



IEEE Transportation Electrification Council Bylaws

Date of Council AdCom Ratification: January 31, 2024
Date of IEEE Vice President, Technical Activities Approval: November 18, 2022
Effective Date: January 1, 2024

These Bylaws provide the supervision and management of Council affairs in accordance with the Council Constitution. Amendments or additions are made by means of the procedures described in the Constitution.

ARTICLE I - RULES OF ORDER

Section 1. In all matters not covered by the Constitution and Bylaws, the Council shall be governed by the latest edition of Robert's Rules of Order.

ARTICLE II - MEMBER SOCIETIES

Section 1. The Member Societies of the Council shall be as defined in the Council Constitution, Article III.

Section 2. Any Member Society unwilling or unable to continue to share responsibilities as defined in the Council Constitution may resign from the Council. When a letter of resignation has been received by the Council Secretary, the resigning Society shall be dropped from the Council roll at the end of the calendar year. Any former Member Society may later rejoin, without prejudice, on the same basis as any new applicant.

Section 3. Any IEEE Operating Unit that is not a member of the Council may send a non-voting liaison to attend the meetings of the Administrative Committee (AdCom) for the purpose of establishing communication between the Council and the non-Member Operating Unit.

Section 4. It shall be the duty of each representative of a Member Society to participate in matters before the Council AdCom, and to keep their home Society informed about Council business and activities.

ARTICLE III - NOMINATIONS, ELECTIONS, AND APPOINTMENTS

Section 1. The Nominations and Appointments Committee shall be constituted per Article V Section 4 of these Bylaws.

Section 2. The Chair of the Nominations and Appointments Committee shall consult with each candidate prior to nomination to determine willingness to serve.

Section 3. The Nominations and Appointments Committee shall be guided in its selections by geographical distribution, principles of diversity and inclusion, past history, technical interest, and evidence of participation in Council activities.

Section 4. The Chair of the Nominations and Appointments Committee shall submit the Committee's list of candidates to the Council AdCom, after informing the Council President, by email or similar means of communication, to all qualified voting members and representatives on the Council AdCom. The officers and representatives may make additional nominations from the floor of the Meeting where the nomination is debated, or by email sent to the entire Council AdCom 10 days or more in advance of the meeting.

Section 5. The names of candidates to the Council who are not eligible under the Constitution or Bylaws shall be withdrawn by the President of the Council or the Chair of the Nominations and Appointments Committee. The reason for withdrawal of the candidate's name(s) shall be made known to the Council AdCom and the candidate.

Section 6. Election of officers shall be from those nominated as specified in these Bylaws. Elections shall be by ballot of the voting members. Secret balloting may be used for offices with two or more candidates. Elected officers will assume their position of office on January 1 of the following calendar year, except to fill a vacancy. In which case the elected official will assume their position immediately.

Section 7. The AdCom shall elect the President-Elect first from members who have served as Officers within the previous three years. If a candidate for President-Elect cannot be identified from within these ranks, then candidates for President-Elect may be chosen from current Society appointed members of the AdCom, including ex-officio members, followed by past members of the AdCom. If candidates cannot be identified from the above pool, they may be chosen from the general membership of member societies.

Section 8. The AdCom shall elect the Vice-President for Technical Activities, Vice-President for Membership, Vice-President for Conferences, Vice-President for Publications, Vice-President for Education, and Vice-President for Standards and Industry Engagement from current Society appointed members of the AdCom, including ex-officio members, followed by past members of the AdCom. If candidates cannot be identified from the above pool, they may be chosen from the general membership of member societies.

Section 9. The term of office and eligibility for reelection or reappointment shall be as follows:

Immediate Past President (2 years, non-renewable), President (2 years, non-renewable), President-elect (2 years, non-renewable), Vice-President for Technical Activities (2 years, renewable once), Vice-President for Membership (2 years, renewable once), Vice-President for Conferences (2 years, renewable once), Vice-President for Publications (2 years, renewable once), Vice-President for Education (2 years, renewable once), Vice-President for Standards and Industry Engagement (2 years, renewable once), Young Professionals Representative (2 years, renewable once), Women in Engineering Representative (2 years, renewable once), Member(s)-at-large (2 years, renewable once).

At the completion of his/her term as President, this individual may be elected again as President-Elect after a lapse of at least one (1) year.

Eligibility for a particular office shall be restored after a lapse from that office of one (1) year.

Section 10. If any Council office becomes vacant at any time during the term, the Council will promptly hold an election to fill the existing vacancy.

Section 11. Elections shall be held for the office of President-Elect, Vice-President for Technical Activities, Vice-President for Membership, Vice-President for Conferences, Vice-President for Publications, Vice-President for Education, and Vice-President for Standards and Industry Engagement, Young Professionals Representative, Women in engineering Representative, and Member(s)-at-large, concurrently, or if by separate vote, in that order. To be elected, a nominee must receive a majority of the votes from the members of the AdCom present at the time of the vote, provided a quorum is present. If no candidate receives a majority on a ballot, the name of the candidate receiving the smallest vote shall be withdrawn and a second ballot taken. This procedure shall be repeated until one candidate receives a majority of the votes.

The Council AdCom may hold contingent elections if an elected officer fails to accept office or is disapproved by IEEE Headquarters because there has been irregularity in the nominations and election procedures, or the candidate has failed to maintain IEEE membership and Council Member Society membership.

Section 12. The current number of Member(s)-at-large positions of the Council is zero (0).

Section 13. The President of the Council shall inform each successful candidate of their election and shall arrange for the transfer of responsibility. The name of each elected officer is reported to both the IEEE Vice President, Technical Activities, and IEEE TAB Managing Director.

Section 14. The President of the Council shall appoint a Secretary and a Treasurer. The term of office is 2 years. Formal approval by the AdCom is required for both offices. Approval is by simple majority for up to three consecutive terms. Under exceptional circumstances, the Treasurer and Secretary's terms may be extended beyond three consecutive terms, with a two-third majority of the AdCom needed for approval.

Section 15. The term of office for Editors-in-Chief of the Council's 100% financially sponsored Periodicals is two years, renewable twice. Upon vacancy or an expiration of a term, the President may appoint a qualified individual to an Editor-in-Chief position as specified in the Constitution. Formal approval by the AdCom is required for all Council Publications Editors-in-Chief. No Editor-in-Chief may serve more than six (6) consecutive years in the same position.

Section 16. The term of office for the Chair of a Technical Committee is two years, renewable once. A Technical Committee (formed by a minimum of 10 IEEE members from the Council Member Societies) covering activities within a well-defined specialist field, may be established by the Council President on the recommendation of the Vice-President for Technical Activities. Formal approval by the AdCom is required for all Council Technical Committee Chairs. No Chair may serve more than four (4) consecutive years in the same position.

ARTICLE IV – OFFICER DESCRIPTION

Section 1. The duties of Officers, other than the President which are defined in the Constitution, and the Secretary and Treasurer which are defined in subsequent sections, shall be as follows:

- a) The President-Elect and Immediate Past President shall assist the President in fulfilling all his or her assigned duties. They shall also assist with liaison activities to outside organizations as needed. The President-Elect shall be an ex-officio member of all Committees of the Council except those chaired by other Officers.
- b) The Vice-President for Technical Activities, serves as Chair of the Technical Activities Committee, shall provide direction for the technical operations of the Council, including but not limited to: technical studies, policies, guidance, and other products and services. The Vice-President for Technical Activities shall coordinate the activities of all the Technical Committees.
- c) The Vice-President for Membership, serves as Chair of the Membership Committee, shall provide guidance and oversight for all member services which includes, but not limited to: Chapter support, creation and funding, membership development, students and graduate students' activities, Council promotion, and cooperation with both IEEE and non-IEEE entities.
- d) The Vice-President for Conferences, serves as Chair of the Conferences Committee, shall provide direction for all conferences, symposiums and workshops activities of the Council, including but not limited to: overseeing, coordinating, and monitoring all conferences, symposiums and workshops organized, sponsored or co-sponsored by the Council, reviewing conferences, symposiums and workshops proposals to be presented for AdCom approval.
- e) The Vice-President for Publications, serves as Chair of the Publications Committee, shall provide direction for all publication activities of the Council. The Vice-President for Publications shall consider, with participation from the Publications Committee, the needs of the Council and shall propose to the AdCom the creation, cancellation, expansion, or contraction of Council publications. The Vice-President for Publications shall receive from the editor of each Council sponsored or co-sponsored publication recommendations related to policy matters such as the designation and development of special issues, recommendation for a change in the number of published pages, and the appointment of editors. The Vice-President for Publications shall not be Editor of any Council sponsored or co-sponsored publication.
- f) The Vice-President for Education, serves as Chair of the Education Committee, shall provide guidance and oversight for all educational activities which includes, but not limited to: Distinguished Lecturer program, webinars, tutorials, student competitions, online courses, podcasts, students and graduate students' activities, and other online or offline resources platforms of the Council.
- g) The Vice-President for Standards and Industry Engagement, serves as Chair of the Standards and Industry Engagement Committee, shall provide direction for all standards and industry related activities of the Council, including but not limited to: recommending Standards to be followed in the Field of Interest of the Council, reporting to the AdCom on Standards in the Field of Interest of the Council that are proposed or established by other organizations, support and promote standards from member societies which are within the scope of the Council, establish and enhance links between the Council and industry, overseeing and managing industry participation and involvement in Council activities.

Section 2. The Secretary shall be responsible for all reports, petitions and records concerning the Council, keeping minutes of all meetings of the Council, and shall prepare such reports as may be required by the Council, the IEEE Technical Activities Board, or the IEEE Executive Committee. The Secretary shall send out notices when instructed to do so by the President or in accordance with requirements of the Council Constitution or Bylaws. Copies of all meeting notices, minutes of meetings, and letter or bulletins sent and received during the previous two years shall be kept by the Secretary, except for those specifically assigned to the custody of others. The Secretary shall send archive copies to IEEE Headquarters.

Section 3. The Treasurer shall be responsible for financial control, financial records, expense reports approval and other financial or budgetary correspondence of the Council.

The Treasurer shall prepare the yearly budget for Council operations. The budget shall be approved by the Council AdCom and sent to TAB for approval. The Treasurer shall monitor expenditures to verify that they are in accordance with the approved budget. In the event expenses or income diverge significantly from the budget, the Treasurer shall inform the President, President-Elect, and the appropriate Vice President of the situation.

The Treasurer shall prepare financial reports and shall keep Member Societies informed on Council financial matters.

The Treasurer shall utilize the services of IEEE headquarters as bursar for all funds of the Council, as provided by the IEEE Bylaws and Statements of Policy.

Section 4. No officer of the Council, member of the Council, or Editor-in-Chief shall receive, directly or indirectly, any honorarium, traveling expenses, compensation, or emolument from the Council unless authorized by Council AdCom, or as detailed within these Bylaws of the Council in a manner that conforms to IEEE policies and procedures.

ARTICLE V - STANDING AND AD HOC COMMITTEES

Section 1. The Council may establish Standing Committees as deemed desirable. The Standing Committees are committees that are established in the Bylaws. The Standing Committees of the Council are as follows:

- Awards Committee
- Conferences Committee
- Constitution and Bylaws Committee
- Education Committee
- Fellows Evaluation Committee
- Membership Committee
- Nominations and Appointments Committee
- Publications Committee
- Standards and Industry Engagement Committee
- Strategic Planning Committee
- Technical Activities Committee
- Women in Transportation Committee
- Young Professionals Committee

Section 2. The terms of office of Standing Committee Chairs and members shall be for two years, renewable once. Eligibility shall be restored after a lapse from that office of one (1) year. Standing Committee Chairs and members may only serve one additional term of two years. For the Committees chaired by an officer of the Council as defined in Article IV, the terms of office of Chairs shall be the same as their term of office as officers of the Council. For other Standing Committee Chairs, their appointment shall be approved by the AdCom, upon recommendation of the President. All member appointments of the Standing Committees shall be approved by the AdCom, upon recommendation of the President and/or the Chair.

Section 3. Each Standing Committee may create subcommittees, in coordination with and the approval of their respective Vice-President or Chair.

Section 4. The Nominations and Appointments (N&A) Committee shall be appointed by the AdCom of the Council upon the recommendation of the President, in accordance with the provisions of the Constitution, and appropriate Sections of these Bylaws. The N&A Committee shall consist of a Chair and between 5 and 7 members.

- a) The Chair of the N&A Committee shall be the Immediate Past President. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the N&A Committee available shall be the Chair of the N&A Committee. With extenuating circumstances, a different individual may be appointed to this position.
- b) Chairs shall not be eligible to be elected to the AdCom during their term of service.
- c) At least two-thirds of the voting members of the N&A Committee shall be elected or appointed by the Council AdCom.
- d) A member of the N&A Committee may be nominated and run for a position for which such member's respective N&A Committee is responsible for making nominations only on the following conditions:
 - (i) the nomination is not made by a member of the same N&A Committee and
 - (ii) the member resigns from the N&A Committee prior to its first meeting of the year in which the nomination is made.

Section 5. The Awards Committee shall consist of a Chair and between 3 and 7 members. The functions of the Awards Committee shall be to: solicit nominations, review nominations, and recommend candidates for awards and prizes in accordance with requirements, rules and regulations of IEEE, both for general IEEE Awards and Council Awards; propose and recommend approval of the Council regulations on awards; and prepare and recommend approval of the budget for the awards sponsored by the Council.

Section 6. The Conferences Committee is chaired by the Vice-President for Conferences. The functions of the Conferences Committee shall be to: recommend approval of Council sponsored and co-sponsored conferences, symposiums and workshops (including location, schedule, finance/budget, technical quality, organization, reports, committees, Council representation, publications, reviewing process, attendance, and industry engagement); guide conference organizers and monitoring finances for conferences where the Council is a financial sponsor or co-sponsor; and identify opportunities for Council participation in the conferences sponsored and co-sponsored by Member Societies of the Council, or other IEEE or non-IEEE entities.

Section 7. The Secretary of the Council shall serve as the Chair of the Constitution and Bylaws Committee if no other appointment has been made. Additional members may be appointed by the President upon request of the Council's AdCom or the Secretary. The functions of the Constitution and Bylaws Committee shall be to: maintain up-to-date copies of the Constitution and Bylaws and to make them available on the Council's website; ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of IEEE; and recommend changes in the Constitution or Bylaws as necessary to conform to the development of the Council. The Chair of the Constitution and Bylaws Committee shall also serve as Parliamentarian and consultant on procedural matters at meetings of the Council AdCom.

Section 8. The Education Committee is chaired by the Vice-President for Education. The functions of the Education Committee shall be to: define and recommend approval of annual planning for the educational activities; manage the Distinguished Lecturer Program of the Council; stimulate and review proposals for educational activities such as webinars, tutorials, podcasts, etc.; recommend approval of Council sponsored and co-sponsored educational activities, such as student competitions, etc.; and coordinate the online resources platforms of the Council.

Section 9. The Fellows Evaluation Committee shall consist of a Chair and between 5 to 7 members. The functions of the Fellows Evaluation Committee shall be to: solicit member nominations for elevation to the Fellow grade; and review Fellow nominations on behalf of the Council. The Chair must be an IEEE Fellow.

Section 10. The Membership Committee is chaired by the Vice-President for Membership. The functions of the Membership Committee shall be to: promote the Council both inside and outside of IEEE, in all regions worldwide; use contacts to the best advantage in promoting the interests of the Council concerning its publications, conferences, education and other activities; manage and support the Council chapter or joint chapter creation and operation in IEEE Geographical Units; and stimulate Student Branch activities in coordination with the Education Committee of the Council.

Section 11. The Publications Committee is chaired by the Vice-President for Publications and shall include at least the Editors of all the publications of the Council. The functions of the Publications Committee shall be to: establish publication policy of the Council; recommend approval of Editors for all Council publications; recommend approval of Council representatives and Editors (when needed) for all Council co-sponsored publications; represent the Council in all Council sponsored and co-sponsored periodical publications reviews; recommend opportunities and approval for new publication sponsorship or co-sponsorship.

Section 12. The Standards and Industry Engagement Committee is chaired by the Vice-President for Standards and Industry Engagement. The functions of the Standards and Industry Engagement Committee shall be to: work and coordinate with the IEEE Standards Association, the Vice-President for Technical Committee, and appropriate Technical Committees to identify the need for recommending a new standard, or update an existing standard, and to provide resources in accordance with IEEE policies and procedures; and coordinate Industrial Activities and standards across the Council and Member Societies.

Section 13. The Strategic Planning Committee shall consist of a Chair and shall include at least the Council President, President-Elect, and immediate Past President as members. The functions of the Strategic Planning Committee shall be to: Prepare the future of the Council by anticipating any action to improve its mode of operation; make recommendations on the future direction and opportunities for Council activities; stimulate cooperation with other Organizational Units of the IEEE or other organizations; analyze the needs of the Council Member Societies and worldwide communities interested in the Council field of interest; and prepare and coordinate long-range planning reports for the Council.

Section 14. The Technical Activities Committee is chaired by the Vice-President for Technical Activities. The functions of the Technical Activities Committee shall be to: coordinate the work of all Council Technical Committees; recommend approval for proposals for the creation, operation and disbanding of Technical Committees; evaluate work and performance of Technical Committees; coordinate with Council sponsored and co-sponsored conferences chairs in organizing special sessions, tutorials, and other important technical activities; and participate in the development of new technical activities business involving the Council and other IEEE Operational Units.

Section 15. The roles of the Young Professionals Committee and the Women in Transportation Committee shall be to engage with Young Professionals and Women in Engineering representatives of MGA and member societies and assist in furthering the needs of Young Professionals and Women in Engineering with an interest in the Council's Field of Interest.

Section 16. Ad Hoc Committees may be created by the Council President with approval of the AdCom. For each such case, the number of members of each Committee, how the members are to be selected, the terms of the members and the term of life of each Ad Hoc Committee shall be specified at the time of its creation. Ad Hoc Committees shall be automatically dissolved at the end of the calendar year, unless renewed explicitly by the AdCom of that year.

ARTICLE VI - FINANCES

Section 1. The Treasurer shall submit a proposed Council budget for the ensuing year in accordance with IEEE budget development guidelines. When approved by the Council AdCom and TAB, this budget shall become the working budget for the following year. The Treasurer shall obtain regular financial statements of receipts, expenditures, and balances from IEEE, monthly if possible, and shall provide regular updates to the President and to the AdCom. The Treasurer shall also provide updates to IEEE in the course of the year, when requested, of possible adjustments in income or expenditure expectations.

Section 2. Payments of Council expenses authorized by the budget shall be on order of the Society Treasurer or of the Council President, in the absence of the Treasurer.

Section 3. Financial support for the Council shall be derived from Member Society sponsorship (if any), the sale of the Council publications, educational content, conference proceedings, workshops and tutorials, and any other media not identified within this section, investment income, and from its share of any surplus from Council sponsored Conferences.

Section 4. All Council conferences shall use IEEE NextGen Banking (or what is recommended at the time by IEEE) as a priority unless a strong motivation can be presented. The treasurer of any Council-sponsored conference shall provide the Council Vice-President for Conferences with a conference budget, as well as regular updates of conference finances. Conference treasurers are authorized to open an IEEE NextGen Banking account in the Conference's name, to be used for the deposit and disbursement of funds related to the Conference, in compliance with IEEE fiscal rules, policies and operational guidelines. The Vice-President for Conferences and the Treasurer shall be signatories on any bank account opened by a conference sponsored by the Council.

Section 5. For conferences jointly co-sponsored with other entities (IEEE or non-IEEE), when a Memorandum-of-Understanding (MoU) is signed by all the co-sponsoring entities, the MoU takes precedence over Article VI, Section 4.

Section 6. The Council may raise revenues by means other than those listed above provided such means are consistent with applicable IEEE rules and regulations and are within the approved Council's Field of Interest. The Council must receive an opinion from IEEE that any revenue not explicitly covered by IEEE Statements of Policy does not conflict with IEEE policy before being received by the Council.

ARTICLE VII - COUNCIL MEETINGS

Section 1. The Secretary shall announce to the members of the Council AdCom, all Chairs of Standing and Ad Hoc Committees, and appropriate guests, of the time, place, and agenda of all meetings of the Council AdCom at least thirty (30) days in advance of the meeting by email or other appropriate electronic transmission. The President determines the dates and locations of AdCom meetings.

Section 2. A roll call shall be made at the beginning of each Council AdCom meeting. The Secretary shall record the names of those present and announce whether a quorum exists. Presence and voting ability means the individual is physically in the meeting room, or, if remote, can be seen or heard in an unambiguous manner, and can participate synchronously in the debate.

Section 3. The Secretary shall transmit in writing within twenty (20) days of their adoption all motions, directives, or orders of the Council to all AdCom members. The Secretary shall also transmit a copy of the Minutes of the Council AdCom meetings to all officers, members of the Council AdCom, Chairs of standing and Ad Hoc committees, and to the secretary of the IEEE Technical Activities Board within thirty (30) days of the meeting. As soon after 1 January of each calendar year, as practicable, the Secretary shall provide a directory listing with the names, address, and contact information of the above-mentioned to all AdCom members.

Section 4. The Chairs of Standing Committees, who are not voting members of AdCom, shall be invited to attend all meetings of the Council AdCom.

Section 5. Meetings of the Council AdCom may be canceled within fourteen (14) days of the scheduled meeting only by consent of a majority of all the voting members of the AdCom. Notice of such cancellation or changed date shall be given to all AdCom members by email or other appropriate electronic transmission not less than ten (10) days before the original or the new date, whichever is earlier.

Section 6. Meetings of the Council AdCom may be held at international or regional technical meetings, conferences, or conventions of the IEEE, organized jointly or separately, with a Section or another Society whenever such a meeting is deemed desirable by the Council.

ARTICLE VIII – ACTION OF THE COUNCIL ADCOM AND COMMITTEES THEREOF

- a) The vote of a majority of the votes of the members who are present and entitled to vote, at the time of vote, provided a quorum is present, shall be the act of the Council AdCom or any committee thereof.
- b) The Council AdCom or any committee thereof may meet and act upon the vote of its members by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

- c) The Council AdCom or any committee thereof may take action without a meeting if applicable (e.g., email voting). An affirmative vote of a majority of **all** the voting members of the Council AdCom or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the Council AdCom committee thereof. "Electronic transmission" means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.
- d) Voting. Individuals holding more than one position on the Council AdCom or any committee thereof, shall be limited to one vote on each matter being considered by the AdCom or committee.
- e) Proxy voting is not allowed.

ARTICLE IX – AMENDMENTS

Section 1. Amendments to these Bylaws may be made by the process specified in the Constitution.