APPROVED MINUTES
IEEE COMPUTER SOCIETY
EXECUTIVE COMMITTEE MEETING
Thursday, 14 June 2012
Renaissance Seattle Hotel
Seattle, Washington USA

1. **Call to Order – *Walz***
   A meeting of the IEEE Computer Society Executive Committee was held at 2:30 p.m. Pacific Daylight Time, on 14 June 2012 at the Renaissance Seattle Hotel, Seattle, Washington USA. John W. Walz, president, chaired and André Ivanov served as secretary.

2. **Roll Call – *Ivanov***
   A roll call was held as follows:

   A.   Franchised Members
   Elizabeth L. Burd, VP, Educational Activities, present
   Thomas M. Conte, 1st VP, Publications Activities, present
   Paul R. Croll, VP, Technical & Conference Activities, present
   David Alan Grier, President-Elect, present
   André Ivanov, 2nd VP and Secretary, present
   Paul K. Joannou, VP, Professional Activities, present
   James W. Moore, Treasurer and Division V Director, present
   Sorel Reisman, Past President, present
   Sattupathu V. Sankaran, VP, Member and Geographic Activities, present
   Charlene (Chuck) Walrad, VP, Standards Activities, present
   John W. Walz, President, present

   B.   *Ex officio* Members (without vote)
   Angela R. Burgess, Executive Director, present
   Roger U. Fujii, 2012 IEEE Division VIII Director-Elect, present
   Susan K. (Kathy) Land, 2011-2012 IEEE Division VIII Director, present

3. **Introduction of Guests – *Walz***
   The following guests and staff were present:

   Michael Bennett
   Evan Butterfield
   José Ignacio Castillo-Velázquez
   Thomas M. Conte
   Vi Doan
   Atsuhiro Goto
   Susan Hayden
   Chris Jensen
   Ray Kahn
   Hironori Kasahara
   Gargi Keeni
   Anne Marie Kelly
   Luis Kun
   John Miller
   Dejan Milojicic
   Paolo Montuschi
   Arnold Pears
   William (Bill) Pitts
   Chris Schober

4. **Approval of Agenda – *Walz***
   Motion 4: Land moved, Conte seconded, "MOVED, that the agenda be approved as is." Motion carried by voice vote.

ACTION ITEMS

5.   **ACTION ITEMS**
       Consent Agenda* – *Walz*
       A. Minutes – 2 February 2012
       B. Minutes – 15 March 2012
       These items were approved with the approval of the agenda.
       (**The Consent Agenda is approved with the approval of the Agenda*.)

6.   **Amendments to the Society Bylaws –** *Grier*
     A. *1ˢᵗ Reading*
     BYLAWS Article II – Nominations and Elections
     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 year. 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 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).
     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.

     B. 1ˢᵗ Reading Bylaws Motion
     Motion 26.B: Grier moved on behalf of the Constitution and Bylaws Committee: "MOVED,   that the IEEE Computer Society Executive Committee endorses the proposed amendments to Bylaws Article II – Article 10 IEEE Delegate-Division Director-Elect." The motion passed by voice vote.

7.   *Policies and Procedures Manual – Grier*
     A. PPM Section 24 Electronic Products & Services Committee
     SECTION 24 ~~ELECTRONIC~~ EMERGING PRODUCTS & SERVICES COMMITTEE

     24.1 GENERAL

     24.1.0 ~~Definition~~ Purpose

     ~~In the following section, the term 'electronic products' shall include all products and services delivered by the Society through any electronic mechanism, including the web and other applications.~~
     The Emerging Products and Services Committee (EPSC) shall oversee matters of policy, and concerning emerging products and services for the IEEE Computer Society. The EPSC shall: initiate and receive proposals for emerging or existing products and services relevant to the mission of the EPSC; oversee the definition and operation of projects and activities necessary to test the feasibility of proposals; and shall make recommendations to the Board of Governors, regarding ultimate disposition of such proposals and projects.

24.1.1   Branding

All Society electronic products and services are to bear the names and logos of both the IEEE Computer Society and the IEEE prominently on their home page. When appropriate, other features should be added to improve the branding of our products and services.

24.1.2   Standards, Best Practices and Design

The Electronic Products & Services Committee will have responsibility to ensure that electronic products and services produced by the Society adhere to appropriate standards and best practices whenever possible. It will also monitor the design of electronic products and services for consistency across Society entities.

24.1.3   Discriminatory Material in Electronic Products

Any discriminatory or derogatory statement suggesting age, sex, race, or other types of discrimination is unacceptable.

24.2 EMERGING ELECTRONIC PRODUCTS & SERVICES COMMITTEE

24.2.1   Duties and Responsibilities

The duties of the Electronic Products & Services Committee shall be as provided in the bylaws.

24.2.2 1   Membership

The Emerging Electronic Products & Services Committee shall be chaired by the Emerging Electronic Products & Services Committee chair and shall consist of the EPSC following chair and three to five members selected by the chair. voting members: a representative from each of the IEEE Computer Society program boards, and an additional three to five members appointed by the Electronic Products & Services chair. Project committee chairs (see Section 24.3.1) and In addition, IEEE Computer Society representatives to relevant IEEE committees, as determined by the President of the Society, shall serve as *ex officio* members of this committee. Appropriate staff members are *ex officio* nonvoting members of the EPSC.

24.2.3   Budgeting Responsibilities

The Emerging Electronic Products & Services Committee shall review proposals, annual budgets, PIFs if requested, and operating plans as proposed by the project its operating committee chairs appointed by the EPSC chair. Additionally, the EPSC shall it is responsible for preparcing and recommending its own annual budget to the Finance Committee and the Board of Governors.

24.2.4   *Emerging Electronic Products & Services Handbook*

The Emerging Electronic Products & Services Committee shall create and be responsible for maintaining an *Emerging Electronic Products & Services Handbook*, which sets forth detailed procedures for the operation of the Society's electronic products and services Emerging Products and Services Committee, and continuity of the operation of Society's electronic products and services EPSC project committees. The Emerging Electronic Products & Services Committee may modify its procedures without Board of Governors approval provided that its procedures are consistent with the policies and procedures of the IEEE Computer Society. All eChanges to the handbook procedures shall be published in the Agenda Book prepared for the next Board of Governors' meeting following the change. The Emerging Electronic Products & Services Committee chair is responsible for ensuring that a copy of the current handbook is distributed to each member of the Emerging Electronic Products & Services Committee, operations project committees, and the Board of Governors, at the beginning of each calendar year.

24.3 ~~OPERATIONS~~ PROJECTS AND PROJECT COMMITTEES

24.3.1 Operations and Duties

The Emerging Products & Services Committee shall both initiate and receive proposals from Society boards, committees, or Society members, for emerging and existing products and services that support the Computer Society's current strategic plan. Such proposals shall include all the information required for project initiation as defined in the IEEE Computer Society's *Planning Committee Handbook*. Received proposals shall be reviewed in a timely manner by the EPSC, and the chair shall recommend courses of action to the President. The EPSC may create a project committee, and the EPSC chair shall appoint ~~a~~ project committee chairs to carry out the goals of a proposal. Project committee activities shall be reviewed annually by the EPSC before the final annual meeting of the Board of Governors, and the EPSC chair shall recommend to the president-elect termination or continuation of project committees for the following year.

~~The Operations Committees of the Electronic Products & Services Committee shall be the Web Committee, the Community Development Committee and other ad hoc committees established by the Electronic Products & Services chair. Each of these committees shall deal with electronic products and services distribution processes and shall recommend and initiate changes in practice where necessary to assure that quality, budget, and time constraints can be met. Operations Committees shall inform the Electronic Products & Services Committee about ongoing products and plans, and undertake other assignments as specified by the Committee.~~

~~**24.3.2 Membership**~~

~~The chairs of the Operations Committees shall be appointed by the Electronic Products & Services Committee Chair. Members of the Operations Committees shall be appointed by the respective committee chairs in consultation with the Electronic Products & Services Committee Chair. Appropriate staff members are ex officio nonvoting members of the Operations Committees.~~

~~**24.3.3   Web Committee**~~

~~The Web Committee shall recommend technologies and practices and implement policies concerning the design and operation of the Society's Web pages and monitors the Society's Web pages for adherence to Web quality assurance standards as defined in the *Electronic Products & Services Handbook*.~~

~~**24.3.4   eLearning Committee**~~

~~The eLearning Committee shall specify, evaluate, and select vendors and services of online products and services for the IEEE Computer Society's distance learning program, monitor operations, and recommend pricing. The Committee shall recommend alternative online eLearning delivery technologies, processes, and methodologies and participate in reviews of the effectiveness of delivered online eLearning products and services to meet the needs of Society members.~~

~~**24.3.5   Community Development Committee**~~

~~The Community Development Committee, working with the Web Committee, shall oversee development, maintenance, and periodic review of products and services related to the Society's website, online portals, communities, and other related entities.~~

24.4 OBJECTIVES AND OPERATING PRINCIPLES

~~The IEEE Computer Society's formal mission statement, set forth in its 2001 strategic plan, *The World's IEEE Computer Society*, is to be the leading provider of technical information to the world's computer professionals.~~

24.4.1 Objectives

The objectives of the Electronic Products & Services Committee programs support the Society's mission as follows:

24.4.1.1 Electronic delivery methods should be used to meet the needs of Society members by improving their ability to identify relevant technical information, to obtain access to that information with greater speed and convenience, and to facilitate technical information exchange among members and other computer professionals.

24.4.1.2 The Society will clearly identify refereed and archival materials and is committed to maintaining eternal, accessible storage of archival products in electronic forms.

24.4.1.3 All electronic products and services will uphold at least the same standards of excellence as the Society's comparable traditional products and services.

24.4.2 Operating Principles

To achieve these objectives, the Society will operate its electronic products and services programs within the following policies and guidelines.

24.4.2.1 All proposed electronic products and services should document their target audience, the value/benefit provided to that audience, and an outline of the model used to create and maintain the content.

24.4.12.2 With the exception of those products designed specifically for membership benefits only and not for revenue generation, emerging electronic products and services should generate revenues sufficient to recover both their marginal cost of production and a prorated share of the costs of preparing the information for use in any medium.

24.4.2.3 When subscription is needed to access a revenue-generating product, subscription access to emerging electronic products or services should be routinely accomplished through the IEEE member and subscription sign up and renewal processes, not a separate process with separate billings and fulfillment costs. Adding the ability to sign up new members and subscriptions via the web, and to allow members to up update their own address records online, should be a high priority.

24.4.2.4 Initial pricing models for each instance of electronic product and service will be specified in the *Electronic Products & Services Handbook.*

xxxxx   Branding

All Society Emerging products and services are to bear the names and logos of both the IEEE Computer Society and the IEEE prominently on their home page. When appropriate, other features should be added to improve the branding of our products and services.

xxxxx   Standards, Best Practices and Design

The Emerging Products & Services Committee will have responsibility to ensure that emerging products and services produced by the Society adhere to appropriate standards and best practices whenever possible. It will also monitor the design of emerging products and services for consistency across Society entities.

xxxxx   Discriminatory Material in Electronic Products

Any discriminatory or derogatory statement suggesting age, sex, race, or other types of discrimination is

> **Comment [S1]:** Move the three paras to the EPSC handbook.

A. A definition of emerging was inserted into the proposed revisions. Croll moved, Burd seconded, "MOVED, that the IEEE Computer Society approves the revisions proposed." The motion was approved by voice vote.

B: Reisman called the question on the amendment to add additional text, Land seconded, "Moved, that the revision is intended to restrict this to products and services outside the board." The motion was approved by show of hands.

C: Croll moved to amend the revision 24.3.1 Line 74, Land seconded. The motion was approved by show of hands.

D: Land moved, Conte seconded, "MOVED, that the proposed amendments to PPM Section 24 be referred back to the Constitution & Bylaws Committee." The motion was approved by voice vote.

B. PPM Section 9.2.7 EIC Search Process and 9.28 Reappointment of an EIC
9.2 PUBLICATIONS BOARD
9.2.1 Membership
The Publications Board shall be chaired by the vice president for publications as provided in the bylaws, and shall consist of the following voting members appointed by the vice president: Magazine Operations Committee chair, Transactions Operations Committee chair, Press Operations Committee chair, the Digital Library Operations Committee chair, the IEEE Computer Society's representative to the IEEE Publications Services and Products Board (PSPB), and an additional three to six members-at-large (non-editors in chief) with experience in publications. In addition, all editors in chief (EICs), and the director of products and services shall be *ex officio*, non-voting members of the Publications Board.

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, based on the periodical review submitted to the IEEE Periodicals Review Committee;

2. consider changes of scope and name to evolve publications with changes in the field;

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 shall review annual page budgets as proposed by the EICs and as recommended by Transactions Operations Committee (TOC) and Magazine Operations Committee (MOC). Additionally the Publications Board shall be responsible for preparing and recommending its annual budget to the Board of Governors. The Publications Board shall be 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 *Publications Handbook*

The Publications Board shall create and be responsible for maintaining a *Publications Handbook*, 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 Governors 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 IEEE Computer Society, EIC 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 EIC position to the Publications Board for their review and further recommendation to the president.

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

4. EICs 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

The vice president for publications shall establish an *ad hoc* EIC search committee for the open position with the approval of the president-elect person serving as president when the final presidential decision is made. 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, shall, as expeditiously as possible, recommend to the president for appointment an "acting" EIC, while the EIC search is conducted.

The search committee shall develop a list of applicants through open solicitation, including recommendations from the corresponding operations committee. The committee shall solicit applications from people being mentored for EIC positions, from former or present associate editors, from people who have editorial experience outside of the IEEE 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.

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, in consultation with the past president and president-elect, 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.

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.

The search committee will use the standard "scoring matrix" described in the *Publications Handbook* 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.

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.

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.

The search committee shall report its findings and recommendations to the Publications Board in executive session. Those included in the executive session are the voting and nonvoting members of the Publications Board, the president of the Society, and members of the Search Committee.

The Publications Board shall review 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.

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 shall 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.

EICs 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 EIC shall begin with the appearance of that publication.

9.2.8. Reappointment of an Editor in Chief

1. An EIC 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 EIC is not willing to serve a second term, the process defined in 9.2.7 shall be followed in selecting a new EIC .

2. If the EIC is willing to serve a second term, the vice president for publications shall appoint an evaluation committee to evaluate the EIC'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. The evaluation committee shall seek input from the periodical's editorial board, the IEEE 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 EICs 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 EIC for a second term, after consultation with the past president and president-elect, 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 EIC may be considered as one of the candidates.

9.2.9   Editorial Board Member Selection Process

Editorial Board members for each periodical shall be appointed by the respective EICs with the 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 the proposed appointment.

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 Computer Society and the American Institute of Physics (AIP).

2. The search committee shall 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 shall recommend one candidate for joint appointment by the Society and the AIP.

Motion 7.B: Grier moved on behalf of the Constitution and Bylaws Committee, ""MOVED, that the IEEE Computer Society Executive Committee approves the proposed amendments to the PPM Section 9.2.7 EIC Search Process and 9.28 Reappointment of an EIC."

Action: Executive Director. Due: ASAP. ExCom 06-15-7B. Notify IEEE of PPM amendments.

8. **Electronic Product Services Committee Report**
   Montuschi provided an update on committee's activities.

9. **Recruitment of CS Volunteers**
   Walz made a presentation on efforts to recruit volunteers able to assume leadership positions in the Society.

10. **VP Roundtable Discussion**
    A. "How we are progressing with the SP-7 new initiatives."
    Walz and Fujii provided an update on the progress towards these initiatives.
    B. "Is our present model of volunteers and budgets taking us anywhere better?"
    Sankaran gave a presentation on issues that prevent our corporate model of strategies, action plans and balanced score cards from being more effective.

11. **EXECUTIVE SESSION (Staffing Update) –** *Burgess*

12. **Adjournment –** *Walz*
    The meeting adjourned at 5:00 p.m. PDT.