

Bylaws & Policies

Version tracking:

Version	Version Date	Originator	Summary of Changes
1.0	April 30, 2024	Andrei Shkel	Initial version
1.1	Sept 26, 2024	Andrei Shkel / Giacomo Langfelder	Edits

This document presents the Bylaws of the Technical Committee on Inertial Sensors and Systems (TCISS) of the IEEE Sensors Council (SC). The bylaws can be altered by majority vote of the elected TCISS members.

1. Purpose & Activities

1.1 Purpose

To promote the advancement of science, technologies, and applications in inertial sensors and systems and to enhance interaction with similar organizations within IEEE, as well as other professional organizations, and throughout the world.

1.2 Activities

- 1.2.1 Plan, organize, and operate the TCISS flagship annual meeting – the IEEE International Symposium on Inertial Sensors and Systems (INERTIAL). Contribute to organizing symposia, seminars, workshops and sessions at technical meetings of the Council or of the IEEE, at all levels, and at meetings of other organizations having cooperative relationships with the Council, in accordance with IEEE rules and procedures and the rules of such meetings.
- 1.2.2 Plan, organize, and operate educational events in the field, like the bi-annual summer school on Inertial Sensors Technology, or other seminars, webinars, and workshops.
- 1.2.3 Assist with organizing special issues, invited papers, and the review of papers in collaboration with IEEE journal editors.
- 1.2.4 Conduct the review of papers submitted to INERTIAL and other SC conferences.
- 1.2.5 Nominate candidates for SC and IEEE awards, prizes, and leadership positions.

2. Membership

2.1 Expectations

All TCISS members must be current IEEE members of good standing. Personal commitment and willingness to serve are expected. TCISS members who are unable to commit to the responsibilities may be excused from the TCISS.

2.2 Composition

2.2.1 Membership. The TCISS has three grades of membership: Member, Associate Member, Affiliate Member. All grades of membership will receive an invitation to participate in the annual meeting, aligned with INERTIAL

Member. All Full Members have voting rights.

- The total number of members cannot exceed 20
- Nominated by an existing member using a nomination form
- Voted by existing members
- Term is 3 years. Renewable for a second term.
- Expected to initiate new TCISS activities, chair sub-committees, and participate in the annual all-hands TCISS meeting (a day before INERTIAL)
- Provide an oversight on diversity and inclusion of its memberships, including a regional balance, gender balance, and a balance between academic/industrial members
- Budget allowed, reimbursed for one day of hotel stay to attend an annual in-person TCISS meeting

Associate Member. Non-voting members appointed by the Chair and coordinated by Vice-Chair.

- Not to exceed 1/3 of total membership
- Term is 3 years. Renewable for a second term.
- Opportunity to substantially participate in sub-committees of TCISS and initiatives
- Included in TCISS mailing list and all TCISS communications, excluding elections of new full Members
- Option to participate in the annual all-hands TCISS meeting
- Potential candidates for becoming voting members

Affiliate Member. Non-voting members appointed by the Chair

- Unlimited in number
- Term is unlimited
- Opportunity to participate and contribute to activities of TCISS
- Included in TCISS mailing list and Informed about TCISS activities, including new published and educational materials
- Space allowed, invited to participate in the annual all-hands TCISS meeting
- Potential candidates for becoming Associate Members

2.2.2 The TCISS Executive Committee (ExCom) includes Chair, Vice-Chair, and Past-Chair

Chair. In accordance with the SC Operational Manual:

- Each TC will develop their own process for Selection of Technical Committee Chairs (TCC).
- The TC will have Chair appointed by the President in concurrence with Vice President of Technical Operations (VP-TO).
- The Chair will serve for two years.
- The Chair is eligible for reappointment and cannot serve more than three consecutive terms without a break from the role of one term.
- Each TC will have a Leadership group appointed by the TPC Chair taking into consideration various IEEE Policies including Diversity and Inclusion.

Vice-Chair. The Vice-Chair is Elected by Members of TCISS. *Vice-Chair position automatically succeeds to the position of Chair then Past-Chair.* This position has the voting rights.

- Candidate should be a Member of TCISS
- When possible, at least two candidates should be considered for the position
- Vice-Chair position automatically succeeds to the position of Chair

Past-Chair. Chair position automatically succeeds to the position of Past-Chair. This position has the voting rights.

The ExCom meets every two months and addresses the most urgent needs of TCISS.

2.2.3 The TCISS Advisory Committee (AdviseCom) is formed by the immediate Past-Chair of TCISS and includes previous Chairs of TCISS

- This position does not have voting rights
- Coordinated by Past-Chair of TCISS
- Advising on all TCISS activities
- Budget allowed, reimbursed for one day of hotel stay to attend an annual in-person TCISS meeting

The AdviseCom meets at least every six months, for example, before INERTIAL and SENSORS.

3. Standing sub-committees

3.1 Conference Planning Committee (CPC)

- CPC is Chaired by a voting member of TCISS.

- Chair of CPC sub-committee is appointed by TCISS Chair in consultation with TCISS ExCom
- Structure of the committee is to be defined by the sub-committee chair. The committee is encouraged to be comprised of a diverse group and include all member grades.
- Term of service 2 years
- Responsible for identifying future INERTIAL sites, with a 5-year horizon. Recommendations are presented and voted at the annual TCISS member meeting.

The CPC committee meets at least every 3 months.

3.2 Committee on Strategic Planning and New Initiatives (StratCom)

- Chair of the StratCom is the Vice-Chair of TCISS or an appointee of the TCISS Chair
- Structure of the committee is to be defined by the sub-committee chair. The committee is encouraged to be comprised of all member grades.
- Term of Service is defined by the term of the Vice-Chair
- Responsible for identifying new activities, budget, and additional funding opportunities (SC's NI, IEEE, etc). Status is presented at the annual TCISS member meeting.

The StraCom committee meets at least every 3 months.

3.3 Committee on Nominations, Awards, and Elections (CNAE)

- Chair of CNAE is the Past-Chair of TCISS or an appointee of the TCISS Chair
- Term of Service is defined by the term of the Past-Chair
- Structure of the committee is to be defined by the sub-committee chair. The committee is encouraged to be comprised of all member grades.
- Responsible for
 - carrying annual election of new TCISS voting members,
 - identifying nominees for the Vice-Chair position,
 - proactively encourage nominations for SC awards, IEEE awards, prizes, and leadership positions. For example, SC's Service Awards, Leadership Awards, and *Technical Achievement Award, Best Paper Awards, Fellow nominations, Distinguished lecturers as well as other field awards. Coming up with strong nominations increases the odds of the candidate being chosen.*

The CNAE committee meets at least every 3 months.

3.4 Committee on Fun and Publicity (FunCom)

- Chair of FunCom is appointed by the TCISS Chair
- Term of Service – 2 years
- Responsible for

- Advising Org Committee of INERTIAL on social & entertainment program
- Keeping active and relevant TCISS social channels
- Having an up-to-date useful website
- Quality control of TCISS products, e.g. recordings of INERTIAL posted on SC's YouTube Channel

The FunCom meets at least every 3 months.