

CHARTER OF THE MULTIMEDIA SYSTEMS and APPLICATIONS (MSA) TECHNICAL COMMITTEE (TC) OF THE IEEE CIRCUITS AND SYSTEMS SOCIETY

1. Preamble

The Multimedia Systems and Applications Technical Committee (MSA TC) is a Technical Committee of the IEEE Circuits and Systems Society (CASS). As a subsidiary committee of IEEE CASS, the MSA TC is governed by the rules and regulations of the IEEE and by the Constitution and Bylaws of CASS, which take precedence over this Charter in case of conflict.

TCs are established by IEEE CASS in significant fields of interest of the Society, through its Technical Activities Division (TAD), to advance the state of knowledge and educate Society members and the general IEEE membership. To these ends, the MSA TC plays a major role in creating a high quality technical program for the Society's flagship conference, the International Symposium on Circuits and Systems (ISCAS). TCs also may organize or contribute to other workshops and conferences, special sessions at conferences, and tutorial programs, and undertake other activities to help better achieve their purpose.

Further, the MSA TC may act as a bridge between CASS and related IEEE Societies and Councils, and other institutions in the general area of the TC.

2. Purpose

The objective of the MSA Technical Committee (MSA TC) is to promote the exchange of information pertaining to the research, development, and practice of multimedia technologies, systems, and applications.

3. Activities

The MSA TC activities include:

- a) Organizing that part of the technical program of ISCAS related to the MSA TC field; this includes review of all papers submitted to ISCAS in tracks on topics in the MSA field (appointing TPC Track Chairs, Review Committee Members [RCMs] and paper reviewers), and arranging Tutorials, Special Sessions, Workshops and other sessions
- b) Assist the planning and paper review of other related CAS-sponsored conferences such as International Conference on Multimedia and Expo (ICME).
- c) Assist the paper review process of Society journals including Transactions on Multimedia (TMM), Transaction on Circuits and Systems Video Technology (T-CSVT), Transactions on VLSI Systems (T-VLSI), and Transactions on Circuits and Systems – Part I and II (T-CAS, Part I & II);
- d) Nominating individuals for (1) Society Awards, (2) Editorial appointments, (3) Distinguished Lecturer appointments, and (4) roles as CASS representatives for Steering and other Committees arising from joint efforts with other Societies and Councils
- e) Nominating papers for CASS journal Best Paper awards
- f) Preparing the TC Annual Report
- g) Preparing information for periodic Review of the TC by the Society
- h) Maintaining the TC website
- i) Reviewing and, if needed, updating the TC Vision & Mission statements at least every 5 years
- j) Assessing the quality and helping to maintain/raise the quality of any CASS-sponsored conferences in the field
- k) Other activities to help achieve the Purpose

4. Membership

The MSA TC has three membership categories: Members, Affiliates, and Emeritus Members.

4.1 Technical Committee Members

Any CASS or IEEE member of good standing and willing to perform the duties of membership may seek to be elected as Members of the MSA TC.

All Technical Committee Members have voting rights. New members are elected by the existing members.

Upon election, members will serve a term of four-years, starting 1 September. The Technical Committee may have up to 50 elected members. The election of new members shall be finalized by 15 July of the election year.

The election of the members is done according to the following process. An open call for new member nominations shall be made. New members of the Technical Committee are nominated by at least one of the existing members of the Technical Committee. Past members of the Technical Committee are eligible to be nominated for a second term. Current members of the Technical Committee may also be nominated for a second consecutive term, but are not eligible to vote in that new member election. Additional terms are allowed, but at least a 1 year gap in service is required. The Chair of the Technical Committee needs to circulate the bio and position statement from the candidates at least two weeks prior to conducting a vote within the Technical Committee. A simple majority vote is needed for the acceptance of the new members. If there are more nominations than open slots, the most preferred by the Technical Committee members responding to the ballot will be elected as new members, provided a quorum of the Technical Committee members responded to the ballot. In the event of a tie, the Chair will break the tie.

Members have a responsibility to engage in the activities of the MSA TC. A member is said to be active if they participate at least three times every two years in any of the following: (i) attending the TC meeting; (ii) submitting a write-up for inclusion in the TC's annual report; (iii) serving as Review Committee Member or Reviewer for ISCAS paper submissions; and (iv) actively contribute to another Activity carried out by the TC, as listed in Clause 3 Activities (a) to (k) of this Charter.

A member is said to be inactive if they have not participated three times or more in any of the aforementioned four activities for two consecutive years. The Chair-Elect will email all inactive members to encourage them to become active. Members who do not respond or who give sufficient cause for a 2 year absence yet fail to contribute for a 3rd consecutive year will automatically be removed from the Committee.

The TC will maintain and publish annually the TC Roll of Members, including email addresses, a record of attendance at the Annual Meeting and participation in activities.

4.2 Technical Committee Affiliates

Technical Committee Affiliates are an integral part of the Technical Committee and carry the same responsibilities as Technical Committee Members, but do not have voting rights. They must be current IEEE and CAS members of good standing. They must be willing to review papers within the area of the TC submitted to the Society's conferences, review papers for workshops owned or co-owned by the Technical Committee, and perform other duties of membership.

The main purpose of the Technical Committee Affiliates is to engage the broader multimedia community in the activities of the Technical Committee, while still enabling an efficient voting and decision making process among a smaller set of elected members. The number of TC Affiliates is unlimited.

4.3 Technical Committee Emeritus Members

Past Technical Committee Members with distinguished service to the TC may be recognized as Technical Committee Emeritus Members. Emeritus Members serve the TC in an advisory role, e.g., contributing to long-term planning and strategic directions, and are welcome to participate in TC activities, such as reviewing papers or participating in subcommittees.

Appointment of TC Emeritus Members is done by the TC Chair with consensus of Chair-Elect and Past Chair, and considering nominations from the TC Membership and Election subcommittee. This designation is reserved for individuals that have served the TC for an extended period of time and/or in leadership roles, e.g., Past MSA TC Chair, EiC of a CASS-sponsored journal or multimedia-related IEEE journals, past CASS presidents, or past ISCAS/ICME general chairs. The number of appointments shall not exceed 2 in a given year.

5. Duties and Election of Officers

The Committee shall have three officers: Chair, Chair-Elect, and Past Chair. Each will serve a two-year term. All Technical Committee Officers have voting rights.

The Chair, supported by the Chair-Elect and Past Chair, is responsible for
(a) ensuring that the purpose of the TC is well achieved through timely and diligent execution of the activities,
(b) ensuring that the TC operates according to all other aspects of its Charter, and

(c) establishing the TC Chair as a well-known channel of communication between the TC and the CASS Board of Governors.

The Chair will preside over Committee meetings and will be responsible for all interactions with the Society. They will report on Committee activities to the CASS Board of Governors, through the CASS Vice President for Technical Activities, at least once a year, before ISCAS.

The Chair is a member of the CASS Technical Activities Division (TAD) and will attend the Annual Meeting of the TAD, normally held at the ISCAS site during or shortly before the symposium.

The Chair is normally not directly elected and is filled by transition of the Chair-Elect at the end of their two-year term. An out-of-sequence election for the Chair can be held should the Chair-Elect be unable to assume the role of Chair.

The Chair will oversee all activities of the TC, calling on assistance from the Chair-Elect and other members as necessary, and will be responsible in particular for: chairing the ISCAS TC Track; soliciting and making the TC's nominations of individuals for awards and for editorial, Distinguished Lecturer and CASS representative roles; soliciting and making the TC's nominations for Best Paper Awards; preparing the TC Annual Report; preparing material for and participating in periodic TC Reviews; and maintaining the TC vision and mission; i.e. for aforementioned Clause 3 Activities (a), (d), (e), (f), (g) and (i).

At the end of the term, the Chair will become the Past Chair.

The Chair-Elect is elected by the Committee members and must be a member of the Committee. The election of the Chair-Elect is done according to the following process. An open call for nominations for the Chair-Elect position shall be made. Nominations for Chair-Elect shall be restricted to individuals who are currently serving or have previously served as committee members within the past 5 years. Chair-Elect elections will take place every two years and results shall be finalized by 15 July of the election year.

The Chair-Elect will assist the Chair as necessary in all activities, will participate in the TC Review meeting, will attend to membership issues including maintaining the member roll of the TC, will record meeting minutes and ensure their expeditious posting on the TC website, and will be responsible in particular for: ensuring the web site is maintained; assessing and maintaining/raising the quality of CASS-sponsored conferences in the TC field; and all other activities undertaken by the TC; i.e. for aforementioned Clause 3 Activities (h), (j) and (k).

The Past Chair will act as a consultant offering advice and assistant to the Chair when needed.

6. Subcommittees

The Technical Committee shall normally have subcommittees to accomplish the duties of the TC. The Chair shall appoint TC Members to the subcommittees. The TC Chair may also appoint Technical Committee Affiliates and Technical Committee Emeritus Members to subcommittees. The Chairs of each subcommittee are typically Technical Committee Members.

The subcommittees may address the following activities:

- **Technical Exchange:** This subcommittee facilitates information exchange and focused discussions on technical topics of interest. A key task is to disseminate important multimedia technologies, systems, and applications. To achieve this, the subcommittee may organize webinars to all members or prepare. Topics of interest include but are not limited to: (1) Multimedia Indexing, Search & Retrieval for Databases & File Systems, (2) Multimedia Signal Processing (3) Multimedia Streaming & Transport, (4) Multimedia Compression & Coding, (5) Multimedia Watermarking, Encryption, & Data Hiding, (6) 3D Multimedia Processing & Presentation, (7) VLSI, ASIC, and SoC Design for Multimedia, (8) Multimedia System & Architecture Design Methodology, (9) Mobile Multimedia, (10) Multimedia Surveillance & Monitoring Systems, (11) Multimodal Human-Machine Interfaces & Interaction, (12) Social and Web Multimedia, (13) Multimedia Quality Assessment & User Experience, (14) Multimedia Healthcare, (15) Multimedia Data Analytics, (16) Multimedia for Emerging Applications (Telepresence, Crowdsourcing, Multimodal Human Behavior, etc.).
- **Technical Vision:** This subcommittee reviews and revises the technical vision and directions of the TC. This sub-committee also maintains the list of technical sub-areas of the TC and is expected to work closely with the Technical Exchange subcommittee to suggest topics for future webinars.
- **Membership and Election:** This subcommittee is responsible for soliciting and processing new member nominations and overseeing the election process. It is a key responsibility of this subcommittee to ensure that nominations include outstanding researchers in the field and a diverse

membership (e.g., in terms of area of expertise, geographic distribution, academic versus industrial, and so forth). In addition, this subcommittee is also responsible for the election of new Chair-Elect, TC representatives to various society functions and steering committees. This subcommittee should also assist in identifying individuals to become TC Emeritus Members.

- **Award and Nomination:** To increase the visibility of the TC and its activities, this subcommittee proactively seeks opportunities to nominate members of the multimedia community for awards, which includes soliciting nominations for Society awards and Distinguished Lecturer positions, and processing endorsements of the nominations received. This subcommittee will also help nominate Associate Editors to relevant Editors-in-Chief in the Society. Members of this subcommittee should preferably include IEEE Fellows or individuals that have received an award as to bring experience to the Awards nominations process.
- **Policies and Procedures:** This subcommittee reviews and revises the policies and procedures of the TC, which cover operational processes related to the endorsement of awards, technical co-sponsorship of conferences, election or appointment of representatives to committees, etc. The TC Chair or Chair-Elect would typically chair this subcommittee. Additional TC members may also be appointed to the subcommittee.
- **Online Community:** This subcommittee will recommend and use the latest technology (e.g., emails, static/semi-static web-pages, social network websites, etc.) to create forums for the TC and multimedia community to interact and exchange ideas.

7. Meetings and Conduct of Business

Business relevant to this Charter may be conducted at meetings or by ballot via the internet.

Meetings may be held in-person, typically at a conference, or by electronic means.

- A meeting quorum is Ceiling function of one third of the TC members attending the meeting.
- A minimum of two week notice of any Motions shall be provided to voting members prior to the close of voting to allow members to consider the issues, except as otherwise provided in Clause 7 of this Charter.
- A majority of the legal votes cast by the TC members attending a meeting with a quorum is necessary to approve a motion, except as otherwise provided in Clause 7 of this Charter.
- For internet ballots, voting by a minimum of one-half of the TC members is a valid ballot.
- If a quorum is not reached, tentative actions may be taken which will become effective after subsequent ratification, either by internet ballot or at a subsequent meeting.

A Technical Committee Meeting shall be held at ISCAS and at ICME each year. If necessary, interim meetings can be called by the Chair of the Technical Committee and business can also be conducted by other means such as electronic mail, online meeting applications or telephone. Any CASS or IEEE member is allowed to attend the meeting as an observer; the Chair may invite other observers to attend and speak.

At a Technical Committee meeting,

- An agenda is circulated prior to the meeting
- The MSA TC Chair will present an annual report on membership, activities and progress on achieving the TC vision and mission
- TC members will vote to elect new members and new Officers, if any
- The members may discuss any other business relevant to the TC Charter
- The members may vote on Motions provided the required notice periods are met; a quorum is needed to resolve any motions at the meeting

8. Charter Amendments

Any charter amendment, including closing the MSA TC, can be considered at a meeting provided that the Chair and Chair-Elect have been notified at least one month prior to the Meeting. Approval by the Officers is not necessary, but notification is required. An approved amendment will take effect the day following the conclusion of the ISCAS meeting when it has been approved.

Motions to Amend the Charter and to Close (i.e. shut down) the TC have special conditions to be consistent with CASS and IEEE rules. The conditions for such ballots at a meeting and by internet ballot differ:

(i) Internet Ballot: voting by a minimum of one half of the TC members is a valid ballot; a two-thirds majority is required to pass the Motion

(ii) Ballot at TC Meeting: a Special Quorum of the Ceiling function of one-half of the TC members at the meeting is required; a two-thirds majority is required to pass the Motion