Visual Signal Processing and Communications Technical Committee (VSPCTC) Bylaw

October 12, 2009
Revised July 2016

I. Purpose

The objective of the Visual Signal Processing and Communications Technical Committee (VSPCTC) is to promote the exchange of information pertaining to the research, development, and practice of visual signal processing and communications technologies.

More specifically this Technical Committee is responsible for:

1. Setting up the strategies and directions of visual signal processing, exchange, and communications for the IEEE Circuits and Systems Society;
2. Assist the planning and paper review of the Visual Signal Processing and Communications track of International Symposium of Circuits and Systems (ISCAS), as well as related CAS-sponsored conferences such as International Conference on Visual Communications and Image Processing (VCIP); All members are required to serve as at least a Review Committee Member (RCM) in ISCAS, an Area Chair (AC) in VCIP, or a Reviewer for these two conferences twice out of every three times over a period of three years to maintain membership; All members are required to vote twice out of every three times to maintain membership.
3. Assist the paper review process of Society journals including, Transaction on Circuits and Systems Video Technology (T-CSVT), Transactions on Multimedia (TMM), Transactions on VLSI Systems (T-VLSI), and Transactions on Circuits and Systems – Part I and II (T-CAS, Part I & II);
4. Assist Editors-in-Chief in identifying appropriate Associate Editors;
5. Make nominations for Society awards and CAS Distinguished Lecturers;
6. Sponsor other visual signal processing and communications related workshops and conferences.

II. Composition of the Technical Committee

The VSPCTC is composed of Technical Committee Officers, Technical Committee Members, Technical Committee Affiliates, and Technical Committee Honorable Members.

A. Technical Committee Officers

The officers of the technical committee include (1) Chair, (2) Secretary, and (3) Past Chair. All Technical Committee Officers have voting rights.

The election of the officer(s) is done according to the following process. An open call for nominations for the Secretary position shall be made. Nominations for Secretary shall be restricted to individuals who are currently serving or have previously served as committee members within the past 4 years primarily from current or previous Subcommittee Chairs or Co-chairs. Secretary elections will take place every two years and results shall be finalized by 15 July of the election year. The term of the Secretary starts on 1 August of the election year. The Secretary automatically succeeds to the position of Chair then Past Chair of the Technical Committee.

B. Technical Committee Members

All Technical Committee Members must be current IEEE and CAS members of good standing. They must be willing to review papers within the area of the TC submitted to the Society's conferences, review papers for workshops owned or co-owned by the Technical Committee, and perform other duties of membership. All Technical Committee Members have voting rights.

Members will serve a term of four years, starting 1 Feb. The Technical Committee may have up to 60 elected members (target to reach 50 in year 2018). The election of new members shall be finalized by 15 January of the subsequent year.

The election of the members is done according to the following process. New members will be nominated during both ISCAS and VCIP and election will occur during the end of every year. New members of the Technical Committee are nominated by at least one of the existing members of the Technical Committee. Past members of the Technical Committee are eligible to be nominated for a second term. Current members of the Technical Committee may also be nominated for a second consecutive term, but are not eligible to vote in that new member election. Additional terms are allowed, but at least a 1 year gap in service is required. The Chair of the Technical Committee needs to circulate the bio and position statement from the candidates, and conduct a vote within the Technical Committee. A simple majority vote is needed for the acceptance of the new members. If there are more nominations than open slots, the most preferred by the Technical Committee members responding to the ballot will be elected as new members, provided a quorum of the Technical Committee members responded to the ballot. In the event of a tie, the Chair will break the tie.

C. Technical Committee Affiliates

Technical Committee Affiliates are an integral part of the Technical Committee and carry the same responsibilities as Technical Committee Members, but do not have voting rights. They must be current IEEE and CAS members of good standing. They must be willing to review papers within the area of the TC submitted to the society's conferences, review papers for workshops owned or co-owned by the Technical Committee, and perform other duties of membership.

The main purpose of the Technical Committee Affiliates is to engage the broader visual signal processing and communications community in the activities of the Technical Committee, while still enabling an efficient voting and decision making process among a smaller set of elected members. The number of TC Affiliates is unlimited.

D. Technical Committee Honorable Members

Past Technical Committee Members with distinguished service to the TC may be recognized as Technical Committee Honorable Members. Honorable Members serve the TC in an advisory role, e.g., contributing to long-term planning and strategic directions, and are welcome to participate in TC activities, such as reviewing papers or participating in subcommittees. Honorable members may also serve as Technical Committee Members.

Appointment of TC Honorable Members is done by the TC Chair with consensus of the Secretary and Past Chair, and considers nominations from the TC Membership and Election subcommittee. This designation is reserved for individuals that have served the TC for an extended period of time and/or in leadership roles, e.g., Past VSPC TC Chairs, EiCs of CAS-sponsored journals or visual signal processing-related IEEE journals, past CAS presidents, or past ISCAS/VCIP General Chairs. The number of appointments shall not exceed 2 in a given year. Honorable members may also voluntarily serve as the technical committee members and this will not be counted into the regular quota of 50/60 members as stipulated above.

III. Technical Committee Meetings

A Technical Committee meeting must be held at each ISCAS and VCIP. If necessary, interim meetings can be called by the Chair of the Technical Committee and business can also be conducted by other means such as electronic mail, telephone, or SKYPE. A quorum of the Technical Committee shall be a majority of those members having voting rights.

Technical Committee meetings are open to members, affiliate members and honorable members of the Technical Committee. However, only members of the Technical Committee will have voting rights.

Technical Committee members are expected to attend the Technical Committee meetings either during ISCAS or VCIP each year. The attendance requirement each year is established by attending either ISCAS or ICME (or both). Members who are not able to satisfy the attendance requirements for two consecutive years without giving sufficient cause are considered withdrawn from the Committee, subject to review by the Technical Committee.

Minutes will be taken by the Secretary, or another member of the Technical Committee designated by the Chair. The Chair will maintain minutes of the past Technical Committee meetings.

IV. Subcommittees

The Technical Committee shall normally have subcommittees to accomplish the duties of the TC. The Chair shall appoint TC Members to the subcommittees. The TC Chair may also appoint Technical Committee Affiliates and Technical Committee Honorable Members to subcommittees. The Chairs of each subcommittee are typically Technical Committee

The subcommittees may address the following activities:

- **Membership and Election**: This subcommittee is responsible for soliciting and processing new member nominations and overseeing the election process. It is a key responsibility of this subcommittee to ensure that nominations include outstanding researchers in the field and a diverse membership (e.g., in terms of area of expertise, geographic distribution, academic versus industrial, and so forth). In addition, this subcommittee is also responsible for the election of new Secretary, TC representatives to various society functions and steering committees. This subcommittee should also assist in identifying individuals to become TC Honorable Members.
- **Conference**: This subcommittee is responsible for the coordination, promotion, and advising of the TC's annual conference VCIP. Major tasks of this subcommittee include issuing a call for proposals for VCIP organization sufficiently in advance of the conference (preferably two years), proactively inviting proposals with efforts to facilitate year-by-year rotation of the conference in diversified regions and encourage focused conference themes on emerging challenges, and responsively coordinating review and ballot of conference proposals. This subcommittee should also promote VCIP, for example, by working in close liaison with relevant Editors-in-Chief in CAS-sponsored journals (e.g. T-CSVT) to assist with identifying potential special issues/sections from VCIP's contributions.
- **Publicity**: To increase the visibility of this technical committee, enhance the understanding of research work among members, and to promote its activities, this subcommittee will publicize eNewsletter regularly and is also responsible for the maintenance and organization of the webpage.
- **Award and Nomination**: This subcommittee proactively seeks opportunities to nominate members of the multimedia community for awards, which includes soliciting nominations for Society awards and Distinguished Lecturer positions, and processing endorsements of the nominations received. This subcommittee will also help nominate Associate Editors to relevant Editors-in-Chief in the Society. Members of this subcommittee should preferably include IEEE Fellows or individuals that have received an award as to bring experience to the Awards nominations process.

V. Proxies

During the Technical Committee meeting, each voting member shall have one vote. Written proxies may be submitted by electronic mail to the Secretary or the Chair of this Technical Committee. Technical Committee members will be informed sufficiently in advance of any known motions to be voted on during a forthcoming meeting. The chair has the deciding vote in cases of tied votes.

VI. Termination

The termination of this Technical Committee may be proposed either by the Circuit and System Society or this Technical Committee. Two thirds of the committee members have to approve the termination in the event that the termination is initiated by this Technical Committee.

VII. Amendments

Amendments to this charter require the approval by two thirds of the Visual Signal Processing and Communications Technical Committee members.

Document History:

Submitted by _____ on _____ date.