

## **RSP Nominations and Appointments Committee Terms of Reference**

1. The Radar Systems Panel (RSP) is a Technical Panel of the IEEE Aerospace and Electronics Systems Society (AESS).
2. The Nominations and Appointments (N&A) Committee is a committee within the RSP
3. The objectives of the N&A Committee as described in the RSP Charter are:
  - Establish and document the process for election of RSP Chair and Vice-Chair, Committee chairs and members;
  - Plan and execute the election process for RSP Chair and Vice-Chair;
  - Plan and execute the election process for RSP members with concurrence of the current RSP Chair;
  - Facilitate RSP nominations / endorsements for Senior Member and Fellow Grade;
  - Establish and document criteria for removing inactive members from the RSP. The process will be developed with concurrence of the current RSP Chair;

### ***Organization of Nominations and Appointments Committee***

The Nominations and Appointments Committee is appointed by the RSP Chair. At a minimum the committee will have a Chair and at least two standing members. The Past Chair of the Panel is member of the N&A Committee.

As need be, committee meetings will be conducted in concert with RSP meetings. Additional committee activities and discussions will be held by email with decisions taken by email proxy, as appropriate.

The Committee Chair or designee will provide status on committee activities at all RSP meetings. Discussion of panel membership, appointments and elections will be kept within the current active RSP members only.

The Committee will have responsibility for maintaining a current membership list for use by the RSP Chair.

### ***Past Chair, RSP Chair, Vice Chair and Committee Chair Appointment Process***

The RSP has a Chair, a Vice Chair and a Past Chair, who each serve two year terms.

In the last year of an RSP Chair's term, the N&A Committee in concert with the current RSP Chair and Vice Chair will establish and review a list of candidates for the next term's RSP Chair position.

New Committee Chair positions for existing Committees may be nominated by any active member of the RSP. Committee Chair positions will be approved by a majority vote of the current RSP Chair, Vice Chair and active N&A Committee members.

For new committees a draft "Terms of Reference" must be developed and reviewed / approved by the current RSP Chair, Vice Chair and N&A Committee.

### ***Member Elections Process***

Members can serve for two consecutive three year terms, if reelected at the end of their first term. That member can have eligibility restored after a lapse of one year.

The member elections are organized by N&A Committee, which is responsible for making an open call for nominations in the Society's QEB and website, and conducting the balloting.

New Member elections are held once each year, so one third of the Panel membership turns over.

The slate of candidates for new Members will be representative of the diversity of AESS members in the Panel area, which includes: gender, geographic, interests, academic/industry, junior/senior, etc.

The slate will include a number of candidates at least twice the open slots.

The annual election results for Member elections will be finalized by August. 80% of open slots will be filled with the candidates receiving the most votes . The remaining 20% of members will be appointed directly by the N&A Committee with the concurrence of Chair, Vice-Chair and past Chair.

RSP members shall assume office of the first day of the first month after elections.

### ***Member Transition Process – Inactive, Emeritus, Removed***

The process to remove inactive members from RSP membership is initiated by the N&A committee. An excerpt from the RSP Charter:

Membership in the Panel is open to active IEEE and AESS members from the Radar community, who have demonstrated leadership and the desire to advance Radar technology and system capabilities. Membership falls into one of two categories: (i) active, (ii) emeritus. To remain active, a member must have attended at least 2 of the past 4 meetings. Missing 3 consecutive meetings means being dropped from the list of Active Members, in the absence of extenuating circumstances.

Only Active Members of the Panel can vote on RSP motions and business decisions.

Moreover:

- To indicate that active membership is not achieved simply by attending panel meetings,
- Also recognizing that in some economic conditions attendance at panel meetings may be cost prohibitive for some panel members and,
- That active membership must be achieved through other means than simply attending panel meetings.

The definition of active membership is based as well on a Tiered activity assessment as defined in the Appendix. Members that participate in Tier 1 activities or multiple Tier 2 activities in a given year will be defined as active. Those members with on average no Tier 1 activities and less than (2) Tier 2 activities per year will be considered inactive.

Inactive members will be identified to the RSP Chair for action to remove from the Panel membership.

Emeritus status offers non-voting status, but access to Panel information (e.g. Meeting Minutes, Meeting Presentation material, etc...), with the exception of information reserved for active members. Emeritus members may remain at this state as long as they provide yearly positive feedback to the Panel Chair that they desire to retain that status. Inactive members who have previously been active may opt to transition to Emeritus status by request.

### ***New Member Nomination Process***

Any member of the RSP may nominate a prospective new member. The following are required prior to acceptance of nomination:

- The prospective member must agree to be prepared to meet the criteria for “Active” membership as described above.
- The nomination must support the prospective member’s meeting the criteria for RSP members as described in the RSP Charter.
- Nominations will be distributed to the whole active panel membership, allowing for feedback from any member to the N&A committee within 2 months before the elections.
- One week before the elections, the N&A committee and the RSP Chair and Vice Chair will vote to accept or reject the nomination. A majority positive vote of the RSP Chair, Vice Chair and N&A committee is required for nomination acceptance.

### ***Appendix – Tier Activity Definitions***

Tier 1 activities include:

- Active membership as a RSP Chair, Vice Chair, Past Chair, Committee Chair or Committee member.
- Member of organizing committee for an upcoming IEEE sponsored Radar Conference.
- Attendance at RSP meeting.

Tier 2 activities include:

- Perform multiple reviews of relevant radar papers and/or relevant IEEE award nominations. Radar paper reviews could be for Radar conferences (both IEEE Radar Conference and International Radar Conference), AES Transactions or AES Magazine.
- Participation in the voting process during the RSP meetings and into the electronic vote.

Updated August 2014