Fellows Committee Charter
As approved by the SPIE Board of Directors 13 Nov 2020

Purpose
To review and rank nominations for recognition as an SPIE Fellow according to program guidelines and recommend a slate of candidates to the Board annually.

Goals and deliverables
1. Review and rank Fellow nominations according to established guidelines.
2. Participate in subcommittee call to finalize candidate recommendations.
3. Recommend candidates for promotion to Fellow to the Board.
4. Recommend program eligibility and criteria changes to the Board.
5. Complete assigned tasks in accordance with established timeline.

Membership
- The committee consists of a Chair, appointed by the SPIE President-Elect, and approved by the Board (at second Board meeting of year preceding term). Strong preference is given to a Chair candidate who is a current member of the committee and has served at least one year.
- The Chair is asked to serve a three-year term (usually not extended).
- Committee members are appointed by the newly approved Chair and approved by the Board (third Board meeting of year preceding term).
- The Chair selects a group of committee members of diverse technical, national, gender, and ethnicity such that its composition aspires to be in line with the Society’s membership composition and goals.
- The members are asked to serve a three-year term with the possibility of renewal.
- Committee members must hold SPIE Fellowship status, be current SPIE voting members, able to devote the necessary time to the committee’s work and attend committee meetings.

Logistics
Committee members review and rank applications remotely and participate in 2-3 virtual meetings annually.

Authority
The Fellows Committee is a Standing Committee of the Board and reports to the Board through the Membership and Communities Committee. However, recommendations for New Fellows shall be made directly to the SPIE Board for approval. Policy and procedural changes will be reviewed by the Membership and Communities Committee and presented to the Board by the Chair of the Membership and Communities Committee.

The Chair of the Fellows Committee is asked to serve on the Membership and Communities Committee to facilitate communications.

Quorum
Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established, a majority of the votes cast is required for the
passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

Guiding Documents

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.