
AdCom Ex Oficio Members in Attendance: Ross Stone, Scott Tyo

AdCom Voting Members Participating by Teleconference: Steve Best, Magda El-Shenawee, Norma Riley

AdCom Members Excused Absent: Mike Shields, Leena Ukkonen

1. The AdCom meeting convened at 2:30 pm by the Society President, Dr. Trevor Bird, at the Victoria Hotel in Torino, Italy. The attendees were welcomed by the President and were also greeted by the host, Prof. Roberto Graglia, Chair of the 2013 ICEAA/APWC conference that facilitated the event. The President asked those in attendance to introduce themselves.

2. The minutes from the July 2013 minutes were approved unanimously (M: Stone, S: Salazar)

3. President’s Report

There are several items to highlight from the Strategic Plan. The Society membership is now around 8,500, and we are aiming for 9,000 by 2020. We are considering starting up technical-based committees, and we are looking to partner with other societies.

The new Editors-in-Chief of our publications are now official. Ben Leung is the new EiC of the Transactions and Yang Hao is the new EiC of the Letters. There are discussions of several potential new publications that will come up later in the meeting.

Ted Simpson has begun as the Society Historian. He is organizing a special session at the 2014 AdCom on the history of the Society and its technical impacts.

During the meeting this weekend, we will discuss and hopefully approve the Strategic Plan. Once the Strategic Plan is approved, we will form an ad hoc committee to consider the Operations Plan, which will be a plan to implement the Strategic Plan’s goals.

4. Nominations & Elections Procedures (Nominations Committee Chair, Steve Best)

The 2013 Society elections are currently underway. This is the first election to use the new nominations procedures that were put in place earlier this year whereby all nominations must come to the Nominations Committee using the standardized form ahead of the summer meeting. There were several complaints about the complexity of the form and process, and we are considering revising the form to make it simpler at the initial step. Once the slate is approved, the full ballot information can then be obtained. There were also significant complaints from the Past Presidents’ Council that the new process left them out of the loop entirely. These issues should be considered to see if changes in the process are warranted.
IEEE AP-S AdCom
September 13 & 14, 2013
Victoria Hotel, Torino, Italy

Once the nominations were received, they were discussed and ranked by the Nominations Committee and presented to the Past Presidents. The list of 16 names was submitted to AdCom, and the AdCom voted on those 16. However, the procedures approved and placed in the Operations Manual does not describe exactly how the balloting process and vote counting should proceed, and there was significant controversy around how that should be done. We need to regularize the voting and counting procedures to avoid this in the future.

The President asked if there are any issues around dates, timelines, and other items that need to be specified in the governing documents. The Nominations Committee Chair indicated that we are currently working with the IEEE to get the voting process underway in October so that the results are known by November, but that may not be possible at this point. We should discuss target dates for future elections.

The Society President asked about the geographical regions of origin of candidates. The Committee Chair indicated that an issue arose surrounding the re-nomination of an unsuccessful President-Elect candidate from 2012. While our procedures do not specify geographic rotation of the President-Elect, it is the procedure that we have been following. This year one candidate from Regions 1 – 7 was re-nominated, but he was told by a member of the committee that the nominations for 2013 must be from Regions 8 – 10. However, our bylaws say nothing about this, and the way that the nomination was handled was probably not best practice. We need to determine exactly what our procedures are so that nominators and nominees can be aware and proceed accordingly.

Past President Salazar indicated that the regional issue was even broader. It is being raised here in the context of the President-Elect, but it also applies to regional representation on AdCom. The discussion also raised the points that there are issues of IEEE policy concerning what is and is not allowed vis-à-vis restrictions on candidate eligibility by geographical region.

5. Awards Committee Issues

An issue arose earlier this year concerning travel grants for some of the Society awards. The IEEE Awards Manual indicates that the Society can provide a travel grant to award recipients and a guest for certain awards, but not others. Specifically, the Manual indicates that the Shafai award carries such a benefit. However, the benefit is not paid for from the award endowment, and was not part of the original award proposal. The 2013 recipient requested and received travel support for the airfare for her spouse to attend the awards ceremony, which was approved by AdCom. However, we need formal policy. The AdCom unanimously approved (M: Stone, S: Sarkar) correcting of the wording in the IEEE Awards Manual for the Shafai award to eliminate the reference to travel support.

Motion (Stone, Sarkar) Ops manual modified to include travel for one awardee per award to attend the awards ceremony Motion Withdrawn

Motion (Stone, Nevels) The Society Operations Manual should be revised to reflect that, in extenuating circumstances, the chair of the awards committee in consultation with the president may provide to the recipient of the award a travel supplement. Motion carries (7 in favor, 2 opposed, 2 abstaining)

Preliminary Final – February 6, 2014
Motion (Stone, Nevels) All awardees receive a ticket to the banquet at which they receive the award. Motion Carries Unanimously

A discussion was initiated at the summer AdCom meeting as to the process by which the awards were determined and announced. Previously the Awards Committee Chairperson directly notified the award recipients directly before either the Society President or AdCom was notified. It was the sense of AdCom that this procedure needed to be modified. The Awards Committee should recommend recipients to the AdCom, but the AdCom is the final authority. Language needs to be drafted to correct this.

The Meeting Adjourned for the day at 5:30 PM, and reconvened at 8:30 am on Saturday, September 14, 2013.

Motion (Stone, Rao) The Fellow committee shall be a separate standing committee of the Society. Motion Carries Unanimously

Motion (Stone, Manteuffel) The operations manual section for the Awards Committee shall be modified to reflect the following language:

Recognizing the important and sensitive nature of the Society Awards, The Awards Committee Chair will be appointed by the President for a one-year term that may be renewed no more than twice for a total of three years as awards chair.

The awards committee shall be divided into two subcommittees (field awards and paper awards), the chairs of which will be appointed by the Awards Committee chair in consultation with the President. The awards committee chair shall select the membership of the committees and forward the selected members of the committee to the President to be approved by AdCom at the summer AdCom meeting. The membership of the awards committee(s) shall be publicized continuously on the Society website and on all calls for nominations. The Awards committee terms shall run from summer symposium to summer symposium. Members of the awards committees may serve no more than three consecutive years with the exception of the Awards committee Chair, who may serve for up to three years as a committee member followed by up to three years as Awards Committee Chair.

Members of the awards committee may not be considered for awards while they are on the committee, nor may they be considered in the 12 months immediately following the end of their term of service. Members of the committee may not nominate or serve as references for award nominees. The call for nominations shall be approved by AdCom at the summer meeting and shall be published immediately thereafter on the Society website, in the Magazine, and at other appropriate venues.

The Awards Committee(s) shall develop their own evaluation procedures which they may choose to codify in their own operating manuals. The Awards Committee Chairperson shall forward a list of recommended recipients of awards to the President, and this list shall be ratified by a vote of AdCom in executive session at the winter AdCom meeting. In the event that a recommendation is not ratified, the
concerns of the AdCom shall be communicated to the AC, who will reconsider their selections and send an updated recommendation to the AdCom for approval by electronic vote.

**Motion Carries Unanimously**

6. Society Strategic Plan

The Ad Hoc committee has been working to draft the Strategic Plan and incorporate suggestions received from AdCom members during the course of its revision. The Plan is needed ahead of the Society Review, which will occur during the November Meeting Series in New Brunswick. The Plan draft has been circulated and is open for discussion. One item that was specifically noted was a request to have the Plan include only goals, but leave the metrics and implementation for an Operations Plan that would follow that would detail how we will prioritize and accomplish the goals of the Strategic Plan.

Recognizing that it is a work in progress, **Motion (Stone,Sarkar) Approve the strategic plan. Motion carries (one abstention)**

7. Conference Issues

As part of the Strategic Planning process, it was identified that the Society could initiate new financially sponsored conferences on aspects of antennas that are not currently being addressed. Two specific proposals were put forward by Tapan Sarkar, one for a conference on antenna measurements to be held in the Fall of 2014 in Antibes, France and organized by Christian Pichot. The second is for a conference on computational methods to be held in Hong Kong in February 2015 in organized by Chi Hou Chan.

**Motion (Stone, Kishk) Approve AP-S’s financial sponsorship of the proposed antennas measurements conference, and delegate oversight responsibility to the Sponsored Meetings Committee. Motion Carries Unanimously**

**Motion (Stone, Kishk) Approve AP-S’s financial sponsorship of the proposed computational EM conference, and delegate oversight responsibility to the Sponsored Meetings Committee. Motion Carries Unanimously**

The discussion turned to the issue of AP-S’s participation in regional conferences and cooperation with local societies and meetings such as EUCAP and ISAP. The discussion was varied, and several aspects of holding the summer symposium outside of North America were discussed. Issues were raised concerning the financial viability of a meeting held outside the US, to include participation by US Government personnel. There was also discussion on whether it would be seen as encroachment on existing conferences, as well as discussion about how it would impact our standing agreements with sister societies such as USNC-URSI and EurAAP. No decisions were reached. Several ideas were forwarded about features that could be added to the summer symposium, including panel discussions, rump sessions, a coordinated educational program, public committee lunches, and other topics. More engagement with the JMC and further thought is necessary on these fronts.
The ICEAA conference has been joint with IEEE APWC for several years, and the 2014 meeting in Aruba will be the fourth joint conference. The original MOU was for two-years, and that MOU was renewed after two years. The conferences are successful and are now at steady-state. The Society should revisit its commitment to the APWC conference.

**Motion (Stone, Nevels)** Make the financial sponsorship of APWC as a joint conference with ICEAA, along with technical cosponsorship of ICEAA continuing. In accordance with what was originally planned

**Motion Carries Unanimously**

There are a number of new policies/initiatives that are coming down from IEEE Conference Services concerning technically cosponsored conferences. These include per-conference processing administrative charges for meetings whose technical content does not go up on IEEEXplore. There is also an effort ongoing to initiate a per-paper charge for technically cosponsored conferences to put their content on IEEEXplore. As far as the IEEE and society is concerned, it is a zero-sum game, as these charges are currently hidden in the administrative expense line. However, for many technically cosponsored conferences, the presence of this charge would be a deal-breaker.

**Motion (Stone, Errico)*** Move that AP-S pay the IEEE per-conference processing administrative charges for technically and financially cosponsored conferences, so long as their intellectual property is not published in a venue other than IEEEXplore. **Motion carries unanimously.**

**Motion (Stone, Errico)** The AP Society is on record as strongly opposing both the concept and any attempt to implement a per paper charge for technically cosponsored conferences. **Motion carries unanimously**

8. **Membership/Membership Benefits/Membership Development**

Over the past couple of years, the society has begun to invest significantly in the membership through membership development, membership benefits, and other activities envisioned to support the members that make the society strong. We approved Region 9 membership development initiative in 2012 and 2013, and we have approved $100,000 to be set aside for membership development efforts worldwide in 2014. We also recently created a membership benefits committee, but that committee has no real charter as yet, and we have a membership committee with new committee chairs that are trying to understand their role. The President indicated with the consent of AdCom that an ad hoc committee be created, chaired by the Secretary/Treasurer, to discuss issues around membership and membership development.

9. **Society Governance**

At the summer meeting, Past President Salazar discussed regional representation issues on AdCom, including an analysis of voting patterns. It was noted that in 2013, none of the new AdCom members were elected from Regions 1 – 6 (the first time this has happened to anyone’s knowledge), and three members were elected from Region 8. Region 10 is under-represented on AdCom relative to their proportion of membership of the Society, and this means that there is a lack of qualified candidates for
higher Society leadership (since candidates for President-Elect must have been previously elected to AdCom). This is an item that we should consider discussing to see if we want to adjust our practices, broaden AdCom, etc. Several ideas were discussed including mandated regional representation on AdCom, elected regional representation, etc. The President indicated with the consent of AdCom that an AdHoc committee would be formed consisting of Tyo, Sarkar, Salazar, and Nevels to discuss alternatives for changes in the AdCom structure that address regional representation and other matters. This committee will report back to the AdCom in February. Past President Nevels specifically will develop a position description for Regional Representatives for the Operating Manual.

Secretary/Treasurer Tyo is planning to step down sometime in 2014 in order to focus his energies on the 2016 symposium, of which he is the general chair. The Society has increased significantly in the past 15 years, and the duties of the Secretary/Treasurer have likewise increased. For example, there are now three AdCom meetings annually, the DL budget has increased from $25k to $100k, there are numerous new award initiatives through the Education committee, and all of these require the Secretary/Treasurer to act.

**Motion (Stone, Salazar)** Proceed with developing a constitutional amendment to split the secretary/treasurer roles and proceed to an electronic vote. **Motion Carries Unanimously**
Addendum to the Minutes for Electronic Business Conducted Since the September AdCom Meeting

1. **Motion (Seconded from the C & B Committee)** The Constitution and Bylaws be amended as follows to split the Secretary/Treasurer into two separate positions:

   *Article II, following sections:*

   **Section 6: Secretary**
   The President shall appoint a Secretary annually for a one-year term. The officer need not be a member of the AdCom. He/she may be reappointed.

   **Section 7: Treasurer**
   The President shall appoint a Treasurer annually for a one-year term. The officer need not be a member of the AdCom. He/she may be reappointed.

   **Section 8: Officer Designation, Duties, and Responsibilities**
   The officers of the AdCom, designated as the President, the President-Elect, the Secretary, and the Treasurer, have duties and responsibilities that are defined in the Bylaws (Section 4.9).

   **Section 9: Bursar**
   The AdCom shall use the IEEE as bursar for all Society funds, as provided by the IEEE Bylaws and rules and regulations. If any Society funds are received and deposited separately (as in the case for accounts for symposia and conferences), the terms and conditions shall be in accordance with IEEE policies, and subject to the provisions of the Society Bylaws and to any special limitations imposed by the AdCom.

   **Section 10: Debts**
   Neither the Society, nor any AdCom member or representative thereof, shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE except within prior approved budgets.

   **Section 11: Subgroups**
   Subgroups may be formed within the Society as provided in the IEEE rules and regulations. The nature and designation of the subgroups and supervision of their affairs shall be prescribed in the Bylaws.

   *Bylaws:*

   **4.9.3 Secretary-Treasurer**
   In accordance with Article IV, Section 6 of the Constitution, the Secretary-Treasurer is appointed annually by the President and serves as an *ex-officio* member of the AdCom. The Secretary-Treasurer is responsible for keeping records of AdCom meetings; preparing and distributing minutes, notices, or other such documents required by the President and/or AdCom; submitting all necessary paperwork to the IEEE TAB.
4.9.4 Treasurer

In accordance with Article IV, Section 7 of the Constitution, the Treasurer is appointed annually by the President and serves as an ex-officio member of the AdCom. The Treasurer is responsible for all financial affairs of the Society, including preparation of the annual budget in cooperation with IEEE TAB and providing an annual report of the Society’s finances to the AdCom, and IEEE General Manager; and managing the financial affairs of the Society.

4.11.10 Establishment of Subcommittees

The AdCom may establish standing or ad hoc subcommittees including both functional subcommittees (e.g., Awards and Fellows, Chapters, Membership, Nominations) and technical subcommittees. Technical subcommittees may be established as needed to develop specific areas of the field of interest. All appointments to subcommittee and similar posts will be for a term of one year or until successors are appointed or the subcommittees are dissolved.

4.11 Remotely Conducted AdCom Business

4.11.1 Teleconferences or Video Conferences

In the case of a video or teleconference where a quorum of members are in attendance and all attendees can hear in real-time, normal meeting rules (quorum attendance) apply and motions are approved by a simple majority of attendees.

4.11.2 Other Means (email, web, or mail)

The AdCom or any committee thereof may take action without a meeting if applicable (e.g. email voting). An affirmative vote of a majority of all the voting members of the AdCom or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission by the Secretary Treasurer. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the AdCom or any committee thereof. “Electronic transmission” means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.
4.12 Vacancies

Within-term vacancies on the AdCom shall be filled by appointment by the President with the consent of the AdCom for the duration of the unexpired terms. Any partial terms served as an appointed member of AdCom do not count toward established term limits.

4.134 Truancy

In order to ensure a continuously active AdCom, elected members who miss three consecutive meetings of the AdCom will be dropped from AdCom membership, in the absence of extenuating circumstances. Such circumstances shall be determined by the President with the consent of the remaining members of the AdCom. Any vacancies caused by this process shall be filled in accord with Section 4.13 of these Bylaws.

AdCom Members Voting in the Affirmative: Best, Bird, Davidson, El-Shenawee, Erricolo, Jofre, Kishk, Manteuffel, Pichot, Salazar, Sarkar, Sevgi, Shields, Ukkonen (14)

AdCom Members Voting in the Negative: none

AdCom Members Not Voting: Ando, Nevels, Rao, Riley

The Motion Carries with the required 2/3 Vote to Proceed