1. Call to Order – Land
A meeting of the IEEE Computer Society Executive Committee was held at 1:00 p.m., Eastern Standard Time, on 16 November 2009 at the Hyatt New Brunswick, New Brunswick, New Jersey USA. Susan K. (Kathy) Land, president, chaired and David Alan Grier served as secretary.

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

A. Franchised Members
   Alan Clemens, VP, Educational Activities Board, present
   David Alan Grier, Secretary, present
   John Harauz, VP, Standards Activities Board, present
   James D. Isaak 2009 President-Elect, present
   Rangachar Kasturi, 2008 President, present
   Susan K. (Kathy) Land, 2009 President, present
   James W. Moore, VP, Professional Activities Board, present
   Sorel Reisman, VP, Publications Board, present
   Sattupathu V. Sankaran, VP, Chapters Activities Board, present
   Donald F. Shafer, Treasurer, present
   John W. Walz, VP, Standard Activities Board, present

B. Ex officio Members (without vote)
   Angela R. Burgess, Executive Director, present
   Carl K. Chang, Computer EIC, absent
   Deborah M. Cooper, 2008-2009 IEEE Division V Director, present
   Stephen L. Diamond, 2009-2010 IEEE Division VIII Director, present

3. Introduction of Guests – Kasturi
The following guests and staff were present:
   Michael Bennett
   Evan Butterfield
   Georgann Carter
   Violet S. Doan
   Susan Hayden
   Anne Marie Kelly
   Maggie Johnson
   John G. Miller
   Dick J. Price
   Carl Scott
   Mary Ward-Callan

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

5. BLANK

6. A. Approval of Minutes of the 4 June 2009 Meeting – Grier
Motion 6A: Shafer moved, M. Williams seconded, “MOVED, that the minutes of the 4 June 2009 Executive Committee meeting be approved as is.” Motion carried by voice vote.
B. Approval of Minutes of the 3 August 2008 Meeting – Grier
Motion 6B: Sankaran moved, Shafer seconded, “MOVED, that the minutes of the 3 August 2009 meeting be approved as is.” Motion carried by voice vote.

7. Report of the President - Land
The President’s report is in the Agenda Book.

8. Report of the Treasurer - Shafer
Shafer gave an oral report and noted the Treasurer’s report in the Agenda Book.

9. Report of the Executive Director - Burgess
The Executive Director’s report is in the Agenda Book.

10. Status of Action Items - Grier
Grier reviewed the Status of Action Items as of 17 November 2009, which can be found in the Agenda Book. Items 1, 2 have been closed.

ACTION ITEMS

11. 2009 Budget Amendments
A. Capital budget
B. Operating Budget
None.

12. Amendments to the Society Bylaws
First Reading
A. Article II Nominations and Elections Section 1
Motion 12.A: Isaak moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the proposed Bylaws amendments to Articles II Nominations and Elections Section 1.” Motion carried by voice vote.

B. Article II Nominations and Elections Section 9
Motion 12.B: Isaak moved for the Constitution & Bylaws Committee, “MOVED, that the Executive Committee of the IEEE Computer Society approves the proposed Bylaws amendments to Articles II Nominations and Elections Section 9.” Motion carried by voice vote.


SECTION 8 MEMBER AND GEOGRAPHIC ACTIVITIES BOARD

SECTION 8 MEMBER AND GEOGRAPHIC ACTIVITIES BOARD

8.1 MEMBERSHIP
The Member and Geographic Activities Board (MGA) shall be chaired by the vice president for member and geographic activities as provided in the bylaws and shall consist of the following members appointed by the vice president: the vice chairs of the Member Development Committee, Geographic Unit Operations Committee, Awards and Recognition Committee, and Finance Committee; the secretary; and chairs of any other standing committees established by the MGA in accordance with the provisions of the bylaws. The vice president may appoint up to three additional members to the MGA. In addition, any Computer Society representatives to IEEE MGA member development committees or other membership-related committees shall be ex-officio, non-voting members of the MGA.

8.1.1 Liaison Representatives
The vice presidents of other Computer Society Boards may appoint an ex-officio, non-voting representative to the MGA.
8.2 RESPONSIBILITIES

The MGA shall provide leadership in the Society for member development and member-related activities including member services, promotion and retention, information, programs and support for professional and student chapters, and such other promotional programs and functions as may be assigned by the Board of Governors, the Executive Committee, or the president.

8.3 STANDING COMMITTEES

8.3.1 Member Development Committee

8.3.1.1 Membership

The Member Development Committee (MDC) shall be chaired by a vice chair of the MGA, and shall consist of chairs of the Professional Member Development Committee and Student Member Development Committee, professional and student member development coordinators, and chairs of any subcommittees established to fulfill the responsibilities of the MDC. The chairs shall be appointed by the vice president for MGA. The vice president may delegate such authority to the vice chair of MDC.

8.3.1.2 Responsibilities

The MDC shall be responsible for providing strategic guidance and oversight for professional and student member development, recruitment, retention, recovery, engagement activities, member services, benefits, and life cycle management through the Professional and Student Member Development Committees.

8.3.1.3 Chair Responsibilities

The vice chair of the MDC shall plan, direct, and administer strategies for member development, promotion and retention of professional, student, affinity, and pre-university members, engagement and life cycle activities, benefits and services, and field support through membership development coordinators. In addition, the vice chair shall promote membership activities within the society, at the chapter, section, region, national, and international level. In addition, the vice chair shall ensure that member development activities are coordinated with the Geographic Unit Operations and Awards and Recognition Committees and shall maintain adequate interaction with MDC of IEEE MGA.

8.3.2 Geographic Units Operations Committee

8.3.2.1 Membership

The Geographic Unit Operations Committee (GUO) shall be chaired by a vice chair of the MGA, and shall consist of chairs of any subcommittees established to fulfill the responsibilities of the GUO. The chair shall be appointed by the vice president for MGA. The vice president may delegate such authority to the vice chair of GUO.

8.3.2.2 Responsibilities

The GUO shall be responsible for providing strategic guidance, oversight and support for member engagement programs through chapters, volunteer training, and activities that link members including, but not limited to, regions, sections, chapters, geographic, affinity groups such as IEEE Women in Engineering (WIE), Graduates of the Last Decade (GOLD), etc., and outreach.

8.3.2.3 Chair Responsibilities
The vice chair of GUO shall plan, direct, and administer strategies for professional and student member engagement through the IEEE network of sections, regions, chapters, clubs, geographic unit and affinity group activities, and shall provide volunteer training, development, and succession planning to support chapter operations. In addition, the vice chair shall coordinate GUO activities with the Member Development and Awards and Recognition Committees.

8.3.3 Awards and Recognition Committee

8.3.3.1 Membership

The MGA Awards and Recognition Committee (MA&R) shall be chaired by a vice chair of the MGA, and shall consist of chairs of any subcommittees established to fulfill the responsibilities of the MA&R. The chair shall be appointed by the vice president for MGA.

8.3.3.2 Chair Responsibilities

The vice chair of MA&R shall plan, direct, and administer strategies for professional and student member engagement in MGA awards and recognition programs, scholarships, fellowships, contests, member grade recognition, the Distinguished Visitors Program (DVP), the Member Visitor Program (MVP), and shall promote member engagement. In addition, the vice chair shall ensure that MA&R activities coordinate with the Member Development Committee and Geographic Unit Operations Committee activities.

8.3.4 Finance Committee

8.3.4.1 Membership

The Finance Committee shall consist of a vice chair of the MGA, and chairs of any subcommittees established to fulfill the responsibilities of the Finance Committee. The chair shall be appointed by the vice president for MGA.

8.3.4.2 Chair Responsibilities

The vice chair of Finance shall:

- prepare the annual MGA budget and, after approval by the Board of Governors, shall supervise its execution;
- coordinate IT tools for the support of GUO;
- oversee member statistics, surveys, and research; and
- evaluate and report out the effectiveness of member development and engagement programs.

8.4 SECRETARY

The MGA secretary shall prepare minutes, shall support the vice president for MGA to identify and recruit volunteers, and shall foster member engagement.

8.5 OTHER COMMITTEES

Other standing and ad hoc committees may be created by action of the MGA. Unless otherwise provided by the action of the MGA, the chair and the members of any committee shall be appointed by the vice president for MGA and serve on an annual basis.

8.6 MGA HANDBOOK

MGA shall create and maintain a handbook that sets forth detailed procedures for the operation of the Society’s membership and geographic activities program. MGA may modify its procedures by majority vote of MGA members without Board of Governors approval provided that its procedures are consistent with IEEE and IEEE Computer Society policies and procedures. All changes to the handbook procedures shall be published in the
Agenda Book prepared for the next Board of Governors meeting following the change. The handbook will be available on computer.org. The vice president for MGA shall be responsible for distributing the URL for the current handbook to each member of MGA and its standing committees, and the Board of Governors at the beginning of each calendar year.

8.1 MEMBERSHIP
The Member and Geographic Activities Board (MGA) shall be chaired by the vice president for member and geographic activities as provided in the bylaws and shall consist of the following members appointed by the vice president: the vice chairs of the Member Development Committee, Geographic Unit Operations Committee, Awards and Recognition Committee, and Finance Committee; the secretary; and chairs of any other standing committees established by the MGA in accordance with the provisions of the bylaws. The vice president may appoint up to three additional members to the MGA. In addition, any Computer Society representatives to IEEE MGA member development committees or other membership-related committees shall be ex-officio, non-voting members of the MGA.

8.1.1 Liaison Representatives
The vice presidents of other Computer Society Boards may appoint an ex-officio, non-voting representative to the MGA.

8.2 RESPONSIBILITIES
The MGA shall provide leadership in the Society for member development and member-related activities including member services, promotion and retention, information, programs and support for professional and student chapters, and such other promotional programs and functions as may be assigned by the Board of Governors, the Executive Committee, or the president.

8.3 STANDING COMMITTEES
8.3.1 Member Development Committee
8.3.1.1 Membership
The Member Development Committee (MDC) shall be chaired by a vice chair of the MGA, and shall consist of chairs of the Professional Member Development Committee and Student Member Development Committee, professional and student member development coordinators, and chairs of any subcommittees established to fulfill the responsibilities of the MDC. The chairs shall be appointed by the vice president for MGA. The vice president may delegate such authority to the vice chair of MDC.

8.3.1.2 Responsibilities
The MDC shall be responsible for providing strategic guidance and oversight for professional and student member development, recruitment, retention, recovery, engagement activities, member services, benefits, and life cycle management through the Professional and Student Member Development Committees.

8.3.1.3 Chair Responsibilities
The vice chair of the MDC shall plan, direct, and administer strategies for member development, promotion and retention of professional, student, affinity, and pre-university members, engagement and life cycle activities, benefits and services, and field support through membership development coordinators. In addition, the vice chair shall promote membership activities within the society, at the chapter, section, region, national, and international level. In addition, the vice chair shall ensure that member development activities are coordinated with the Geographic Unit Operations and Awards and Recognition Committees and shall maintain adequate interaction with MDC of IEEE MGA.
8.3.1.4 The chairs of the Professional Member Development and Student Member Development Committees shall execute and report on strategies for member development, recruitment, retention, and recovery activities at the local, region, section, chapter, national, and international level.

8.3.2 Geographic Units Operations Committee

8.3.2.1 Membership

The Geographic Unit Operations Committee (GUO) shall be chaired by a vice chair of the MGA, and shall consist of chairs of any subcommittees established to fulfill the responsibilities of the GUO. The chair shall be appointed by the vice president for MGA. The vice president may delegate such authority to the vice chair of GUO.

8.3.2.2 Responsibilities

The GUO shall be responsible for providing strategic guidance, oversight and support for member engagement programs through chapters, volunteer training, and activities that link members including, but not limited to, regions, sections, chapters, geographic, affinity groups such as IEEE Women in Engineering (WIE), Graduates of the Last Decade (GOLD), etc., and outreach.

8.3.2.3 Chair Responsibilities

The vice chair of GUO shall plan, direct, and administer strategies for professional and student member engagement through the IEEE network of sections, regions, chapters, clubs, geographic unit and affinity group activities, and shall provide volunteer training, development, and succession planning to support chapter operations. In addition, the vice chair shall coordinate GUO activities with the Member Development and Awards and Recognition Committees.

8.3.3 Awards and Recognition Committee

8.3.3.1 Membership

The MGA Awards and Recognition Committee (MA&R) shall be chaired by a vice chair of the MGA, and shall consist of chairs of any subcommittees established to fulfill the responsibilities of the MA&R. The chair shall be appointed by the vice president for MGA.

8.3.3.2 Chair Responsibilities

The vice chair of MA&R shall plan, direct, and administer strategies for professional and student member engagement in MGA awards and recognition programs, scholarships, fellowships, contests, member grade recognition, the Distinguished Visitors Program (DVP), the Member Visitor Program (MVP), and shall promote member engagement. In addition, the vice chair shall ensure that MA&R activities coordinate with the Member Development Committee and Geographic Unit Operations Committee activities.

8.3.4 Finance Committee

8.3.4.1 Membership

The Finance Committee shall consist of a vice chair of the MGA, and chairs of any subcommittees established to fulfill the responsibilities of the Finance Committee. The chair shall be appointed by the vice president for MGA.

8.3.4.2 Chair Responsibilities

The vice chair of Finance shall:

- prepare the annual MGA budget and, after approval by the Board of Governors, shall supervise its execution;
- coordinate IT tools for the support of GUO;
oversee member statistics, surveys, and research; and
• evaluate and report out the effectiveness of member development and engagement programs.

8.4 SECRETARY

The MGA secretary shall prepare minutes, shall support the vice president for MGA to identify and recruit volunteers, and shall foster member engagement.

8.5 OTHER COMMITTEES

Other standing and ad hoc committees may be created by action of the MGA. Unless otherwise provided by the action of the MGA, the chair and the members of any committee shall be appointed by the vice president for MGA and serve on an annual basis.

8.6 MGA HANDBOOK

MGA shall create and maintain a handbook that sets forth detailed procedures for the operation of the Society’s membership and geographic activities program. MGA may modify its procedures by majority vote of MGA members without Board of Governors approval provided that its procedures are consistent with IEEE and IEEE Computer Society policies and procedures. All changes to the handbook procedures shall be published in the Agenda Book prepared for the next Board of Governors meeting following the change. The handbook will be available on computer.org. The vice president for MGA shall be responsible for distributing the URL for the current handbook to each member of MGA and its standing committees, and the Board of Governors at the beginning of each calendar year.

B. PPM Section 25 Membership Committee

SECTION 25 MEMBERSHIP COMMITTEE OMBUDSMAN

25.1 OMBUDSMAN

25.1.1 Background

The idea of an ombudsman was raised at an Executive Committee meeting after hearing of a number of complaints from members such as not receiving the journals or magazines that they had ordered, or not having their membership/dues status acknowledged.

25.1.2 Description of Position

25.1.2.1 The ombudsman should be a standing post. A volunteer should be selected by the Board of Governors each year to fill the position. The ombudsman should report to the Executive Committee but is not a member of the Executive Committee. The ombudsman has direct access to the Board of Governors with respect to any unusual or otherwise important complaints that are not readily rectified, except that this will not apply to those portions of IEEE Computer Society operations where procedures for appeal already exist.

25.1.2.2 The role and responsibilities of the ombudsman should be included in the IEEE Computer Society Policies & Procedures Manual.

25.1.3 Duties and Functions

25.1.3.1 A copy of all IEEE Computer Society-related complaints received by the IEEE or IEEE Computer Society should be sent to the ombudsman. A standard form could be generated which indicates the name/address of the member, the nature of the complaint, and the action instigated to rectify the problem. The ombudsman would not normally be involved with normal non-fulfillment complaints, except to receive a copy of the form.
The ombudsman's address and purpose are sent out with all new membership applications (printed on the back of the IEEE Computer Society member application form). Members who do not receive the proper response for processing of their membership, and do not begin to receive publications in the time they expect, are invited to contact the ombudsman.

A brief notice, giving the address and purpose of the ombudsman, as a service to members, is published in each issue of Computer. A longer notice is published in Computer once a year, preferably in the months just after the memberships are renewed when most complaints are likely to be made. The ombudsman's address should be given as a c/o address to the IEEE Computer Society office to avoid reprinting costs each year if the ombudsman changes.

Members are invited to write directly to the ombudsman if they have reason to believe their original complaint has not received the attention it deserves. The ombudsman is responsible for:

- immediately acknowledging receipt of the complaint
- investigating the nature of the complaint and investigating whatever action is necessary to rectify the problem
- responding to the member with details of the actions taken and inviting he/she to correspond further if either this action does not solve the problem or if he/she still remains dissatisfied.

The ombudsman should report to the Membership Committee but has direct access to the Board of Governors with respect to any unusual or otherwise important complaints which are not readily rectified, except that this shall not apply to those portions of IEEE Computer Society operations where procedures for appeal already exist.

The ombudsman should provide an annual report to the secretary Executive Committee for inclusion in the secretary's end of year Agenda Book report.

C. PPM Section 5 Members of the Executive Committee

SECTION 5 MEMBERS OF THE EXECUTIVE COMMITTEE

5.0 VICE PRESIDENT FOR MEMBER AND GEOGRAPHIC ACTIVITIES

5.0.1 Position Function

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

5.0.2 Contacts

Has wide ranging contacts, at all levels with members, volunteers, and staff of the society and IEEE, including chapters.

5.0.3 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.

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.

D. PPM Section 9 Publications

PPM SECTION

SECTION 9 PUBLICATIONS

9.1 GENERAL

9.1.1 Definitions

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

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

9.1.3 Peer Review Process

Works published by Society publications should undergo rigorous peer review prior to acceptance for publication. Review policies shall be developed by the Publications Board in conjunction with the responsible publications operations committee. The review policies should generally be typical of review policies of respected scientific, scholarly, and technical societies. The policies should provide for appropriate author appeals, but the anonymity of the reviewers should be maintained.

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, Conference Publications 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 EICs) with experience in publications. In addition, all editors-in-chief, 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;
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 editors-in-chief (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, CPOC 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, Editor in chief Search Committees shall be used to evaluate all applicants and nominees following the process defined in 9.2.7. Reappointment considerations shall follow the process defined in 9.2.7.

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

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

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

9.2.7 Editor in Chief Search Process

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

The search committee shall develop a list of applicants through open solicitation, including recommendations from the corresponding operations committee. The applicants are most likely to be drawn from people being mentored for EIC positions, from former or present associate editors, from people who have editorial experience outside of the 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, 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 a standard “scoring matrix” to ensure that its members consider all relevant experience and abilities of each candidate and to ensure that these are treated similarly for all candidates.

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

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

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

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

**9.2.8. Reappointment of an Editor in Chief**

1. An editor in chief who is serving his/her first term is eligible for reappointment. The vice president for publications shall ask his/her willingness to serve a second term fourteen months before the end of the first term. If the editor in chief is not willing to serve a second term, the process defined in 9.2.7 shall be followed in selecting a new editor in chief.
2. If the editor in chief is willing to serve a second term, the vice president for publications shall appoint an Evaluation Committee to evaluate the Editor in chief’s performance. The EIC shall prepare and submit his/her dossier as defined in 9.2.8.4 and include his/her accomplishments during the past year.

3. 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 editor in chief shall be securely distributed electronically to the Publications Board at least 15 days before the meeting at which it will be considered (normally the first meeting of the year). In extraordinary circumstances the vice president can waive or reduce the allotted time for Publications Board review.

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

9.2.9 Editorial Board Member Selection Process

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

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

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

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

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

9.2.10 Editor in Chief Appointments of Computing in Science & Engineering

1. The Search Committee for the editor in chief of Computing in Science & Engineering will be appointed jointly by the IEEE CS and the American Institute of Physics (AIP).

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

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

9.2.11 Editorial Workshops

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

9.2.12 Evaluation Procedures for Periodicals

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

The evaluation of publications shall use the criteria below:

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

2. **Subjective Criteria.** Examples of items to be evaluated include the scope and breadth of coverage, sampling of readership opinion, sampling of authors’ opinions and editorial overlap with other publications.

When possible, the evaluation of a publication should be done in conjunction with a search for a new EIC for the publication.

9.2.13 Editorial Budget Policy

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

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

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

**Travel Policy:** Each EIC shall have budgeted funding for the EIC or the EIC’s designee to travel to up to three Publications Board meetings annually. In addition, each EIC shall have budgeted funding for the EIC or the EIC’s designee for travel to an EIC meeting with staff editors and to an Editorial Board Meeting. Each EIC shall have budgeted funding to hold and annual Editorial Board meeting. If an EIC chooses to hold an Editorial Board meeting, the EIC is encouraged to hold it at a major conference that is normally attended by many members of the Editorial Board, and for which travel support can readily be obtained from sources other than the IEEE Computer Society.

**Publication-specific expenses:** When identified by an EIC and endorsed by the vice president for publications, some publication-specific expenses can be included in the budget. Among the items that qualify as publication-specific are travel of some editorial board members to a meeting for a specific purpose, assistance to associate editors, and special activities for particular publications that are not generic to all publications.

9.3 OPERATIONS COMMITTEES

9.3.1 Membership

There shall be a Magazine Operations Committee (MOC), the Transactions Operations Committee (TOC), the Press Operations Committee (POC), the Conference Publications Operations Committee (CPOC), and the Digital Library Operating Committee (DLOC). These committees are referred to as Operations Committees (OCs).
Each operation committee shall oversee the publications process and shall recommend and initiate changes in practice where necessary to assure that quality, budget, and time constraints can be met. OCs shall inform the Publications Board about ongoing publications activities and plans, assist the Publications Board in recommending candidates for editors in chief as specified in the Bylaws, and undertake other assignments as specified by the Publications Board. The chairs of the OCs shall appoint their committees.

The chairs of MOC, POC, and TOC may not simultaneously hold the office of editor in chief. Magazines EICs are voting members of the MOC, editor(s)-in-chief of the Press are voting members of the POC, and Transactions EICs are voting members of the TOC. Additional members of OCs may be appointed by the vice president with the concurrence of the vice chair. Appropriate staff members are ex officio members of the OCs.

9.3.2 Duties

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

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

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

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

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

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

9.4 PUBLISHING MISCONDUCT

The vice president for publications shall appoint a Publications Board member-at-large to process all IEEE Computer Society issues related to publication misconduct. The member-at-large may appoint a committee to assist in processing such issues according to the policies and procedures as described in the IEEE Publication Services and Products Board Operations Manual Section 8.2.4, Allegations of Misconduct. The appointee shall be responsible for acting upon, monitoring and reporting, on a regular basis, to the Publications Board. The procedures for acting upon issues of misconduct are described in the Publications Handbook.

9.5 SCOPE STATEMENTS FOR PUBLICATIONS

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

9.6 ADVERTISING IN IEEE COMPUTER SOCIETY PUBLICATIONS

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

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

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

Unacceptable:

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

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

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

9.7 PUBLICATIONS COPY EDITING POLICY

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

9.8 SPECIAL SUBSCRIPTIONS

9.8.1 Promotional Subscriptions and Sales at Conferences

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

9.8.2 Block Subscriptions

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

9.9 REUSE OF INTELLECTUAL PROPERTY

The IEEE Computer Society is committed to the exchange and dissemination of technical information. This may be accomplished through the publication of conference proceedings and periodicals. The secondary use of the intellectual property from the publications shall follow the guidelines given in this section.
The IEEE requires that all technical, educational and professional publications of the Institute, except newsletters, but including society and Technical Council Newsletters, be copyrighted by the IEEE (IEEE PPM 6.3.1.A.2). In the case of jointly sponsored conferences, IEEE recognizes the right of another qualified sponsor to hold the copyright and administer all copyright matters on behalf of the IEEE and its author, provided, however, that such right shall be the subject of written agreement between the IEEE and the qualified sponsor. Except in the case of a conference which is sponsored and maintains its own permanent administrative office, a conference is not considered a sponsor and may not hold a copyright to IEEE material (IEEE PPM 6.3.1.A.2).

9.9.2 Conference Proceedings

1. Each conference shall be allowed to post its proceedings on its official conference Web site, according to policies stated in the Technical Meetings Handbook.

2. The IEEE Computer Society shall collect the accepted papers for every conference it sponsors and cosponsors and shall have the right to place them in its digital collections, according to policies set by the IEEE Computer Society Publications Board.

3. Conferences may not offer individual papers or collections of papers for reuse without the written permission of the IEEE, in accordance with the IEEE copyright policy.

4. Revenues generated from the inclusion of proceedings in the Digital Library or other collections shall be distributed in accordance with policies set by the Finance Committee and the Board of Governors.

9.9.3 Periodicals

1. The IEEE Computer Society invests heavily in the development of the content of periodicals and shall control the reuse of this intellectual property.

2. Except for authors posting their work on their own Web sites, individual papers or collections of papers from the IEEE Computer Society periodicals shall not be posted on servers other than the official society dissemination servers.

3. Any reuse of intellectual property from periodicals in collections shall require the written permission of the IEEE.

A. PPM Section 8 Chapter Activities

Motion 13.A: Isaak moved for the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the modifications to PPM Section 8 Chapter Activities by replacing PPM Section 8 with a new Section 8 Member and Geographic Activities Board, as proposed.” Motion passed by voice vote.

B. PPM Section 25 Membership Committee

Motion 13.B: Isaak moved for the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the modifications to PPM Section 25 Membership Committee by replacing PPM Section 25 with a new Section 25 Ombudsman, as proposed.” Motion passed by voice vote.

C. PPM Section 5.9 Vice President for Chapter Activities

Motion 13.C: Isaak moved for the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the modifications to PPM Section 5.9 Vice President for Chapter Activities by replacing PPM Section 5.9 with a new Section 5.9 Vice President for Member and Geographic Activities, as proposed.” Motion passed by voice vote.

D. PPM Section 9 Publications

Motion 13.D: Isaak moved for the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the modifications to PPM Section 9 Publications, as proposed.” Motion passed by voice vote.

Motion 14: Clements moved for the Education Activities Board, “MOVED, that the IEEE Computer Society Executive Committee endorses sponsoring Graduate Software Engineering 2009 (GSwE2009).” Motion passed by voice vote.

15. BLANK

16. BLANK

**DISCUSSION ITEMS**

17. **Report on the Joint ACM/CS Masters Degree Program**

Clements presented the conclusions of a joint effort by the Educational Activities Boards of ACM and IEEE Computer Society to review academic requirements for computer master’s degree programs in Europe and the U.S. The review confirmed the need for adopting academic standards in a field showing increasing educational divergence.

18. **Chapter Activities Year-End Update**

Chapter Activities highlights included plans for the merger of Chapters Activities and Membership, which was approved by the IEEE Computer Society Board of Governors on 17 November 2009. The Visitors Portal project successfully launched as a MVP program.

19. **Technical & Conference Activities Year-End Update**

Technical and Conference (T&C) Activities highlights included the publishing of T&C handbooks and acknowledging progress made on six initiatives.

20. **Educational Activities Year-End Update**

Educational Activities highlights included the completion of a joint IEEE Computer Society and ACM review of U.S. and European academic requirements for computer master’s degree programs. Other endeavors included a joint effort by volunteers and staff to create teaching materials for CSDP and CSDA courses.

21. **Professional Activities Year-End Update**

Professional Activities highlights included the transition from a committee to a board, establishing the infrastructure, and developing goals. Other activities included launching the initiative to update SWEBOK.

22. **Publications Year-End Update**

Publications highlights included developing “Topics Areas” in *Computing Now* as a means of showcasing material from magazines and other sources. Other activities focused on developing initiatives to respond to the changing nature of the publications industry.

23. **Standards Activities Year-End Update**

Standards Activities highlights included enhancing the vitality of Standards Board and committee activities internally and externally.

24. **Planning Ad Hoc Committee Report**

Planning Ad Hoc Committee highlights included developing goals to be presented to the Planning Committee to enhance the IEEE Computer Society’s competitiveness with ACM.

25. BLANK

**REPORTS**

26. **AD HOC COMMITTEES**
27. EXECUTIVE COMMITTEE MEMBERS
   A. President Elect
      No report.
   B. Vice President, Chapter Activities
      The Chapter Activities report is in the Agenda Book.
   C. First Vice President, Technical & Conference Activities
      The Technical & Conference Activities report is in the Agenda Book.
   D. Second Vice President, Educational Activities
      The Educational Activities report is in the Agenda Book.
   E. Vice President, Professional Activities
      The Professional Activities report is in the Agenda Book.
   F. Vice President, Publications
      The Publications report is in the Agenda Book.
   G. Vice President, Standards Activities
      The Standards Activities report is in the Agenda Book.
   H. Secretary
      No report.
   I. Past President
      No report.
   J. IEEE Division V/VIII Directors
      No report.
   K. Computer Editor in Chief
      No report.

28. STANDING COMMITTEE REPORTS
    None.

29. SPECIAL ORDERS
    None.

30. UNFINISHED BUSINESS OR GENERAL ORDERS
    None.

31. NEW BUSINESS
    None.

32. GOOD OF THE ORDER
    None.

33. ANNOUNCEMENTS
    None.

34. NEXT MEETING
    Thursday, 4 February 2010, Disneyland Hotel, Disneyland, Anaheim, California.

35. ADJOURNMENT – 5:00 p.m.