
IEEE INTERNATIONAL CONFERENCE ON MULTIMEDIA AND EXPO (ICME)

STEERING COMMITTEE CHARTER

October 2010

Article I. Purpose of Steering Committee

To oversee the long-term planning and success of this conference, the Steering Committee shall plan for future conferences, evaluate how well each conference has achieved the objectives stated above, and implement improvements to better meet these objectives.

The Steering Committee shall be responsible for the general oversight and the long-term goals for the conference. The Steering Committee shall normally be responsible for making the major strategic decisions, including but not limited to, the appointment of the General Chair(s) and Program Chair(s), selection of dates and locations, major theme, coordination among the Partner Societies, and review of the budget before it is sent to the Managing Partner Society.

More specifically the Steering Committee shall

- (a) Create, execute and amend the ICME Guidelines documents,
- (b) Plan future ICME meetings,
- (c) Obtain feedback about ICME for the purpose of improving the conference,
- (d) Select the General and Program Chairs of future ICME meetings in response to the submitted proposals (see ICME Guidelines),
- (e) Select the sites and dates for future ICME meetings, in response to the submitted proposals (see ICME Guidelines),
- (f) Assist in the appointment of other positions in the Program Committee,
- (g) Review the conference budget before it is sent to the Partner Societies,
- (h) Set up and maintain an ICME website for long-term strategic success of the conference, and
- (i) Assist in publicity of ICME conferences and related events.

Section 1.02 Name of Conference

The conference shall be named IEEE International Conference on Multimedia and Expo (ICME).

Section 1.03 Scope of Conference

The objective of the International Conference on Multimedia and Expo, acronym 'ICME', is to promote the exchange of information on the latest results of multimedia technologies, systems, and applications from both the research and development perspectives of the circuits and systems (CAS), communications (COM), computer (CS), and signal processing (SP) communities.

Section 1.04 Names of Partners

- (a) Circuits and Systems Society (CAS)
- (b) Signal Processing Society (SPS) * (Managing Partner Society)
 - ~~(i) A Managing partner Society will be selected to be responsible for administrative duties. As the founding Society, IEEE SPS serves as the Managing Partner Society.~~
- (c) Communications Society (COMSOC)
- (d) Computer Society (CS)

Section 1.05 Mission and Goal of Steering Committee

- (a) Approve Proposed Locations (3 to 5 years out)
- (b) Approve Periodicity
- (c) Approve Format
- (d) Approve General Chairs, Technical Program Chairs, and Finance Chairs
- (e) Insure quality and service to technical community
- (f) Assure that conference adheres to IEEE Bylaws and Policies
- (g) Create any other appropriate guidelines for ICME events including, but not limited to, budgets, proceedings, awards, recognitions, grants, etc.
- (h) Create and maintain a Guidelines document for ICME.

Article II. Steering Committee Membership

The Steering Committee is composed of eight (8) voting members and nine (9) non-voting members.

- (a) Two (2) representatives, with vote, for each Partner Society
- (b) One (1) representative, without vote, who shall be the immediate past General Chair of ICME

One (1) TC Chair, without vote, who shall be the current chair for the relevant tc

- (c) One (1) representative, without vote, shall be the current Editor-in-Chief of the IEEE Transactions on Multimedia or his/her designee.
- (d) One (1) Chair, non-voting, selected by the members of the Steering Committee from among SC members retired during the past five years. Steering Committee chair votes only when there is a tie.
- (e) One (1) Managing Partner staff executive director or his/her designee, without vote
- (f) One (1) representative, without vote, who shall be current General Chair of ICME

Article III. Steering Committee Member Terms

- (a) The term of office of each voting member shall be two (2) years, renewable once for another term of two (2) years. Newly appointed members of the Steering Committee shall take office the first day of a year (1 January). Each sponsoring Technical Committee shall host an election to replace representatives no later than three (3) months before the end of the year. If a new representative is not elected within this three month period, the relevant Society President shall directly appoint a new representative.
- (i) For purposes of maintaining a successful transfer of information from one steering committee to the next; the TC representatives from each Society shall not have consecutive terms. Each year one (1) new representative shall be elected while the other is carried over from the previous year.
- (b) Editor-in-Chief of the IEEE Transactions on Multimedia shall serve for the same term as EIC appointment, may not be reappointed, may not carry over from a successor.
- (c) Chair shall serve two (2) years; selection of new chair shall occur three (3) months prior to the end of the year.
- (d) Managing Partner staff executive director or his/her designee shall serve in perpetuity ~~since the Managing Partner Society is also the Founding Partner.~~

Section 3.02 Election of Steering Committee Chair

- (a) A new Chair of the Steering Committee shall be elected from among current and previous five (5) years Steering Committee members and shall take office on the first day of the year.
- (b) The election will be held each odd year at the Steering Committee meeting held during the conference, or lacking a quorum, through email voting within the next six months. The current Chair shall host the election.
- (c) An election is valid if more than $\frac{1}{2}$ of the voting members take part in the election and a candidate is supported by more than $\frac{1}{2}$ of the non-abstention votes. (A member may vote to abstain, i.e., cast a ballot with no candidate marked or with an explicit “abstain” category marked; this is an abstention vote. Other votes are non-abstention votes.) If there are more than two candidates in an election and no candidate is supported by more than $\frac{1}{2}$ of the non-abstention votes, then a second round of balloting is needed. The second round of balloting shall be limited to the two candidates with the most votes from the first round of ballots.
- (d) The Steering Committee Chair is expected to host the meetings and lead the Steering Committee with the interest of all sponsoring societies. If a society representative is elected as Chair, then the society needs to elect and appoint another person for his/her remaining term as a society representative.
- (e) The Steering Committee Chair does not vote unless there is a need to affect the result.

Article IV. Quorum

- (a) Majority of voting members shall constitute a quorum of the body
- (b) Majority of voting members, provided a quorum is present, shall be sufficient to vote upon motions/actions

Article V. Meetings

- (a) SC shall meet a minimum of four times annually:
 - 1) In person, during the annual ICME conference
 - 2) By telephone conference call at least once in each of the remaining calendar quarters.
- (b) Arrangements for the meeting shall be facilitated by the staff of the MP Society as instructed by the Chair and/or in cooperation with the Organizing Committee (OC) of the conference in that particular year
- (c) Formal notices of meeting shall be circulated electronically by MP Society staff at least 20 days prior to the date of the meeting and the members of the SC will be requested to provide any agenda items. Agenda items shall be circulated to the committee no later than ten days prior to the meeting.
- (d) MP Society staff will assist the Chair in creation of the agenda and supporting materials and shall circulate this material electronically no later than ten days prior to the meeting.
- (e) MP Society staff will capture minutes/motions/actions for all meetings whether in person or telephonic. Minutes and action items shall be circulated to the committee no more than ten working days following a formally convened meeting.

Section 5.02 Meeting Attendance

- (a) Steering Committee members are expected to attend each Steering Committee meeting. If a society voting member cannot attend the Steering Committee on the ICME site, neither physically nor remotely dialing-in, then the TC Chair shall serve a proxy and inform the Steering Committee Chair a minimum of two months before the meeting starts. In the event that the TC Chair cannot serve the Vice President of Technical Directors or his/he equivalent shall service as or appoint a proxy.
 - (i) Proxies count towards the quorum and have voting power for that meeting. In general, the proxy mechanism should be used only in emergencies. Proxies cannot be applied for both appointed voting members of a sponsoring society for the same meeting. Each appointment of a proxy shall be sent to the Chair and the member serving as the proxy via fax or written communication that contains the signature of the member appointing the proxy. A proxy shall not be valid without written acknowledgment from the Chair and the member serving as proxy of receipt of the appointment.
 - (ii) Members serving as proxies may only vote on agenda items announced through the distributed agenda prior to the meeting. If announced agenda items are amended or otherwise developed through the meeting process whereby the action being proposed is significantly different in meaning from the original motion, the chair may determine that proxy votes shall no longer be allowed for that agenda item. The proxy voter himself or herself may also choose to abstain

prior to any formal decision of the chair.

A person appointed as proxy may not appoint another person to act in his or her stead.

- (b) The sponsoring society VP-Conference and TC Chair shall be notified when a society voting member misses three consecutive meetings without giving sufficient cause. Such absence shall be considered withdrawal from the Committee, subject to the review by the Steering Committee (with consideration of the comments from the sponsoring society that the absent member(s) represent). The President of the corresponding society shall then appoint a replacement voting member.

Article VI. Maintenance of Documentation

- (a) MP Society staff shall be responsible for maintaining an archive of documents as follows. The archive shall be maintained electronically, unless otherwise noted:
 - 1) Copy of the signed agreement for ICME among the Partner Societies (electronic and hard copy)
 - 2) Copies of Steering Committee Charter noting all amendments and their dates (historical record) as well as an updated copy of the Steering Committee Charter for circulation electronically prior to each meeting of the SC
 - 3) Updated and historical rosters (by meeting) for the ICME Steering Committee that includes contact information for all participants and also lists the presidents of each Partner Society and his/her contact information
 - 4) Copies of all approved minutes/motions/actions from meetings of the Steering Committee along with an archival copy of all supporting documentation
 - 5) ICME Conference Guidelines documents

Article VII. Impossibility

- (a) It shall be the responsibility of the Steering Committee to determine impossibility of holding ICME in light of:
 - 1) Acts of God
 - 2) Acts of governments
 - 3) Acts or threats of terrorism
 - 4) Impossibility of travel
 - 5) Unavailability of conference site
- (b) Any other situation that would make it dangerous, inadvisable, financially foolhardy to hold the conference
- (c) The Steering Committee shall follow the procedures as outlined in the ICME Guidelines.

Article VIII. Inadvisability to Continue

- (a) In the event, that it becomes infeasible for ICME to continue, the SC shall advise the leadership of the Partner Societies (the Steering Committee Chair shall advise the MP Society staff to send formal notices) of this fact.
- (b) The Steering Committee shall follow the procedures as outlined in the ICME Guidelines.

Section 8.02 Revival of Conference/Conference Identity

- (a) Once the Steering Committee has declared the conference as discontinued, no Partner Society may attempt to revive it under the same name and/or acronym.

Section 8.03 Discontinuance of Steering Committee

- (i) At the point where the ICME is formally discontinued via notice to IEEE Conference Services, the Steering Committee shall be automatically declared out of business and shall not be revived.

Section 8.04 Maintenance of Archival Documentation

- (i) The Managing Partner Society shall remain responsible for any and all archival documentation of the Steering Committee for ICME. It is advised that such archival documentation be retained for at least 20 calendar years from discontinuance of the ICME.

Article IX. Changes to the Charter

Changes to the Charter of the ICME Steering Committee can be recommended by the Committee to the appropriate Societies and must be accepted by all four Societies prior to implementation.

Approved by

The Institute of Electrical and Electronic
Engineers, Incorporated through its

IEEE Circuits and Systems Society

The Institute of Electrical and Electronic
Engineers, Incorporated through its

IEEE Communications Society

Society President

Name

Title

Society President

Name

Title

The Institute of Electrical and Electronic
Engineers, Incorporated through its

IEEE Computer Society

The Institute of Electrical and Electronic
Engineers, Incorporated through its

IEEE Signal Processing Society

Society President

Name

Title

Society President

Name

Title