Optical Networking Technical Committee
Policies and Procedures

1. CHARTER

The Optical Networking Technical Committee will serve as ComSoc's focal point in the area of optical networking and communication technologies. The Technical Committee will play an active role in stimulating and organizing leading-edge optical networking symposia, workshops, sessions and tutorials at ICC and Globecom, and in particular serving OFC and other premier M & C venues. It will also work with the publication departments of ComSoc, existing ComSoc TCs and related societies to organize timely journal and magazine publications, including on-line publications at the ComSoc portal. The Technical Committee will also serve as a proactive facilitator in the dissemination of evolving optical networking standards by working closely with standards forums such as OIF, IETF, and ITU/T1.

2. MEMBERSHIP

A member of the technical committee is anyone who has been actively participating in the committee activities at least for the past six months or those who have been active members in a time frame involving the five previous years.

3. OFFICERS

The committee has the following officers:
1. Chair
2. Vice Chair
3. Secretary
Each position is for a term of two years.

The **Chair** of the committee reports directly to the Vice President Technical Activities within the guidelines of ComSoc and represents the committee to TAC and to any other ComSoc committee or board meeting which requires representation.

The overall responsibilities of the chair will include the following:

- ✓ Support for ComSoc activities such as publications, conferences, educational services, standards activities, membership development, awards etc.
- ✓ The chair will recommend directions to the committee for activities that will influence and promote the optical networking and communications theme, spanning technology and applications.
- ✓ The chair will further support ComSoc journals, magazines, and standards activities by soliciting volunteers as authors and editors, submitting proposals, and identifying committee members from its membership.
- ✓ Defining and communicating roles and responsibilities of the officers that will be voted upon by the general committee membership by a majority.
- ✓ Appoint members to non-elected positions. Any appointment should be approved by the Committee membership in a Committee meeting.
- ✓ Appoints Chairs of Subcommittees and Special Interest Groups as necessary
- ✓ Defining and communicating nomination procedures for election of officers.
- ✓ Timely dissemination of activity information to the membership through web site or email or both
- ✓ Planning, announcement and conduction of the committee meetings.
- ✓ Defining budget and expense policies and procedures
- ✓ The chair will work with the Secretary and the Vice chairs to generate a meeting agenda and conduct the meeting per parliamentary procedure. The chair will ensure that the meeting agenda, time, and place are posted on the web at least 1 weeks prior to the meeting.
- ✓ Attend TAC meetings as the committee representative;

Vice Chair supports the Chair in conducting the committee's business and assumes the Chair's responsibilities in case of his/her absence.

The Vice Chair is responsible for:
- ✓ The Vice Chair will participate in all the committee meetings;
- ✓ Assume Chair's responsibilities in absence of chair;
- ✓ Assists the TC Chair and Secretary in his/her activities
- ✓ Advise Chair on issues related to the committee's activities.
- ✓ Promote activities and identify opportunities in their regions

The **Secretary's** responsibility includes:
- Work with Chair to prepare meeting agenda;

- The Secretary will participate in all the committee meetings and will support the Chair as required;
- Take minutes and attendance at the committee meetings;
- Keep a record of meetings minutes. The Secretary will post the meeting minutes on the web no later than 1 month after the meeting is held. Action items requiring immediate attention will be posted on the web as soon as time permits. As part of the each conference agenda, the Secretary will request for a formal approval of the notes from the committee. Before posting the notes on the web, the Secretary will request for verification of the notes with the Chair and the Vice Chairs. The minutes should include a list of attendees.
- Maintain a list of the committee membership. This list will not be available to anyone in deference to the privacy of the individuals;
- Maintain information on the committee's website;
- Maintain the committee's electronic resource repository, where members of the community can contribute source code, algorithms and relevant material for the membership.
- Provides an annual written report, which shall be distributed to the VP-TEA-C, the Director-Technical Committees, and TC members prior to each meeting held at ICC.

If a TC officer position becomes vacant before normal conclusion of his/her term, the remaining term shall be filled through a special election by the committee membership. However, if the position is not filled, for whatever reason, prior to or at the next regularly scheduled committee meeting, the current committee officers shall appoint someone to serve for the remainder of the interrupted term. Positions filled shall be for completion of the interrupted term. The committee, at its discretion, may add additional elected and/or appointed (non-officer) positions for efficient operation of the committee.

4. NOMINATION AND ELECTION POLICIES

The term for the committee officers will be two years. Elections will be held every two years to elect officers for another term of two years. The term can be extended for at most one year upon consultation to the committee membership. After each election of officers, the TC Chair shall provide an

Election Report to the Director-Technical Committees and the VP-TEA within two weeks. Election results shall be authorized by the Director - Technical Committees upon consultation with the VP-TEA.

Nomination Process

An ad hoc nomination committee will be appointed by the committee officers to seek nominations for the vacant committee position(s). The nomination committee will be established at the committee meeting prior to the one at which elections are to be conducted. The committee will consist of at least 3 members. The nomination committee must include as many past committee chairs as available to serve. Additional members to the nomination committee may be added from the committee membership. The nomination committee will be given a task of identifying candidates for the vacant officer position(s). The names of potential candidates must be circulated among the committee's membership at least 15 days prior to the committee's meeting at which elections are to be conducted. All candidates must consent to their nominations and must show willingness to serve the committee, if elected. Eligible candidates for nominations for the committee officer position(s) are those who have been committee members at least for the past six months. Members of the nomination committee are not eligible to become a candidate. The nomination committee will be automatically dissolved after the election and installation of new committee officers.

Election Process

Elections for the committee officer positions will be administered by the committee's Chair. In the case of Chair's absence, Chair's designee will conduct the elections. In the case of two candidates for the same position, election will be by a simple majority. In case there are more than two candidates, election will consist of a series of elections. At each stage of voting, the candidate gathering the fewest votes will be eliminated. This process will continue until only two candidates remain.

The voting process will normally by a secret ballot. Votes will be counted by at least two members of the nomination committee. The committee's secretary will maintain a record of the election results.

Voting

Any member of the technical committee has the right of voting for officers. Normally, voting members in attendance at a meeting will be allowed to vote in elections as well as on other issues that need to be decided by a voting process. However, written proxy votes will also be permitted and arrangement for such proxy votes must be made prior to the committee

meetings. A voting member present in the meeting will be allowed to cast no more than two written proxy votes. When needed, electronic voting process will be implemented as soon as its details are worked out.

5. TECHNICAL COMMITTEE MEETINGS

Committee meetings will be scheduled three times a year at OFC, ICC and GLOBECOM conferences. Meeting announcements and agenda for the meeting will be distributed to the committee membership via email and posted on the web site prior to the meeting. Minutes of the meetings shall be posted on the web site as well as distributed via the committee mailing list at most one month after the meeting. The committee always encourages conference participants to attend the committee meetings and join the committee membership.

6. FINANCES

When a Committee feels that funds are needed to fulfill its mission, a proposal will be prepared by the Chair and submitted to the Vice President of Technical Activities. The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested.

The Chair is responsible for elaborating the budget and soliciting financial support for the committee activities. If approved by the Vice President Technical Activities, the funds will be used in accordance with the COMSOC procedures.

7. AD-HOC COMMITTEES

The Committee Chair can create and appoint members for ad-hoc committees which major responsibility is to advice the chair in specific matters.

8. ONTC Award Subcommittee

ONTC recognizes outstanding contributions, both technical and service contributions, to the technical committee and the community it serves. The Awards Subcommittee Chair shall be appointed by the TC Chair and the TC Chair shall appoint four members to the subcommittee including at least one TC officer (unless conflicts of interest exist for all officers). The members of the Awards Subcommittee, including the Chair, shall be approved in a TC meeting and information on the Awards Subcommittee

members (name, affiliation, and email address) and their terms shall be posted on the TC web page. The term for this committee will be two years. The Award Subcommittee will be responsible for the following yearly awards:

- ONTC Outstanding Technical Achievement Award (0-1 per year)
- ONTC Service Award (0-1 per year)

The two awards will be given based on excellent technical achievements in the area of optical networking and exemplary services to ONTC, respectively. To become eligible for the awards:
- The nominee must be an ONTC member at the time of nomination.
- For Service Award, the nominee must have been an ONTC member for a sustained period.

Nominations should be sent to the committee chair using the following format:
- Award name
- Nominator name, affiliation, and contact info
- Nominee name & affiliation
- Up to one page supporting statement

Selection Process

The TC Award subcommittee is responsible for indicating the individuals selected to receive the awards to the ONTC chair. Final decision shall be made by the award committee and approved by ONTC chair. Decision shall be made in a period which will make feasible the handling of the award at the designated ONTC meeting or conference. Selection criteria shall be established by the ONTC Award subcommittee chair. The ONTC Award subcommittee chair shall discuss with the subcommittee members the criteria to be employed.

The reviews, voting and any deliberations of the award subcommittee shall stay strictly confidential. No correspondence will be sent to authors of the nominated papers, and no complaint will be considered during the election process.

If the award subcommittee considers that no candidate fulfills the established criteria, no award should be issued regardless of the call for nomination.

The Chair of the TC Awards Subcommittee shall prepare an Awards Selection Report containing the following information for each award:

- the process conducted to select the award recipient,
- the names of all candidates for the award,
- the name of the recipient of the award and associated justification

The TC Chair shall send the Awards Selection Report to the Technical Committees Director for approval. The Technical Committees Director shall approve the Awards Selection Report within two weeks of receipt. If the Director does not approve the report, the TC Chair shall be contacted to discuss the issues raised. A revised report may be submitted to the Director for approval. If the outstanding issues are not resolved between the Director and the TC Chair, the VP-TEA shall bring the matter to the TEA-C for a final decision. Once the Awards Selection Report has been approved, and only then, the final award recipients may be announced.

9. Standards Liaisons

In addition to officers, the TC will have a Standards Liaison; this appointment will be made by the TC chair by seeking feedback. Moreover, in the case the Standards Liaison cannot participate to the Internet Engineering Task Force (IETF) congresses of the Internet Society, the TC chair may appoint an additional Liaison having as main role to report on ongoing activities at the Internet Research Task Force (IRTF) meetings. The Standards Liaison appointment(s) will be normally for two years, renewable.