

BYLAWS OF THE IEEE NANOTECHNOLOGY COUNCIL.....	1
BYLAWS : TABLE OF CONTENTS	1
ARTICLE B1 RULES OF ORDER	2
<i>B1.1 Robert's Rules of Order.....</i>	<i>2</i>
ARTICLE B2 MEMBER SOCIETIES	2
<i>B2.1 List of Member Societies</i>	<i>2</i>
<i>B2.2 Responsibilities.....</i>	<i>2</i>
ARTICLE B3 NOMINATIONS, ELECTIONS AND APPOINTMENTS	2
<i>B3.1 Nominations and Appointments Committee</i>	<i>2</i>
<i>B3.2 Willingness to Serve of Nominees</i>	<i>2</i>
<i>B3.3 Nominations Principles</i>	<i>3</i>
<i>B3.4 Report of the Nominating Committee.....</i>	<i>3</i>
<i>B3.5 Withdrawal.....</i>	<i>3</i>
<i>B3.6 Balloting</i>	<i>3</i>
<i>B3.7 Criteria for Office.....</i>	<i>3</i>
<i>B3.8 Terms of Office</i>	<i>3</i>
<i>B3.9 Vacancies</i>	<i>4</i>
<i>B3.10 Election Order.....</i>	<i>4</i>
<i>B3.11 Reporting.....</i>	<i>4</i>
<i>B3.12 Editor Appointments.....</i>	<i>4</i>
ARTICLE B4 STANDING COMMITTEES	5
<i>B4.1 List of Standing Committees.....</i>	<i>5</i>
<i>B4.2 Additional Committees</i>	<i>5</i>
<i>B4.3 Subcommittees.....</i>	<i>5</i>
<i>B4.4 Meetings Committee.....</i>	<i>5</i>
<i>B4.5 Publications Committee</i>	<i>5</i>
<i>B4.6 Technical Activities Committee</i>	<i>6</i>
<i>B4.7 Nominations and Appointments Committee</i>	<i>6</i>
<i>B4.8 Constitution and Bylaws Committee</i>	<i>6</i>
<i>B4.9 Finance Committee</i>	<i>6</i>
<i>B4.10 Liaison and Transnational Committee</i>	<i>7</i>
<i>B4.11 Regional Interest Groups Committee</i>	<i>7</i>
ARTICLE B5 FINANCES	7
<i>B5.1 Budget and Reports</i>	<i>7</i>
<i>B5.2 Financial Support.....</i>	<i>7</i>
<i>B5.3 Conference Bank Account</i>	<i>7</i>
ARTICLE B6 COUNCIL MEETINGS	8
<i>B6.1 Notification.....</i>	<i>8</i>
<i>B6.2 Quorum</i>	<i>8</i>
<i>B6.3 Secretary's Duties</i>	<i>8</i>
<i>B6.4 Non-Voting Attendees.....</i>	<i>8</i>
<i>B6.5 Meeting Cancellation</i>	<i>8</i>
<i>B6.6 Location of Meeting</i>	<i>8</i>
ARTICLE B7 TRANSITION FROM TAB COMMITTEE TO COUNCIL	9

BYLAWS OF THE IEEE NANOTECHNOLOGY COUNCIL

These Bylaws provide detailed guidance for the supervision and management of Council affairs, in accordance with the Council Constitution. Amendments or additions may be made by means of the procedures described in Article C11.2 of the Constitution.

ARTICLE B1 RULES OF ORDER

B1.1 Robert's Rules of Order

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

ARTICLE B2 MEMBER SOCIETIES

B2.1 List of Member Societies

The Member Societies of the Council shall be those formally admitted by the IEEE Technical Activities Board in accordance with the Council Constitution. A current listing of Member Societies will be maintained by the TAB Secretary at Item Headquarters.

B2.2 Responsibilities

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.

ARTICLE B3 NOMINATIONS, ELECTIONS AND APPOINTMENTS

B3.1 Nominations and Appointments Committee

The Nominations and Appointments Committee, which is a Standing Committee of the Council, shall consist of a Chair and three other members. At least one committee member shall not be a current Council Adcom society representative but shall belong to at least one Member Society. The Immediate Past President shall be the Chair of the Nominations and Appointments Committee. Other officers of the Council may not serve on the Nominations and Appointments Committee nor be members ex-officio.

B3.2 Willingness of Nominees to Serve

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

B3.3 Nominations Principles

The Nominations and Appointments Committee shall be guided in its selections by the principles of efficiency, geographical distribution, past history, and technical interest.

B3.4 Report of the Nominating Committee

The Chair of the Nominations and Appointments Committee shall submit the Committee Report to the Council AdCom at the beginning of its Annual Meeting, or with the approval of the Council President, by letter to all qualified voting officers and representatives on the Council AdCom prior to the Annual Meeting. From the floor of the same meeting or by letters mailed to the entire Council AdCom, the officers and Adcom society representatives may make additional nominations.

B3.5 Withdrawal

The names of any candidates, for election as Council officers, who are not eligible under the Constitution or Bylaws shall be withdrawn by the President of the Council.

B3.6 Balloting

Election of the officers, whenever a vacancy exists, shall be from those nominees as specified in these Bylaws, Article B3.2, 3.3, 3.4 and 3.5. Elections shall be by secret ballot of the voting members of the Council AdCom. Nominations must be made by voting AdCom members.

B3.7 Criteria for Office

The AdCom shall elect the Vice-President for Conferences, the Vice-President for Publications, the Vice-President for Technical Activities and the Vice President for Finances from its current members or from those past members who have served as Society-appointed or ex-officio AdCom members within the previous three years. The AdCom shall elect the President-elect from its members who have served as Officers of the NTC within the previous four years. If a candidate for President-elect cannot be found who meets this criterion, then candidates for President-elect may be chosen from the current Society-appointed members of AdCom or among those past members who have served as Society-appointed AdCom members within the previous three years.

B3.8 Terms of Office

The terms of office for the Officers of the Council, and their eligibility for reelection shall be:

the President-elect (1 year term, renewable once),
the President (1 year term, renewable once),
the Immediate Past-President,

the Vice-President for Conferences (2 year term, non-renewable),
the Vice-President for Publications (2 year term, non-renewable),
the Vice-President for Technical Activities (2 year term, non-renewable),
and the Vice President for Finances (2 year term, renewable).

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

B3.9 Vacancies

If any Council office becomes vacant at any time during the Year, and if the vacant office cannot be filled by logical succession of an existing Council officer as described in the Constitution and Bylaws, the Council will promptly hold an election to fill the existing vacancy.

B3.10 Election Order

As needed, elections shall be held separately for the offices of President-elect, Vice-President for Conferences, Vice President for Publications, Vice-President for Technical Activities and Vice President for Finances, in that order. To be elected, a nominee must receive a majority of the votes cast by members of the Council Adcom. 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 vote.

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

B3.11 Reporting

The President of the Council shall inform each successful candidate of his or her election and shall arrange for the transfer of responsibility. The name of each elected officer shall be reported to the Chair and Secretary of the IEEE Technical Activities Board.

B3.12 Editor Appointments

The term of office for all Editors of the Council's periodicals is two Years, renewable twice. Upon a vacancy or an expiration of a term, the President may appoint a qualified individual to an Editor post, with the advice of the Nominations and Appointments and Publications Committees, and with the Consent of AdCom. Eligibility for an Editor post shall be restored after a lapse of two years.

ARTICLE B4 STANDING COMMITTEES

B4.1 List of Standing Committees

The Standing Committees shall include the following:

- 1. Meetings.....Chair: VP for Conferences
- 2. Publications..... Chair: VP for Publications
- 3. Finance Chair: VP for Finances
- 4. Technical Activities Chair: VP for Technical Activities
- 5. Nominations and Appointments Chair: Immediate Past President

- 6. Constitution and Bylaws..... Chair: Presidential Appointee
- 7. Fellows Chair: Presidential Appointee
- 8. Standards Chair: Presidential Appointee
- 9. Liaison and Transnational..... Chair: Presidential Appointee
- 10. Education Chair: Presidential Appointee
- 11. Regional Interest Groups Chair: Presidential Appointee
- 12. Video Tutorials Chair: Presidential Appointee

B4.2 Additional Committees

The Council may establish such additional Standing or Ad Hoc Committees as may be deemed desirable. Regional Interest Groups may be established by the regional interest groups committee.

B4.3 Subcommittees

Each Standing Committee shall have the power to create subcommittees of its own selection.

B4.4 Meetings Committee

The organization of each Conference or Technical Meeting sponsored by the Council shall include a Steering Committee and a Program Committee whose Chairs shall be appointed by the President upon the recommendation of the Meetings Committee and with the advice and consent of the Council AdCom. The Meetings Committee, with approval of the Council, may plan, organize and sponsor other activities held in conjunction with Conferences of other societies. The Meetings Committee shall be chaired by the Vice President for Conferences.

B4.5 Publications Committee

The Publications Committee shall be composed of the Vice President for Publications (as Chair), the Editors of all the publications of the Council (as ex-officio, voting members),

and at least 4 additional members who are or have been members of the Council's Adcom. This Committee shall establish publication policy subject to annual review by the Council. It shall assist Editors of Council Periodicals in the choice of special topics and in guiding and planning all Publications.

Editors may designate associate editors, special guest editors, and manuscript reviewers, doing so in accordance with general IEEE statements of Policy.

Editorial expenses must be in accordance with an annual budget approved by the Council. Editors may authorize publication expenses, but shall be responsible for adherence to the publication budget.

B4.6 Technical Activities Committee

The Technical Activities Committee shall be chaired by the Vice-President for Technical Activities and shall include the Chairs of all of the Technical Committees and the Chair of the Regional Activities Committee of the Council.

B4.7 Nominations and Appointments Committee

The Nominations and Appointments Committee shall be appointed by the President of the Council in accordance with the provisions of the Constitution and Article B3.1. It shall have the duties described in Articles B3.1, B3.2, B3.3, B3.4. The Chairperson of the Nominations and Appointments Committee shall be the Immediate Past President of the Council.

B4.8 Constitution and Bylaws Committee

The Constitution and Bylaws Committee, including its chair, shall be appointed by the President of the Council in accordance with the provisions of the Constitution of the Council. Additional members may be appointed by the President upon request of the Council's Adcom.

The functions of the Constitution and Bylaws Committee will be to:

- a. Maintain up-to-date copies of the Constitution and Bylaws and make them available upon request.
- b. Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of IEEE Headquarters.
- c. Recommend changes in the Constitution or Bylaws as necessary to conform to the development of the Council or to changes by IEEE Headquarters.
- d. The Chair of the Constitution and Bylaws Committee shall serve as Parliamentarian and Consultant on Procedural matters at meetings of the Council AdCom.

B4.9 Finance Committee

The Finance Committee shall assist the Vice President for Finances in developing Council budgets, reviewing long-range fiscal planning, and suggesting new sources for income. The Finance Committee shall be Chaired by the Vice President for Finances.

B4.10 Liaison and Transnational Committee

The Liaison and Transnational Committee shall assist the President in maintaining the Liaison Activities of the Council. This Committee shall be chaired by the Immediate Past President.

B4.11 Regional Interest Groups Committee

The Regional Interest Groups Committee shall assist the Vice-President for Technical Activities in initiating, developing and coordinating Regional Interest Groups.

ARTICLE B5 FINANCES

B5.1 Budget and Reports

The Vice President for Finances shall submit a proposed Council budget for the ensuing year in accordance with IEEE budget development guidelines. When approved by the Council and the TAB, this budget shall become the working budget for the following year. This approved budget will constitute authorization to the Vice President for Finances to disburse the funds in amounts not to exceed any budgeted item.

The Vice President for Finances shall be responsible for forwarding to IEEE Headquarters the approved budget, and Headquarters will be thereby authorized to disburse the funds in accordance with instructions from the Vice President for Finances.

The Vice President for Finances shall obtain a financial statement of receipts, expenditures, and balances from IEEE Headquarters at least twice yearly and shall distribute copies of this statement to all members of the Council AdCom. The Vice President for Finances shall also keep a running account of commitments to date.

B5.2 Financial Support

Financial support for the Council shall be derived from income from sales of Council Periodicals, Books, Videotapes and IEEE Press publications, its share of any surplus from Council sponsored Conferences; and any income realized through investments. Periodicals subscription prices to members of the Council Member Societies shall be set to no less than self-sustaining.

B5.3 Conference Bank Account

The Treasurer of any Council-sponsored Conference is authorized to open an account in the Conference's name, to be used for the deposit and disbursement of funds related to the Conference. The Council shall be advised of the name of the bank, the anticipated size of the account, the names of the account, signatories and of arrangements for insurance and bonding, all of which must be in accordance with IEEE policies and procedures. The Vice-President for Finances shall be a signatory on any bank accounts opened by a meeting or conference sponsored by the Council.

ARTICLE B6 COUNCIL MEETINGS

B6.1 Notification

The Secretary shall announce to the members of the Council AdCom, all Chairpersons of Standing and Adhoc Committees and appropriate guests the time, place, and agenda of all meetings of the Council AdCom at least twenty days in advance of the meeting or by first class or air mail at least twenty-five days in advance of the meeting.

B6.2 Quorum

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 (C7.3).

B6.3 Secretary's Duties

The Secretary shall transmit in writing within ten days of their adoption all motions, directives, or orders of the Council to the persons affected. The Secretary shall transmit a copy of the minutes of the Council AdCom to the officers, members of the Council AdCom, Chairpersons of the Standing and Ad Hoc Committees, and to the Secretary of the IEEE Technical Activities Board within thirty days of the meeting. As soon after January 1st as practicable, the Secretary shall provide a directory listing the names and addresses of all of the above-mentioned people to each person named therein.

B6.4 Non-Voting Attendees

The Chairpersons of all Standing Committees who are not voting members of AdCom shall be invited to attend all meetings of the Council AdCom as guests and advisors.

B6.5 Meeting Cancellation

Meetings of the Council AdCom may be canceled only by consent of a majority of all the members of the Council not less than fourteen days before the original date or the new date set for the meeting, whichever is earlier. Notice of such cancellation or changed date

shall be sent to all Council AdCom members by mail not less than ten days before the original or the new date, whichever is earlier.

B6.6 Location of Meeting

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

ARTICLE B7 Transition from TAB Committee to Council

(TO BE REMOVED UPON COMPLETION OF TRANSITION)

Section 1. The transition from a TAB committee, governed by the Charter of the IEEE TAB Nanotechnology Committee, to a council, governed by the Nanotechnology Council Constitution and Bylaws, will be carried out through a Transition Plan. The Nanotechnology Council Constitution and Bylaws will become fully effective at the completion of the Transition Plan, and will be modified by the Transition Plan during the transition period.

Section 2. Each Member Society will be assessed a \$7000 on January 1, 2002 for one time contribution from each society to the Nanotechnology Council.

1. US \$2,000 for the Council administration
 2. US \$5,000 for the publication of the IEEE Transaction on Nanotechnology
- Total: US \$7,000

Section 3. The Transition Plan is as follows:

1. The Chair of the TAB Nanotechnology Committee in 2001 will serve as President of the Nanotechnology Council in 2002.
2. The Chair of the Nomination Committee for 2002 will be appointed by the Chair of the TAB Nanotechnology Committee.
3. The President-elect, Vice-President for Conferences, Vice-President for Publications, Vice-President for Technical Activities, Vice-President for Finances, and the remaining Committee Chairs will be elected at the last meeting of the TAB Nanotechnology Committee.
4. Membership requirements in the Standing Committees may be waived during the Transition Period, if a need exists, as determined by the President and the Chair of the Standing Committee
5. The transition period is completed on 12/31/2001.
