Bylaws of the
Analog Signal Processing Technical Committee of the IEEE Circuits and Systems Society

The goal of the Analog Signal Processing (ASP) Technical Committee is to foster research, development, education and industrial dissemination of knowledge relating to the theory, analysis, design, and practical implementation of analog circuits, and the application of analog circuit theoretic techniques to system and signal processing, ranging from basic scientific theory to industrial application.

Membership

Membership of the ASP Technical Committee is open to any IEEE Circuits and Systems Society member. Membership is by recommendation of an active member and by majority vote of the members present at the annual meeting. A member is removed from the committee if he/she does not attend three consecutive annual committee meetings and is not a member of the ASP program committee for 2 consecutive years. At any time, the Committee shall have three officers: the Chair, the Chair-elect and the Secretary. All officers serve one-year terms.

Meetings

The annual meeting of the committee will be held at the International Symposium of Circuits and Systems (ISCAS). Any business requiring Committee approval will be transacted at the annual meeting. Outside of the annual meeting, the three Officers can, upon a majority vote, undertake unplanned business on behalf of the Committee, provided that these activities do not require formal committee approval and that they be reported to the Committee at the next meeting.

Duties and Election of Officers

Chair

The Chair presides over committee meetings and is responsible for all interactions with the CAS Society. With the assistance of the Secretary, he/she is responsible for reporting the activities of the Committee to the CAS Board of Governors on a timely basis. The Chair is responsible for organizing any and all ASP Technical Committee sponsored special sessions and workshops at ISCAS. The Chair is also responsible for recommending Associate Editors for the CAS Transactions. The Chair will be the contact point for the Committee's nominations for CAS Society awards and for nominating transactions papers in the field of Analog Signal Processing for the Best Paper Awards.

The Chair is not directly elected, but assumes the chairmanship immediately after the ISCAS following his/her one-year term as Chair-elect. The Chair must be a member of both the Committee and of the Circuits and Systems Society. The Chair serves a one-year term.

Chair-elect

Together with the Chair, the Chair-elect is responsible for organizing any and all ASP Technical Committee sponsored special sessions and workshops at ISCAS. He/She is also responsible for assisting the Chair in transacting the business of the committee and will record the minutes of the yearly meeting. The Chair-elect will be elected by majority vote of the members of the Committee present at the annual meeting. The Chair-elect must be a member of the Committee and of the Circuits and Systems Society. He/She assumes the Chair-elect position immediately after the ISCAS of his/her election and serves a one-year term. The Chair-elect assumes the chairmanship of the Committee after the ISCAS following his/her one-year term.

Secretary

The Secretary, who will also act as the Treasurer for the Technical Committee, maintains the roll and website of the committee and collects the names of the people participating in the annual meeting. The Secretary will be elected by the membership of the Committee present at the annual meeting. He/She will serve for a one-year term commencing immediately after the ISCAS of his/her (re-) election. The Secretary must be a member of both the ASP Technical Committee and the Circuits and Systems Society.

Activities

The Committee will be responsible for nominating individuals for the various CAS society Awards, and for nominating deserving papers in the area of ASP for each of the CAS Society's Best Paper Awards. Every active Committee member will be solicited by the Chair to submit potential nominees. The Officers will decide the names to be submitted to the CAS Award Committees from the names submitted by the members. The Committee will aim at organizing special sessions and/or workshops at each ISCAS. The Committee will recommend new Associate Editors for the Transactions of the Society in the fields relating to ASP to the Editorial Board of the CAS Society. The Committee will accept nominations for these positions and review them at an annual meeting preceding the term of the incoming editors. The Chair will be responsible for learning when each Editorial Board will be formed and for soliciting nominations from the Committee membership in a timely manner.

The Committee may engage in other activities such as editing reprint books, the organizing of special issues of an IEEE publication, workshops, conferences, and other publication activities in the area of ASP.

Amendments

Future amendments to these bylaws will be by a majority vote from the Committee members present at an annual meeting or from majority of the members at large through (e-) mail. Any bylaw amendment can be introduced at the Committee meeting, provided that at least one of the three Officers has been notified at least one month prior to the Committee meeting. Approval by the three Officers is not necessary, but notification is required. An approved amendment will take effect the day following the conclusion of the annual meeting where it was approved.

Wouter A. Serdijn
Past ASP Chair
Monday, October 11, 2004