1. **Call to Order - Engel**

A meeting of the IEEE Computer Society Board of Governors was held at 4:00 p.m. on 10 March 2005 at the Portland Hilton & Executive Tower, Portland, Oregon USA. Gerald L. Engel, president, chaired, with Stephen B. Seidman as secretary.

2. **Roll Call – Seidman**

A roll call was held as follows:

**A. Franchised Members**
- Carl K. Chang, Past President, present
- Deborah M. Cooper, President-elect present
- Gerald L. Engel, President, present
- Rangachar Kasturi, Treasurer, present
- James W. Moore, Second VP, Electronic Products & Services, present
- Susan K. (Kathy) Land, VP, Standards Activities Board, present
- Christina M. Schober, VP, Chapters Activities Board, present
- Stephen B. Seidman, Secretary, present
- Murali R. Varanasi, VP, Educational Activities, present
- Stephanie M. White, VP, Technical Activities, present
- Michael R. Williams, First VP, Publications, present
- Yervant Zorian, VP, Conferences & Tutorials, present

**B. Ex officio Members (without vote):**
- Doris L. Carver, *Computer* EIC, present
- Stephen L. Diamond, IEEE Division VIII Director, present
- Oscar N. Garcia, IEEE Division V Director-elect, present
- David W. Hennage, Executive Director, present
- Gene F. Hoffnagle, IEEE Division V Director, present

3. **Introduction of Guests - Engel**

The following guests and staff were present:

- Angela R. Burgess
- Michel Israel
- Robert G. Care
- Anne Marie Kelly
- Georgann Carter
- Mark Macoit
- Alan Clements
- Roy M. Mangum
- Violet S. Doan
- Evelyn Mendoza
- Mark Grant
- Itaru Mimura
- Desmona Harris
- Richard J. Price
- Lynne Harris
- Peter Turner

4. **Approval of Agenda - Engel**

Motion 4: Engel moved, Diamond seconded, “MOVED, that the agenda be approved, with the following additions:” Motion carried by voice vote.

- Add item 26B: PPM Revision, Section 22.8
- Add item 26C: PPM Revision, Section 5.15.1
- Add item 26D: PPM Revision, Section 5.12.9
Add item 26D: PPM Revision, Section 9

5. **BLANK**

6. **A. Approval of Minutes of the 1 November 2004 Meeting – Seidman**

Motion 6A: Seidman moved, Chang seconded, “MOVED, that the 1 November 2004 meeting minutes be approved, with the following housekeeping revision:” Motion carried.

Item 2A: Make correction to Diamond’s title (Past President)

**B. Approval of Minutes of the 4 November 2004 Meeting – Seidman**

Motion 6B: Engel moved, Isaak seconded, “MOVED, that the 4 November 2004 meeting minutes be approved, with the following housekeeping revision:” Motion carried.

Remove action item 28: This item was approved at the 1 November 2004; therefore it is redundant to record it in the 4 November minutes.

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

Engel gave a verbal report in addition to his written report on pages 7-1 and 7-2 in the *Agenda Book*.

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

Kasturi gave the report of the Treasurer. (See page 8-1, followed by the budget on pages 8-3 through 8-81 of the *Agenda Book*).

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

Hennage reported on recent activity in the society (see pages 9-1 through 9-3, followed by an updated list of SP5 objectives in the *Agenda Book*), and also noted the executive staff reports in section 44.

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

The secretary reviewed the status of action items as of 4 February 2005 (see pages 10-1 through 10-3 of the *Agenda Book*). All action items are closed.

**ACTION ITEMS**

11. **BLANK**

12. **Preliminary 2006 Budget Targets – Kasturi**

Motion 12: Kasturi moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society adopts the preliminary operating budget planning target for society programs in 2006, expressed in thousands of US$, as follows:” Motion carried by voice vote.
<table>
<thead>
<tr>
<th>Program Area</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactions</td>
<td>3,635.4</td>
</tr>
<tr>
<td>Magazines</td>
<td>1,533.6</td>
</tr>
<tr>
<td>Computer</td>
<td>(618.6)</td>
</tr>
<tr>
<td>Advertising</td>
<td>980.9</td>
</tr>
<tr>
<td>CS Press</td>
<td>2,422.7</td>
</tr>
<tr>
<td>Conferences</td>
<td>749.5</td>
</tr>
<tr>
<td>Technical Activities</td>
<td>(468.0)</td>
</tr>
<tr>
<td>Standards</td>
<td>(80.7)</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>(156.0)</td>
</tr>
<tr>
<td>CSIDC</td>
<td>0.1</td>
</tr>
<tr>
<td>Chapters</td>
<td>(271.2)</td>
</tr>
<tr>
<td>Membership</td>
<td>(1,620.8)</td>
</tr>
<tr>
<td>Education</td>
<td>(246.3)</td>
</tr>
<tr>
<td>Awards</td>
<td>(257.0)</td>
</tr>
<tr>
<td>*General</td>
<td>(7,204.4)</td>
</tr>
<tr>
<td>Net</td>
<td>(1,600.8)</td>
</tr>
</tbody>
</table>


Motion 14: Croll moved, Diamond seconded, “MOVED, that the Executive Committee of the IEEE Computer Society endorse the Computer Society membership in the IEEE Systems Council.” Motion carried by a hand count of 12-7.

16. **BLANK**

17. **BLANK**

18. **BLANK**

19. **BLANK**

20. **BLANK**

21. **BLANK**

22. **BLANK**

23. **2005 Budget Amendments – Kasturi**

   A. **Capital Budget**
      None brought forward.

   B. **Operating Budget**

Motion 23B.1: Kasturi moved for the Finance Committee, "MOVED, that the Executive Committee of the IEEE Computer Society endorse an additional presidential contingency line item to the 2005 budget
with a corresponding ($250K) line item to offset the IEEE allocation line item to the 2005 budget.” Motion carried.

Motion 23B.2: Kasturi moved for the Finance Committee, "MOVED, that the Executive Committee of the IEEE Computer Society endorse the Finance Committee’s recommendation of the 2005 operating budget changes made by IEEE that will reduce the 2005 budget deficit by $196.1K to a final deficit of $784.4K." Motion carried.

Motion 23B.3: Kasturi moved for the Finance Committee, “MOVED, that the Executive Committee of the IEEE Computer Society endorse funding the Magazine Portfolio Analysis Product Evolution Plan at $129.7K for June 2005 through June 2006 with funds saved by the shift in international distributors.” Motion carried by voice vote.

24. BLANK

25. Amendments to the Society Bylaws - Cooper

None brought forward


A. Section 22.8 Computing Research Association (CRA)

Motion 26A: Cooper moved for the Constitution & Bylaw Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to Section 22.8 of the Policies & Procedures Manual:” Motion carried by voice vote.

22.8 COMPUTING RESEARCH ASSOCIATION (CRA)

Representatives to the Computing Research Association will be appointed by the President.

The length of term shall be for two years. A representative may be reappointed for multiple terms of office if deemed appropriate by the President. If a representative is appointed for more than three terms, the Board of Governors must approve the fourth and any succeeding terms of appointment. The terms of multiple representatives will be staggered. The President or President’s designee shall serve as the alternate representative.

B. Section 5.15.1 Division Directors and Director-Elect (housekeeping item)

Motion 26B: Cooper moved for the Constitution & Bylaw Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to Section 5.15.1 of the Policies & Procedures Manual:” Motion carried by voice vote.

5.15 DIVISION DIRECTORS AND DIRECTOR-ELECT

5.15.1 Position Function

Represents the Computer Society membership on the IEEE Board of Directors and the Technical Activities Board (TAB). Provides leadership and direction for society volunteers and programs. Serves on the IEEE Board of Directors and as a member ex officio of the Computer Society Board of Governors and Executive Committee.
C. Section 5.12.1 (Position description for VP, Publications Board)

Motion 26C: Cooper moved for the Constitution & Bylaw Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to Section 5.12.1 of the Policies & Procedures Manual:” Motion carried by voice vote.

5.12 VICE PRESIDENT FOR PUBLICATIONS

5.12.1 Position Function

Provides policy direction for the Publications Board. Provides leadership and direction for volunteers and Society programs.

5.12.2 Contacts

Wide ranging, at all levels of members, volunteers, and staff of the Society, IEEE, including editors-in-chief, staff editors, and authors. The primary staff contact is the Publisher.

5.12.3 Position Responsibilities

1. Chairs the Publications Board (Pubs), and ensures attention to major issues and purposes.
2. Assumes responsibility for Publications Board finances, operations, assessment, and planning.
3. Appoints members of the Publications Board.
4. Directs development of Publications Board objectives. Informs the Publications Board members and subcommittees of board objectives and their expected individual contributions and responsibilities.
5. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.
7. Appoints ad hoc search committees for editors-in-chief for the periodicals.
8. Recommends EIC reimbursed expenses and editorial page budgets to the Finance Committee.
9. Presents proposals for new periodicals to the Board of Governors. Prepares Publications Board status reports for the Board of Governors.
10. Recommends changes in publications policy to the Board of Governors.
11. Encourages and supports the editors-in-chief in their leadership of the periodicals.
13. Appoints one member to the Membership Committee
14. Assists the president in identifying potential leaders
15. Maintains close liaison with the representative(s) to the IEEE TAB Periodicals Committee, the IEEE TAB/PSBP Products and Services Committee, and the IEEE Publications Products and Services Board.

17. Directs preparation of the Publications Board budget.


20. Arrange for CS overview presentation by the chief staff executive.

21. Seeks out opportunities for cross-board cooperation and collaboration.

22. Assists the president in setting and achieving overall Society objectives.

23. Trains board members and encourages active participation by Board of Governors.

24. Performs other duties as assigned by the president or by the board.

D. Section 9, Publications (revisions throughout to reflect current practice and fix typos and style inconsistencies)

Motion 26D: Cooper moved for the Constitution & Bylaw Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions to Section 9 of the Policies & Procedures Manual:” Motion carried by voice vote.

SECTION 9 PUBLICATIONS

9.1 GENERAL

9.1.0 Definitions

In the following the term ‘Publications’ shall include magazines, transactions, conference proceedings, individual books, and book series intended for delivery in any and all media. The terms ‘series publications’ shall refer to magazines, transactions, and book series, ‘periodical publications’ shall refer to magazines and transactions, and ‘individual publications’ shall refer to conference proceedings and individual books.

9.1.1 Logos

All Society publications are to bear the names and logos of both the Computer Society and the IEEE prominently on their covers.

9.1.2 Candidate Statements

Space shall be provided in Computer magazine or another Society publication that reaches the total Society voting membership for statements by candidates for the Board of Governors or for officers elected by the membership.

9.1.3 Peer Review Process

Works published by the Society periodicals should undergo rigorous peer review prior to acceptance for publication. Review policies appropriate for the specific publication shall be developed by the Publications Board in conjunction with the TOC, MOC and POC, and should generally be typical of the review processes of respected scientific, scholarly, and technical societies. The procedures should provide for appropriate author appeals, but the anonymity of the reviewers should be maintained.
9.1.4 Publication Timeliness

Without compromising the peer review process, the Publications Board and the applicable editorial board, or review committee of each publication shall make every effort to speed the process so as to minimize such delays for authors and maximize the timeliness of the technical material delivered to the membership.

9.1.5 Discriminatory Material in Publications

Material in Society publications should be accurate. Any discriminatory or derogatory statement suggesting age, sex, race, or other types of discrimination is unacceptable.

9.2 PUBLICATIONS BOARD

9.2.1 Membership

The membership of the Publication Board shall be as provided in the bylaws.

9.2.2 Publication Review and Planning

The Publications Board shall:

1. Review each of the Society's series publications at least once every five years;
2. consider changes of scope and name to evolve publications with changes in the industry;
3. consider terminating or combining of series publications when necessary; and
4. plan for and recommend new publications to the Board of Governors.

9.2.3 Budgeting Responsibilities

The Publications Board will review annual page budgets as proposed by the editors-in-chief (EICs) and as recommended by Transactions Operations Committee (TOC) and Magazine Operations Committee (MOC). Additionally it is responsible for preparing and recommending its annual budget to the Board of Governors. The Publications Board is responsible for presenting its recommended budgets, including editorial page budgets, prices and frequencies of periodical publications, to the Finance Committee and the Board of Governors.

9.2.4 Editor-in-Chief Manual

The Publications Board shall create and be responsible for maintaining an Editor-in-Chief Manual, which sets forth detailed procedures for the operation of the Society's overall publication program. This manual will be the primary means of ensuring appropriate quality and continuity in the operation of the Society publications. The Publications Board may modify its procedures without Board of Governors approval provided that its procedures are consistent with these policies and procedures and with applicable policies and procedures of the IEEE. However, all changes to publications procedures shall be published in the Agenda Book prepared for the next Board of Governor's meeting following the change. The vice president for publications is responsible for seeing that a copy of the then-current manual is distributed to each member of the Publications Board, TOC, MOC, POC and the Board of Governors at the beginning of each calendar year.

9.2.5 Mentoring Future EICs

The bylaws establish that the Publications Board is responsible for recommending EIC candidates to the president. To carry out this process, the Publications Board shall establish and maintain a mechanism for
mentoring future EICs in order to produce a pool of candidates with experience that permits them to assume an EIC position.

9.2.6 Editor-in-Chief Appointments

1. For publications solely sponsored by the Computer Society, Editor-in-Chief Search Committees shall be used to evaluate all applicants and nominees following the process defined in 9.2.7. Reappointment considerations shall follow the process defined in 9.2.7.

2. For jointly sponsored publications with steering committees, the steering committee shall recommend candidate(s) for each Editor-in-Chief position to the Publications Board for their review and further recommendation to the President.

3. Editor-in-Chief appointments for *Computing in Science & Engineering* shall follow the process defined in 9.2.10.

4. Editors-in-Chief appointments for Press shall be selected using the process in 9.2.7. Reappointments shall follow the process defined in 9.2.8.

9.2.7 Editor-in-Chief Search Process

1. The Vice President for Publications shall establish an ad hoc EIC Search Committee for the open position with the approval of the President -Elect. The Committee shall consist of at least three members, at least fourteen months in advance of the known vacancy. This time can be less in the case of extraordinary vacancies (e.g., the resignation, severe or prolonged illness, or death of an EIC). In such extraordinary situations, the Vice President for Publications, in concurrence with the Publications Board, would, as expeditiously as possible, recommend to the President for appointment an “acting” Editor-in-Chief, while the EIC search is conducted.

2. The search committee shall develop a list of applicants through open solicitation, including recommendations from the corresponding operations committee. The applicants are most likely to be drawn from people being mentored for EIC positions, from former or present associate editors, from people who have editorial experience outside of the Computer Society, and from those nominated as a result of the open solicitation. Nominations and applications shall be sought from technical committees, conferences, and other editorial boards.

3. As the search progresses, the search committee shall keep the Vice President for Publications and President of the Society aware of the candidates being considered. The functions of each body and officer need to be well understood by all involved: the search committee’s function is to identify and evaluate applicants, and to select and recommend candidates from the applicants; the Publications Board reviews those candidates and makes its recommendations to the President; the President evaluates, selects and appoints the EIC from the candidates brought forward by the Search Committee; and the Board of Governors reviews and consents to the appointment.

4. Early in the search process the committee shall ask each applicant to prepare a dossier including:

   a) a letter of institutional/employer support for this editorship, should the position be offered.

   b) a plan or vision statement that details the prospective course of action that the applicant projects to take with respect to the publication. This plan shall include: (1) the applicant’s perspective of the publication including challenges and opportunities, (2) the tasks of the EIC to meet the challenges and to exploit the opportunities, (3) the objective milestones associated with the intermediate and final accomplishment of these tasks, (4) the projected schedules for the accomplishment of these milestones, (5) the projected organization which will accomplish these tasks, and (6) the funding requirements to accomplish these tasks.

   c) A resume, including publications and editorial experience.
These are necessary conditions for an applicant to be considered as a candidate.

5. The Search Committee will use a standard “scoring matrix,” to ensure that its members consider all relevant experience and abilities of each candidate and to ensure that these are treated similarly for all candidates.

6. The Search Committee shall recommend two or more candidates to the Publications Board. In exceptional cases where the Search Committee recommends only one candidate, the committee must report on attempts to find other qualified candidates.

7. After the search committee selects its top candidate(s), the chair shall discuss the committee's recommendations with the Vice President for Publications and the President and prepare the committee’s report. The report shall provide an overview of the search process and recommend the candidate(s) for the EIC position. The committee report along with the dossiers of the candidate(s) shall be securely distributed electronically to the members of the Publications Board at least 15 days before the meeting at which the recommendations are to be considered. The Publications Board shall maintain the confidentiality of the information. In extraordinary circumstances the Vice President for Publications may waive or reduce the time allotted for Publications Board review.

8. The search committee reports its findings and recommendations to the Publications Board in executive session. Those included in the executive session are the voting and non-voting members of the Publications Board, the President of the Society, and members of the search committee.

9. The Publications Board reviews the recommendations of the Search Committee and endorses all, some or none of the candidates. The Publications Board shall make its recommendation to the President in confidence. No public disclosure of the candidates’ identities shall be made until after the new EIC has been notified of his/her appointment.

10. As provided in the bylaws, the final step in the process occurs when the President selects an appointee from the candidates brought forward by the search committee and presents the appointment to the Board of Governors for concurrence. This should include a copy of the appointee’s plans. The Vice President for Publications shall provide a written executive summary of the search process to the Board of Governors. The Board of Governors may consent to the appointment of the President’s appointee, in which case the President shall make the appointment. If the Board of Governors refuses consent, then they may bring forward a second candidate that has been recommended by the search committee. If the President is unable to identify an acceptable appointee from those candidates presented, the Board of Governors shall be informed and a new search initiated.

11. Editors-in-Chief may be appointed for a maximum of two consecutive terms for a given position. A term is two years but may be extended to no more than three years in the case of a new publication, the unexpected replacement of an EIC, termination of a publication, or other extenuating circumstances. The exact duration of an extended term will be indicated at the time of appointment of the new EIC. At the discretion of the Vice President for Publications, the first two-year term of office of the first Editor-in-Chief shall begin with the appearance of that publication.

9.2.8. Reappointment of an Editor-in-Chief

1. An Editor-in-Chief who is serving his/her first term is eligible for reappointment. The Vice President for Publications shall ask his/her willingness to serve a second term fourteen months before the end of the first term. If the Editor-in-Chief is not willing to serve a second term, the process defined in 9.2.7 shall be followed in selecting a new Editor-in-Chief.

2. If the Editor-in-Chief is willing to serve a second term, the Vice President for Publications shall appoint an Evaluation Committee to evaluate the Editor-in-Chief’s performance. The EIC shall prepare and submit his/her dossier as defined in 9.2.8.4 and include his/her accomplishments during the past year.
3. Evaluation Committee shall seek input from the periodical’s editorial board, the Computer Society Publications’ staff, and the Publications Board and prepare its report with a recommendation on reappointment. The report along with the dossier of the Editor-in-Chief shall be securely distributed electronically to the Publications Board at least 15 days before the meeting at which it will be considered (normally the first meeting of the year). In extraordinary circumstances the Vice President can waive or reduce the allotted time for Publications Board review.

4. The Evaluation Committee’s recommendation on reappointment shall be presented to the Publications Board in executive session. If the Evaluation Committee recommends reappointment, the Publications Board endorses reappointment and the President elects to reappoint the Editor-in-Chief for a second term, the reappointment shall be presented to the Board of Governors for their consent. If there is not agreement on reappointment, then a Search Committee shall be appointed and shall follow the procedures in 9.2.7 in seeking and recommending additional candidates. The current Editor-in-Chief may be considered as one of the candidates.

9.2.9 Editorial Board Member Selection Process

Editorial Board members for each periodical are appointed by the respective EICs with the consent of the Publications Board, utilizing the following procedures:

1. The EIC shall send in plain ASCII format through regular e-mail (not as an attachment) the following:
   a. A lead paragraph by the EIC explaining the need for and justifying the nomination.
   b. The candidate’s technical biography similar to what appears at the end of a paper: a short paragraph or two describing the nominee’s main qualifications and accomplishments. Emphasis should be given to the candidate’s qualifications that are relevant to his or her duties as an Editorial Board member.
   c. Selected list of relevant publications (maximum of 10).
   d. A hyperlink to a location where additional information may be found. If a Web address is not available, other contact information should be included.

2. Publications Board members have 30 days to reply to the proposed appointment.

3. If no objections are received within the time limit, the appointment is *de facto* confirmed; the EIC shall send a notice of the confirmed appointment to the candidate.

4. If there are objections to the appointment, the appointment shall be deferred until the next regularly scheduled meeting of the Publications Board, at which time the appointment may be discussed and decided.

9.2.10 Editor-in-Chief Appointments of *Computing in Science & Engineering*

1. The Search Committee for the EIC of *Computing in Science & Engineering* will be appointed jointly by the IEEE-CS and the American Institute of Physics.

2. The Search Committee will bring forward one candidate for appointment or reappointment. This recommendation will be communicated in advance to the AIP appointment officer before it is discussed by the Publications Board.

3. The Publications Board will recommend one candidate for joint appointment by the IEEE-CS and the AIP.
9.2.11 Publications Planning Committee

The Publications Planning Committee shall monitor the overall set of Computer Society periodical publications with respect to their relevancy to and relationships with current trends and future directions of both the Computer Society and computer technology and the needs of membership, and shall recommend to the Publications Board changes in the direction, scope, focus, format, and components of the Society's series publications. The technical membership segment champions should give input to the Publications Planning Committee in this context.

9.2.12 Editorial Workshops

The Publications Board will organize an EIC budget planning, orientation, and leadership session as necessary.

9.2.13. Evaluation Procedures for Periodicals

It is the duty of the Publications Board to review publications and decide their fate. If the review of a publication determines that it is no longer viable, then the Publications Board has the responsibility to recommend to the Board of Governors that it should be either closed, merged with another publication, or dealt with in some other way so that it neither detracts from the Society’s reputation or becomes a drain on the Society’s resources.

The evaluation of publications shall use the criteria below:

1. **Objective Criteria.** Examples of items to be evaluated include current and projected financial health (net revenue and contribution margin), current and projected circulation, subscriber retention, peer review and publication cycle times (submission to first decision and final acceptance to publication), submission and acceptance rates, citation indices, and usage in all digital collections.

2. **Subjective Criteria.** Examples of items to be evaluated include the scope and breadth of coverage, sampling of readership opinion, sampling of authors’ opinions, and editorial overlap with other publications. When possible, the evaluation of a publication should be done in conjunction with a search for a new EIC for the publication.

9.2.14. Editorial Budget Policy

The Computer Society and the host institution of an EIC together shall supply the support required to perform the functions of the EIC. The EIC should use funds from the host institution or other available sources in preference to the funds of the Computer Society where a choice is possible. The Computer Society shall assure sufficient funding to perform the following when host institution funds are insufficient to support these activities:

*Secretarial Support*  An EIC needs secretarial support proportional to the workload, based on the number of submissions and page counts. Secretarial support is provided by the Computer Society.

*Office Expense:* Office expenses include the cost of communications and supplies. The expenses related to phone, fax, mail, filing, copying, and so forth are reimbursable.

*Travel Policy:* Each EIC shall have budgeted funding for the EIC or the EIC's designee to travel to up to three Publications Board meetings annually. In addition, each EIC shall have budgeted funding for the EIC or the EIC's designee for travel to an EIC meeting with staff editors and to an Editorial Board meeting. Each EIC shall have budgeted funding to hold an annual Editorial Board meeting. If an EIC chooses to hold an Editorial Board meeting, the EIC is encouraged to hold it at a major conference that is normally attended by many members of the Editorial Board, and for which travel support can readily be obtained from sources other than the Computer Society.
Publication-specific expenses: When identified by an EIC and endorsed by the vice president for publications, some publication-specific expenses can be included in the budget. Among the items that qualify as publication-specific are travel of some editorial board members to a meeting for a specific purpose, assistance to associate editors, and special activities for particular publications that are not generic to all publications.

9.3 OPERATIONS COMMITTEES

9.3.1 Membership

The membership of the Magazine Operations Committee (MOC), the Transactions Operations Committee (TOC), and the Press Operations Committee (POC) shall be as specified in the bylaws. These three committees collectively shall be referred to as the Operations Committees (OCs).

9.3.2 Duties

The OCs are responsible for collecting budget information from the EICs, analyzing and recommending EIC budgets for approval by the Publications Board, providing such other assistance to the vice president for publications as may be required, and overseeing all of the operational aspects of the publications within their scope.

1. The OCs will review the budgets proposed by their respective EICs and assist the EICs in preparing them as required. Once a budget is approved by the applicable OC, it will be forwarded to the Publications Board with a recommendation for approval or amendment. The budget will become the official operating budget for the publication upon its approval by the Board of Governors.

2. The OCs are responsible for all of the operation aspects of their publications -- dealing with insufficient or overabundant backlog, soliciting manuscripts, refereeing processes, copy editing processes, monitoring the timeliness of publication, and other issues.

3. The OCs will encourage publications with common technical interests and overlapping scopes to (a) sponsor joint publications and explore ways to collaborate that might help in reducing backlog and publishing manuscripts with minimum delay and (b) provide useful, complementary coverage of important topics for the reader.

4. The OCs will establish an effective interface between the EICs and other activities of the Society.

5. The OCs will assist the Publications Board and the periodical EICs in recognizing outstanding technical leaders and achievers (EICs, editorial board members, guest editors, quality referees, authors of outstanding manuscripts, et al.) and assist the EICs and vice president for publications in submitting the necessary documentation for nominating candidates for the various IEEE and Computer Society awards.

9.4 SCOPE STATEMENTS FOR PUBLICATIONS

The current scope statements for all publications shall be included in the EIC Manual. Scope statements will be reviewed and, if necessary, refreshed during the periodical review process.

9.5 ADVERTISING IN COMPUTER SOCIETY PUBLICATIONS

Advertising may be accepted in Society magazines. The publisher has full discretion to accept or reject any advertising. Guidelines for determining acceptable and unacceptable advertising are:

Acceptable:
* Products or services of direct interest and usefulness to members. Examples include electronics and electrical materials, components, and systems; positions available and wanted.

* Products which in consensus are deemed socially valuable and which complement the members' business needs or a vocational bent. Examples include technical or high-technology hobbies (audio equipment, photographic equipment), auto rental companies, and airlines.

Unacceptable:

* Tobacco, liquor, get-rich-quick schemes, venture capital available, questionable educational opportunities, and diploma mills.

* Any advertisement presented in a format or illustrated in a manner not in keeping with the professional image of Society magazines.

* Any advertisement suggesting age, sex, or other types of discrimination.

9.6 MAGAZINE COPY EDITING POLICY

Computer Society magazines are intended to focus on the needs of the reader. These needs can only be met if the magazines are understandable and readable. Both technical and copy editing at some level for author-submitted technical material are essential in producing an understandable, readable, and technically accurate article in the style of the magazine. Technical editing involves the author and editor-in-chief, and copy editing involves the author and copy editor. Both processes impact the technical content, understandability, readability, and magazine style and quality. A set of general guidelines shall be developed and incorporated in the Society's EIC Manual. They shall necessarily be general in nature because of the diversity of situations encountered.

9.7 SPECIAL SUBSCRIPTIONS

9.7.1 Promotional Subscriptions and Sales at Conferences

Responsibility for negotiating the terms and conditions for the provision of promotional subscriptions to periodicals and sales of books and conference proceedings at conferences resides with the vice president for publications.

9.7.2 Block Subscriptions

The sale of block subscriptions to sister societies is permitted. A block subscription is defined as 100 or more subscriptions shipped to the same address, or shipped to different addresses, where mailing labels have been provided by the sister Society. The sister Society would handle all collections. A "total membership" block subscription will be billed to the sister Society at a rate of at least the IEEE entity member rate. A "member option" block subscription will be billed at a rate of at least 1.2 times the member rate. It will be required that the sister Society bill individual members in the "member option" case at the sister Society rate or greater.

E. Section 17, Fellows (revised process timeline due to new IEEE nomination deadline)

Motion 26E: Cooper moved for the Constitution & Bylaw Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following revisions, as amended, to Section 17 of the Policies & Procedures Manual;” Motion carried by voice vote.

SECTION 17 FELLOWS

17.1 PURPOSE
The Computer Society shall have a Fellows Committee, the purpose of which is to evaluate candidates for IEEE Fellow.

17.2 COMPOSITION OF THE COMMITTEE

17.2.1 Number of Members

IEEE Computer Society Bylaws require that the Fellows Committee consist of at least seven society members chosen from among those of fellow grade within the IEEE. However, in order to expedite the work of the committee, it is recommended that the committee consist of at least fifteen members, each of whom will be responsible for evaluating approximately fifteen Fellow candidates.

17.2.2 Coverage of Technical Scope

Committee members (also called evaluators) should be chosen so that as a group they provide sufficient coverage of current technical topics likely to match with the expertise of current Fellow candidates. In addition, the society's technical committees and experts in the field of technical interest of the candidate may be asked for assistance in completing candidate evaluations.

17.2.3 Balance of Background

Members of the committee should have a diverse background of experience: consulting, design, development, management, teaching, research, and so forth. Members of the committee may not nominate or serve as references for any candidate to be evaluated by the committee.

17.2.4 Prior Service

The previous chair should be contacted for advice about last year's committee members, both in terms of length and quality of service.

17.2.5 Length of Service

Neither the chair, nor any member of the committee, shall serve for more than three consecutive years in either capacity.

17.2.6 Communication Methods

Due to the speed with which nominations must be evaluated, these guidelines and calendar assume that the committee chair and members have access to electronic mail; fax communication may also be desirable, as may express service delivery of nomination forms to committee members by the chair.

17.3 CALENDAR

(Figure 17.1)

17.3.1 Appointment of Chair by President-elect

The Fellows Committee chair shall be appointed by the president-elect in August July for the forthcoming year.

17.3.2 Chief Staff Executive Sends Chair a Copy of Guidelines

Following the appointment of the committee chair in August July, the chief staff executive shall send the chair a copy of the complete Fellows Committee guidelines, including the PPM section and other guidelines that may be developed.

17.3.3 Chair Submits Article to Computer Magazine
In November, the committee chair shall submit an article for publication in the January issue of *Computer* magazine regarding the IEEE Fellows program and soliciting nominations.

### 17.3.4 Appointment of Members

The committee chair shall start the selection and appointment process of the members of the committee in September and will complete the process no later than December-January of each year.

### 17.3.5 Receipt by Chair of Nomination Forms

Nomination forms are due to the committee chair by 1 March of each year.

### 17.3.6 Assignment of Nominations and Initial Transmittal of Forms to Committee Members

The committee chair shall assign nominations for evaluation and transmit forms and materials to committee members by April-May of each year.

### 17.3.7 Evaluation by Committee Members

Committee members shall supply their initial evaluations on the appropriate forms to the committee chair no later than 5 May of each year.

### 17.3.8 Initial Ranking of All Candidates by Committee Chair

The committee chair shall send the initial ranking of all candidates to the committee by June 20-May of each year.

### 17.3.9 Committee Response on Initial Ranking

Committee members shall respond to the chair regarding the initial ranking of candidates by June 24-May of each year.

### 17.3.10 Final Ranking

The committee chair shall decide if numerical rankings should be changed, or if he/she should obtain additional evaluations for individual candidates, and provide final ranking and evaluations to the IEEE chair by mid-June.

### 17.3.11 Committee Report

The committee chair shall send a report to the society president, Executive Committee liaison, and the chief staff executive by 30 June of each year.

### 17.4 COMMITTEE EVALUATION RESPONSIBILITIES

Committee members/evaluators must determine whether the work of each candidate is recognized and considered outstanding in the field of activity of the Computer Society. Second, the evaluators must provide a succinct statement of the candidate's outstanding contribution which qualifies him/her for Fellow grade. Third, the evaluators must rate the candidate's contributions relative to the contributions of IEEE Fellows.

The Computer Society Fellows Committee is to limit its evaluation to the technical contribution of the candidate. Other contributions, such as professional activities, are taken into account by the IEEE Fellow Committee. The Computer Society Fellow Committee does not receive the Fellow Grade Reference Forms (B-29) completed by the referees. These forms are used by the IEEE Fellow Committee. However,
evaluators may solicit the opinion of experts (including the referees) in the field for which the candidate is cited.

17.5 RESPONSIBILITIES OF CHAIR
The committee chair is responsible for merging the evaluators' input into a coherent whole, for reaching consensus with the committee on ranking the candidates, and for making the final decision on content of the B-3 evaluation forms.

Fellows Evaluation Process Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>President appoints Fellow Committee chair</td>
</tr>
<tr>
<td>August</td>
<td>Chair receives committee guidelines and PPM section</td>
</tr>
<tr>
<td>September</td>
<td>Evaluation of committee members is started</td>
</tr>
<tr>
<td>October</td>
<td>Process to confirm committee member is started</td>
</tr>
<tr>
<td>November</td>
<td>Chair submits article to Computer</td>
</tr>
<tr>
<td>December</td>
<td>Selection of committee members is completed</td>
</tr>
<tr>
<td>1 March</td>
<td>Nomination forms due to committee chair</td>
</tr>
<tr>
<td>5 April</td>
<td>Evaluation forms sent to committee members</td>
</tr>
<tr>
<td>5 May</td>
<td>Evaluations completed by committee members</td>
</tr>
<tr>
<td>20 May</td>
<td>Initial rankings of all candidates sent to committee</td>
</tr>
<tr>
<td>24 May</td>
<td>Committee responds to chair on initial rankings</td>
</tr>
<tr>
<td>Mid-June</td>
<td>Final rankings and evaluations sent to IEEE chair</td>
</tr>
<tr>
<td>30 June</td>
<td>Chair sends final report to society president and staff</td>
</tr>
</tbody>
</table>

Motion 26E.1: Schober moved, Seidman seconded, “MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendments to motion 26E:” Motion to amend was carried by voice vote.

17.3.5 Receipt by Chair Submission of Nomination Forms
Nomination forms are due to the committee chair by 1 March 15 of each year.

Fellows Evaluation Process Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 March</td>
<td>Nomination forms due to committee chair</td>
</tr>
</tbody>
</table>
DISCUSSION ITEMS

34. BLANK

36. BLANK

37. BLANK

38. BLANK

39. BLANK

REPORTS

41. AD HOC COMMITTEES
   A. Software Engineering Portfolio Oversight Committee (SEPOC) - Chang
      Chang gave an oral report of recent SEPOC activities.
   C. 60th Anniversary Committee - Hoelzeman/Aylor
      Vi Doan gave an oral report on behalf of Hoelzeman and Aylor.

42. EXECUTIVE COMMITTEE MEMBERS

41A. President-Elect - Cooper
      No report

41B. Vice President, Chapters Activities - Schober
      (See pages 41-B-1 thru 41-B-3 of the Agenda Book.)

41C. Vice President, Conferences & Tutorials - Zorian
      (See page 41-C-1 and 41-C-2 of the Agenda Book.)

41D. Vice President, Educational Activities - Varanasi
      (See pages 41-D-1 and 41-D-2 of the Agenda Book.)
41E. Second Vice President, Electronic Products & Services - Moore

(See pages 41-E-1 thru 41-E-3 of the Agenda Book.)

41F. First Vice President, Publications - Williams

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

41G. Vice President, Standards Activities – Land

(See page 41-G-1 thru 41-G-5 of the Agenda Book.)

41H. Vice President, Technical Activities - White

(See page 41-H-1 thru 41-H-4 of the Agenda Book.)

41I. Secretary – Seidman

No report

41J. Past President - Chang

No report

41K. IEEE Division V/VIII Directors – Hoffnagle/Diamond

Hoffnagle and Diamond gave oral reports.

41L. Computer Editor-in-Chief - Carver

No report

42. STANDING COMMITTEES

42A. Audit – Grant

(See pages 42-A-1 thru 42-A-4 of the Agenda Book.)

42B. Awards - Gates

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

42C. Computer Society International Design Competition – Clements

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

42D. Constitution & Bylaws – Cooper

No report
42E. **Elections – Johnson**

No report

42F. **Fellows – Tripp**

No report

42G. **Finance – Kasturi**

(See Treasurer’s Report in section 8 of the *Agenda Book*.)

42H. **History – Liu**

No report

42I. **Intersociety Cooperation – Chang**

*Latin America Activities Committee – Barbacci*  
(See page 42-I-11 of the *Agenda Book*)

*IEEE Sensors Council – O’Connell*  
(See page 42-I-3 of the *Agenda Book*)

42J. **Membership – Chang**

(See page 42-J-1 of the *Agenda Book*)

*Ombudsman/Member Services Report – Albert-Howard*  
(See page 42-J-3 of the *Agenda Book*)

42K. **Nominations – Chang**

No report

42L. **Personnel and Compensation – Chang**

No report

42M. **Planning – Cooper**

Cooper gave a brief oral report.

42N. **Professional Practices Committee – McConnell**

(See pages 42-N-1 and 42-N-2 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 on Thursday, 9 June 2005 in Long Beach, California USA.

51. ADJOURNMENT
   The meeting adjourned at 6:00 p.m.