

**ASSOCIATION  
“INTERNATIONAL CONFERENCE ON ELECTRICAL MACHINES”  
BYLAWS**

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These Bylaws should be in alignment with the ICEM Constitution which is legally registered. Any change in the Constitution should be done by a lawyer and registered in the Canton de Vaud, Switzerland while changes in the Bylaws could be done at any time after a discussion and a vote by the ICEM AdCom.

## **1. ICEM membership**

Membership of the Association “International Conference on Electrical Machines” (ICEM) shall be open to all members who paid registration fees for the non-profit organization (NPO) apart Life AdCom members as prescribed in the Constitution. The registration fees for being member of ICEM NPO are fully separated from the registration fees for the conference attendance. The fees are recovered, by all means put in place by conference organizers, every second year (even years) during the conference attendee registration and will be valid for two years (August 31 year *N* to August 30 year *N+2*).

## **2. Elections, nominations and appointments**

**2.1.** The AdCom shall hold at least one Annual Meeting during the last quarter of the year to fill the vacant Officer’s positions for the following year as well as any other vacant positions and appointments. During all Annual Meetings, the Robert’s rules of order should be used to operate.

Those candidates with both the majority of total votes cast, with a quorum present, are considered appointed. If a quorum is not present, elections on the same slates will be done by any mean (face to face, virtual or mixed) before the end of the same year. The results are valid only when a majority (50%+1) of AdCom voting members have participated.

Voting for elections or appointments will be conducted according to ICEM procedures and may take the form of an electronic ballot.

**2.2.** Each year, the ICEM Chair shall issue instructions to ensure an orderly election procedure. In preparation of the different slates of nominees, proper consideration shall be given to diversity and inclusion, as well as geographical and technical interest representation.

The Chair will act always as the teller and will not vote unless a tie should be broken.

## **2.3. AdCom elections and appointments**

Each four years, AdCom members shall be elected by the voting members of the ICEM. The term of each AdCom member is four years. The term of all elected and appointed AdCom members starts on January 1 following their election.

- A slate of nominees for ICEM AdCom member vacancies shall be prepared by the Nomination and Appointments (N&A) Committee for approval by the AdCom.
- The list should be completed with no less than the number of vacant positions. A request for such nominations shall be solicited by a letter to all members of the existing AdCom at the time of elections.
- In addition, the Chair of the N&A Committee shall cause a “Call for Nominations” including information on deadlines, to be published and distributed to the entire ICEM community at least 30 days before the election.
- This slate shall be made available to the ICEM voting members (all members of the ICEM NPO) no later than 10 days before the election date. ICEM member elections should be completed by November 15, of the election calendar year.
- Prior to the submission of a nomination, the nominator shall have determined that the nominee is willing to serve, if elected, and that he/she is an ICEM member at the time of the election. Any ICEM AdCom member will be elected or appointed for a term of four consecutive years and one additional term of four years is allowed with a new election.
- Appointments for any specific position inside the AdCom should be proposed by the AdCom Chair and approved by the AdCom vote. Appointments are for ONE year but could be extended by the AdCom Chair with the AdCom consent.

## **2.4. Life AdCom members**

- Life AdCom members shall be based on past ICEM AdCom Chairs and past Steering Committee Chairs. They will be appointed and it is an honorary position with voting rights.
- There shall a limit to 3 most recently appointed for Life AdCom members with voting rights. If others will be still attending the AdCom, they will have an honorary position without voting rights.

## **2.5. Officers appointments**

All Officers could be appointed by the ICEM AdCom on a single slate. Officers' term starts on January 1 following their appointment unless there are exceptional circumstances, such as a vacancy. All ICEM Officers shall continue to serve until successors take office.

### **2.5.1. Officers nominations**

A slate of nominees for elected ICEM Officers shall be prepared by the ICEM N&A Committee. Recommendations for such nominations shall be solicited from AdCom members.

Prior to the submission of a nomination, the nominator shall have determined that the nominee is willing to serve if appointed, and that he/she is ICEM member at the time of the election.

The slate must only include nominations for the following Officer positions:

Chair

Vice-Chair

Treasurer

Secretary

The N&A Committee Chair, or a designated representative, shall preside over the appointment of the Officers by the AdCom. Secret ballots shall be used since the N&A Committee Chair will not vote unless he/she should break ties. The results of the appointment process shall be communicated promptly to the AdCom. Any nominee may request information on their own vote total.

### **2.5.2. Terms**

Officers have a limit of service of two consecutive terms of four years. Under extenuating circumstances, appointments should be extended for one more term of four years after a new election.

Before any election, the voting members are counted by the AdCom meeting secretary (ICEM Secretary) in order to verify that a quorum (50%+1) is present.

## **3. ICEM Officers' duties**

The ICEM Officers shall have the following duties:

**3.1.** The Chair, under the mandate of the AdCom, shall supervise the affairs of the ICEM non-profit organization and shall speak for the ICEM on all matters not specifically delegated to others. In his/her absence or incapacity, his/her duties shall be performed by the ICEM Vice-Chair.

Each retiring ICEM Chair will become automatically ICEM Life AdCom member with voting rights (with a maximum of 3 Life AdCom member votes).

**3.2.** The Vice-Chair shall fulfill the duties of the Chair in case of his/her absence or incapacity and perform such other functions as the ICEM Chair directs. He/she shall coordinate all the activities under his/her umbrella (Secretary, Treasurer, AdHoc and Standing Committees).

**3.3.** The Secretary shall be responsible for keeping the records of the ICEM AdCom in the areas commonly ascribable to his/her functions. He/she shall prepare, distribute and send to the ICEM AdCom members reports, notices, or other documents as may be required by the ICEM Chair. He/she will prepare the minutes for all ICEM AdCom meetings.

He/she shall be responsible to keep record of AdCom participants, list of voting members and to distribute materials for voting members during every AdCom meeting.

**3.4.** The Treasurer shall be responsible for the financial control and financial records of the ICEM. He/she will prepare the yearly budget and financial report and the financial data to be presented for each ICEM AdCom annual meeting. He/she is also responsible to present the financial results to the financial authorities as requested for non-profit organizations registered in the Canton de Vaud, Switzerland.

#### **4. ICEM funds**

**4.1.** The ICEM non-profit organization may raise funds as specified in the ICEM Constitution and in accordance with Switzerland rules and regulations.

**4.2.** The biannual ICEM membership dues and subscription fees shall be established by the AdCom on proposal of the ICEM Chair and Treasurer.

**4.3.** ICEM, as a non-profit organization, shall act as bursar for all ICEM funds.

**4.4.** For any conference organizer, a Memorandum-of-Understanding (MoU), compliant with ICEM regulations, should be signed at least one year before the event in between ICEM (represented by its Chair and Treasurer) and the financial entity operating the funds related to the conference. This MoU shall specify the minimum funds to be transferred to the ICEM account as a donation. This donation shall be sent at maximum one day before the beginning of the conference. Moreover, it is also the responsibility of conference organizers to collect and to send to the ICEM NPO bank account registration fees to the ICEM NPO.

The MoU shall specify that the organizers (as individuals, institution or group of institutions) shall be responsible for any profit or loss related to the conference organization.

#### **5. Publications**

**5.1.** The only publication under the umbrella of the ICEM is the Proceedings published and distributed to the ICEM participants just at the beginning of the conference.

**5.2.** All submitted papers to any ICEM conference will be reviewed by three independent reviewers each, double-checked for plagiarism detection and inserted inside ICEM Proceedings under the responsibility of conference organizers who should appoint a Publication Chair. All submitted, accepted and presented papers shall have an IEEE Copyright.

**5.3.** Any ICEM event shall have the technical co-sponsorship of IEEE societies and each conference shall be registered in the IEEE Conference Application (MCE) under the responsibility of the conference organizers. This registration will lead to an IEEE conference number, a letter of acquisition for all the published papers in the ICEM Proceedings and the usage of a PDF translator compatible with IEEE requirements (PDFXpress). A submission and review system will be provided for free to conference organizers by IEEE-IES and it is the only one to be used for these matters.

After the conference, all accepted and presented papers should be sent by conference organizers (Publication Chair) within a period of two months to IEEE for publication in IEEEExplore after a double-check by IEEE services.

**5.4.** Even if agreements exist in between ICEM and IEEE societies (available in the ICEM website), the publication of post-conference papers in IEEE journals and magazines will be solely the responsibility of authors. Since these papers have all the IEEE Copyright, they cannot be published outside IEEE journals and magazines without the authorization of IEEE under the responsibility of authors.

## **6. ICEM committees**

**6.1.** Standing committees are committees that are established in these Bylaws. Their operations have to be internally reviewed on a yearly basis and submitted to the AdCom members for their consent. Any other problem not predicted to be investigated by standing committees shall be passed to AdHoc committees launched by the ICEM Chair with AdCom consent.

**6.2.** The terms of office of any committee members shall be for two years. These terms can be renewed by ICEM Chair appointments with the AdCom consent.

### **6.3. Conference committee and organization**

The ICEM Conference committee is chaired by the ICEM Chair and is composed of all ICEM Officers. Any other ICEM AdCom member can be consulted by the ICEM Chair for any matter related to the conference organization.

The functions of the ICEM Conference Committee shall be to:

- Solicit proposals for organizing future ICEM editions.
- Verify that the different requirements corresponding with ICEM organization will be met.
- Screen all proposals (schedule, finance/budget, technical quality, organization, standards, reports, committees, expected attendance, industry engagement and exhibition).
- Conduct the ICEM Policy and Guidelines as approved by the AdCom and present as results.
- Verify the different reports presented to the AdCom before, during and after the conference approval.

### **6.5. Publication committee**

In the present time, all ICEM publications are strongly connected to IEEE due to undersigned agreements in between ICEM and several IEEE Societies (IAS, IES, PES). However, the ICEM NPO is fully independent from any other organization in term of scientific and financial matters.

The Publication committee is chaired by the Vice-Chair and has from 2 to 4 members all appointed by the ICEM Chair with the AdCom consent. The functions of the Publication committee shall be to:

- Verify the publication business as conducted by conference organizers.
- Verify the submission, review and publication of papers in ICEM Proceedings.
- Prepare the agreement with IEEE units for post-conference publications.
- Evaluate each ICEM event in term of publications (from the Proceedings to the passage to IEEEExplore).
- Supervise all ICEM publications with respect of IEEE mode of operation (statement of originality, IEEE Copyright, plagiarism issues, code of ethics).
- Report to the AdCom on all publication business.

### **6.6. Constitution and Bylaws (C&B) committee**

The Constitution and Bylaws committee is chaired by the Secretary unless the ICEM Chair proposed some other individual to operate instead with the AdCom consent. It shall be composed from 2 to 4 members all appointed by the ICEM Chair with the AdCom consent. The function of the Constitution and Bylaws (C&B) committee shall be to:

- Maintain records of the ICEM Constitution and Bylaws.

- Ascertain that the ICEM Constitution and Bylaws are not in conflict with any requirements or rules of the Switzerland non-profit organizations.
- Make timely recommended changes in the ICEM Constitution and Bylaws as necessary to conform to developments of the ICEM, its AdCom, its membership and its mode of operation.

### **6.7. Nominations and Appointments (N&A) committee**

The N&A Committee shall be reconstituted at the last AdCom meeting every two years before any election.

The N&A Committee shall consist of a Chair and between 2 and 4 members all appointed by the ICEM Chair with the AdCom consent.

The Chair of the N&A Committee shall be the immediate past ICEM Chair. In the event of the incapacity or conflict of interest of the Chair, the most recent past Chair of the N&A Committee available shall be re-appointed as the Chair. With extenuating circumstances, a different individual may be appointed to this position by the ICEM Chair with consent of the AdCom.

**The Chair and members of the N&A committee shall not be eligible to be appointed as AdCom Officers during their term of service.**

The N&A committee Chair will make recommendations for new appointments and re-appointments each year.

A member of the ICEM N&A committee may be nominated and run for a position for which such N&A committee member is responsible for making nominations only on the following conditions:

- The nomination is not made by a member of the same N&A committee.
- The member resigns from the N&A committee prior to its first meeting of the year in which the nomination shall be made.

### **6.8. Awards committee**

- Principle

The functions of the ICEM Award committee shall be to solicit nominations, review nominations and recommend candidates to the AdCom for all ICEM awards in accordance with requirements, requests, rules and regulations of ICEM.

The Award committee shall consist of a Chair and between 2 and 4 members all appointed by the ICEM Chair with the AdCom consent.

No ICEM Award committee member can be awarded the year they serve in the committee to avoid conflicts of interest.

- Awards description

#### *ICEM Arthur Ellison Achievement Award*

The ICEM Arthur Ellison Achievement Award is to be presented biennially (once every even year) to an individual, for outstanding sustained technical contributions in the field of electrical machines based on his/her publications and particularly those which have been published in ICEM Proceedings. Nominator has to send nomination form with at least two reference letters to the ICEM Awards Chair before July 30 of any ICEM year. Nominations can be issued by any member of the electrical machine community worldwide.

#### *ICEM John Tegopoulos Distinguished Service Award*

The ICEM Distinguished Service Award is to be presented biennially (once every even year) to an individual, for outstanding services to the electrical machines community especially within the ICEM. Nominator has to send nomination form with at least two reference letters to the ICEM Awards Chair before July 30 of any ICEM year. Nominations can be issued by any member of the electrical machine community worldwide.

#### *ICEM Brian Chalmers Best Paper Award*

The ICEM Best Paper Award is to be presented biennially (once every even year) for up to three technical papers (in no order), for outstanding technical competence displayed in an oral paper presented at ICEM (pre-recorded video presentation at virtual conference if this is the case). Keynote papers are not eligible.

#### *ICEM Jan Melkebeek Best Poster Presentation Award*

The ICEM Best Poster Presentation Award is to be presented biennially (once every even year) for up to three technical papers (in no order), for outstanding technical competence displayed in a poster presented at ICEM (pre-recorded video presentation at virtual conference if this is the case).

#### *ICEM Jorma Luomi Best Poster Student Forum Award*

The ICEM Jorma Luomi Best Poster Student Forum Award is to be presented biennially (once every even year) for up to three technical posters (in no order), for outstanding technical competence displayed in a poster presented at ICEM (pre-recorded video presentation at virtual conference if this is the case).

#### *ICEM Michel Poloujadoff Special Recognition Award*

The ICEM Michel Poloujadoff Special Recognition Award is to be presented biennially (once every even year) to an individual not necessarily being from the electrical machines community but having contributed a lot to ICEM success for a long time. Nominations coming from any ICEM NPO Board member have to be sent ICEM Awards Chair before July 30 of any ICEM year.

All the awards will be announced during the ICEM closing ceremony or at any other moment during the conference days. Please do note also that any ICEM Award is not necessarily given in each ICEM edition. For each award, the awardee(s) will be the one receiving the highest number of votes from the Award Committee members. In case of tie(s), the Award Committee Chair will break it (them). For paper and poster awards, the competition will be based on submissions having had the top 10 scores in the submission system and being presented during the conference.

### **6.9. Finance committee**

The Finance committee is chaired by the Treasurer and has all ICEM Officers as members. The functions of the Finance committee shall be to:

- Compile financial data and the annual budget.
- Act as consultant and functional supervisor to treasurers of various meetings held by the ICEM.
- Make periodic reports to the AdCom on the financial status of the ICEM.
- Observe financial operations of the ICEM and take appropriate actions to see that the money is spent or invested wisely and in the best interest of the ICEM.

### **6.10. Web and Information committee (WIC)**

The functions of the WIC shall be to supervise the following actions:

- Maintain and improve the general ICEM website being under control of ICEM organizers.
- Provide support to conference organizers by recommending the IEEE-IES submission and review systems.
- Control that the website manager of the current year will put all the ICEM information and archives in a secure server.
- Control the maintenance of social networking and related matters with any new available technology.

The WIC is chaired by the ICEM organizer (general chair or general co-chair) during two years with the assistance of a webmaster and a committee appointed by himself/herself being under his/her full financial and operational responsibilities. At least one AdCom member, appointed by the AdCom Chair, should be part of this committee. The WIC will operate during two years with the same leadership before passing the responsibility to the next conference organizers soon after the end of the current year conference.

All information being in the ICEM website and in the conference website will be controlled by the ICEM Chair, all ICEM Officers and the ICEM AdCom.

## **7. Ethics**

Members of the ICEM, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree (these best practices are recognized by the scientific international community):

### **7.1. General considerations**

To uphold the highest standards of integrity, responsible behavior, and ethical conduct in professional activities.

- To hold paramount the safety, health, and welfare of the public, to strive to comply with ethical design and sustainable development practices, to protect the privacy of others, and to disclose promptly factors that might endanger the public or the environment.
- To improve the understanding by individuals and society of the capabilities and societal implications of conventional and emerging technologies, including intelligent systems.
- To avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist.
- To avoid unlawful conduct in professional activities, and to reject bribery in all its forms.
- To seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, to be honest and realistic in stating claims or estimates based on available data, and to credit properly the contributions of others.
- To maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations.

### **7.2. Behavior**

To treat all persons fairly and with respect, to not engage in harassment or discrimination, and to avoid injuring others.

- To treat all persons fairly and with respect, and to not engage in discrimination based on characteristics such as race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression.
- To not engage in harassment of any kind, including sexual harassment or bullying behavior.
- To avoid injuring others, their property, reputation, or employment by false or malicious actions, rumors or any other verbal or physical abuses.

### **7.3. Mode of operation**

To strive to ensure this code is upheld by colleagues and co-workers with the support in following this code of ethics, to strive to ensure the code is upheld, and to not retaliate against individuals reporting a violation.

### **7.4. Responsibilities of authors of articles published in ICEM Proceedings**

When submitting a manuscript, authors shall disclose whether or not the manuscript has been published previously or if it is still under active consideration by another publication (statement of



originality). Authors have to know that any paper submitted, accepted and published in ICEM Proceedings has an IEEE Copyright. If an author submits a manuscript to a non-IEEE publication while that manuscript is under review by ICEM, the author shall immediately notify IEEE and ICEM about the additional submission.

Authors should only submit original work that has neither appeared elsewhere for publication, nor which is under review for another publication. If authors have used their own previously published work(s) as a basis for a new submission, they are required to cite the previous work(s) and very briefly indicate how the new submission offers substantive novel contributions beyond those of the previously published work(s).

Plagiarism or self-plagiarism are strictly forbidden and may lead to revocation of ICEM membership if detected without the possibility to claim re-imburement of membership fees already paid.