not follow proper election procedure, if the current TC chair needs to be replaced, or if this is a new TC (not evolved from a TF).

All TCs shall follow CS election procedures:

- the normal term of an elected TC chair is from July 1 to June 30th two years later (i.e. a 24 month term)
- elections shall occur on November 30th of the year prior to when the term of the current TC Chair expires.
- the winner of the election—the Chair-elect—will be announced no later than the January 1st following the election
- the Chair-elect will serve a 6-month “apprenticeship” period wherein he/she has no official responsibilities other than to learn the policies and procedures associated with being a TC chair, and to attend the TC chair “bootcamp”. The bootcamp is one-day workshop with CS staff to introduce the Chair-elect to the staff and to give them short tutorial introductions into policies, procedures, norms, and the forms of support they can expect.

The following policies are required by each TC. The procedures that follow are intended to assist TCs in conducting these elections. A TC may modify these procedures provided their modifications are approved by the T&C Activities Board Executive Committee.

T&C Activities Board staff can facilitate the election process by assisting with communication, ballot creation, call for nominations, posting the candidates’ bio sketches and position statements, and setting up online elections.

3.5.1 Mandatory TC Election Policies

The Computer Society Board of Governors and/or the T&C Activities Board Executive Committee establish the following policies for all Technical Committees and Task Forces:

- a) The TC shall follow CS election procedures.
- b) Each Technical Committee and Task Force shall conduct an election by its membership for the position of Chair. TCs and TFs will not make appointments for the position.
- c) The TC Chair shall have been a member of the Computer Society and the TC for a minimum of one year at the time of nomination.
- d) The TC shall form a nominations committee to prepare a slate of two or more qualified candidates that are willing to run. Nominations may be solicited from the TC membership via email, and the nominations committee should make every effort to find at least two qualified candidates. TC members can make nominations by simply submitting names to the nominations committee. The nominations committee shall have no less than two people—ideally more—all

of whom shall be members of the Computer Society and the TC. If there is only a single candidate, the TC must get the approval of the T&C Activities Vice President.

- e) Only those who are both members of the Computer Society *and* the TC are allowed to run for election.
- f) Nominations may also be made by petition. Each TC shall determine the number of signatures required for a petition candidate.
- g) Prior to the election, the TC shall present a summary of chair duties and responsibilities to all candidates, per the group's charter and the T&C Activities Board. The TC shall also present a copy of the charter to candidates.
- h) After the election, the TC or CS staff shall submit an election report to the T&C Activities Vice President including:
 - members of the Nomination Committee and contact information,
 - a copy of the ballot and candidate information, and
 - a report of the election results (how many returns, total/name of write-ins, votes per candidate, winner, etc.).
- i) Only those who are both members of the Computer Society *and* the TC are allowed to vote in these elections.
- j) Ballots should be electronic and shall be made available to all TC members that are entitled to vote. For example, voting may not be restricted to those attending a particular meeting.
- k) The TC chair will normally serve a two-year term of office (this should be spelled out in the TC charter). A Chair may serve for a maximum of two consecutive terms of office.
- l) Ballots should be cast via an online voting tool. Data regarding electronic votes shall be captured, saved with privacy considerations, and made available to the Vice President of Technical & Conference Activities upon request.
- m) The incumbent chair is responsible for aiding in the orientation of the new TC chair during the 6-month period between the Chair-elect being announced (Jan. 1) and the Chair-elect becoming the TC Chair (July 1), and for closing out pending activities of the past chair (i.e., submitting annual reports and budgets, or other required information).

3.5.2 Suggested Procedures

1. **Formation of a Nominations Committee.** The purpose of this committee is to identify individuals qualified and willing to serve as Chair. The nominations committee should be chaired by the immediate Past Chair of the TC, when available. Should that individual not be able or willing to serve, the TC Chair will select the chair of the committee. The committee should consist of three to seven individuals appointed by the nominations committee Chair. No more than fifty-percent of this committee may be currently serving as a TC Vice-Chair or Chair of a TC subcommittee.
2. **Solicitation of Nominations.** Nominations should be solicited from active members of the TC field of interest. It is suggested that members of the current Executive Committee be solicited. Presumably, these individuals are those with significant experience in TC activities. If at least two candidates cannot be found, it is recommended that a communication (email or Web announcement) to the membership be used to solicit nominations for the position. Prior to nominations committee endorsement for a nominee, the individual shall be made aware of all rights and responsibilities of the position, both those determined by the TC as well as those determined by the T&C Activities Board.

3. **Review and Selection of Slate:** The nominations committee, by a majority vote, will determine the slate of candidates. None of the candidates may be a member of the nominations committee. The slate shall contain a minimum of two candidates. The slate shall then be presented to the TC Executive Committee which is then responsible for conducting the election; in the remainder of this procedure the TC Secretary will administer the election.
4. **Ballot Creation:** Upon acceptance of a slate of candidates by the TC Executive Committee the TC Secretary or T&C Activities Board staff will prepare a ballot (sorted alphabetically by surname) containing each candidate's name. Computer Society membership and TC membership are required to vote, and so the membership number shall be recorded with the vote. A biography and position statement shall accompany the ballot and shall be posted online. No distinction will be made on the ballot between candidates nominated by the nominations committee or by petition.
5. **Ballot Distribution:** The final ballot and candidate information will then be sent to all current members of the TC who are also members of the Computer Society. The mechanism by which the TC distributes ballots shall be determined by the TC Executive Committee. A special mailing need not be performed. The TC may choose to use its newsletter, electronic mail, advertisement in a CS periodical, or other method that will demonstrably reach all of the TC members.
Ballot Collection: A single point of contact, generally the TC Secretary or T&C Activities Board staff, shall be the recipient of all ballots. While it is the intention of T&C Activities Board that simplification of this procedure shall have a higher priority than 100% accuracy of the ballots, all reasonable attempts should be made to determine the authenticity of received ballots as well as to authenticate that only current CS members are voting. A TC may decide to institute balloting procedures that provide more control over the process and accuracy of the results. However, it is important that all members of the TC who are entitled to vote be given fair opportunity to do so. Hence, it would not be appropriate to only accept ballots at a TC meeting since individuals without sufficient time or travel funds would be prohibited from voting.
6. **Election Results:** The individual with the largest number of votes shall be the TC Chair. In the case of a tie, the TC Executive Committee shall determine a method of breaking the tie. No intermediate counts may be released. The final numeric vote totals will be released only to the candidates and the VP for T&C Activities.

Dates by which each of these steps are to be performed shall be decided by the TC Executive Committee.

3.5.3 Appeal Process

Any member of a technical committee can appeal any part of that particular Technical Committee or Task Force election. A request for appeal shall be filed with the T&C Activities Board Vice President within 30 days after the election results are announced. In the case of an appeal, the following shall be submitted by the election committee to the T&C Activities Vice President:

- a) Summary of election process
- b) Incumbent
- c) Term of office
- d) Nomination and ballot counting committee members
- e) Start and close of call for nominations and election
- f) Summary of chair duties and responsibilities
- g) Nominations made
- h) Approved slate of candidates

- i) Copy of ballot and candidate information
- j) Distribution of ballot (to whom, how many?)
- k) Election results (how many returns, total write-ins, votes per candidate, winner, etc.)

3.6 Sponsorship of Technical Meetings

Technical Committees and Task Forces make important contributions to Computer Society (CS) technical meetings and conferences. TCs and TFs initiate new meetings, and foster and support ongoing meetings. TC members serve on program and conference committees.

The Computer Society has two types of meeting participation:

- financial sponsorship or co-sponsorship, and
- technical co-sponsorship

If the Computer Society commits its fiscal and legal resources (namely that the Society should loan advance funds, cover a deficit, or share in a surplus), then this is financial sponsorship or co-sponsorship. For all meetings that the CS financially supports, its members shall be involved technically in the Program Committee, and should be administratively involved in the Steering Committee and as conference organizers.

Technical Co-sponsorship status means that the Society lends its name to a meeting and will have no financial or legal liability for the meeting. For all meetings that the CS technically supports, its members shall be involved technically in the Program Committee.

When a TC is the primary sponsor or cosponsor of a first-time technical meeting, meeting organizers shall complete a Technical Proposal Form as directed in the *Technical Meeting Handbook*. For further policies and procedures for Technical Meetings, please review the Technical Meeting Handbook, found here: <http://www.computer.org/portal/web/conferences/organizer-tools>

3.7 TC Finance and Accounting

3.7.1 Budgeting Process

The IEEE Computer Society TCs provide technical leadership and ensure vibrant and innovative technical activities and programs that operate in the best interest of the members and contribute to the overall technical growth and vitality of the Computer Society. High priority will be given to funding TC activities that best support this mission, the Society, and its technical communities.

Budget Allocation

The aggregate TC budget for each year cannot exceed 3% of the total Computer Society budgeted expenses.

To comply with this policy and to enable all TCs to support their activities, a limit is set each year for what percentage each TC can budget from its reserve balance. The limit is based on each TC's total Net Reserves at the start of the budget cycle (i.e., November 2019 reserves will determine 2020 budgets) and the total amount of the Computer Society budget. Annual TC budget limits and methodology will be communicated by the T&C Treasurer at the start of each budgeting cycle.

If any funds remain after the TC budgets have been submitted, they will be assigned on a case-by-case basis to TC proposals for programs and activities, such as those targeting emerging technologies, ethics, and equity diversity and inclusion (EDI). A call for proposals will be circulated if funds are available. Funding for approved proposals will come from the reserves of the TC.

Budget Timeline

Starting with 2020 TC budgets, the TC budget timeline has been adjusted to better align with the Computer Society budgeting timeline. Please note that the dates below correspond with the year prior to the applicable budget year.

1. December 12: Communication of individual budget limits to each TC, based on a sliding scale formula set each year that meets the limits described above. TCs will be able to budget a percentage of their reserves based on the total aggregate amount of the TC reserves and the amount of 3% of the total Computer Society budget.
2. December 12-January 31: TCs are encouraged to communicate draft budgets to the T&C Treasurer for review.
3. February 1: TC budget submission deadline
4. February 1-February 28: Review of TC budget submissions and revisions, if necessary
5. March 1: TC budget approval communication

Budgets should be submitted as soon as possible after January 1st. Budgets may be approved before March 1st and approval communicated earlier than March 1st. To conform to Computer Society budget processes, budgets cannot be submitted for approval before January 1st, though draft versions may be submitted earlier than January 1st, and TCs are encouraged to submit such drafts.

Budget Distribution

To support community activities, technical product and program development, ethics, and EDI activities, the following categories and spending recommendations for TC budgets have been established. These lists are not intended to be comprehensive. It is also understood that this distribution may not be possible for smaller TCs. The goal is for community reinvestment to be at the top of TC priorities.

- Community Development and Investment (50%)
 - New IEEE CS initiatives, programs, and events, which advance the TC's goals and focus on growing sub-communities or future technology areas.
 - Student travel grants
 - Student awards
 - Student competitions
 - Early career faculty travel grants
 - Early career faculty awards
 - Community awards
 - Membership newsletters
 - Special TC events at conferences
 - Publication support
 - Special issues or extra pages for special issues
 - Reducing paper back-logs
 - Curriculum development – preference within the Computer Society but considered for external organizations as well

- Supporting the IEEE CS Distinguished Visitor Program and other Chapter activities
 - Other innovative activities supporting community development
- Operating Expenses (30%)
 - Committee travel (please see additional travel policy details below)
 - Committee meetings at TC sponsored conferences
 - Web Site and publicity
 - Other TC operating expenses, such as communication tools
- Equity, Diversity, and Inclusion Activities (20%)
 - Support for EDI events at CS conferences and events
 - Travel grants and awards for underrepresented groups to participate in CS conferences and TC activities
 - Funding for tracks, panels, and other EDI events at CS conferences and events
 - Other innovative activities supporting underrepresented groups

Budget Revisions

Budgets may be revised within the allocation by submitting the revised budget to the T&C treasurer and T&C VP for review and approval. This revision can be submitted at any time. This is intended to allow TC chairs to revise their budget in response to initiatives of the Computer Society, opportunities that arise during the year, or initiatives of the TC.

Travel Policy

TC funds should only be used for necessary travel expenses for TC related business. Prior approval by the T&C Treasurer is required before conducting conference site visits and travel to non-TC sponsored conferences. All travel expenses must be submitted for reimbursement within 60 days of travel. If you have any questions about whether particular travel expenses are allowable, please contact the T&C Treasurer.

What Affects the Allocation Figure in the TC Budget?

TC Allocation Policy for Conferences Occurring in 2016 and 2017:

- 1/3 of the CS conference surplus (income minus expenses, including administrative fee) is allocated to the TC if the conference financial report and funds are received within 9 months after the conference end date.
- 2/3 of the CS conference deficit is allocated to the TC to cover the conference's allocation of 1/3 of the deficit.
- 17.5% of the paid Admin fee is returned to the TC independent of the length of time it takes to financially close the conference.

TC Allocation Policy for Conferences Occurring in 2018 and later:

- 1/3 of the CS conference surplus (income minus expenses, including administrative fee) is allocated to the TC if the conference financial report and funds are received within 9 months after the conference end date.
- 2/3 of the CS conference deficit is allocated to the TC to cover the conference's allocation of 1/3 of the deficit.

The rationale for the above-described percentages is based upon U.S. Tax law requirements for non-profits that require a zero account balance within six months after last day of the conference. This is enforced by IEEE external audits using IEEE policies: conferences are expected to close within 6 months.

Conferences used for calculation of the TC allocation for the policy for conferences occurring in 2015 and earlier are those that took place 2 years prior. For example, the 2016 budget was based on conferences that took place in 2014. The conferences must have submitted their final financial report and funds to the CS, and they must match, for the conference allocation to be calculated. These items, along with all IEEE compliance documents, must be submitted for a conference to be considered closed.

Conference final financial reports must be created by the Conference Treasurer when all expenses (including the Administrative Fee calculation) have been paid and surplus has been distributed to sponsors. If a conference final report is not received, any projected surplus will not be captured in the allocation. If a TC has several conferences or other activities, a deficit from one (or more) activities will reduce the surplus amounts available to the TC from its other activities.

A TC without revenue-generating activities is at risk of being sunset.

3.7.2 Conference Closing and Proportional Release of Allocation for TC Budgeting

The basis for TC budgeting is the "allocation" amount. A TC's allocation is based on actual financial results from financially sponsored conferences. For any given budget year, a TC's budget allocation will be approved in proportion to the applicable year's closed conferences' final financial reports to the sum total of allocation results for all its conferences.

3.7.3 TC Allocation Reinvestment

TC Reserves Policy for 2016 and Later Conference Allocation Funds:

Beginning with allocation funds from 2016 conference results, TC allocation balances will carry over from one year to the next without expiration. The reserve funds will be reviewed as part of the regular annual TC budget approval process (see 3.7.5 below). At the end of each year, the unspent reserve amount will be added to the allocation amount for the following year as the full balance for TC budgeting. Each TC Chair will be informed about their TC's reserve balance for the budgeting process. Please note: the total aggregate TC budget amount for each year cannot exceed 3% of the total Computer Society budget.

3.7.4 Spending Requests Approval

Having determined what funds are to be requested in the budget year, the TC Treasurer shall also determine how these funds are to be spent. In making this determination, the TC Treasurer should be aware of the priorities for TC spending requests established by the T&C Activities Board Executive Committee.

In general, the items most likely to be approved are those which promise to benefit the largest portion of the membership of the TC. Low priority items are those which benefit only the TC officers or a small portion of the membership, such as travel funds for TC officers or funds for awards banquets (money for the awards themselves is a relatively high priority, but plans for social activities is not).

TCs in good standing with less than \$1,000 budget allocations will be assigned a \$1,000 budget that is to be used to attend the Technical Activities Committee face-to-face meeting. In cases where \$1,000 cannot cover the expenses for this meeting (e.g., overseas trips, etc.), an appeal for additional travel funding can be made to the T&C Board Treasurer.

The total aggregate TC budget amount for each year cannot exceed 3% of the total Computer Society budget.

3.8 Budget Training for Technical Committee and Task Force Chairs

3.8.1 Computer Society Budget Model

- Fiscal year is 12 months: 1 January - 31 December.
- In Q1 of each calendar year, TC/TF budget requests for the current year are due.
- TC/TF budgets are reviewed for approval when submitted.
- TC budgets for a particular year are based on the actual closed conferences from 2 years prior.
- A TC chair may request a budget amendment from the T&C Board Treasurer as needed.

3.8.2 Accessing Budget Funds

- Invoices approved by the TC Chair shall be sent directly to the Sr. Governance Analyst, Maggie Johnson (tcfinance@computer.org).
- Reimbursements (receipts required) shall be sent to the Sr. Governance Analyst, as long as the expense is covered in the approved TC budget and approved by the TC Chair.

3.8.3 TC Budget Requests

In planning your budget, make estimates based on:

- Last year's budget
- Last year's actual expenditures
- Expected TC activities

3.8.4 T&C Board Budget Amendments

High Priority:

- Large benefit to membership of TC
- New initiatives, products, or services which forward the T&C Board mission/vision, and for which the TC can demonstrate adequate volunteer support

Low Priority:

- Items which benefit individuals, just TC officers, etc.
- Travel for volunteers

Medium Priority:

- New conferences, publications, or standards development, both funded by Conference or Standards or Pubs budgets

3.8.5 CS Conference Administrative Services Fee

Administrative Services Fee – the “Admin Fee” -- is 20% of expenses based on our sponsorship share. Calculated after the conference is over, and based on all expenses including social functions and taxes. Fee includes processing conference compliance documents and final reports, accounting services reports, handling inquiries, reviewing and negotiating hotel contracts, insurance, and department administrative costs.

3.9 Financial Monitoring Responsibilities

T&C Activities Board Treasurer

- Prepares annual T&C Activities Board budgets
- Assists TC Chairs in preparing budget requests
- Assists in approving TC budgets
- Monitors TC income and expenses

TC Chairs

- Submit budget requests based on anticipated activities and allocation, and submit annual report of TC activities
- Request to T&C Activities Board Treasurer, budget amendments when appropriate
- Review sponsored conferences for technical quality and budget items
- Assist with collection of final conference reports if needed
- Familiar with the T&C Activities Board Handbook and Technical Meetings Handbook
- Assist with transition of new TC Chairs and treasurers

Sr. Governance Analyst and Program Manager

- Monitors TC expenses based on approved TC budgets
- Collects annual reports/budget requests (AR/BR)
- Cannot pay invoices for TCs delinquent in submitting AR/BR
- Processes invoices based on budgets and approval of TC Chair
- Provides treasurer and TC chairs with updated allocation reports as requested
- Accumulates year -2 conference financial report facts used for allocation

3.10 Technical Committee, Council, Consortia, and Task Force (TC) Vitality Reviews

The Technical & Conferences Activities Board (T&C) will review all Technical Committees, Councils, and Task Forces (TCs) every three years to evaluate their health, influence in the field, and vitality. The reviews will focus on service to the TC membership, to the Computer Society, and to the professional community at large. The reviews will look for opportunities to promote new and ongoing TC activities as well as provide assistance and support where possible. When there are multiple areas of concern (limited activities, no conferences, etc.) within a TC, the T&C may decide to sunset the TC or merge it with another TC.

The vitality review process consists of completion of a report and a virtual meeting. The review should be viewed as a positive vehicle, with volunteers assisting other volunteers to ensure that all the Computer Society TCs continue to maintain the highest of standards. The report template will be provided to the TC at least a month in advance of the scheduled review. After completion of the report, TC Chair responses, along with other relevant information about the TC, are provided to the TC Vitality Review Committee. The report will be reviewed and discussed at the virtual meeting and the TC Chair will be given time for revisions, if needed. The final report and notes from the reviewer(s) will be considered by the T&C for final assessment of the TC's vitality and recommendation for future action. The following are facets of the most successful TCs and are therefore criteria used by the T&C for TC assessment.

Vital TCs demonstrate:

- an active and diverse Executive Committee
- consistent participation in, and sponsorship of, conferences and other events
- ongoing generation of relevant intellectual property (IP)
- significance to the overall Computer Society vision and mission
- adherence to TC policies and procedures
- regular attendance at Technical Activities Committee (TAC) meetings
- regular communications to membership, and maintenance of a current TC website
- membership growth

- recognition of excellence in the field through awards or other programs
- continual growth in paid conference attendance and generation of conference surplus
- active and ongoing collaboration with other technical committees and organizations in developing activities without significant overlap

A failure to demonstrate facets of a vital TC (as listed above) may result in sunseting of the TC. Additionally, the following criteria may be grounds for closer examination for sunseting:

- has not launched significant new initiatives during last two years
- impact/significance of TC technical area is shrinking due to change in technology
- unable to generate enough revenue to earn a \$5,000.00 allocation (roughly the amount for sustaining TC activities)

The T&C will use the vitality review to identify TCs that do not exhibit facets of a healthy TC. The T&C will emphasize stimulating and guiding these TCs into greater and more relevant activity by helping the TCs establish appropriate and attainable goals. A TC may be given a probationary period to address vitality concerns and a follow-up review will be done. If efforts to revitalize a TC are not successful after a probationary period, the T&C shall bring a recommendation to the Computer Society Board of Governors that the TC be merged with an existing successful TC or that it be dissolved.

3.11 Annual Operating Plan and Report

Each TC Chair is required to submit an Annual Report describing the activities it sponsored in the previous year and plans for the coming year. Reports should follow the format provided and shall be submitted electronically by email by the end of Q1 of the reporting year.

3.12 Working With Other CS Boards and Committees

3.12.1 Cooperating with Publications Activities

CS periodical Editor-in-Chief (EIC) should be included on the relevant TC ExCom in order to meet common needs of conferences: publicity, call for author submissions, and recruiting reviewers/referees.

3.12.2 Cooperating With Standards Activities

CS Standards Committee Chairs should be included on the relevant TC ExCom in order to meet common needs of conferences: call for author submissions and recruiting reviewers/referees. Standards Study Groups benefit from inclusion conference authors who have a sense for commercialization of new technology.

3.12.3 Cooperating with History Activities

TC ExCom History Chair should prepare the CS History committee for upcoming anniversaries that maybe celebrated either at Conferences or CS Awards celebrations.

3.12.4 Cooperating with Awards

TC ExCom Awards Chair to recognize its volunteers for their outstanding accomplishments, the Computer Society sponsors an active and prestigious Awards Program. Awards are the primary means of recognizing and rewarding volunteers for their service to T&C Board and the Computer Society. All Computer Society awards fall into one of two categories: to honor technical achievement or service to the computer profession and to the Society. For complete information about awards and a link to the Nominations tool, please visit: <http://www.computer.org/web/awards/home>

3.13 Membership and Vitality

3.13.1 Membership Database, CS-Hosting of Website, and CS Listserv

Members (and nonmembers) can join a TC through IEEE Business Platform (click on the JOIN link):

<http://www.computer.org/web/tandc/technical-committees>

TCs can use the CS listserv tool or a CS-hosted Web site to provide information and communications to their membership. Contact the Program Manager for more information.

3.13.2 Cooperating With Chapters and Membership Activities

In order to provide outstanding speakers to Computer Society chapter meetings, each technical committee should suggest qualified experts in its technical field to become Distinguished Visitors.

Nominations should be given to the Chair of the distinguished Visitors Program

(<http://www.computer.org/web/chapters/dvp>).

Each TC should also consider cooperation with chapters in organizing symposia, lectures or tutorials in the TC's area of specialization.

3.14 Conference Steering Committee (CSC)

The CSC Chair should be included in the TC ExCom for the purposes of:

- Determining conference success criteria (e.g., % papers accepted, growth in attendee registration, attendee satisfaction feedback, citations to conference papers, financial surplus, membership access to papers)
- Determining technology changes and emphasis that can be incorporated into the topics for Call for Papers
- Publicity of upcoming conference to attract best authors, reviewers, tutorials, and attendees
- Engagement of TC experts on the Program Committees
- Feedback on the past conference successes meeting above criteria

3.15 Conference Chair

The TC Conference Chair should be involved in CSC to ensure:

- Conference success criteria is understood by appointed General Chair
- Conference financial report is timely

3.16 Conference Publications

The TC Conference Chair should be involved in CSC to ensure:

- Conference papers are quickly available for TC membership
- Conference papers have high quality to attract future citations
- Conference papers have high relevancy to attract future downloads which benefit CS funding