

Symposia Committee Charter

As approved by the SPIE Board of Directors 13 Nov 2020

Purpose

Has oversight responsibilities for the global aspects of the Society's symposia and technical activities, including educational short course programs, conferences, engagement with thought leaders, and related activities fundamental to organizing and conducting successful events that serve the optics and photonics community.

Goals and Deliverables

Responsibilities include, but are not necessarily limited to the following

1. Provide guidance to appropriate technical and administrative staff of the Society.
2. Support and contribute to the Society goals of designing and implementing high value programs that serve the needs of researchers and industry.
3. Help establish SPIE as the leading society serving the global photonics community by contributing valuable insight into strategies, future directions, and opportunities to grow.
4. Input into relevant policy development, approval, and enforcement.

Membership

- The committee consists of a Chair, appointed by the SPIE President-Elect, and approved by the Board (at second Board meeting of year preceding term). Strong preference is given to a Chair candidate who is a current member of the committee and has served at least one year.
- The Chair is asked to serve a three-year term (usually not extended).
- Committee members are appointed by the newly approved Chair and approved by the Board (third Board meeting of year preceding term).
- The Chair selects a group of committee members of diverse technical, national, gender, and ethnicity such that its composition aspires to be in line with the Society's membership composition and goals.
- The members are asked to serve a three-year term with the possibility of renewal.
- Committee members must be current SPIE voting members, able to devote the necessary time to the committee's work and attend committee meetings.
- Members will have the experience and technical knowledge that allows them to contribute positively to Society efforts to enact agreed-upon strategies for our events, both on the topic level and the global strategy level.

Logistics

The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics+Photonics in Q3. Additional meetings may be arranged as needed.

The Chair of this committee serves on the Strategic Planning Committee and attends Board Meetings in the role of Advisor. As a member of the Strategic Planning Committee the Chair may be asked to attend one additional in-person meeting each year.

Ad-Hoc committee:

European Advisory Ad-hoc Committee

Authority

The Symposia Committee is a Standing Committee of the Board and shall report and make recommendations directly to the Board.

Quorum

Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

Guiding Documents

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Follow *“The Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians (2012 edition)”*
- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.