



CMT-100: Committees – 14 October 2021

Purpose

This policy defines the set of standing and ad hoc committees. The committees of INCOSE shall be both standing and ad hoc committees. Committees shall exist as committees of the Board of Directors, Advisory Committees, Special Committees, Administrative Committees, and Other Organizational Boards.

Applicability

This policy applies to the Board of Directors and INCOSE Operational and Administrative functions.

Definitions

None.

Policy Content

Committees of the Board of Directors

These committees are established under the provisions of Article V, Section 1 of the Bylaws. The members of such committees must be directors of the corporation, and they act with the authority of the Board of Directors with respect to specific authority granted them by the Board of Directors.

Directors serve on Committees at the pleasure of the Board of Directors, i.e., a Director's term on a committee concludes when they are no longer a Director, a Director voluntarily resigns membership on a committee, the Board of Directors removes a Director from membership on a Committee, or an ad hoc Committee terminates.

Subcommittees may be formed under committees by the chair as deemed in the best interest of INCOSE.

- **Standing Committees of the Board of Directors**

Except as otherwise specified, standing committee chairs are selected by majority vote of the Committee and they serve at the pleasure of the Committee.

The standing committees of the Board of Directors are:



- a. Executive Committee – The Executive Committee of the Board of Directors shall develop policy as directed by the Board of Directors, review status and operations, and provide guidance to the various Administrative Committees and the Operations Manager of INCOSE. The voting members of the Executive Committee shall consist of the President, President-Elect, Secretary, and Treasurer.
- b. Budgeting and Planning as defined in FIN-101: Budget and Planning Committee Charter.
- c. Grievance Committee as defined in ADM-109: Grievance Policy.

Advisory Committees

Advisory Committees do not act with Board authority. They make recommendations to the Board of Directors who shall then decide to accept the recommendation or not. These committees are established under the provisions of Article V, Section 3 of the Bylaws. They are designated by a resolution adopted by the Board of Directors. Except as otherwise provided in the resolution, members of an advisory committee shall be members of this corporation. Each such Committee may adopt rules for its own governance consistent with the rules set forth by the Board of Directors.

- **Standing Advisory Committees**

Except as otherwise specified, standing advisory committee chairs are selected by majority vote of the Committee and they serve at the pleasure of the Committee.

The standing advisory committees are:

- a. Executive Search as defined in MGT-100: Executive Search Committee Charter.
- b. Honors and Awards – The Honors and Awards Committee shall review Pioneer, Founders, and Outstanding Service Award nominations against the selection criteria in REC-105, REC-106, and REC-102, respectively, and make recommendations to the Board of Directors. The voting members of the Honors and Awards Committee shall consist of the INCOSE President-Elect, who shall Chair the Committee, the Technical Director, the Services Director, the Sector Directors, the Fellows Chair and the Chair of the Corporate Advisory Board.



- c. Chapter Circle Awards – The Chapter Circle Awards Committee shall review all chapter awards nominations against the selection criteria in REC-104, and make recommendations to the Board of Directors. The chair of the Chapter Circle Awards Committee is appointed by the Sector Directors. Other members of the committee are recruited by the chair in the fourth quarter (Q4) of each year from the chapters in the form of a call for volunteers to assist with the evaluation of the Chapter Circle Award submissions. The committee operates at the pleasure of the BoD to perform the evaluations against the established award criteria and provide recommendations to the BoD through the senior Sector Director at the IW.
- d. Diversity, Equity and Inclusion (DEI) Advisory Committee as defined in DEI-100: Diversity, Equity and Inclusion.

- **Ad hoc Advisory Committees**

Ad hoc committee chairs are appointed by the President and they serve at the pleasure of the President.

The Ad hoc advisory committees are:

- a. A Fellows Selection Committee, as defined in REC-101, to review Fellows nominations for eligibility against the Fellow Award criteria and make recommendations to the Board of Directors.
- b. A Bylaws Committee to make reports and recommendations to membership at large for proposed amendments.

Special Committees

Special Committees are established under the provisions of Article V, Section 3 of the Bylaws. They are designated by a resolution adopted by the Board of Directors. Except as otherwise provided in the resolution, members of a special committee shall be members of this corporation. Each such Committee may adopt rules for its own governance consistent with the rules set forth by the Board of Directors.

- **Standing Special Committees**

Except as otherwise specified, standing special committee chairs are selected by majority vote of the Committee and they serve at the pleasure of the Committee.

The Standing Special committees are:

- a. Nominations and Elections as defined in ELC-100: Nominations and Elections Committee which gets its authority from Article III, Section 3 of the bylaws.



Administrative Committees

These committees are established under the provisions of Article V, Section 3 of the Bylaws. They are designated by a resolution adopted by the Board of Directors. Except as otherwise provided in the resolution, members of an administrative committee shall be members of this corporation. Each such Committee may adopt rules for its own governance consistent with the rules set forth by the Board of Directors. Members serve on committees according to the terms set forth by the rules of the Committee. Except as otherwise specified, Chairs and Co-Chairs are selected by their committees, approved by the President and serve terms of two (2) years.

- ***Standing Administrative Committees***

The Standing Administrative Committees are:

- a. Events Committee as defined in EVT-100: Events Committee Charter.
- b. Policy Management Committee as defined in PMC-100: Policy Management
- c. Impactful Products Committee responsible for guiding the development and delivery of INCOSE products in accordance with policy TEC-107: INCOSE Technical Product & Service Development and Delivery and complementary procedure TEC-PROC-02.

- ***Ad hoc Administrative Committees are as follows:***

Ad hoc Committee Chairs are appointed by the President and they serve at the pleasure of the President.

Other Organizational Boards

- Corporate sponsors of the INCOSE are organized under a Corporate Advisory Board as defined in CAB-100: Corporate Advisory Board.
- Fellows of INCOSE are organized under the Fellows Committee as defined in FEL-100: Fellows Committee.

Responsible Position

Secretary.

Related Policies

ADM-109 Grievance
CAB-100 Corporate Advisory Board
DEI-100 Diversity, Equity, and Inclusion
ELC-100 Nominations and Elections Committee
EVT-100 Events Committee Charter



FEL-100 Fellows Committee
FIN-101 Budget and Planning Committee Charter
MGT-100 Search Committee Charter
PMC-100 Policy Management
TEC-107 INCOSE Technical Product & Service Development and Delivery

Related Procedures, Templates, and Forms

TEC-PROC-02 Technical Products Development & Commercialization Procedure

SUPERSEDES: CMT-100 dated 26 October 2018

APPROVED BY: INCOSE Board of Directors, Virtual, 14 October 2021

POLICY OWNER (RACI Responsible R): Secretary

MAINTAINED BY (RACI Accountable A): President-Elect