

# Governing Documents

**AESS Board of Governors Meeting**

**May 12-13, 2017**

**Seattle, WA**

**Hugh Griffiths**

**Senior Past President**



# 1. Fellow Evaluation Committee

Background: The Society has a process for evaluating Fellow nominations, before they are passed to the IEEE for assessment and decision

[http://www.ieee.org/membership\\_services/membership/fellows/index.html](http://www.ieee.org/membership_services/membership/fellows/index.html)

In order to bring AES in line with IEEE best practice and to ensure transparency it was decided to appoint a Fellow Evaluation Committee for this purpose, and this has been done.

We now need to amend our bylaws to reflect this:

# Motion

To insert:

## ARTICLE XVIII

### 1 Composition

The Fellow Evaluation Committee shall comprise the Chair, who shall be appointed by the Society President, with the advice and consent of the AESS BoG, to serve for three years, non-extendable and non-renewable, and eight members-at-large who shall hold the grade of IEEE Fellow and shall be members of the Society in good standing. Terms of the members-at-large shall be three years, non-renewable.

### 2 Appointment of Members

The Chair should appoint members-at-large from broad constituencies of the Society to guarantee a fair representation of the Society, in terms of geographic distribution, key technical disciplines, and categories (researchers, technical leaders, practitioners). The selection and appointment of the members-at-large is done by the Chair (with the advice and consent of the Society President and VP Membership).

The selection and appointment process of the members of the committee should start no later than October and be completed no later than January of the following year. Members of the committee may not nominate or serve as references for any candidate to be evaluated by the committee, nor for nominations via other IEEE Societies.

# Motion

## 3 Responsibilities of Chair

The Chair shall be responsible for assigning committee members to evaluate nominations in their areas of technical expertise and experience. At least five committee members shall evaluate each nomination. The Chair shall be responsible for merging the evaluators' input into a coherent whole, and for making the initial ranking. The Chair shall conduct a meeting with the committee members to review the initial ranking of all candidates. With the advice of the members the Chair shall decide if numerical ranking should be changed, or if he/she should obtain additional evaluations for individual candidates. The Chair shall provide final ranking and evaluations to the IEEE Fellows Committee by mid-June. The committee Chair shall send a report to the Society President and the chief staff executive by 30 June of each year. The report shall contain a summary of the Fellows Committee review process and nomination submissions.