1. **Call to Order – Reisman**
   A meeting of the IEEE Computer Society Executive Committee was held at 1:00 p.m. Eastern Standard Time, on 13 November 2011 at the Heldrich Hotel, New Brunswick, New Jersey USA. Sorel Reisman, president, chaired and Jon G. Rokne served as secretary.

2. **Roll Call – Rokne**
   A roll call was held as follows:
   
   **A. Franchised Members**
   - Elizabeth L. Burd, VP, Educational Activities Board, present
   - Paul R. Croll, VP, Technical & Conference Activities, present
   - Roger U. Fujii, VP, Standards Activities Board, present
   - David Alan Grier, 1st VP, Publications, absent
   - James D. Isaak, Past President, present
   - Paul K. Joannou, VP, Professional Activities, present
   - Rangachar Kasturi, VP, Member and Geographic Activities, present
   - James W. Moore, Treasurer and Division V Director-Elect, present
   - Sorel Reisman, President, present
   - Jon G. Rokne, 2nd VP and Secretary, present
   - John W. Walz, President-Elect, present

   **B. Ex officio Members (without vote)**
   - Angela R. Burgess, Executive Director, present
   - Susan K. (Kathy) Land, 2011-2012 IEEE Division VIII Director, absent
   - Michael R. Williams, 2010-2011 IEEE Division V Director, absent

3. **Introduction of Guests – Reisman**
   The following guests and staff were present:
   - Michael Bennett
   - Evan M. Butterfield
   - Violet S. Doan
   - Hakan Ergodumus
   - Susan Hayden
   - Chris Jensen
   - Ray Kahn
   - Gargi Keeni
   - Anne Marie Kelly
   - John G. Miller
   - Arnold Pears

4. **Approval of Agenda – Reisman**
   Motion 4: Isaak moved, Rokne seconded, “MOVED, that the agenda be approved as is.” Motion carried by voice vote.

5. **Approval of Minutes – A. 26 May 2011 Meeting and B. 1 August 2011 Teleconference – Reisman**
   Motion 5A: Burd moved, Kasturi seconded, “MOVED, that the minutes of the 26 May 2011 be approved as is.” Motion carried by voice vote.
   Motion 5B: Burd moved, Kasturi seconded, “MOVED, that the minutes of the 1 August 2011 Teleconference be approved as is.” Motion carried by voice vote.
6. Report of the President – Reisman
Reisman noted his written report in the Electronic Agenda Book.

7. Report of the Treasurer – Miller
Miller noted his written report in the Electronic Agenda Book.

8. Report of the Executive Director – Burgess
Burgess noted her written report in the Electronic Agenda Book.

Rokne reviewed the status of action items as of 13 November 2011, which can be found in the Electronic Agenda Book. 1-2, 3A, 4-9 were closed at this meeting.

10. 2011 Budget Amendments – Miller
None.

11. Amendments to the Society Constitution and Bylaws
A. Constitution
Motion 11A: Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee endorses the proposed amendments to the Constitution.” Motion passed by voice vote.

ARTICLE I - NAME, PURPOSE, AND SCOPE

The name of this organization shall be the IEEE Computer Society, hereinafter referred to as "the Society."

Section 2:

The purposes of the Society shall be scientific, literary, and educational in character. The Society shall strive to advance the theory, practice, and application of computer and information processing science and technology and shall maintain a high professional standing among its members. The Society shall promote cooperation and exchange of technical information among its members and to this end shall hold meetings for the presentation and discussion of technical papers, shall support development of life long professional education and certification, shall develop standards, shall publish technical journals, shall provide technical and professional products and services, and shall through its organization and other appropriate means provide for the needs of its members.

Section 3:

The scope of the Society shall encompass all aspects of theory, design, practice, and application relating to computer and information processing science and technology.

ARTICLE II - ORGANIZATION

Section 1:

The Society shall be organized within the Institute of Electrical and Electronic Engineers, Inc., hereinafter referred to as the IEEE. It shall operate within the IEEE constitution and bylaws and within such other policies and procedures that are authorized under these documents.

Section 2:

The grades of membership of the Society, the member transfer, and severance pertaining to each grade shall be as specified in the Society bylaws.
Section 3:
The Society shall be governed by a Board of Governors, hereinafter referred to as "the Board."

Section 4:
Officers of the Society shall be as specified in Article IV and the bylaws.

Section 5:
The organizational structure of the Society shall be as specified in this constitution and the bylaws.

ARTICLE III - BOARD OF GOVERNORS

Section 1:
The Society shall be governed by the Board. All members of the Board must be members of the Society. The franchised members of the Board shall be the Society president, president-elect, first and second vice presidents, the immediate past president, and twenty-one other elected board members as specified in the bylaws. Ex officio members of the Board may be designated in the bylaws. The ex officio members of the Board shall have no vote unless they hold one as a franchised member of the Board.

Section 2:
The term of office for an elected member of the Board shall be three years. Within-term vacancies shall be filled as specified in the bylaws. Seven elected members of the Board shall be elected annually. The number of Board members elected annually shall be as specified in the Bylaws. All Board members shall continue to serve until their successors take office.

Section 3:
Nomination and election of the members of the Board shall be by the method prescribed in the Society bylaws and shall include provision for nomination by petition by the Society members.

Section 4:
Meetings of the Board shall be held as prescribed in the bylaws. Additional meetings of the Board shall be called at the request of the President or at the request of four franchised members of the Board.

Section 5:
The officers of the Board shall be as specified in the bylaws.

Section 6:
The presence of a majority of the franchised Board members shall constitute a quorum. If the chair's vote can change the outcome of the vote, the presence of a quorum may be set at a lesser number.
Section 7:

The business of the Board may be handled by means other than a formally called meeting where in the opinion of the presiding officer of the Board matters requiring action can be adequately handled in that manner. A majority vote of all franchised members of the Board is necessary for approval of actions handled in that manner, except as otherwise provided.

Section 8:

The Board may by a two-thirds vote of the entire franchised Board delegate its powers not specifically assigned to it in this constitution to its committees or to officers of the Society.

ARTICLE IV - OFFICERS

Section 1:

The elected officers of the Society shall be the president, the president-elect, the first and second vice presidents, and the secretary. Other officers may be provided for in the bylaws. The president-elect and first and second vice presidents of the Society shall be elected annually. The election procedures shall be as specified in the bylaws. These elected officers must hold member grades or higher in the IEEE and have been Society members for the preceding three years. When taking office as president, president-elect, or first or second vice president, such officers of the Society vacate their elected Board positions if they currently hold one. The president shall with advice and consent of the Board appoint all non-elected officers. These appointed officers must hold the member grade or higher in the Society.

Section 2:

The president, under the direction of the Board, shall be responsible for general supervision of the affairs of the Society. The president shall have such other powers and perform such other duties as may be provided in the Society bylaws or which may be delegated by the Board.

Section 3:

The president-elect shall perform such duties as specified in the bylaws or assigned by the president or the Board. The president-elect shall become president the following year. The president-elect shall act for the president should that office be vacated or in the event of the absence or incapacity of the president. In so doing, the president-elect does not vacate the office of president-elect. Should the office of president-elect become vacant, the Board shall fill the vacancy. In the interim, the first vice president shall act for the president-elect, but shall not assume the office of president-elect.

Section 4:

The first vice president shall act for the president in the event of the absence or incapacity of both the president and president-elect, and shall perform such duties as specified in the bylaws or assigned by the president.

Section 5:

The second vice president shall act for the president in the event of the absence or incapacity of the president, the president-elect, and the first vice president, and shall perform such duties as specified in the bylaws or assigned by the president.

Section 6:

The secretary is responsible for keeping the required records of the Society and submitting reports to the IEEE and others as required and shall perform such other duties as required in the bylaws or assigned by the president.
Section 7:

The treasurer, an appointed officer, is responsible for the financial affairs of the Society and shall make reports to the Board on the financial status of the Society and shall perform such other duties as required in the bylaws or as assigned by the president.

Section 8:

The Board is responsible for determining vacancies or temporary absences in office positions. In situations for which no succession procedure is described, or for which the procedure fails, the Board shall appoint a successor in the case of a vacancy, or an acting officer in the case of a temporary absence.

ARTICLE V - FINANCES

Section 1:

All assets held by or for the Society are vested in the IEEE. All funds shall be handled according to the rules established by the IEEE Board.

Section 2:

The Board shall have the sole authority to obligate the funds and assets of the Society for all purposes necessary to promote its objectives, and any authorized officer or representative thereof may make such obligations and commitments provided they are within the terms of a properly approved budget. Neither the Society nor any officer, member, employee, or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way financially bind the IEEE for purposes prohibited by the IEEE.

Section 3:

The Society budget must be approved by the Board. Any changes to the budget or expenditures in excess of budgeted amounts or for unbudgeted items must be approved in accordance with the provisions in the bylaws.

Section 4:

The Society may collect dues from its members and fees for publications and services it provides.

Section 5:

The Society may raise revenue by other means provided such means are consistent with IEEE policy. Any new revenue means not explicitly covered by IEEE rules and regulations must be reviewed by the IEEE general manager Executive Director before being adopted by the Society.

ARTICLE VI - AMENDMENTS

Section 1:

Amendments to this constitution may be proposed initiated either by (1) a petition signed by two percent of the at least 1000 voting members of the Society or (2) by a two-thirds vote of the franchised members of the Board. Such a proposed amendment shall be submitted to the IEEE Technical Activities Board (TAB) for administrative approval. After IEEE TAB approval, the proposed amendment shall be published in a Society publication which nominally reaches the entire Society membership distributed to all Society members eligible to vote through appropriate electronic or print media. A ballot with the proposed amendment shall be distributed to all Society members eligible to vote at least 60 days before the date appointed for return of the ballots or in conjunction with the annual election ballot. A copy of the proposed amendment shall also be
Amendments will become effective 60 days after all necessary notifications and approvals.

Section 2:

Amendments to the bylaws require five successive steps:

1. They must be initiated at a regular Board meeting.

2. They must be approved at a regular Board meeting by a two-thirds vote of the franchised Board members.

3. They must be published, together with an announcement soliciting membership comments, in a Society publication that nominally reaches the entire membership.

4. They must again be approved at a Board meeting by a two-thirds vote of the franchised Board members. Such meeting must occur not less than 30 days or more than one year following publication.

5. They must be accepted by the IEEE TAB.

1st Reading

B. Bylaws Article II Section 6 Officer Nominations

Motion 11B: Walz moved on behalf, “MOVED, that the IEEE Computer Society Executive Committee endorses the proposed amendments to Article II Section 6 Officer Nominations.” Motion passed by voice vote.

ARTICLE II - NOMINATIONS AND ELECTIONS

Section 6: Officer Nominations

Annually the Nominations Committee shall provide a list of proposed nominees for positions of president-elect, first vice president, and second vice president, at least four weeks prior to the Board meeting at which the Board shall select nominees. One or Two or more nominees shall be proposed for each of these offices. Additional proposed nominees for any position may be nominated by written petition of one-third of the franchised Board members. Such nominations must be received by the secretary at least 10 days prior to the above meeting. Nominations from the floor shall not be permitted during the Board meeting at which the selection occurs. The Board shall select by secret ballot nominees a slate of candidates for the positions of president-elect, first vice president, and second vice president and the names of those nominees shall then be published in a Society publication nominally reaching the entire membership. In the same publication there shall be a request for petitions for additional nominees. Nominations from the floor shall not be permitted during the Board meeting at which the selection occurs. Additional nominees may be named by petition of the voting members of the Society, with each member eligible to sign one petition for each office. The number of signatures required is specified in Bylaws Article II, Section 1.

C. Bylaws Article II Section 10 IEEE Delegate-Director-Elect Nominations

Motion 11C: Walz moved on behalf, “MOVED, that the IEEE Computer Society Executive Committee endorses the proposed amendments to Article II Section 10 IEEE Delegate-Director-Elect Nominations.” Motion passed by voice vote.

ARTICLE II

Section 10: IEEE Delegate-Director-Elect Nominations

In accordance with IEEE Bylaws, IEEE Computer Society members annually elect a Division Delegate-Director-Elect. This individual shall automatically become Delegate-Director after serving a one year term as Division Delegate-Director-Elect. When an IEEE Division that represents the IEEE Computer Society is to elect a Division Delegate-Director-Elect, the Nominations Committee shall recommend candidates in compliance with IEEE Bylaws. The timing of IEEE Board of Directors elections requires that the Board of Governors provide nominations early in the
Therefore, the Nominations Committee shall prepare a list of two or more proposed nominees. To solicit names of potential nominees for presentation to the incoming Nominations Committee, the president may appoint an ad hoc committee as described in the IEEE Computer Society Policies and Procedures Manual. The list of candidates shall be submitted to the Board of Governors at least four weeks prior to the Board meeting at which the selection is to occur. Additional proposed nominees may be submitted by written petition signed by one-third of the franchised Board members and received by the secretary at least 10 days prior to the Board meeting. The Board of Governors shall select by secret ballot a slate of candidates not less than one, two or more than three candidates from the proposed nominees. Nominations from the floor shall not be permitted during the Board meeting at which the selection occurs. The approved name(s) shall be transmitted as required by IEEE Bylaws, as Society candidate(s)nominee(s).

A notice that nominations for the position of Delegate-Director by petition shall be published in a Society publication normally reaching the entire membership. This shall be done sufficiently in advance of the IEEE deadline for receipt of petitions to allow a reasonable time to obtain the necessary signatures. Petitions shall be submitted to the IEEE in accordance with IEEE Bylaws and Policies.

D. Bylaws Article I – Membership

Motion 11D: Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee endorses the amendments to Article I – Membership.” Motion passed by voice vote.

ARTICLE I - MEMBERSHIP

Section 1: Membership Grades

The classes of membership are:

- Member
- 2Society affiliate;
- 4SAssociate
- 4SStudent.
- Graduate student.

Section 2: Rights and Privileges

Members, affiliates and associates shall be entitled to all rights and privileges of the Society.

Section 3: Qualifications

1. For admission or transfer to the class of member, a candidate shall either:
   a. be a member (or higher grade) of the IEEE, or
   b. be qualified as an IEEE affiliate.

2. The associate class is open to IEEE associate members.

3. The Student and graduate student classes are open class is open to IEEE student members.

Section 4: Applications and Admissions

1. Each application for admission to membership or for transfer to a different class shall include sufficient evidence of eligibility.

2. The Admissions Committee shall recommend a list of societies whose members may be qualified as affiliates for approval by the Board of Governors and submission to the IEEE.
Section 5: Terminations

Members who become delinquent in the payment of fees shall be treated in accordance with pertinent IEEE rules and procedures.


A. PPM Section 9.2.9 Editorial Board Member Selection

Motion 12A: Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the amendments to PPM Section 9.2.9 Editorial Board Member Selection.” Motion passed by voice vote.

PPM Section 9.2.9 Editorial Board Member Selection

Editorial Board members for each periodical shall be appointed by the respective EICs with the consent advice 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 provide advice on 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 withdrawn or deferred until the next regularly scheduled meeting of the Publications Board, at which time the appointment may be discussed and decided. The editor in chief has ultimate authority over appointments.

B. PPM Section 15 Finances

Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the amendments to PPM Section 15 Finances.” Motion passed by voice vote.

Draft 24, JWM, 110606

SECTION 15 FINANCES

15.0 TREASURER AND VICE TREASURER

The treasurer and vice treasurer shall be appointed as described in Article V, Section 1 of the Bylaws. Notwithstanding other provisions of the Bylaws, the president shall appoint the treasurer and vice treasurer to a term of office up to but not exceeding two years.

Comment [JWM]: For now, I’ve numbered this as 15.0. The section can be renumbered later.
The vice treasurer shall be responsible for assisting the treasurer, and chairing meetings of the Finance Committee in the event that the treasurer is unavailable.

15.1 MEMBERSHIP

The Finance Committee is a standing committee of the Board of Governors, charged with recommending financial policy and budgets to the Board. It shall be composed of the treasurer (chair), vice treasurer, the president, president-elect, past president, and the secretary. The Society Executive Director and the appropriate finance and accounting staff member will be ex officio, non-voting members of the committee. The vice presidents or their representatives will be ex officio, non-voting members of the committee.

15.1.1 Committee Responsibilities

The committee is responsible for coordinating the budget development process for the following year’s budget.

1. Each year (normally at the first meetings week), the Finance Committee will provide each program Board with a budgetary guidance for preparing the following year’s budget.

2. Before the second meeting week, each program Board shall submit a preliminary budget for the following year. In addition, each program board may prepare proposals for budget modifications. These proposals are considered by the Planning Committee as described elsewhere in IEEE Computer Society Policies and Procedures Manual Section 18. The findings of the Planning Committee are forwarded to the Finance Committee.

3. Within two weeks of receiving the recommendations of the Planning Committee, the Finance Committee will determine which of the budget changes can be made. In making the decisions, the Finance Committee may consider recommendations of the Society Executive Director.

4. Within two weeks of the Finance Committee’s decision regarding budget modifications, each program board will submit to the treasurer a plan and budget that is revised in accordance with the Finance Committee’s disposition of the budget modification requests.

5. The Finance Committee will prepare a draft recommended budget for circulation to the budget stakeholders 15 days prior to the IEEE deadline. The Finance Committee will consider any further information or appeals that any of the program boards wish to suggest, meeting in a formal hearing format.

6. The Finance Committee’s final recommendations for the following year’s budget will be presented to the Board of Governors for review, amendment, and approval no less than seven days prior to the IEEE deadline.

7. The final approved budget by the Board of Governors will be sent to the IEEE by the IEEE deadline.

8. The dates defined by the steps listed above may require modification depending on the timing of meetings and the IEEE budget cycle. The actual dates for any given year will be determined by approval of the annual planning calendar prepared by the Planning Committee.

15.1.2 Budget Monitoring

The committee is responsible for monitoring the current year income and expenditures relative to budget. It shall seek to anticipate potential problems, and to make recommendations for budget changes as appropriate.

15.1.3 Budget Modifications

All proposals resulting in full-year equivalent budget modifications of over $100,000, including new staff positions, must be presented to the Finance Committee prior to presentation to the Board of Governors for approval. It shall be the responsibility of the Finance Committee to make recommendations to the Board of
Governors on such proposals. Budget modifications falling below the $100,000 threshold may be approved by the Finance Committee.

Out-of-cycle allocation of set-aside funds in any amount must be approved by the Finance Committee. The annual planning calendar prepared by the Finance Committee provides a schedule for such consideration.

15.1.6 Meeting Scheduling

Finance Committee meetings are to be scheduled in such a way as to permit, to the extent possible, consideration of proposals having financial implications prior to their submission to the Board of Governors.

15.2 BUDGET DEVELOPMENT

15.2.1 Fiscal Year

The fiscal year of the Computer Society is 1 January through 31 December.

15.2.2 Expenditure Approval within the Approved Base Budget

The existence of an approved base budget gives to the president, to the Executive Committee, and to each vice president, and to the standing committee chairs, within their respective areas of responsibility, the authority to approve expenditures within their respective budgets. Expenditures for reimbursements for travel expenses must be approved according to current Society regulations.

The president and vice presidents may, by writing to the treasurer, delegate their authority to approve expenditures to a total within or below the dollar amount specified for specific budget line items in the approved base budget to specific Society members who require it by virtue of their offices. Persons with authority to approve expenditures have the responsibility to stay within the authorized total. The appropriate finance and accounting staff member will provide budget versus actual reports on a regular and timely basis.

15.2.3 Expenditure Approval in Excess of the Approved Budget

Incremental expenditures for specific account number items which cause the total amount spent for those items to exceed the budgeted amount, may be approved by the following parties until the cumulative totals indicated are reached:

Executive Committee -- $25,000 or less per operating or capital budget line item per meeting up to a cumulative total (across all budget lines and meetings) of 5% of the approved base budget.

President -- $10,000 or less per operating or capital budget line item up to a cumulative total of 2.5% of the approved base budget.

No vice president or standing committee chair has the authority to spend in excess of their total budget allocation. Vice presidents and standing committee chairs do have the authority to authorize expenditures within a cost center that vary from the approved budget at the individual budget line detail level as long as the cost center total budget is not exceeded. Similarly, the Society Executive Director may authorize variances from individual budget lines for office operations, but may not exceed the approved total office operations budget.

15.2.4 Financial Exigency

The Executive Committee may limit or suspend the expenditure authority associated with any account or set of accounts due to fiscal irregularities or financial exigency. Any such limitation must be reported in complete detail to the Board within 30 days by the person who was treasurer at the time.

15.2.5 Board Action
The Board may, by resolution at any meeting or via between-meeting ballot as provided elsewhere in this manual, amend the budget, either implicitly or explicitly. An explicit amendment will state a dollar amount to be associated with a specific budget line. Implicit amendments are associated with approval of a new program or service, the proposal for which sets forth the budgetary impact, the approval of a new staff position, and other similar actions which affect the budget. The treasurer shall revise the budget as appropriate and the new budget will be known as the amended budget.

15.2.6 Budget Publication

The *Agenda Book* for each meeting of the Board should contain a budget report by the treasurer that includes the approved base budget or the amended budget for the current year, so labeled. The *Agenda Book* for meeting 1 should also include the amended budget and the current forecast for the prior year. The budgets in the agenda books for subsequent meetings should include the forecast for the current year. The treasurer's report should include a summary of changes since the last budget was distributed, and a summary of spending actions constituting amendments to the budget by the Executive Committee and the president.

15.2.7 Financial and Budgetary Guidelines and Targets

Over the long term, the IEEE Computer Society should operate at levels which produce sufficient surpluses to maintain its reserves at levels which will ensure its continued financial health. Annual operating budgets should be consistent with this long-term objective. Reserves should be maintained to provide for the financial security of the Society, to provide increased or new member services, to fund special projects, to provide initial start-up funding for new programs, to acquire capital equipment needed for the conduct of the Society’s programs, and to protect the Society from short-term financial exigencies.

Each year the Finance Committee should recommend and the Board of Governors should adopt an operating budget with a minimum budgeted surplus of $500,000.

15.3 TRAVEL REGULATIONS

15.3.1 Permission to Travel Using Society Funds

Permission to travel using Society funds must be approved in advance by the responsible officer.

15.3.2 Staff Travel

Staff travel must be approved by the Society Executive Director or other staff manager to whom that responsibility has been delegated by the Society Executive Director.

15.3.3 Permissible Charges

All travel expenses must be reasonable and customary. Air fare will not be budgeted to exceed coach fare. Discounted fares should be used when available. The Society will pay penalties associated with the cancellation or change of discounted tickets for authorized Society travel of volunteers or staff caused by circumstances beyond the traveler's control. If railroad fare or personal mileage charges exceed the coach air fare available at the time, only the air fare cost will be allowed. Rental automobiles are allowed when public transportation would not normally be utilized for personal travel, or when the use of a rental car is more economical than travel by common carrier.

The lowest cost form of local travel should be used whenever possible. Use of one's personal automobile may be reimbursed at the current rate per mile established by the IEEE. Total expenses, including tolls, may not exceed allowable air fare and expenses which would have been incurred if air transportation were used. Current IEEE policies (e.g., rental automobile collision insurance, piloting private aircraft, etc.) also apply (see IEEE Finance Operations Manual).

Allowable room charges are those which would be incurred by a prudent traveler. Food and beverage charges, including tips, in excess of $25 per transaction must be accompanied by original receipts and justification.
All other expenses incurred during the course of travel on Society business not explicitly listed herein should be reasonable and customary.

15.3.4 Travel Expense Accounting – Procedure for Reimbursement

The request for reimbursement form submitted to the appropriate finance and accounting staff member must account for all monies expended on travel. If prior approval for travel has not been obtained, the reimbursement form must be approved by the responsible vice president or other officer. Travel expense accounting should be filed within 30 days of the completion of the travel. The appropriate finance and accounting staff member is responsible for assuring that travel expenses are within Society policy before authorizing reimbursement unless specific exceptions have been approved. The appropriate finance and accounting staff member is responsible for seeing that appropriate documentation of expenses is provided by travelers requesting reimbursement.

15.4 TREASURER

15.4.1 Disbursement of Society Funds

The treasurer is responsible for monitoring all Society assets in keeping with Society policy.

Responsibility for all such disbursements is delegated by the treasurer to the Society Executive Director, who in turn delegates financial authority to other Society staff, doing so in a formal memorandum of financial authority that explicitly sets forth the level of authority of each staff position. All receipts and disbursements are recorded and reported in monthly financial statements to the treasurer and other volunteer leaders, as appropriate.

15.4.2 Reports

The treasurer must monitor the receipt and expenditure of all Society funds and at each board meeting report the status of such funds to the Executive Committee, Finance Committee and Board of Governors.

15.5 FINANCIAL ADMINISTRATION

15.5.1 Financial Operation

Financial operation is performed in accordance with the policies of the IEEE.

C. PPM Section 12 Awards

Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the proposed amendments to PPM Section 12 Awards.”

SECTION 12 AWARDS

12.1 AWARDS PROGRAM

The IEEE Computer Society sponsors an awards program to recognize both technical achievements and service to the Society. In the technical area, recognition may be given for pioneering and current contributions to the field of computer science and engineering. In addition, the Society encourages nominations of and by its members for appropriate IEEE awards. Service awards may be given to both volunteers and staff for well-defined and highly valued contributions to the Society. The awards program is intended to recognize both technical and service contributions. No award is automatic or given by reason of an individual holding a position or office. The Awards Committee must take care to preserve the integrity of the evaluation and selection process to assure that it is both open and rigorous, and that it contributes to the prestige of the Society and the award recipients.
12.2 AWARDS COMMITTEE MEMBERSHIP

The Awards Committee shall consist of a chair, appointed by the Society president, and members, including the chairs of all the awards subcommittees and one to three at-large members, appointed by the Awards Committee chair with the concurrence of the Society president. The technical committee awards subcommittee chair shall be appointed in consultation with the vice president for technical and conference activities. The immediate past chair shall be an ex officio, non-voting member. One or more members shall be appointed as vice-chairs of the committee. The number of Awards Committee members may increase or decrease based on the number of awards subcommittees. The awards subcommittees shall consist of, but are not limited to, the following:

- Computer Pioneer Award and Computer Entrepreneur Award Subcommittee
- Seymour Cray Computer Engineering Award and Sidney Fernbach Award Subcommittee
- Eckert-Mauchly Award Subcommittee
- Harry H. Goode Memorial Award, W. Wallace McDowell Award, B. Ramakrishna Rau Award Subcommittee
- IEEE Awards Candidate Search
- Tsutomu Kanai Award Subcommittee
- Hans Karlsson Award Subcommittee
- Richard E. Merwin Distinguished Service Award Subcommittee
- Harlan D. Mills Award and IEEE Computer Society/SEI Watts S. Humphrey Software Process Achievement Award Subcommittee
- Education Awards Subcommittee
- Technical Achievement Award Subcommittee
- Ken Kennedy Award Subcommittee
- Service Awards and Certificates Subcommittee
- Technical Committee Awards Subcommittee

12.4.2 Awards for which the Awards Committee Has Final Approval Authority

Following the general procedures set forth in Section 12.3.1, the Awards Committee shall solicit nominees, review candidates, and exercise final approval authority for recipients of the following awards:

- IEEE Computer Society/SEI Watts S. Humphrey Software Process Achievement Award
- Distinguished Contributions to Public Service in a Pre-College Environment
- Certificate of Appreciation
- Meritorious Service Certificate
- Outstanding Contribution Certificate
- Distinguished Service Certificate
- Continuous Service Award
- Standards Activities Service Award
- Technical Committee Recognition and Service Awards

For these awards, the Awards Committee chair shall be responsible for notifying awardees and for notifying nominators of the disposition of their nominations.

12.5.10 IEEE Computer Society/SEI Watts S. Humphrey Software Process Achievement Award

*Contribution:* Presented in recognition of outstanding achievement in improving the software process.

*Eligibility:* Open to all software professionals who participate in software development, support, or management, and are employed by and participate in the software work of an organization that produces, supports, enhances, or otherwise provides software-intensive products or services.
Nomination: Anyone may nominate. All nominations must be seconded by a senior executive of the software organization in which the nominated individual or team works, and supported by a two-page description indicating the nature of the achievement.

Award: The finalists and winner shall be announced and recognized by the IEEE Computer Society. The winner will receive an engraved, commemorative plaque and total honorarium of $1,500. This award will normally be presented at the annual International Conference on Software Engineering (ICSE) or a similar event determined by the chair of the Technical Council on Software Engineering (TCSE) and the director of the Software Engineering Institute (SEI). The winner will be invited to produce a technical report describing the process improvement and results, and to present a paper at the Annual SEI Software Engineering Symposium.

Administration: The Award Committee, in consultation with the chair of the Technical Council on Software Engineering and the Director of the Software Engineering Institute, shall appoint the chair of the IEEE Computer Society/SEI Watts S. Humphrey Software Process Achievement Award subcommittee. The chair of the subcommittee shall appoint the other members of the subcommittee, consisting of five software professionals with recognized knowledge and experience in software process improvement, in consultation with the chair of the IEEE Computer Society Awards Committee. Nominations shall be submitted to the award subcommittee, which shall review and rank each qualified nomination according to the criteria set forth for the award. After selecting finalists, the subcommittee may visit and/or interview the finalist organizations, and may recommend up to five finalists and a winner to the Awards Committee for approval.

Funding: Awards Committee budget covers expenses incurred in advertising for nominations, publicizing the names of the finalists and award winners, and providing the engraved plaque. The Software Engineering Institute will provide assistance to the winner in preparing a talk and paper on the winning achievement and will pay the $1,500 honorarium to the winner and winning team. The Software Engineering Institute may also provide additional advertising and publicity for the award. It is expected that the organizations of the finalists for the award will bear the cost of site visits, if necessary. Costs of site visits may also be partially covered by the Software Engineering Institute.

SECTION 4 EXECUTIVE COMMITTEE

4.1 INTRODUCTION

4.1.1 Composition

The composition of the Executive Committee and the voting rights of each member are specified in the Bylaws.
4.1.2 Powers and Duties

The Executive Committee shall serve as the volunteer oversight body for staffing, facilities, capital expenditures, and other matters relating to the operations of the Society (see Bylaws, Article IV, Section 2).

The Executive Committee shall act for the Board or subjects for which it has been authorized by the Board (see Bylaws, Article IV, Section 3). They include, but are not limited to, the following:

- Initiate modifications and amend the IEEE Computer Society Policies & Procedures Manual based on the recommendations of the Constitution & Bylaws Committee (PPM Section 1.4).
- Approve up to $25,000 or less per operating or capital budget line item per meeting up to a cumulative total (across all budget lines and meetings) of 5% of the approved base budget (PPM Section 15.2.3).

4.2 DUTIES AND RESPONSIBILITIES

Executive Committee members shall:

1. Maintain wide ranging contacts, at all levels with members, volunteers, and staff of the society and IEEE, including chapters. The primary staff contacts shall be appointed by the Society Executive Director.
2. Assist the president in identifying potential leaders.
3. Assist the president in setting and achieving overall society objectives.
4. Serve as a member ex officio of the Board of Governors unless otherwise holding a vote as a franchised member of the Board.
5. Perform other duties as assigned by the president or by the Board of Governors.
6. Seek out opportunities for cross-board cooperation and collaboration.
7. Encourage active participation by Program Board members in other IEEE Computer Society activities.
8. Submit candidates for Computer Society service awards, e.g. Certificates of Appreciation, Outstanding Contribution, and Meritorious Service Award, and Distinguished Service Award.

E. PPM Section 5 Members of the Executive Committee

Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the proposed amendments to PPM Section 5 Members of the Executive Committee.” Motion passed by voice vote.

SECTION 5 MEMBERS OF THE EXECUTIVE COMMITTEE

5.1. PRESIDENT

5.1.1 Position Function

Serves as the chief elected officer of the IEEE Computer Society and represents the entire membership. Chairs the Board of Governors and the Executive Committee. Provides leadership and direction for officers and Society programs.

5.1.2 Contacts

Has wide ranging contacts, at all levels with members, volunteers, and staff of the Society, IEEE, and external organizations. The primary staff contact shall be the Society Executive Director.

5.1.3 Position Responsibilities

1. Sets and directs achievement of overall Society objectives.
2. Appoints executive committee members, standing committee chairs and other officers and representatives. May appoint ad hoc committees as deemed desirable.

3. May declare positions vacant for which the president has sole power of appointment or for which the president delegates the authority to appoint.

4. Serves as a franchised member *ex officio* and chairs of the:
   - Board of Governors
   - Executive Committee

5. Prepares meeting agendas and distributes relevant information to all members prior to meetings.

6. Presides over Board and committee meetings to ensure achievement of objectives and attention to major issues and purposes.

7. Serves as a franchised member *ex officio* of the:
   - Constitution & Bylaws Committee
   - Finance Committee
   - Intersociety Cooperation Committee
   - Personnel & Compensation Committee
   - Planning Committee

8. Serves as point of conflict resolution.

9. Represents the Society to the IEEE Technical Activities Board.

10. Represents the Society to external organizations.

11. Identifies and develops potential future volunteer leaders for the Society.

12. Trains Board members and encourages active participation by the Board of Governors and members in IEEE Computer Society activities.

13. Prepares status reports for the Board of Governors.

See IEEE TAB Operations Manual for additional responsibilities.

### 5.2 PRESIDENT-ELECT

#### 5.2.1 Position Function

Is first in succession to the chief elected officer of the IEEE Computer Society. Provides counsel and assistance to the president while preparing to become president in the following year. Provides leadership and direction for officers and Society programs.

#### 5.2.2 Contacts

Has wide ranging contacts, at all levels with members, volunteers, and staff of the Society, IEEE, and external organizations. The primary staff contact shall be the Society Executive Director.

#### 5.2.3 Position Responsibilities

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

2. Provides counsel to the president in making executive committee, standing committee, and other appointments.
4.3. Serves as a franchised member *ex officio* and chairs the:
   - Constitution & Bylaws Committee
   - Planning Committee

5.4. Prepares meeting agendas and distributes relevant information to all members prior to meetings.

6.5. Presides over committee meetings to ensure achievement of objectives and attention to major issues and purposes.

7.6. Serves on or appoints a member to the Nominations Committee.

8. Selects the sites and dates of the Board meetings a year in advance.

9. Assists the president in identifying potential leaders.

10. Trains Board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.

11. Performs other duties as assigned by the president or by the Board.

5.3 PAST PRESIDENT

5.3.1 Position Function

Provides counsel and assistance to the president and other volunteer leaders. Provides leadership and direction for the Society programs.

5.3.2 Contacts

Has wide ranging contacts, at all levels with members, volunteers, and staff of the Society, IEEE, and external organizations. The primary staff contact shall be the Society Executive Director.

5.3.3 Position Responsibilities

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

2. Provides counsel to the president in making Executive Committee, standing committee, and other appointments.

3.2. Serves as a franchised member *ex officio* and chairs the:
   - Intersociety Cooperation Committee
   - Nominations Committee
   - Personnel & Compensation Committee

4.3. Prepares meeting agendas and distributes relevant information to all members prior to meetings.

5.4. Presides over committee meetings to ensure achievement of objectives and attention to major issues and purposes.

6.5. Serves as a franchised member *ex officio* of the:
   - Board of Governors
   - Executive Committee
   - Constitution & Bylaws Committee
   - Finance Committee
   - Planning Committee
7. Assists the president in identifying potential leaders.

8.6. Trains Board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.

9.7. Plans, initiates, and promotes ongoing interaction with other societies.

10. Ensures web currency.

11. Performs other duties as assigned by the president or by the Board.

5.4 FIRST AND SECOND VICE PRESIDENTS

5.4.1 First Vice President Position Function

Is second in succession to the president and first in succession to the president-elect. Provides counsel and assistance to the president and other volunteer leaders. Provides leadership and direction for officers and Society programs.

5.4.2 Contacts Second Vice President Position Function

Has wide ranging contacts, at all levels with members, volunteers, and staff of the Society, IEEE, and external organizations. The primary staff contact shall be the Society Executive Director.

The second vice president is third in succession to the president, second in succession to the president-elect and first in succession to the first vice-president.

5.4.3 Position Responsibilities:

1. Serves as a franchised member *ex officio* of the Executive Committee, Board of Governors, and Planning Committee.

2. Executes a portfolio as assigned by the president.

3. Presides over Board and committee meetings. Executes a portfolio as assigned by the president to ensure achievement of objectives and attention to major issues and purposes.

4. Provides counsel and assistance to the president and other volunteer leaders. Provides leadership and direction for officers and Society programs.

5. Ensures web currency of the assigned portfolio.

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

7. Provides counsel to the president in making executive committee, standing committee, and other appointments.

8. Trains Board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.

5.5 SECOND VICE PRESIDENT

5.5.1 Position Function

The second vice president is third in succession to the president, second in succession to the president-elect and first in succession to the first vice president. Provides counsel and assistance to the president and other volunteer leaders. Provides leadership and direction for officers and Society programs.

5.5.2 Contacts
Has wide ranging contacts, at all levels with members, volunteers, and staff of the Society, IEEE, and external organizations. The primary staff contact shall be the Society Executive Director.

5.5.3 Position Responsibilities

1. Serves as a franchised member *ex officio* of the Executive Committee, Board of Governors, and Planning Committee.
2. Executes a portfolio as assigned by the president.
3. Presides over Board and committee meetings to ensure achievement of objectives and attention to major issues and purposes.
4. Ensures web currency of the assigned portfolio.
5. Assists the president in setting and achieving overall Society objectives.
6. Provides counsel to the president in making executive committee, standing committee, and other appointments.
7. Trains Board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.

5.65 SECRETARY

5.76.1 Position Function

Oversees the preparation and distribution of minutes and other permanent records of the affairs of the IEEE Computer Society. Provides leadership and direction for volunteers and Society programs. Is a member of the Board of Governors, elected to the office of secretary by the previous year’s Board of Governors.

5.65.2 Contacts

The primary staff contact shall be appointed by the Society Executive Director.

5.6.3 Position Responsibilities

1. Serves as a franchised member *ex officio* of the Executive Committee, Finance Committee, and Planning Committee.
2. Oversees the preparation and distribution of draft minutes of all Society Board of Governors and Executive Committee meetings.
3. Ensures that appropriate permanent records are maintained.
4. Receives and certifies petitions for candidacy for officer positions.
5. Receives and accepts the ballot counts for Society elections, and officially notifies the candidates, officers, and membership of the election results.
6. Assists with overall Society interfaces to non-CS entities.
7. Assists the president in setting and achieving overall Society objectives.
8. Assists the president in identifying potential leaders.
9. Trains Board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.
10. Performs other duties as assigned by the president or by the Board.

5.6.4 Assistant Secretaries

The incumbents of the staff positions of Society Executive Director, director of governance and governance administrator shall be designated assistant secretaries of the Board, and in that capacity shall be authorized to certify Board actions for the secretary.

5.76 TREASURER

5.76.1 Position Function

Serves as the chief volunteer financial officer. Provides leadership and direction for volunteers and Society programs. Reports to the Executive Committee and Board of Governors membership on the financial state of the Society.

5.76.2 Contacts

Has wide ranging contacts at all levels throughout the Society, IEEE, and IEEE TAB. The primary staff contact shall be appointed by the Society Executive Director.

5.76.3 Position Responsibilities

1. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio of the Executive Committee and Planning Committee.

2. Serves as a franchised member ex officio and chair of the Finance Committee (FinCom).

3. Directs the preparation and distribution of meeting agendas and distributes relevant information to all members prior to the meeting.


5. Recommends changes in finance policy to the Board of Governors.

6. Directs the development of the draft budget for FinCom recommendation to the president and Board of Governors.

7. Directs the development of other FinCom recommendations to the Board on all matters having financial implications for the Society.

8. Prepares financial status reports for the Board of Governors.

9. Ensures the integrity of the fiscal affairs of the Society.

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

11. Assists the president in identifying potential future leaders.

12. Trains Board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.

13. Performs other duties as assigned by the president or by the Board.

5.87 VICE PRESIDENTS' DUTIES AND POWERS OF APPOINTMENT
Each vice president shall interpret and guide the respective Board's activities as specified in relevant articles of the Bylaws. A vice president may create ad hoc committees or sub-committees whose chair may be granted franchised membership. A list must be maintained of all appointments and the names of the franchised members. This list shall form part of the Directory of Volunteer Leaders & Staff.

Each Vice President shall:

1. Maintain wide ranging contacts, at all levels with members, volunteers, and staff of the society and IEEE, including chapters. The primary staff contacts shall be appointed by the Society Executive Director.
2. Assist the president in identifying potential leaders.
3. Assist the president in setting and achieving overall society objectives.
4. Serve as a member ex officio of the Board of Governors and as a member ex officio of the Executive Committee.
5. Perform other duties as assigned by the president or by the Board of Governors.
6. Chair an IEEE Computer Society Program Board, and ensure attention to the Society’s strategic plan and Board’s major issues.
7. Assume responsibility for program board finances, operations, assessment, and planning.
8. Appoint members of the Program Board subject to the provisions of the respective PPM section.
9. Develop Program Board objectives supporting the strategic plan.
10. Direct development of Program Board objectives, aligned with the strategic plan.
11. Inform the Program Board members and committees of Program Board objectives and their expected individual contributions and responsibilities.
13. Recommend changes in the PPM to the Board of Governors.
14. Direct the preparation of Program Board meeting agendas and distributes relevant information to all members prior to the meeting.
15. Appoint liaison members of other Program Boards consistent with the PPM.
16. Serve as a focal point for working with appropriate IEEE entities, and appropriate committees of the IEEE Program Board, or names specific boards.
17. Seek out opportunities for cross-board cooperation and collaboration.
18. Encourage active participation by Program Board members in other IEEE Computer Society activities.
19. Maintain handbook and ensures web currency.
20. Direct preparation of the Program Board budget.
22. Submit candidates for Computer Society service awards, e.g. Certificates of Appreciation, Outstanding Contributions, and Meritorious Service Award, and Distinguished Service Award.

5.9.1.1 Position Function

Provides policy direction for the Member and Geographic Activities Board. Provides leadership and direction for volunteers and Society programs.

5.9.2 Contacts

Has wide ranging contacts, at all levels with members, volunteers, and staff of the Society and IEEE, including chapters. The primary staff contact shall be appointed by the Society Executive Director.

5.9.3 Position Responsibilities

1. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio of the Executive Committee and Planning Committee.
2. Chairs the IEEE Computer Society Member and Geographic Activities Board (MGA), and ensures attention to major issues and purposes.
3. Assists the president in setting and achieving overall Society objectives.

4. Appoints members of the MGA.

5. Directs development of MGA objectives.

6. Informs the MGA members and committees of MGA objectives and their expected individual contributions and responsibilities.

7. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.

8. Prepares MGA status reports for the Board of Governors.

9. Recommends changes in MGA policy to the Board of Governors.

10. Assists the president in identifying potential leaders.

11. Promotes member development, recruitment, and retention.

12. Promotes chapter/Society communication and chapter activities.

13. Promotes student activities and programs to serve student members of the Society.

14. Assures the continued vitality of the affiliate program.

15. Oversees the Distinguished Visitors Program.

16. Oversees the MGA Tutorial Program.

17. Serves as a focal point for working with appropriate IEEE entities, especially the Membership Development Committee and appropriate committees of the IEEE MGA.


19. Seeks out opportunities for cross-Board cooperation and collaboration.

20. Trains board members and encourages active participation by the Board of Governors and members in IEEE Computer Society activities.


22. Performs other duties as assigned by the president or by the Board of Governors.

5.109 VICE PRESIDENT FOR TECHNICAL AND CONFERENCE ACTIVITIES
See PPM Section 6 for the Technical and Conference Activities Board requirements.

5.10.1 Position Function

Provides policy direction to the Technical and Conference Activities Board. Provides leadership and direction for volunteers and Society programs.

5.10.2 Contacts
Has wide contacts both internal and external to the Society and to IEEE, including TC chairs, conference organizers, other co-sponsor organizations, newsletter editors, volunteers, and staff. The primary staff contact is appointed by the Society Executive Director.

5.10.3 Position Responsibilities

1. Serves as a member ex officio of the Board of Governors and as a franchised member of the Executive Committee and Planning Committee.

2. Chairs the Technical and Conference Activities Board (T&C), and ensures attention to major issues and purposes.

3. Assumes responsibility for T&C Board finances, operations, assessment, and planning.

4. Directs development of T&C Board objectives.

5. Informs the T&C Board members and subcommittees of board objectives and their expected individual contributions and responsibilities.

6. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.

7. Reviews and approves meeting budgets up to 1% of total IEEE Computer Society expenditures.

8. Presents technical meeting budgets with expenses over 2% of total IEEE Computer Society expenditures to the Board of Governors for action.

9. Recommends to the Board of Governors proposals for new technical councils/committees and proposals for terminating existing technical committees/councils and task forces.

10. Monitors the election of technical committee/council and task force officers.

11. Encourages active participation by T&C Board members in IEEE Computer Society activities.

12. Appoints members of the T&C Board.

13. Prepares T&C Board status reports for the Board of Governors.

14. Recommends changes in T&C Board policy to the Board of Governors.

15. Encourages active participation by T&C Board members in IEEE Computer Society activities.

16. Appoints an ex officio, non-voting representative to the MGA.

17. Assists the president in identifying potential leaders.

18. Encourages active participation by T&C Board members in IEEE Computer Society activities.


20. Maintains handbooks and ensures web currency.

21. Seeks out opportunities for cross-board and cross-Society 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 and members in IEEE Computer Society activities.

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

5.110 VICE PRESIDENT FOR EDUCATIONAL ACTIVITIES
See PPM Section 7 for the Educational Activities Board requirements.

5.11.1 Position Function
Provides policy direction to the Educational Activities Board. Provides leadership and direction for volunteers and Society programs.

5.11.2 Contacts
Has wide ranging contacts at all levels with members, volunteers, and staff of the Society, IEEE, and external organizations. The primary staff contact shall be appointed by the Society Executive Director.

5.11.3 Position Responsibilities
1. Chairs the Educational Activities Board (EAB), and ensures attention to major issues and purposes.
2. Serves as a member, ex officio, of the Board of Governors and as a franchised member, ex officio, the Executive Committee and Planning Committee.
3. Assumes responsibility for EAB finances, operations, assessment, and planning.
4. Appoints members of the EAB.
5. Directs development of EAB objectives.
6. Informs the EAB members and subcommittees of Board objectives and their expected individual contributions and responsibilities.
7. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.
8. Recommends candidates for Directors of CSAB to the president.
9. Recommends candidates for ABET program evaluators.
10. Appoints a member of the IEEE-EAB Accreditation Policy Committee.
11. Prepares EAB status reports for the Board of Governors.
12. Recommends changes in EAB policy to the Board of Governors.
13. Encourages active participation by EAB members in other IEEE Computer Society activities.
14. Appoints an ex officio, non-voting representative to the MGA.
15. Assists the president in identifying potential leaders.
16. Serves as a focal point for working with outside entities with an interest in education.
17. Directs preparation of the EAB budget.

19. Maintains handbook and ensures web currency.

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

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

22. Trains board members and encourages active participation by the Board of Governors and members in IEEE Computer Society activities.

23. Performs other duties as assigned by the president or by the Board.

5.12 VICE PRESIDENT FOR PROFESSIONAL ACTIVITIES
See PPM Section 26 for the Professional Activities Board requirements.

5.12.1 Position Function
Provides policy direction to the Professional Activities Board (PAB). Provides leadership and direction for volunteers and Society programs.

5.12.2 Contacts
Has wide contacts both internal and external to the Society, IEEE, and other professional organizations, including volunteers and staff. The primary staff contact shall be appointed by the Society Executive Director.

5.12.3 Position Responsibilities
1. Chairs the Professional Activities Board (PAB), and ensures attention to major issues and purposes.

2. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio of the Executive Committee and Planning Committee.

3. Assumes responsibility for PAB finances, operations, assessment, and planning.

4. Appoints members of the PAB.

5. Directs development of PAB objectives.

6. Informs the PAB members and subcommittees of Board objectives and their expected individual contributions and responsibilities.

7. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.

8. Ensures appropriate representation of IEEE Computer Society professional practice interests in the appropriate bodies of the IEEE.

9. Monitors operation of subordinate committees.

10. Prepares PAB status reports for the Board of Governors.

11. Recommends changes in professional activity policy to the Board of Governors.

12. Encourages active participation by PAB members in other IEEE Computer Society activities.

13. Appoints an ex officio, non-voting representative to the MGA.

14. Serves as a focal point for working with outside entities with an interest in professional activities.
15. Directs preparation of the PAB budget.


17. Maintains the Certification Committee Handbook and ensures web currency.

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

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

20. Trains board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.

20. Performs other duties as assigned by the president or by the Board of Governors.

5.13.2 VICE PRESIDENT FOR PUBLICATIONS

See PPM Section 9 for the Publications Board requirements.

5.13.2.1 Position Function

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

5.13.2.2 Contacts

Has wide ranging contacts at all levels with members, volunteers, and staff of the Society, IEEE, including editors-in-chief, staff editors, and authors. The primary staff contact shall be appointed by the Society Executive Director.

5.13.2.3 Position Responsibilities

1. Chairs the Publications Board (Pubs), and ensures attention to major issues and purposes.

2. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio of the Executive Committee and Planning Committee.

3. Assumes responsibility for Publications Board finances, operations, assessment, and planning.

4. Appoints members of the Publications Board.

5. Directs development of Publications Board objectives. Informs the Publications Board members and subcommittees of Board objectives and their expected individual contributions and responsibilities.

6. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.


8. Appoints ad hoc search committees for editors-in-chief for the periodicals.

9. Recommends EIC reimbursed expense and editorial page budgets to the Finance Committee.


11. Recommends changes in publications policy to the Board of Governors.
12. Encourages and supports the editors-in-chief in their leadership of the periodicals.


14. Appoints an ex officio, non-voting representative to the MGA.

15. Assists the president in identifying potential leaders.

16. Maintains close liaison with the representative(s) to the IEEE TAB Periodicals Committee, the IEEE TAB/PSPB Products and Services Committee, and the IEEE Publication Products and Services Board.

17. Recommends candidates for the IEEE TAB/PSPB Products and Services Committee and the IEEE TAB Periodicals Committee.

18. Directs preparation of the Publications Board budget.


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.

5.14. VICE PRESIDENT FOR STANDARDS ACTIVITIES
See PPM Section 10 for the Standards Activities Board requirements.

5.14.1 Position Function
Provides policy direction to the Standards Activities Board. Provides leadership and direction for volunteers and Society programs.

5.14.2 Contacts
Has wide contacts both internal and external to the Society, IEEE, and standards-making organizations, including sponsors, working group chairs, volunteers, and staff. The primary staff contact is appointed by the Society Executive Director.

5.14.3 Position Responsibilities
1. Serves as a member ex officio of the Board of Governors and as a franchised member ex officio the Executive Committee and Planning Committee.

2. Chairs the Standards Activities Board (SAB), and ensures attention to major issues and purposes.

3. Assumes responsibility for SAB finances, operations, assessment, and planning.

4. Appoints members of the SAB.

5. Directs development of SAB objectives.
6. Informs the SAB members and subcommittees of Board objectives and their expected individual contributions and responsibilities.

7. Directs the preparation of meeting agendas and distributes relevant information to all members prior to the meeting.


9. Monitors election of sponsor officers.

10. Oversees the activities of CS sponsored technical advisory groups.

11. Prepares SAB status reports for the Board of Governors.

12. Recommends changes in standards policy to the Board of Governors.

13. Encourages active participation by SAB members in other IEEE Computer Society activities.

14. Appoints an ex officio, non-voting representative to the MGA.

15. Assists the president in identifying potential leaders.


18. Promotes improved TC-Sponsor relationships.

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

20. Trains board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.


22. Performs other duties as assigned by the president or by the Board.

5.15.4 DIVISION DELEGATE/DIRECTOR AND DIVISION DELEGATE/DIRECTOR-ELECT

5.15.4.1 Position Function

Division Delegate/Directors serve on the IEEE Board of Directors, IEEE Assembly, and the IEEE Technical Activities Board (TAB). Provides leadership and direction for Society volunteers and programs. Division Delegate/Directors and the Director-elect serve as a member ex officio, nonvoting, of the IEEE Computer Society Board of Governors and Executive Committee. Each director provides leadership and direction for Society volunteers and programs.

5.15.4.2 Contacts

Has wide ranging contacts at all levels with members, volunteers, and staff throughout the Society and the IEEE. The primary staff contact shall be the Society Executive Director.

5.15.4.3 Position Responsibilities of Division Delegate/Director and Division Delegate/Director-Elect

1. Functions as a communication link between the Society and the IEEE TAB Vice President.
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2. Assists the president in setting and achieving overall Society objectives.

3.1. Encourages and assists Society leaders to meet the needs of their members.

4.2. Coordinate with the IEEE Division V or VIII Directors and Directors-Elect to ensure that at least one of them attends all IEEE Executive Committee meetings.

5. Appoints representatives to SSIT Board of Governors and TAB Awards and Recognition Committee.

6.3. Assists the president in identifying potential leaders.

8. Investigates and initiates cooperative actions which are beneficial to both the Society and the Institute.

9.4. Ensures that Society interests receive due consideration within the Institute. 6. Facilitates communication, cooperation and problem resolution across IEEE.

(a) Communicates needs, concerns, and actions between TAB and the IEEE Board of Directors.
(b) Promotes communication and cooperation among Societies and Councils across IEEE TAB. Cooperates with other Division Delegate/Directors to resolve conflicts across Divisions.
(c) Expedites problem resolution involving Societies and Councils and TAB across IEEE.
(d) Promotes cooperation between the Society and IEEE Regions.
(e) Promotes technical activities at the regional level of the Computer Society.

See IEEE TAB Operations Manual for additional responsibilities.

10.

11. Trains board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.

12. Performs other duties as assigned by the president or by the Board.

5.15.4. Position Responsibilities of Division-Delegate Director-Elect

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

2. Encourages and assists Society leaders to meet the needs of their members.

3. Assists the president in identifying potential leaders.

4. Investigates and initiates cooperative actions which are beneficial to both the Society and the Institute.

5. Trains board members and encourages active participation by Board of Governors and members in IEEE Computer Society activities.

6. Performs other duties as assigned by the president or by the Board.

F. PPM Section 14 Elections

Motion 12F: Walz moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the amendments to PPM Section 14 Elections.” Motion passed by voice vote.

SECTION 14 ELECTIONS

14.1 PETITION CANDIDATES

As set forth in Article II of the Society's bylaws, candidates for the Board of Governors and the positions of president-elect, first and second vice-president, may be added to the slate of candidates nominated by the Nominations Committee and approved by the Board of Governors by petition. To add petition candidates, the following procedures shall be followed:

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1. The petition candidate shall meet the qualifications and follow the procedures for the office sought as specified by IEEE and IEEE Computer Society bylaws;

2. Petition candidates are referred to Article II of the Society’s bylaws regarding the number of signatures required and other regulations to be followed.

3. The petition candidate shall personally notify, in writing or via e-mail, the Society’s secretary and assistant secretary of his/her intention to run as a petition candidate, stating the position to be sought. Notification may be sent in the year during which the petition candidate seeks inclusion on the ballot, no sooner than the day after the date on which the Society’s Board of Governors approves the slate of candidates for the position sought.

4. Petition “signatures” are submitted according to Article II of the bylaws. All petition “signatures” shall be received by the Society’s secretary and assistant secretary no later than the last business day in July in the year in which the petition candidate seeks to be placed on the election ballot.

5. The Publications Office shall receive the candidate statements, biographies, and pictures by the last business day in July.

6. Petitions to add nominees to the list of candidates shall be provided to the secretary of the IEEE Computer Society and the chair of the Elections Committee in accordance with the election schedule approved by the Board of Governors for that election year. The secretary shall:
   a. Send the original petition “signatures” by certified mail to the secretary of the IEEE Technical Activities Board for certification of eligibility of the signatories.
   b. Shall keep one copy of the petition until notification is received of the results of the certification process.
   c. Shall notify the president, chair of the Elections Committee, the Society Executive Director and the additional nominee(s) the results of the certification process.

The Society Executive Director shall complete the processing to ensure that the additional nominee(s) are listed on the ballot.

14.2 ELECTION RESULTS TO BE PUBLISHED

The results of all membership elections are to be published in Computer at the earliest possible date including tallies of votes cast.

14.3 ELECTION RESULTS TO BE SENT TO EACH CANDIDATE

The Society Executive Director shall send notice of the election results to each candidate on the ballot within ten calendar days of the close of the election stating both the results and the vote count.

14.4 SOURCE OF NOMINATION DISCLOSURE

Candidates for IEEE Computer Society officers and Board of Governors should not be identified on the ballot by source of nomination.

13. Executive Committee Consent to Presidential External Representative Reappointment/Appointments – Reisman

Reappointments
A. Computer Science Accreditation Board (CSAB) Gates, Wang, Hilburn, Sebern
B. Computing Research Association (CRA) – Kasturi
C. Internet Society (ISOC) – Diamond
D. ISO/IEC JTC 1 SC 7 – Moore
E. Motion to approve reappointments
   Motion 13.A-D: Burd moved, Fujii seconded, “MOVED, that the IEEE Computer Society Executive Committee approves the reappointments of these Society Representatives to serve from 1 January 2012 -131 December 2012:
   A. CSAB (Computer Science Accreditation Board) – Ann Gates and Pearl Wang as Representative Directors; Tom Hilburn and Mark Sebern, Alternative Representative Directors
B. Computing Research Association (CRA) – Rangachar Kasturi
C. Internet Society (ISOC) – Stephen L. Diamond
D. ISO/IEC JTC1 SC 7 – James W. Moore

Motion 13F-N: Fujii moved, Croll seconded, “MOVED, that the “Moved, that the IEEE Computer Society Executive Committee approves the appointments of these Society Representatives to serve from 1 January 2012 – 31 December 2012:

F1, F2. BKCASE - Kenneth E. Nidiffer (EAB) and Dick Fairley (PAB)
G. Computing in the Core (CiC) – Sorel Reisman
H. Computing Research Association – Jean-Luc Gaudiot
I. Federation of Enterprise Architecture Professional Organizations (FEAPO) – Charlene (Chuck) Walrad
J. ISO/IEC JTC 1 SC38 – Stephen L. Diamond
K. International Association for Pattern Recognition (IAPR) – Kim Boyer, Anil Jain, Larry O’Gorman, Sudeep Sarkar
L. International Council on Software Engineering (INCOSE) – Kenneth E. Nidiffer (EAB) and Dick Fairley (PAB)
M. Partnership for Advancing Computing Education (PACE) – Ann DeMarle
N. Software Engineering Licensure Consortium (SELC) – James W. Moore .”


14. Vice President, Educational Activities Update – Burd
Burd reported on EAB activity, which included the outcome of the curricula taskforces and progress in updating SWEBOK

15. Vice President, Member & Geographic Activities Update – Kasturi
Kasturi reported on MGAB activity, which included progress towards enhancing member engagement, and updated information on membership recruitment and retention.

16. Vice President, Professional Activities Update – Joannou
Joannou reported on PAB activity, which included efforts in the area of Information Technology, software engineering and certification.

17. 1st Vice President, Publications Update – Grier
None.

18. BREAK

19. 2nd Vice President, Standards Activities Update – Fujii
Fujii reported on SAB activity, which included progress in the area of Cloud Computing, Smart Grids standards, Microprocessor and Systems and Software Engineering.

20. Vice President, Technical & Conference Activities Update – Croll
Croll reported on T&C Activities, which included the creation of simplified materials for conference organizers, updating the T&C website and enhancement to the Technical Meeting System.

21. Awards Committee Year-End Update Presentation – Conte
Conte reported on Awards Committee, which included improving the awards nomination system and beginning the planning for the 2012 awards ceremony.

22. SPECIAL ORDERS – Reisman
None.

23. UNFINISHED BUSINESS OR GENERAL ORDERS – Reisman
None.
24. **NEW BUSINESS – Reisman**  
A presentation was made on approving a PIF for Special Technical Communities outreach.

25. **GOOD OF THE ORDER – Reisman**  
None.

26. **ANNOUNCEMENTS – Reisman**  
None.

27. **NEXT MEETING**  
The next meeting will be held on Thursday, 2 February 2012 at the Renaissance Long Beach, Long Beach, California.

28. **ADJOURNMENT – Reisman**  
The meeting adjourned at 5:00 p.m., EST.