

# Bylaws of the IEEE Information Theory Society

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## Article I. Purpose

**Section 1.** These Bylaws provide detailed guidance for the supervision and management of Society affairs in accordance with the Society Constitution. Amendments to these Bylaws may be made as prescribed in Article IX, Section 2 of the Society Constitution.

## Article II. Membership and Fees

**Section 1.** The annual Society fee shall be set by the Board of Governors and billed and collected by IEEE Technical Activities Board.

**Section 2.** Society Affiliates are non-IEEE members who have been admitted to membership in the Society. The Affiliates enjoy all the rights and privileges of Society members except those accruing solely from membership in IEEE. In general, a Society Affiliate must be a person whose technological activities do not justify full membership in IEEE, but who may be helped by participation in Society activities or who may contribute beneficially to Society activities. The qualifications for Society Affiliates and the limits in rights and privileges shall be established by the IEEE Technical Activities Board, which shall also fix the annual surcharge for Society Affiliates. The annual Society Affiliate fee shall include the annual Society fee plus the surcharge.

**Section 3.** Society dues, student dues, and Affiliate fees are set as part of the budget parameters and process.

## Article III. Board of Governors

**Section 1.** The President shall designate one of the Board Meetings in the calendar year as the Annual Meeting of the Society.

~~**Section 2.** No Society member may serve continuously on the Board for longer than two terms except as provided in Section 3 below.~~ <REMOVED. Handled separately below.>

**Section 3.** A Board member who is elected President, 1st Vice-President, or 2nd Vice-President for the next year shall continue as a voting Board member to the end of that officer's term, except that the President shall vote only if his vote would change the outcome. That is, the President may vote positively when the positive and negative votes of the other members of the Board are equal, and may vote negatively when the positive votes exceed the negative votes by one. A Board member who is elected President shall continue as a voting Board member for two years after the end of his/her term as President.

**Section 4.** No meeting of the Board shall be held to transact business unless each member has been notified of the time and place of such meeting and the main agenda items at least 3 weeks prior to the date of the meeting.

**Section 5.** Official business may be transacted at a duly called meeting of the Board only if a quorum is present.

**Section 6.** Robert's Rules of Order (revised) shall govern the conduct of the Board on all matters not otherwise specified in these Bylaws or in the Constitution.

**Section 7.** Minutes of a Board meeting shall be emailed by the Secretary to each Board member and to the Technical Activities Board Secretary of IEEE within thirty days of the meeting.

**Section 8.** Immediately upon assumption of office, the Board President shall notify all Board members of those professional meetings in the coming year at which it is likely that a Board meeting will be held. All meetings of the Board shall be open to all Society members and, whenever possible, advance notice of Board meetings shall be given to the membership by Newsletter notice or other means.

## Article IV. Nominations and Elections

**Section 1. Under-represented Regions.** For the purpose of election and nomination to the Board, each of regions 8, 9, and 10 shall be considered under-represented if at least 5% of the electorate comes from that region and at most one elected Board member comes from that region. The size of the electorate is the number of voting Society members according to the official IEEE membership records on December 31 of the year preceding the election. Regional affiliations are determined using members' mailing addresses in those same records.

**Section 2. Eligibility for Election to the Board.** To be eligible for nomination and election to the Board, an individual must be a current member of the Society. The following individuals are not eligible for nomination:

- Current elected officers of the Society

- The two most recent past Presidents of the Society
- The chair of the Nominations and Appointments Committee
- Current elected members of the Board serving in their second consecutive term.

**Section 3. Nomination to the Board.** Prior to nomination, a potential nominator shall confirm the candidate's eligibility and willingness to serve if elected and secure the candidate's biography for submission with their nomination. There are 3 mechanisms for nomination:

- The Nominations and Appointments Committee shall prepare a list of at least 12 nominees. The list of nominees shall be chosen to ensure that there is at least one candidate from each under-represented region. The list shall be submitted to the Board no later than two weeks prior to the Annual Meeting of the Society.
- Board members may make nominations at the Annual Meeting of the Society. Such nominations require endorsement by five Board members.
- Individual voting members of the Society may make nominations; a solicitation for such nominations shall be published in the first issue of the Newsletter each year. Each nomination by an individual voting member of the Society shall take the form of a written petition that includes proof of the candidate's willingness to serve and meets the endorsement requirements described below. Endorsed petitions must be received at least 28 days prior to the election.

The number of signatures required on a petition shall be determined in accordance with the IEEE Bylaws as follows. When the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. When the electorate is more than 30,000 voting members, the number of signatures required from eligible voters is 600 plus 1% of the difference between the number of eligible voters and 30,000. Petition signatures can be submitted electronically through the official IEEE society annual election website or by signing and mailing a paper petition. For paper petitions, original signatures are required (no facsimiles or copies will be accepted), and all signatures must be accompanied by the clearly printed or typed name of the signing member and their membership number or address as listed on official IEEE membership records.

**Section 4. Election to the Board.** Invitations to vote shall be sent by email to all voting members of the Society at least 45 days before the deadline for the receipt of votes. The six nominees receiving the largest numbers of votes shall be elected to the Board.

In order to ensure adequate representation from historically under-represented regions, if a region remains under-represented after the election, then the top nominee from that region not among the six already elected shall be elected to the Board.

**Section 5. Elected Officers of the Society.** At the Annual Meeting of the Society, the Board shall nominate one or more of its elected members for each of the posts of President, 1st Vice-President, and 2nd Vice-President. Each nomination shall require a mover and one seconder. It shall be the responsibility of the mover to ascertain in advance the willingness of the nominee to serve if elected. Election shall be by email ballot of the Board. The ballots shall be distributed by the outgoing President as soon as practical after the Annual Meeting and must be returned to the President within 3 weeks of its distribution date in order to be counted.

In the case of a within-term vacancy in the office of President, 1st Vice-President, or 2nd Vice-President, the remaining elected officers shall serve as a nominating committee for a replacement. The secretary shall conduct the election by email ballot of the Board.

**Section 6. Appointed Officers of the Society.** The responsibilities of the Treasurer are to prepare the budget and to carry out financial transactions as representative of the Board and the President. The responsibilities of the Secretary are to record the minutes of Board meetings, and to carry out duties specified elsewhere in the Constitution and Bylaws. Both jobs may be held by the same person if the President so chooses.

## Article V. Standing Committees

**Section 1.** The Standing Committees of the Board shall include the following:

1. Nominations and Appointments (N&A)
2. Constitution and Bylaws
3. Claude E. Shannon Award
4. Awards
5. Membership
6. Publications
7. Fellows
8. Aaron D. Wyner Distinguished Service Award
9. Conference
10. Online
11. External Nominations

**Section 2. Nominations and Appointments (N&A) Committee:** The Chair of the Nominations and Appointments Committee shall be the Senior Past President of the Board of Governors. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the N&A Committee available shall be the Chair of the N&A Committee. (With extenuating circumstances, a different individual may be appointed to this position.) The Junior Past President shall also be a member, and the Board of Governors shall elect three additional members with staggered three year terms to the Committee, at least one of whom shall be a past president. Each year one new member shall be elected to replace the member whose term is expiring.

A member of the N&A Committee may be nominated and **may** run for a position for which the N&A Committee makes nominations only if (i) the member resigns from the N&A Committee prior to its first meeting of the year in which the nomination shall be made and (ii) the nomination is made by a member of the N&A Committee whose term did not overlap with that of the nominee.

~~The Chair shall not be eligible to be elected to the Board of Governors during his or her term of service.~~

The N&A Committee may not nominate any of its members for any position.

**Section 3. Constitution and Bylaws Committee:** The Constitution and Bylaws Committee shall consist of the two most recent past Presidents of the Board. The senior past President shall be the chairperson of the Committee. This Committee is charged with preparing suitable revisions to keep the Constitution and Bylaws up to date and with insuring that the Board is made aware of those sections of these documents pertinent to proposed actions.

**Section 4. Shannon Award Committee:** The Claude E. Shannon Award Selection Committee shall consist of the President, First Vice-President, Second Vice-President, and four other members appointed by the Nominations and Appointments Committee before the 15th of January. At least three of the appointed members shall be former Claude E. Shannon Award winners, and at least one of the appointed members shall be the current, or a former, Editor-in-Chief of the IEEE Transactions on Information Theory. The Committee is charged with deciding whether to name a Claude E. Shannon Award winner for the following year, ~~and to select~~ and selecting a winner. The President of the Society shall serve as Chairperson of the Claude E. Shannon Award Selection Committee. Ordinarily, the decision of the Committee shall be made public at the IEEE International Symposium on Information Theory of the year preceding the award.

**Section 5. Awards Committee:** The Awards Committee shall be responsible for submitting a recommendation to the Board for the Information Theory Society Paper Award according to Article VII, Section 3. It is also responsible for selecting the recipient(s) of the IEEE Jack Keil Wolf ISIT Student Paper Award according to Article VII, Section 7, and for contributing members to serve on the IEEE Communication Society and Information Theory Society Joint Paper Award selection committee, according to Article VII, Section 6. A subcommittee of the Awards Committee shall be responsible for selecting the recipient of the IEEE Information Theory Society Thomas M. Cover Dissertation Award, according to Article VII, Section 8. Another subcommittee of the Awards Committee shall be responsible for selecting the recipient of the IEEE Information Theory Society James L. Massey Research & Teaching Award for Young Scholars, according to Article VII, Section 9.

The Committee shall consist of at least nine members representing all major technical areas in the Society. At least four members shall have served as Associate Editors of the Transactions within the past three years. The First and Second Vice Presidents of the Society shall serve as ex-officio voting members of this Committee, with the First Vice President serving as Chair. At least two members of the Committee (in addition to the two officers) shall be members of the Board of Governors. The Committee shall be appointed by the Nominations and Appointments Committee no later than the 31st of January. The Cover Dissertation Award and Massey Research & Teaching Award Subcommittees shall be appointed by the Nominations and Appointments Committee by the 31st of December of the previous year.

**Section 6. Membership Committee:** The Membership Committee shall consist of the 2nd Vice-President of the Society, who shall serve as chairperson, and of such other Society members appointed by the 2nd Vice-President. The standing subcommittees of the Membership Committee shall include the following:

- A) Student Subcommittee.
- B) Outreach Subcommittee.
- C) School Subcommittee.

Subsection A) The Student Subcommittee shall consist of the 2nd Vice-President, a Student Subcommittee chair, and at least two graduate students or postdoctoral fellows. The Subcommittee chair will be appointed by the 2nd Vice-President in consultation with the Nominations and Appointments Committee, and with approval of the Board of Governors. In turn, the Student Subcommittee chair will appoint at least two additional members. Typically the Student Subcommittee chair will serve for three years. The student Subcommittee shall be responsible for planning and implementation of student activities at the Symposia and Workshops.

Subsection B) The Outreach Subcommittee shall consist of the 2nd Vice-President, an Outreach Subcommittee chair, and such additional members as are appointed by the Outreach Subcommittee chair. The Subcommittee chair will be appointed by the 2nd Vice-President in consultation with the Nominations and Appointments Committee, and with approval by the Board of Governors. Typically, the Outreach Subcommittee will serve for three years. The Outreach Subcommittee shall be responsible for providing oversight of the Society's outreach activities, including: (i) Planning and implementation of activities at symposia and workshop that address needs and encourage participation of the Society's underrepresented demographics, while being of interest to the community at large, and (ii) Creating services, such as the mentoring network, that address needs of current members or are designed to encourage participation of potential future members of the Society.

Subsection C) The School Subcommittee shall consist of the 2nd Vice-President, a School Subcommittee chair and at least one additional member. The Subcommittee chair will be appointed by the 2nd Vice-President in consultation with the Nominations and Appointments Committee, and with approval by the Board of Governors. In turn, the School Subcommittee chair will appoint at least one additional member. Typically the School Subcommittee chair will serve for three years. The School Subcommittee shall be responsible for providing oversight of the Society schools program with approval of specific schools left to the Board. Specific responsibilities include: (i) Monitoring the pipeline of school proposals, stimulating new proposals, and coordinating organizing teams as needed; (ii) Maintaining guidelines for schools and helpful information and suggestions.

In addition to the activities of the Subcommittees, the Membership Committee shall be responsible for maintaining up to date membership records, a roster of Chapter officers, and a summary of current Chapter activities. The Membership Committee shall recommend measures for disseminating information about the Society and for encouraging interest in Society activities among prospective members. It shall respond to membership inquiries and shall periodically ascertain the opinions of the membership with regard to Society policies and activities. Also, the Membership Committee is charged with selecting an IT Society Chapter to receive the Chapter of the Year Award.

**Section 7. Publications Committee:** The Publications Committee shall consist of the Society Transactions Editor-in-Chief who serves as chairperson, the Transactions Executive Editor, the Associate Editors of the Society Transactions, ~~the Publications Editors~~, and the Newsletter Editor. The President, First Vice President and Second Vice President of the Society are ex-officio voting members of the Committee. The Committee shall generate yearly nominations for the Information Theory Society Paper Award, as per Article VII, Section 3, oversee the solicitation and review of papers for publication, and shall edit, prepare and publish the Transactions, Special Issues, Monographs, and Newsletter as directed by the Board, with the assistance of the IEEE Editorial Office. The Committee shall recommend changes in publication policy to the Board.

The term of office of the Editor-in-Chief and the Transactions Executive Editor shall be eighteen months. At the end of a term of office, the Transactions Executive Editor shall assume the office

of the Transactions Editor-in-Chief, and a new Transactions Executive Editor shall be nominated by the Nominations and Appointments Committee and ~~shall be~~ appointed by the Board. The outgoing Transactions Editor-in-Chief is not eligible for immediate re-appointment as Transactions Executive Editor. Both the Transactions Editor-in-Chief and Transactions Executive Editor shall be voting members of the Board.

Associate Editors are appointed by the Editor-in-Chief subject to the approval of the Board.

The Newsletter Editor shall be appointed by the Board, upon nomination by the Society President.

The Senior Past President of the Society shall serve as Vice President of Publications.

**Section 8. Fellows Committee:** The Fellows Committee shall be responsible for providing the IEEE Fellow Committee with the Society evaluation of nominations to Fellow grade.

The Committee shall consist of at least seven IEEE Fellows, appointed by the Nominations and Appointments Committee, who hold membership in the Society and represent all its major technical areas. The Chair shall be appointed by October 1st of the previous year, and the remaining members by the 31st of December. The term of office of the Chair shall be three years. Typically members of the committee will serve for three years, with staggered terms.

**Section 9. Aaron D. Wyner Distinguished Service Award Committee:** The Aaron D. Wyner Distinguished Service Award Committee shall consist of the President, Junior Past President, and three members appointed by the Nominations and Appointments Committee before the 15th of January. At least two members shall be former Aaron D. Wyner Distinguished Service Award winners. The Committee is charged with deciding whether to name a Wyner Distinguished Service Award winner for the ~~actual~~ year and ~~to select~~ selecting a winner. The President of the Society shall serve as Chairperson of the Wyner Distinguished Service Award Selection Committee. Ordinarily, the decision of the Committee shall be made public at the IEEE International Symposium on Information Theory of the year of the award.

**Section 10. Conference Committee:** The Conference Committee shall consist of the Society Conference Committee Chair, who shall serve as an ex-officio voting BoG member, the Society Treasurer, the President and 1st Vice-President as ex-officio members, and at least two additional members. The Conference Committee Chair shall be appointed by the Nominations and Appointments Committee, with approval by the Board of Governors. In turn, the Conference Committee Chair will appoint at least two additional members, also with approval by the Board. Typically ~~the chair and~~ members of the Committee will serve for three years, with ~~members serving in~~ staggered terms. The Committee shall be responsible for providing oversight of technical meetings on behalf of the Board, with major policy issues and approval of specific conferences left to the Board, based on recommendations provided by the Committee.

Specific responsibilities include: (i) Making recommendations to the Board regarding Society sponsorship of proposed technical meetings, (ii) Monitoring the pipeline of technical meeting proposals, stimulating new proposals, and coordinating organizing teams as needed, (iii) Maintaining Guidelines for Workshops and Guidelines for Symposia, which would include guidelines for meeting proposals and final reports, and helpful information and suggestions, (iv) Insuring there are Board approved policies for certain aspects of meetings.

**Section 11. Online Committee:** The Online Committee shall consist of the Society Online Committee Chair, the Society President and 1st Vice-President and any additional members ap-



pointed by the Online Committee Chair. The Online Committee Chair shall be appointed by the Nominations and Appointments Committee, with approval by the Board of Governors. Typically the Chair and members of the Committee will serve for three years. The Committee shall be responsible for providing oversight and management of the Society's online presence, with major policy issues and approval of major initiatives left to the Board, based on recommendations provided by the Committee.

**Section 12. External Nominations Committee:** The External Nominations Committee shall consist of the External Nominations Committee Chair, the Society President and three additional members. The Chair and other members are appointed by the Nominations and Appointments Committee. Typically the **chair and** members of the Committee will serve for two years, with **members serving in** staggered terms. The Committee will be responsible for the solicitation, processing and submission on behalf of the Society of nominations for appropriate IEEE awards (such as, for example, the IEEE W. R. G. Baker Award) and, as applicable, for awards outside of the IEEE.

## Article VI. International Symposia

**Section 1.** The Society shall sponsor an annual International Symposium on Information Theory. The Board will select the venue and dates for the Symposium, and shall direct the appointment of the Symposium Chair or two Co-Chairpersons, taking into account the recommendations of the Conference Committee. The Symposium Chairpersons will have the entire responsibility for planning and executing the Symposium subject only to appropriate IEEE regulations and such guidance as the Board and Conference Committee wish to provide.

## Article VII. Awards

**Section 1.** Awards sponsored and co-sponsored by the Society shall include the following:

1. Claude E. Shannon Award
2. **Information Theory Society** Paper Award
3. Aaron D. Wyner Distinguished Service Award
4. Chapter of the Year Award
5. IEEE Communications Society and Information Theory Society Joint Paper Award
6. IEEE Jack Keil Wolf ISIT Student Paper Award
7. IEEE Information Theory Society Thomas M. Cover Dissertation Award
8. James L. Massey Research & Teaching Award for Young Scholars

**Section 2. Claude E. Shannon Award:** The purpose of the Claude E. Shannon Award is to honor consistent and profound contributions to the field of information theory. The selection is governed by Article V, Section 4.



An honorarium of \$10,000 and a suitable memento are awarded to the Claude E. Shannon Award winners. Each Shannon Award winner is expected to present a Shannon Lecture at the IEEE International Symposium on Information Theory of the year of the award. In addition to the honorarium, the Information Theory Society will pay the winner's travel expenses and waive the ISIT registration fee.

The Shannon Lecturers in the years preceding the institution of the Shannon Lecturer Award (1973-1994) shall be considered to be Claude E. Shannon Award winners for the years their respective Shannon Lectures were delivered.

Nominations for the Claude E. Shannon Award can be made by anyone and are made by completing a nomination form (available online) and sending it and all supporting materials to the Society President by March 1st. The committee may consider all possible candidates, not only those for whom nominations have been received. The Claude E. Shannon Award is given to at most one individual each year. A person **who is** deceased shall not be considered for the Award, although if the award winner dies before receiving the award, he or she shall be considered the Shannon Award winner for the year selected. The committee may choose not to give the award.

**Section 3. Information Theory Society Paper Award:** The Information Theory Society Paper Award (ITSoc Paper Award) shall be given annually for an outstanding publication in the fields of interest to the Society appearing anywhere during the preceding four calendar years.

The purpose of this Award is to recognize exceptional publications in the field and to stimulate interest in and encourage contributions to fields of interest of the Society. The Award consists of an appropriately worded certificate(s) and an honorarium of \$1,000 for a paper with a single author, or an honorarium of \$2,000 equally split among the authors of the paper.

An open call for nominations for this award shall be published in the Newsletter, with a deadline on the 15th of March. Nominations shall be sent to the Awards Committee Chair.

By March 1, the Publications Committee Chair or designee shall forward to the Awards Committee Chair a list of at least five articles, published in the previous two calendar years, for the consideration of the Awards Committee. Each nomination shall be accompanied by a statement outlining the contribution of the paper.

The Awards Committee shall take into account (a) all nominations submitted in response to the open call for nominations in the last two years; (b) the nominations supplied by the Publications Committee in the last two years; (c) any nomination that its members may want to submit for consideration.

The Awards Committee shall submit to the Board of Governors a report listing up to three selected nominations for the Information Theory Society Paper Award at least three weeks in advance of the first BoG meeting following June 1st of the award year (the "designated Board meeting"), and shall enclose a rationale for each selected nomination. In order to put their recommendation(s) in appropriate context, the Awards Committee is encouraged to discuss runner-up papers also.

By a majority vote at the designated Board meeting (excluding BoG members with nominated papers, who are also excused from subsequent balloting), the BoG shall either accept the Awards Committee report or return it to the Awards Committee for revision. If the Awards Committee report is accepted, then the President or designee will conduct a ballot at the designated Board meeting to decide upon the recipient of the award. If the Awards Committee report is not accepted, then the Awards Committee will prepare a revised report addressing the concerns raised by the Board. The revised report will be circulated to the Board by the President or designee within four

weeks of the designated Board meeting, with a ballot. In either case, the paper receiving the largest number of votes shall be declared the winner of the Information Theory Society Paper Award.

**Section 4. Aaron D. Wyner Distinguished Service Award:** The purpose of the Aaron D. Wyner Distinguished Service Award is to honor individuals who have shown outstanding leadership in – and provided long-standing exceptional service to – the Information Theory Community. The selection is governed by Article V, Section 9.

Nominations for the Wyner Distinguished Service Award can be made by anyone and are made by completing a nomination form (available online) and sending it and all supporting materials to the Society President by March 1st. The individual or individuals making the nomination have the primary responsibility for justifying why the nominee should receive this award. The committee may consider all possible candidates, not only those for whom nominations have been received. Current officers and members of the Society Board of Governors are ineligible.

The prize shall be an ISIT or ITW participation fee waiver, a specially engraved plaque and a certificate, and shall be presented at the ISIT meeting held during the Summer following selection of the winner or at an appropriate IEEE IT society activity selected by the recipient.

**Section 5. Chapter of the Year Award:** The purpose of the Chapter of the Year Award is to recognize annually a chapter that has provided their membership with an outstanding overall set of programs and activities. This selection is governed by Article V, Section 6.

Any chapter is eligible. The activities reported to IEEE will be directly considered for the award. In addition, Chapter Officers are encouraged to submit a summary of the chapter's exemplary service to its members in the areas of technical and society activities.

A prize of \$1,000 is awarded to support local chapter activities. Additionally, the winning chapter is encouraged to publish an article in the IEEE Information Theory Newsletter.

The basis for judging is the success in the categories of technical and society activities, and presentation of the chapter in the web home pages of the IT Society.

**Section 6. IEEE Communications Society and Information Theory Society Joint Paper Award:** The IEEE Communications Society and Information Theory Society Joint Paper Award (ComSoc/ITSoc Joint Paper Award) shall be given annually for an outstanding paper appearing in any publication of the IEEE Communications Society or the IEEE Information Theory Society in the previous three calendar years. The Award consists of \$500 and an appropriately worded plaque for each author (total cash award not to exceed \$1,000 for each paper).

The award winner shall be decided by a joint ComSoc/ITSoc awards committee, which shall consist of an equal number of members appointed by ComSoc and by ITSoc. The ITSoc members shall be members of the ITSoc Awards Committee. The chairmanship of the committee shall alternate yearly between the Societies.

An open call for nominations to this award shall be published in the IT Newsletter, with a deadline on the 15th of February. The IT members of the joint ComSoc/ITSoc awards committee shall be identified by March 1. The awards committee shall develop a list of at least five candidate papers from the open call, as well as from internal nominations. No paper previously selected for an IT paper award or a ComSoc paper award shall be eligible for the joint award, and no paper selected for the joint award shall subsequently be eligible for an IT paper award. Normally in a given year one paper will be selected, but in exceptional circumstances up to two may be chosen.

The committee may also decline to make any award, if they decide that no suitable paper has been nominated.

Notice of the winner shall be given to the IEEE for preparation of plaques and checks by June 1. The winners shall be notified as soon as possible, and given the option to select a ComSoc or ITSoc conference at which the award will be presented.

**Section 7. Jack Keil Wolf ISIT Student Paper Award:** The IEEE Jack Keil Wolf ISIT Student Paper Award shall be given annually for up to three outstanding papers at the ISIT for which a student is the principal author and presenter. This author must be a registered student of an educational institution at the time of paper submission to be eligible for this award. The criteria for the award shall include both content and presentation. The award consists of a \$500 honorarium to be divided equally between all student authors of the paper, and a plaque for each such author.

The Awards Committee shall be responsible for selecting the winner(s) of this award, with the support of the ISIT Technical Program Committee (TPC). The ISIT TPC, or a committee formed by the ISIT TPC, shall recommend between 8 and 12 eligible papers as finalists to the Awards Committee Chair. The Awards Committee shall select up to 6 of these papers as finalists and notify the authors accordingly. These papers shall be scheduled by the TPC for presentation during the first three days of ISIT. The Awards Committee shall judge the presentations during the Symposium, select the award winner(s), and announce the winner(s) at the ISIT banquet (or other suitable occasion).

**Section 8. Thomas M. Cover Dissertation Award:** The IEEE Information Theory Society Thomas M. Cover Dissertation Award will be given annually to the author of an outstanding doctoral dissertation contributing to the mathematical foundations of any of the information sciences within the purview of the Society including, but not limited to, Shannon theory, source and channel coding theory, data compression, learning theory, quantum information theory and computing, complexity theory, and applications of information theory in probability and statistics.

Each nominated dissertation must have been successfully defended during the two calendar years prior to the award year. Only English language versions will be considered.

The award consists of an appropriately worded plaque and a \$1000 honorarium.

The selection of the winning dissertation will be made by a subcommittee that includes the Awards Committee Chair and four other Society members selected by the Nominations and Appointments Committee, at least two of whom are members of the Society Board of Governors. The Subcommittee Chair is selected by the Nominations and Appointments Committee. Dissertations will be reviewed for technical depth and significance of the research contribution, potential and realized impact on theory and practice, and quality of presentation.

A Call for Nominations will be published in the Information Theory Society Newsletter and posted on the Society website at least 3 months prior to the submission deadline. Nominations must be submitted by the dissertation advisor and must include:

1. A copy of the dissertation.
2. Copies of all refereed papers (published or submitted) spawned by the dissertation.
3. A CV of the dissertation author.

4. A statement from the nominator on the qualifications of the dissertation for the award.
5. A maximum of three letters of support submitted directly to the chair of the Society Awards Committee.

Nominations must be submitted by the 15th of January of the award year. The selection of the winning dissertation will be completed by the 15th of March. The recipient will be informed by the Society President after the selection has been made, and no later than April 1. The award will be presented at the IEEE International Symposium on Information Theory (ISIT) of the award year, and will be announced in the Information Theory Society Newsletter and on the Society webpage.

**Section 9. James L. Massey Research & Teaching Award for Young Scholars:** The IEEE Information Theory Society James L. Massey Research & Teaching Award for Young Scholars will be given annually to a young scholar who exemplifies the special quality of James L. Massey to integrate outstanding research with excellence in teaching. **To be eligible for the Massey Award, a candidate must be a member of the IEEE Information Theory Society. In addition, the candidate's 41st birthday must not occur before January 1st of the year in which the award is decided.**

The award consists of an appropriately worded plaque and a \$1000 honorarium.

The selection of the award winner will be made by a subcommittee that includes the Second Vice President of the Society, and at least three other Society members selected by the Nominations and Appointments Committee. At least one of the selected subcommittee members should be a member of the Society Board of Governors. The Subcommittee Chair is selected by the Nominations and Appointments Committee.

A Call for Nominations will be published in the Information Theory Society Newsletter and posted on the Society website at least 3 months prior to the submission deadline. Nominations must include:

1. A description (maximum three pages) of the nominee's contributions, accomplishments, and impact on research and teaching in the field of Information Theory.
2. A brief biography of the nominee.
3. A maximum of three letters of recommendation.
4. Teaching evaluations.

In evaluating nominees, equal weight will be given to research and teaching accomplishments.

Nominations must be submitted by March 15 of the award year.

The selection of the winner will be completed by April 30. The recipient will be informed by the Society President after the selection has been made, and no later than May 15. The award will be presented at the IEEE International Symposium on Information Theory (ISIT) of the award year, and will be announced in the Information Theory Society Newsletter and on the Society webpage.

## Article VIII. Confidentiality and Conflict-of-Interest

**Section 1.** The Society affirms the principle that sensitive committee discussions, in particular award committee discussions, nomination committee discussions and technical program committee

discussions, are to be confined to within the committee and kept confidential by all committee members.

In meetings of the various awards committees, nominations and appointments committees, and technical program committees of the Society, the Committee Chair shall remind committee members that all deliberations of the committee are to be confined to members of the committee only, and otherwise treated as confidential, with any “external” requests for information referred to the Chair.

**Section 2.** The IEEE Information Theory Society will uphold the IEEE Conflict of Interest policy as stated in the IEEE Bylaws.