

Communication Council Rules and Procedures

1. Name

The name of the Council is the Communication Council as described in Bylaws Article III Section 1

2. Purpose

The Communication Council shall oversee the development and dissemination of Society technical activities, including electronic publications, reports, papers, internet, and social media presence. (Bylaws Article III Section 9)

3. Organization

3.1. Council Chair: Secretary of the Society

3.2. Treasurer of the Society

3.3. Chair of Advisory Group (Committee) if such a committee exists

3.4. The Council Chair shall appoint additional members as needed to achieve the Council's purpose as stated in Section 2 above.

4. Duties, or Operating Procedures, or Process and Responsibilities

4.1. The Council will be in charge of all publications of the Society, and as such will set the editorial policy for the Society. The Council Chair may delegate some or all of these responsibilities to appropriate members of Society (for example to the Chair of the Standards Committee regarding the publication of the Society's Good Practices Guide).

4.2. The Council Chair will be the point of contact, or specify another Member, for publishing houses, DOI registration agency, cloud storage, and website hosting services.

4.3. The Council will be the lead in all of the Society's internet presence.

1.1.1. The Council Chair, or their delegate, will work directly with the Meetings Council Chair to update the iDICS.org website to reflect Annual Meeting information.

1.2. The Council Chair may direct the actions of contracted entities to perform tasks related to the website and publication, as long as those actions do not require additional Society resources.

4.4. The Council Chair will submit any request for Society resources needed to perform the responsibilities of the Council to the Executive Board for approval before being able to commit the Society to any course of action.

4.5. The Council Chair may form Advisory Groups and appoint a Chair to assist in specific publications subject to the approval of the President of the Society. (Bylaws Article V Section 4)

4.6. The Council Chair will coordinate any special publications and related referee activities with outside publishers and the appropriate members of the Technical Activities Council.

4.7. The Council Chair will coordinate outreach beyond the Society to further the iDICS mission (for example setting up an iDICS booth at other industrial or society meetings).