

# 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, unless there is an extenuating circumstance and conference postponement is absolutely necessary. Conference postponement should be confirmed by both the ISCAS Steering Committee and endorsed by a majority vote of the CASS Board of Governors (BoG).

## 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 a majority vote of the BoG. 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 Division. The strategic outcomes should be approved by the CASS Governance Bodies (ExCom and BoG)

- Composition of the ISCAS Steering Committee is as follows:
  - Steering Committee Chair (CASS VP-Conferences) – does not vote except to break a tie
  - CASS President (*Ex Officio*) – does not vote
  - 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 Conference Division Members
- \* When there are multiple co-chairs, only one can participate (and vote) in the SC, this team should appoint their single representative to the CASS Conference Portfolio Manager each year.
- The ISCAS Steering Committee Chair is the CASS VP Conferences. 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 BoG for majority vote approval and to the bidders after BoG approval, if not approved by the BoG, it should be sent back to the Steering Committee for modification or another call.
- Conditions for maintaining SC Membership Status are:
  - Contributing to ISCAS technically or administratively (attending the SC meetings, 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 SC shall meet throughout the year and annually at ISCAS to make future ISCAS site selection decisions. The meetings shall be organized by the current Chairman and VP-Conferences.
- Conflict of Interest (Col)
  - Any conflicts of interest of SC members should be noted at the time of Eol submissions with those members in Col not being eligible to participate in evaluating Eols, discussing or voting at the SC ISCAS venue selection meeting, see detail below. Conflicts of interest include the following:
    - Conference committee membership (in bid)
    - Close ties/affiliation with any proposed co-sponsors
- Restrictions in case of Col:
  - Any member of the SC who is part of the Organizing Committee (OC) of a bidding proposal to organize a future ISCAS cannot view and evaluate the submitted proposals in the first round, cannot participate at the presentations of the other bidder(s) in the final round nor be present at the discussions of the SC ensuing the bidders' presentations and the final vote.
  - The acting SC chair should not be included as an OC member of any proposal.

#### **Role and duties of the Conference Division:**

The role of the Conference Division (CD) 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 throughout the year and annually at ISCAS to make future ISCAS site selection decisions. The meetings shall be organized by VP – Conferences. 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 the IEEE INTERNATIONAL SYMPOSIUM FOR CIRCUITS AND SYSTEMS (ISCAS) ORGANIZING GUIDE and CASS Guidelines for Conference Organizers documents.
- Future ISCAS venues shall be selected 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, at least two proposals are selected to submit the full bid packet.
- The presence, in person or by proxy, of at least two thirds (67%) of SC members shall constitute a quorum of SC meetings to decide conference venue by the full bid packet and bid presentation.
- Although co-chairs may participate in SC meetings and discussion as observers as long as they are not in Col, no voting right is granted to co-chairs.
- Each valid proxy shall be approved by CASS VP – Conferences at least 24-hours prior to the meeting.
  - A conference venue is selected by a majority vote of SC members and approval vote by the CASS BoG. After the SC makes a venue decision, a representative from the SC should present the rationale for the decision to the BoG before the issuing of a BoG vote.
- Votes may be cast in person or by proxy. Each member (or proxy) not in Col, has one ballot regardless of multiple qualifications or abstains from voting.
- A venue that receives a majority, more than half valid votes except Chairman and President, and approval by the CASS BoG by simple majority vote, is selected. No other venue should be selected until the next call.
- If the result is a tie, Chairman will vote to break the tie.
- If no venue receives a SC voting majority, the venue receiving the fewest votes is eliminated and votes are recast.