

Optical Networking Technical Committee (ONTC)

Policies and Procedures

ONTC Procedures for Electing Officers

There are three executive positions: Chair, Vice Chair, and Secretary. When an election occurs, the current Chair gets rotated out, the current Vice Chair becomes Chair, the current Secretary becomes Vice Chair, and an election is held for the position of Secretary.

Definition of Elected and Appointed Officers

Technical Committee (TC) Chairs report directly to the VP-Technical Activities, in accordance with the ComSoc Bylaws. The elected officers must be members of the IEEE Communications Society, an IEEE Communications Society Affiliate, or member of a Sister Society. Student Members are not permitted to serve as elected TC officers. At the discretion of the TC, there may be additional elected or appointed (non-officer) positions. In no case shall there be more than 8 elected officers; there may be as many appointed positions as is necessary for proper operation of the TC.

The nominal term for Chair, Vice-chair(s) and Secretary shall be two years.

If a TC officer position becomes vacant before normal conclusion of his/her term, the remaining term shall be filled by special election of the TC. If such a special election is not held before or during the next regularly scheduled meeting, the VP & TA, in consultation with the President, shall appoint someone to serve the remaining term.

Positions filled shall be for completion of the interrupted term.

Nomination and Election Procedures

To facilitate the election of officers, a TC may have an ad hoc Nominations & Elections Committee, made up members of the TC. For ONTC, the Nominations and Elections (N&E) Committee comprises of the current Chair and recent Chairs of the Committee. The N&E Committee shall come into existence at the TC meeting first preceding the actual election and shall be dissolved after the election and installation of officers.

The purpose of the N&E Committee is to offer candidate names for officer positions. It is desirable that the N&E Committee identifies at least two candidates for each officer position.

The N&E Committee shall announce its slate of candidates before an election is to be held. Such announcement shall be via email (preferred). At any point, members shall be

able to submit nominations via email/snail-mail by communicating to the current Chair, Vice-chair, Secretary, or directly to the TC N&E Committee. It is desirable that such write-in candidates receive a number of supporting “signatures.”

During an election, actual nominations from the floor shall also be invited. All candidates, however they are identified, will have consented to being nominated and will have shown a willingness to serve, if elected. Again, it is desirable that extemporaneous, from-the-floor nominations, receive support from three or more members at the meeting.

It is desirable that biographies and position statements of candidates be available to members. Candidates shall be permitted to “advertise” their candidacy on the TC email distribution list. All candidates shall be informed of election results and be permitted to appeal the outcome.

TC elections shall be administered by the TC Chair, or in his/her absence, any other elected officer.

In the case of two candidates for a position, election is by simple majority. For the case of more than two candidates, selection proceeds through a series of elections: at each stage, the individual garnering the fewest votes is eliminated, until only two remain. In the event of a tie, votes shall again be cast until the tie is broken. If that is not possible, the TC person running the election (any of the elected TC officers) shall cast a tie-breaking vote.

TC elections will normally be open. However, upon the request of any member, the election shall proceed by secret ballot. Votes will be counted by at least one officer of the TC and any other member (officer or not). A record of votes cast must be retained for post-election audit purposes.

A TC voting member shall be any ONTC member who is in attendance at the ONTC meeting. ONTC members are defined as those who are subscribers of the committee’s mailing list (The TC Secretary shall maintain an attendance list for each such meeting. That attendance list shall be part of the Meeting Minutes prepared and issued by the Secretary.). In addition to the above, TC voting members must be an IEEE Communications Society Member, IEEE Communications Society Affiliate member, Sister Society member, or IEEE Communications Society Student Member

Newly elected TC officers assume their positions at the conclusion of the meeting at which they are elected.

It is desirable that TC officers’ terms run concurrently with that of the VP-TA. This may require transitional planning.