1. **Call to Order - King**

A meeting of the IEEE Computer Society Executive Committee was held at 4:00 p.m. on 9 May 2002 at the Doubletree-Columbia River, Portland, Oregon USA. Willis K. King, president, chaired, with Deborah M. Cooper as secretary.

2. **Roll Call - Cooper**

A roll call was held as follows:

**A. Franchised Members:**

Carl K. Chang, VP, Educational Activities, present  
Deborah M, Cooper, Secretary, present  
James H. Cross II, VP, Chapters Activities, present  
Stephen L. Diamond, President-Elect, present  
Gerald L. Engel, VP, Conferences and Tutorials, absent  
Wolfgang K. Giloi, Treasurer, present  
Lowell G. Johnson, Second VP, Standards Activities, present  
Rangachar Kasturi, VP, Publications, present  
Willis K. King, President, present  
Deborah K. Scherrer, First VP, Technical Activities, present  
Benjamin W. Wah, Past Present, present

**B. Ex officio Members (without vote):**

James H. Aylor, EIC, *Computer*, present  
David W. Hennage, Executive Director, present  
James D. Isaak, IEEE Division VIII Director-Elect, present  
Guylaine M. Pollock, IEEE Division V Director, absent  
Thomas W. Williams, IEEE Division VIII Director, present

3. **Introduction of Guests - King**

The following guests and staff were present:

- Angela R. Burgess
- Nina Barnhardt
- Robert C. Care
- Georgann Carter
- Doris L. Carver
- Violet S. Doan
- Debra P. Evans
- Oscar N. Garcia

- Lynne Harris
- Marcus Jackson
- Rohit Kapur
- John C. Keaton
- Anne Marie Kelly
- Richard A. Price
- Leonard L. Tripp
4. **Approval of Agenda - King**

Motion 4: King moved, Giloi seconded, “MOVED, that the agenda be approved with the following revisions:” Motion carried.

- Add item 37 Discussion Regarding Electronic Products & Services Committee
- Add item 38 Discussion Regarding Standards

5. **BLANK**

6. **Approval of Minutes of the 7 February 2002 Meeting - Cooper**

Motion 6: Cooper moved, Kasturi seconded, “MOVED, that the minutes of the 7 February 2002 meeting be approved as is.” Motion carried by voice.

7. **Report of the President - King**

President King gave an oral report in addition to his written report on pages 7-1 and 7-2.

8. **Report of the Treasurer - Giloi**

Giloi gave the report of the Treasurer. (see pages 8-1 through 8-34 of the Agenda Book).

9. **Report of the Executive Director - Hennage**

Hennage reported on recent activity in the society (see pages 9-1 through 9-6 of the Agenda Book) and also noted the executive staff reports in section 44.

10. **Status of Action Items - Cooper**

The secretary reviewed the status of action items as of 1 May 2002 (see page 10-1). Items 1 and 2 remain open.

**ACTION ITEMS**

11. **BLANK**

12. **2003 Periodical Page Budgets, Frequencies, Prices, and Digital Library Prices - Giloi**

Motion 12: Giloi moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the 2003 periodical page budgets, frequencies, prices, and digital library prices as recommended by the Treasurer, as proposed.” Motion carried by voice vote.
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**Member and Nonmember Digital Library Prices**

**Member:**
- Member Digital Library Subscription (MDLS) $99 $109
- Student Member Digital Library Subscription $49 $55

**Nonmember:**
- Computer Society Library Subscription Plan (CSLSP) $9,095 $10,195
- CSLSP $9,095 $10,195
- CSLSP-e $11,295 $12,395
- Combo $14,895 $16,395
- IEL/APP subscribers $9,095 $10,195
13. **Member Fee for 2003 - Giloi**

Motion 13: Giloi moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society sets the society membership fee for 2003 at $37.00.” Motion carried by voice vote.

14. **BLANK**

15. **BLANK**

16. **BLANK**

17. **BLANK**

18. **2002 Budget Amendments**

   A. **Capital Budget**
      None brought forward

   B. **Operating Budget**
      None brought forward

19. **BLANK**

20. **BLANK**

21. **BLANK**

22. **BLANK**

23. **Amendments to the Society Bylaws - Diamond**

   A. **Article VI - Conferences & Tutorials, Section 1**

Motion 23A: Diamond moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendments to bylaws Article VI - Conferences & Tutorials, Section 1:” Motion carried.

**ARTICLE VI - CONFERENCES & TUTORIALS**

**Section 1: Conferences & Tutorials Board**

The Conferences & Tutorials Board (C&T) shall oversee and set policy for the society’s **meetings**, conferences, symposia, workshops and tutorials (“Meetings”). The Conferences & Tutorials Board shall be chaired by the vice president for conferences & tutorials and shall have additional voting members as follows: the vice chairs of standing committees and ad hoc committees, the Secretary and Treasurer, and 4-7 additional members. All of these members shall be appointed by the vice president for conferences & tutorials. The most recent past vice president for conferences & tutorials and a member of the society’s professional staff appointed by the chief staff executive are **ex-officio**, voting members. The Conferences & Tutorials Board shall create ad hoc committees as it shall deem appropriate. The standing committees shall be the Operations Committee and Assessment and Planning Committee.
B. Article XII – Standing Committees, Section 15

Motion 23B: Diamond moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendments to bylaws Article XII – Standing Committees, Section 15:” Motion carried.

ARTICLE XII – STANDING COMMITTEES

Section 15: Professional Practices Committee

There shall be a Professional Practices Committee with the mission of coordinating, in collaboration with relevant Computer Society boards, the society’s participation in the development and maintenance of professional disciplines such as computer engineering, computer science, information technology, and software engineering, including: body of knowledge identification, curriculum, ethics, performance norms, and terminology. The committee chair shall be appointed annually by the president. The chair shall appoint the members of the committee, including representatives of relevant program boards, as provided in the Policies & Procedures Manual.

Section 15.1 Membership and Duties

The Professional Practices Committee (PPC) shall, in collaboration with relevant society boards, develop, evaluate and implement policies and programs with respect to body of knowledge identification; certification examination development, administration, and recertification; ethics; and performance norms for professional disciplines within the scope of technical interest of the society.

Section 15.2 Appointments

The chairpersons of standing committees of the Professional Practices Committee, and the Computer Society representatives to other professional practice organizations shall be appointed as defined the Computer Society Policies & Procedures Manual.

Section 15.3 Standing Committees

Standing committees to advise and to implement the policies of the Professional Practices Committee shall be defined in the Computer Society Policies & Procedures Manual.


A. Section 27, Professional Practices

Motion 24A: Diamond moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to Policies & Procedures Manual Section 27, Professional Practices Committee:” Motion carried.
SECTION 27 PROFESSIONAL PRACTICES

27.0 PROFESSIONAL PRACTICES COMMITTEE

27.1 Membership

The president shall appoint the Professional Practices Committee shall be chaired by the PPC chair and shall consist of the committee annually. The following members: the chairperson of Certified Software Development Professional (CSDP) Certification Committee, the chairperson of PPC Planning Committee and the Vice Presidents for Educational Activities, Publications, Standards, and Technical Activities shall each appoint one (1) member of the committee. Up to four (4) additional voting members as follows: one representative each from the Standards Activities Board, the Technical Activities Board, the Publications board, and the Educational Activities Board, to be appointed by the boards or the vice presidents of the boards they represent; and up to seven additional persons with experience in certification activities to be appointed by the PPC chair with the concurrence of the president, may be appointed by the chair as required to obtain the appropriate balance of technical, geographic, or other appropriate representation. The Computer Society society representative to the IEEE Licensure and Registration Committee shall be a member of this committee ex-officio, with vote.

27.2 Duties and Responsibilities

27.2.1 The duties of the committee for coordinating the society’s participation in the development and maintenance of software engineering as a professional disciplines shall be as provided in the bylaws.

27.2.2 The committee chair shall solicit nominations for two of the three Computer Society members of the Software Engineering Coordinating Committee (SWEC) from the TCSE, SESC, and other interested society groups. The third candidate will be recommend by the chair of the TCSE. The committee will recommend three candidates to the president who shall make the appointments. Should the president decline to appoint one or more of the recommended candidates, the committee or the chair of the TCSE, as appropriate to the source of the recommendation, shall be responsible for recommending alternate candidates until the president has accepted and appointed persons to all three vacancies.

27.3 Certified Software Development Professional (CSDP) Certification Committee

27.3.1 Membership

The CSDP Certification Committee is a formal subcommittee of the Professional Practices Committee. The CSDP Certification Committee will consist of seven members. For the initial two years, seven members will be appointed by the chair of the Professional Practices Committee with the concurrence of the Board of Governors. three appointments shall be made for staggered one-, two-, and three-year terms, with all subsequent terms being three years. Individuals may be appointed to no more than two consecutive three-year terms. Individuals whose initial term is for less than three years may be appointed to a third term at the discretion of the president. If
exceptional circumstances arise where it is in the society’s interest to do so, the
president may appoint an individual to a third three-year term. The seven
positions shall have staggered one- and two-year terms, with all subsequent
terms being two years. The officers of the committee shall be a chair, vice-
chair, and secretary. The committee shall annually elect its vice chair and
secretary, with the consent of the Board of Governors. One of the three CS
members will serve as the SWECCEC chair or co-chair as provided in the
SWECCEC charter.

After the initial two years, four committee positions shall be elected by CSDP
certificate holders in good standing. Candidates shall be CSDP certificate
holders in good standing and shall be nominated by the Professional Practices
Committee Chair with the concurrence of the Board of Governors. The
Professional Practices Committee Chair shall nominate three additional
members with the concurrence of the Board of Governors, and the approval of
the Professional Practices Committee. The additional committee members
shall include one member to bring viewpoints from the public, one member to
bring viewpoints from employers, and one Professional Practices Committee
member. Members may serve no more than two consecutive terms. With the
concurrence of the Board of Governors, the Professional Practices Committee
shall elect a member to fill the unexpired part of the term of any office that may
become vacant.

The Professional Practices Committee may terminate the membership of a
CSDP Certification Committee member for cause as described in the CSDP
Certification Committee Handbook.

27.3.2 Duties and Responsibilities

The committee shall plan, direct, and administer the CSDP examination and
CSDP recertification process. The committee shall present annual budgets,
including examination fees and examination frequencies, to the Board of
Governors for approval. The committee will maintain test materials, administer
the recertification program, identify topic areas not covered by the certification
examination, recommend necessary changes to existing examinations, and
recommend termination or development of the examination. The committee
will also review the certification program once every 4 years.

27.4 PPC Planning Committee

27.4.1 Membership

The chair of the PPC Planning Committee shall be appointed by the PPC Chair.
The committee is chaired by the PPC Planning Committee Chair and shall
consist of the chair of the CSDP Certification Committee as a voting member
and up to 7 additional members appointed by the PPC chair.

27.4.2

The PPC Planning Committee shall study, evaluate, and recommend policies
and new programs within the PPC scope. The committee shall undertake other
assignments as specified by the PPC.
27.5 Appeals Panel

An Appeals Panel shall be appointed by the Professional Practices Committee, and shall consist of not fewer than three nor more than five members. All of the Appeals Panel members must be certificate holders in good standing. At least one member should not be a member of the CSDP Certification Committee. The appeals process shall be described in the CSDP Certification Handbook.

27.6 CSDP Certification Handbook

The CSDP Certification Committee shall create and maintain the CSDP Certification Handbook, which sets forth procedures for the operation of the CSDP program. The CSDP Certification Committee may modify its procedures without Board of Governors approval provided that its procedures are consistent with society and IEEE policies and procedures and approved by the Professional Practices Committee. However, any change to certification program procedures shall be published in the Agenda Book prepared for the next Board of Governors meeting following the change. The chair of CSDP Certification Committee is responsible for ensuring that a copy of the then-current handbook is distributed to the Professional Practices Committee and the Board of Governors at the beginning of each calendar year. This Volunteer Services Department Staff shall publish the handbook.

B. Section 23, Volunteer Operations

Motion 24B: Diamond moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to Policies & Procedures Manual Section 23.2.3 :” Motion carried.

SECTION 23 VOLUNTEER OPERATIONS

23.2.3 To improve upon the operation of the entities of the society, the presiding officer may choose to place routine action items for which there appears to be consensus onto a “consent agenda”. In order that the entity may give each issue full consideration, the consent agenda may only contain items distributed prior to a meeting. Items may not be added to the consent agenda at the time of the meeting. Any member of the entity may request that any item be removed from the consent agenda. Removal of an action item requires the request of only one member, is not debatable, and does not require a vote of the entity. All items listed on the consent agenda are approved upon approval of the consent agenda. To avoid miscommunication, each agenda will highlight this process in a footnote that reads “Items listed in the consent agenda are approved upon the approval of the agenda.” The consent agenda shall be considered first, and the overall agenda shall be considered after approval of the consent agenda.


Motion 25: Kasturi moved for the Publications Board, “MOVED, that the Executive Committee of the IEEE Computer Society approves the proposal for a new magazine, IEEE Security & Privacy.” Motion carried.
Motion 25.1: Giloi moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the funding of $100,000 in 2002 for the launch of IEEE Security & Privacy.” Motion carried.


Item was withdrawn.

27. **Approval of Cosponsorship of the IEEE Transactions on Nanobiosciences - Kasturi**

This item is for informational purposes only. A formal proposal may come forward at the 8 November 2002 meeting.

28. **Revised SC’02 Budget - Scherrer (for Engel)**

Motion 28: Scherrer moved for Conferences & Tutorials, “MOVED, that the Executive Committee of the IEEE Computer Society approves the Finance Committee’s recommendation to approve the revised SC02/03 National Computational Science Institute proposal for $22,500 in 2002 and $22,500 in 2003, by amending the Conferences & Tutorials budget. The expense will be offset by an equivalent increase in the SC conference surplus projection for each year so that the net budget effect is zero.” Motion carried.

29. BLANK

30. BLANK

31. BLANK

32. BLANK

33. BLANK

34. BLANK

**DISCUSSION ITEMS**

35. **CSDP Recovery Plan - Tripp**

Tripp gave a presentation of the status of the CSDP and recent activity.

36. BLANK

37. **Electronic Products & Services Committee - Hoelzeman**

Hoelzeman lead a discussion regarding proposed revisions to the Electronic Products & Services duties and responsibilities. Draft Policies & Procedures Manual revisions were distributed for review and comment (see attachment 37). Proposed revisions may be brought forward at the 8 November meeting.

38. **Standards - Johnson**

Johnson lead a discussion of trademark issues with regards to standards. Johnson will bring forward a resolution to the board for endorsement at the 10 May meeting.

39. BLANK
REPORTS

40. AD HOC COMMITTEES

   No reports.

41. EXECUTIVE COMMITTEE MEMBERS

   41A. President-Elect - *Diamond*

   No report.

   41B. Vice President, Chapters Activities - *Cross*

   (See pages 41B-1 through 41B-3 of the Agenda Book.)

   41C. Vice President, Conferences & Tutorials - *Engel*

   (See page 41C-1 of the Agenda Book.)

   41D. Vice President, Educational Activities - *Chang*

   (See pages 41D-1 through 41D-6 of the Agenda Book.)

   41E. Vice President, Publications - *Kasturi*

   (See pages 41E-1 and 41E-2 of the Agenda Book.)

   41F. Second Vice President, Standards Activities - *Johnson, L.*

   (See pages 41F-1 through 41F-4 of the Agenda Book.)

   41G. First Vice President, Technical Activities - *Scherrer*

   (See pages 41G-1 through 41G-6 of the Agenda Book.)

   41H. Secretary - *Cooper*

   No report

   41I. Past President - *Wah*

   No report.

   41J. IEEE Division V/VIII Directors - *Pollock/Williams, T.*

   No report.

   41K. *Computer Editor-in-Chief - Aylor*

   No report.
42. **STANDING COMMITTEES**

42A. **Audit – Albert-Howard**

   No report.

42B. **Awards - Garcia**

   (See pages 42B-1 and 41B-2 of the Agenda Book.)

42C. **Computer Society International Design Competition - Clements**

   (See page 42C-1 of the Agenda Book.)

42D. **Constitution and Bylaws - Diamond**

   No report.

42E. **Elections - Williams, M.**

   No report.

42F. **Electronic Products and Services - Hoelzeman**

   No report.

42G. **Fellows - Carver**

   No report.

42H. **Finance - Giloi**

   No report.

42I. **History - Liu**

   No report.

42J. **Intersociety Cooperation - Wah**

   *IFIP Report - Lee*

   (See pages 42J-1 through 42-J-14 of the Agenda Book.)

42K. **Membership - Wah**

   No report.

   *Ombudsman/Member Services Report - Mengel*

   (See attachment 42K)

42L. **Nominations - Wah**

   No report.
42M. Personnel and Compensation - Wah

No report.

42N. Planning - Diamond

No report.

42O. Professional Practices Committee - Tripp

(See pages 42O-1 through 42O-4 of the Agenda Book.)

43. OTHER

None

44. BLANK

45. SPECIAL ORDERS

None.

46. UNFINISHED BUSINESS OR GENERAL ORDERS

None.

47. NEW BUSINESS

None.

48. GOOD OF THE ORDER

None.

49. ANNOUNCEMENTS

None.

50. NEXT MEETING

The next meeting will be held at 4:00 p.m. on Thursday, 7 November 2002 in Boston, Massachusetts USA.

51. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

List of Attachments

Attachment 37 Draft revisions to PPM Section 26, Electronic Products & Services Committee