

IEEE ROBOTICS AND AUTOMATION SOCIETY BYLAWS

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IEEE ROBOTICS AND AUTOMATION SOCIETY BYLAWS

Bylaw I. RULES OF ORDER

Section 1.01 Robert's Rules of Order.

In all matters not covered by the Constitution, Bylaws, and Policies and Procedures, the Administrative Committee (AdCom) shall be governed by the latest edition of Robert's Rules of Order.

Bylaw II. ELECTIONS

Section 2.01 Nominations Committee.

The Nominations Committee is appointed by the President in accordance with Bylaw XVII Within one month of its formation but no later than March 1, the Nominations Committee shall develop and present to AdCom its schedule of elections for the calendar year such that 1) results of the AdCom election scheduled for the year will be announced no later than December 15, and 2) the slate of Society officer candidates will be announced to AdCom at least 30 days prior to officer elections. This schedule must receive AdCom approval within one month of presentation but no later than June 30. The Nominations Committee shall be chaired by the Junior Past-President. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the Nominations Committee available shall be the Chair of the Nominations Committee. Under extenuating circumstances, a different individual may be appointed to this position. Chairs shall not be eligible to be elected to the AdCom during their term of service.

A member of the Nominations Committee may be nominated and run for a position for which the Nominations Committee is responsible for making nominations only on the following conditions: 1) the nomination is not made by a member of the same Nominations Committee and 2) the member resigns from the Nominations Committee prior to its first meeting of the year in which the nomination shall be made.

Section 2.02 Notice to Members.

The Secretary shall notify all members of the Society, through the Transactions/Magazine of the Society and by electronic newsletter, that individual voting members eligible to vote in the election of Administrative Committee members may nominate candidates for the Administrative Committee by a written petition or by a majority vote at a meeting (in person or electronic) of the Nominations Committee, provided such nominations are received in accordance with the schedule set by the Nominations Committee, and are received at least 120 days before the date of election.

Section 2.03 Nominations.

In accordance with the announced schedule of elections, the Nominations Committee shall submit to the Secretary of the Society a slate of candidates, according to the Society Policies and Procedures, to replace the AdCom members whose terms expire December 31 of that year. A slate of nominees for member-at-large comprising a minimum of 1.5 times the number of vacancies to occur on the AdCom shall be put forth by the Nominations Committee. In the event that the minimum number of nominations is not received, the IEEE Vice President for Technical Activities may allow a smaller slate. (IEEE TAB Operations Manual 4.2.B.5) In accordance with the IEEE Bylaws the duties of the Nominations Committee shall also include the annual solicitation of names of potential candidates to be considered by the IEEE Nominations and Appointments Committee for service on

Institute Committees and Boards. The Nominating Committee for the IEEE Division X Director shall be a separate Committee and shall operate as specified in the TAB Operations Manual.

In the case of candidates nominated by petition, the number of signatures on a petition shall be at least 2% of the eligible voters according to the official membership counted at the end of the year preceding the election. Members shall be notified of all duly made nominations prior to the election. Prior to the submission of a nomination petition, the petitioner shall have determined that the nominee named in the petition is willing to serve, if elected; evidence of such willingness to serve shall be submitted with the petition.

Signatures may be submitted electronically through an official IEEE petition website set up for a nominee, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE petition website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

Section 2.04 Administrative Committee Election.

In accordance with the announced schedule of elections, the Secretary shall forward to IEEE headquarters the information for the ballot containing all the nominees for election to the AdCom, including those submitted by the Nominations Committee and those properly nominated by petition. IEEE headquarters shall handle the conduct of the election, providing all members of the Society the opportunity to vote. It shall count the returned ballots with the understanding that the newly elected AdCom members will be decided before January 1 of the year following that in which the election was initiated.

Section 2.05 Election of Officers.

The AdCom shall elect the President-Elect and the Vice Presidents-Elect. A majority of those voting is required for election. If no candidate receives a majority vote, the individual with the least number of votes shall be dropped and a new vote taken. In the case of a tie for the least number of votes, a runoff between those candidates will be held. The AdCom may make contingent elections to be effective in case an elected member fails to accept the office or is deemed ineligible. The names of the elected officers shall be reported to the Chair and to the Secretary of the IEEE Technical Activities Board.

(a) Election of President-Elect

In the year prior to the current President-Elect assuming the Presidency, and in accordance with the announced schedule of elections, the AdCom shall hold a meeting to elect the next President-Elect. The Nominations Committee is responsible for ensuring that there is at least one nominee for this position, in accordance with the Society Policies and Procedures. Other candidates may be nominated, also in accordance with the Society Policies and Procedures.

(b) Election of Vice Presidents-Elect

No later than June 30, during the second year of service of the incumbent President-Elect, and in accordance with the schedule of elections in effect, the AdCom shall hold a meeting to elect all the Vice Presidents-Elect who will serve during the President-Elect's term as President. The Nominations Committee shall submit to the AdCom at least one nominee for each of these offices in accordance with the Society Policies and Procedures. No Vice President shall serve for more than two consecutive two-year terms. For at least one of the Vice President-Elect offices, all of the nominees shall be Society members who have never served before on the Society Executive Committee.

Section 2.06 Principles of Selection.

The Nominations Committee, in its nominations, and the AdCom, in its elections, shall be guided in their selections of candidates by the principles of demonstrated or potential ability and by other factors which may be relevant, such as geographical distribution (Bylaw IV, Section 1), gender diversity, career level, and the academic, governmental, and industrial distribution of the candidates.

Section 2.07 President-Elect Appointments.

Prior to becoming President, the President-Elect shall submit to the incumbent AdCom the names of a proposed Secretary, Parliamentarian and Treasurer, plus, if not otherwise specified in these Bylaws, names for all the Standing Committee Chairs, all the Technical Committee Chairs, other Committee Chairs, and Liaison Representatives for appointment. The President-Elect shall be guided in selections of candidates by the principles of demonstrated or potential ability and by other factors which may be relevant, such as geographical distribution (Bylaw IV, Section 1), gender diversity, career level and the academic, governmental, and industrial distribution of the candidates. If a majority of the members of said AdCom do not object within thirty (30) days from date of formal submission, appointments shall become final. If a majority of the members of said AdCom object, a new name (or names) must be submitted. The incumbent officials shall remain in office until successors are appointed and arranged to take over the offices.

Bylaw III. DUTIES OF EXECUTIVE OFFICERS

Section 3.01 Secretary.

The Secretary shall function as the Secretary of the Society and shall also be responsible for non-membership administrative aspects of the Society. These non-membership administrative responsibilities include serving as a communications channel for the following Standing Committees: (1) Standards Committee, (2) the Constitution and Bylaws Committee, and (3) Nominations Committee. In particular, the Secretary shall have the responsibility of seeing that the Society operates in accordance with the rules of the Society Constitution and Bylaws. Secretarial duties shall include the responsibility for sending out notices according to plans delineated by the AdCom or laid down in the Society Bylaws, and preparing the agenda for and recording the minutes of all meetings of the AdCom and general meetings of the Society and making such reports of these activities as may be required by the AdCom, the IEEE Technical Activities Board or the IEEE Bylaws.

Section 3.02 Treasurer.

The Treasurer shall handle all expenses of the Society, including approval of travel expense reports and Society meeting expenses. The Treasurer shall act as consultant and financial supervisor to the treasurers of the various meetings held by the Society, and make periodic reports to the AdCom. The Treasurer shall also monitor all Society income, e.g., from membership, conferences, publications, and, in case of irregularity, promptly inform the Vice President for Financial Activities and the President. The Treasurer shall serve on the Financial Activities Board and work in strict cooperation with the Vice President for Financial Activities to help the Society to stay on budget.

Section 3.03 Parliamentarian.

The Parliamentarian is a consultant officer who has the responsibility to advise the President and other Officers, Boards, Committees and members on matters of parliamentary procedure. The Parliamentarian is appointed by the President with the concurrence of the AdCom, and he/she shall serve as an ex officio member of the AdCom without vote.

Section 3.04 Vice President for Financial Activities.

The Vice President for Financial Activities shall have overall responsibility for the finances of the Society, including the general responsibility for procuring more funds for the Society. Up to four Associate Vice Presidents may be appointed as needed, by the Vice President for Financial Activities in consultation with the President. The Vice President for Financial Activities shall chair a Financial Activities Board. The Vice President for Financial Activities, with the assistance of the Financial Activities Board, shall prepare the Society budgets which shall then be submitted to the AdCom for approval at the Society Annual Meeting.

The Vice President for Financial Activities shall chair a Financial Activities Board (Bylaw V).

Section 3.05 Vice President for Member Activities.

The Vice President for Member Activities shall be responsible for all membership-related activities of the Society, and in particular for member services, for ensuring the growth of the membership of the Society and for paying special attention to the membership of the Society worldwide. Up to four Associate Vice Presidents may be appointed as needed, by the Vice President for Member Activities in consultation with the President. The Vice President for Member Activities shall be responsible for the following Standing Committees: the Chapter and International Activities Committee, the Human Rights and Ethics Committee, the Membership, Admissions and Retention Committee, the Member Services Committee, the Student Activities Committee, the Women in Engineering Committee, the Young Professionals Committee, the Life Member Committee, and the Special Interest Group on Humanitarian Technology. The Vice President for Member Activities, with consultation of the RAS President shall appoint the respective Committee Chairs to IEEE Young Professionals Committee, IEEE Women in Engineering Committee, and the IEEE Life Member Committee, and the Special Interest Group on Humanitarian Technology.

The Vice President for Member Activities, with consultation of the RAS President shall appoint the respective Committee Chairs to IEEE Young Professionals Committee, IEEE Women In Engineering Committee, and IEEE Life Member Committee.

The Vice President for Member Activities shall chair a Member Activities Board (Bylaw VI).

Section 3.06 Vice President for Technical Activities.

The Vice President for Technical Activities shall be responsible for all the technical activities of the Society, including the technical contents of Society meetings. In particular, the Vice President for Technical Activities shall have direct responsibility for the following: The Technical Committees and the Working Groups Up to four Associate Vice Presidents may be appointed as needed, by the Vice President for Technical Activities in consultation with the President.

The Vice President for Technical Activities shall chair a Technical Activities Board (Bylaw VII).

Section 3.07 Vice President for Publication Activities.

The Vice President for Publication Activities shall have overall responsibility for all publications of the Society, including Conference Proceedings whose responsibility will be shared with the Vice President for Conference Activities, whether in printed or electronic form. Up to four Associate Vice Presidents may be appointed as needed, by the Vice President for Publication Activities in consultation with the President.

The Vice President for Publication Activities shall chair a Publications Activities Board (Bylaw VIII).

Section 3.08 Vice President for Conference Activities.

The Vice President for Conference Activities has overall responsibility for all Conferences, Symposia, Meetings, Workshops and Events to which the Society lends its name. This includes the annual International Conference on Robotics and Automation, 100% sponsored meetings, partial and co-sponsored meetings, technically co-sponsored meetings, and competitions that use the Society's name.

The Vice President for Conference Activities shall chair the Conference Activities Board (Bylaw XIII) and shall negotiate with the IEEE and sister societies on all matters relating to jointly sponsored conferences and meetings.

The Associate Vice President – Conference Finance (CAB-F), the Associate Vice President – Technical Program (CAB-T), the Associate Vice President – Conference Operations (CAB-O), the Associate Vice President – Conference Publications (CAB-P), the Chair of the Competitions Committee, the Chair of the Publication Ethics Committee shall report to the Vice President for Conference Activities.

Section 3.09 Vice President for Industrial Activities.

The Vice President for Industrial Activities shall be responsible for all industrial related matters and the growth of the industrial community within RAS, both by promoting the participation of industrial partners in current activities and thus creating more links with academics, and by proposing new actions beneficial to this community. Up to four Associate Vice Presidents may be appointed as needed, by the Vice President for Industrial Activities in consultation with the President.

The Vice President for Industrial Activities shall chair the Industrial Activities Board (Bylaw XV).

Section 3.10 Vice President for Media Services.

The Vice President for Media Services (previously called the Vice President for Electronic Products and Services) shall be responsible for all matters related to electronic products and services. Up to four Associate Vice Presidents may be appointed as needed, by the Vice President for Media Services, in consultation with the President.

The Vice President for Media Services shall chair the Media Services Board (Bylaw XVI).

Section 3.11 Transactions Editors-in-Chief.

The Transactions Editors-in-Chief shall be charged with efficient operation of the Society Transactions. Papers for the Transactions shall be received by the Editors-in-Chief of the Society Transactions whose office shall serve as a focal point for processing these papers. The Transactions Editors-in-Chief have the responsibility for recommending to the Vice President for Publication Activities the number of Editors and Associate Editors of the Society Transactions to be appointed, the technical areas that each of the Associate Editors shall cover, and suitable candidates for appointment as Editors and Associate Editors. Terms of Office are described in Bylaw X, Section 10.02.

Section 3.12 Letters Editor-in-Chief.

The Letters Editors-in-Chief shall be charged with efficient operation of the Society Letters. Papers for the Letters shall be received by the Editors-in-Chief of the Society Letters whose office shall serve as a focal point for processing these papers. The Letters Editors-in-Chief has the responsibility for recommending to the President the Deputy Editor-in-Chief, the number of Editors and Associate Editors of the Society Letters to be appointed, the Technical areas that each of the Associate Editors shall cover, and suitable candidates for appointment as Editors and Associate Editors. Terms of Office are described in Bylaw XI, Section 11.02.

Section 3.13 Magazine Editor-in-Chief.

The Magazine Editor-in-Chief shall be charged with efficient operation of the publication of the Society Magazine. Members can submit information that is of interest to the Society to the Magazine Editor-in-Chief. The office of the Magazine shall serve as a focal point for processing the information. The Magazine Editor-in-Chief has the responsibility for recommending to the President the number of Editors and Associate Editors of the Society Magazine to be appointed, the technical areas that each of the Associate Editors shall cover, and suitable candidates for appointment as Editors and Associate Editors. Terms of Office are described in Bylaw XII, Section 12.02.

Section 3.14 Vice Presidents-Elect.

The Vice Presidents-Elect shall serve as ex officio members without vote on the Society Board chaired by the respective incumbent Vice President.

Bylaw IV. THE ADMINISTRATIVE COMMITTEE (ADCOM)

Section 4.01 Composition.

The AdCom is chaired by the President and it is composed of the following voting members: the President, the Junior Past-President, the President-Elect, the Secretary, the Treasurer, the Chair of the Student Activities Standing Committee and the eighteen elected members. Additional ex officio AdCom members without vote are as prescribed in these Bylaws. The AdCom composition of elected members shall reflect the geographical distribution of the membership worldwide in accordance with the Society Policies and Procedures.

Section 4.02 Annual Meeting.

The AdCom shall hold an Annual Meeting before June 30.

Section 4.03 Meeting.

No meeting of the AdCom shall be held for the purpose of transacting business unless each member shall have been sent notice of the time and place of such meeting twenty (20) days prior to the date scheduled for the meeting.

Bylaw V. FINANCIAL ACTIVITIES BOARD

Section 5.01 Purpose.

This Board shall act as the liaison for the Society on financial matters with IEEE Headquarters; act as consultant and financial supervisor of the RAS Treasurer; make periodic reports to the AdCom on the financial status of the Society; and observe the financial operations of the Society and take appropriate actions to see that money is spent or invested wisely and in the best interest of the Society.

Section 5.02 Composition.

This Board shall consist of the Chair, the President, the Vice President for Publication Activities, the Vice President for Conference Activities, the Secretary, the Treasurer, the President Elect (the Chair of the Long Range Planning Committee), the Vice President for Member Activities, the Vice President for Technical Activities, the Vice President for Industrial Activities, and the Vice President for Media Services, plus between one and five additional members appointed by the Vice President for Financial Activities with approval of the President. At least one member of the board must be an elected member of the AdCom. At least one member of the board must be the past Vice President for Financial Activities.

Section 5.03 Actions.

The Financial Activities Board shall meet at least two times a year to review the financial activities of the Society.

Bylaw VI. MEMBER ACTIVITIES BOARD

Section 6.01 Purpose.

The Member Activities Board shall be responsible for all membership-related activities of the Society, and in particular for member services, for ensuring the growth of the membership of the Society and for paying special attention to the membership of the Society worldwide.

Section 6.02 Composition.

This Board shall consist of the Chair (Vice President for Member Activities), the President, all Associate Vice Presidents of Member Activities, Chairs, and co-chairs of the Standing Committees for which the Board is

Section 9.04 PAB Executive Committee.

The PAB Executive Committee will consist of the Vice President for Publication Activities, the President, the Committees Chairs and EICs of fully sponsored RAS journals. The Vice President for Publication Activities shall chair the PAB Executive Committee.

Section 9.05 Co-sponsored Journals, New Journals and Other Publications Committee.

This committee shall report to the Vice President for Publication Activities. It is chaired by the Associate Vice President for co-sponsored journals, new journals and other publications and it is composed of up to three PAB members. The Committee will monitor performances of co-sponsored journals, will advise on selection of RAS representatives in co-sponsored journals and will evaluate launch of new journals.

The Vice President for Publication Activities, the President of RAS and IEEE RAS Executive Director are ex-officio members.

Section 9.06 Periodical Promotion, New Channels and Finances Committee.

This committee shall report to the Vice President for Publication Activities. It is chaired by the Associate Vice President for periodical promotion, new channels and finances and it is composed of up to three PAB members. The Committee will investigate the best strategies for RAS sponsored journals promotion and will guarantee correct financial management.

The Vice President for Publication Activities, the President of RAS and IEEE RAS Executive Director are ex-officio members.

Section 9.07 Publication Quality Committee.

This committee is chaired by the Vice President for Publication Activities or one of the Associate VPs. It is composed of the EICs. The Committee will monitor the quality of the review process and of the publications of RAS sponsored journals by analyzing journal submission data in both a qualitative and quantitative manner and by implementing homogeneous performance metrics.

The President of RAS and IEEE RAS Executive Director are ex-officio members.

Section 9.08 Publication Operations Committee.

This committee shall report to the Vice President for Publication Activities. It is chaired by one RAS publication staff, or a PAB member and it is composed by the RAS publication staff (i.e. Editorial Assistants of RAS sponsored journals). The Committee will guarantee the maintenance of RAS sponsored journal high standards by monitoring timeliness and efficiency of peer-review, as well as the quality of administrative support to the individual journals.

The Vice President for Publication Activities, the President of RAS and IEEE RAS Executive Director are ex-officio members.

Section 9.09 Publication Ethics Committee.

This committee shall report to the Vice President for Publication Activities and Vice President for Conferences Activities. The Committee shall be responsible for making recommendations about plagiarism issues in RAS sponsored publications and conference proceedings.

Bylaw X. TRANSACTIONS EDITORIAL BOARDS

Section 10.01 Purpose.

The Transactions publish high-quality papers on the theory, design, and applications of Robotics and Automation and areas as stated in the Field of Interest of the Society.

Section 10.02 **Composition.**

Each Editorial Board shall consist of the Editor-in-Chief (EIC), a number of Editors, a number of Associate Editors as regular members, and the Vice President for Publications and Magazine Editor-in-chief as ex officio members. The normal terms of the Editors-in-Chief and Editors shall be five years, non-renewable, and the normal term of the Associate Editors shall be one year, followed by an additional two to three years if the Editors and EICs evaluate their performance sufficiently positively. The Editors-in-Chief shall be appointed by the Society President, with the approval of RAS AdCom, one year in advance of the expiration of the term of the current EICs. The Editors and Associate Editors are appointed from time to time as needed by the VP for Publication Activities upon recommendation from the Editors-in-Chief.

Section 10.03 **Actions.**

Each Editorial Board of the Transactions shall be chaired by the Editor-in-Chief of the Transactions and shall meet at least two times a year to decide upon policy issues for publication in the Transactions, and management issues of importance to Editors and Associate Editors. The Editorial Boards shall make decisions on the dispositions of papers throughout the year based upon the editorial reviews obtained by the members of the Editorial Boards, in accordance with IEEE policies and guidelines on Transactions publications. The Vice President for Publication Activities shall be responsible for making annual reports to the AdCom on editorial activities and plans for the coming year.

Bylaw XI. LETTERS EDITORIAL BOARD

Section 11.01 **Purpose.**

The Letters publishes high-quality papers on the theory, design, and applications of Robotics and Automation and areas as stated in the Field of Interest of the Society.

Section 11.02 **Composition.**

The Editorial Board shall consist of the Editor-in-Chief (EIC), a Deputy Editor-in-Chief, a number of Editors, a number of Associate Editors as regular members, and the Vice President for Publications, Conference Editorial Board Editor-in-Chief, and the Vice President for Conference Activities as ex officio members. The normal terms of the Editor-in-Chief, Deputy Editor in Chief and Editors shall be three years, renewable once and the normal term of the Associate Editors shall be one year, followed by an additional two years if the Editors and EIC and Deputy EIC evaluate their performance sufficiently positively. Normally, Associate Editors shall not serve two consecutive terms without a gap of approximately one year. The Editor-in-Chief and Deputy Editor-in-Chief shall be appointed by the Society President, with approval of RAS AdCom one year in advance of the expiration of the term of the current EICs. The Editors and Associate Editors are appointed from time to time as needed by the Vice President for Publication Activities upon recommendation from the Editor-in-Chief.

Section 11.03 **Actions.**

The Editorial Board of the Letters shall be chaired by the Editor-in-Chief of the Letters and shall meet at least two times a year to decide upon policy issues for publication in the Letters, and management issues of importance to the Deputy Editor-in-Chief, Editors and Associate Editors. The Editorial Board shall make decisions on the dispositions of papers throughout the year based upon the editorial reviews obtained by the members of the Editorial Board, upon consideration of available space in the Letters and upon available monies for publication of the Letters. Accepted papers need not be presented at any IEEE Meetings. The EIC, Deputy EIC and Editorial Boards shall be responsible for making annual reports to the AdCom on editorial activities and plans for the coming year.

Bylaw XII. MAGAZINE EDITORIAL BOARD

Section 12.01 Purpose.

The Magazine publishes high-quality articles on the theory, design, and applications of Robotics and Automation and areas as stated in the Field of Interest of the Society.

Section 12.02 Composition.

The Editorial Board shall consist of the Editor-in-Chief (EIC), a number of Editors as regular members, and the Vice President for Publications as ex officio member. The normal term of the Editor-in-Chief be five years and the normal term of the Editors shall be one year, followed by an additional two years if the EIC evaluates their performance sufficiently positively. Normally, Editors shall not serve two consecutive terms without a gap of approximately one year. The Editor-in-Chief shall be appointed by the Society President, with approval of RAS AdCom one year in advance of the expiration of the term of the current EIC. The Editors are appointed from time to time as needed by the Vice President for Publication Activities upon recommendation from the Editor-in-Chief.

Section 12.03 Actions.

The Editorial Board of the Magazine shall be chaired by the Editor-in-Chief of the Magazine and shall meet at least two times a year to decide upon policy issues for publication in the Magazine, and management issues of importance to Editors. The Editorial Boards shall make decisions on the dispositions of papers throughout the year based upon the editorial reviews obtained by the members of the Editorial Boards, upon consideration of available space in the Magazine and upon available monies for publication of the Magazine. Accepted papers need not be presented at any IEEE Meetings.

Bylaw XIII. CONFERENCE ACTIVITIES BOARD

Section 13.01 Purpose.

The Conference Activities Board (CAB) shall be responsible for the management, planning, and oversight of all conferences, symposia, workshops, and events (collectively referred to as conference activities) of the Society including all conferences, symposia, and workshops that carry the RAS brand name. This responsibility extends to the publications associated with any of these conference activities. It shall also monitor and coordinate all conference operating committees and carry out all the long-term conference planning for all RAS conference activities. This Board shall be charged with keeping itself informed of all conferences, symposia, and workshops which are in areas covered by the Field of Interest of the Society and shall advise the AdCom about the participation of the Society in such meetings. In conjunction with the Technical Activities Board, this Board shall promote the participation of the Society in emerging technical areas through strategic planning and initiating new conference activities in these areas. In conjunction with the Member Activities Board, CAB will provide oversight on the selection and operation of the RAS Technical Education Programs and RAS sponsored Competitions.

Section 13.02 Composition.

The Conference Activities Board consists of the CAB Executive Committee (Section 13.04) and the Vice President for Financial Activities, the Vice President for Technical Activities, the Vice-President for Publication Activities, the Vice-President for Industrial Activities, the Vice-President for Media Services, the Treasurer, the SAC Chair or co-Chair, the Chairs or Co-chairs of the Steering Committees of all fully sponsored conferences, the Chair or Co-chair of the Steering Committee of the IEEE/RSJ International Conference on Intelligent Robots and Systems, and between one and five additional members appointed by the Vice President for Conference Activities with approval of the President. At least one member of the board must be an elected member of the AdCom.

to the publication aspects of our conferences. The Conference Publications Committee ensures that conference proceedings are delivered to IEEE Xplore in a timely manner.

Section 13.08 Conference Technical Program Committee.

This committee shall report to the Vice President for Conferences Activities. The Conference Technical Programs Committee (CAB-T) will consist of the Associate Vice President for Technical Programs, four past, current, or future Program Chairs of fully sponsored conferences, the Editor-in-Chief for the ICRA Conference Editorial Board (see Article VIII), the Editor-in-Chief of the IROS Conference Paper Review Board, and one member each from the Publication Activities Board (appointed by the Vice President for Publication Activities), the Technical Activities Board (appointed by the Vice President for Technical Activities), and a member of the AdCom (appointed by the President of RAS). The Vice President for Conference Activities, the President of RAS and the IEEE RAS Executive Director are ex-officio members. The Associate Vice President for Technical Programs will chair the CAB Technical Programs Committee. The Vice President for Conference Activities may appoint additional members to ensure that other RAS conferences are represented.

Section 13.09 Competitions Committee.

This committee shall report to the Vice President for Conferences Activities. This committee fosters and coordinates all competitions at IEEE RAS (co)sponsored events. It evaluates requests for competitions and makes recommendations as to RAS endorsement, technical sponsorship, or financial support. It also provides assistance to local chapters wishing to organize local or regional competitions. The committee consists of a chair or co-chairs, and its membership typically includes representatives of events holding competitions, AdCom, the chair of the Education Committee, and a representative from the Student Activities Committee.

Section 13.10 Publication Ethics Committee.

This committee shall report to the Vice President for Publication Activities and Vice President for Conference Activities. The Committee shall be responsible for making recommendations about plagiarism issues in RAS sponsored publications and conferences.

Section 13.11 ICRA Steering Committee.

The ICRA Steering Committee is a subcommittee of the IEEE RAS Conference Activities Board (CAB). The ICRA Steering Committee Chair reports to the IEEE Robotics and Automation Society (RAS) Vice-President of Conference Activities or his/her designee. The ICRA Steering Committee oversees the long-term planning and success of current instances of the IEEE International Conference on Robotics and Automation (ICRA); plans for future editions in the series of ICRA conferences; evaluates how well each ICRA has achieved its objectives; and proposes and implements improvements to continuously meet these objectives. The ICRA Steering Committee facilitates the entire application and evaluation process for future ICRA teams and sites, including providing Adcom with detailed evaluation reports of the bids prior to final selection by AdCom. Details on the composition and responsibilities of the committee members are defined in the ICRA Steering Committee Charter.

Bylaw XIV. CONFERENCE EDITORIAL BOARD

Section 14.01 Purpose.

The ICRA Conference Editorial Board (CEB) is charged with reviewing papers for ICRA and maintaining year-to-year consistency in the quality of the reviewing process. The results of the review process are transmitted to the ICRA Program Chair for final decision on acceptance.

Section 14.02 Composition.

The CEB consists of an Editor-in-Chief (EIC), several Editors (Eds) and Associate Editors (AEs). The number of Editors and Associate Editors is decided based on the number of submissions to be handled. The term of the Editor-

Section 17.05 Executive Committee.

This Committee shall be chaired by the President and shall consist of its Chair, the President-Elect, all the Vice Presidents, the Treasurer and the Secretary. Between meetings of the AdCom, the Executive Committee shall be empowered to act for the Society except on matters which the AdCom has by resolution expressly reserved to itself. The AdCom may by majority vote at any meeting override any act or decision of the Executive Committee.

Section 17.06 Long Range Planning Committee.

This Committee shall be responsible to the AdCom for reviewing the trends of science and technology as they may concern the Society, the profession and the public, and for recommending changes in the objectives, organization, and operations of the Society as may be indicated by these trends. This Committee shall be chaired by the President-Elect and shall include the additional following members: the Junior Past-President, all the Vice Presidents, the Chair of the Student Activities Committee and additional members appointed by the Chair with approval of the President.

Section 17.07 Nominations Committee.

On or before January 31 of each year, the President shall appoint, with the prior approval of the Administrative Committee (AdCom), a Nominations Committee consisting of five Society members. The Junior Past-President will chair this committee, and at least one other member must be an AdCom member. In accordance with the procedures specified in Bylaw II, Section 1 of the Bylaws, the Nominations Committee is charged with overseeing 1) nominations for the AdCom election, and 2) nominations for Society officer positions. The Nominations Committee is responsible for ensuring that all required information about nominees for AdCom and Society officer positions is communicated in a timely fashion to IEEE. The Nominations Committee is also responsible for submitting 1) nominations for Division Director to the IEEE Division Nominations Committee, and 2) a list of potential candidates to serve on various IEEE Committees and Boards to the IEEE Nominations and Appointments Committee

Section 17.08 Education Committee.

This committee oversees coordinating and fostering educational initiatives in the Society. An important means toward this goal are specialized meetings, workshops, and dedicated conference sessions on the education of students. Society-sponsored books and summer schools/technical education programs are also under the responsibility of this Committee. This Committee provides oversight/direction of educational resources made available in electronic form. A concern of the society shall be to ensure that the quality of the educational activities sponsored by the Society is constantly checked through feedback from members, and by emphasizing their interactive participation.

Section 17.09 CARES Committee.

The Committee to Aid Reporting on Misconduct Concerns (CARES) is a committee that acts as a trusted listener and empathetic support for the RAS community members around misconduct concerns, including, but not limited to sexual harassment, discrimination, and bullying, at RAS conferences, workshops, meetings, and events. All IEEE RAS events abide by the IEEE Policy Against Discrimination and Harassment and the IEEE RAS Code of Conduct. If a violation of this policy occurs, IEEE RAS encourages reporting the incident as described in the RAS Code of Conduct. This committee shall operate in alignment with IEEE Bylaws and policies regarding ethical complaints.

Section 17.10 Additional Committees.

Additional committees may be formed when deemed necessary by the AdCom.

Bylaw XVIII. LIAISON REPRESENTATIVES

Section 18.01 Representation in the IEEE.

The President shall appoint, as required, members of the Society as Liaison Representatives to represent the Society on various Boards and Committees of the IEEE.

Section 18.02 Representation in Other Organizations.

The President shall appoint, as required, members of the Society as Liaison Representatives to represent the Society in dealings with other non-IEEE organizations.

Section 18.03 Terms of Office.

Liaison representatives shall be appointed by the President with the concurrence of the AdCom for one-year terms which may be renewed.

Bylaw XIX. AFFILIATE MEMBERSHIP

Members in good standing of other professional organizations who satisfy the requirements stated in the Constitution, Article III, Section 2, are eligible for Affiliate Membership in the Society. Affiliate applications shall be reviewed and evaluated by the Society's Membership, Admissions and Retention Committee.

Bylaw XX. ANNUAL GENERAL ASSEMBLY

The President shall call a general assembly of the Society membership yearly at a major conference. Society officers and AdCom members shall be invited to this meeting.

Bylaw XXI. ABSENCE OF THE PRESIDENT

In the absence or incapacity of the President, the duties of the office shall be performed by the President-Elect or by a Vice President designated by the President.

Bylaw XXI. SOCIETY EXECUTIVE OFFICE

Subject to compliance with all applicable IEEE Bylaws and Policies, the Society may create an Executive Office supported by IEEE staff. The Society's Executive Office functions to coordinate and carry-out the day-to-day operations, policies, and procedures concerning specific aspects of the Society's business. The Office may also maintain the corporate memory and provide ongoing and ad hoc management reports/documents. In addition, the Society's Executive Office serves as one of the Society's primary points of contact for both members and IEEE staff.

Subject to compliance with all applicable IEEE Bylaws and Policies, the Society may determine the budget for the Executive Office. The staff is hired by the IEEE and all conditions of employment will be based upon IEEE Bylaws, staff policies and practices and all applicable laws and regulations. Office organization, job descriptions, IEEE staff policies and employment practices are available from the IEEE Human Resources Department.

The Executive Director is the most senior position on the IEEE paid staff that supports the Society and as such, he/she manages and develops, personally and through subordinate management staff, the paid IEEE staff members that support the Society's operations and activities. The Society Executive Director supports the Society president, officers and volunteer leadership to achieve the Society goals. This Society Executive Director directly reports through the Managing Director, Technical Activities, to the IEEE Executive Director.

Bylaw XXII. AMENDMENTS

Section 22.01 Procedure.

Procedure for amending Bylaws is described in the Constitution, Article XI, Section 3.

HISTORY OF BYLAWS AMENDMENTS

The first amendment to the Bylaws on the Schedule for Election of AdCom Members received final approval, and the Bylaws were updated accordingly, effective September 1, 1994.

The second amendment to the Bylaws on the Conference Board received final approval, and the Bylaws were updated accordingly, effective December 1, 1995.

The third amendment to the Bylaws on the Vice President for Publications received final approval, and the Bylaws were updated accordingly, effective January 8, 1998.

The fourth amendment to the Bylaws on the Vice President for Conferences received final approval, and the Bylaws were updated accordingly, effective July 31, 1999.

The fifth amendment to the Bylaws on Amendments received final approval, and the Bylaws were updated accordingly, effective Dec. 4, 1999.

The sixth amendment to the Bylaws concerning Transactions received final approval, and the Bylaws were updated accordingly, effective Dec. 4, 1999.

The seventh amendment to the Bylaws concerning the Vice President for Publications received final approval, and the Bylaws were updated accordingly, effective Apr. 28, 2000.

The eighth amendment to the Bylaws concerning the use of "activities" instead of "affairs" received final approval, and the Bylaws were updated accordingly, effective Apr. 28, 2000.

The ninth amendment to the Bylaws concerning the change in title of the Magazine editor to Editor-in-Chief received final approval, and the Bylaws were updated accordingly, effective Nov. 2, 2001.

An extensive round of Bylaws amendments received final approval and became effective Jan. 23, 2004, and were entered into this document on April 14, 2004. A summary of the amendments is included below, where *italics* indicate changes of minor impact, **bold** indicates changes of medium impact, and **underlined bold** indicates changes of major impact.

- *Changes due to the birth of the Transactions ASE and rename of Transactions RO*
- *Changes due to the replacement of the words 'Chairman/Chairmen' and 'Chairperson/s' with the words 'Chair/s'*
- *Changes due to the limitation of the eligibility of Technical Committee Chairs up to three consecutive two-year terms (six consecutive years in total). No limitations currently apply.*
- *Changes due to the elevation of the AdCom quorum from 10 to 13*
- *Changes due to the reinforcement of common nomenclature of VPs, Boards and Committees by using the standard words 'ACTIVITIES' and 'NOMINATIONS'*
- *Changes due to the provision for an Annual General Assembly (Town Hall Meeting) to be called by the President*
- *Changes due to the appointment of a Student AdCom member. The Chair of the Student Activities Standing Committee shall be ex officio AdCom member with vote*
- *Changes due to the need for explicit reinstatements of voting privileges of elected and ex officio members of the AdCom, and of the requirement of their physical presence to a meeting for voting*
- *Changes due to the definition of the Nominations Committee Chair and membership*
- *Changes due to the definition of the Advisory Committee Chair*
- *Changes due to the definition of the Awards and Fellow Nomination Committee Chair*

- *Changes due to the establishment of a new Vice President for Industrial Activities and of an Industrial Activities Board (IAB)*
- *Changes due to the definition of the duties of the Treasurer*
- *Changes due to the establishment of a Parliamentary Officer to be appointed by the President as an ex officio member of the AdCom without vote*
- *Changes due to the restructuring of the Technical Committees by introducing a default 'sunset clause' after four years, and by limiting the TC chairs eligibility to three consecutive terms (6 years in total)*
- *Changes due to extension from one to two years of the term for Standing Committee Chairs*
- *Changes due to enforce geographical distribution of the AdCom membership.*
- *Changes due to the provision that no elected AdCom members shall serve during the same term on the Executive Committee*
- *Changes due to the introduction of a two consecutive term limit (four years) of service in the ExCom, and to the provision that at least one of the Vice Presidents-Elect shall have never served before on the Executive Committee*

A number of Bylaws amendments were approved by AdCom on April 23, 2005, approved by IEEE on July 26, 2005, and entered into this document on August 6, 2005. These Bylaws amendments were published in the magazine in September 2005 and became effective 30 days later. Changes other than minor wording changes are summarized below.

- A number of dates in Article II related to AdCom elections, election of the President-Elect, and Vice Presidents-Elect, were modified to allow more time for the process.
- Removed the statement in Article III, Section 2, specifying the Treasurer as an ex officio member of AdCom with vote, so that all specification of the composition of AdCom is in Article IV.
- Several existing committees were restructured to become the Chapter and International Activities Committee, the Education Committee, the Human Rights and Ethics Committee, the Membership, Admissions and Retention Committee, and the Member Services Committee.

Several Bylaws amendments were approved by AdCom on October 16, 2005, approved by IEEE on November 7, 2005, and entered into this document on November 11, 2005. The changes are summarized below.

- Minor wording changes were made to the section in Article III on the Vice President for Member Activities to make flexible the Standing Committees constituting the Member Activities Board.
- A sentence was added to the section in Article III on the Vice President for Conference Activities to indicate that the Steering Committee for Technical Programs shall report to the Vice President for Conference Activities.
- A section was added to Article IX creating a Steering Committee for Technical Programs.
- A section was added to Article IX creating an Electronic Products and Services Board.

Several Bylaws amendments were approved by AdCom on October 14, 2006, approved by IEEE on November 15, 2006, and entered into this document on November 22, 2006. The changes are summarized below.

- The number of signatures required on the petition was changed from 25 members of the Society to 2% of the eligible voting members of the Society in section 2 of Article II.
- Section 3 Award Committee in Article IX was changed to Award and Fellow Nominations Committee and added some sentences. The main issue is to separate the nomination function and the evaluation function.
- Section 7 Fellow Evaluation Committee in Article IX was deleted.
- Education Committee was newly added in Article IX.
- Section 9 Long Range Planning Committee in Article X was changed on the committee member to include all the Vice Presidents.

Several Bylaws amendments based on the “IEEE must have” were reported to AdCom on November 3, 2007.

- A sentence was added to Article II, Sec. 1.
- Some sentences were added to Article II, Sec. 2.

The AdCom voted on September 26 2008 to amend the RAS Bylaws regarding the dates of the nomination and election of AdCom members and Society officers. (Article II , Sec. 1-5; Article IX, Sec. 11).

The AdCom voted on October 16, 2009 to amend Article II, Section 5 of the Bylaws regarding the procedures for election of officers.

The Bylaws were amended for several small wording corrections on October 8, 2011. In addition, the previously AdCom-approved Article on the Conference Editorial Board was added to the Bylaws, and the new Standing Committee on Competitions was added to Article X. This new Committee was approved by AdCom in an email vote completed on October 8, 2011. The composition of the Conference Activities Board was also updated based on the AdCom motion of Spring 2010. These changes are being communicated to IEEE and will be published in the Magazine.

The Bylaws were amended for consistency, wording corrections, the addition of RA-L, the new organization of the Conference Activities Board and for the formation of new ethics committees on 31 May 2015.

Several Bylaws amendments were approved by AdCom on May 28, 2022, approved by IEEE on May 12, 2022, and entered in this document on July 7, 2022. The changes are summarized below.

- Bylaw III, Section 10 - Addition of Vice President for Media Services (formerly Electronic Products and Services)
- Bylaw III - Introduces a unified number of Associate Vice President appointments for each board (excluding Conference Activities Board)
- Details on composition of Boards moved to their respective bylaws (excluding Financial Activities Board)
- Bylaw VII - Technical Committees and Working Groups - modified maximum terms for TC chairs
- Bylaw VIII, Sections 4-9 - Publication Activities Board Updates to include
 - PAB Executive Committee
 - Co-sponsored Journals, New Journals, and Other Publication Committee
 - Periodical Promotion, New Channels and Finances Committee
 - Publication Quality Committee
 - Publication Operations Committee
- Bylaw XII - Conference Activities Board Updates to include New ICRA Steering Committee
- Bylaw XV - Media Services Board - Renaming of Board (previously Electronic Products and Services Board). Name change reflected in other bylaws.
- Bylaw XVI - Many standing committees moved under bylaws for their respective boards
 - CARES Committee (New)
 - Workshop Oversight Committee (Dissolved)
 - Content Shuffling (→: Moved from Bylaw XVI, ←: Moved to Bylaw XVI)
 - Special Interest Group on Humanitarian Technologies (SIGHT) → MAB
 - Education Activities Committee ←MAB
 - Human Rights and Ethics Committee → MAB
 - Membership, Admissions and Retention Committee → MAB
 - Member Services Committee → MAB
 - Student Activities Committee → MAB
 - Women in Engineering Committee → MAB
 - Young Professionals Committee → MAB
 - Publication Ethics Committee → CAB

CAB Executive Committee → CAB
Conference Finance Committee → CAB
Conference Operations Committee → CAB
Conference Publications Committee → CAB
Conference Technical Program Committee → CAB
Competitions Committee → CAB
Standards Activities → IAB

- Bylaw XXI - Updates to reflect new Executive Director position
Name Change of the Bylaw:
Old: Society Administrative Office
New: Society Executive Office
- Details on Executive Director
The Executive Director is the most senior position on the IEEE paid staff that supports the Society.
This Society Executive Director directly reports through the Managing Director, Technical Activities, to the IEEE Executive Director.