

Technical Committee on Biomedical Signal Processing and Systems Bylaws

1. **Name**

Biomedical Signal Processing and Systems (BioSiPS)

2. **Purpose**

To promote advancement and exchange of the research fields of biomedical signal processing and systems in the Asia-Pacific region

3. **Fields of Interest**

The fields of interest of the BioSiPS TC shall be the following:

- Brain signal processing
- BCI and BMI
- Bio- and neuro-imaging
- Electrophysiological signal processing
- Wearable and implantable electronics

4. **TC Membership**

- a. The TC members shall be researchers in the fields of interest with good standing, and be elected by current members of the TC.
- b. The BioSiPS TC shall consist of maximum 40 members plus the Chair, the Vice Chair, the Secretary, and the Past-Chair. All TC members are voting members. Each member shall ordinarily serve two consecutive three-year terms, but membership may be terminated at any time if the Chair agrees that the member has not fulfilled their TC responsibilities. A member whose two three-year terms expire will be eligible for re-election only after a one-year pause.
- c. Each member of the TC is expected to participate in at least 75% of the votes. Members not meeting their obligations will not be considered for renewal of their first three-year term. Renewal of the first three-year term is subject to a vote by the TC members, and is conducted along with the election of new members as outlined in Bylaw 5 below.
- d. Memberships of members at their third year expire at the end of each year.

5. **Member Election Procedure:**

- a. The TC Chair and Vice-Chair are responsible to publicize the rules of nomination and prepare a ballot for election.

- b. Nominations are open to all researchers in the field of interest with good standing. The nominator is responsible for contacting the nominee before the nomination and provides a succinct case for the candidate.
- c. The candidates who receive the highest number of votes will be elected. In the event of a tie, a swift election is conducted. The quorum for a winning election is 50% of the TC membership.
- d. The election will be conducted via e-mail, unless another means is proposed and approved by the TC.

6. TC Chair and Vice-Chair:

- a. The TC members will nominate the Chair and Vice-Chair, following the procedure described in Bylaw 7. The term of office of the Chair and Vice-Chair shall be no more than two-year term.
- b. The Chair and Vice-Chair will communicate the Technical Committee's activities to the APSIPA.
- c. After serving two years, the Chair will remain a member of the TC as The Past-Chair for one more year.
- d. A secretary could be assigned to the committee by the Chair during the period.

7. TC Chair and Vice-Chair Nomination Procedure:

- a. The Chair and Vice-Chair are elected for a two-year term. Election of a new Chair takes place at the face-to-face meeting during APSIPA ASC. Members who will be unable to attend APSIPA ASC will cast their vote prior to APSIPA ASC via email. The results are announced at the face-to-face meeting and the positions are effective at the beginning of the following year.
- b. An election subcommittee consisting of the current Chair and any additional TC members whom the Chair might choose to appoint organizes the election. The subcommittee nominates one or more chairs and vice-chair candidates.
- c. Any member of the TC may nominate another TC member who agrees to serve.
- d. The election is conducted by secret ballot.
- e. If none of the candidates receives more than 50% of votes, voting is repeated with only the top two candidates.

8. Technical Committee Meeting:

- a. The TC will meet face-to-face at least once a year during APSIPA ASC. A quorum of the TC shall be one-half of the voting members including votes by proxy. The TC also holds email meetings when necessary.

9. Amendments:

- a. Bylaws and amendments thereto may be adopted by a two-thirds vote of the members of the TC present at a regularly convened meeting, provided there is a quorum. Bylaws and amendments may also be adopted by an email vote receiving approval by two-third (2/3) of the members of the TC.
- b. Following the adoption by the TC members, the proposed bylaws or amendments shall become effective after the APSIPA Board of Governors approves them.