



International Fuzzy Systems Association

→ OPERATING GUIDELINES

2005 Edition



IFSA

International Fuzzy Systems Association
OPERATING GUIDELINES



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01_ The Procedures for Election of IFSA Officers

Approved Aug.18, '99
Revised July 27-28, 2001

I. General

- 1-1 Elections are held during every IFSA World Congress.
- 1-2 The officers to be elected are:
 - 1 President-Elect.
 - 4 Vice Presidents.
 - 1 Secretary.
 - 1 Treasurer. 1)
- 1-3 The Post President will be in charge of the election process.

II. Nomination of Candidates

- 2-1 In order to solicit nomination of candidates for the new officers, the President issues (Call for Nominations) at least 1 year prior to the IFSA World Congress.
- 2-2 Nomination of a candidate can be made either by an Institutional member or by an IFSA Council officer.
- 2-3 Nominations should be mailed to the Post President with a written consent of the nominee before the deadline of nominations specified in the Call for Nomination.

Remark 1_ The "Treasurer", once elected, is supposed to serve two terms. Therefore the current Treasurer Prof. J. Kacprzyk will continue his duty until 2005.

III. Election of Officers

- 3-1 Election of IFSA officers takes place at a Council meeting during the World Congress. The President announces the date and place of elections to the IFSA Council members at least one month in advance.
- 3-2 Eligible votes for the elections are the members of the Council, who are specially 10 elected officers, (i.e., the President, the President-Elect, the Post President, the Honorary President, the Treasurer, the Secretary and 4 Vice Presidents), and eligible representatives of each Institutional member for election only.
- 3-3 The rules for election of the new officers are as follows:
 - (1) Election of officers, with the exception of the President-Elect, shall require a simple majority of the votes cast based on rank order.
 - (2) Election of the President-Elect shall require more than the half of the votes cast. If nobody obtains more than the half of the votes cast at first round, then a second vote is taken for the two candidates who obtained the best and the second best scores in the first round. In the second round voting, the simple majority rule may apply.
- 3-4 Votes are cast by a ballot.
- 3-5 The result of the elections is to be announced at the General Business Meeting during the World Congress.

IV. Balloting

- 4-1 Ballot paper, together with the list of candidates for the IFSA officers, should be mailed to each of the eligible voters by the direction of the Post President in charge of Election. Mailing should be completed 2 months prior to the World Congress when the final slate of the candidates is available.
- 4-2 Each elected officer of the Council shall have one vote for the position of each officer to be elected, while each Institutional member shall have one, two, or three votes for the position of each officer to be elected. The number of votes are determined by the category of an Institutional member. An Institutional member that is registered as a Category A-Member is given 4 votes for each election, while a Category B-Member is given 2 votes and a Category C-Member is given 1 vote.
- 4-3 Casting and counting of ballots takes place during the scheduled Council Meeting for the elections at the IFSA World Congress.

o Samples of Balloting

BALLOT PAPER
for Election of IFSA Officers

Candidates for the position of President - elect.

J. kacprzyk
 L. Koczy
 E. Trillas

For voting, check (v) one person.

BALLOT PAPER
for Election of IFSA Officers

Candidates for the position of Vice President.

Z. Bein
 B. Bouchou - Meunier
 T. Fukuda
 J. Lee
 F. Petri
 M. Smith
 T. Yamakawa

For voting, check (v) four persons.

BALLOT PAPER
for Election of IFSA Officers

Candidates for the position of Secretary.

V. Niskanen

For voting, check (v) one person.

02 Guideline for Proposals to host IFSA World Congress

September 2002

A Guidelines for Submitting a Proposal to host IFSA World Congress

1st version approved August 18, 1999

2nd version revised September 11, 2002

IFSA world Congress is a biennial International conference sponsored by IFSA and held in odd-numbered years, preferably in July. An institutional member, or the equivalent, who plans to submit a proposal to host IFSA World Congress, is encouraged to refer to the following guidelines, which are made based on the related provisions in the IFSA Constitution (Article 6) and in the By-Laws (Articles 5-7) as well as on some accumulated recommendations by former IFSA officers and previous World Congress organizers.

I. Deadlines :

The Proposals for an IFSA world congress to be held in year N are sent electronically as well as in a printed hard copy to the IFSA Secretary no later than two months before the beginning of the IFSA world congress held in year N-4. The decision is made at the IFSA council meeting held during this congress. If there is no candidate, it is possible to send proposals no later than two months before the beginning of the intermediate IFSA council meeting, held during year N-3. In this case, the decision is made during this meeting.

II. It is required that the proposal includes each of the following items:

- 1) Name and mailing address of institutional member, or the organization submitting the application.
- 2) The proposed Congress site (Location and Venue), dates and expected attendance.
- 3) The proposed registration fee.
- 4) Budget: Income vs. Expenses.
- 5) List of major responsible officials (general chair, organizing committee chair, IPC chair, etc)
- 6) Schedule of due dates for:
 - * submission of papers. (or extended summary)
 - * notification of acceptance.
 - * submission of x-page long papers for the proceedings.
- 7) Schedule of issuing CFP's and the preliminary program.

III. To prepare the proposals it is strongly recommended to ensure that:

- 1) The length of the congress is 4 to 5 days.
- 2) The registration fee is moderate and includes the banquet.
- 3) The registration fee corresponds to at least one submitted paper and one paper in an invited session. The extra fee for more submissions must be moderate.

- 4) Worldwide announcements of the congress under electronic form on the Web as well as printed form in journals, and especially in Fuzzy Sets Systems, must be provided at least one year before the beginning of the conference.
- 5) All the papers, under a complete form, including the papers submitted in special sessions, are reviewed by at least two referees.

IV. In the proposal, it is necessary that the following items be Included:

- 1) Statement that the congress organizer may reimburse the expenses of two IFSA officials appointed by the IFSA president for attending the IFSA congress and offers free registration to them. The expenses included:
 - * Round-trip air fare (in Economy class)
 - * Room and board
- 2) Statement that the congress organizer will provide free of all registration to the best IFSA student paper awardee and free student registration fee to the four other IFSA student paper awardees.
- 3) Statement that the general chair of the congress will report at the IFSA Council Meeting and IFSA Business Meeting during the congress the status of the congress including the number of participants, the number of presentations, the acceptance ratio, and a brief summary of related activities.
- 4) Statement that the congress organizer (the general chair) will submit an official final report within 6 months after the congress.
- 5) Statement of intention about profit-sharing that would be transferred to IFSA.

- 6) Statement of establishing URL homepage from the announcement of the congress until its end.
- 7) Statement that in the final program will be printed the dates, times and locations of the IFSA Council Meeting and IFSA Business Meeting during the congress, respectively, for which necessary information will be provided by the IFSA president.

V. It is recommended that the following items are contained in the proposal.

- 1) List of the subject areas of interest for which all the contributed/invited papers are solicited.
- 2) Plans of relevant technical activities such as:
 - * Tutorials
 - * Workshops
 - * Exhibitions
 - * Technical visits
- 3) List of the organizations in support of the proposal.
- 4) Plans of social programs.
- 5) Statement on availability of computer facility during the congress for e-mail, fax, and/or telephone.
- 6) Plan of organizing an open forum to discuss the future and challenges of FUZZY theory.

B Guidelines for examining a Proposal to host IFSA World Congress

Once the submission deadline is over, the secretary will send the submissions material to the council members. The meetings committee will have 3 weeks to examine the proposals in detail, summarize them, make comments and state doubts. This material will be sent to the secretary who will forward it to the council members and to ALL the candidates. The candidates will have 2 weeks to answer the doubts and modify/adjust the submissions. This material will then be distributed and used in the IFSA council meeting itself.

03 Fuzzy Fellow Procedure

The IFSA fuzzy fellow award has been created to bestow recognition on people who have made outstanding contributions to the field of fuzzy sets and the related disciplines. Criteria for selection shall consist of technical contributions, pioneering applications and support and development of the infrastructure of the fuzzy community.

The purpose of this document is to describe the procedure for nominating, selecting and inducting new members as fuzzy fellows.

I. Nomination Procedure:

1. Candidate nominations should be submitted by a person called the nominator. The only restriction on the nominator is that they be different from the candidate.
2. Nominations should be submitted to the chair of the fellows committee and consist of a package including the following items:
 - a. A vita of the candidate being nominated.
 - b. A document describing the reasons justifying selection as a fellow.
 - c. Three letters from existing fuzzy fellows supporting the nomination.
 - d. Up to three additional letters of support from appropriate non fellows.
3. Electronic Submission of the Nomination Package is highly preferred.

4. Nominations and decision procedure will done annually.
5. An announcement of an upcoming round of nominations will be made in Fuzzy Set and Systems and also disseminated appropriately on the internet.

II. Selection Procedure

1. The selection of new fellows is to done by a group consisting of the members of fuzzy fellow committee.
2. The committee will meet either "electronically" or physically.
3. The selections should be made by a "consensus" of the members of the selection committee.

III. Post Selection

1. The IFSA Council will be informed of the Results of the Selection Procedure.
2. The announcement of new fellows will be made in Fuzzy Sets and Systems subsequent to their selection by the committee.
3. Although the nomination and selection process will be done annually, an awarding ceremony will be held at the at bi-annual IFSA meeting to induct the people selected during the previous two years.

IV. Internal Notes (not for Public Dissemination)

1. Effectively by Consensus, we mean three quarters.
2. Upon request, the President of the council will be informed of nominations.
3. Fuzzy Fellow Committee Selection.
 - a. The Fuzzy Fellow Committee shall serve a period of four years.
 - b. At the end of this period, the Fuzzy Fellow Committee will present to the full cadre of fuzzy fellows a list of proposed candidates for the new the Fuzzy Fellow Committee to be voted on.

04_ IFSA Student Paper Awards

1_ Aim : to reward students research and development efforts in fuzzy set theory and applications; to motivate communication and interaction among students and the fuzzy set teaching and research community worldwide.

2_ Submission : paper author must be (or have been) a student during the last two years before the time of paper submission deadline, and carry at least 50% of a normal full-time academic program as a registered undergraduate or graduate student in a regular course of study. Authorship may be shared with his/her advisor. In this case, the student must have contributed to at least 50% of the research presented. The submission scheme could follow the same procedure, format and deadlines as suggested by the IFSA World Congress, but must clearly state that the paper is to be considered for award and why. Only full papers should be considered for award. For award purposes, abstracts submission should not be considered.

3_ Evaluation : candidate student papers will be evaluated in two phases: review and decision, respectively.

4_ Review : candidate student papers will be reviewed following the same directions and standards of the IFSA World Congress. The review form should contain a slot for the reviewer to recommend (or not) the candidate paper for award consideration. The paper should have no negative evaluation by any of its reviewers.

5_ Decision : only candidate papers with at least two recommendations will be taken for further consideration. A committee of five professors and researchers, to be appointed by the IFSA Council at its IFSA World Congress meeting prior to Award conferral, should next evaluate the papers recommended by reviewers. The committee establishes the requirements that qualify a paper as an award candidate. The five best papers, as qualified and ordered by the reviews and committee evaluations, are the ones to be awarded. If no paper meets the award requirements, then no award should be given. The result should be announced following the same deadline as of the notification of acceptance established by the IFSA World Congress organizers.

6_ Premium : the first place paper should be awarded with a certificate containing the IFSA logo, the name of the student, and the statement "Student Paper Award of the *Current Year*". The award will be delivered at an appropriated *IFSA World Congress* ceremonial. To be feasible, IFSA should provide free registration fee and an amount to aid student travel and leaving expenses. The council decides on the amount and how it should be provided. The remaining four papers should be awarded with an "IFSA Diploma" at the same ceremony as above. IFSA should provide free registration fees the remaining four awardees. These five papers could, after the due editorial and technical content polishing, be published in a special section of an international journal.

05_ IFSA-Elsevier Young Researcher Awards

Objectives

The objective of the IFSA - Elsevier Young Researcher Award is to recognize a promising young researcher pursuing PhD research in the area of theory or applications of fuzzy sets. The intention of this award is to support attendance of the IFSA World Congress. The award funded jointly by the IFSA Council and Elsevier demonstrates a strong partnership in recognizing research excellence and investing in the young generations of researchers.

The award comes in a form of financial support towards attending the Congress (up to Euro 1,800) provided by Elsevier and a conference fee paid by the IFSA Council. There is also a commemorative certificate to be presented to the winner at the IFSA World Congress.

Selection criteria

The fundamental criterion is excellence of the submission quantified in terms of its originality, impact on the discipline, and clarity of presentation.

All PhD student papers (viz. the papers whose first author is a student pursuing PhD studies) are eligible for consideration. At the submission time, the author of the paper has to indicate his/her eligibility for this competition (student has to be its first author). Please provide also with a proof of your student paper.

After the Congress, the authors of the five best papers (including the winning paper) will be formally invited to submit their work to *Fuzzy Sets & Systems*

06_ IFSA Award for Outstanding Applications of Fuzzy Technology (Draft was of July, 2005)

The IFSA Award for Outstanding Applications of Fuzzy Technology is awarded to engineers and scientists who have made significant contributions to the transfer of fuzzy logic technology from the research environment to successful commercial, industrial, or medical applications. This award recognized the importance of technology transfer and the role that the development of successful applications have played in the growth of fuzzy set theory and its acceptance by the scientific and engineering communities.

Eligibility : Individual scientists and engineers, teams, or organizations are eligible to receive the award.

Nomination : The nomination must include.

- a. The name of the scientists, research team, and/or organization being nominated.
- b. A description of the application and its use in a commercial, industrial, or medical environment. The description should indicate how fuzzy set theory was necessary for the successful development of the application or provided an improvement over the existing technology.
- c. Supporting documentation that provides evidence of the novelty, utility, and the importance of the contribution. Documentation may include, but is not restricted to, scholarly publications describing the application, technical reports, patents, and stories in the press.

A nomination must endorsed by three members of an IFSA associated society.

Nominations should be sent to the IFSA Vice-President for Awards.

Nature of award : The award will be presented at the biannual IFSA World Congress.

The award will consist of

1. a plaque recognizing the achievement, and
2. round trip travel expenses (for one person, economy class) to the IFSA World Congress.

In addition, the Award Selection Committee, in conjunction with the IFSA World Congress Organizing Committee, may request the awardee to give a lecture at the IFSA World Council.

Nomination timetable : Twelve months before IFSA World Congress-nominations solicited. Six months before IFSA Congress-deadline for nominations. Three months before IFSA Congress-announcement of winner.

Nomination solicitations : Nominations will be solicited by

1. an announcement at the IFSA Council Meeting,
2. announcements in Fuzzy Sets and Systems,
3. email to all IFSA societies to distribute to their members, and
4. an announcement on the IFSA website.

Selection : An Applications Award Selection Committee will be named by the IFSA Council. The Committee will consist of five members of the IFSA Council and be chaired by IFSA Vice-President for awards.

07_ IFSA Sponsored Events

IFSA Sponsored/Endorsed Events

-----* decision procedure *-----

I . General procedure

The IFSA President, after receiving the request from the event chairman to get IFSA sponsorship/ endorsement of an event (conference, congress, meeting and related events), ask the IFSA VP assigned to this task to provide a report on the request. Next, the President sends the report to all Council members for final approval.

II . Concise procedure for Institutional Members

Whenever a request is made to sponsor/endorse an event organized by an IFSA Institutional Member, the President can decide its approval, based on the recommendation by IFSA VP in charge and reports the decision to the council. For this purpose, the chairman of the organizing committee of the event must provide the following information together with his request:

- a. Name of the event
- b. Institutional member that sponsors the event
- c. Date and place
- d. Chairman and Organizing Committee
- e. International Program Committee members

Otherwise, the IFSA President proceeds as usual (following the generated scheme; see 1 above).

08_ Decision Making Processes on IFSA matters.

I . Decision Making in Council Meetings

- a. Vote Counting is according to the (A, B, C)-category weights.
- b. A proxy is required to present a written letter of delegation, or the equivalent to participate in the voting.
- c. The Robert's rule prevails for the important/serious items.

II . Decision Making by the Committee of IFSA Officers

To carry out IFSA business efficiently, the Committee of IFSA Officers (CIO) can make decisions on the matters that are delegated by the Council or the matters that the President considers can be handled by CIO. The decisions that are made should be reported to the members of the Council at appropriate time.

III . Electronic Decision Making

If a necessity arises, decision making can be done electronically as follows:

- a. The item under consideration is e-mailed to the President.
- b. The President acknowledges with cc-ing to IFSA Council members.
- c. The President decides:
 - * Decision Body. (Council, Executive Board or CIO)
 - * Discussion period and decision date.
 - * Decision Method (including the case whether "no response" is counted as a ye(affirmative)vote.)
- d. The President officially announces the result when the decision is reached.

July 17, 2004

Memorandum of Understanding Between IFSA and Elsevier Science B.V

ELSEVIER SCIENCE B.V.

11 November 1998

To : Professor Burhan Türken
University of Toronto
Department of Industrial Engineering
Toronto, Ont.
Canada M5S 1A4

MEMORANDUM OF UNDERSTANDING

Between the two parties

International Fuzzy Systems Association (IFSA)
Represented by Professor B. Türksen

And

Elsevier Science B.V. (hereinafter : ES)
Represented by Ms. Ir. Wilma van Wezenbeek

On

an affiliation of the Elsevier Science-owned Journal **Fuzzy Sets and Systems** (hereinafter: **the JOURNAL**) with IFSA

Dear Professor Türksen,

This is to confirm a Memorandum of Understanding between the two parties listed above on the affiliation with the Elsevier Science-owned journal "FUZZY SETS AND SYSTEMS", as follows:

① IFSA has been and wished to remain affiliated with the Journal, which will carry during the term of this affiliation and its extensions the legend: **official publication of the International Fuzzy Systems Association**. This Memorandum of Understanding further expands on this affiliation.

② Individual members of the IFSA will be entitled to a personal member subscription to the JOURNAL.

③ The payment for personal member subscriptions will be collected by the Institutional Member of IFSA for Elsevier Science.

The annual renewal procedure is as follows:

ES will provide IFSA, no later than August 31 of each calendar year, with a complete list of that year's personal member subscriptions. The name and address of each personal member subscriber will be listed and the complete list will consist of separate Institutional Member lists.

Each Institutional Member of IFSA will return its own list before December 31 of that year, including any changes on which personal member subscriptions should be renewed, or cancelled or which new personal member subscriptions should be added, as well as any changes of address. On receipt of the lists, ES will issue each year corresponding invoices to the Institutional Member of IFSA. The Institutional Members of IFSA will pay the total sum of all personal member subscriptions as a one-time payment, based on that invoice, to Elsevier Science within 30(thirty) days upon

receipt of the invoice.

Additional applications of personal member subscriptions during the year will be invoiced separately to the relevant Institutional Member of IFSA.

④ The personal member subscription is only valid for the complete publication programme. For 1999 the discount price is set at US\$ 203, covering Volumes 101-108 including transport & handling costs, but excluding import duties and value added tax ("V.A.T") if and to the extent due. In 2000 the discount price will be set by ES, but will not exceed US\$30 per Volume.

For a continuation of a similar arrangement, the agreement of both parties shall be pertinent and the prices set forth under clause 4 may be subject to inflation adjustments annually as from 2001.

⑤ It is expressly understood that these personal member subscriptions are for individual use only and may not be placed in institutional or university libraries or other libraries or organizations, nor may any of these membership subscriptions be used for library purposes. A statement setting for the aforementioned conditions will be communicated by IFSA through the Institutional Members to all members.

⑥ To promote the objectives and activities of IFSA, ES shall make available to IFSA in each issue of the JOURNAL one page for announcements by IFSA. In addition, ES will make available once a year free of charge one full page in the JOURNAL for an advertisement promoting the membership of IFSA. Upon request by IFSA, free announcements shall be made in the JOURNAL on IFSA conferences and call-for-papers for its conferences.

⑦ To promote the JOURNAL, IFSA shall mention in its promotion material that the JOURNAL is a publication affiliated with IFSA.

For the term of this Memorandum of Understanding and/or its extensions IFSA will make available to ES, at no extra costs, exhibition space at its conferences and free registration for a maximum of two (2) ES representatives. Promotion leaflets on the JOURNAL shall be inserted in the conference wallets free of charge.

⑧ The JOURNAL will serve as a principle outlet for research publications from the community represented by IFSA. In this respect, representatives of the IFSA Council will be invited to the JOURNAL's Editorial Board Meeting and vice versa the Journal's Editors-in-Chief will be invited to the IFSA Council Meeting. Discussions and presentations during these meetings include the status of the journal and recommendations can be made by IFSA to the journal on such topics as (but not limited to):

- Editorial Board/Area Editors of the JOURNAL
- Editorial Process of the JOURNAL
- General scientific direction of the JOURNAL
- IFSA policy regarding the JOURNAL

This information will not be disclosed by IFSA or by ES to other institutions, publishing companies, etc.

⑨ ES as the sole owner of the title and of all rights in and to the JOURNAL, including copyright therein and other related rights, shall continue to solely define all characteristics of and be responsible for the JOURNAL regarding all production, marketing and publication policies, including

advertising. The JOURNAL will continue to be published under the Elsevier imprint and logo or any other of the imprints and logo's of ES. The copyright notice of the JOURNAL will continue to be registered in the name of ES. ES will determine all subscription price(s) for the JOURNAL.

⑩ The affiliation with IFSA is non-exclusive. ES shall have the right to affiliate the JOURNAL with other societies than societies affiliated with IFSA. In the event ES considers any additional affiliations, IFSA shall be informed prior hereto and be consulted regarding the possibility of conflicting interests.

⑪ For the term of this affiliation, IFSA will receive annually 15 (fifteen) free subscriptions to the JOURNAL to distribute amongst their Institutional Members.

⑫ This affiliation will be continued for a new term, starting on the first day of January 1999 and terminating on December 31, 2000. In case of termination of this affiliation for whatever reason, Es shall continue the publication of the JOURNAL without any obligations to IFSA. The terms of this Memorandum of Understanding will be automatically extended for 1-year periods unless 3 (three) months prior to the Termination Date or end of 1-year period, one party informs the other of Termination by written notice.

⑬ IFSA warrants and represents that it has the right to enter into this affiliation and perform in accordance to this Memorandum and that the persons executing this Memorandum on its behalf are authorized to do so. In negotiations with third parties, IFSA shall not hold itself out as having authority to bind ES or the JOURNAL.

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- 14 This Memorandum sets forth the entire understanding between the two parties and supersedes all previous oral and written agreements. Any dispute arising in connection with this Memorandum, or the breach thereof, shall in the absence of an amicable solution by the parties, result in dissolution of the affiliation without further obligations from either of the parties to the other.

ELSEVIER SCIENCE B.V. -21-

Memorandum of Understanding
concerning IFSA and Elsevier Science

In witness hereof, the parties confirm their mutual understanding of the above.

| | |
|--|--|
| <p>On behalf of IFSA:</p> <p><i>J.B. Tarkenton</i> Prof. B. Tarkenton, President-elect</p> <p><i>Subject to the approval of IFSA Council during Aug 17-20, 1999</i></p> <p>Date: <i>Dec 10, 1998</i> Place: <i>Toronto</i></p> | <p>On behalf of ELSEVIER SCIENCE B.V.</p> <p><i>[Signature]</i> Ms. Ir. Wilma van Wezenbeek Publishing Editor</p> <p><i>[Signature]</i> Dr. Jonathan Clark Publisher</p> |
|--|--|