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

Purpose
The purpose of the Senior Member Committee is to review and recommend nominations for recognition as an SPIE Senior Member according to program guidelines and recommend a slate of candidates on behalf of the SPIE Membership and Communities Committee to the Board annually.

Goals and Deliverables
Responsibilities include, but are not necessarily limited to the following:

1. Review and rank Senior Member nominations according to established guidelines.
2. Participate in virtual meetings to finalize candidate recommendations.
3. Recommend candidates for promotion to Senior Member to the Board, on behalf of the Membership and Communities Committee.
4. Recommend program eligibility and criteria changes to the Senior Member program to the Membership and Communities Committee.
5. The Senior Member Committee is advised by the Membership and Communities Committee and the Board to maintain careful consideration of demographic balance when determining a recommended slate of Senior Member promotions.

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 Senior Member Committee should be comprised of 6 – 8 members.
- 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 Senior Member status and be current SPIE voting members, able to devote the necessary time to the committee’s work and participate in committee meetings.

Logistics
Committee members evaluate Senior Member nominations remotely and participate in 1-3 virtual meetings annually to discuss and vote on a slate of recommended Senior Member promotions and program issues. The evaluation and recommendation process occurs within the months of April and May.

Authority
The Senior Member Committee is a Standing Committee of the Board and reports to the Board through the Membership and Communities Committee. However, recommendations for new Senior Members 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 Senior Members 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.