## 3.24 TAB COMMITTEE ON DIVERSITY AND INCLUSION CHARTER

**A. GENERAL**

The TAB Committee on Diversity and Inclusion reports to, and is a Standing Committee of, the TAB Strategic Planning Committee (SPC).

**B. SCOPE**

The TAB Committee on Diversity and Inclusion is responsible for ensuring that TAB policies, procedures, and practices are conducive to creating and maintaining a diverse and inclusive environment that is valuable for all members.

**C. FUNCTIONS**

The TAB Committee on Diversity and Inclusion shall:

1. Develop strategies to increase engagement of Under Represented Groups (URGs) in IEEE Societies and Technical Councils.
2. Develop strategies to increase representation of URGs across TAB and its OUs.
3. Collaborate with other TAB entities to increase representation of URGs across TAB and its OUs.
4. Insure inclusive recognition of achievements within TAB and the greater IEEE.
5. Continually identify processes within the organization that are barriers to representation and inclusion, and suggest improvements.
6. Evaluate the above ongoing to insure the needs of women and underrepresented groups are being met.

**D. COMPOSITION**

The TAB Committee on Diversity and Inclusion shall consist of the following members:

Voting Members:  
  
- The committee shall be comprised of voting members to consist of: the Committee Chair from any region, one (1) individual representing Region 1-6, one (1) individual representing Region 7, one (1) individual representing Region 8, one (1) individual representing Region 9, and one (1) individual representing Region 10. An effort will be made to provide representation that reflects technical diversity across the TAB S/Cs.

The Committee Chair is responsible for the appointment of committee members.

**E. MEMBERSHIP REQUIREMENTS**

All voting members of the Committee shall be IEEE members holding a grade of Graduate Student Member, Member, Senior Member or Fellow grade. The representative from a particular IEEE Region must reside in that Region.

**F. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair, who serves by appointment by the Chair, TAB Strategic Planning Committee, shall serve a two-year term in this capacity. The Committee Chair shall also serve as a voting member of the TAB Strategic Planning Committee.  
2. The Chair may appoint a Vice-Chair from among the voting members of the Committee.  
3. Four (4) Members, appointed by the Committee Chair, shall serve staggered (two appointments per year) two-year terms, with reappointment permissible for a maximum tenure of six (6) years.

**G. VACANCIES**

1. In the event of the incapacity of the Chair, a designee appointed by the SPC Chair, shall serve as Acting Chair of the TAB Committee on Diversity and Inclusion.  
2. If other vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F. The replacement will serve for the remainder of the original term.

**H. COMMITTEES REPORTING TO THE TAB STRATEGIC PLANNING COMMITTEE**

1. Standing Committee(s)  
- None

2. Ad Hoc Committee(s)  
An Ad Hoc Committee may be appointed to address a specific issue.  
The scope, membership, source of funding, and expected duration of each such Ad Hoc Committee shall be specified at the time of appointment.  
The activities of an Ad Hoc Committee are expected to be completed by the end of the calendar year of the Committee’s formation, at which time the Ad Hoc Committee shall terminate. Ad Hoc Committee term extensions in increments of one calendar year or less may be made by the appointing authority, the Vice President-Technical Activities, or Vice President-Elect, Technical Activities, as applicable.

**I. MEETINGS**

1. The committee meets a minimum of two (2) times per year.  
2. Electronic mail, teleconferences and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.  
3. A majority of the voting members of the Committee shall constitute a quorum.  
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.  
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

**J. REPORTS**

1. Long-range planning reports, or revisions to existing plans, will be due at the last SPC meeting of the year.  
2. Preliminary reports for the following year are also due at the last SPC meeting of the year.

**K. FINANCIAL AND ADMINISTRATIVE SUPPORT**

FINANCIAL  
This committee will be funded by TAB. The Committee Chair shall have the responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

ADMINISTRATIVE  
The principal staff support for the Committee is provided by the Technical Activities Department and includes preparing agendas and minutes, meeting coordination and consultation on pertinent issues.

**L. CHANGES TO CHARTER**

Changes to this Charter must conform with IEEE governing documents and shall be approved by TAB.