

BYLAWS OF THE COMPUTER-AIDED DESIGN TECHNICAL COMMITTEE
OF THE IEEE CIRCUITS AND SYSTEMS SOCIETY

PREAMBLE

The Computer-Aided Design Technical Committee (known as CANDE, for Computer-Aided Network Design) is a Technical Committee of IEEE Circuits and Systems (IEEE-CAS) Society.

CANDE is a subsidiary organization of the IEEE Circuits and Systems Society (IEEE-CAS). As such, CANDE has the same privileges, responsibilities and duties as other IEEE-CAS Technical Committees. CANDE is governed by the rules and regulations of the IEEE and by the constitution and bylaws of IEEE-CAS, which take precedence over these bylaws in case of conflict.

PURPOSE

The purpose of CANDE is to promote research and best practices in the development and use of computer-aided design software in the design and test of microelectronic circuits and systems.

MEMBERSHIP AND OFFICERS

Because EDA/CAD professionals are found in ACM (SIGDA) and IEEE (Computer Society and Circuits and Systems Society), membership in CANDE is open to any member of the two organizations. Members are added through active participation in the EDA/CAD profession and by either attending a CANDE Workshop or attending three non-workshop meetings. A member becomes inactive if he/she does not attend at least one of three consecutive annual workshops or scheduled meetings between those workshops.

CANDE shall have six officers: Past Chair, Chair, Secretary, Treasurer, Workshop Program Chair and Publicity Chair. Each Officer will serve a term of one-year beginning on January 1 or as soon thereafter as possible. The election of officers for the following year shall be held during the month of September each year via email balloting. The Past Chair shall be responsible for conducting the election. The election ballot will be distributed on September 1 or as soon thereafter as possible to the email address of record for each CANDE Member. The Past Chair shall head a Nominating Committee which shall propose one or more candidates for the offices of Treasurer, Workshop Program Chair and Publicity Chair. CANDE Members shall be solicited for nominations during the month of August. In addition to nominations from the Nominating Committee, CANDE members may make nominations. Five endorsements from CANDE Members shall be required to place a name on the ballot. Normally, the Chair becomes the Past Chair, the Secretary becomes the next Chair, and the Treasurer becomes the next Secretary. There is no default succession for Workshop Program Chair or Publicity Chair. Should an officer position become vacant between elections, the position will be filled through majority vote of the remaining officers.

MEETINGS

CANDE holds an Annual Workshop once a year. The Annual Workshop is limited to attendance of no more than 70 persons in order to facilitate informal and effective interactions. Therefore, the Workshop is not publicly advertised, and attendance at the Workshop is by invitation. Invitation is issued to CANDE members and others that are proposed by the current CANDE members. No Workshop proceedings or notes are published in order to encourage open discussion at the Workshop.

A business and planning meeting is held at the end of the Annual Workshop. Additional business and planning meetings are held at the Design Automation Conference and the International Conference on Computer-Aided Design. CANDE meetings are conducted according to Robert's Rules of order. CANDE resolutions may be considered between regular meetings via email to the membership. Between meeting requests are submitted to the Chair for consideration.

DUTIES AND ELECTION OF OFFICERS

The Chair will preside over CANDE meetings and will be responsible for all interactions with the CAS Society. With the assistance of the Secretary, he/she will report on CANDE activities to the CAS Board of Governors. The Chair will also be responsible for recommending Associate Editors for the CAS Transactions.

The Chair will preside over CANDE meetings and will be responsible for all interactions with IEEE-CAS and the VP, Technical Activities of IEEE-CAS in particular. With the assistance of the Secretary, he/she will report the Committee activities to the IEEE-CAS Board of Governors. The Chair will also be responsible for soliciting CANDE members and making any recommendations to the IEEE-CAS Society (its officers, Executive Committee or Board of Governors) as requested by IEEE-CAS and any specific CANDE responsibilities as noted in the next section.

The Secretary will record the minutes of meetings and maintain the roll of CANDE members, both active and inactive, and a roster of people whom the members would like to invite to the workshop. The Secretary will report on Committee activities through the IEEE-CAS Society Newsletter and/or IEEE-CAS magazine(s) at least twice a year - normally in the Spring (prior to the IEEE-CAS ISCAS conference) and in the Summer (following ISCAS). The Secretary will maintain the CANDE web site, including posting newsletter reports to CAS.

The Treasurer will maintain the CANDE financial records of the Committee and issue checks on CANDE's bank account to pay its bills. The bank account shall be used to aggregate fees collected for the Annual Workshop and to pay expenses, such as for the Annual Workshop and additional meetings.

The Officers can, upon agreement by majority vote among themselves, undertake unplanned business on behalf of CANDE, provided that these activities are reported to the Committee membership immediately by email and at the next meeting.

ADVISORY COMMITTEE

The CANDE Chair will solicit volunteers to act as advisors to the CANDE Officers in the event that decisions are required before the next regularly scheduled meeting. There will be approximately eight members in the Advisory Committee drawn from both industry and academia.

WORKSHOP REFUND POLICY

The refund policy for CANDE registrations is:

- A full refund for cancellations received 30 days prior to the beginning of the workshop.
- A partial refund for cancellations received less than 30 but more than seven days before the beginning of the workshop. The refund will be based on the actual cost incurred to CANDE for space and meeting expense already committed and will be processed within 30 days of the close of the workshop. Note that a fee is always incurred if a credit card has been used.
- No refund for cancellations received less than one week prior to the beginning of the workshop.

The CANDE Officers may make exceptions to the policy due to extreme circumstances upon majority approval.

ACTIVITIES

In principle, CANDE participates in any and all matters handled by the IEEE-CAS society that directly affects or has a bearing on the CANDE members or their technical interests. While it has been closely associated with the evolving microelectronics technology and tools, the technical interests of CANDE are expected to evolve as well, for example, into embedded systems and software.

CANDE activities include:

1. Recommendation to the IEEE-CAS society on appointments to the editorial staff of the society magazine and newsletters.
2. Recommendation to the IEEE-CAS society on appointments to society-sponsored meetings (conferences, workshops, symposia, etc.) as solicited and to the extent the scope of the meeting falls within technical interests of CANDE. In particular, CANDE will provide input to IEEE-CAS on appointments of Society representatives to the Executive Committee and Sponsors' Coordinating Committee of the Design Automation Conference.
3. CANDE shall provide IEEE-CAS proposals for computer-aided design projects to be funded using IEEE-CAS funds derived from Design Automation Conference and other such sources.
4. CANDE through majority approval may appoint technical subcommittees to study, report and strategize for the society, to help in initiating a standard, to support PAR submissions to the IEEE-SAB, and to support any of the technical areas of interests of a majority of CANDE members.
5. CANDE may sponsor, co-sponsor, or technically participate in any meeting that CANDE members deem appropriate and is approved by the CANDE officers of

record. Prior approval from IEEE-CAS officers (VP-Technical Activities, VP-Publications, VP-Conferences, as appropriate) will be required for any such arrangement that may have financial implications for IEEE-CAS.

6. Recommendation to the IEEE-CAS Society on appointment(s) to the editorial staff of the society magazine(s) and/or newsletters.

Recommendation to the IEEE-CAS Society on appointment(s) to the society-sponsored meetings (conferences, workshops, and symposia) as solicited and to the extent the scope of the meeting falls within the technical interests of the committee. In particular, CANDE will provide input to the Society (as needed) on appointments of Society representatives to the Executive Committee and Sponsors' Coordinating Committee of the Design Automation Conference.

The Committee may engage in other activities deemed by its membership to be in the interests of CANDE'S purpose.

MAINTENANCE AND AMENDMENTS OF BYLAWS

CANDE Bylaws will be reviewed by its officers and updates proposed as needed at least every five years.

Amendments to these bylaws will be adopted by a majority vote of CANDE members present at its Annual Workshop meeting or from a majority of the members at large through an email ballot. Bylaw amendments should be forwarded to the Chair at least two weeks prior to the Annual Workshop for delivery to the members via email prior to the Workshop.

An approved amendment will take effect the day following the conclusion of the meeting where it has been approved or, in the case of votes by email, immediately upon notification to the membership of the results.

History:

- 11/6/00 Created by Mark Flomenhoft with edits by Al Dunlop, Ian Getreu, Rajesh Gupta, Chuck Shaw, Dick Smith and Paul Weil

- 11/6/00 Approved by CANDE members at a meeting during ICCAD

- 09/24/02 Modified:
 - Membership rules
 - Officer-at-large terms of 2 years with staggered elections
 - Set method of replacing a resigning officer
 - Secretary is responsible for maintaining roster
 - Advisory Committee defined
 - Workshop Refund Policy defined

- 09/13/03 Modified:
 - Membership rules - add members by attending three non-workshop meetings

- 10/14/04 Modified via email vote:
 - Change Officer-at-Large positions to Workshop Program Chair and Publicity Chair. Both positions are elected for one year.
 - Hold elections by email ballot in September or as soon after that as possible. Immediate Past-Chair runs the election.
 - Immediate Past-Chair heads a Nominating Committee and solicits nominees.
 - Newly elected officers take office on January 1st after the September election.