



## **FEL-100: Fellows Committee – 15 April 2021**

The policy sets forth the charter and structure for the Fellows Committee.

### **Charter**

The mission of the Fellows Committee is to advance the state of the science, art and practice of Systems Engineering. The Fellows Committee shall serve as an action forum to achieve its mission and to expand the service of the Fellows to INCOSE and society. Examples of such activities include, but are not limited to, the establishment of expertise groups to advise INCOSE and society and developing of publications, presentations, and position papers pertaining to systems engineering.

The Fellows Committee strives to ensure that the Fellows are demographically representative of the INCOSE membership.

### **Structure**

1. All Fellows who are INCOSE members in good standing are members of the Fellows Committee. Fellows who are not INCOSE members in good standing retain their designation as an INCOSE Fellow but are ineligible to participate in the Fellows Committee, hold a Fellows Committee or sub-committee role, or vote on Fellows Committee matters.
2. The Fellows shall elect a Chair of the Fellows Committee by a majority vote of the current Fellows who participate in the vote. This Chair shall then be appointed by the President of INCOSE, after receiving approval by the BoD of INCOSE. If the BoD does not approve the Chair, the election of a new chair shall be conducted by the Fellows. This process shall continue until BoD approval of the elected Chair is granted.
3. The Chair of the Fellows Committee may attend meetings of the Academic Council, Technical Operations, and the Board of Directors as a non-voting attendee. Attendance at these meetings may be delegated to other Fellows by the Chair of the Fellows Committee with the agreement of the relevant meeting chair.
4. A Fellow may be appointed as the Vice Chair of the Fellows Committee by the Fellows Chair. The Vice Chair does not automatically succeed to the position of Fellows Chair.



5. The term of office of the Chair and Vice Chair of the Fellows Committee shall commence on December 1 of the year and is limited to 2 years. No one may hold either of these positions for more than 2 successive (contiguous) terms. When a person assumes the position of the Chair or Vice Chair in-progress of a term, the remainder of the term assumed does not count as the first term. It is possible for a Fellow to hold these positions for more than 2 terms, as long as they are not contiguous.
6. The Fellows Committee may establish volunteer subcommittees or task groups to apply the expertise of the Fellows to internal INCOSE needs or external areas of interest. The Fellows Chair and Vice Chair may attend meetings of any subcommittee or task group.

### **Fellows Selection Committee**

1. The Fellows Selection Committee shall be a standing sub-committee of the Fellows Committee. The primary purpose of this committee is to select new INCOSE Fellows.
2. This committee shall consist of 9 Fellows who have been elected by a majority vote of the Fellows who participate in the vote.
3. The term of service of Fellows Selection Committee members shall commence on December 1 of the year and is limited to 3 years. No Fellow may serve on the Fellows Selection Committee for more than 2 successive (contiguous) terms. When a person assumes a vacancy and serves a partial term (less than 3 years) on the Fellows Selection Committee, the remainder of the term assumed does not count as the first term. It is possible for a Fellow to serve on the committee for more than 2 terms, as long as they are not contiguous.
4. The Chair of the Fellows Committee, or in their absence the Vice Chair of the Fellows Committee, shall serve as the non-voting chair of the Fellows Selection Committee.

### **Related Policies**

REC-101 Fellows Award

### **Related Procedures, Templates, and Forms (Optional)**

FEL-PROC-01 Fellows Committee Procedure



**SUPERSEDES: FEL-100 dated April 22, 2018**

**APPROVED BY: INCOSE Board of Directors, Virtual, 15 April 2021**

**POLICY OWNER (RACI Responsible R): Fellows Committee Chair**

**MAINTAINED BY (RACI Accountable A): President**