Internet Technical Committee (ITC)

IEEE Communication Society Technical Committee

Policies and Procedures (P&P)

(updated May 27, 2016)

1. Charter

The Internet Technical Committee (ITC) is a joint committee of the IEEE Communications Society (ComSoc) and the Internet Society (ISOC). It stimulates interdisciplinary technical exchange, application of state of the art communications and related technologies to the Internet infrastructure and services. The Committee seeks to generate new technical insights from interaction between the Internet and public network communities, contributing to the worldwide emergence of a ubiquitous, multimedia, and high-performance Internet. The Committee endorses conferences and workshops, organizes sessions at conferences of both Societies, and encourages submission of articles to their publications. The scope of the Committee includes evolution of the IP protocol; architectural and scaling issues; addressing, routing, and directory services; protocols and technologies in support of real-time media; dynamic control of quality of service; congestion control and admission policies; signaling and network management; access via diverse local and metropolitan networks; information retrieval and sharing; the enabling of new services and applications over the Internet; and the development of novel Internet paradigms, such as based on network virtualization, information-centric networking and Internet of things. Beyond the scientific activities, ITC's scope includes contribution to the respective standards activities as well as nomination of deserving members for awards, promotions to IEEE Senior Member or IEEE Fellow, and for Distinguished Lecturer of the IEEE Communications Society.

2. Membership

Anybody can be a Member of the Technical Committee (TC).
Two types of memberships are distinguished:

Ordinary Member: an Ordinary ITC Member is a subscriber of the ITC mailing list. To become an Ordinary Member it is necessary to subscribe to the TC mailing list as specified on the TC Web page.

Active Member: an ITC Member is an Active Member if he/she has been Ordinary Member for at least the last six months.

3. Elected and Appointed Officers

The Technical Committee (TC) has three elected officers: Chair, Vice Chair, and Secretary, each of whom must be members of the IEEE Communications Society, an IEEE Communications Society Affiliate, the Internet Society (ISOC), or member of a Sister Society. Student Members are not permitted to serve as elected TC officers. At the discretion of the TC, there may be additional elected or appointed officer positions. In no case shall there be more than eight elected officers; there may be as many appointed positions as is necessary for proper operation of the TC. The TC Chair reports directly to the VP-Technical Activities (VP-TA), in accordance with the IEEE Communications Society (ComSoc) Bylaws.

The Chair, in consultation with the rest of the committee officers, coordinates the TC's activities and provides endorsements for technical conferences that require it. The Vice Chair supports the Chair in conducting the committee's business and assumes the Chair's responsibilities in case of his/her absence. The Secretary keeps a record of the committee meetings and minutes of the meetings, maintains the TC's Web pages and runs the TC's mailing list.

The nominal term for Chair, Vice Chair and Secretary shall be two years. Any officer can be elected to the same position for one additional, contiguous term (i.e., continuously serve in any particular officer position for a maximum of four years). TC officers can be elected to a different officer position, but in no case shall one person continuously serve as a TC officer within the same TC for more than eight years.

If a TC officer position becomes vacant before normal conclusion of his/her term, the remaining term shall be filled through a special election by the committee membership. However, if the position is not filled, for whatever reason, prior to or at the next regularly scheduled committee meeting, the current committee officers shall appoint someone to serve for the remainder of the interrupted term. Positions filled shall be for completion of the interrupted term.

4. Nomination and Election Procedures

As a committee promoting the ubiquitous use of the Internet, this TC conducts most of its business via the Internet, leveraging its mailing list, Web pages and other means. Meetings at ICC, Globecom or Infocom complement these online activities. Election of officers shall be performed electronically, e.g. via email. This procedure allows broadest participation in the election, allowing every member to vote.

Nomination Process

An ad hoc nomination committee will be appointed by the present committee officers to seek nominations for the vacant committee position(s). The nomination committee will be established at the committee meeting prior to the elections. Alternatively, the nomination committee can be formed via email or phone conferences. The nomination

committee will consist of at least 3 and no more than 5 members. The nomination committee shall include up to two former committee chairs (including the current committee chair), as available to serve. Additional members to the nomination committee may be added from the committee membership or other active members of the communications society.

The nomination committee will be given a task of identifying candidates for the vacant officer position(s). The names of potential candidates must be announced to the TC committee's membership at least two weeks prior to the elections. Such announcement has to be made via the TC mailing list. At any point, TC members are able to submit nominations via email by communicating to the current Chair, Vice-chair, Secretary, or directly to the nomination committee. It is desirable that such "write-in" candidates receive a number of supporting "signatures."

It is desirable that biographies and position statements of candidates be available to members. Candidates shall be permitted to "advertise" their candidacy on the TC email distribution list. All candidates shall be informed of election results and be permitted to appeal the outcome.

All candidates must consent to their nominations and must show willingness to serve the committee, if elected. Eligible candidates for nominations for the committee officer position(s) are those who have been committee members at least for the past twelve months and are eligible as per guidelines above. Members of the nomination committee are not eligible to become a candidate. The nomination committee will be automatically dissolved after the election and installation of new committee officers.

Election Process

TC elections are conducted by the nomination committee and held by email. It is necessary to register to vote with the TC Secretary. Only active TC members are eligible to register. The quorum for a valid election is equal to two-thirds of registered voters. TC elections shall be administered by the TC Chair, or in his/her absence, any other elected officer. This officer takes responsibility for reporting election results to the TC membership, VP – TA, Secretary of TAC, and ComSoc headquarters in New York City.

In the case of two candidates for a position, election is by simple majority. For the case of more than two candidates, Instant Runoff Voting shall be employed.

If Instant Runoff Voting results in a tie for a position, then a follow up election should be conducted with the tied candidates for the position.

If the result is still a tie among the remaining candidates, then the nomination committee should determine a fair way to determine the winner.

Newly elected TC officers assume their positions with the announcement of election results on TC's mailing list.

5. Conducting Meetings

TC meetings shall be held *at least* once a year, preferably twice a year. The TC shall meet at places deemed convenient for its membership and will typically be chosen from among the major IEEE Communications Society conferences, currently ICC, GLOBECOM and INFOCOM.

Meetings will be announced at least two weeks in advance on the committee mailing list. Meetings are open to any conference attendee. Attendance at these meetings is not a requirement for TC membership, but is encouraged.

The Committee Chair or a designated substitute, typically another TC officer, will chair meetings. Any Committee member can suggest items for the agenda.

The TC Secretary will take minutes. These minutes should be made available within one month of the meeting. Their availability is announced on the TC mailing list. Minutes are posted on the Committee web site and are public.

6. Budget and Expenses

The Vice President – Technical Activities will inform each Technical Committee (TC) of its budget.

When the TC feels that funds are needed to fulfill its mission, a proposal will be prepared by one or more TC Officers for discussion and approval at a Committee meeting (such discussion can also be carried out via the Committee's email list). The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested.

If the Committee agrees to the proposal, it will be submitted to the VP-TA for his/her approval. If approved, funds will be used in accord with ComSoc procedures. The Secretary of the TC will maintain a record of expenses. Invoices are sent to the VP-TA for approval, and then to ComSoc headquarters for payment or reimbursement.

7. Supporting Activities

As appropriate, the TC will be active in all of ComSoc's activities. This will include ComSoc conferences by providing representatives to their respective Technical Program Committees, by providing for professional review of submitted papers (by soliciting such assistance from among its membership) and by organizing mini-conferences, symposia, panels, short courses, tutorials, etc., as deemed appropriate by the Society and the TC.

Further, the TC can individually organize workshops and conferences. The TC organizes the Global Internet Workshop, previously occurring at Globecom and now homed at Infocom. Further information is provided below in Section 9.

In order to stimulate the development of activities in special areas of interest to the TC, that is, new research and innovation topics that are not yet adequately covered at the ComSoc level, and that show particular vitality with conference, workshop, standardization, open source development or publication activities, the TC officers can create Special Interest Groups (SIGs). One or many TC members can be appointed as SIG responsible(s). A SIG is established for a period of 2 years, renewable.

Also, because of the broad nature of committee activities, collaborative sessions with other committees will be endorsed and heartily encouraged. As new technologies and application areas emerge, the TC will seek to address aspects of these topics relative to its charter, and work with both the Strategic Planning Committee and Emerging Technologies Committee. The TC has developed detailed requirements for meetings requesting "in-cooperation" status; these requirements are posted on the TC website, as noted below in Section 8.

The TC will further support ComSoc journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership. The TC will seek ways to increase active participation of its members in information exchange related to the charter of this Committee, such as: stimulating Feature Topics and Special Issues of ComSoc journals and magazines; and by endorsing conferences, workshops, tutorials, short courses, panel sessions, etc. on special topics.

8. Information Dissemination

The TC will maintain an Internet Web page. This Web page will be accessible from the main ComSoc Web page, and is publicly available. Announcements distributed to the TC's membership, notably meeting agendas and meeting minutes, opportunities for membership participation in TC-endorsed activities, as well as election-related issues, will be made available on their Web page.

The TC will also provide at least one email exploder as an alternative for timely dissemination of information, and to welcome useful information from others. The TC has established a policy for appropriate use of this email list, in accordance with IEEE guidelines and requirements. This policy is posted on the TC web page.

9. Global Internet Symposium

The TC's flagship conference is the Global Internet Symposium (GI). The meeting had been held annually at Globecom from 1996-2002, and was reorganized in 2005 and relocated at Infocom, where it has been held since then as a standing meeting. The meeting is a 1-2 day workshop highlighting the challenges of global scale in designing Internet architectures and protocols. The GI steering committee is in-charge of identifying TPC Co-Chairs for each symposium; the chair of the Internet technical committee is an ex-officio member of the steering committee.

10. Standards Liaisons

In addition to officers, the TC will have a Standards Liaison; this appointment will be made by the TC chair by seeking feedback.

Moreover, in the case the Standards Liaison cannot participate to the Internet Engineering Task Force (IETF) congresses of the Internet Society, the TC chair may appoint an additional Liaison having as main role to report on ongoing activities at the Internet Research Task Force (IRTF) meetings.

The Standards Liaison appointment(s) will be normally for two years, renewable.