

EDS NOMINATIONS AND ELECTIONS COMMITTEE CHARTER

Version 2 – approved 6/2018

A. GENERAL

The IEEE Electron Devices Society (EDS) Nominations and Elections Committee Chair reports to the EDS President and as per the EDS Bylaws is a Standing Committee of EDS.

B. SCOPE

The EDS Nominations and Elections Committee oversees the EDS Officer and BoG Member-at-Large nomination and election processes 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 Nominations and Elections Committee shall:

- Monitor the status of the annual Officer and BoG Member-at-Large nominations and elections processes.
- Coordinate the advertisement of the annual Officer and BoG Member-at-Large election.
- Review all resumes and election materials prior to the election to determine if a sufficient number of candidates has been reached.
- Conduct the annual Officer and BoG Member-At-Large elections at the December BoG Meeting Series.
- Advise all candidates of the election results after the BoG Meeting.

D. COMPOSITION

The Nominations and Elections Committee is comprised of the BoG members holding the positions of President, Jr. Past President and Sr. Past President, with the Jr. Past President serving as the Chair.

E. APPOINTMENTS AND TERMS OF OFFICE

The members of this Committee are approved by the EDS Forum and shall serve a three-year term. A member shall not serve a total of more than two-terms in a given position.

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 two times per 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 to EDS governing documents and shall be approved by the EDS Forum.