

## **QCIT-ETC Conduction of Meetings**

QCIT-ETC has adopted the generic IEEE ComSoc rules for Conduction of Meetings as listed below.

### **7.0.2 TC– Conduction of Meetings (generic)**

**approved on 20YY/MM.**

#### **Planning, Announcement & Conduction of Meetings**

The QCIT shall meet at places deemed convenient for its membership and will typically be chosen from among the major IEEE Communications Society conferences, for example OFC, ICC, GLOBECOM and INFOCOM.

Meetings will be announced at least two weeks in advance on the committee mailing list. Meetings are open to any conference attendee.

The QCIT Chair or a designated substitute, typically another officer, will chair meetings. Any Committee member can suggest items for the agenda.

The Secretary will take minutes. These minutes should be made available within one month of the meeting. Their availability is announced on the QCIT mailing list. Minutes are posted on the QCIT web site and are public.