



# IEEE-USA

# Operations Manual

## Part A: Policies, Guidelines and Procedures

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The IEEE-USA Operations Manual can be downloaded from the IEEE-USA website at the following addresses:

Part A: Policies Guidelines and Procedures

<http://www.ieeeusa.org/volunteers/files/opmana.pdf>

Part B: Committee Charters

<http://www.ieeeusa.org/volunteers/files/opmanb.pdf>

Additional information regarding the structure, operations and activities of IEEE-USA are available at the IEEE-USA web site. Please visit the IEEE-USA Home Page located at <http://www.ieeeusa.org>.

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# SECTION 1 - INTRODUCTION

## 1.1 NAME AND PURPOSE

This organizational unit shall be known as the IEEE-United States of America (IEEE-USA). Its purposes shall be consistent with the IEEE Constitution and the IEEE Bylaws (Section I-304-8). The mission of IEEE-USA shall be to recommend policies and implement programs specifically intended to serve and benefit the members, the profession, and the public in the United States in appropriate professional areas of economic, ethical, legislative, social and technology policy concern. In recognition of its partnership with the other IEEE organizational units in providing services to U.S. members, IEEE-USA will provide liaisons, as appropriate, to those other IEEE organizational units.

## 1.2 OBJECTIVES

IEEE-USA will:

- Promote the professional, social, economic and ethical status of individuals engaged in all of IEEE's fields of interest, with a special emphasis on U.S. IEEE members.
- Provide technical advice and policy perspectives to U.S. policy-makers at all levels in the areas of electrotechnology and information technology to improve the quality of life and for the benefit of the public.
- Work with U.S. policy-makers and regulators to enhance the careers and improve the working conditions of U.S. engineers and other technical professionals.
- Develop products and services that support the lifelong professional development and career vitality needs of the IEEE's U.S. members and other technical professionals.
- Support communication with and among U.S. IEEE members, potential members, their employers and the public about IEEE-USA and the professional issues that affect our members and their professions.
- Enhance public awareness and understanding of electrical, electronics and computer engineering and related technical fields.

In pursuit of these Objectives, IEEE-USA will attempt to consider all viewpoints and will coordinate efforts with other organizational units of IEEE, with associated engineering and scientific societies, with employers' representatives operating within the U.S., and with other interested parties

## 1.3 GOVERNING DOCUMENTS

The policies, procedures, and regulations by which IEEE-USA activities are governed are embodied in the following documents, which are listed in the order in which they take precedence:

1. Not-For-Profit Corporation Law, State of New York
2. IEEE Certificate of Incorporation

3. IEEE Constitution
4. IEEE Bylaws
5. IEEE Policies
6. Resolutions of the IEEE Board of Directors
7. IEEE-USA Operations Manual
8. Other Established IEEE Procedures
9. Robert's Rules of Order

This IEEE-USA Operations Manual collects policies and guidelines adopted by the IEEE-USA Board of Directors regarding the organization and operations of IEEE-USA, including charters for all formally constituted Standing Committees.

All IEEE-USA policies and procedures shall conform to the provisions of both the IEEE Constitution and the IEEE Bylaws and shall not conflict with applicable IEEE policies. If, having consulted these documents, questions of procedure or interpretation remain, inquiries should be addressed to the Managing Director, IEEE-USA or the Executive Director of the IEEE.

IEEE-USA committees may develop and maintain appropriate best practices and operational guidelines for administration of their respective IEEE-USA programs (e.g. Awards, Fellowships, etc.), which must be consistent with the policies contained in this Operations Manual and other applicable IEEE governing documents. These administrative guidelines are not deemed to be formal governing documents requiring IEEE-USA Board approval. They should be collected and disseminated in a form that is readily accessible to the responsible committee and/or other program participants, and to Board members and other interested parties upon request.

## **1.4 MANAGEMENT**

Affairs of IEEE-USA shall be managed by an IEEE-USA Board of Directors, as defined in Section 2 and herein known as the "IEEE-USA BoD", and an IEEE-USA Operating Committee, as described in Section 3, and herein known as the "IEEE-USA OpCom", in a manner not inconsistent with the relevant governing documents. Persons holding more than one office in either of these management bodies shall be limited to one vote on that body. To be eligible for any of the offices of the IEEE-USA BoD or the IEEE-USA OpCom, the member must be at IEEE Senior Member grade or higher. To be eligible to be a Chair or a voting member of any IEEE-USA Committee, the member must be at IEEE Graduate Student or Member grade or higher.

The senior staff person designated by the IEEE Executive Director to be responsible for providing support to IEEE-USA shall be herein known as the IEEE-USA Staff Secretary.

Unless otherwise provided in the Not-for-Profit Corporation Law of the State of New York, IEEE Certificate of Incorporation, the IEEE Constitution, the IEEE Bylaws, IEEE Policies, or the IEEE-USA Operations Manual, the vote of a majority of the voting members of the IEEE-USA BoD, the IEEE-USA OpCom, the IEEE-USA Assembly and the committees of IEEE-USA present at the time of the vote, if a quorum is present at such time, shall be the act of that body.

## 1.5 DUES, FEES, AND REGIONAL ASSESSMENTS

IEEE-USA activities will be supported by funds derived from several sources and will primarily consist of two components:

1. IEEE-USA Assessment: The IEEE BoD approved mandatory assessment upon members in Regions 1-6 residing in the United States for support of IEEE-USA operations shall be the base assessment. Changes to the mandatory assessment for the support of IEEE-USA operations shall be made in accordance with the approval process set forth in the IEEE Bylaws.
2. Voluntary Fees: The variable, member choice, component and general sale component will be derived from voluntary fees for services and/or products provided by or through IEEE-USA. Fees for such services and products are determined by the IEEE-USA BoD.

Other funds may be derived by the general sale of products and services offered from time-to-time or through other fund generating activities such as voluntary contributions.

## ***SECTION 2 - IEEE-USA BOARD OF DIRECTORS***

### 2.1 COMPOSITION OF THE IEEE-USA BOARD OF DIRECTORS

The IEEE-USA Board of Directors shall consist of not more than eighteen (18) members as follows:

- IEEE-USA President, who shall be Chair
- IEEE-USA President-Elect
- IEEE-USA Past President
- The IEEE Directors who are Delegates for Regions 1-6
- The Technical Activities Representative (TAR)
- The Young Professionals Representative (YPR)
- Two IEEE-USA Members-at-Large
- Three IEEE-USA Vice Presidents
- IEEE-USA Secretary/Treasurer
- Staff Secretary (without vote)

### 2.2 ALTERNATES

The following provisions are made for Alternates to the IEEE-USA Board of Directors, Operating Committee, and/or Assembly consistent with the New York Not-For-Profit Law (Section 703d):

1. Approval of Alternates: The IEEE Regions, the IEEE-USA Vice Presidents, Members-at-Large, and the IEEE Vice President for Technical Activities may be asked to identify proposed Alternates for the coming year following the IEEE-USA Annual Meeting and as soon as those office holders are identified. A list of proposed Alternates will be compiled by IEEE-USA and presented for approval to the IEEE Board of Directors at their first meeting of the subsequent year. Alternates must be approved by the IEEE Board of Directors before their voting status on the IEEE-USA Board of Directors and Assembly become effective.



2. Regional Director Alternates: Each IEEE U.S. Region may designate an Alternate to the Regional Director to represent that Region and to exercise the rights, powers and privileges of the absent director at meetings of the IEEE-USA Board of Directors. The Alternate must be either the current Regional Director-Elect or Past Regional Director. In the event that the approved Alternate is not able to attend on behalf of an absent Director, another regional representative may be designated by the Regional Director to attend and participate on behalf of the region with voice, but no vote.
3. Vice President Alternates: Subject to approval by the IEEE-USA Board of Directors, each IEEE-USA Vice President may designate a council vice chair or reporting committee chair as an Alternate to exercise the rights, powers and privileges of the absent Vice President at meetings of the IEEE-USA Board of Directors and Operating Committee. In the event that the approved Alternate is not able to attend on behalf of an absent Vice President, another representative may be designated by the Vice President to attend and participate with voice, but no vote.
4. Technical Activities Representative Alternate: The IEEE Vice President for Technical Activities, with concurrence of the IEEE-USA President, may designate an Alternate to the IEEE Technical Activities Representative to represent IEEE Technical Activities and to exercise the rights, powers, and privileges of the absent TAR at meetings of the IEEE-USA Board of Directors and Executive Committee. The Alternate must be an individual otherwise qualified for appointment as the Technical Activities Representative. In the event that the approved Alternate is not able to attend on behalf of the absent TAR, another representative may be designated by the IEEE Vice President for Technical Activities to attend and participate on behalf of IEEE Technical Activities with voice, but no vote.
5. Member-at-Large Alternates: Each IEEE-USA Member-at-Large may designate a past IEEE-USA Member-at-Large as an Alternate to exercise the rights, powers and privileges of the absent Member-at-Large at meetings of the IEEE-USA Board of Directors.
6. Limitation on Other Alternates: No Alternates may be designated to serve on behalf of an absent IEEE-USA President, President-Elect, Past President, or for the IEEE-USA Secretary-Treasurer.
7. Notice of Attendance: The USA Secretary-Treasurer shall be informed as soon as possible when a designated Alternate will attend a scheduled meeting.

## **2.3 FUNCTIONS OF THE IEEE-USA BOARD OF DIRECTORS**

The IEEE-USA BoD shall function to provide direction and oversight to IEEE-USA, its programs, activities and budgets, consistent with IEEE-USA's purpose (see Section 1.1), objectives (see Section 1.2) and relevant governing documents (see Section 1.3).

## **2.4 MEETINGS OF THE IEEE-USA BOARD OF DIRECTORS**

1. Regular Meetings of the IEEE-USA Board of Directors: Regular meetings of the IEEE-USA BoD will be held at the call of the IEEE-USA President. Normally, three meetings will be held each year. Notices of such meetings shall be given to all members of the IEEE-USA BoD, at least 20 days in advance of the meeting.

2. Special Meetings of the IEEE-USA Board of Directors: Special meetings of the IEEE-USA BoD may be called by the IEEE-USA President or by any six members of the IEEE-USA BoD on notice to all other IEEE-USA BoD members. Notice of such special meetings shall give the place, time and purpose of the meeting; the method for holding the meeting (i.e. in person, teleconference, or other means); and the names of those calling the meeting. The meeting notice shall be sent to all members not less than 20 days before the date set for the special meeting.
3. Waivers of Notice: A meeting of the IEEE-USA BoD may be held without notice if waivers of notice signed by all the IEEE-USA BoD members are filed with the Managing Director, with notation thereof entered in the minutes of the meeting.

## **2.5. VOTING WITHOUT A FACE-TO-FACE MEETING**

The IEEE-USA BoD or any committee thereof, may meet and act upon the votes of its members through any means of telecommunication. Normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time. Minutes of such meetings shall be mailed to all members of the IEEE-USA BoD or of the committee.

Unless otherwise provided in the IEEE Constitution, the IEEE Bylaws, IEEE Policies or the IEEE-USA Operations Manual, any action required or permitted to be taken by the IEEE-USA BoD, or any committee thereof, may be taken without a meeting if all members of the Board or committee vote unanimously on the action, with the vote to be promptly confirmed in writing. The written confirmation shall be filed with the minutes of the proceedings of the IEEE-USA BoD or the committee.

## **2.6 QUORUM**

For all meetings of the IEEE-USA BoD, a quorum will be a majority of the voting members of IEEE-USA BoD.

## **2.7 EXECUTIVE SESSION**

The Chair, or the Board by majority vote, may declare an agenda item to be of a sensitive or personal nature to be debated in Executive Session. The Board, by majority vote, may reconsider a Executive Session determination by the Chair.

## **SECTION 3 - IEEE-USA OPERATING COMMITTEE**

### **3.1 COMPOSITION OF THE IEEE-USA OPERATING COMMITTEE**

The IEEE-USA Operating Committee shall consist of ten (10) members as follows:

- IEEE-USA President, who shall be Chair
- IEEE-USA President-Elect
- IEEE-USA Past President
- One of the current IEEE Directors of Regions 1-6 (selected by the IEEE-USA President, with the approval of the IEEE-USA BoD)
- One IEEE-USA Member-at-Large (serving the second year of the two-year term)
- Three IEEE-USA Vice Presidents
- IEEE-USA Secretary/Treasurer
- Staff Secretary (without vote)

### **3.2 FUNCTIONS OF THE IEEE-USA OPERATING COMMITTEE**

The IEEE-USA OpCom shall have all the functions and duties of the IEEE-USA BoD between meetings of the IEEE-USA BoD, except those that may be reserved exclusively to the IEEE-USA BoD. The IEEE-USA BoD, by majority vote at any meeting, may overrule any act or decision of the IEEE-USA OpCom.

### **3.3 MEETINGS OF THE IEEE-USA OPERATING COMMITTEE**

1. Regular Meetings of the IEEE-USA OpCom: Meetings of IEEE-USA OpCom shall be held at the call of the IEEE-USA President and customarily will be held at times between the regular meetings of the IEEE-USA BoD.
2. Special Meetings of the IEEE-USA OpCom: Special meetings of the IEEE-USA OpCom may be called by the President or by any four voting members of the IEEE-USA OpCom on notice to all other IEEE-USA OpCom members. Notice of such special meetings shall give the place, time and purpose of the meeting; the method for holding the meeting (i.e. in person, teleconference, or other means); and the names of those calling the meeting. The meeting notice shall be sent to all members not less than 20 days before the date set for the special meeting.
3. Waivers of Notice: A meeting of the IEEE-USA OpCom may be held without notice if waivers of notice signed by all the IEEE-USA OpCom members are filed with the Managing Director, with notation thereof entered in the minutes of the meeting.

### **3.4 VOTING WITHOUT A FACE-TO-FACE MEETING**

The IEEE-USA OpCom may meet and act upon the votes of its members through any means of telecommunication. Normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time. Minutes of such meetings shall be provided to all members of the IEEE-USA Board of Directors.

Unless otherwise provided in the IEEE Constitution, the IEEE Bylaws, IEEE Policies or the IEEE-USA Operations Manual, any action required or permitted to be taken by the IEEE-USA OpCom may be taken without a meeting if all members of the OpCom vote unanimously on the action, with the vote to be promptly confirmed in writing. The written confirmation shall be filed with the minutes of the proceedings of the IEEE-USA OpCom.

### **3.5 QUORUM**

For all meetings of the IEEE-USA OpCom., a quorum will be a majority of the voting members of IEEE-USA OpCom.

### **3.6 EXECUTIVE SESSION**

The Chair or the OpCom by majority vote may declare an agenda item to be of a sensitive or personal nature to be debated in Executive Session. The OpCom, by majority vote, may reconsider an Executive Session determination by the Chair.

## ***SECTION 4 - IEEE-USA ASSEMBLY***

### **4.1 COMPOSITION OF THE IEEE-USA ASSEMBLY**

The delegates to the IEEE-USA Assembly shall be the eleven (11) directly elected members of the IEEE-USA BoD as follows:

- IEEE-USA President, shall be Chair
- IEEE-USA President-Elect
- IEEE-USA Past President
- The Directors of the IEEE U.S. Regions
- Two IEEE-USA Members-at-Large, and
- The Staff Secretary (non-voting)

### **4.2 FUNCTION OF THE IEEE-USA ASSEMBLY**

The function of the IEEE-USA Assembly is to act for the U.S. members as their representatives to elect those members of the IEEE-USA BoD who are not directly elected by the voting members of the IEEE U.S. regions, to fill any vacancies that may arise in those offices, and to act on behalf of the IEEE members in the U.S. regions as their duly elected delegates on other issues as may be required by applicable law.

### **4.3 MEETINGS OF THE IEEE-USA ASSEMBLY**

1. Regular Meetings: The IEEE-USA Assembly shall meet annually prior to the final meeting of the IEEE-USA BoD. At that time, the IEEE-USA Assembly shall appoint the IEEE-USA Vice Presidents, the IEEE-USA Secretary/Treasurer and the Young Professional Representative by a majority vote of the members present and entitled to vote at the time of the vote, provided a quorum is present. After adopting a motion outlining procedures for conduct of the elections, the Assembly receives nominations from the IEEE-USA Nominations and Appointments Committee for each office to be filled, and may accept additional nominations from the floor.

2. Special Meetings: Special meetings of the IEEE-USA Assembly may be called by the IEEE-USA President or by any four delegates on notice to all other delegates. Notice of such special meetings shall give the place, time and purpose of the meeting; the method for holding the meeting (i.e. in person, teleconference, or other means); and the names of those calling the meeting. The meeting notice shall be sent to all members not less than 20 days before the date set for the special meeting.
3. Waivers of Notice: A meeting of the IEEE-USA Assembly may be held without notice if waivers of notice signed by all the delegates are filed with the Managing Director, with notation thereof entered in the minutes of the meeting.

#### **4.4 VOTING WITHOUT A FACE-TO-FACE MEETING**

The IEEE-USA Assembly may meet and act upon the votes of its members through any means of telecommunication. Normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time. Minutes of such meetings shall be mailed to all members of the IEEE-USA Assembly.

Unless otherwise provided in the IEEE Constitution, the IEEE Bylaws, IEEE Policies, or the IEEE-USA Operations Manual, any action required or permitted to be taken by the IEEE-USA Assembly may be taken without a meeting if all members of the IEEE-USA Assembly vote unanimously on the action, with the vote to be promptly confirmed in writing. The written confirmation shall be filed with the minutes of the proceedings of the IEEE-USA Assembly.

#### **4.5 QUORUM**

For meetings of the IEEE-USA Assembly, a quorum will be a majority of the voting members of the IEEE-USA Assembly.

#### **4.6 EXECUTIVE SESSION**

Meetings of the IEEE-USA Assembly will be in Executive Session when such meetings pertain to the elections process and involves discussions of the qualifications of individual members. The Chair shall have the right to declare other matters before the Assembly to be of a sensitive or personal nature to be debated in Executive Session.

## **SECTION 5 - KEY POSITIONS OF IEEE-USA**

### **5.1 IEEE-USA PRESIDENT/CHAIR - IEEE-USA BoD**

1. Functions/Responsibilities. The IEEE-USA President shall be the Chair of the IEEE-USA BoD, the IEEE-USA OpCom, and the IEEE-USA Assembly. Following a term of one year as IEEE-USA President-Elect, the holder of that office shall serve as IEEE-USA President in the subsequent year and shall serve as IEEE-USA Past President in the year subsequent thereto. The functions and responsibilities shall be to:
  - a. Represent the IEEE U.S. members as an elected official.
  - b. Propose agendas and preside over all meetings of the IEEE-USA BoD, IEEE-USA OpCom and the IEEE-USA Assembly.
  - c. Serve as a member of the IEEE Board of Directors.
  - d. Provide guidance to the Managing Director on priorities to facilitate planning and operations.
  - e. Work with the Treasurer and Managing Director, IEEE-USA, as appropriate to oversee the financial operation of IEEE-USA.
  - f. Make such appointments as are specified by charter, form ad hoc committees, and appoint IEEE-USA representatives to other IEEE organizational units and external organizations.
  - g. Serve as ex-officio member to all IEEE-USA Committees.
  - h. Serve on other IEEE Boards or Committees, as requested, or if required by IEEE Bylaw, and inform the IEEE-USA Board of appropriate matters.
  - i. Represent IEEE in the Assembly of the American Association of Engineering Societies
2. Qualifications. The qualifications for the IEEE-USA President/Chair IEEE-USA BoD include the following:
  - a. Must be an IEEE Senior Member grade or higher.
  - b. Must be able to commit a significant amount of time to the position.
  - c. Should have the support of that person's employer in meeting the obligations of the position.
  - d. The IEEE-USA President shall be ineligible to serve a second full term, except to fill a vacancy as provided in IEEE-USA OpMan. 5.11.

### **5.2 IEEE-USA PRESIDENT-ELECT/VICE CHAIR - IEEE-USA BoD**

1. Functions/Responsibilities. The functions and responsibilities of the IEEE-USA President-Elect/Vice Chair of IEEE-USA BoD shall be to:
  - a. Report to and assist the IEEE-USA President as a representative of the IEEE U.S. membership.
  - b. Serve as Vice Chair of IEEE-USA BoD, IEEE-USA OpCom and the IEEE-USA Assembly.
  - c. Serve on IEEE-USA BoD, IEEE-USA OpCom, the IEEE-USA Finance and Budget Committee and the IEEE-USA Assembly.
  - d. Preside over the meetings of IEEE-USA BoD and IEEE-USA OpCom, in the absence of the IEEE-USA BoD Chair,
  - e. Assist the IEEE-USA BoD Chair by carrying out additional ad-hoc assignments.
2. Qualifications. Same as for President.

### 5.3 IEEE-USA PAST PRESIDENT

1. Functions/Responsibilities. The functions of a Past President shall be to:
  - a. Report to and advise the IEEE-USA President and President-Elect of matters of concern to the U.S. membership.
  - b. Serve on IEEE-USA BoD, IEEE-USA OpCom, the IEEE-USA Assembly.
  - c. Serve as Vice Chair of the IEEE-USA Nominating and Appointments Committee (N&A) and to become Chair at the last regular committee meeting of the year.
2. Qualifications. Same as for President and must have completed a full term of office as IEEE-USA President.

### 5.4 IEEE-USA SECRETARY/TREASURER

1. Functions/Responsibilities. The IEEE-USA Secretary/Treasurer shall be responsible for all financial matters pertaining to IEEE-USA. The functions of the IEEE-USA Secretary/Treasurer shall be to:
  - a. Serve as the Chief Financial Officer of the IEEE-USA.
  - b. Chair the IEEE-USA Finance & Budget Committee.
  - c. Serve as a member of the IEEE-USA BoD, the IEEE-USA OpCom, the IEEE-USA Finance & Budget Committee and the IEEE Finance Committee.
  - d. Report administratively to the IEEE-USA President.
  - e. Work with the Managing Director to prepare the annual budget, including the rolling 3-5 year financial plan, and monitor financial reports for adherence to the budget of IEEE-USA.
  - f. Provide periodic reporting on financial matters to the IEEE-USA BoD and to the IEEE-USA OpCom, to secure their approval on financial actions when necessary.
  - g. Report on the progress and activities of the IEEE Finance Committee to the IEEE-USA Board of Directors and Operating Committee.
  - h. Ensure compliance with IEEE policies and procedures in all financial matters relating to IEEE-USA operations.
  - i. Prepare the IEEE-USA Annual Report.
2. Qualifications. The qualifications for the IEEE-USA Secretary/Treasurer include the following:
  - a. Must be at IEEE Senior Member grade or higher.
  - b. Must be able to commit a significant amount of time to the position.
  - c. Should have the support of that that person's employer in meeting the obligations of the position.
3. Term of Office: The term of office of the IEEE-USA Secretary/Treasurer shall be for one year with the possibility for election to a second successive one-year term, subject to a maximum continuous service of six years in any combination of IEEE-USA Vice President or Secretary-Treasurer positions.

### 5.5 IEEE-USA MEMBER-AT-LARGE

1. Functions/Responsibilities. The functions of a Member-at-Large shall be to:
  - a. Advise the IEEE-USA President and BoD on matters of concern to, and serve as an advocate of the interests of, the U.S. membership.
  - b. Serve on IEEE-USA BoD and the IEEE-USA Assembly. The Senior Member-at-Large (serving the second year of the two-year term) shall also serve on IEEE-USA OpCom.
  - c. Provide regular reports of plans and activities.
  - d. Assume responsibility for tasks or projects assigned by the IEEE-USA President, OpCom or the Board.
2. Qualifications. The qualifications for a Member-at-Large include the following:
  - a. Must be at IEEE Senior Member grade or higher.
  - b. Must be able to commit a significant amount of time to the position.
  - c. Should have the support of that person's employer in meeting the obligations of the position.
3. Term of Office: There shall be two IEEE-USA Members-at-Large elected in alternate years for two-year terms. IEEE-USA Members-at-Large will not be eligible for a second successive term.

## **5.6 IEEE-USA VICE PRESIDENT - CAREER AND MEMBER SERVICES**

1. Functions/Responsibilities of the IEEE-USA Vice President, Career and Member Services shall be to:
  - a. Provide direction and assist in coordinating IEEE-USA's career and professional activities programs and services.
  - b. Appoint Career and Member Services committee chairs with the concurrence of the IEEE-USA President.
  - c. Serve on the IEEE-USA BoD, the IEEE-USA OpCom, and the IEEE-USA Finance and Budget Committee.
  - d. Serve as an ex officio member of each of the Career and Member Services Committees
  - e. Chair at least one meeting per year of the committee chairs at which committee/program goals and annual plans will be determined.
  - f. Keep the Career and Member Services committees notified of changes that affect their scope, budget, structure, operations, and/or membership, and solicit their timely input to proposed changes.
  - g. Work collaboratively with the Vice President, Communications and Public Visibility to ensure effective communication and promotion of IEEE-USA's career-related products and services, and support for IEEE-USA's local professional activities.
  - h. Work with the IEEE-USA Career Career and Member Services staff to carry out these functions and responsibilities.
2. Qualifications of the IEEE-USA Vice President, Career and Member Services include the following:
  - a. Must be an IEEE Senior Member or Fellow.
  - b. Should have background in career-related planning, product development and/or management, with a focus on non-technical skills and delivery of products or services through multiple channels including local or distributed professional meetings/events.



- c. Previous experience as a member of one or more of the Career and Professional Activities committees is preferable.
  - d. Must be able to commit sufficient time to carry out the position's functions and responsibilities.
  - e. Should have the support of that person's employer in meeting the obligations of the position.
3. **Term of Office:** The term of office of the IEEE-USA Vice President, Career and Member Services shall be for one year with the possibility for reappointment to a second successive one-year term, subject to a maximum continuous service of six years in any combination of IEEE-USA Vice President or Secretary-Treasurer positions.

## **5.7 IEEE-USA VICE PRESIDENT – COMMUNICATIONS AND PUBLIC AWARENESS**

1. Functions/Responsibilities of the IEEE-USA Vice President, Communications and Public Awareness shall be to:
- a. Manage and coordinate IEEE-USA's communications, public awareness and recognition programs and associated budgets
  - b. Appoint committee chairs and volunteer editors for IEEE-USA communications, public awareness and recognition committees and publications with the concurrence of the IEEE-USA President
  - c. Serve on the IEEE-USA BoD, the IEEE-USA OpCom and the IEEE-USA Finance and Budget Committee
  - d. Chair at least one meeting per year of the committee chairs/publication editors at which plans and goals will be presented and discussed.
  - e. Serve as an ex officio member of each of the communications, public awareness and recognition committees.
2. Qualifications of the IEEE-USA Vice President, Communications include the following:
- a. Must be an IEEE Senior Member or Fellow.
  - b. Background in communications and/or public awareness, including previous experience as a member of one of the committees is preferable.
  - c. Must be able to commit sufficient time to carry out the position's functions and responsibilities.
  - d. Should have the support of that person's employer in meeting the obligations of the position.
3. **Term of Office:** The term of office of the IEEE-USA Vice President, Communications shall be for one year with the possibility for reappointment to a second successive one-year term, subject to a maximum continuous service of six years in any combination of IEEE-USA Vice President or Secretary-Treasurer positions.

## **5.8 IEEE-USA VICE PRESIDENT – GOVERNMENT RELATIONS**

1. Functions/Responsibilities of the IEEE-USA Vice President, Government Relations shall be to:

- a. Manage and coordinate IEEE-USA’s government relations committees, programs and associated budgets in order to advance IEEE-USA’s public policy agenda.
  - b. Work to obtain the broadest possible member involvement with IEEE-USA’s government relations programs and committees, including recruitment of qualified representatives from IEEE technical societies, regions, sections and other organizational entities, in order to ensure that IEEE-USA policy positions reflect the breadth of member viewpoints and expertise.
  - c. Appoint government relations committee chairs with the concurrence of the IEEE-USA President.
  - d. Serve on the IEEE-USA BoD, IEEE-USA OpCom and the IEEE-USA Finance and Budget Committee.
  - e. Serve as an ex-officio member of each of the government relations committees.
  - f. Chair at least one meeting per year of the committee chairs at which plans and goals will be presented and discussed.
2. Qualifications include the following:
- a. Must be at IEEE Senior Member or Fellow.
  - b. Background in government relations and/or public policy, including previous experience as a member of one of the committees is preferable.
  - c. Must be able to commit sufficient time to carry out the position’s functions and responsibilities.
  - d. Should have the support of that person's employer in meeting the obligations of the position.
3. Term of Office: The term of office of the IEEE-USA Vice President, Government Relations shall be for one year with the possibility for reappointment to a second successive one-year term, subject to a maximum continuous service of six years in any combination of IEEE-USA Vice President or Secretary-Treasurer positions.

## **5.9 IEEE-USA TECHNICAL ACTIVITIES REPRESENTATIVE**

There shall be one IEEE-USA Technical Activities Representative appointed by the IEEE Vice President – Technical Activities with the concurrence of the IEEE-USA President.

1. Functions/Responsibilities: The functions of the IEEE-USA Technical Activities Representative shall be to provide effective liaison and promote mutually beneficial collaborations between IEEE-USA and IEEE’s Technical Activities Board and the IEEE technical societies; and to serve on the IEEE-USA Board of Directors.
2. Qualifications: The Technical Activities Representative shall be a sitting or past Director of IEEE’s Technical Activities Board appointed by the Vice President –Technical Activities with the consent of the IEEE-USA President..
3. Term of Office: The term of office for the IEEE- USA Technical Activities Representative shall be for one year.

## **5.10 IEEE-USA YOUNG PROFESSIONAL REPRESENTATIVE**

There shall be one IEEE-USA Young Professional Representative appointed by the IEEE-USA Assembly.

1. Functions/Responsibilities: The functions of the IEEE-USA Young Professional Representative shall be to serve on the IEEE-USA Board of Directors as a voice for the views and interests of IEEE U.S. Young Professional members and to provide effective liaison and promote mutually beneficial collaborations between IEEE-USA and the IEEE Young Professionals community.
2. Qualifications: The Young Professional Representative shall be a U.S. IEEE member at the Graduate Student Member, Member, Senior Member or Fellow grade enrolled as an IEEE Young Professional.
3. Term of Office: The term of office for the IEEE- USA Young Professional Representative shall be for one year.

## **5.12 VACANCIES**

In the event of a vacancy in the office of IEEE-USA President-Elect, IEEE-USA shall have six months to hold a special membership election for purposes of filling the vacancy, after which the IEEE Assembly may fill the position as provided in IEEE Bylaws Section I-301.10.8.

In the event of a vacancy in the office of the IEEE-USA President, the incumbent President-Elect shall assume the duties of the President, thereby vacating the office of President-Elect, and will serve the remainder of the vacant Presidential term and the term to which he/she had been elected. In that instance, the Past President who is in office when the vacancy occurs shall serve one additional year.

In the event of a vacancy in the office of the IEEE-USA Past President, the next most recently retired Past President available to serve shall fill the vacancy.

Vacancies among the Regional officers shall be filled as provided in IEEE Bylaws I-301.10.8.

Vacancies in the office of Member-at-Large, shall be filled by the IEEE-USA Assembly. Those filling the vacancy shall not become a member of the IEEE-USA Assembly unless already serving in a position filled by popular election.

Vacancies in the offices of Vice President or Secretary-Treasurer shall be filled by special election of the IEEE-USA Assembly.

Vacancies in the office of Technical Activities Representative shall be filled by appointment as provided in Section 5.10.

Vacancies in the office of Young Professional Representative shall be filled by appointment as provided in Section 5.11.

# **SECTION 6 - IEEE-USA COMMITTEES**

## **6.1 TYPES OF COMMITTEES**

1. Standing Committees: The IEEE-USA BoD may establish standing committees as necessary to perform the functions of IEEE-USA. Each standing committee of IEEE-USA shall have a charter that describes, at a minimum, the scope of the committee and its functions, and the organization and membership of the committee. All committee charters and any changes thereto require the approval of the IEEE-USA BoD. Each standing committee shall report to the Board through the Vice President or other officer specified in its Charter (see Operations Manual, Part B). Each standing committee shall also be provided a budget to support its activities.

The chair of each IEEE-USA standing committee is appointed by an IEEE-USA Vice President or IEEE-USA officer assigned with responsibility for the committee, subject to the concurrence of the IEEE-USA President.

2. Ad Hoc Committees: Ad hoc Committees (or Task Forces) may be established by the IEEE-USA President or IEEE-USA Board of Directors to perform specific short-term tasks. Ad hoc Committees are automatically dissolved upon completion of their task(s) and final report, or by action by, or at the end of the term of, the IEEE-USA President or Board that created the ad hoc committee.
3. Affinity Groups: The IEEE-USA BoD may also establish affiliated organizational units to respond to the special interests of groups of its members. These organizational units, referred to herein as "affinity groups" may be given titles descriptive of their interests. An affinity group shall have a charter and bylaws describing, at a minimum, the group's scope, functions, organization, membership, and relationship with other IEEE organizational units. An affinity group shall develop an annual budget and in addition may develop a fee structure to cover some or all of the costs of its operation. The charter, the bylaws, the budget, the fee structure, and any changes thereto require the approval of IEEE-USA BoD.

## SECTION 7 – ELECTIONS AND APPOINTMENTS

### 7.1. GUIDING PRINCIPLES

The following principles are adopted by IEEE-USA BoD to guide IEEE-USA nominations, elections and appointments:

- Nominees for IEEE-USA appointed offices must be at IEEE Senior Member grade or higher, excluding the Young Professional Representative;
- Ideal candidates should have at least 5-10 years of increasingly responsible management or related experience relevant to their prospective office, demonstrated leadership skills, experience in a volunteer led organization that operates by consensus, excellent written and oral communications skills, strong organizational ability, and the ability to work in remote/electronic working environments and with associated tools;
- Candidates for IEEE-USA offices can only be nominated by the IEEE-USA N&A Committee for one IEEE-USA Assembly appointed position;
- The N&A Committee shall not nominate candidates for IEEE-USA offices who are nominated to serve in the same year as IEEE-SA President, Vice President, Technical Activities, or for any office elected by the IEEE Assembly or appointed by the MGA Assembly;
- Documentation of candidates' qualifications should be furnished at all levels of the nomination process;
- Committee and Task Force Chair, PACE Leaders and Coordinators should be routinely considered for higher level jobs;
- The recommendations of IEEE-USA Members, Committee and Task Force Chair, PACE Leaders and Coordinators should be solicited when compiling candidate lists;
- Emphasis should be placed on Divisional/Regional, Council, Area and Section activities that demonstrate a developed sense of the IEEE constituency when considering candidates for higher level offices;
- Special consideration should be given to candidates for Secretary/Treasurer because of the need for financial skills. Prior service as Treasurers at the Region level and/or on the IEEE Finance Committee should be given extra weight for this position;
- IEEE United States Regional Directors and Technical Directors should be encouraged to submit names of candidates.

### 7.2 SELECTION OF IEEE-USA PRESIDENT-ELECT AND MEMBER-AT-LARGE CANDIDATES

1. N&A Committee Recommendations: The N&A Committee will recommend two (2) or more qualified nominees to IEEE-USA BOD for their consideration for each position. For each such nominee, the N&A Committee will provide a biographical sketch, a list of IEEE

activities, and a platform statement. The N&A Committee may include in its recommendations the names of candidates in the IEEE general election process, with the stipulation that those candidates would be considered only if they were not elected in that process.

2. Number of Candidates: The IEEE-USA BoD will decide by majority vote the number of candidates for each position to be included on the election ballot.
3. Floor Nominations: Nominations may also be made from the floor by any member of the IEEE-USA BoD. If nominations are made from the floor, the nominator should be prepared to provide a biographical sketch, including IEEE activities, a platform statement, and a statement that the individual nominated is qualified and willing to serve if elected.
4. Candidate Statements: Individuals who are nominated, either by the N&A Committee, or from the floor will be permitted to provide concise written statements in support of their candidacies, which will be made available to Board members for review as soon as practicable, at or prior to the meeting. The Board, at its discretion, may also elect to convene a separate special electronic meeting to interview the candidates after receipt of the N&A Committee's nominee slate.
5. Exclusion of Candidates From Deliberations: After completion of nominations and candidate statements, all candidates shall be excluded from the meeting during the discussion of candidates by IEEE-USA BoD. However, a candidate who is also a current member of IEEE-USA BoD will be invited back into the meeting to participate in the vote.
6. Balloting: Selection will be by secret ballot by voting members of IEEE-USA BoD. Approval voting will be used. Depending on the number of candidates, successive votes will be taken and the candidate with the fewest votes will be eliminated after each vote. Successive votes will be taken for each of the two positions until the agreed upon number of candidates is reached.
7. Tellers: The IEEE-USA President will select two tellers who are not current members of the IEEE-USA BoD to assist in the counting of the votes.
8. Notification: The names of the selected candidates shall be forwarded to IEEE Corporate Activities in accordance applicable Bylaws.

### **7.3 PETITION CANDIDATES FOR IEEE-USA PRESIDENT-ELECT AND MEMBER-AT-LARGE**

IEEE voting members in Regions 1-6 residing in the United States may propose, by petition, names to be added to the ballot for the offices of IEEE-USA President-Elect and IEEE-USA Member-at-Large, using the petition process outlined in IEEE Bylaw I-308.8 and IEEE Policies 13.8.

### **7.4 IEEE-USA PRESIDENT-ELECT AND MEMBER-AT-LARGE ELECTIONS**

1. Applicable Policies: IEEE-USA elections shall be conducted in accordance with the IEEE-Bylaws, and other relevant IEEE and IEEE-USA policies and procedures.

2. Voting: IEEE voting members in Regions 1-6 residing in the United States shall be permitted to vote for the IEEE-USA President-Elect and IEEE-USA Members-at-Large.
3. Tellers: The counting of the tally of votes will be a part of the IEEE annual election process and shall follow the procedure specified in IEEE Bylaw I-308.13.
4. Election Disputes: Any dispute or appeal connected with the election of the IEEE-USA President-Elect, the IEEE-USA Member-at-Large, or any other member elected IEEE-USA officer shall be submitted to the IEEE Credentials Committee for a review of the complaint and for action in accordance with IEEE Bylaw I-306.4.
5. Resolution of Ties: In the event of a tie among candidates in the race for IEEE-USA President or Member-at-Large, the IEEE Board of Directors shall choose between the nominees involved.
6. Electioneering: In general, it shall be the policy of the IEEE-USA not to permit the use of IEEE-USA funds or IEEE-USA staff resources to support electioneering activities.

## **7.5 SELECTION OF IEEE-USA VICE PRESIDENTS AND IEEE-USA SECRETARY/TREASURER, AND IEEE-USA YOUNG PROFESSIONAL REPRESENTATIVE**

- A. The N&A Committee will recommend to the IEEE-USA Assembly the names of two or more nominees for each position. For each such nominee, the N&A Committee will provide a biographical sketch, a list of IEEE activities, and a platform statement. The N&A Committee may include in its recommendations the names of candidates currently participating in the general election process for other positions, with the stipulation that those candidates would be considered for appointment only if they were not elected.
- B. The IEEE-USA Assembly will meet in executive session for purposes of selecting IEEE-USA vice presidents, the IEEE-USA secretary/treasurer, and the Young Professionals Representative.
- C. Nominations may also be made from the floor by any member of the IEEE-USA Assembly. If nominations are made from the floor, the nominator should be prepared to provide a biographical sketch, including IEEE activities, a platform statement, and a statement that the individual nominated is qualified and willing to serve if elected.
- D. Nominated individuals for a vice president or secretary/treasurer position will not make oral statements to the IEEE-USA Assembly on their own behalf. A representative of the N&A Committee will present the slate of nominees and provide a brief summary of each candidate's qualifications. The IEEE-USA Assembly will exclude candidates from the meeting during discussion. However, a candidate who is a member of the IEEE-USA Assembly will be invited back into the meeting to participate in the vote.
- E. Election will be by secret ballot by all voting members of the IEEE-USA Assembly. The Chair will participate in all secret balloting but the vote shall only be used in order to break a tie. Approval voting will be used. Depending on the number of candidates, successive votes will be taken for each of the six positions. The candidate with the fewest votes will be

eliminated after each vote until one candidate has a clear majority of the votes for each position.

- F. The IEEE-USA President will select two tellers, who are not current members of the IEEE-USA Assembly, to assist in the counting of the votes.

## **7.6 SELECTION OF NOMINATION & APPOINTMENTS (N&A) COMMITTEE MEMBERS AND ALTERNATES**

1. Nominations: The N&A Committee will recommend three eligible candidates to the IEEE-USA BoD for their consideration, one for each of the two vacant member positions and one for the post of N&A Committee Alternate.
2. Executive Session: The IEEE-USA BoD will meet in executive session for purposes of selecting N&A Committee members and alternates.
3. Floor Nominations: The IEEE-USA BoD will vote the nominee slate as presented by the N&A Committee. In the event that a majority vote disapproves the slate, nomination of a substitute slate may be made from the floor by any member of the IEEE-USA BoD. If nominations are made from the floor, the nominator should be prepared to make a statement on behalf of the individuals nominated, including assurance that they are qualified and willing to serve if selected.
4. Voting Process: Selection will be by secret ballot by voting members of IEEE-USA BoD.
5. Tellers: The IEEE-USA President will select two tellers who are not current members of the IEEE-USA BoD to assist in the counting of the votes.

## **7.7 APPOINTMENTS**

1. Liaisons and Representatives: The IEEE-USA President may appoint IEEE members as IEEE-USA liaisons or representatives to IEEE organizational units and to outside organizations for the purposes of advancing IEEE-USA programs or objectives. Those individuals appointed serve at the IEEE-USA President's discretion until removed by the IEEE-USA President or by the IEEE-USA Board of Directors, or until the expiration of the IEEE-USA President's term in office.

Liaisons and representatives are expected to consult with the IEEE-USA President or designee before casting votes or taking positions on behalf of IEEE-USA, to obtain prior authorization before incurring any travel or related expenses, and to provide regular reports of their activities to the President and IEEE-USA Board of Directors.

2. American Association of Engineering Societies (AAES): The Institute of Electrical and Electronics Engineers, Inc. (IEEE's) involvement as a member of the American Association of Engineering Societies (AAES) shall be coordinated through IEEE-USA. The IEEE-USA President (or by proxy the President-Elect or Past-President of IEEE-USA, the Managing Director of IEEE-USA, or the Presidents or Executive Director of IEEE) shall represent IEEE in the AAES assembly of societies and caucus, and is responsible for appointing IEEE U.S. members and staff to serve as representatives to AAES councils, committees, task forces, and other bodies as opportunities for appointments arise. The IEEE-USA President shall consult with the IEEE Board of Directors and Executive Director on all matters



concerning IEEE's financial or legal liability as a member society of AAES. The IEEE-USA President shall consult with other IEEE organizational units on AAES programs or activities that concern their respective areas of responsibility (e.g. standards, technical matters, etc.).

3. National Council of Examiners in Engineering and Surveying (NCEES) Participating Organizations Liaison Committee (POLC): The IEEE-USA President shall appoint an IEEE-USA representative to serve as a member for this committee. The member is normally expected to serve for a two-year period consistent with NCEES' preference for membership continuity.

## SECTION 8 - ADMINISTRATIVE PROCEDURES

### 8.1 AGENDAS AND MINUTES OF MEETINGS

The successful achievement of IEEE-USA objectives will be advanced by establishing certain administrative guides to be implemented by IEEE-USA members. In this regard, issuing agendas and maintaining and reviewing minutes of IEEE-USA meetings will help to ensure that, consistent with IEEE's decentralized structure, lines of communication among members are maintained, topics for discussion or action are clearly defined, and sufficient written records are preserved for future reference and needs.

1. Meeting Agendas: It is the practice of IEEE-USA that, whenever practicable, an agenda listing the topics for discussion and supporting materials shall be provided to the members at a reasonable time prior to each meeting (other than formal conferences) of IEEE-USA. This requirement may be satisfied through use of an electronic agenda accessible via the World Wide Web. Agendas shall be distributed at any such meeting by the Secretary of the particular body or by a designated member or staff of the particular body.
2. Meeting Minutes: At each meeting (other than formal conferences) of IEEE-USA, minutes of the meeting shall be maintained by the Secretary of the particular body or by a designated member or staff of the particular body. Minutes shall record concisely attendance at the meeting, the substance of all pertinent discussions and any actions taken, but need not be in the nature of a verbatim transcript. Maintenance of record copies of the minutes and distribution and review of these minutes shall be carried out by each organizational unit pursuant to such rules and procedures as are adopted by each body.

### 8.2 FINANCIAL & BUDGET PROCEDURES

1. Budgets: IEEE-USA Board of Directors shall administer a budget consisting of general funds generated by the IEEE U.S. assessment and from other revenue sources, and of restricted funds or endowments (e.g. the IEEE-USA Voluntary Contributions Fund, the IEEE-USA Government Fellows Funds). Interest earned on money in a restricted fund shall accrue to the restricted fund. Policies shall be established for administration of each restricted fund.
2. Professional Development Funding: A portion of the IEEE-USA budget may be allocated to U.S. Regions, Divisions, Societies and Chapters for their use in supporting professional activities for IEEE's U.S. Members subject to the following guidelines:
  - a. **Budget Allocation**:
    1. Regional Professional Development Fund Allocation: 80% of the budget line item will be allocated to Regions 1-6 on the basis of one-third (1/3) by number of voting members as published in the latest available IEEE statistics in the report of the IEEE Secretary, one-third (1/3) by number of sections, and one-third (1/3) equally among all six U.S. Regions. Each Region Director has authority to authorize the expenditure of funds from their respective account.  
  
15% of the budget line item will be made available to Regions, Sections, Divisions and Chapters to apply for professional development initiative grants through the

Chair of the PACE Committee and the Vice President, Career & Member Services. The PACE Committee will be responsible for marketing the availability of this portion of the professional development funds.

Funding initiatives will be reviewed and evaluated against reference criteria provided with the grant application when received and made on a first come, first served basis, with a maximum amount of \$1,500 allowed to be allocated per initiative. This limitation may be overridden by the PACE Committee with the approval of the Vice President, Career & Member Services

2. Division, Society and Chapter Professional Development Fund Grant (DSCG): 5% of the budget line item will be made available for professional activities programs and/or projects within the U.S., conducted by Divisions, Societies, or Chapters. Divisions, Societies and/or Chapters may apply and seek approval for professional development fund grants through the Chapters PACE Coordinator on the IEEE-USA PACE Committee and the Chair and/or Vice President, Career & Member Services. If by October 1<sup>st</sup> of each year this money is not spent it shall be made generally available.
  3. Any portion of the Professional Development Funds money that have not been spent by October 1<sup>st</sup> will be made available to Regions that have already exceeded their current annual allocation on or before October 1<sup>st</sup>, and to Divisions, Societies or Chapters to conduct professional development programs that will take place by December 31<sup>st</sup>. Funding grants will be made on a first come first served basis.
- b. **Reporting:** The IEEE-USA Vice President, Career & Member Services shall request two detailed reports from each of the six U.S. Region PACE Coordinators and the Chapters PACE Coordinator on the IEEE-USA PACE Committee Reports to be submitted on or before May 15th and November 15 of each year. The report will list: 1) the project chair and the section/division/society/chapter; 2) project description; and 3) expenses incurred. A standard form is available for this report.

Regions 1-6 will be reimbursed up to their maximum allocation of the 80% of the Professional Development Funds (see Section a. 1.) upon receipt of the reports. Any unspent allocation will revert back to the IEEE-USA.

- a. **Funding Restrictions:** A maximum of forty-five percent (45%) of the Regional allocation and the Division, Society and Chapter Grant (DSCG) may be used for attending the IEEE-USA Annual Meeting. Funds cannot be used for travel outside the U.S.
3. Reimbursement of Travel Expenses: Travel reimbursements shall be provided for IEEE-USA staff, volunteer members of its BoD, and committees, and for special guests when approved by the IEEE-USA President, and shall be made in accordance with IEEE travel guidelines. In order to keep budgets within practical limits, alternate methods of meetings are encouraged to minimize costs. Insofar as it is practical, full use of electronic and telecommunications media is encouraged to conduct business and meetings.
4. IEEE Foundation Fund Proposals : Plans for solicitation of Proposals requesting funding from the IEEE Foundation shall include: (1) a statement as to its purposes; (2) sources to be canvassed; (3) estimate costs and source of funding; and (4) estimated revenues
5. Vice President Budget Authority: Each of the IEEE-USA Vice Presidents is responsible for overseeing the budgets assigned to support their respective cost centers to ensure that funds

are efficiently utilized for the purposes authorized in the Board approved budget. The Vice Presidents may modify program budgets within their respective cost centers by shifting funds between program accounts and/or by allocating surplus revenues realized within the cost center to program accounts for utilization. Notice of budget modifications with rationale shall be provided to the IEEE-USA President, Treasurer and Managing Director, who will ensure that the modifications are reflected in the monthly financial reporting.

Normally, budget modifications should not place the cost center in a net negative position, however, Vice Presidents may request approval of the IEEE-USA President and Treasurer to exceed their cost center budget by up to 5 percent and/ or seek approval of the IEEE-USA Board to exceed the cost center budget by a larger amount.

This policy does not restrict the Vice President's utilization of discretionary accounts within their cost center. This authority also does not extend to allow modification of fixed accounts within the cost center (e.g. staff and benefits, rent, overhead and other non-discretionary costs) or of special accounts subject to other Board-approved management policies.

### **8.3 IEEE-USA VOLUNTARY CONTRIBUTIONS FUNDS**

1. Authority: IEEE-USA may solicit voluntary contributions from IEEE members for support of IEEE-USA programs and activities. These funds will be held in an interest bearing account administered by the IEEE Foundation and may be transferred into the IEEE-USA General Fund budget as needed, subject to the following purposes, restrictions, and procedures.
2. Purposes: Gifts to the IEEE-USA Fund are solicited to promote the electrotechnology careers of IEEE's U.S. members by sustaining member services such as career development, employment assistance, consultant networks and government fellowships. Gifts also support our efforts to provide balanced, reliable information to the public on important technological issues. Funds may be transferred from the IEEE-USA Voluntary Contributions Fund for any purpose consistent with the mission and objectives of IEEE-USA as outlined in the IEEE Constitution and Bylaws and this Operations Manual, but subject to the restrictions contained in section 8.4.3 below.
3. Restrictions: Authority to transfer funds from the IEEE-USA Fund is subject to the following restrictions:
  - a. IEEE-USA may not use transfers from the IEEE-USA Voluntary Contributions Fund to support efforts to influence legislation or other activities that can be classified as "lobbying." This restriction does not encompass efforts to provide unbiased technical information to policy-makers or education programs designed to raise member awareness of important public policy issues and processes.
  - b. Funds should be used as seed money or to support special projects and activities of limited duration, and not to fund on-going activities or programs that are more properly sustained through the IEEE-USA General Fund or Restricted Fund budgets.
4. Approval of Transfers: Transfers from the IEEE-USA Fund to the IEEE-USA budget in the amount of \$10,000 or less for a specific program or activity requires the prior approval of the IEEE-USA President, Past President, and President-Elect. Transfers in excess of \$10,000 must be approved by the IEEE-USA Board of Directors or the Operating Committee acting on their behalf.

5. Reports: Transfers from the IEEE-USA Fund to the IEEE-USA budget shall be routinely recorded in the IEEE-USA monthly financial report and in reports by the IEEE-USA Treasurer to the IEEE-USA Operating Committee and IEEE-USA Board of Directors. An annual report on the IEEE-USA Fund will be presented by the IEEE-USA Treasurer to the IEEE-USA Board of Directors at its final regular meeting of the year and to the IEEE Foundation. This annual report should indicate the fund balance and contributions for the year to date, list all transfers, and describe the uses made of those funds and the results achieved. Any funds transferred after this annual report is prepared shall be accounted for in the next year's report. The annual report shall also be available for member inspection via publication on the IEEE-USA web site.

## SECTION 9 - AWARDS & RECOGNITIONS

### 9.1 OBJECTIVES

IEEE-USA shall recognize those who contribute to and support professionalism, as defined in the Article I, Section 2 of the IEEE Constitution, in the United States through an Awards and Recognition program operating in accordance with IEEE policies and procedures.

IEEE-USA Awards serve several purposes: 1) they are an expression of recognition for outstanding contributions to professional activities; 2) they are an incentive to others to emulate excellence; 3) they are a personalized recognition of the achievements of the profession and its members to the public; and 4) they identify IEEE-USA with these achievements.

### 9.2 APPROVED IEEE-USA AWARDS

The following awards have been approved by the IEEE-USA Board of Directors, the IEEE Awards Board and the IEEE Board of Directors for the purpose of recognizing outstanding service and contributions to professional activities in the United States. These awards are administered by the IEEE-USA Awards and Recognition Committee (ARC). Unless otherwise indicated, these awards are given annually in amounts up to the maximum specified when, in the opinion of ARC and the IEEE-USA Board of Directors suitable candidates have been nominated. If no suitable candidates have been proposed in any given year, the award(s) will not be presented for that year.

1. Professional Awards:
  - a. **IEEE-USA Robert S. Walleigh Award for Distinguished Contributions to Engineering Professionalism**: To honor IEEE members in the United States for a lifetime of dedicated efforts and successful accomplishments in advancing the social, economic, legal and ethical aims of IEEE professional activities. Maximum of one award presented per year.
  - b. **IEEE-USA Award for Distinguished Public Service**: To honor an individual not currently in the practice of engineering for contributions in furthering the professional goals of IEEE in the United States by such means as (but not limited to) influencing laws or regulations benefiting the profession, industrial environments to foster professionalism curricula, or publications designed to enhance professionalism and other similar activities. Maximum of one award presented per year.

- c. **IEEE-USA George F. McClure Citation of Honor:** To honor IEEE members who have made exemplary contributions toward securing recognition of professional activities in the United States. Maximum of four awards presented per year.
  - d. **IEEE-USA K-12 STEM Literacy Educator-Engineer Partnership Award:** To honor pairs of K-12 teachers and engineers that, through their joint collaboration, provide learning experiences to precollege students, support the education and curriculum requirements of their educational institution, promote and increase the math, science and engineering awareness of student participants, and/or support the educational goals of the IEEE and IEEE-USA.
  - e. **IEEE-USA Jim Watson Student Professional Awareness Achievement Award:** To recognize IEEE members for their contributions to Student-Professional Awareness Activities in the United States.
  - f. **IEEE-USA Entrepreneur Achievement Award for Leadership in Entrepreneurial Spirit:** To recognize a key individual who has been instrumental in furthering both entrepreneurial growth and spirit in the United States.
2. Technical Awards:
- a. **IEEE-USA Harry Diamond Memorial Award:** To honor individuals for distinguished technical contributions in the field of electrotechnology while in U.S. government service. Maximum of one award presented per year.
3. Literary Awards:
- a. **IEEE-USA Award for Distinguished Literary Contributions Furthering Public Understanding and Advancement of the Engineering Profession:** To recognize outstanding journalistic or other efforts that contribute to the enhancement and expansion of the public understanding and/or the advancement of the engineering profession in the United States.
4. Other Awards:
- a. **Awards Given by the American Association of Engineering Societies:** The IEEE Awards Board has delegated to the IEEE-USA the responsibility for generating and coordinating nominations of IEEE members for the several awards given by the American Association of Engineering Societies.
  - b. **Other National Honors:** The IEEE Awards Board may choose to delegate to the IEEE-USA the generation and coordination of the nomination of IEEE members for awards given specifically for U.S. members, such as the National Medal of Technology.
  - c. **IEEE Awards:** The IEEE-USA ARC, with the approval of the IEEE-USA Board, may provide input to the IEEE awards process by seeking suitable candidates, motivating the preparation of nominations and supporting nomination proposals for IEEE awards at all levels, but in particular the Haraden Pratt Award (for outstanding service to the IEEE), and/or the Founders Medal (for service of great value to the profession).

### 9.3 OTHER TYPES OF IEEE-USA RECOGNITION

In addition to the IEEE-USA Awards described in Section 9.2, IEEE-USA may offer the following additional types of recognition:

1. Special Board Recognitions: The IEEE-USA Board of Directors with the assistance of ARC, may recognize meritorious individual or organizations for their service to IEEE-USA and its professional activities through suitable plaques, certificates and commemorative gifts.
2. President's Citation: The IEEE-USA President may recognize individuals and groups with a special President's Citation.
3. IEEE-USA Board of Directors' Citation: The IEEE-USA Board of Directors may recognize individuals and groups with a special IEEE-USA Board of Directors' Citation.
4. IEEE-USA Student Professional Paper Award: The Professional Activities Committee for Engineers (PACE) Committee shall administer this award to recognize the best regional and national student awardees for the development and presentation of papers on professional activities.

### 9.4 PROCEDURES FOR ADMINISTERING IEEE-USA AWARDS

The IEEE-USA Awards Manual shall contain the procedures to be followed for the solicitation, nomination, selection and approval of IEEE-USA awards. In brief, the ARC will solicit and receive nominations, judge individual nominations and recommend a slate of recipients to the IEEE-USA Board of Directors for approval. The ARC shall ensure that the slate of nominees, including brief summaries of their accomplishments reaches the Board members at least one week prior to the meeting at which approval will be requested.

The ARC will develop and arrange plans for the presentation of awards, which will be done at an annual Awards Ceremony held in conjunction with a major IEEE-USA conference or at other appropriate venues, and with consideration to the request of the approved award recipient.

Even though an award may be specified as being given annually, it will be awarded only when in the judgment of the ARC and the IEEE-USA Board of Directors suitable candidates are available.

Posthumous awards will be made only when knowledge of the awardee's death is received after announcement of the recipient. Nominations for persons known to be deceased will not receive consideration.

No member of the IEEE Board of Directors, the IEEE-USA Board of Directors, the IEEE-USA ARC, or IEEE staff may be candidates, or nominate or endorse candidates for IEEE-USA awards, with the exception of the required Regional/Divisional Director's endorsement on Leadership awards. Nor is any individual eligible to be a candidate, or nominate or endorse candidates for IEEE-USA Awards if they resign from one of these bodies during the same year that the awards are under consideration.

### 9.5 FUNDING OF THE IEEE-USA AWARDS PROGRAM

1. Annual Budget: IEEE-USA Board of Directors, through its normal budget process, shall provide suitable funds for the awards and the expense of judging and presentation.

2. Award Honoraria and Reimbursements: IEEE-USA will not provide honoraria to recipients of any IEEE-USA award or recognition except by direction of the IEEE-USA Board of Directors and consistent with IEEE awards policy. IEEE-USA will reimburse the following expenses incurred by IEEE-USA award recipients in receiving their award as outlined in the IEEE-USA Awards & Recognition Committee Guidelines: (a) banquet tickets will be provided for ALL award recipients and one guest; and (b) travel and one night's lodging will be provided ONLY for the following award recipients: Robert S. Walleigh Distinguished Contributions to Engineering Professionalism Award; Distinguished Public Service Award; George F. McClure Citation of Honor; Jim Watson Student Professional Achievement Award, Harry Diamond Memorial Award; K-12 STEM Literacy Educator-Engineer Partnership Award, Entrepreneur Achievement Award for Leadership in Entrepreneurial Spirit, and the Award for Distinguished Literary Contributions Furthering Public Understanding and Advancement of the Engineering Profession.

## 9.6 ESTABLISHMENT OF AWARDS

Proposals for the establishment of new awards or revision of existing awards by IEEE-USA Committees or other IEEE-USA organizational units shall be prepared in accordance with the following procedures and forwarded to the IEEE-USA Awards & Recognition Committee (ARC) for review and endorsement of the specifications of the award and to IEEE-USA Board of Directors.

1. Hierarchy of Awards: For consistency with the hierarchy of IEEE Awards, the limits by award category for honoraria and medals defined in IEEE Policies (Section 4 - Awards Activities) shall apply for any new or revised award.
2. Preparation of Award Specifications: The following guidelines are recommended as an aid in proposing a new award:
  - a. **Description**: Award specifications should be unambiguous and non-conflicting with existing awards. The Award should stimulate outstanding achievement. A need for continuity of the award should be shown and the frequency of consideration.
  - b. **Administration**: Specify the organizational unit, or organizational units responsible for administering the award or scholarship.
  - c. **Eligibility**: Be very specific as to the parameters such as who may apply; IEEE member; age, level of accomplishment e.g., grade requirements; or other limitations, restrictions or affiliations not otherwise prohibited or in violation of the non-discriminatory objectives of IEEE.
  - d. **Prize Items**: Identify specifically what the educational award or scholarship will consist of, such as cash award, certificate, plaque, featured publication, etc.
  - e. **Funds**: State source of funds, assurance of fund continuity.
  - f. **Nominee Solicitation**: Detail plans and procedures used to solicit nominees. If other bodies are involved, explain how they are involved.
  - g. **Award Committee**: Identify membership, term of service, procedures for selection of members, responsibilities, etc. If other bodies are involved, how does IEEE exercise influence and control?
  - h. **Schedule**: State schedule for submission of nominees, applications, committee meetings, approval meetings, notification of recipient, annual or periodic award, etc.
  - i. **Selection**: How is the selection process to be accomplished, e.g. scoring, voting or other procedures? State all the factors to be considered.
  - j. **Presentation**: State preferred location and schedule for award presentation. Indicate if the recipient has a preference of location and time.
  - k. **Publicity**: Publicity as may be appropriate and available. For example, IEEE publications, feature publication or the local paper.



3. Award Approval:

- a. If the organizational unit originating an award proposal desires, ARC will review such proposals in a draft form and advise as to any modifications or changes necessary for approval.
- b. Submit the completed proposal with a cover letter describing the background for the new award to the Chair of the ARC. Include, if any, the Committees who approved the proposal previously. Also include various considerations of funding, and any other information useful to the ARC in judging this proposal.
- c. After ARC's initial review, the proposal will be submitted IEEE-USA Board of Directors and, if necessary, to the IEEE Awards Board for its review and recommendation, or approval.
- d. The Staff Secretary of the approving organizational unit shall inform the proposing organizational unit of the award status.
- e. IEEE-USA Board of Directors is responsible for advising the IEEE Awards Board of all approved actions taken and providing information copies of all approved awards and formal recognition's for information on file. Representatives of IEEE-USA to the Awards Board shall provide current status on active awards proposals.
- f. All new Student Recognition and Support Awards shall follow the matrix in Table A of the IEEE Policies (Section 4: Awards Activities). IEEE-USA Board of Directors having final approval authority may grant such approval when warranted. Other proposals shall be submitted with comment to the IEEE Awards Board.

## **SECTION 10 - IEEE-USA POSITION STATEMENTS, TESTIMONY AND AMICUS CURIAE BRIEFS BEFORE U.S. GOVERNMENT BODIES**

### **10.1 OBJECTIVES**

The IEEE-USA recognizes the need for public statements on topics within the scope and purposes of IEEE-USA. Such statements and papers can provide timely information to the public, media, public agencies, U.S. government and IEEE's U.S. members.

Such statements and papers can be developed and used primarily by IEEE-USA under the title of "IEEE-USA Position Statement."

Individual U.S. IEEE members are encouraged to participate actively in the discussion of such issues and are, of course, free to express their personal views, clearly identified as such, in any appropriate public forum. When presenting views publicly that purport to represent specific segments of the IEEE or the IEEE as a whole, the procedures outlined in this section should be followed to obtain approved positions upon which such views can be based.

These procedures establish a framework that will enhance and support the objectives of the IEEE by allowing expression of views that represent, on a case-by-case basis, as large a fraction of the membership as possible. It is not intended to preclude expression of opposing or differing views by IEEE organizational units. However, recognizing that IEEE objectives are best pursued when concerted, consensus positions can be articulated, organizational units are encouraged to seek common ground for expression of their views by submitting proposed organizational unit position statements for approval at the IEEE-USA BoD level.

In the special case of formal testimony and amicus curiae (*"friend of the court"*) legal briefs presented to government bodies, it is the policy of the IEEE to speak with a single voice, since conflicting or opposing views delivered on behalf of different IEEE organizational units can be harmful to the image of the IEEE and confusing to the recipients of such statements. Therefore, in the case of testimony before a U.S. branch of government, these procedures are intended to establish central coordinating points for clearance of the statements and a method for reacting quickly in order to respond to government needs on a timely basis.

When resolution of possible conflicting views cannot be obtained, it should normally be the practice for an IEEE organizational unit to decline to deliver testimony rather than have divergent or contradictory views presented.

Where it is apparent that a significant number of members hold a minority, but deeply felt, view on an issue, this fact should be recognized and taken into account in developing positions or testimony. The determination of "significant number" and "deeply felt" in such cases is not quantified in this Operations Manual.

### **10.2 DEFINITION OF TERMS**

1. IEEE-USA Position Statement: A document issued in the name of IEEE-USA that makes U.S. public policy recommendations on a specific topic, and that was developed and approved in accordance with the guidelines outlined in Sections 10.3-10.4 below.

2. IEEE-USA White Paper: A document issued as an IEEE-USA communication that provides information on U.S. public policy issue(s) and/or policy options, but which refrains from making policy recommendations or stating a position of the IEEE-USA.
3. Amicus Curiae Brief: A “friend of the court” brief submitted to a state or federal court to provide information beneficial to the court’s review of a pending legal dispute.

### **10.3 AUTHORITY TO RELEASE IEEE-USA POSITION STATEMENTS**

1. A Position Statement may be proposed by any IEEE-USA or IEEE organizational unit for issuance as an IEEE-USA position statement provided that the subject of the statement falls within the purposes and scope of the IEEE-USA as set forth in the IEEE Constitution, IEEE Bylaws, IEEE Policies and the IEEE-USA Operations Manual.
2. An IEEE-USA Position Statement may be issued when it has been approved by a majority vote of the IEEE-USA BoD.
3. The IEEE-USA President may authorize early release of a position statement that has been recommended by the originating unit, endorsed by the reviewing council or responsible Vice President, and that is pending approval by the IEEE-USA Board of Directors, subject to the following guidelines:
  - Early release is necessary in order to provide a government official or legislative body with timely input on an issue of importance to IEEE-USA;
  - The position statement is identified as a statement of the originating unit (and not as an IEEE-USA position statement); and
  - The position statement is subject to final approval by the IEEE-USA Board of Directors and must be withdrawn if it does not subsequently receive that approval.
4. Where the subject matter of the position statement falls within an area of interest also assigned to another IEEE organizational unit (e.g. standards, education), then that unit will be invited to review and endorse the position as a joint statement.
5. Prior to presentation to the IEEE-USA BoD, each draft position statement shall be subject to a communications review to ensure compliance with IEEE-USA editorial guidelines and practices.
6. When presenting a position statement for endorsement by the IEEE-USA OpCom or approval by the IEEE-USA BoD, the statement should be accompanied by a cover memorandum that includes:
  - The name of the position statement
  - The action requested (endorsement or approval);
  - the names of units or organizations that have reviewed and endorsed the draft (including the communications review),
  - the intended use and proposed distribution of the statement,
  - information on any related IEEE-USA positions,
  - a brief statement of rationale in support of the action requested,
  - a listing of IEEE technical society and/or other peer reviewers, and
  - a summary of any dissenting/alternative views

Along with any other relevant background information deemed helpful for review.

A standard memorandum format will be provided for this purpose.

7. Copies of approved IEEE-USA position statements will be published on the IEEE-USA web site, and provided to IEEE Corporate Activities for archival purposes, in addition to the approved distribution.

#### **10.4 CONTENT OF IEEE-USA POSITION STATEMENTS**

In addition to addressing topics consistent with IEEE-USA's objectives and purposes, IEEE-USA position statements should also satisfy the following content guidelines:

1. Position Statements should be politically relevant, be based on accurate technical information, and must present specific policy recommendations that are clear, concise, persuasive, and supported by relevant background information.
2. Position statements should reflect the views of IEEE U.S. members as discerned through appropriate mechanisms including opinion surveys. While it is not expected that every member would support every position, it is important that IEEE-USA positions reflect views supported by a significant majority of the IEEE U.S. membership with knowledge of the issue. Where there is no reasonable consensus of opinion among U.S. members, IEEE-USA should refrain from taking a position on the issue or should expand the position to incorporate the alternative or dissenting viewpoints.
3. Technology policy-related position statements should be consistent with existing Technical Information Statements (TIS) developed by IEEE technical units. The authors of relevant TIS statements should be invited to participate in drafting of any related IEEE-USA position statements.

#### **10.5 FORMAT OF IEEE-USA POSITION STATEMENTS**

1. IEEE-USA position statements will be published on special letterhead prepared for the purpose of identifying the document as an IEEE-USA position statement.
2. The heading of the position statement will include a title (in prominent text), the name of the approving unit, and the date of approval.
3. IEEE-USA staff will develop and follow consistent guidelines for production of position statements, including preferred type font, type size, margins, headings, page numbers, endnotes, etc.
4. Generally, position statements should be limited to no more than one page in length, with recommendations prominently featured at the front (top) of the statement. Additional rationales, explanations, and supporting materials should be provided where appropriate and can be appended to (and become part of the statement) as a "Background" section. Where circumstances dictate a statement longer than one page, then an executive summary containing the key recommendations should be provided.
5. Each position statement shall contain the following disclaimer at the close of the formal statement (and before any background or attached materials): 'This statement was developed by the IEEE-USA (NAME OF COMMITTEE OR UNIT) and represents the considered judgment of a group of U.S. IEEE members with expertise in the subject field. IEEE-USA advances the public good and promotes the careers and public policy interests of the (more than) (CURRENT MEMBER#) engineers, scientists and allied professionals who are U.S.

members of the IEEE. The positions taken by IEEE-USA do not necessarily reflect the views of IEEE or its other organizational units.”

## **10.6 PERIODIC REVIEW AND SUN-SETTING OF IEEE-USA POSITION STATEMENTS**

All Position Statements shall be reviewed by the issuing organizational unit for current applicability annually. Reviews may result in recommendations to extend, revise or withdraw the statement. Position Statements will automatically be withdrawn after three years unless a recommendation for extension or revision is currently pending before the IEEE-USA Operating Committee or Board of Directors.

As part of the approval process and in order to ensure the continued relevancy of IEEE-USA position statements, an expiration date or condition may be affixed to a position statement, so that it is automatically withdrawn on that date or by occurrence of that condition. For example, a position statement endorsing a specific piece of legislation can be approved to expire upon passage of the legislation and/or at the end of the current Congressional session. Expiration conditions should be specified in the motion presented for Board and/or Operating Committee approval.

## **10.7 IEEE-USA TESTIMONY AND *AMICUS CURIAE* BRIEFS BEFORE GOVERNMENT BODIES**

When issues of interest to the IEEE-USA are considered by government bodies, the concerned IEEE-USA committees whose charters encompass the issues are encouraged to develop formal testimony subject to the following guidelines:

1. **Basis of Testimony:** When an IEEE-USA Position Paper is available on the issue, this document should form the basis for such testimony. When such a position has not been previously developed, the person(s) preparing the testimony should derive material for the testimony from concerned organizational units within the IEEE as much as possible. Any existing IEEE-USA Position Statements shall be considered in the preparation of the testimony. Such testimony should be sponsored by the Committee, Task Force, or Society responsible for the matters covered, if such exists. The proposed testimony should clearly identify the committee or organizational unit whose position the testimony represents.
2. **Approval of Testimony:** For testimony before United States Government bodies, the copy must be reviewed and approved by the IEEE-USA President (or his/her IEEE-USA BoD member designate) and one IEEE-USA vice president, selected on the basis of the relevance of his/her background or current responsibility to the issues being considered. If the testimony involves matters specifically within the purview of RAB, TAB, PUB, EAB or Standards, the testimony shall also be subject to review and approval by the Chairman of the appropriate Board or, at his/her direction, other members of the Board, whose scopes covers the technical areas involved. In the event the IEEE-USA President shall fail to approve a testimony, the said testimony with the IEEE-USA President’s written comments shall be referred to an Ad Hoc Committee, composed of an equal number of volunteers appointed from IEEE-USA OpCom and the management body of the organizational unit preparing that testimony for a telephone conference, discussion and resolution of the matter in a speedy manner. The IEEE-USA Office will keep a record of all testimony, written and oral, that is submitted to United States Government bodies.
3. **Amicus Curiae Briefs:** For submission of *amicus curiae* briefs to the judicial branch of government the IEEE-USA BoD empowers and directs the IEEE-USA President, with the concurrence of two-thirds of the members of the IEEE-USA BoD present and voting at a

regular or special meeting to decide whether such a statement shall be filed in any specific instance. Such statements shall be forwarded for the information of the IEEE-USA BoD immediately after submission to the appropriate court or its representative.

4. Government Interactions By Other IEEE Major Boards: None of the procedures required in paragraphs above shall be interpreted to be required for the normal private working interactions between TAB bodies and related government groups on purely technical matters or similar interactions between bodies of the Standards Board and related government groups on the development of standards.
5. State/Local Testimony by IEEE U.S. Organizational units: For testimony before government bodies, other than the U.S. government, the highest ranking volunteer (or his/her designate) for the geographic organizational unit encompassing that government's jurisdiction, along with one other volunteer officer from that geographic organizational unit, should review and approve the testimony. If the testimony involves a field of technology, then an additional IEEE volunteer who shall be a designated representative of that field of technology, shall review the testimony for its technical content. Such technical representation shall be designated by the Vice President-Technical Activities.

## **10.8 COORDINATION OF IEEE CONTACTS WITH U.S. GOVERNMENTAL ENTITIES**

All statements or communications by any IEEE organizational unit with a U.S. federal, state or local government entity concerning a legislative or regulatory matter must be coordinated with the IEEE-USA prior to delivery. This includes communication of position statements, testimony, statements for the record of public hearings, regulatory comments, amicus curiae briefs, letters and phone calls to government officials, etc. The purpose of this requirement, as approved by the IEEE Board of Directors, is to protect IEEE's non-profit status by ensuring that complete and accurate information is available for mandated congressional disclosure reports and Internal Revenue Service tax filings in the United States of America.

The nature of the required coordination varies according to the circumstances, as follows:

- a. Communications concerning the professional interests of the IEEE U.S. membership, especially if they involve legislative or regulatory matters, should be forwarded to IEEE-USA for review and endorsement of the IEEE-USA President prior to submission.
- b. Communications relating to technical or standards matters which fall within the cognizance of other IEEE organizational units may be undertaken at the discretion of that organizational unit, as long as IEEE-USA is notified of the communication and provided information sufficient to make any necessary disclosure/tax reports.
- c. In the case of communications by IEEE-USA that relate to the professional interests of IEEE's U.S. members and that also touch upon technical or standards issues, IEEE-USA will coordinate and seek the endorsement of the cognizant IEEE organizational unit through its chief officer before undertaking the communication.
- d. Routine matters such as contacts concerning the administration of government grants or solicitation of information from government sources, do not pose issues regarding lobbying disclosure and need not be coordinated with IEEE-USA, as long as the communication does not involve advocacy on a question of public policy or an attempt to influence a legislative or regulatory matter.

Requests for coordination and notifications of communications with government officials should be directed to the IEEE-USA President in care of the IEEE-USA Washington office.

Notifications of communications made with government officials should include sufficient information to meet congressional and IRS reporting requirements. Generally, a copy of the communication, identification of the recipient(s), and a good faith estimate of the cost of developing and delivering the communication (including staff and overhead expenses) is sufficient.

IEEE-USA shall assume responsibility for filing congressional lobbying disclosure reports as required under the Lobbying Disclosure Act of 1995, as amended (2 U.S.C. Sec. 1601 et. Seq.) and for providing timely input on lobbying expenditures to the IEEE Manager of Tax Compliance for use in preparation of IEEE's annual tax filings.

All IEEE organizational units who have obtained federal grants for support of programs, conferences or other activities are urged to provide timely information to the IEEE Manager of Grant Administration. Up to date listings of IEEE grants from federal sources must be disclosed in IEEE-USA testimonies presented to the U.S. House of Representatives consistent with House Rule 4 (Oral Testimony).

## **10.9 IEEE-USA PUBLIC POLICY WHITEPAPERS**

1. **Authority to Release:** A public policy whitepaper may be proposed by any IEEE-USA organizational unit for issuance as an IEEE-USA whitepaper subject to the content guidelines. The whitepaper must be approved by the entity or unit responsible for initiating the whitepaper and by the Vice President with responsibility for that entity or unit, subjected to an IEEE-USA communications review, and cleared for release by the IEEE-USA President. The IEEE-USA President may appoint outside reviewers and/or present the whitepaper for endorsement by the IEEE-USA OpCom and/or Board of Directors.
2. **Submission for Approval:** When presented for communications review and Presidential approval to release, the proposed whitepaper should be accompanied by a cover memorandum that provides its name, dates of relevant reviews and approvals, the purpose of the whitepaper, and the proposed distribution. A standard memorandum format will be provided for this purpose.
3. **Content Guidelines:** A policy whitepaper should provide technically sound and balanced information on a U.S. public policy issue(s), and may identify relevant public policy options. The subject of the statement must fall within the purposes and scope of the IEEE-USA as set forth in the IEEE Constitution, IEEE Bylaws, IEEE Policies and the IEEE-USA Operations Manual. A policy whitepaper must refrain from making policy endorsements, endorsing specific legislation or regulatory proposals, or stating a position of the IEEE-USA. To ensure balance, all members of the originating entity have the right to submit a personal statement of supporting or dissenting views for inclusion in the final approved whitepaper. These statements will be incorporated into the document as appendices.
4. **Format Guidelines:** To ensure consistency of appearance, IEEE-USA staff will develop and follow consistent guidelines for production of IEEE-USA whitepapers, including document layout, preferred type font, type size, margins, headings, page numbers, endnotes, etc.
5. **Mandatory Disclaimer:** Each IEEE-USA policy whitepaper shall contain the following disclaimer, which must appear on the first page or inside cover of the document along with a

listing of the individuals comprising the originating entity and their affiliations: "This whitepaper was developed by the IEEE-USA's (name of originating entity) and represents the considered judgment of a group of U.S. IEEE members with expertise in the subject field. Whitepapers are designed to provide balanced information on public policy issues in technology-related areas and/or affecting the interests of technical professionals. This document does not constitute a formal position statement of the IEEE-USA and its contents do not necessarily reflect the views of IEEE-USA, IEEE or other IEEE organizational units. IEEE-USA has issued this whitepaper to enhance knowledge and promote discussion of the issues addressed. IEEE-USA advances the public good and promotes the careers and public policy interests of the (more than) (current membership number) engineers, scientists and allied professionals who are U.S. members of the IEEE."

6. Dissemination: IEEE-USA whitepapers may be disseminated through the same mechanisms used for distribution of IEEE-USA position statements, testimonies, amicus curiae briefs and other policy communications, including posting on the IEEE-USA website.
7. Review and Sun-setting: All policy whitepapers shall be reviewed by the issuing entity or organizational unit for current applicability annually. Reviews may result in recommendations to extend, revise or withdraw the whitepaper. Whitepapers will automatically be withdrawn after three years unless extended.

## **10.10 IEEE-USA ISSUE NETWORKS**

1. Defined: An IEEE-USA Issue Network is an on-line community created to help IEEE-USA engage IEEE U.S. members on a specific public policy topic or policy-related subject matter.
2. Authority to Create: The IEEE-USA Vice President, Government Relations may authorize the establishment of an IEEE-USA Issue Network and specify its subject-matter scope and other relevant terms and requirements in a formal charge to the Network.
3. Functions: In addition to any specific tasks or subject matter constraints specified in its charging document, each Issue Network shall perform the following general functions:
  - Help IEEE-USA educate and engage IEEE's U.S. membership on specific policy issues and processes
  - Help IEEE-USA identify emerging issues and trends within the specified subject-matter field that may have important social and policy implications
  - Provide IEEE-USA with member input on priorities, issues, options, and recommended policy positions within the subject-matter scope of the Issue Network
  - Help IEEE-USA identify members with relevant experience and/or subject matter expertise who can be recruited to serve on IEEE-USA policy committees (regular or ad hoc) and/or in other relevant volunteer roles such as grassroots advocacy.
  - Provide grassroots support for IEEE-USA advocacy efforts on relevant legislative priorities within the Network's subject matter area.

Although the members of an Issue Network may be polled or surveyed to ascertain member input on proposed IEEE-USA policy positions, the functions of an Issue Network do not include promulgating official IEEE-USA policy, including voting on, or formal endorsement or approval of, proposed IEEE-USA position statements or policy communications, unless otherwise specified in its charge.



4. Issue Coordinator: Each IEEE-USA Issue Network will be managed by an IEEE-USA Issue Coordinator, who is appointed by the IEEE-USA Vice President, Government Relations, with the consent of the IEEE-USA President. Each Issue Coordinator serves as a voting member of the IEEE-USA Government Relations Council. The primary role of the Issue Coordinator is to promote and moderate the Network in order to accomplish the functions specified in its charge and in policy 10.10.3 above. The Issue Coordinator may also be asked to chair task-oriented ad hoc Committees formed by the Vice President, Government Relations in order to develop positions and/or plan activities in response to subject-matter input received through the Network.
5. Participation and Removal: Interested IEEE U.S. members of any grade are eligible to participate in an Issue Network. The roster of participants will be reviewed at regular intervals and inactive participants may be removed at the discretion of the Vice President, Gov't Relations. Individuals, who engage in uncivil or otherwise inappropriate communications, violate IEEE's Code of Ethics and policies regarding on-line behavior, and/or who engage in improper communications, spamming, and/or excessive discussion of non-germane topics may be removed from the Network by the responsible Issue Coordinator, subject to final appeal to the Vice President, Government Relations.
6. Termination: The duration of each Issue Network may be specified in its charge from the Vice President, Government Relations; otherwise it is assumed that the Network will continue to function until it is dissolved by direction of the Vice President, Government Relations or by 2/3s vote of the Government Relations Council.
7. Funding: Issue Networks will work via an electronic medium, without the need for formal meetings, travel or other committee-related expenses. Funding shall be provided through the normal IEEE-USA budget process to support any incidental or overhead expenses required for operation of Issue Networks.

## **SECTION 11 - IEEE-USA INVOLVEMENT IN STATE AND STATE AND FEDERAL GOVERNMENT APPOINTMENTS**

### **11.1 PURPOSE OF GOVERNMENT APPOINTMENTS PROGRAM**

IEEE-USA's Government Appointments Program is responsible for recruiting and recommending qualified IEEE members for appointment to federal and state executive and advisory positions to help ensure effective management of technical programs and as a means of providing engineers' unique insights on innovation solutions to problems confronting our technologically-complex society.

IEEE-USA may endorse or recommend any qualified IEEE member, or non-member who is nominated by an IEEE member at member grade or higher, for government appointment.

### **11.2 IDENTIFICATION OF KEY POSITIONS**

Through the State Government Activities Committee, IEEE-USA's state government coordinators are invited to identify key appointment opportunities at the state/local level. A generic listing of

key science and technology positions will be maintained and disseminated through the World Wide Web. A list of current known vacancies will also be maintained and publicized.

### **11.3 SOLICITATION FOR RECOMMENDATIONS AND REQUESTS FOR ENDORSEMENT**

Notices soliciting recommendations for identified positions will be forwarded to the leaders of relevant IEEE Boards and Technical Society Presidents by the IEEE-USA President or designee for consideration. Each notice will specify the position(s) for whom qualified candidates are being sought, a brief description of that position, and any special qualifications required. The notice will request that individuals seeking an IEEE-USA endorsement or recommendation for a particular position must provide a cover letter outlining the individual's interests and qualifications for the position, a biographical sketch, an updated resume or CV, and the names of at least three personal/professional references who can be contacted on the individual's behalf. In the event that a respondent recommends another individual for appointment, the respondent will be asked to confirm that individual's willingness to be recommended.

To assist the solicitation process, an article(s) will be published in appropriate IEEE-USA publications highlighting the effort, the opportunity for interested engineers to seek government appointments, and advice on how to do so.

### **11.4 REVIEW OF PROSPECTIVE CANDIDATES**

All proposals for recommendations and requests for endorsements at the federal or state level must be approved by the IEEE-USA Board of Directors. Recommendations or endorsements require a consensus that the candidate is qualified for the position sought.

The review process may be conducted by mail, electronic mail, fax, or teleconference. Meetings may be called for the purpose of reviewing appointment recommendations or endorsements by the responsible chair with appropriate notice.

In reviewing candidates, the IEEE-USA Board of Directors may take into consideration the following criteria:

- Political qualifications (e.g., support for the S&T policies of the present administration, campaign service, party affiliation where relevant, etc.);
- Technical qualifications relevant to the appointive position sought;
- Strong program/budget/personnel management qualifications;
- Diversity;
- Candidates expressed interest in a specific position (as opposed to a general, or undefined interest in being appointed); and,
- Evidence of support in Congress for confirmation.

All reviews will result in a decision either to recommend/endorse or not recommend/endorse an individual seeking an appointment. In the case that a recommendation/endorsement is approved, it will be communicated by the IEEE-USA President by letter to the appropriate government official, along with any supporting materials. These recommendations/endorsements will be treated as IEEE-USA communications and may be publicized accordingly.

IEEE-USA may recommend/endorse two or more individuals deemed qualified for a particular position. In the event that two or more individuals are being recommended/endorsed, IEEE-USA may also rank the candidates in order of assessed qualifications.

In the event that a recommendation/endorsement is not approved, the individual seeking the recommendation/endorsement will be notified confidentially of the action taken, but no public announcement will be made unless requested by the individual.

#### **11.5 RECOMMENDATION OF CANDIDATES THROUGH THE AMERICAN ASSOCIATION OF ENGINEERING SOCIETIES (AAES)**

IEEE-USA will also forward recommendations for federal appointments for endorsement and submission by the American Association of Engineering Societies unless the IEEE-USA President determines that a direct recommendation by IEEE-USA is more appropriate or circumstances otherwise do not permit collaboration with AAES.

#### **11.6 GOVERNMENT APPOINTMENTS CANDIDATE DATABASE**

Once a candidate has been reviewed and approved for recommendation/endorsement for a specific position, the candidate will be added to IEEE-USA's Government Appointments Candidate Database and may be considered and recommended for other government appointments as suitable opportunities become available.

#### **11.7 PROGRAM REPORTS**

IEEE-USA staff shall provide a regular report to the IEEE-USA BoD on the status of the Government Appointments program. At year end, the report to the IEEE-USA BoD will include an assessment of the appointments activity for the year in review to determine how successful IEEE-USA was in helping to place qualified engineers in appointive positions. The assessment may include recommendations on whether or not to continue this effort as an on-going process and suggestions for improvements to the process.

#### **11.8 ADMINISTRATION**

IEEE-USA will provide appropriate staff and budgetary support necessary to conduct the Government Appointments activity. Business related to the Appointments activity will be conducted whenever possible through mail, e-mail, fax, and telephone to minimize costs. Expenses related to publicizing this activity, contacting prospective appointees, reviewing requests for endorsements, and presenting recommended candidates to the White House will be largely limited to those communication costs.

## **SECTION 12 - PUBLICATIONS, PRODUCTS, MEDIA CONTACT & COPYRIGHT POLICIES**

### **12.1 OBJECTIVES OF IEEE-USA PUBLICATIONS**

Publications play a major role in implementing the purpose of the IEEE: furthering the aims of the IEEE in advancing the theory and practice of electrical and electronics engineering and related arts and sciences; enhancing the professional standing of its members; and promoting the constructive utilization of technology for the public welfare.

The objectives of IEEE-USA publications include:

- Enhancing communication among members and between IEEE-USA and its members;
- Promoting IEEE-USA, its activities, products and services;
- Educating the members on public policy issues of importance to their careers, workforce issues and trends, and skills to increase their career longevity and employability;
- Providing archival publications of lasting value to the members and the profession; and
- Developing and using new media and processes for information exchange.

### **12.2 PUBLICATION POLICIES**

All IEEE publications must adhere to the policies contained in Section 6 of the IEEE Policies.

### **12.3 COPYRIGHT AND LOGO GUIDELINES**

All technical, educational and professional publications of the IEEE, except newsletters but including Society and Technical council Newsletters, are required to be copyrighted by the IEEE. IEEE copyright policies and procedures shall be followed (*see IEEE Policies, Section 6.3.1*).

All IEEE publications must carry the IEEE logo. IEEE guidelines for the use of the IEEE logo and “IEEE” shall be followed (*see IEEE Policies, Section 6.3.2*).

### **12.4 ADVERTISING IN IEEE-USA PUBLICATIONS**

Advertising is permitted in all IEEE-USA publications subject to the requirements of IEEE Policy 6.3.5 (Advertising in IEEE Publications).

### **12.5 IEEE-USA GENERAL MEMBERSHIP PERIODICALS**

The general publications of the IEEE-USA follow under the purview of the Vice President – Communications and Public Awareness. Specific processes related to specific publications follow:

1. IEEE-USA News & Views: *IEEE-USA News & Views* is a member digest on engineering careers, public policy and IEEE activities. It is directed to IEEE-USA volunteers, U.S. IEEE members and IEEE volunteers. Its primary message, "what IEEE-USA is doing for you the member," is delivered through executive summary articles, news briefs and editorials. It appears at least four times annually as a free-floating publication in the polybag mailed to U.S. IEEE members with *IEEE Spectrum* and *The Institute*.

Editorial management is provided by a volunteer editor-in-chief and staff managing editor. All articles appearing in *News & Views* shall be reviewed by the editors or qualified IEEE-USA experts for readability, brevity and accuracy.

2. IEEE-USA Today's Engineer: *Today's Engineer* is a webzine focusing on building and developing engineering careers and educating members on public policy issues of importance to their careers. It provides tips, strategies and solutions for technical professionals. It contains feature articles and briefs on skills development, trends, and workplace issues and is directed to IEEE-USA volunteers, U.S. IEEE members, IEEE volunteers, IEEE members, other professional organizations, industry, students, non-members and other engineering disciplines.

Editorial management is provided by volunteer editors-in-chief representing IEEE-USA's career and member activities efforts and a staff or paid-professional managing editor. All articles appearing in *Today's Engineer* shall be reviewed by the editors or qualified IEEE-USA experts for readability, brevity and accuracy.

## 12.6 E-BOOKS

IEEE-USA's E-Book program consists of publishing peer-reviewed titles in a digital format on topics within IEEE-USA's scope of interest, including but not limited to careers (e.g. career guidance, development and transitions, employment assistance), management and related non-technical personal skills (e.g., communications, teamwork, project management), innovation, consulting, entrepreneurship, public policy and other topics of interest to IEEE-USA's constituencies. As a general policy, IEEE-USA will not publish E-books on standards, unless in partnership with the IEEE Standards Association, or on topics of a purely technical nature, which are better suited to publication in IEEE transactions and proceedings.

The E-Book program operates under the direction and oversight of the IEEE-USA Communications Committee, which shall maintain a standing subcommittee for that purpose.

The decision to publish a particular E-Book title may be made by the Chair of the E-Book Subcommittee, based on a favorable recommendation by the peer review panel and subject to review by the full Subcommittee. The IEEE-USA President and the IEEE-USA Vice President, Communications and Public Awareness shall have an opportunity to review each ebook prior to publication, and may place a hold on release pending a final determination by the IEEE-USA Board of Directors. In the case of a public policy topic, the IEEE-USA Vice President, Government Relations, shall also be provided an opportunity to review the e-book, and may place a hold on release pending a final determination of the IEEE-USA Board of Directors that the release would not be detrimental to the public policy interests of the IEEE or IEEE-USA.

The Communications Committee and its E-Book Subcommittee shall annually review IEEEUSA's current e-book catalog to determine that all titles are still accurate, timely and useful.

An IEEE-USA E-Book may be withdrawn from circulation by affirmative decision of the IEEE-USA Communications Committee, the E-Book Subcommittee, or by direction of the IEEE-USA Board of Directors.

Peer review panels should be composed of at least three reviewers chosen for their objectivity and knowledge of the subject matter area. IEEE members should comprise a majority of each review panel formed. In forming a panel to peer review proposed titles on public policy topics, at least one peer reviewer shall be recruited on recommendation of the current Chair of each

IEEE-USA public policy committee with subject matter jurisdiction over the area of public policy in question, or from the Vice President, Government Relations, for issues that span multiple committees or for which no IEEE-USA committee has a clear charter.

As a general policy, all IEEE-USA E-Books should prominently display a standard disclaimer that the contents reflect the views of the author, and not necessarily those of the IEEE, IEEEUSA, or other IEEE organizational units.

The IEEE-USA E-Book program will adhere to all applicable policies and guidelines regarding electronic publishing, use of logos, etc., including those set forward in the IEEE Policies and PSPB Operations Manual.

Disputes (including claims of plagiarism and/or abuse of editorial process) shall be resolved using the mechanisms provided in IEEE-USA Policy 14.

All other guidelines, practices and standard conventions for administration of the IEEE-USA E-Book program shall be adopted by the IEEE-USA Communications Committee, and collected in an “IEEE-USA E-Book Publishing Manual.”

## **12.7 CONFERENCE PUBLICATIONS**

Papers presented at IEEE-USA meetings, workshops, or conferences may be published in Conference Records or Proceedings. The sponsoring unit or group is responsible for ensuring that appropriate IEEE copyright (per IEEE Policy 6.3.1) is obtained for each paper published. Conference publications do not require peer review. However, it is strongly recommended that there be some form of review by the conference organizers to ensure that material published is appropriate. For additional information about conference publications please reference IEEE Policy 6.6.3.

## **12.8 PROCEDURES FOR NEW PUBLICATIONS**

The following procedures are provided as guidelines for the creation of new publications:

1. **Procedure Intent:** The intent of this procedure is to coordinate publishing activities throughout IEEE-USA, assure high standards of IEEE-USA publications, avoid duplication, and assure that arrangements made with non-IEEE organizational units are in accordance with IEEE policy
2. **General Procedures:** These procedures apply to all formal publications designed to disseminate technical, professional, or news material. Excepted from these approval procedures are conference publications and internal administrative communications such as newsletters for committee members.
  - a. A proposed plan for any new publication shall be sent to the Communications Committee and Communications Department staff for review and comment. This plan shall include:
    - Description of the publication, including frequency of publication, pages per issue, number of copies to be printed, method of dissemination, and target audience;
    - Discussion justifying the topic of the publication to be within the sponsoring organizational units scope and of sufficient interest to the target audience. For periodical publications, show the number of potential papers or topics and audience interest is large enough to ensure a viable new publication with a long-term potential;

- Definition of editorial management process and structure and, if possible, name of editor and other significant staff; and
  - Financial plan and estimate of support from sponsoring organizational unit's staff and IEEE-USA Communications Department.
- b. The IEEE-USA Communications Committee and/or Communications Department will review and comment on the proposed plan. If, for any reason, they deem that the proposed publication is duplicative or otherwise not in accordance with the overall communications goals of IEEE-USA, they will work with the sponsoring organizational unit to revise and improve the plan or recommend to the appropriate IEEE-USA vice-president or BoD that the publication effort not proceed.

## 12.9 ACCESS TO IEEE-USA PRODUCTS AND SERVICES ON THE INTERNET

Access to IEEE-USA products and services via the Internet should be restricted whenever appropriate to maximize the value of IEEE U.S. membership. Access restrictions should be adopted consistent with the following general guidelines:

- Products and services that are targeted at external audiences consistent with IEEE's not-for-profit obligations to benefit the public and advance science and education should be made freely accessible;
- Access to products or services that are prepared for delivery via the Internet exclusively for the benefit of IEEE U.S. members should be restricted to U.S. member only access;
- Access to all other products and services that are prepared for delivery via the Internet to both IEEE and non-IEEE members should be offered to IEEE members at a discount or with some similar benefit or enhanced service that increases the value to IEEE members. Otherwise, products and services offered in other mediums for sale at a price intended to generate a surplus should not be provided for free or excerpted on the Internet in such a way as to diminish their value;
- Access to information on the Internet related to the planning, internal business, and meetings of the IEEE-USA Board of Directors and other volunteer organizational units should be restricted in the same manner and to the same extent as non-Internet distributions; and,
- Information that is of a confidential or private nature should not be available via the Internet except to those individuals authorized to receive that information.

There are several possible levels of appropriate access restriction (member only, U.S. member only, volunteer only, subscriber only, media only, etc.). The appropriate level of access restriction should be determined in each case consistent with these guidelines and also taking into account the nature of the product, service or information resource and the target audience(s).

Once an access system has been developed and is in place, exceptions to these guidelines may be made in cases where a reasonable evaluation of costs and benefits does not justify imposition of access restrictions and/or where technical considerations prevent implementation of the desired restrictions. Exceptions should be reevaluated when the circumstances justifying the exception change.

The determination of appropriate access restrictions for new Internet product/services should be done as part of the New Business Development review process. Determination of appropriate access restrictions for other Internet information resources should be done by the volunteer and/or staff organizational unit responsible for developing and/or distributing that information resource. Where there is no established precedent or guideline, the determination

should be done in consultation with the IEEE-USA web master and the IEEE-USA Director of Communications at the time that the new product/service is developed.

## **12.10 IEEE-USA KEY MESSAGES**

The IEEE-USA Communications Committee shall act as the coordinator for all IEEE-USA member communications and shall periodically seek input and approval from the IEEE-USA Board to determine key messages and audiences in support of the IEEE-USA mission. The Committee shall develop and recommend one central message, such as: “IEEE-USA – Building Careers and Shaping Public Policy,” and work with IEEE-USA council and BoD leaders to identify two-three secondary messages. Following BoD approval, these messages will be used by all volunteers, members, and staff in supporting the IEEE-USA communications efforts: major printed publications, electronic communications, audio-visual presentations and other communications vehicles supporting the IEEE-USA mission.

## **12.11 COMMUNICATION OF PROFESSIONAL ISSUES OUTSIDE OF IEEE-USA**

The IEEE-USA Office serves as an information resource to U.S. government bodies, to the news media, to other professional societies, to public interest groups, and thus to the public-at-large. This office coordinates the release of news, publications, new media presentations, official positions, and testimony before government bodies. Wide dissemination of such information, which is accomplished through established review procedures, is designed to influence decision-making on public policy and to increase public awareness of issues of concern to members.

1. Members Contacting Groups Outside IEEE-USA: In order to avoid public confusion, distinctions shall be made as to what constitutes an official position of the IEEE-USA and what may be an individual experience or viewpoint. IEEE members confronted with inquiries about IEEE-USA matters from government bodies, the news media, other professional societies or public interest groups, should contact the IEEE-USA Office for assistance in responding. Accurate and timely information on positions, testimony, publications and other activities can be obtained. Further, the Communications Committee has established a communications plan that provides specific goals and directions for IEEE-USA communications. The plan is revised as priorities change and in response to budget constraints.
2. Members Contact with Media: All media inquiries involving current legal proceeding or having the potential for legal action, or concerning issues that are potentially threatening to IEEE-USA's reputation, are to be referred to the Communications Department staff. If specifically asked to comment, member may do so as long as they clearly state that their comments reflect their personal opinion and not necessarily the official position of IEEE-USA or the IEEE.



## **SECTION 13 - CONFERENCES**

### **13.1 PURPOSES**

IEEE-USA and its organizational units may organize or participate in organizing conferences, workshops and symposia for purposes consistent with IEEE-USA's mission and objectives.

### **13.2 APPLICABILITY OF IEEE CONFERENCES POLICIES AND PROCESSES**

IEEE-USA and its operating units shall follow all applicable IEEE conference policies and procedures (e.g. IEEE Policy 10.0 inclusive) in initiating and administering conferences.

### **13.3 PLANNING, GENERALLY**

All IEEE-USA conferences, workshops or similar meetings should have a designated conference chair and steering committee responsible for planning and executing the conference. Planning efforts should include development of the program, event budget and associated plans needed to enable an informed review and approval by the responsible volunteer officer(s). Planning should include provisions for capturing and distributing any intellectual property arising from the meeting.

When organizing a conference, IEEE-USA will notify the Section/Region in which the conference will be hosted and explore opportunities for co-sponsorship if consistent with the nature of the conference or workshop.

When partnering with another organization or IEEE OU to establish a new conference that will be repeated in the future, a memorandum of understanding between IEEE-USA and the co-sponsoring OU(s) shall be negotiated specifying IEEE-USA's rights and options regarding ownership interests in future iterations of the conference.

### **13.4 REQUIREMENT OF BOARD APPROVAL**

Conferences, workshops or similar meetings in which the proposed budget or financial risk to IEEE-USA is \$25,000 or greater are subject to review and approval by the IEEE-USA Board of Directors. Proposals for Board approval of sponsored, co-sponsored, or technically co-sponsored conferences shall indicate compliance with IEEE Policy 10 and include the following information:

- Purpose of the conference
- Nature of IEEE-USA's participation, including MOUs with any partner organizations
- Organizational plan, including committee(s), chair(s), timeline, etc.
- Program or program development plan
- Marketing and promotion plan
- Venue
- Budget
- Nature, ownership, and distribution of any intellectual property arising from the conference

When partnering with another organization or IEEE OU to establish a new conference that will be repeated in the future, a memorandum of understanding between IEEE-USA and the co-sponsoring OU(s) shall be negotiated specifying IEEE-USA's rights and options regarding ownership interests in future iterations of the conference.

Board approval of each annual conference held as part of an on-going conference series organized under a Board-approved memorandum of understanding is not required. In those cases, the Conference Committee shall provide timely reports of plans and outcomes of the annual conferences to facilitate normal Board review and exercise of options provided in the multi-year memorandum of understanding.

IEEE-USA will not organize, or participate in the organization of, conferences held outside of the United States without prior approval of the IEEE-USA Board of Directors.

### 13.5 SPONSORSHIP

IEEE-USA may sponsor, co-sponsor, or technically co-sponsor, and/or provide grants to, other conferences, including workshops, symposia, and similar meetings, that serve to advance its mission and purposes and the interests of U.S. IEEE members. Suitable partners in conference organization include other IEEE entities, other not-for-profit organizations (including science or engineering societies, academic organizations, and advocacy organizations), and government agencies. Conference partnerships with for-profit organizations are not permitted, though such organizations may provide donations in support of the IEEE-USA conferences. IEEE-USA will only partner with organizations that are reputable and whose participation would help advance the purposes of the conference and IEEE-USA.

In all cases, the conference topics or subject matter shall be clearly defined and be consistent with IEEE's status as a 501(c)(3) non-profit association.

Conference co-sponsorship is regarded as shared management. In all conferences in which IEEE-USA is a Co-Sponsor or Technical Co-Sponsor, each Co-Sponsor and Technical Co-Sponsor shall have one or more representatives on the management and/or program committees (as appropriate to the organizational structure) and all Co-Sponsor or Technical Co-Sponsor representatives shall be expected to actively participate.

Financial support of conferences in which IEEE-USA is a Sponsor or Co-Sponsor, by other IEEE or reputable non-IEEE organizations, is welcome and shall be acknowledged using terms such as "financial support" or "a grant."

### 13.6 TYPES OF IEEE-USA CONFERENCES

For purposes of this policy, IEEE-USA conferences are divided into four types: the IEEE-USA Annual Meeting (13.6.1), IEEE-USA policy conferences, workshops, and seminars (13.6.2), IEEE-USA-sponsored technical conferences (13.6.3), and IEEE-USA professional development seminars and career-related workshops (13.6.4), with relevant policies specified in the designated sections.

1. Annual Meeting: The IEEE-USA Annual Meeting is IEEE-USA's primary meeting for engaging IEEE U.S. members and volunteers, and falls within the category of Other

Meetings under IEEE Policy 10.0. It is managed by the IEEE-USA Annual Meeting Planning Committee, which reports to the IEEE-USA Board of Directors through the VP, Career & Member Services. The Committee operates on a three year planning cycle and is supported through a budget provided by the IEEE-USA Board of Directors.

Detailed policies concerning the Annual meeting can be found in the Charter of the IEEE-USA Annual Meeting Planning Committee, located in the IEEE-USA Operations Manual. In addition to the functions specified in its charter, the Committee may develop components (tracks) in the annual meeting that relate to the broad interests of IEEE members in public policy and technology.

2. The Vice President of Career & Member Services shall provide regular reports to the IEEE-USA Board of Directors and Operating Committee on the status of planning for the IEEE-USA Annual Meeting(s). (*NOTE: Planning for Annual Meetings was suspended by the Board of Directors in 2015 and the charter of the Annual Meeting Planning Committee was withdrawn in June 2017*)
2. Policy Conferences: IEEE-USA may sponsor, co-sponsor, or technically co-sponsor, and/or provide grants to, conferences, workshops and similar meetings designed to develop IEEE-USA policy positions, educate members and/or engage policy-makers and the public on public policy issues of interest to U.S. IEEE members.

Proposals for policy conferences will normally originate within the IEEE-USA Government Relations Council and/or its government relations committees, and require the approval of the Vice President, Government Relations and the consent of the IEEE-USA President.

3. Technology Conferences: IEEE-USA may sponsor, co-sponsor, or technically co-sponsor, and/or provide grants to, conferences, workshops and similar meetings that address specific areas of technology, when the conference will advance the mission and purposes of IEEE-USA. Examples include, but are not limited to, conferences
  - That will provide a venue for engaging public officials and opinion-leaders on technology policy-related issues.
  - That include a public policy or societal implications component in the call for papers and/or in the program.
  - That will serve to advance technologies deemed important to U.S. economic competitiveness and/or security, especially new and emerging technologies.
  - In which participation will provide an opportunity to raise awareness and engage IEEE's technical communities with the public policy and societal implications of their technologies or discipline, and/or
  - That include a workforce-related or employment assistance component of prospective benefit to IEEE members.

IEEE-USA will typically organize technology conferences in partnership with one or more IEEE Societies, Councils, Committees, Regions and/or Sections and will avoid sponsoring new technical conferences on topics that directly compete with established IEEE technical conferences.

Proposals regarding technology conferences will normally originate within the IEEE-USA Emerging Technology Directions Committee and/or committees of IEEE-USA's Government

Relations Council, and are subject to review and approval by the IEEE-USA Vice President, Government Relations, and the consent of the IEEE-USA President.

4. Career and Professional Conferences: IEEE-USA may sponsor, co-sponsor, or technically co-sponsor, and/or provide grants to, conferences, workshops and similar meetings related to career and skills enhancement, employment assistance, professional development and other workforce-related topics.

Proposals regarding career and professional conferences will typically originate within IEEE-USA's Career & Member Service Committees and are subject to review and approval by the IEEE-USA Vice President, Career and Member Services with the consent of the IEEE-USA President.

IEEE-USA may also provide financial support for professional development seminars and student professional awareness conferences and events organized at the Region, Section, Student Branch, Society or Chapter levels.

Professional Activities Seminars and similar meetings or events are normally initiated by IEEE U.S. geographic units (Sections, Chapters, Student Branches, etc.) and/or by the IEEE-USA PACE Committee or the IEEE-USA Student Professional Activities Committee and are supported through the normal IEEE-USA budget process. Such meetings are subject to review by the IEEE-USA Vice President, Career & Member Services.

## SECTION 14 - VOLUNTEER ACTIVITIES

The following guidelines are provided to promote effective utilization of volunteer resources in support of IEEE-USA's mission and to help IEEE-USA volunteers understand their respective roles and responsibilities while serving in their volunteer capacities.

### 14.1 GUIDELINES FOR COMMITTEE/PROGRAM REVIEWS

The following guidelines are provided for conduct of IEEE-USA committee/program reviews:

1. **Frequency of Reviews:** Reviews of committees, programs and activities may be undertaken at any time by direction of the IEEE-USA President and/or the Board of Directors
2. **Organization of Ad Hoc Review Committees:** An ad hoc committee shall be created for purposes of conducting each designated review and shall be automatically dissolved upon presentation of its final report. The IEEE-USA President shall appoint a chair for each ad hoc review committee, provide a charge to committee, and set a deadline for submission of the review committee's report. Normally, the review committee will be provided 90 days in which to complete its work. The review committee chair will then recruit two or more members to assist in conducting the review, subject to concurrence of the IEEE-USA President. Review Committee members should be generally familiar with the subject or organizational unit under review, but should not be current members of that organizational unit or have any involvement or interest that would compromise their ability to deliver a balanced review.
3. **Review Committee Procedures:** An IEEE-USA staff member will be assigned to assist the review committee in collecting information and materials needed for purposes of conducting the review. In addition to a review of the written record, the review committee may also elect to interview volunteers and staff of the organizational unit/program under review. The review committee should conduct its business to the greatest extent possible by phone, mail and electronic means. A budget for travel and related expenses may be provided at the discretion of the IEEE-USA President. Reviews should not be so intensive as to interfere with the on-going operations of the organizational unit under review.
4. **Elements of the Review:** In addition to any special charges assigned by the IEEE-USA President, each review committee is expected to evaluate and report on each of the following elements when conducting its review:
  - a. **Charter:** Does the organizational unit/program have a clearly stated mission and objectives that are compatible with the purposes and strategic plans of IEEE-USA? Does the charter need to be revised to address gaps or overlaps in committee objectives, or resolve issues related to the committee's organization and procedures (specify proposed amendments)?
  - b. **Annual Planning:** Does the organizational unit/program have in place an annual plan(s) setting specific goals, providing for allocation of resources and designating appropriate milestones and metrics to gauge success? Are the organizational unit/program's plans

- consistent with the committee's charter and the purposes and strategic plans of IEEE-USA?
- c. **Performance:** How successful has the organizational unit/program been over the last three years in meeting its specified goals and objectives? Have the accomplishments cited by the organizational unit/program been of value and cost-effective? What goals/objectives have not been met and for what reasons? Is appropriate funding available and properly utilized? Is appropriate staff support available and properly utilized?
  - d. **Membership:** Does the organizational unit/program's membership possess the depth and breadth of knowledge, expertise and experience necessary to achieve its mission and objectives? Is the membership reflective of the composition, viewpoints and interests of the IEEE U.S. membership? Does the organizational unit/program have an effective mechanism for recruiting new members? Does the organizational unit/program have an effective mechanism other than membership for soliciting input from IEEE U.S. members and other interested IEEE organizational units.
  - e. **Interaction With Other Entities:** Does the organizational unit/program have reason to interact with other IEEE-USA, IEEE or non-IEEE entities in the performance of its mission? How well has this been accomplished?
  - f. **Conclusions/Recommendations:** Based on a cost-benefit analysis, should the organizational unit/program be continued (explain reasons for conclusion)? What steps can be taken to improve the effectiveness of the organizational unit under review?
5. **Review Report:** The review committee shall present its findings and recommendations in a written report with executive summary, along with relevant supporting material. The report should be submitted if possible in an electronic format and presented by the deadline specified in order to permit sufficient time for response by the reviewed organizational unit before presentation to the IEEE-USA BoD. Copies of the report should be presented to the IEEE-USA President, the chair of the organizational unit/program under review, and the chair of the IEEE-USA Long Range/Strategic Planning Committee.
  6. **Response to the Review Report:** An organizational unit under review will normally be allowed at least 30 days to develop a response to the review report. The response should either endorse or reject the findings and recommendations of the Review report with explanation and supporting material. The response may also provide information not available in the review report and/or make additional or alternative recommendations for consideration by the IEEE-USA BoD. The response should be submitted if possible in an electronic format. Copies of the response should be presented to the IEEE-USA President, the chair of the organizational unit/program under review, and the chair of the IEEE-USA Long Range/Strategic Planning Committee.
  7. **BoD Action on the Review Report:** The review committee report and the reviewed organizational unit's response will be presented to the IEEE-USA BoD along with any recommendations of the IEEE-USA Operating Committee and/or Long Range/Strategic Planning Committee. The BoD may elect to receive the report and assign it to a vice president or other officer for consideration of appropriate follow-up action. Alternatively, the Board may elect to take formal action on any of the recommendations made in the report or moved by a Board member in response to the report and its findings.

8. Retention of Reports: The most recent review report (and response) for each organizational unit reviewed should be kept on file in the IEEE-USA offices for reference by subsequent review committees along with a record of any actions taken by the BoD in response to the report.

## 14.2 GUIDELINES FOR VOLUNTEER ACTIVITY IN IEEE-USA

1. Introduction: The following guidelines are provided to help IEEE members better understand their roles and IEEE-USA's expectations when serving as volunteers for IEEE-USA. They are also intended to encourage more effective utilization of volunteers, their skills and resources.
2. General Role and Responsibilities of Volunteers: All volunteers are expected to do the following when accepting a volunteer assignment with IEEE-USA:
  - Abide by the rules, policies and guidelines contained in IEEE-USA's governance documents (see Section 1.3) and adhere to the practices outlined in the IEEE Code of Ethics in all of their IEEE-USA activities;
  - Support the vision, mission and objectives of IEEE-USA as outlined in the IEEE-USA Operations Manual, Strategic Plan and the charter of the IEEE-USA organizational unit to which the individual is volunteering;
  - Be prepared to assist in the development and implementation of the organizational unit's products and services;
  - Participate constructively in all possible committee meetings and activities and advise the committee chair in advance if not able to participate;
  - Make the most efficient use possible of IEEE-USA resources;
  - Accurately communicate IEEE-USA's positions and information on IEEE-USA programs and activities; and
  - Help promote member awareness and support for IEEE-USA programs and activities.
3. Conduct as an Officer or a Member of an IEEE-USA Board or Committee. Volunteers are expected to contribute to IEEE-USA activities in a co-operative and constructive manner, to ensure that the best possible use is made of the time available, given that Volunteers are usually able to offer IEEE-USA their time and effort very sparingly. Meetings should be strongly focused on the business laid out in the agreed agenda, and not be impeded by irrelevant interventions. The Chair has the prime responsibility for the conduct of the meeting, but the co-operation of all members present is also an important factor in ensuring that the business is conducted in a fair and harmonious manner. Committee members serve at the will of the officers invested with appointment authority for their position.

Committee members shall not communicate committee deliberations or documents deemed confidential by the committee pursuant to IEEE's Information Disclosure Policy (Policy 9.24), including any committee business conducted in closed or executive session, to non-committee members without prior approval. Unauthorized disclosure is grounds for suspension or removal from committee membership. Otherwise, committee members are free to publicly share information received from committee discussions regardless of the method of communication, without attribution. This provision does not restrict the inherent right of IEEE and IEEE-USA Board of Directors members to access committee information consistent with their fiduciary and oversight responsibilities.

4. Conflict of Interest. A common misunderstanding about "conflict of interest" is that it only applies where an individual attempts to obtain some monetary advantage by virtue of being an office holder. A broader view of the concept applies to any situation where some kind of

advantage or privilege is being sought through the exercise of authority granted to an office holder. The guiding principle for volunteers is to follow IEEE Polices, Procedures, and Practices, and be seen by their peers to be acting ethically in their decision making.

5. Acceptance of the Obligations of Board or Committee Office. Election or appointment of a volunteer to a Board or Committee implies that there is an expectation that that person shall be willing and able to attend the meetings of the Board or Committee and undertake assigned duties. Accepting a Board or Committee position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and any items from the previous meeting requiring action are properly followed up. Inability to perform these duties because of other commitments would be expected to result in resignation from the Board or Committee.
6. Transfer of Office. An orderly and regular turnover of Board or Committee membership, including that of the officers, should be a routine feature of IEEE volunteerism. It ensures a healthy flow of new blood and invigorates all IEEE Organizational Units. Sections of this document define the terms of office for IEEE-USA volunteers and the procedures for their election or appointment. It is the responsibility of the IEEE-USA Chair and the IEEE-USA Operating Committee to ensure that these practices are followed. It is a duty of all IEEE-USA Officers and Committee Chairs to transfer all documents and other resources necessary for their successors to carry out their work effectively.
7. Responsibilities as a Representative or Liaison Member: Normally, IEEE societies, regions and other organizational units will be invited to recommend volunteers for service on IEEE-USA committees or programs as a representative or liaison of the IEEE organizational unit that named them. IEEE-USA benefits from the expertise of liaison members and encourages their active recruitment and involvement in committee activities.

Volunteers serving in a liaison or representative capacity are expected to do the following when accepting a volunteer assignment with IEEE-USA:

- Meet the general responsibilities of volunteers outlined in section 10.2.2 above;
- Keep their appointing organizational unit apprised of their activities and any requests or opportunities for organizational unit input;
- Proactively seek organizational unit input on issues/positions before IEEE-USA committees; and
- Inform IEEE-USA of, and faithfully represent their organizational unit's viewpoints.

In the case of delegate members appointed by IEEE technical societies to serve on IEEE-USA policy committees, technical society delegates function as resources of relevant technical expertise and to facilitate two-way communication with the appointing society. They exercise independent judgment and vote as individuals on U.S. policy matters, and not as representatives of their appointing societies in view of the global orientation and composition of those societies, unless so-charged by their naming society.

Members of an IEEE-USA committee who are not representative or liaison members but who are also members of other IEEE organizational units are not responsible for acting as a liaison for those other organizational units.

8. Representing IEEE-USA in Public/Private Forums: Volunteers should not undertake to represent IEEE-USA to any public official, media contact, organization or forum without first advising and obtaining concurrence from IEEE-USA BoD. Statements for delivery to a public official or press representative should be cleared first through the volunteer's



committee or organizational unit chair and responsible staff member, who are responsible for obtaining necessary approvals according to the IEEE-USA Bylaws and operating procedures. Media contacts should be coordinated by the IEEE-USA staff person(s) responsible for media relations, who will be responsible for obtaining necessary volunteer and staff approvals.

Approved statements made on behalf of IEEE-USA should be consistent with approved IEEE-USA position statements, technical information statements, testimony or other expressed IEEE-USA statement or white paper, as well as with the IEEE Constitution, IEEE By-laws, and IEEE-USA Operations Manual.

This guideline is not intended to restrict the ability of volunteers to speak as individuals on their own behalf (i.e., not as representatives of IEEE-USA) and to refer to IEEE-USA documents that are in the public domain. Volunteers speaking in an individual capacity should make clear that they are not representing IEEE-USA when referring to approved IEEE-USA positions or other materials.

9. **Committee Composition:** The composition of a committee or task force is normally defined by the committee/task force charter and may include different types of membership as described below. When appointing membership of a committee or task force, the committee chair should strive to ensure that all interested IEEE organizational units and member perspectives are adequately represented and that no stakeholder has been deliberately excluded.
10. **Committee Membership and Responsibilities:** Members of IEEE-USA committees must be citizens or legal residents of the U.S.A. in order to exercise voting privileges Exceptions may be authorized by Board-approved charter or in individual cases by the IEEE-USA President on the recommendation of the responsible Vice President in special circumstances where the individual brings an important expertise or perspective to the IEEE-USA committee that is otherwise not available.

IEEE-USA recognizes several types of memberships on its committees and other IEEE-USA volunteer organizational units. The exact composition of each IEEE-USA committee is determined in the committee's charter. The following guidelines help define the generic membership classifications typically in use:

- a. **Chair:** The Committee or Task Force Chair is appointed by the responsible IEEE-USA Vice President with the consent of the IEEE-USA President. Chairs serve a one year term and may be re-appointed for a second consecutive year. The Chair is responsible for conducting the volunteer business of the committee or activity, including conducting committee meetings, appointing and supervising the activities of the volunteer members, developing and implementing action plans in support of IEEE-USA's mission and strategic plan, taking responsibility for appropriate use of the committee resources and budget, and accurately reporting on committee activities. Additional responsibilities may be outlined in the committee charter. The expenses of the committee chair are normally reimbursable upon timely submission of a complete expense voucher.
- b. **Vice Chair:** The Vice Chair is normally appointed by the Committee or Task Force Chair with the consent of the responsible IEEE-USA Vice President. Vice Chairs serve a one year term and may be re-appointed to two or more consecutive terms. Some committee charters call for member election of the committee vice chair. The Vice Chair shall assume the responsibilities of the Committee Chair in the event the Chair is unable to fulfill the duties of the office or relinquishes office for any reason, until the

replacement Chair has been appointed. The Vice Chair may also be assigned specific projects and responsibilities by the Chair. The expenses of the committee vice chair are not normally reimbursable unless provided for in the charter or by direction of the committee chair. Reimbursable expenditures must be approved prior to being incurred. Failure to obtain prior approval may result in non-reimbursement of expenses.

- c. **Regular Member:** A Regular Member is a full voting member of a committee or other IEEE-USA organizational unit appointed by the chair with the consent of the responsible IEEE-USA Vice President. Unless the committee charter provides otherwise, a regular member is appointed for a one year term and will normally not serve more than three consecutive terms. Expenses are not normally reimbursable unless provided for in the charter or by direction of the committee chair. Reimbursable expenditures must be approved prior to being incurred. Failure to obtain prior approval may result in non-reimbursement of expenses.
- d. **Liaison Member:** Liaison members are voting members appointed by another IEEE organizational unit to serve in a representative capacity with the consent of the committee chair. If reimbursed, the expenses of liaison members are normally borne by the appointing organizational unit. Liaison members typically serve one year terms subject to extension by their appointing organizational unit. The responsibilities of liaison members are outlined in section 14.2.7 above.
- e. **At-Large Member:** At-Large Members are a type of regular member appointed by the committee chair with full-voting privileges. The designation "At-Large" is used to distinguish these regular members from other regular members who may be selected according to a regional or technical distribution. Otherwise, At-Large Members enjoy the same rights and responsibilities as Regular Members.
- f. **Resource Member:** A resource member is a non-voting member of a committee recruited as a resource of specific expertise or knowledge in support of the committee's activities. Resource members need not be IEEE members. Resource members are appointed by the committee chair for a one year term and may serve an unlimited number of consecutive terms. A Resource Member may attend meetings and can be reimbursed for travel expenses at the discretion of the committee chair.
- g. **Corresponding Member:** A corresponding member is a non-voting member of a committee or task force with a specific interest in the subject matter of the organizational unit or its activities and who can provide information or other relevant assistance in support of the organizational unit's efforts. Corresponding members are appointed by the committee chair for a term of one year and may serve an unlimited number of consecutive terms. Corresponding members are not expected to attend meetings and do not normally receive reimbursement for expenses. Corresponding Members need not be IEEE members if their background, expertise or organizational connection is deemed valuable to IEEE-USA.

### 14.3 TRAVEL AND EXPENSES

1. General Guidelines: Normally committees do not reimburse travel or other expenses for volunteers unless such reimbursement is provided for in the committee charter or approved by the committee chair. In those instances where volunteer travel may be reimbursed, prior authorization of the committee chair is required. Volunteer travel authorization forms are available from the IEEE-USA office. Failure to obtain prior authorization may result in non-reimbursement of expenses.

Volunteers should utilize the IEEE Travel Service (1-800-TRY-IEEE) for travel arrangements whenever possible unless alternative arrangements would result in significant savings to IEEE-USA or where there are other considerations of convenience that do not result in increased cost to IEEE-USA.

IEEE-USA volunteers are expected to follow the policies and procedures outlined in the *IEEE Financial Operations Manual (Section FOM.6)*

Volunteers are expected to submit expense vouchers within four weeks of when the expense was incurred or by the deadline set for submission of expenses. Failure to submit expense vouchers in a timely fashion may result in IEEE-USA declining to reimburse expenses.

Volunteers are strongly urged to help IEEE-USA limit volunteer travel expenditures by engaging in the following cost-saving practices:

- Using accommodations recommended by IEEE-USA.
- Claiming the IEEE meeting discount or other applicable discounted rate for lodging.
- Sharing taxis or using shuttle service for transportation.
- Taking advantage of IEEE-USA-arranged meals.
- Limiting meals to no more than \$35 per day per person total.

IEEE-USA will not normally reimburse the expenses of spouses, dependants or other persons who accompany volunteers on IEEE-related business trips.

2. Volunteer Travel Review Policy: IEEE-USA should ensure that volunteers are familiar with the IEEE and IEEE-USA travel policies. IEEE-USA staff will check expense reports for compliance with established policy. Expense reports that appear to contain excessive travel costs shall be forwarded to the appropriate IEEE-USA Vice President who will discuss the report with the traveler and ensure appropriate resolution.

#### **14.4 TECHNOLOGY POLICY COMMITTEE MEMBERSHIP**

It is the policy of IEEE-USA that society representatives appointed to serve on IEEE-USA technology policy committees should be Senior Members or IEEE Fellows and that one-half of each technology policy committee voting membership should be comprised of Senior Members, IEEE Fellows and/or former IEEE-USA Government Fellows. Membership status should be indicated on the committee roster to help monitor compliance. Society representatives currently serving on technology policy committees at the time this policy is adopted are exempt from this requirement for the duration of their service.

## ***SECTION 15 – RESOLUTION OF DISPUTES***

### **15.1 COMPLAINTS AND INQUIRIES**

Complaints and inquiries involving disputes among IEEE-USA volunteers may be submitted directly to the IEEE-USA or may be referred to IEEE-USA by the IEEE Ethics and Member Conduct Committee (EMCC).

Individuals submitting complaints directly to IEEE-USA shall be IEEE members in good standing, and documentation of the complaint shall be submitted to the IEEE-USA Managing Director. The documentation shall include the names of the IEEE-USA volunteers whose conduct is under concern, a statement which states with reasonable specificity the alleged misconduct, identification of any documentation or material upon which the complaint is based, plus the name and signature of the person who is submitting the complaint. The complaint may include any materials or documentation that are thought to be relevant to IEEE-USA's consideration and review.

IEEE members and staff may also bring complaints alleging unprofessional behavior by IEEE-USA volunteers or members active within IEEE-USA, including conduct that may constitute a conflict of interest, misappropriation or diversion of IEEE assets, physical or verbal abuse, hazing or harassment of any persons, or for misrepresentations made while acting on behalf of IEEE.

### **15.2 TRACKING AND REPORTING OF COMPLAINTS**

The IEEE-USA Managing Director shall be responsible for maintaining a system for logging and tracking of complaints and for providing regular reports to the IEEE-USA Board of Directors and its Operating Committee of complaints/inquiries and their disposition.

### **15.3. DISPOSITION OF COMPLAINTS**

IEEE-USA Managing Director, in consultation with the IEEE-USA President, shall characterize the complaint or inquiry, and arrange for its disposition as follows:

- a. If a normal inquiry that can be answered, the IEEE-USA Managing Director shall arrange for an appropriate volunteer or staff member to respond and shall apprise the IEEE-USA President and Board of Directors if significant.
- b. In the case of a fiduciary complaint, the dispute shall normally be forwarded to the Director of the IEEE Internal Audit for review.
- b. If the complaint or inquiry concerns an allegation of member misconduct or is otherwise best handled by EMCC, the complaining party will be notified and referred to EMCC's procedures.
- c. If the complaint concerns publication misconduct with respect to an IEEE-USA publication, it shall be forwarded to the responsible editor (or if the complaint concerns the editor, it shall be forwarded to the Vice President of Communications acting in place of the editor). Handling of publication-misconduct complaints shall follow the processes specified in the PSPB Operations Manual. Editorial decisions concerning publication misconduct that fall under the jurisdiction of IEEE-USA may be appealed to the IEEE-

USA President, who may make a final determination or refer the appeal to the IEEE-USA Board of Directors for final determination.

- d. If the complaint concerns unprofessional behavior by an IEEE-USA volunteer, or by an IEEE member directed at an IEEE-USA volunteer or staff member, it shall be formally submitted to the IEEE-USA Managing Director for action per Section 15.4 below.
- e. All other complaints shall be subject to investigation, decision and action by IEEE-USA in accordance with the normal dispute resolution process outlined in Section 4 below.

#### **15.4 PROCESS FOR REPETITIVE UNPROFESSIONAL BEHAVIOR**

IEEE-USA's success depends on the professionalism of our volunteers and staff and maintaining productive working relationships at all levels of the organization. Unprofessional conduct that disrupts these working relationships may be detrimental to the individuals involved, the organizational unit, and all of IEEE. In the event that there is a complaint alleging unprofessional behavior by volunteers or IEEE members engaged with IEEE-USA, the IEEE-USA Managing Director shall refer the written complaint and any relevant supporting materials to the IEEE-USA President, who:

1. May designate an ad hoc committee to assist in reviewing the complaint.
2. Shall refer a copy of the complaint and related materials to the IEEE Legal and Compliance Department for review as they are received pursuant to any criteria established by that Department for that purpose.
3. Shall review the complaint for completeness, and if necessary, solicit the complainant for additional information regarding the allegations to be provided in written form.
4. Shall offer an interview to the individual named in the complaint and/or solicit a written explanation or rebuttal, a copy of which shall be shared with the complainant, who is entitled to respond.
5. Based on the totality of the information and advice received, shall make a determination as to the validity of the complaint and the appropriate sanction.

In the event that the IEEE-USA President or designee(s) concludes that a serious breach of professional behavior has occurred, the President may issue a warning to the perpetrator. In the case where a warning for unprofessional behavior has already been issued by the IEEE-USA or another IEEE organizational unit, or in the case of a new complaint involving a finding of unprofessional behavior, the IEEE-USA President may impose an appropriate sanction, such as excluding the individual from IEEE-USA activities, running for IEEE-USA office, or attending an IEEE-USA sanctioned meeting for a period not to exceed 18 months. In cases where there is continued repetition of the behavior or where the behavior is of such a serious nature that legal action or more stringent sanctions would be contemplated, that decision will be taken in consultation with the IEEE Legal and Compliance Department.

A record of each complaint resulting in a warning or other sanction, including the rebuttal(s) and any related materials shall be filed with the IEEE Legal and Compliance Department. This file will be kept confidential, and shall not be made available to any other IEEE volunteer, committee, or staff, except for the following individuals:

- The person who is the subject of the Complaint/Sanction

- The current IEEE-USA President and Managing Director (Secretary)
- Those persons authorized by the IEEE Legal and Compliance Department

This and all previous records will be destroyed, under the direction of the IEEE Legal and Compliance Department, if/when five years transpire without additional complaints arising against the named individual.

Notwithstanding the foregoing, an IEEE Member is entitled to file a complaint at any time with the Ethics and Member Conduct Committee in accordance with Section I-110 of the IEEE Bylaws.

## **15.5 DISPUTE RESOLUTION PROCESS**

The following basic process shall be used in resolving IEEE-USA-related complaints and disputes not based on allegations of unprofessional behavior directed toward an IEEE member or staff, as covered in Section 15.4 above.

- A letter shall be sent to the complainant and accused by the IEEE-USA Managing Director acknowledging receipt of the complaint and asking for any needed information.
- The complaint along with all relevant information shall be assembled and presented to the IEEE-USA President for review and a final decision.
- The IEEE-USA President may opt to form an ad hoc committee for the purpose of investigating the complaint and formulating advice and recommendations.
- In lieu of making a final decision, the IEEE-USA President may opt to present the case to the IEEE-USA Board of Directors for final decision. Such deliberations shall be conducted in executive session. All of the parties to the dispute or none may be invited by the President to address the Board directly as the dispute and to answer questions at the Board's discretion, but shall not be invited individually and have no right of direct appearance.
- The decision of the IEEE-USA President (or the IEEE-USA Board of Directors in the case of Presidential referral for Board decision) is final.
- The IEEE-USA President notifies the complainant and accused of the final decision by letter, including any correction actions and requested compliance agreements. The IEEE-USA President's notification shall not solicit the filing of a complaint. The President shall also inform the IEEE-USA Board of Directors of the final decision, and the EMCC in the case of a referral.
- If the complainant believes ethics issues still remain and is an IEEE Member, the complainant may bring a case to the IEEE EMCC.
- It shall be the goal of IEEE-USA to complete the dispute resolution process for a particular complaint within six months of its receipt.

## **15.6 IMPORTANCE OF THE IEEE CODE OF ETHICS TO THE DISPUTE RESOLUTION PROCESS**

In the event that a legal issue arises, close adherence to the IEEE Code of Ethics, as well as IEEE Bylaws, Policies, Procedures, and Practices, provides a measure of protection to both IEEE and to individual members. The IEEE Code of Ethics cannot, and does not, attempt to define in a comprehensive manner how IEEE volunteers should conduct themselves in their service on behalf of the IEEE, but it provides a sound basis on which high ethical standards can be established.

### ***SECTION 16 – REVISIONS TO THE IEEE-USA OPERATIONS MANUAL***

Proposed changes to the IEEE-USA Operations Manual and the reasons therefore shall be distributed to all voting members of IEEE-USA Board of Directors at least fifteen (15) days prior to the BoD meeting where action is proposed. A majority of the votes cast of the members present at the meeting provided there is a quorum, shall be required to approve any amendment or revision to the IEEE-USA Operations Manual.

Changes to the IEEE-USA Operations Manual required to update references to the IEEE Bylaws and IEEE Policies, reflect changes in committee, program or publication names, and/or other house-keeping revisions that do not substantively affect IEEE-USA's operations may be made by IEEE-USA Managing Director without requiring IEEE-USA Board approval.

## **APPROVED REVISIONS TO THE IEEE-USA OPERATIONS MANUAL PENDING IMPLEMENTATION**

THE FOLLOWING CHANGES TO THE IEEE BYLAWS AND IEEE-USA OPERATIONS MANUAL WERE APPROVED BY THE IEEE-USA BOARD OF DIRECTORS AT THEIR 17 JUNE 2016 MEETING, WITH ASSOCIATED CHANGES TO THE IEEE BY-LAWS CONCERNING COMPOSITION OF THE IEEE-USA BOARD APPROVED BY THE IEEE BOARD AT THEIR AUGUST 2016 MEETING. THE CHANGES TAKE EFFECT 1 JANUARY 2019 AND WILL BE INCORPORATED AS THE OFFICIAL TEXT AS OF THAT DATE.

### **IEEE BY-LAWS (I.300.8)**

IEEE-USA Board Membership. The IEEE-USA Board of Directors shall consist of not more than **17** ~~19~~ members, which shall include the IEEE-USA President, who shall be Chair; the IEEE-USA President-Elect; the IEEE-USA Past President; the Directors for Regions 1-6; one member from Technical Activities, who shall be a sitting or past Director and appointed by the Vice President – Technical Activities with the concurrence of the IEEE-USA President; **two IEEE-USA Members at Large, who shall be elected by the eligible voting members within Regions 1-6, serving staggered two-year terms;** one U.S. IEEE Young Professional Representative, four IEEE-USA Vice Presidents and the Secretary/Treasurer all of whom shall be appointed by the IEEE-USA Assembly; and the Staff Secretary who shall serve without vote.

### **IEEE-USA OPERATIONS MANUAL**

#### **2.2 ALTERNATES**

**5. Member at Large Alternates:** Each IEEE-USA Member at Large may designate a past IEEE-USA Member at Large as an Alternate to exercise the rights, powers and privileges of the absent Member at Large at meetings of the IEEE-USA Board of Directors.

#### **5.5 IEEE-USA MEMBER AT LARGE**

**1. Functions/Responsibilities.** The functions of a Member at Large shall be to:

- i.** Advise the IEEE-USA President and BoD on matters of concern to, and serve as an advocate of the interests of, the U.S. membership.
- j.** Serve on IEEE-USA BoD and the IEEE-USA Assembly. The Senior Member at Large (serving the second year of the two-year term) shall also serve on IEEE-USA OpCom.
- k.** Provide regular reports of plans and activities.
- l.** Assume responsibility for tasks or projects assigned by the IEEE-USA President, OpCom or the Board.

**2. Qualifications.** The qualifications for a Member at Large include the following:

- d.** Must be at IEEE Senior Member grade or higher.



- e. ~~Must be able to commit a significant amount of time to the position.~~
- f. ~~Should have the support of that person's employer in meeting the obligations of the position.~~

~~3. Term of Office: There shall be two IEEE-USA Members at Large elected in alternate years for two year terms. IEEE-USA Members at Large will not be eligible for a second successive term.~~

## 7.2 SELECTION OF IEEE-USA PRESIDENT-ELECT AND MEMBER AT LARGE CANDIDATES

1. N&A Committee Recommendations: The N&A Committee will recommend two (2) or more qualified nominees to IEEE-USA BOD ~~for their consideration for each position~~. For each such nominee, the N&A Committee will provide a biographical sketch, a list of IEEE activities, and a platform statement. The N&A Committee may include in its recommendations the names of candidates in the IEEE general election process, with the stipulation that those candidates would be considered only if they were not elected in that process.
2. Number of Candidates: The IEEE-USA BoD will decide by majority vote the number of President-Elect candidates ~~for each position~~ to be included on the election ballot.

## 7.3 PETITION CANDIDATES FOR IEEE-USA PRESIDENT-ELECT AND MEMBER AT LARGE

IEEE voting members in Regions 1-6 residing in the United States may propose, by petition, names to be added to the ballot for the offices of IEEE-USA President-Elect ~~and IEEE-USA Member at Large~~, using the petition process outlined in IEEE Bylaw I-308.8 and IEEE Policies 13.8.

## 7.4 IEEE-USA PRESIDENT-ELECT AND MEMBER AT LARGE ELECTIONS

1. Applicable Policies: IEEE-USA elections shall be conducted in accordance with the IEEE-Bylaws, and other relevant IEEE and IEEE-USA policies and procedures.
2. Voting: IEEE voting members in Regions 1-6 residing in the United States shall be permitted to vote for the IEEE-USA President-Elect ~~and IEEE-USA Members at Large~~.
3. Tellers: The counting of the tally of votes will be a part of the IEEE annual election process and shall follow the procedure specified in IEEE Bylaw I-308.13.
4. Election Disputes: Any dispute or appeal connected with the election of the IEEE-USA President-Elect, ~~the IEEE-USA Member at Large~~, or any other member elected IEEE-USA officer shall be submitted to the IEEE Credentials Committee for a review of the complaint and for action in accordance with IEEE Bylaw I-306.4.
5. Resolution of Ties: In the event of a tie among candidates in the race for IEEE-USA President ~~or Member at Large~~, the IEEE Board of Directors shall choose between the nominees involved.

6. Electioneering: In general, it shall be the policy of the IEEE-USA not to permit the use of IEEE-USA funds or IEEE-USA staff resources to support electioneering activities.

## IEEE-USA N&A COMMITTEE CHARTER

### Functions and Objectives

The IEEE-USA N&A Committee shall be responsible for sending annually to the IEEE-USA Board of Directors at its final meeting of the year the following:

- a. A slate containing two or more names of candidates each recommended for the positions of IEEE-USA President-Elect and IEEE-USA Member at Large.