

IEEE Communications Society
Tactile Internet (TI)
Policies and Procedures (P&P)
(Version X, 2020)

1. Charter and Scope

The Tactile Internet (TI) Technical Committee will focus on exploring and elucidating all facets of the next generation of the “Tactile Internet” technology, business, and societal gaps and challenges.

2. Policies and Procedures

TI adheres to all policies specified by the IEEE Communications Society for Technical Committees (IEEE Communications Society Policies and Procedures, Sec. 7.0 - Operating Procedures Template).

2.1 Membership Requirements

Anybody, who is an IEEE ComSoc member, can be a member of the TI Technical Committee. To become a member it is necessary to subscribe to the TI mailing list as specified on its website.

A member becomes an *Active* Member if he/she has attended (physically present or by teleconference) two or more of the prior five regularly scheduled TI meetings. The TI Secretary shall maintain an attendance list for each of such meetings. All TI meetings are open.

A member becomes a *Voting* Member if he/she is 1) an active Technical Committee member or 2) a person who contributed substantially to the TI Technical Committee activities. The voting member of the second category should be recommended by Technical Committee members and should be approved by the TI Technical Committee Chair. A *Voting* Member shall only be permitted to vote in-person for a specific individual and position.

2.2 Definition of Elected and Appointed Officer Positions

The committee has three kinds of elected officers: Chair, Vice Chair, and Secretary. The term of each position is for two years.

The *Chair* reports directly to the Vice President of Technical Activities (VP-TA) of ComSoc, in accordance with the ComSoc Bylaws. The Chair represents TI to the Technical Council (TAC), and to any ComSoc committee or board, and provides endorsement for technical conferences that require technical co-sponsorship to ComSoc.

The *Vice Chair* supports the Chair and take responsibility of the Chair in his/her absence.

The *Secretary* will take care of membership list and keep meeting documents and meeting minutes.

If a TI officer position becomes vacant before normal conclusion of his/her term, the remaining term shall be filled by special election within TI. If such a special election is not held before or during the next regularly scheduled meeting, the VP-TA, in consultation with the President of ComSoc, shall appoint someone to serve the remaining term. The positions filled shall be for completion of the interrupted term.

At the discretion of TI, there may be additional elected or appointed (non-officer) positions, such as standards, industry, regulation, and research forum liaisons. In no case shall there be more than

eight elected officers; there may be as many appointed positions as necessary for proper operation of TI.

2.3 Nomination and Election Policies and Procedures

Term:

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). TI officers can be elected to a different officer position, but in no case shall one person continuously serve as a TI officer within the same committee for more than eight consecutive years.

Nomination:

To facilitate the election of officers, TI establishes an ad hoc Nominations & Elections (N&E) Sub-Committee, made up of voting members of the TI. The N&E Sub-Committee shall come into existence at the TI meeting first preceding the actual election and shall be dissolved after the election and installation of officers.

The members of the N&E Sub-Committee consist of the current TI Chair and other TI members assigned by the current Chair and the number of the N&E Sub-Committee members should be more than (or equal to) three and less than (or equal to) five. The N&E Committee is chaired by the current TI Chair. The purpose of the N&E Sub-Committee is to offer candidate names for officer positions. It is desirable that the N&E Sub-Committee identifies at least two candidates for each officer position.

Eligible candidates for an officer's position are those who have already been a *Voting Member* of the TI (the definition of Voting Member is given in 2.1.) The N&E Sub-Committee shall announce its slate of candidates at least two weeks before an election is to be held. Such announcement shall be via email.

At any point, TI members shall be able to submit nominations via email by communicating to the current Chair, Vice Chairs, Secretary, or directly to the N&E Sub-Committee. Such "write-in" candidates should receive at least three supporting "signatures".

For each elected office, there must be at least two candidates on the ballot. If there are not enough nominations, the TC N&E Subcommittee shall identify additional candidates.

During an election, actual nominations from the floor shall also be invited. All candidates, if they are identified, will have consented to being nominated and will have shown a willingness to serve, if elected. Again, it is desirable that extemporaneous, from-the-floor nominations, receive support from three or more members at the meeting.

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

Election:

The TI elections shall be administered by the TI Chair, or in his/her absence, any other elected officer. In the case of two candidates for a position, election is by simple majority. For the case of more than two candidates, selection proceeds through a series of elections: at each stage, the individual garnering the fewest votes is eliminated, until only two remain. In the event of a tie, votes shall again

be cast until the tie is broken. If that is not possible, the person running the election (any of the elected TI officers) shall cast a tie-breaking vote.

The TI elections will normally be open. However, upon the request of any member, the election shall proceed by a secret ballot. Votes will be counted by at least one officer of the TI and any other member (officer or not) on-site. A record of votes cast must be retained for post-election audit purposes.

After each election, the N&E Subcommittee Chair shall prepare an Election Report. The TC Chair shall send the Election Report to the Director-Technical Committees and the VP-TEA within two weeks from when the election was held. Election results shall be ratified when approved by the TEA Council, with notification to the TC Chair within four weeks. If the TEA-C does not approve the election results, the Director-Technical Committees shall organize a new election for the TC.

Voting:

The TI Secretary shall maintain an attendance list for each such meeting. That attendance list shall be part of the Meeting Minutes prepared and issued by the Secretary.

A TI Voting Member shall be permitted to vote electronically for a specific individual and position, if applicable to an actual live election.

The TI Secretary shall keep record of votes cast for post-election audit purposes.

Newly elected TI officers assume their positions at the conclusion of the meeting where the N&E Subcommittee ratifies the election.

2.4 Conducting TI Meetings

The TI meetings are usually scheduled during ICC and GLOBECOM, twice a year. The meetings are open to any conference attendee. The meetings are advertised in advance on the web and via the email list shortly before ICC and GLOBECOM.

The TI Chair or a designated substitute, typically another TI officer, will chair the meetings. Any TI member can suggest items for the agenda. The TI Secretary will take the minutes. These minutes should be made available within one month of the meeting. Their availability is announced on the TI mailing list. Minutes are posted on the TI website and are open to public.

Should voting other than the TI officers election occur at the TI meeting, only members physically present or attending by teleconference have voting rights, and simple majority rules applies. If voting involves changes to the Policies and Procedures (P&P), then a two thirds majority of TI members physically present or attending by teleconference is required.

2.5 Maintaining Membership List

The TI Secretary maintains the membership list. Entries in the list are generated from two primary sources: 1) the attendance sign-in list at the TI meetings at ICC and GLOBECOM conferences, 2) email received from links on the TI website. The TI does not actively protect privacy since the membership list is available to all on the TI website. Anyone who does not wish to have his or her information listed on the web site may have it removed promptly by notifying the TI Secretary. Updates to the list are generated mainly by the same method as the initial entries. Periodically the TI Secretary may request assistance from IEEE ComSoc staff to update email addresses through IEEE membership records.

2.6 Supporting Activities

As appropriate, TI will be active in all of ComSoc's activities. This will include ComSoc conferences (such as ICC, GLOBECOM, DySPAN, INFOCOM, GreenCom and WCNC, etc.) 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 symposia, workshops, panels, short courses, tutorials, etc., as deemed appropriate by ComSoc and TI.

Furthermore, TI can individually organize conferences, workshops and even summer/winter schools. Also, because of the broad nature of committee activities, collaborative sessions with other committees will be sponsored and heartily encouraged. As new technologies and application areas emerge, TI will seek to address aspects of these topics relative to its charter, and work with both the Strategic Planning Committee and Emerging Technologies Committee.

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

TI shall also be actively involved with various IEEE standard activities. All members are encouraged to participate the IEEE standard activities. If a TI member needs any further information about the IEEE standard activities, he/she could contact the officers of TI.

The recognition and proposal of candidates for ComSoc and IEEE Best Paper and Career Awards nominations, as well as distinguished lecturer candidates, and candidates for the election to Senior Member and Fellow degrees is also part of the TI activities.

2.7 Budget and Expenses

The annual budget awarded by the IEEE Communications Society (ComSoc) may be spent on:

- dissemination activities (e.g., maintenance of website, newsletter);
- awards;
- showing appreciation for volunteer support;
- other tasks deemed useful to TI activities.

2.8 Procedures for TI Awards

As a part of the TI activities, *Service Award*, *Technical Contribution Award*, and *Publication Award* are established. The *Service Award* is to recognize those TC members who have distinguished record of service to the TI TC. The *Technical Contribution Award* is to recognize TC members who have made significant contributions to the technological advancement in the areas of the Tactile Internet and Haptic Communications. The *Publication Award* is to recognized distinguished publications in the field of TI. The awards will be announced and given during the IEEE ICC, GLOBECOM, DySPAN or any other IEEE ComSoc conferences with awards sessions.

Awardees will be selected by TI Awards Sub-Committee, which consists of a total of no less than five (5) TI members.

The Awards Sub-Committee members are elected by the TC and are subject to approval by the TEA Council. The TI Chair proposes the Chair of the Awards Sub-Committee and the TC votes to approve or not. Other Awards Sub-Committee members can be nominated or can nominate themselves to

serve and will be elected by the TC voting members. The Awards Sub-Committee members may serve a term of up to two years. The Awards Sub-Committee Chair and members are re-appointed or changed at the same time as the TI Chair.

Any member of the Award Sub-Committee nominated for an award shall not participate in the selection process. Further, all Award Sub-Committee members must formally declare any conflict of interest with a nomination and recuse themselves. If due to this rule the number of voting members in the Awards Sub-Committee(s) is less than three (3), the TI Chair and Awards Sub-Committee Chair shall seek replacement members for the committee.

Members of IEEE ComSoc are eligible for the award.

The TI Award Sub-Committee are responsible for indicating the individuals selected to receive the awards to the TI Chair. All final decisions shall be made by the Award Sub-Committee and approved by the TI Chair.

Any amendments to selection criteria and the process shall be established by the TI Award Sub-Committee Chair(s) in consultation with the respective committee members. Each award will have its own nomination and selection procedure. If the Award Committee considers that no candidate fulfills the established criteria, no award will be issued regardless of the call for nomination.

The reviews, voting and any deliberations of the Award Sub-Committee will be strictly confidential. Most committee business will be conducted electronically and the Award Committee Chair will be the sole point of contact for all external communications. No correspondence will be sent to nominated or nominating persons or entertained during the process from any other parties. All questions, suggestions and complaints pertaining to the award selection process should be sent to the Award Committee Chair(s); the TI Chair will act as an Ombudsman for all matters that require the chair(s) to be excused and oversee any resolution process.

The TC chair shall send the awards report to the VP-TEA for approval. Only when the Awards Selection has been approved by the VP-TEA, and only then, the final award recipients may be notified and the selection outcome publicly announced.

The selected award recipient(s) will be informed via email of the selection. In case the selected award recipient(s) declines the award for any reason, the award will not be given that year. If the recipient(s) cannot attend in person to accept the award at the designated TI sponsored conference, or cannot nominate someone to receive the award on their behalf, the award will be mailed to them.

2.9 Information Dissemination Activities

TI will maintain an Internet website at

<http://ti.committees.comsoc.org/>

The Officers or other designated member maintains it. This website will be accessible from the main ComSoc web page. Announcements distributed to the TI's membership, notably meeting agendas and meeting minutes, opportunities for membership participation in TI sponsored activities, as well as election-related issues, will be made available on the TI website. TI will also provide at least one email exploder as an alternative for timely dissemination of information, and to welcome useful information from others.