

APPENDIX B – Bylaws
BYLAWS FOR THE
IEEE COUNCIL ON SUPERCONDUCTIVITY
2016 Revision

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BYLAWS FOR THE IEEE COUNCIL ON SUPERCONDUCTIVITY

These Bylaws provide detailed guidance for the supervision and management of the Council on Superconductivity, also herein referred to as "Council," in accordance with the Council's Constitution. Amendments or additions may be made by means of the procedures in ARTICLE XI, Section 2 of the Constitution.

BYLAW I

RULES OF ORDER

Section 1. In all matters not otherwise governed by the IEEE Constitution, Bylaws and Policies, meetings of the Council on Superconductivity shall be governed by the latest edition of Robert's Rules of Order.

BYLAW II

MEMBER GROUPS AND SOCIETIES

Section 1. The Member Societies of the Council on Superconductivity shall be those formally admitted by the Technical Activities Board (TAB) Secretary. As of June 2016, the Member Societies of the Council are:

- A. IEEE Communications Society
- B. IEEE Components, Packaging and Manufacturing Society
- C. IEEE Computer Society
- D. IEEE Dielectrics and Electrical Insulation Society
- E. IEEE Electron Devices Society
- F. IEEE Instrumentation and Measurement Society
- G. IEEE Magnetics Society
- H. IEEE Microwave Theory and Techniques Society
- I. IEEE Power and Energy Society
- J. IEEE Reliability Society
- K. IEEE Ultrasonics, Ferroelectrics and Frequency Control Society

Section 2. Any Member Society that is unwilling or unable to continue to share the financial responsibilities as defined in the Constitution and any applicable Memoranda of Understanding (MOU) may resign from the Council by submitting a letter of resignation signed by the President of the Member Society and sent to the Council Secretary. The resigning Society shall be dropped from the Council roll at the end of the calendar year in which the letter of resignation was received. In accordance with IEEE budget and renewal cycle requirements any former Council Society may later rejoin, without prejudice, on the same basis as any new Member Society.

Section 3. All elected or appointed Council ExCom Members and Committee Chairs must be members of IEEE. The President, President-Elect, and Treasurer must also be members of one of the Council's Member Societies.

Section 4. Individuals holding more than one position on the Council Administrative Committee (AdCom) shall be limited to one vote on each matter being considered by the Council AdCom.

The President of the Council shall not have a vote on any matter being considered by the Council AdCom unless the President's vote is necessary to break a tie or the vote is by secret ballot. The President shall count towards a quorum of voting members of the AdCom.

BYLAW III

NOMINATIONS AND ELECTIONS

Section 1. The Nominations & Appointments (N&A) Committee shall nominate candidates for the office of President-Elect. The Committee shall consist of a Chair and three additional members. The members shall be appointed by the incumbent President and approved by the ExCom. The incumbent President of the Council shall appoint the N&A Committee Chair, who shall be either the immediate past president or the immediate past president's predecessor. The incumbent President and the incumbent President-Elect may not serve on the N&A Committee or be members ex-Officio.

Section 2. Chairs of the N&A Committee shall not be eligible to be nominated to any of the positions for which they are making nominations.

A member of the N&A Committee may be nominated and run for the position of President-Elect only on the following conditions, that (i) the nomination is not made by a member of the N&A Committee and (ii) the member resigns from the N&A Committee prior to its first meeting in the year in which the nomination shall be made.

The Chair of the N&A Committee shall consult with each candidate prior to nomination to determine willingness to serve if elected.

Section 3. The N&A Committee shall be guided in its selections by principles of efficiency, geographical distribution, past history, and technical interest.

Section 4. The Chair of the N&A Committee shall submit the Committee Report to the Council at the beginning of the Meeting of the Council AdCom or, with the approval of the Council President, by letter to all qualified voting AdCom members prior to the Meeting. At the same meeting, or by letters mailed or sent electronically to the entire Council AdCom, AdCom members may make additional nominations.

Section 5. The names of any persons not eligible under the Constitution or Bylaws shall be withdrawn by the President of the Council.

Section 6. The President-Elect shall be elected from those nominated as specified in Bylaw III, Sections 2, 3, 4, and 5. Elections shall be by secret ballot at the Meeting of the AdCom.

To be elected, a nominee must receive a majority of the votes cast by the members of the AdCom of the Council who are eligible to vote. If no candidate receives a majority of the votes cast, the candidate receiving the smallest number of votes shall be withdrawn from the list of candidates and a second ballot taken. This procedure shall be repeated until one candidate receives a majority of the vote.

The Council AdCom shall resolve any ties by discussion and re-votes. If this process does not result in an election, the President may cast the deciding vote.

The Council AdCom may make contingent elections to be effective in case an elected Officer fails to accept office, or if disapproval is received from IEEE because there has been some irregularity in the nominations and election procedure, or the elected individual has failed to maintain IEEE membership.

Section 7. The Secretary of the Council shall inform the successful candidates of their election and shall arrange for the transfer of responsibility. The names of the President and President-Elect shall be reported to the Secretary of the IEEE Technical Activities Board.

BYLAW IV

COMMITTEES

- Section 1. The Council Committees, each of which shall normally consist of a Chair and two or more persons, must include the following:
- A. Nominations & Appointments (N&A) Committee
 - B. Fellows Committee
- Section 2. With the approval of the Council ExCom, the President may appoint additional committees and committee Chairs as may be deemed desirable in order to address interests of the Council.
- The Chairperson of a Committee, provided they meet the requirements for voting membership, shall be a voting member of the Council AdCom.
- Section 3. Each Committee shall have the power to create sub-committees of its own selection.
- Section 4. The Fellows Committee shall be organized according to the IEEE Fellows Committee operations manual.
- The Chair of the Fellows Committee shall be appointed by the President of the Council to a term of office of two years and may be renewed without limitation. The Chair must meet all requirements for membership of the Fellows Committee required by the IEEE Fellows Committee operations manual.
- Section 5. The N&A Committee shall be appointed by the President of the Council in accordance with Bylaw III, Section 1 of the Bylaws. It shall have the duties described in Bylaw III, Sections 1-7 of these Bylaws.

BYLAW V

PUBLICATIONS, CONFERENCES, AND AWARDS

- Section 1. The Editor-in-Chief of the “IEEE Transactions on Applied Superconductivity” shall be appointed by the President of the Council with the approval of the Council ExCom for a term of two years. The Editor-in-Chief’s term may be renewed for a total of three consecutive terms. The Editor-in-Chief shall solicit or otherwise obtain reviews of papers submitted for publication and shall edit, prepare, and publish the “IEEE Transactions on Applied Superconductivity” as directed by the Council and with the assistance of IEEE. The Editor-in-Chief shall be one of the Council representatives on the IEEE Panel of Editors. The other representative on the IEEE Panel of Editors may be the Vice-President of Publications of the Council.
- The Editor-in-Chief may designate associate editors, special-issue editors-in-chief, special guest editors, and manuscript reviewers, in accordance with general IEEE policies and procedures.
- Editorial expenses must be in accordance with an annual budget that has been approved by the Council AdCom. The Editor-in-Chief may authorize publication expenses, but shall be responsible for adherence to the publication budget.
- Section 2. The Vice President for Publications shall carry out on behalf of the Council other tasks related to publications that may come before the Council. These include reviews of IEEE Press book proposals, reviews of proposals for new Transactions, Journals, Magazines and other such matters.
- The Vice President for Publications shall be appointed by the President of the Council to a term of office of two years and may be renewed without limitation.

Section 3. The Vice President for Conferences duties shall be to consider all proposals for Council sponsorship of conferences, and consider issues of conference technical scope, overlap of technical interest, conference timing, and management and financial status of sponsored conferences. The Vice President of Conferences shall make recommendations to the ExCom on the addition or deletion of conferences from Council sponsorship. The Vice President of Conferences will be responsible for coordinating and maintaining relationships with major conferences associated with the Council and publishing special conference related issues in the Transactions on Applied Superconductivity.

The Vice President for Conferences shall be appointed by the President of the Council to a term of office of two years and may be renewed without limitation. The Vice President for Conferences, at the time of appointment, must be a member in good standing of the IEEE and must be a Senior Member or higher grade.

Section 4. The Vice President for Awards duties shall be responsible for recommendation, establishment, and maintenance of all Awards and Recognitions by the Council. The Vice President for Awards shall oversee committees established to evaluate and recommend nominees for specific categories of awards, such as the Technical and Service Awards Committee and assure that all Council-sponsored awards meet the requirements of the IEEE Policies and the goals of the Council.

The Technical and Service Awards Committee shall solicit nominations, evaluate candidates, and make recommendations for award of technical and service awards such as the Award for Continuing and Significant Contributions in the Field of Applied Superconductivity. The Chair of the Technical and Services Committee shall be appointed by the Vice President for Awards, subject to the approval of the President.

Other awards committees may be formed by the Vice President for Awards, subject to approval by the ExCom. The members of any awards committee shall be appointed by the Vice President for Awards and shall not be known to anyone outside the awards committee and the President of the Council.

The Vice President for Awards shall be appointed by the President of the Council to a term of office of two years and may be renewed without limitation. The Vice President for Awards, at the time of appointment, must be a member in good standing of the IEEE and must be a Senior Member or higher grade.

BYLAW VI

FINANCES

Section 1. The Vice President for Finance shall oversee the finances of the Council, and contribute to financial recommendations and predictions that the Treasurer reports to the Council AdCom.

The position of the Vice President for Finance shall be held by a past President, past Treasurer or member of the ExCom of the Council or other IEEE organizational units who is familiar with the functioning of the Council and with the IEEE fiscal policies and procedures. The Vice President for Finance shall be appointed by the President of the Council to a term of office of two years and may be renewed without limitation.

Section 2. At the Annual Meeting of the Council AdCom, the Treasurer and the Vice President for Finance shall submit a proposed Council budget for the ensuing fiscal year in accordance with IEEE budget development guidelines. When approved by the Council AdCom and the IEEE Technical Activities Board (TAB), this budget shall become the working budget for the following year. This approved budget will constitute authorization to the Treasurer to disburse funds in amounts not to exceed any budgeted item. The Treasurer, in consultation with the Vice President of Finance, shall be responsible for forwarding to IEEE the approved budget.

Section 3. The budget submitted by the Treasurer of the Council shall contain a section for Administrative costs of the Council, to include expenses incurred during AdCom meetings of the Council, and travel expenses of the President of the Council to IEEE TAB meetings, Council AdCom meetings and council ExCom meetings at the time where there is no AdCom meeting. It may also include, at the discretion of the President, and with approval of the Treasurer and the Vice President for Finance, travel expenses of the members of the Council AdCom to AdCom meetings and relevant IEEE Meetings.

BYLAW VII

COUNCIL MEETINGS

Section 1. The Secretary shall notify the Members and ex-Officio Members of AdCom of the time, place, and draft agenda of Council AdCom Meetings at least twenty days in advance of the meeting.

Section 2. A roll-call shall be made at the beginning of each Council AdCom Meeting. The Secretary shall record the names of those present and announce whether a quorum exists. (A quorum is defined in Article VII, Section 2 of the Constitution.)

Section 3. The Secretary shall transmit in writing or electronic format within ten days of their adoption all motions, directives, or orders of the Council AdCom to the persons affected. The Secretary shall transmit a copy of the minutes of all meetings of the Council AdCom to the Members of the Council AdCom and to the Secretary of the IEEE Technical Activities Board within thirty days of the next AdCom meeting. As soon after each Council AdCom meeting as practicable, the Secretary shall provide a directory listing of the names and email addresses of the AdCom members to each AdCom member.

Section 4. IEEE Staff Representatives may attend all meetings of the Council and shall be allowed to speak, but shall not vote.

Section 5. Meetings of the Council AdCom may be canceled only by consent of a majority of all voting AdCom members not less than fourteen days before the original date or the new date set for the meeting, whichever is earlier. Notice of such cancellation or changed date shall be sent to Council AdCom Members in writing or electronic format not less than ten days before the original or the new date, whichever is first.

Section 6. Meetings of the Council may be held in conjunction with other IEEE meetings or conferences.

Section 7. The President of the Council shall be empowered to call, throughout the year, meetings of the ExCom and/or meetings of a subset or all of the AdCom members as needed.

The 2016 revised Bylaws are adopted on: 3rd September 2016
To Be Effective: 24th November 2016