

# EDS FELLOW EVALUATIONS COMMITTEE CHARTER

Version 2

## A. GENERAL

The IEEE Electron Devices Society (EDS) Fellow Evaluations Committee Chair reports to the EDS President, and per the EDS Bylaws is a Standing Committee of EDS.

## B. SCOPE

The EDS Fellow Evaluations Committee oversees all the IEEE EDS Fellow evaluation process and acts on behalf of EDS between EDS meetings, however, any such actions taken by the committee are subject to ratification by EDS at its next BoG meeting.

## C. FUNCTIONS

The EDS Fellow Evaluations Committee shall:

- As directed by the Fellows Chair, actively participate in the annual review of Fellows candidates submitted to EDS. Tasks include:
  - Chair to select approximately 40 EDS Fellow Evaluators to serve
  - Chair and Committee to review and rank all Fellow nominations that EDS is assigned in the given year
  - Chair and Committee meet at the annual EDS Fellow evaluations meeting to review and discuss all rankings and determine final ranking to be submitted to IEEE
  - Chair to submit final rankings to IEEE. IEEE then reviews our rankings and determines final rankings to determine if candidates will be elected Fellow.
- With the EDS staff, manage the presentation of certificates (upon request) at the IEDM and other EDS conferences of choice for any nominees elected IEEE/EDS Fellow.

## D. COMPOSITION

The EDS Fellow Evaluations Committee shall consist of a chair and four to six members. All members of the Committee cannot be involved in any Fellow nominations (nominator, endorser, reference).

## E. APPOINTMENTS AND TERMS OF OFFICE

The Chair/Members of the committee shall be appointed for a two-year term with a maximum of two two-year terms in this position in a lifetime unless otherwise specified by IEEE policy.

## **F. VACANCIES**

- In the event of the incapacity or absence of the Chair, the EDS President shall select a new Chair to be approved by the Forum.
- If other vacancies occur, they are filled using the methodology originally used to fill that position.

## **G. MEETINGS**

- The Committee shall meet a minimum of one time a year, either in person or by any means of electronic communication, such as teleconference, Web-ex... etc.
- Electronic mail, teleconference and other non face-to-face means of communication may be utilized for the transaction of business (and for the conduct of meetings) as called by the Committee Chair.
- A majority of the members of the Committee shall constitute a quorum.
- To approve an action, a majority of the members of the committee must affirm the action, with quorum present.
- Voting shall be conducted in accordance with Robert's Rules of Order, unless otherwise specified in the EDS or IEEE governing documents.

## **H. REPORTS**

The Committee Chair shall provide a verbal report to EDS during each BoG meeting series, outlining the committee's activities, issues and proposed strategies.

## **I. CHANGES TO CHARTER**

Changes to this Charter must conform with EDS governing documents and shall be approved by the EDS Forum.