

# EDS Technical Activities and Meetings Standing Committee Charter

Version 2 – approved 6/2018

## A. GENERAL

The IEEE Electron Devices Society (EDS) Technical Activities and Meetings Committee is chaired by the EDS Vice President of Technical Activities and Meetings and reports to the EDS President, and per the EDS Bylaws is a Standing Committee of EDS.

## B. SCOPE

The EDS Technical Activities and Meetings Committee oversees conference related activities of EDS 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 Board of Governors (BoG) meeting.

## C. FUNCTIONS

The EDS Technical Activities and Meetings Committee shall:

- Oversee EDS strategy for technical and meetings activities,
- Review EDS sponsorship support requests by evaluating the technical aspects of the conference and determining whether it falls within EDS fields of interest,
- Work directly with EDS staff and Treasurer to monitor the status of all EDS supported meetings, including budget approvals, and ensure to compliance with IEEE policies,
- Recommend with input from the Technical Chairs (TCs) the start of new EDS meetings in emerging or trending areas of technology and/or in specific geographic areas, and
- Manage EDS Technical Committees to ensure that the technical information EDS disseminates through its conferences and publications is on target and covers all the areas that are of interest to EDS members.

## D. COMPOSITION

The EDS Technical Activities and Meetings Committee shall consist of the following members:

Chair: EDS Vice President of Technical Activities and Meetings

Members: EDS Treasurer, EDS Technical Committee Chairs, and other members as needed.

## E. SUBCOMMITTEES

The following subcommittees fall under the EDS Technical Activities and Meetings Committee:

Compact Modeling  
Compound Semiconductor Devices & Circuits  
Device Reliability Physics  
Electronic Materials  
Microelectromechanical Systems  
Nanotechnology  
Optoelectronic Devices  
Organic Electronics  
Photovoltaic Devices  
Power Devices and ICs  
Semiconductor Manufacturing  
Technology Computer Aided Design  
Vacuum Electronics  
VLSI Technology and Circuits

The Chair of each committee will submit an annual report to the Vice President of Technical Activities and Meetings at the end of the calendar year.

## **F. APPOINTMENTS AND TERMS OF OFFICE**

The members of this Committee are approved by the EDS Forum and shall serve a two-year term. A maximum of 2 terms is permitted.

## **G. 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.

## **H. 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.

## **I. 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.

## **J. CHANGES TO CHARTER**

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