1. Call to Order – Walz
   A meeting of the IEEE Computer Society Executive Committee was held at 7:30 a.m. Pacific Daylight Time, on 14 June 2013 at the Renaissance Seattle Hotel, Seattle, Washington USA. David Alan Grier, president, chaired and David Ebert served as secretary.

2. Roll Call – Ebert
   A roll call was held as follows:
   
   A. Franchised Members
   Elizabeth L. Burd, 2nd VP, Member and Geographic Activities, present
   Thomas M. Conte, 1st VP, Publications Activities, present
   Paul R. Croll, VP, Technical & Conference Activities, present
   David S. Ebert, Secretary, present
   Paul K. Joannou, Treasurer, present
   Dejan Milojicic, President-elect, present
   Charlene (Chuck) Walrad, VP, Standards Activities, present
   John W. Walz, Past 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
   James W. Moore, Treasurer and Division V Director, present

3. Introduction of Guests – Grier
   The following guests and staff were present:
   
   Michael Bennett
   Evan Butterfield
   Hilda Carman
   Chris Jensen
   Ray Kahn
   Anne Marie Kelly
   John Miller
   Mary Ward-Callan

4. Approval of Agenda – Grier
   Motion 4: Shafer moved, Land seconded, “MOVED, that the agenda be approved as is.” Motion carried by voice vote.

ACTION ITEMS

5. ACTION ITEMS
   Consent Agenda* – Walz
   A. Minutes – 7 February 2013
   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 Articles VI-XI – Technical & Conference Activities, Educational Activities, Member and Geographic Activities, Publications, Standards Activities, Professional Activities

A. 1st Reading Bylaws Motion
Motion 6.A: Grier moved on behalf of the Constitution and Bylaws Committee: “MOVED, that the IEEE Computer Society Executive Committee endorses the proposed amendments to Bylaws Articles VI – XI Technical & Conference Activities, Educational Activities, Member and Geographic Activities, Publications, Standards Activities, Professional Activities.” The motion passed by voice vote.

ARTICLE VI – TECHNICAL AND CONFERENCE ACTIVITIES

Section 1: Technical and Conference Activities Board
The Technical and Conference Activities (T&C) Board shall oversee and set policy for the Society’s task forces (TFs), technical committees and technical councils (together, TCs), conferences, symposia, workshops and tutorials which shall be in accordance with the IEEE conference policies and procedures. The T&C Board shall be chaired by the vice president for technical and conference activities, and consist of the following members: officers, committee chairs, and additional members as defined in the IEEE Computer Society Policies & Procedures Manual.

Section 2: Membership

Section 3: Standing Committees
The T&C Board shall have standing committees to advise and to implement the policies of the Technical and Conference Activities Board. These committees are as defined in the IEEE Computer Society Policies & Procedures Manual.

The vice president of technical and conference activities shall appoint the chairs of these committees.

Section 4: Appointments
Except as otherwise provided in the IEEE Computer Society Policies & Procedures Manual, the vice president for technical and conference activities shall appoint the chairs of its standing committees and ad hoc committees and liaisons to other IEEE Computer Society program boards and committees as defined in the IEEE Computer Society Policies & Procedures Manual.

ARTICLE VII – EDUCATIONAL ACTIVITIES

Section 1: Educational Activities Board
The Educational Activities Board (EAB) shall develop, implement, and evaluate policies and programs dealing with education and training in the computing disciplines at all levels. The EAB shall be chaired by the vice president for educational activities.

Section 2: Membership
The EAB membership shall be as defined in the IEEE Computer Society Policies & Procedures Manual.

Section 3: Standing Committees
The Educational Activities Board shall have standing committees to implement the policies of the Board. These committees are as defined in the IEEE Computer Society Policies & Procedures Manual.
Section 4: Appointments

Except as otherwise provided in the IEEE Computer Society Policies & Procedures Manual, the vice president for educational activities shall appoint the chairs of its standing and ad hoc committees and liaisons representatives of the Educational Activities Board to other IEEE Computer Society program boards and committees.

ARTICLE VIII – MEMBER AND GEOGRAPHIC ACTIVITIES

Section 1: Member and Geographic Activities Board

The Member and Geographic Activities (MGA) Board shall define, plan, implement and evaluate the policies and strategies related to the recruitment and sustainment of membership in the Society and the development, implementation, and evaluation of all policies and programs for the organization of chapters of members and student activities. The MGA Board shall be chaired by the vice president for member and geographic activities.

Section 2: Membership

The MGA Board shall have membership defined in the IEEE Computer Society Policies & Procedures Manual.

Section 3: Standing Committees

The MGA Board shall have standing and ad hoc committees to advise and to implement the policies of the MGA Board as defined in the IEEE Computer Society Policies & Procedures Manual.

Section 4: Appointments

Except as otherwise provided in the IEEE Computer Society Policies & Procedures Manual, the vice president for member and geographic activities shall appoint the chairs of its standing and ad hoc committees and representatives of the Member and Geographic Activities Board to other IEEE Computer Society program boards and committees.

ARTICLE IX - PUBLICATIONS

Section 1: Publications Board

The Publications Board shall formulate the policies for IEEE Computer Society publications and shall advise and monitor its operations committees which are charged with the execution of these policies. The Publications Board has the responsibility for recommending new periodicals publications, monitoring the quality of present publications, altering the scope and direction of present publications, recommending termination of publications and making budgetary recommendations to the Finance Committee and Board of Governors. The Publications Board shall be chaired by the vice president for publications.

Section 2: Membership

The Publications Board shall have membership defined in the IEEE Computer Society Policies & Procedures Manual.

Section 3: Operations Committees

The Publications Board shall have operations and ad hoc committees to advise and to implement the policies of the Publications Board as described in the IEEE Computer Society Policies & Procedures Manual.

Section 4: Appointments
Except as otherwise provided in the IEEE Computer Society Policies & Procedures Manual, the vice president for publications shall appoint the chairs of its operating and ad hoc committees, members-at-large, and liaisons representatives of the Publications Board to other IEEE Computer Society program boards and committees.

Section 5: Editor-in-Chief Appointments and Terms

1. There shall be an editor in chief appointed for each periodical publication.

2. The Publications Board shall recommend to the president candidates for each editor in chief position, as specified in the IEEE Computer Society Policies & Procedures Manual, at various times as required.

3. The president, with the advice and consent of the Board of Governors, shall appoint each editor in chief for a term not to exceed two years. In the case of a new periodical, the initial appointment may be for a maximum of three years.

4. Editors in chief may serve a maximum of two consecutive terms in a given position.

ARTICLE X - STANDARDS ACTIVITIES

Section 1: Standards Activities Board

The Standards Activities Board (SAB) shall formulate the policies and practices with respect to standards, and other consensus documents and agreements and monitor all such activities to assure conformance to approved policies and practices. It shall be chaired by the vice president for standards activities.

Section 2: Membership

The SAB membership shall have three classes of membership as defined in the IEEE Computer Society Policies & Procedures Manual:

1. Sponsor Representatives
2. Members-at-Large
3. Ex officio Liaison Members

Section 3: Standing Committees

The SAB shall have standing committees to advise and to implement the policies of the Standards Activities Board as defined in the IEEE Computer Society Policies & Procedures Manual.

Section 4: Appointments

From the voting membership, the vice president for standards activities shall appoint the chairs of standing committees and ad hoc committees and liaisons to Standards Activities Board representatives to other IEEE Computer Society program boards and committees, IEEE Computer Society representatives to other standards developing organizations and the IEEE Computer Society representative to the IEEE Standards Association.

ARTICLE XI – PROFESSIONAL ACTIVITIES BOARD

Section 1: Professional Activities Board

The Professional Activities Board (PAB) shall develop for the Computer Society knowledge of the needs and preferences of professionals working in the computer industry and their employers. It shall recommend, evaluate, initiate, and nurture programs, products, and services for this practitioner market. It shall be chaired by the vice president for professional activities.
Section 2: Membership

The PAB shall have membership as defined in the *IEEE Computer Society Policies & Procedures Manual*.

Section 3: Standing Committees

The PAB shall have standing and ad hoc committees to advise and to implement the policies of the PAB as defined in the *IEEE Computer Society Policies & Procedures Manual*.

Section 4: Appointments

Except as otherwise provided in the *IEEE Computer Society Policies & Procedures Manual*, the vice president for professional activities shall appoint the chairs of its standing and ad hoc committees and liaisons representatives of the Professional Activities Board to other *IEEE* Computer Society program boards and committees.

*Policies and Procedures Manual – Milojicic*

**B. PPM Section 5.1.2 President Position Responsibilities**

Motion 6.B: Milojicic 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 5.1.2 President Position Responsibilities.” The motion passed by voice vote.

**PPM 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. Provides leadership and direction for officers and Society programs.

**5.1.2 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 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
   - Planning Committee
8. Serves as point of conflict resolution.

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

9-10. Except as otherwise provided in the Bylaws or the PPM, appoints representatives of the Computer Society to other organizations within the IEEE.

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.

C. PPM Section 9.2.4 Publications Handbook

Motion 6.C: Milojicic 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 9.2.4 Publications Handbook.” The motion passed by voice vote.

PPM Section 9.2.4 Publications Handbook and Editor in Chief Manual

The Publications Board shall create and be responsible for maintaining a Publications Handbook and Editor in Chief Manual which sets forth detailed procedures for the operation of the Society's overall publication program. These manuals 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 copies of the then-current manuals are distributed to each member of the Publications Board, TOC, MOC, DLOC, and the Board of Governors at the beginning of each calendar year.

D. PPM Section 9.2.6 Editor in Chief Appointments

Motion 6.D: Milojicic 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 9.2.6 Editor in Chief Appointments.” The motion passed by voice vote.

PPM Section 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 or management committees, the steering or management committee shall appoint the EIC following the search process defined in the MOU for that periodical. The VP for Publications shall recommend Computer Society candidates for the steering or management committee representatives for appointment by the Computer Society President.

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

4. a. Any individual who formally proposes a new Computer Society publication shall not be eligible to apply for, nor shall be selected as, the inaugural editor in chief of such a publication.

b. If an EIC search committee seeks an exception to this policy, the chair of the search committee must obtain
approval from both the relevant Publications Board Operating Committee and the vice president of Publications, prior to completing its process. In the event that the Operating Committee and the vice president of Publications cannot agree on whether or not to grant an exception, the final decision shall rest with the Computer Society President after consultation with all parties.

c. For cross-societal shared titles, the MOU shall include a policy to address this situation, which may or may not reflect the Computer Society’s policy.

E. PPM Section 9.2.9 Publications Handbook
Motion 6.E: Milojicic 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 9.2.9 Publications Handbook.” The motion passed by voice vote.

PPM Section 9.2.9 Editorial Board Member Selection Process
Editorial Board member roles shall be defined in the IEEE Computer Society Editor in Chief Manual. New Editorial Board members (applies to both Area Editors, Associate Editors and Associate Editors in Chief) 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.

F. PPM Section 10 Standards Activities
Motion 6.F: Milojicic 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 10 Standard Activities.” The motion passed by voice vote.

PPM SECTION 10 STANDARDS ACTIVITIES

10.1 RELATIONSHIP OF THE IEEE COMPUTER SOCIETY TO IEEE STANDARDS ASSOCIATION
The IEEE-standards Association (SA) is responsible for the processes and procedures used by all standards development groups. In that capacity, the IEEE-standards Association Standards Board (SASB) is responsible for auditing Working Group processes and proposed Project Authorization Requests (PARS) and standards for conformance with approved IEEE procedures.

The IEEE Computer Society is responsible for developing computing standards for adoption by the IEEE via IEEE SASB processes. The Society accomplishes standards development via the Computer Society Standards Activities Board (SAB) and the Standards Committees commissioned by the SAB. A major role, but not the only role, of the SAB Standards Committees is to act as Sponsors of standards development and revision efforts. The SAB shall assure that each of its Standards Committee maintains and operates under IEEE standards operating procedures approved by the IEEE-SASB.
10.2 SAB MEMBERSHIP

The Standards Activities Board (SAB) shall be chaired by the vice president for standards activities as provided in the bylaws and shall consist of the Society Representatives to other standards developing organizations (see Section 23.4) and the following members appointed annually as of 1 January by the vice president: the vice chair, secretary, chairs of standing committees; and chairs of the standards committees ("Sponsors"). Members of the SAB shall be members of the IEEE Computer Society and shall be encouraged to be members of the IEEE and the IEEE SA. The SAB may include voting members appointed by the vice president for standards activities annually to serve as External liaisons to other standards developing organizations (SDO) external to the IEEE. (See Section 23) Other organizations, internal and external to the IEEE Computer Society, may be invited to designate liaison representatives to serve as ex officio non-voting members of the SAB.

Members of the SAB shall also maintain an active interest in and provide timely responses to clarification of issues related to standards development. Members may vote immediately upon appointment.

The membership of the SAB may also include non-voting members appointed annually by the Vice Presidents of the other Computer Society program boards and the chair of the Emerging Products and Services Committee. Additional non-voting members shall be designated by the vice president for Standards Activities as needed to support Computer Society initiatives.

10.3 SAB RESPONSIBILITIES

The SAB shall:

- Recommend to the IEEE Computer Society Board of Governors policies and practices with respect to Computer Society sponsored standards,
- Establish (or dissolve when appropriate) IEEE Computer Society Standards Committees to act as standards sponsors, approving the scope of each sponsor's charter,
- Monitor all IEEE Computer Society standards activities to assure conformance to IEEE and Computer Society policies and procedures,
- Where appropriate, encourage standards sponsors to pursue adoption of their work by other international standards bodies, or regional or national standards bodies, and to oversee these efforts,
- Serve as interim standards sponsor as appropriate, until establishing a separate Standards Committee,
- Increase the use and understanding of the value of Computer Society sponsored standards in industry and education,
- Identify (in coordination with the Computer Society program boards) the needs of members and nonmembers for computing standards, and determine ways that the IEEE might meet those needs, potentially including existing standards created by external bodies, and
- Maintain and publish the *IEEE Computer Society Standards Handbook* as a guide for the SAB, the Computer Society Standards Committees, which sponsor standards, and Working Group chairs and members who develop standards.

10.4 STANDING COMMITTEES

10.4.1. Policies and Procedures Committee

10.4.1.1 Membership

The Policies and Procedures Committee shall consist of the Chair, and two members appointed annually by the Chair of the Policies and Procedures Committee from nominations by Standards Committee Chairs.

10.4.1.2 Duties

The Policies and Procedures Committee shall be the SAB interface to the SA Audit Committee and the Procedures Committee and advocate for the SAB sponsors. The committee shall maintain a current list of the status of SAB sponsor policies and procedures and IEEE SA approval status. The committee shall maintain the *IEEE Computer Society Standards Handbook*.

10.1 Standards Activities Board (SAB)

The objectives of the IEEE Computer Society's standards activities are to provide an organizational framework and conducive environment within which to develop broadly accepted, sound, timely, and technically excellent
standard and consensus documents and agreements that will advance the theory and practice of computing and
information processing science and technology. Draft standards developed within the IEEE Computer Society (CS) are submitted to the IEEE Standards
Association, to be approved and published as IEEE standards.
Where appropriate, standards sponsors pursue adoption of their work as international, regional, or national standards.

10.2 Relationship of the IEEE Computer Society to IEEE Standards Board
In performing standardization activities, the policies and procedures of the SAB as well as its actions must
conform to all applicable requirements placed upon standards sponsors by the IEEE Standards Association.

10.3 SAB Responsibilities
As established in Section 1 of Article X of the IEEE Computer Society bylaws, the SAB is responsible for:
- recommending to the IEEE Computer Society Board of Governors all policies and practices with
respect to standards;
- monitoring all IEEE Computer Society standards activities to assure conformance to approved policies
and procedures;
- establishing (or dissolving when appropriate) all IEEE Computer Society standards sponsors;
- approving the scope of each sponsor’s charter;
- maintaining and publishing IEEE Computer Society Standards Handbook, and
- serving as standards sponsor when appropriate.

10.4 SAB Membership
The SAB Chair is the IEEE Computer Society Vice President for Standards Activities. SAB members are
specified in the IEEE Computer Society Bylaws. Members of the SAB shall be members of the IEEE
Computer Society and shall be encouraged to be members of the IEEE.
Members of the SAB shall also maintain an active interest in and provide timely responses to clarification of
issues related to standards development. Members may vote immediately upon appointment.

10.4.1 Sponsor Representatives
Each Sponsor shall designate a representative to serve as member of the SAB. Sponsor representatives vote,
and are counted in the determination of quorum.

10.4.2 Members-at-Large
The president shall appoint up to 12 additional members to the SAB. The president may delegate authority for
such appointments to the vice president for standards. Members-at-large vote, and are counted in the
determination of the quorum.

10.4.3 Ex officio Liaison Members
Other organizations, internal and external to the IEEE Computer Society, may be invited to designate liaison
representatives to serve as ex officio members of the SAB. Ex officio members may vote but are not counted in
the determination of quorum.

10.5 SAB Duties
The SAB Chair shall:
1. Maintain the SAB membership list.
2. Appoint members-at-large as provided by the bylaws.
3. Appoint SAB officers as listed below:
   a. Vice chairs
   b. Secretary
   c. International Activities chair
   d. Vitality chair
4. Appoint IEEE Computer Society liaison representatives to IEEE-SA and to other organizations as
   provided by the bylaws.
5. Appoint liaison representatives to other program boards and committees of the IEEE Computer
   Society, as provided by the bylaws.
6. Prepare an annual IEEE Computer Society SAB budget and, after approval by the Board of Governors
   (BoG), supervise its execution.
7. Appoint committees to the SAB.
8. Carry out other delegated and assigned responsibilities.

G. PPM Section 27 President Emeritus
Motion 6.G: Milojicic 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 27 President Emeritus.” The motion passed by voice vote.

PPM Section 27 President Emeritus

27.1 Title

An individual who has completed a term of president of the Computer Society may refer to themselves in correspondence and other communication as "Computer Society President Emeritus" or "Computer Society President Emerita."

27.2 Past President

The title “Past President” shall be used only by the person who has just completed their term as Computer Society President, after which that Past President may use the term "President Emeritus" or "President Emerita".

The title "President Emeritus" or "President Emerita" confers no special authority, powers, or rights.

7. Adjournment – Grier

The meeting adjourned at 8:20 a.m. PDT.