



Member-at-Large Job Description and Expectations

This document provides a prospective MaL some idea of the role and expectations. Attendance at TEMSCON 2017 is encouraged to meet fellow TEMS members and members serving on the TEMS AdCom.

The primary expectation is noted in TEMS Bylaw Section 204.10:

Members-at-Large (MaL) serve as voting members of AdCom and **are expected to attend scheduled meetings and actively participate and contribute on Society committees between meetings.**

TEMS Constitution:

104.2 : Article IV, Section 2, Members-at-Large Terms

The terms of the elected Members-at-Large of the AdCom shall be two- years, with about one-half being elected each year. The terms of office shall coincide with the calendar year.

104.4 : Article IV, Section 4, Elections

The election process of the Members-at-Large of the AdCom shall be as specified in the Society Bylaws.

TEMS Bylaws:

203.1 : Administrative Committee (AdCom) Composition and Voting Rights

An Administrative Committee, known as the AdCom, chaired by the President, shall consist of up to seventeen voting members. The AdCom also includes non-voting and ex-officio members. The voting members include up to ten Members-at-Large duly elected by the membership of the Society, and seven officers selected by the AdCom. The non-voting members include the Secretary, Treasurer, the Honorary Members of the Society, and exofficio members as specified in the TAB Governing Documents. The Society Parliamentarian attends all AdCom meetings as an advisor.

204.10 : Duties of the Members-at-Large

Members-at-Large (MaL) serve as voting members of AdCom and are expected to attend scheduled meetings and actively participate and contribute on Society committees between meetings. They may also be assigned to assist in the implementation of selected projects on behalf of the AdCom.

205.3.1 : Members-at-Large Selection Criteria

The term of elected Members-at-Large (MaLs) shall be for a two-year period. To provide continuity approximately one-half of the total number of MaLs shall be elected each year in staggered terms. All elected MaLs will take office effective on January 1 following their election.

The Chair of the Nominating Committee shall submit to the AdCom, the proposed slate of candidates for Members-at-Large to be elected, not later than July 31. The AdCom shall approve the slate of at least 1.5 times the number of vacant positions in a meeting of the current AdCom assembled or by mail ballot. The AdCom may, by majority vote, add one or more MaL candidates prior to approving the final slate. All individual voting members of the Society eligible to vote in such election may vote for up to the number of open positions in a mail ballot. The President shall inform the AdCom of the official election results on receipt. The Society Secretary shall announce the results of the election to the membership prior to October 31.

205.3.2 : Members-at-Large Term of Office

The term of elected MaLs shall be for a two-year period commencing at the start of the calendar year following their election. To provide continuity approximately one-half of the total number of MaLs shall be elected each year in staggered terms All elected MaLs will take office effective on January 1 following their election.

206.6 : AdCom Meetings

AdCom meetings shall be held for the purpose of transacting business. Each member of the AdCom shall be sent a notice of the time and place of such meeting at least thirty (30) days prior to the scheduled date of the meeting. The agenda and agenda materials for the meeting shall be sent to the AdCom members not less than twenty (20) days prior to the meeting.

206.7 : First Meeting of Year

Every effort shall be made to hold the first meeting at a sufficiently early date to prepare and approve a budget for the following year and to ensure a smooth and early transition for new AdCom Members, Officers and committee chairs.

Please reference the TEMS Bylaws for more information about the different Committees on which you may serve. Again, as noted in TEMS Bylaws 204.10, **“Members-at-Large (MaL) serve as voting members of AdCom and are expected to attend scheduled meetings and actively participate and contribute on Society committees between meetings.** They may also be assigned to assist in the implementation of selected projects on behalf of the AdCom.”

If there are any questions, please contact Luke Maki, luke.maki@ieee.org.