

#### **4.3.7 TechRxiv Editorial Advisory Board Charter**

##### **A. GENERAL**

The TechRxiv Editorial Advisory Board is an organizational unit of, and reports to, PSPB.

##### **B. SCOPE**

TechRxiv™ is an open, moderated preprint server for unpublished research in general areas of engineering technology and practice, particularly as they relate to the IEEE Field of Interest. The editorial mission of the TechRxiv Editorial Advisory Board shall be to promote, monitor and oversee operations of TechRxiv™ so it remains current with IEEE's technical areas of interest and practice.

##### **C. FUNCTIONS**

The TechRxiv Editorial Advisory Board shall:

1. Oversee TechRxiv™ policy and procedures.
2. Periodically review and make recommendations for changes to TechRxiv™ regarding short- and long-term goals, technical areas, policies and procedures.
3. Offer informed counsel and advice in support of TechRxiv™, including user and partner needs.
4. Work with IEEE staff to oversee a selection process for moderators who perform regular tasks in content screening for TechRxiv™.
5. Share the TechRxiv™ efforts and results with interested IEEE organizational units.
6. Promote and advance TechRxiv™ in general areas of engineering technology and practice

##### **D. COMPOSITION**

The TechRxiv Editorial Advisory Board shall consist of a minimum of 7 (seven) voting members, as well as non-voting and corresponding members as follows:

###### **Voting Members**

- The Chair of the TechRxiv Editorial Advisory Board shall be appointed by the PSPB Chair and shall have served as a voting member of the TechRxiv Editorial Advisory Board prior to being appointed Chair. The Chair shall provide guidance to IEEE staff based on the advice and counsel of the Board.
- At least one member shall be a PSPB Member-at-large appointed by the PSPB Chair. This person will serve as a representative and liaison to PSPB on behalf of the TechRxiv Editorial Advisory Board.
- Board members may be proposed to the PSPB Nominations and Appointments Committee by the Board itself, by the Chair, or by the Managing Director, IEEE Publications, and shall be approved by PSPB.

###### **Non-Voting Members**

- PSPB Chair
- Staff positions as appointed by the IEEE Executive Director
- Managing Director, IEEE Publications, or that person's designee
- Senior Director, Publishing Operations

##### **E. MEMBERSHIP REQUIREMENTS**

All voting members of the TechRxiv Editorial Advisory Board shall be IEEE members. Exception to this may be made for members assigned to represent partnering organizations, while maintaining a majority of IEEE members on the Board.

- F. **TERMS OF OFFICE** Each voting member serves a three-year term, beginning 1 January, with the possibility of re-appointment for another three-year term. The number of consecutive terms shall not exceed two. Terms should be staggered to facilitate continuity.
- G. **VACANCIES**  
Voting member vacancies in the TechRxiv Editorial Advisory Board shall be filled by the PSPB Operating Committee for the balance of the term of the vacated position. If such an appointment occurs during the first half of the term of the vacated position and the position has a reappointment provision, this appointment counts as the initial term. If the appointment occurs during the second half of the term, that time served will not count as a full term with regard to term limit restrictions for that position.
- H. **FINANCIAL AND ADMINISTRATIVE SUPPORT**  
The principal financial support for the TechRxiv Editorial Advisory Board shall be provided through the normal budgetary processes of PSPB. Administrative support is provided by staff of IEEE Publishing Operations.
- I. **MEETINGS**  
The voting members of the TechRxiv Editorial Advisory Board shall hold at least one meeting a year. Meetings may be virtual in nature.
- J. **REPORTS**  
The TechRxiv Editorial Advisory Board shall submit an activity report to PSPB at least once a year.
- K. **CHANGES TO CHARTER**  
Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.