

BY-LAWS

IEEE Aerospace and Electronic Systems Society (AESS)

Target Tracking Systems Panel

The Target Tracking Systems Panel meets for one half day at least twice a year. The panel is comprised of four committees working on terminology, implementation, test and evaluation, and technology. All committee outputs are reviewed and approved by the Panel prior to release outside of the Panel. Homework is accomplished by individual members between meetings to expedite the completion of committee tasks and contributions of individuals via homework impacts the voting status of the members. The following by-laws set for the rules governing the organization and operations of the Panel.

1.0 Membership

- 1.1 Membership in the Panel is open to all who wish to participate. Membership falls into one of three categories: (i) voting, (ii) active, or (iii) inactive. Voting members are those who have contributed to the panel through the completion of homework assignments in the prior year. The voting members are established by January 15 of each calendar year. Active members are those contributing to the panel with the anticipation of becoming voting members in the next year. Inactive members are those who are not active or voting members, but they are interested in monitoring the activities of the Panel and contributing occasionally.
- 1.2 Active or Inactive Membership may be attained by indicating in writing to the Panel Chair that membership is desired. Voting membership is based on contributions to the committees. On December 1 of each year, the chairperson of each committee provides to the chairman a list of voting members for the coming year. Each name must be accompanied with a list of contributions to the panel during the previous year. The decision of the chairperson of a committee on the voting status of a member can be challenged to the chairman of the panel. If challenged prior to January 1 and presented with reasonable contribution, the chairman can assign the member as voting member for the new year.
- 1.3 The Panel Chair shall maintain a Panel Mailing List of members with the membership status and those interested in receiving Panel outputs. Members, and/or alternates, are expected to attend regularly as permitted by business commitments. Interested parties are welcome to participate if and when possible. The Chair, Vice-Chair, Committee Chairs and members of the Executive Steering Committee shall be identified on the

Panel Mailing List. Once each year the Panel Chair will mail to all names appearing on the Panel Mailing List, the form shown on Figure 1, and revise the list accordingly.

2.0 Officers

2.1 The Panel elects a Chair and Vice-Chair for a two year terms of office.

2.1.1 The Panel Chair must be a member of IEEE.

2.1.2 The Election of Panel Chair and Vice-Chair shall take place via e-mail during January 15-31 of each calendar year. Nominations shall be made at the previous meeting but additional names may be added prior via e-mail until January 15. The newly elected officers take office on January 31.

2.1.3 In the event that an elective Panel office becomes vacant before the term is completed, a special election shall be held via e-mail within 30 days to fill the unexpired term. The newly elected officer takes office immediately.

2.1.4 The Panel Vice-Chair shall preside whenever the Panel Chair is absent. In this capacity and for that period of absence, the Vice-Chair shall herein be referred to as Panel Chair.

2.1.5 In the event of the absence of both Panel officers at any meeting, a committee Chair shall fill in for the Panel Chair for that meeting.

2.1.6 The Panel Chair shall appoint a Panel Secretary to serve a term concurrent with his term. In the event of the absence of the Panel Secretary at a meeting, or in the event the office becomes vacant, the Panel Chair shall appoint a substitute or replacement secretary to take office immediately.

2.2 Each committee shall elect a Chair for a two year term of office.

2.2.1 Election of the committee chairs shall take place via e-mail during January 15-31, 2005 and follow immediately after the election of the Chair and Vice-Chair. Nominations shall be made at the preceding meeting and additional names may be added until the election. The newly elected committee chairs shall take office on January 31.

2.2.2 In the event that a committee Chair's office becomes vacant before the term is completed, a special election shall be held within 30 days to fill the unexpired term. The newly elected officer takes office immediately.

2.2.3 Each committee Chair shall appoint a secretary/treasurer to serve a term concurrent with his term. In the event of the absence of the secretary at a meeting, or in the event the office becomes vacant, the committee Chair shall appoint a substitute or replacement secretary to take office immediately.

2.2.4 The committee secretary shall serve as Chair pro-tem in the event of the absence of the Chair.

2.2.5 In the event of the absence of both the committee Chair and the secretary, the Panel Chair shall appoint a Chair pro-tem.

2.3 Elections of Panel officers shall be held prior to committee elections.

3.0 Meetings

A scheduled meeting of the Panel requires the notification of members at least four weeks prior to the meeting date.

4.0 Voting

4.1 Voting shall take place via e-mail or at scheduled meeting of the Panel or committee. When voting on approval of documents via e-mail, the procedures for the letter ballot called for in paragraph 4.5.1 must be followed.

4.2 Quorum

4.2.1 Panel voting shall take place only if a quorum of ten or more members is present. At the discretion of the Panel Chair, the Panel may be called to order with less than ten members present. Voting may be conducted for emergency business under 4.4.3.

4.2.2 Committee voting shall take place only if a quorum of five or more Panel members is present.

4.2.3 When voting via e-mail, Quorum requires a recording vote for three-fourths of the voting members.

4.3 Elections

4.3.1 Voting for any Panel or committee office shall be by secret ballot, with a majority of those voting required for passage. The Panel Chair or Committee Chair shall appoint a two counters of the votes.

4.3.2 In the event that only one person has been nominated for any elective office, and has accepted said nomination, voting shall be by acclamation.

4.3.3 If no one person shall receive a majority, that person with the least vote shall be eliminated and another ballot taken.

4.4 By-Laws

4.4.1 Any change, amendment, addition, deletion or temporary suspension of any by-law shall be moved and seconded at a scheduled Panel meeting. Discussion shall be allowed at this meeting but final voting shall be delayed until a subsequent regular Panel meeting.

4.4.2 Voting for a by-law modification shall be by a show of hands. An affirmative vote of two-thirds of those voting shall be required. The modification, if passed, shall take effect immediately.

4.4.3 In the event a by-law modification is deemed by the Panel Chair to require immediate enactment, he may call the question following complete discussion. An affirmative vote of two-thirds of those voting shall be required. The modification shall take effect immediately and shall apply to that meeting only.

4.5 Documents

4.5.1 Panel approval of a document or any portion thereof for Industry Survey shall require an affirmative vote of two-thirds of those voting. The standards ballot, for approval to submit a document to the IEEE Standards Board (see Figure 2), shall be distributed to all Panel members and shall contain three classifications of votes:

approve
do not approve*
abstain*

* These votes must be accompanied by reasons or comments.

To be valid, a ballot must be returned by at least 75% of the members of the Panel. Members who do not feel competent to vote on a proposed standard should vote "abstain." The Panel must attempt to resolve all comments submitted with the ballots. Where the resolution results in substantive changes to the document, a new ballot must be conducted. (Substantive changes involve technical changes in the standard.) When all comments are resolved, or when no further resolution of comments

seems possible within a reasonable time, the document will be considered approved by the Panel provided that at least 75% of those voting have approved the document.

- 4.6 All voting, except as otherwise stipulated in these by-laws, shall require a simple majority of those voting for passage. A Chair may vote to break a tie.
- 4.7 All voting, except as otherwise stipulated in these by-laws, may be by a show of hands except where the Chair designates a secret ballot.

5.0 Procedure for the Generation of Panel Documents

- 5.1 Panel objectives and priorities for the generation of documents shall be established or reviewed at the first meeting of each calendar year. The Panel Chair shall request the required project approval from the IEEE Standards Board prior to the start of committee work on a new document.
- 5.2 Specific tasks shall be assigned to the appropriate committee for preparation of a draft.
- 5.3 The draft, following committee approval, shall be mailed to the Panel for review.
- 5.4 Panel members shall submit written comments in order to have them considered by the committee.
- 5.5 The committee shall review the written comments and modify the draft as required.
- 5.6 The revised draft shall be submitted to the Panel for approval to submit the draft for Industry Survey.
- 5.7 An Industry Survey will be conducted as follows. Copies of the approved draft will be mailed to interested organizations for their review. These will include, but not be limited to, organizations involved in the design, manufacture, test, sales and end use of target tracking systems and the associated sensors. In addition, government, educational and other interested institutions will be included as appropriate. An introductory letter will be forwarded with the approved draft and written comments will be solicited from the various organizations.
- 5.8 Written comments resulting from the Industry Survey shall be reviewed

by the committee and changes made to the draft if deemed necessary.

- 5.9 Those items of the draft which have been changed as a result of industry comments shall be re-submitted to the Panel for approval. Prior to recommendation to the IEEE Standards Board as a proposed standard, the revised draft shall be given final approval by Standards Ballot (see 4.5.1).

6.0 Executive Steering Committee

6.1 Membership

The membership of the Executive Steering Committee shall consist of the Panel Chair, Vice-Chair, Committee Chairs, Secretary, and the past Panel Chairs who accept membership.

6.2 Functions of the Executive Steering Committee

- 6.2.1 Recommend general policy to the Panel.
- 6.2.2 Review all proposals to change the by-laws and make recommendations to the Panel.
- 6.2.3 At the beginning of each year the Steering Committee shall appoint a Liaison Representative who will coordinate Panel activities with the AESS Standards Coordinator, the IEEE Standards Board, and with other professional societies as appropriate.
- 6.2.4 Promote panel membership.

6.3 Operating Procedures

- 6.3.1 The Chair of the Executive Steering Committee shall be the Panel Chair.
- 6.3.2 The Vice-Chair shall perform as administrative assistant and the Secretary/Treasurer shall maintain records of the Steering Committee.
- 6.3.3 The Executive Steering Committee shall meet at least once a year.

7.0 Rules of Order

All points of order not covered herein shall be accomplished according to Robert's Rules of Order, Revised.

IEEE TARGET TRACKING SYSTEMS PANEL

Membership Application

This form must be returned to the Panel Chair each year so that your name will be included on the Panel Mailing List. Names are not automatically retained on the Panel Mailing List.

Please check the appropriate boxes.

- I wish to be an active member of the IEEE Target Tracking Systems Panel, and I or an alternate will attend meetings as frequently as possible and contribute to activities of the panel.
- I wish to be an active member of the IEEE Target Tracking Systems Panel, and I should qualify to be a voting member based on my contributions to the (i) terminology committee, (ii) implementation committee, (iii) test and evaluation committee, or (iv) technology committee that include:

- I wish to be maintained as an inactive member of the IEEE Target Tracking Systems Panel, and I or an alternate will attend meetings as frequently as possible and support the panel when possible.

- Place my name on the Panel Information Mailing List.

My primary interest in target tracking systems is:

- Producer
- User
- Researcher
- General Interest

The following paragraph from the Panel By-Laws on Membership is included for your information:

"Paragraph 1.3

The Panel Chair shall maintain a Panel Mailing List of member and those interested in receiving Panel outputs. Active Members, and/or alternates, are expected to attend regularly as permitted by business commitments. Interested parties and Inactive Members are welcome to participate if and when possible. The Chair, Vice-Chair, Committee Chairs and members of the Executive Steering Committee shall be identified on the Panel Mailing List. Once each year the Panel Chair will mail to all names appearing on the Panel Mailing List, the form shown on Figure 1, and revise the list accordingly."

Signature

Date:

Please print name and address below:

Name

Address

Zip Code

Telephone _____

Ext.

Fax _____

Email

Revised July 2006

Mail or fax completed form to: Dale Blair, Chair
Target Tracking Systems Panel
Georgia Tech Research Institute
7220 Richardson Road
Smyrna, Georgia
FAX: (770) 528-7148

Figure 2

IEEE/AESS TARGET TRACKING SYSTEMS PANEL

STANDARDS BALLOT

- | | | |
|--------------------------|----------------|-------------|
| <input type="checkbox"/> | Approve | Document |
| <input type="checkbox"/> | Do Not Approve | Description |
| <input type="checkbox"/> | Abstain | |

Signed: _____ Date:

A reason must be stated (in the space above) for any ballot marked "Abstain."

Any "Do Not Approve" ballot must be accompanied by a clear statement of objection and a firm recommendation as to how this "Do Not Approve" ballot can be resolved (in the space above or on an attached sheet).