

IEEE International Symposium of Circuits and Systems (ISCAS) --- Steering Committee Guidelines (Bylaws) ---

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Mission

The IEEE International Symposium on Circuits and Systems (ISCAS) is the world's premiere networking forum for leading researchers in the highly active fields of theory, design and implementation of circuits and systems. This is accomplished through technical conference sessions, poster sessions, live demonstration sessions, and publication of conference proceedings. The mission of ISCAS is to stimulate research activities and enhance interaction between researchers in the fields of circuits and systems as the flagship international conference of IEEE Circuits and Systems Society (CASS). ISCAS must be held on a yearly basis in May or June.

Sponsors

The financial sponsor of ISCAS is the IEEE Circuits and Systems Society. The financial sponsorship share of CASS is 100%. Exceptions may be approved by the Board of Governors. Technical co-sponsorship by local entities IEEE OUs is encouraged.

Steering Committee (SC): Role and Membership

The steering committee, responsible for advising and supporting the organization of ISCAS on a yearly basis, shall ensure continuity and work to improve the scientific quality of the conference by providing know-how and guidance to the local organizers, and shall discuss strategic plans and vision for ISCAS in close collaboration with the Conference and Technical Activities Divisions. The strategic outcomes should be approved by the CASS Governance Bodies (ExCom and BoG)

- Composition of the ISCAS steering committee is as follows:
 - Current Year's General Chair*
 - Previous Year's General Chair*
 - Previous-Previous Year's General Chair*
 - Next Year's General Chair*
 - Next-Next Year's General Chair*
 - Current Year's Technical Program Chair*
 - Previous Year's Technical Program Chair*
 - Next Year's Technical Program Chair*
 - CASS Vice President – Conferences (VP-Conferences)
 - CASS Conference Division Members
 - CASS President (*Ex Officio*)
- * When there are multiple co-chairs, only one can participate (and vote) in the steering committee.
- The ISCAS committee chairman is elected (by the committee) once every 3 years- from amongst the committee members. Any committee member is eligible for appointment except the two next GC and TPC.
- Chairman role and duties:

- Call for the meeting and submit the agenda
- Issue the annual Call for Proposals for ISCAS
- Organize the venue selection vote
- Communicate formally the final decision to the bidders and to the BoG
- Conditions for maintaining SC Membership Status are:
 - Contributing to ISCAS technically or administratively (attending the steering committee, hosting the conference, chairing sessions, presenting papers & tutorials, etc.).
- Loss of SC Membership:
 - No contribution to/participation in ISCAS for two (2) consecutive years is considered resignation.
- SC membership logistics
 - The steering committee shall meet annually during ISCAS and shall be organized by the current Chairman and VP-Conferences.

Role and duties of the Conference Division:

The role of the Conference Division Members is to represent the Society within this body. The SC is responsible for providing strategic guidance to the structure and organization of ISCAS. Decision will be taken by the BoG after presentation by the CD members.

SC Meetings:

The SC shall meet annually during ISCAS and shall be organized by the current Chairman. Decisions about future conference venues are made during SC meeting. Annual reports from upcoming ISCAS General Chairs will take place at these official meetings, these reports and feedback should be official agenda items of this body.

ISCAS Bid Packet Requirements

- ISCAS organization should follow IEEE INTERNATIONAL SYMPOSIUM FOR CIRCUITS AND SYSTEMS (ISCAS) ORGANIZING GUIDE and CASS Guidelines for Conference Organizers.
- Conference venue shall be selected at least four years in advance.
- The Call for Proposals to host an ISCAS should be issued by the SC Chairman to IEEE CASS membership in early January.
- SC will review and analyze the Expression of Interest, the full bid packet, and the final presentation.
- ISCAS call is open every year cycling through a non-binding priority to a specific area. SC will keep a balance between three regions as much as possible.
 - Americas, region 1-7 and 9
 - Europe, Middle-East and Africa, region 8
 - Asia and Pacific, region 10

Conference Venue Selection Procedure

- According to the evaluation of Expression of Interest by SC members, all or two or more proposals are selected to submit the full bid packet.
- The presence, in person or by proxy, of at least fifty percent (50%) of SC members shall constitute a quorum of SC meetings to decide conference venue by the full bid packet.
- Although co-chairs may participate in SC meetings and discussion as observers, no voting right is granted to co-chairs.
- Each valid proxy shall be approved by CASS Vice President for Conferences.
- A conference venue is selected if it is apparent that the venue is supported by a majority of SC members
- If necessary, the decision is made by vote by SC members (and proxies).
- Votes may be cast in person or by proxy. Each member (or proxy) has one ballot regardless of multiple qualifications or abstains from voting.
- A venue that receives a majority, more than half valid votes except Chairman, is selected.
- If the result is a tie, Chairman will vote to break the tie.
- If no venue receives a majority, the venue receiving the fewest votes is eliminated and votes are recast.
- Any conflicts of interest of SC members should be noted with those members not being eligible to participate as part of the SC. Conflicts of interest include the following:
 - Conference committee membership (in bid)
 - Close ties/affiliation with any proposed co-sponsors