

4.3.5 THE INSTITUTE Editorial Advisory Board Charter

A. GENERAL

THE INSTITUTE Editorial Advisory Board is an organizational unit of, and reports to, PSPB.

B. SCOPE

The editorial mission of THE INSTITUTE is defined in Section 8.3.3.

C. FUNCTIONS

THE INSTITUTE Editorial Advisory Board shall provide advice and counsel to the Editor of THE INSTITUTE through individual discussion and during Editorial Board meetings.

D. COMPOSITION

THE INSTITUTE Editorial Advisory Board shall consist of up to nine voting members and three non-voting members as follows:

Voting Members

- Up to three members shall be appointed annually. Board members may be proposed by the Board itself or by the Editor of THE INSTITUTE subject to approval by PSPB. An effort should be made to assemble a Board that reflects many different elements of the IEEE membership.
- Voting members are appointed because of their deep interest in the publication, their understanding of the publishing business, writing experience, their representation of membership outside of the United States which provides a global perspective; and their representation of an IEEE Affinity group, Chapter, Society, Section or Region.

Non-Voting Members

- PSPB Chair
Staff positions as appointed by the IEEE Executive Director
- Editor of IEEE SPECTRUM
- Staff Executive - Publications
- Editor of THE INSTITUTE shall serve as the non-voting Chair of the Editorial Advisory Board.

E. MEMBERSHIP REQUIREMENTS

All voting members of THE INSTITUTE Editorial Advisory Board shall be IEEE Members, Graduate Student Members, Senior Members, or Fellows.

F. TERMS OF OFFICE

Each voting member serves a three-year term, beginning 1 January, with the possibility of re-appointment for another three-year term. The number of consecutive terms shall not exceed two.

G. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for THE INSTITUTE Editorial Advisory Board shall be provided through the normal budgetary processes of PSPB. Administrative support is provided by the editorial staff of THE INSTITUTE

H. MEETINGS

THE INSTITUTE Editorial Advisory Board shall hold at least one meeting a year and be chaired by the Editor of THE INSTITUTE.

I. REPORTS

THE INSTITUTE Editorial Advisory Board will issue the following reports:

1. Activity reports from THE INSTITUTE's Editor are made at each PSPB meeting.

J. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.